

**** WORKSHOP AGENDA ****

April 28, 2021

6:30 P.M.

Mayor Reynolds called the meeting to order at 6:34 P.M.

Roll Call: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Also present was Deputy Municipal Clerk Laurie Finger, CFO Sylvia Eryan-Hawileh, Mayor Tom Reynolds, and Attorney Joseph Youssouf. Excused was Municipal Clerk Peter Gorbatak.

Attorney Youssouf stated pursuant to N.J.S.A. 10 4-6 notification of this meeting has been (1) Published in the Asbury Park Press and the News Transcript the Official Newspapers of the Borough, (2) Posted to the Public at Borough Hall, (3) Copy has been filed with the Municipal Clerk, (4) Copy of this agenda and the Sunshine Statement has been filed with the Mayor and Council. This this meeting tonight is deemed in compliance with the Open Public Meetings Act.

There was a moment of silence and salute to the flag.

At this time, Mayor Reynolds stated that he would like to change the order of the agenda and read a proclamation honoring Rita McNulty for Women's History Month.

Mayor Reynolds read the following Proclamation:

WHEREAS, Rita was born and raised in Sayreville, New Jersey and grew up with 7 siblings, one brother and six sisters. Rita's family grew up struggling, but that did not stop Rita from growing up with a heart of gold – and still does; and

WHEREAS, She had her first daughter at a young age, and eventually had two more girls. Rita raised her daughters as a hard-working mother; and

WHEREAS, In December of 2005, she met the love of her life, Peter J. McNulty and they made their home together in Englishtown. She is now a grandmother of six children; and

WHEREAS, Every year on these holidays; Easter, Christmas, and Thanksgiving, she cooks dinners for the Englishtown Police Department and she's also been known to cook apple, pumpkin and other flavorful pies to keep the officers happy; and

WHEREAS, She started her site with her two daughters Gidget and Tabatha in 2013 called "Paying it Forward in Englishtown/Manalapan and Surrounding Areas". This site is where a community of people chosen by Rita all come together and donate to families in need. For example, every year in the beginning of September she received school supplies and backpacks for over hundreds of kids, and puts them together with love; and

WHEREAS, Every Thanksgiving she receives all different types of food needed for a thanksgiving dinner, and she puts each and every person's list of food in a bag and or basket and delivers them. She has even cooked multiple turkeys and hams for people who couldn't do it themselves. Continuing on, every December she gathers coats, boots, sweaters, gloves, and warm winter clothes and gives them to anyone in need; and

WHEREAS, This past Christmas Rita and her family collected gifts for over 60 children in need. In some cases, she cooked dinners for families in need. Rita also puts together Easter baskets with hand-made chocolate for children; and

WHEREAS, She has even given her time to the local nursing home she has now adopted and has held clothing, food, and blanket drives for them. Friends and family can tell you; Rita has also given random strangers a drive to wherever they needed; She has paid people's bills with her own money, even with no donations; She brought in home cooked meals to whoever needed them; She's even given the shirt off her back to someone who needed it; She also helps many other sites if needed; such as "Manalapan Helps"; She's collected for the military to have care packages shipped overseas; and

WHEREAS, One of the biggest parts of her life are her animals, even ones that aren't hers. She's been able to get wounded animals the care and help they need to be rehabilitated and released them into their natural habitat. For those that live nearby, you can see her red and green macaw, Tequila, entertaining children in the neighborhood as he sings and dances on the fence surrounding the McNulty house; and

WHEREAS, Despite all of the good things Rita has done for her neighbors and those in need, several medical situations have impacted her family. She was providing care for her middle daughter Tabatha who was suffering from major back and health problems – Rita was there to help her get healthy again; and

WHEREAS, Her eldest daughter Gidget has been struggling with non Hodgkin's Lymphoma cancer since last year, Rita cares for her daughter's children while Gidget receives her medical treatments; and

WHEREAS, Her daughter Christine was in a major car accident and went through several terrible back surgeries, Rita was there to help her too – this meant holding a full-time job at the time, and then traveling back and forth to the hospital in Manhattan for months on end. This also meant helping to pay for medical bills and therapy. Rita is a woman to be recognized for being a mother, grandmother, and friend to all she meets in her many roles in Englishtown;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown, that in celebration of Women's History Month, we recognize, honor and pay tribute to the amazing achievements of **Rita McNulty**, who has shaped, enriched and enlightened our community with her warm heart, hard work and dedication and we hereby proclaim April 28, 2021 Rita McNulty Day in the Borough of Englishtown.

Public Portion – Agenda Items Only

Mayor Reynolds stated that Ordinance 2021-02 is on the agenda for public hearing and adoption tonight. He received notification from the Monmouth County Engineer that Hamilton Street, West Dey and Center Streets will have to be looked out since it connects to a County road. Mayor Reynolds asked that those streets be removed from Ordinance 2021-02 until the County responds back.

There being many residents present from those streets, Mayor Reynolds asked for the meeting to be opened for public hearing.

Mayor Reynolds opens the floor to the public discussion limited to agenda items only. Motion by C/Mann and second by C/Robilotti. All those in favor. Meeting open to the public at 6:58 P.M.

- Gloria Riller from 16 Hamilton Street complained about the flow of traffic on Main Street.
- Barbara Kuchinski from 11 Hamilton Street commented on the dangerous turns onto Main Street.
- William Lewis from 50 Lasatta Avenue questioned if Hamilton, West Dey and Center Streets are the only streets being asked to be withheld from the Ordinance.
- Michael Desantis from 23 Hamilton Street commented that stop lines need to be painted.
- Donna Becherer from 12 Hamilton Street explained about parking issues for the bakery customers.
- Christine Robbins from 18 Hamilton Street thanked Mayor and Council for removing the 3 streets from the Ordinance. Also questioned plans for improving main Street.
- Sgt. Dinacola questioned the resolution on the agenda terminating the sergeant's positions. He asked that Mayor and Council reconsider.

There being no further public comments, a Motion was made by C/Krawiec, Seconded by C/ Robilotti to close the public portion. Passed unanimously. Meeting closed to the public at 7:29 P.M.

Work Session of the Mayor and Council of the Borough of Englishtown, 15 Main Street, Englishtown, New Jersey 07726.

1. Meeting Called to Order and Roll Call
2. Discussion Items:
 - A. Stormwater Control Ordinance
 - B. Cannabis Legislation – deadline 8/21/2021
 - C. Lake Weamaconk Dam
 - D. Computer Networking Installation and Service
3. Adjournment

The workshop meeting was called to order by Mayor Reynolds at 7:29 P.M.

Roll Call: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Discussion Items:

A. Stormwater Control Ordinance

Engineer Tom Herits provided a detail letter to Mayor and Council identifying those areas in the current stormwater ordinance that need to be updated to be in compliance with DEP regulations.

B. Cannabis Legislation

Deadline to opt out of having Cannabis distribution/manufacturing in the municipality is 8/21/2021. Mayor and Council are not in support of having cannabis in Englishtown. Attorney Youssouf was asked to prepare an ordinance to opt out.

C. Lake Weamaconk Dam

Mayor Reynolds commented that Lake Weamaconk needs to be repaired. The County will take 50% responsibility and the Borough 50%. The estimated cost is \$1.2 million. The Borough will have to bond for \$750,000. The plans were sent back to the County by our engineer. Once approved, the Borough will have to provide the funding.

D. Computer Networking Installation and Service

Reynolds stated that too much information has been provided to discuss this evening and would prefer the vendors do a presentation and have the JIF representative approve the computer plan to make sure that we are in compliance. He asked that a special meeting be scheduled within the next week to meet with the two vendors. Council agreed.

There being no further business a motion to adjourn the workshop was offered by C/Robilotti, Seconded by C/Krawiec. The time being 7:58 PM.

****AGENDA****

1. Meeting Called to Order and Roll Call
2. Statement of Compliance with Sunshine Law
3. Moment of Silence and Salute to the Flag
4. Women's History Month Celebration – Proclamation Honoring Rita McNulty
5. Approval of Minutes
March 24, 2021 Meeting
March 24, 2021 Executive Session
6. Committee Reports
7. Correspondence
8. Open Public Portion/Limited to Agenda Items Only
Limited to Five (5) Minutes per citizen to be determined at Borough Council's discretion. Any and all situations regarding Borough Personnel, when names are implied or mentioned, are to be brought to the full attention of the Council through an appointment and subsequent disclosure through the Personnel Committee.
9. Old Business:

- A. Ordinance No. 2021-01 – Public Hearing & Adoption
Amending & Supplementing Chapter 1.30.09 “Personnel Policies”
of the Code of the Borough of Englishtown Deleting Section
1.30.09D Extended Personal Leave
 - B. Ordinance No. 2021-02 – Public Hearing & Adoption
An Ordinance of the Mayor and Council of the Borough of
Englishtown Amending and Supplementing Various Sections of
the Code of the Borough of Englishtown
10. New Business:
- A. Ordinance No. 2021-03 – Introduction
Ordinance to Exceed the Municipal Budget
Appropriation Limits and to Establish a Cap Bank
(N.J.S.A.: 40A: 4-45.14)
 - B. Resolution No. 2021-052
Amending the Borough Personnel Manual Deleting “Extended
Personal Leave”
 - C. Resolution No. 2021-077
Cancellation of a Special Emergency Appropriation
 - D. Resolution No. 2021-078
Introducing the Municipal Budget 2021
 - E. Resolution No. 2021-079
Equal Employment Opportunity Act
 - F. Resolution No. 2021-080
Appointment of a Qualified Purchasing Agent (QPA)
 - G. Resolution No. 2021-081
Emergency Temporary Appropriation
 - H. Resolution No. 2021-082
Adopting the Monmouth County Multi-Jurisdictional Hazard
Mitigation Plan
 - I. Resolution No. 2021-083
Authorizing Refund of Tax Payment on Tax Exempt Prosperities
 - J. Resolution No. 2021-084
Resolution of Purchases Over \$2625 Calcium Hypochlorite
Briquettes
 - K. Resolution No. 2021-085
Resolution of Purchases Over \$2625 Sergeants Exam

- L. Resolution No. 2021-086
Resolution Terminating Acting Sergeant Position
 - M. Resolution No. 2021-087
2021 Salary for DPW P/T Laborer William T. Murphy
 - N. Resolution No. 2021-088
Offer of Employment to Robert Smith, III for Emergency Water Repairs
 - O. Resolution No. 2021-089
2021 Salary for DPW P/T Laborer Edward Walker
 - P. Resolution No. 2021-090
Authorizing Refund of Tax Sale Certificate & Refund B-19, L-4
 - Q. Resolution No. 2021-091
Payment of Borough Bills
- 10. Tax Collector's Reports:
 - March 2021
 - 11. Public Portion
Limited to Five (5) Minutes per citizen to be determined at Borough Council's discretion. Any and all situations regarding Borough Personnel, when names are implied or mentioned, are to be brought to the full attention of the Council through an appointment and subsequent disclosure through the Personnel Committee.
 - 12. Executive Session
 - 13. Adjournment

The meeting was called to order by Mayor Reynolds at 7.58 P.M.

Roll Call: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Approval of Minutes: March 24, 2021 Meeting
March 24, 2021 Executive Session

There being no corrections, deletions or additions, a motion to approve the March 24, 2021 meeting minutes and March 24, 2021 Executive Minutes by C/Mann and Seconded by C/ Robilotti.

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

Committee Reports:

Code Enforcement, Public Health, Public Events

Councilman Francisco reported:

- Code Enforcement – Richard Thompson stated that there were only a few complaints that are being handled.

Public Buildings & Grounds

Councilman Mann reported:

- Having difficulty in filling the DPW fulltime position. Currently have three (3) parttime employees there.
- Discussed sponsoring a sign on Wood Avenue.

Technology

Councilman Marter reported:

- Received a few more email signups through the website.
- Need to upgrade the network service, recommended GoDaddy for \$300.

Public Utilities

Councilwoman Krawiec reported:

- Read the monthly Water department report.
- Rick's Saddle Shop had a clogged sewer line that they are taking care of.

Public Safety

Councilman Wojyn reported:

- Read the monthly Police report for March.
- Police computer server needs immediate replacement.
- Reported that a vehicle hit the Village Inn and will be reaching out to Monmouth County to see if it is possible to obtain funding to erect posts to prevent further accidents.

Administration, Finance & Personnel

Councilwoman Robilotti reported:

- Personnel – Difficulty finding a person for DPW. The Court violations position is still open. Will begin interviewing next week.

Correspondence

- Received noticed that the Financial Disclosure Statement filing deadline has been extended until May 31, 2021. Local Finance Notice 2021-08 is expected to be issued soon with the instructions on how to file. Will forward it once it is received.
- Received resolutions from Colts Neck Township, Manalapan Township and Avon by the Sea urging the Legislature to repeal the provisions of S-3454 that will facilitate underage use of Cannabis.
- Two Ordinances from Manalapan.
 - a. Ordinance 2021-09 providing for Multi-Family Housing with an inclusionary set-aside of Affordable Housing to be developed in the newly created AH-Diocese Affordable Housing Overlay Zone. Public Hearing is April 28th:

- b. Received adoption notification that Ordinance 2021-05 Affordable Housing amendment to include a new affordable housing zone district entitled Affordable Housing MultiFamily Zone
- Ordinance from Freehold Borough Amending Chap 18.07, Freehold Center Core Redevelopment Plan. Public hearing is scheduled for May 3rd.
- Mayor & Council Received from the CFO on April 7th the March 2021 Budget Report.
- Meeting Notice from Manalapan-Englishtown Bd of Ed. Regular Meetings 5/4, 5/11, 5/25 at MEMS 7:30pm
- Reminder to Please submit your council reports to the Clerk.

Old Business:

**BOROUGH OF ENGLISHTOWN PUBLIC HEARING & ADOPTION
ORDINANCE NO. 2021-01**

**AN ORDINANCE AMENDING AND SUPPLEMENTING
CHAPTER 1.30.09 "PERSONNEL POLICIES" OF THE
CODE OF THE BOROUGH OF ENGLISHTOWN DELETING SECTION 1.30.09.D
EXTENDED PERSONAL LEAVE**

BE IT ORDAINED by the Mayor and Council of the Borough of Englishtown, County of Monmouth and State of New Jersey, that the following section of Chapter 1.30.09.D is hereby amended as follows:

ARTICLE I

LEGISLATIVE FINDINGS: The Mayor and Council of the Borough of Englishtown heretofore adopted a Personnel Manual governing various employee related matters that may arise during the course of employment by the Borough. Among the policies instituted was Section 1.30.09.D that provides employees may be granted extended personal leave of up to (1) year in the sole discretion of the Council provided that the leave does not cause "...undue operational disruption.)

The Mayor and Council find that said provision is no longer viable given the limited work force employed by the Borough and the tightly constrained municipal budget and tax base.

SECTION I-PURPOSE: The purpose of this Section is to completely repeal and eliminate the "Extended Personal Leave" provisions contained in this ordinance and the Personnel Manual.

ARTICLE II

A. ELIMINATION AND REPEAL: Section 1.30.09.D "Extended Personal Leave" is hereby repealed and eliminated as official Borough Policy. All references to tgis policy, whether contained in this ordinance or the Borough Personnel Police, are deleted and removed by reference.

ARTICLE III

SEVERABILITY

Should any portion, section or subsection of this ordinance amendment be ruled invalid or unconstitutional by a court of competent jurisdiction, such provision, portion,

section or subsection shall be deemed severable and shall not affect the validity of the remaining portions of this ordinance which shall remain in full force and effect.

ARTICLE IV
EFFECTIVE DATE

This ordinance shall take effect upon final adoption and publication pursuant to law.

Offered By: C/Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
ORDINANCE NO. 2021-02**

TABLED

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
ENGLISHTOWN AMENDING AND SUPPLEMENTING VARIOUS SECTIONS
OF THE CODE OF THE BOROUGH OF ENGLISHTOWN**

After much discussion this evening, a Motion was made to TABLE Ordinance 2021-02

Offered By: C/Krawiec

Seconded By: C/Robilotti

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

New Business:

**BOROUGH OF ENGLISHTOWN
ORDINANCE NO. 2021-03**

FIRST READING & INTRODUCTION

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION
LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S.A. 40A:4-45.1, et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 1% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A:4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Mayor and Council of the Borough of Englishtown in the County of Monmouth find it advisable and necessary to increase its CY 2021 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Mayor and Council hereby determine that a 2.5% increase in the budget for said year, amounting to \$50,636.50 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Mayor and Council hereby determine that any amount authorized hereinabove that is not appropriated, as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Englishtown, in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2021 budget year, the final appropriations of the Borough of Englishtown shall, in accordance with this ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5%, amounting to \$70,891.10 and that the CY 2021 municipal budget for the Borough of Englishtown be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this Ordinance as introduced be filed with the Director of the Division of Local Government Services within five (5) days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this Ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within five (5) days after such adoption.

This ordinance amendment shall take effect upon final passage and after publication as required by law.

Offered By: C/Krawiec

Seconded By: C/ Robilotti

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-052**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH
OF ENGLISHTOWN AMENDING THE BOROUGH PERSONNEL MANUAL
DELETING "EXTENDED PERSONAL LEAVE"**

WHEREAS, the Borough of Englishtown heretofore adopted a "Personnel Manual" governing various employee related issues that may arise during the course of employment by the Borough; and

WHEREAS, the employee manual provides a very generous "Extended Personal Leave" policy that provides that an employee "...may be granted a personal leave of absence for "...up to one (1) year at the sole discretion of the Borough Council if the leave does not cause undue operational disruption..."; and

WHEREAS, said provision is simply no longer viable within the context of Borough Employment given the limited work force employed by the Borough and the tightly constrained municipal budget; and

WHEREAS, the Mayor and Council of the Borough of Englishtown have determined that it is necessary and in the public interest to amend the Borough's Leave of Absence policy by deleting the "Extended Personal Leave" provisions of the Personnel Manual.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that the Personnel Manual of the Borough of Englishtown is amended to delete any and all references to "Extended Personal Leave" effective immediately.

Offered By: C/ Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-077**

**AUTHORIZING THE CANCELLATION OF A
SPECIAL EMERGENCY APPROPRIATION**

WHEREAS, the Borough of Englishtown, in the County of Monmouth and State of New Jersey adopted Ordinance No. 2020-08 on December 21, 2020 appropriating \$80,000 attributable to revenue deficit directly attributable to COVID-19 pandemic; and

WHEREAS, the Borough did not require any financial assistance to offset the operating deficit attributable to COVID-19 pandemic; and

WHEREAS, the Special Emergency Appropriation in the amount of \$80,000.00 is reduced to \$73,484.17 by cancelling \$6,515.83 as of December 31, 2020 to reflect the actual amount of revenue loss for the year 2020.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Council of the Borough of Englishtown, County of Monmouth does hereby cancel the Special Emergency Appropriation in the amount of \$6,515.83.

That a copy of this resolution be sent to the Director of the Division of Local Government Services.

Offered By: C/ Mann

Seconded By: C/Krawiec

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

Mayor Reynolds asked the Deputy CFO to give an overview of the 2021 Budget. Deputy CFO Finger commented:

The 2021 Municipal Budget Complies with the LEVY CAP & APPROPRIATION CAP.

Notes:	2021 penny = \$27,687.93	2020 penny = \$26,380.96
	Available Surplus \$787,480.75	Available Surplus \$828,456.77
	Utilized \$300,000	Utilized \$400,000
	<u>2021 surplus balance = \$487,480.75</u>	<u>2020 surplus balance = \$428,456.77</u>

The Value of the Penny increased by \$1,306.97

The 2021 Municipal Budget is \$16,810.00 LOWER than the 2020 Municipal Budget. This budget was introduced on March 24th increasing the tax rate by 0.0175.

Analysis of Tax Levy CAP:

Tax Levy Cap Bank is balanced.

2021 Budget Tax Levy CAP is \$1,794,227

Total Allowable for 2021 Tax Levy CAP = \$1,728,505

Levy Cap Bank used from 2018 was \$58,414

Amount left in 2021 Levy CAP Bank is \$0.00 .

Amount in 2020 Levy CAP Bank available to use in 2021-2023 is \$138,198

Amount in 2019 Levy CAP Bank available to use in 2021-2022 is \$19,321

Amount in 2018 Levy CAP Bank available to use in 2021 is \$6,199

Revenues

- All Revenues remained the same as 2020 except for the following:
 - Increase in Surplus (without the \$140,000 payoff Ban) \$ 40,000
 - Note: 2020 Surplus originally was \$260,000
 - Increase in General Capital Surplus \$ 5,413
 - Increase in Sewer Utility Surplus \$ 35,000
 - Increase in Tower Lease \$ 5,000
 - Decrease in Municipal Court Fine (\$68,000)
 - Decrease in Interest on Investment (\$13,000)
 - Decrease in Off Duty Police Admin Fee (\$ 5,000)
 - Decrease in Cable Franchise Fees (\$ 5,343)

Expenditures

Included in this budget are Increases of :

- Contractual Salaries \$17,500
- Data Processing OE \$82,955 (Reallocated \$18,000 from Various Accts)
- Police OE \$ 3,100
- Solid Waste Collection \$ 5,000
- Pension-Police & Fire \$24,600
- Pension RERS \$ 8,245
- Dog regulation \$ 500
- Sick Leave Trust \$ 1,500

Included in this budget are decreases of:

- Debt Service \$ 6,425
- Legal Services \$ 5,000
- Building & Grounds \$ 2,500
- Public Safety Grants \$ 9,000 (Recycling Tonnage/Drive Sober)

Most Department Budgets either remained the same or had a reduction.

This Budget represents a Decrease in spending by \$16,810 however the budget increased spending by \$123,190 if we did not budget the \$140,000 to pay off the BAN in 2020. Revenue in 2021 decreased by \$5,930 due to COVID related closures.

Amount to be Raised by Taxation in year 2021 is \$1,794,227.18 divided by \$27,687.93. (value of penny) equals a tax rate of .648. The TAX RATE INCREASED 0.0175 cents. In 2020.... \$1,662,350.82 divided by \$26,364.47 = .631 tax rate.

The ESTIMATED total 2021 Tax Rate assumes a 2% increase for County and School Taxes. There were NO Capital Improvement Projects requested from departments this budget year.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021- 078**

**RESOLUTION INTRODUCING THE MUNICIPAL BUDGET
OF THE BOROUGH OF ENGLISHTOWN, COUNTY OF MONMOUTH,
FOR FISCAL YEAR 2021,
WITH STATEMENTS OF REVENUES AND APPROPRIATIONS
WHICH SHALL CONSTITUTE THE LOCAL BUDGET FOR THE YEAR 2021**

BE IT RESOLVED, that the following statements of revenues and appropriations shall constitute the Municipal budget for the year 2021.

BE IT FURTHER RESOLVED, that the said budget be published in The Asbury Park Press in the issue of May 6, 2021.

The Governing Body of the Borough of Englishtown does hereby approve the following as the budget for the year 2021:

1.	Appropriation within "Caps" Municipal purposes (Item H-1, Sheet 19) (N.J.S. 40a:4-45.2)	\$ 2,151,535.00
2.	Appropriations excluded from "Caps" Municipal purposes (Item H-2, Sheet 28) (N.J.S. 40a:4-45.3 as amended)	\$ 312,400.20
	Total general appropriations excluded from "Caps" (Item 0, Sheet 29)	\$ 312,400.20
3.	Reserve for uncollected taxes (Item M, sheet 29) - based on estimated 98.18% of tax collections	\$ 119,674.80
4.	Total general appropriations (Item 9, Sheet 29)	\$ 2,583,610.00
5.	Less: Anticipated revenues other than current property tax (Item 5, Sheet 11) (i.e. surplus, misc. revenues and receipts from delinquent taxes)	\$ 789,382.82
6.	Difference: Amount to be raised by taxes for support of Municipal Budget (As Follows)	
	A. Local tax for Municipal purposes including reserve for uncollected taxes (Item 6 (A), Sheet 11)	\$1,794,227.18

Notice is hereby given that the Budget and Tax Resolution is approved by the Mayor and Council of the Borough of Englishtown, County of Monmouth on April 28, 2021.

A hearing on the Budget and Tax Resolution will be held at 15 Main Street, Englishtown, NJ 07726 on May 26, 2021 at 6:30 p.m. at which time and place objections to said Budget and Tax Resolution for the year may be presented by taxpayers or other interested persons.

Offered By: C/Mann

Seconded By: C/Robilotti

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-079**

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in
Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the *Borough Council* of the Borough of Englishtown, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON *April 28, 2021*.

Offered By: C/Mann
Seconded By: C/Robilotti
Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-080**

APPOINTMENT OF QUALIFIED PURCHASING AGENT

WHEREAS, the Mayor and Council of the Borough of Englishtown have determined that there is a necessity for appointing a Qualified Purchasing Agent to be employed by the Borough of Englishtown; and

WHEREAS, Sylvia Eryan-Hawileh is a qualified individual for the position as she is certified as a Qualified Purchasing Agent..

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that Sylvia Eryan-Hawileh is hereby appointed Qualified Purchasing Agent, pursuant to N.J.S.A. 40A:9-140.10, for the Borough of Englishtown, commencing on May 1, 2021.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the following: Borough Clerk, Borough Auditor, Borough Attorney, and Sylvia Eryan-Hawileh.

Offered By: C/Krawiec
Seconded By: C/ Robilotti
Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-081**

EMERGENCY TEMPORARY APPROPRIATIONS

WHEREAS, an emergent condition has arisen with respect to the need for various operating expenses prior to the adoption of the 2021 Budget and no adequate provision has been made in the 2021 temporary budget for the aforesaid purposes, and

WHEREAS, N.J.S.A.40A:4-20 provides for the creation of an emergency temporary appropriation for said purpose; and

WHEREAS, the total emergency temporary appropriation resolutions adopted in the year 2021 pursuant to the provisions of Chapter 96, P.L.1951 (N.J.S.A.40A:4-20) including this resolution total \$635,500.00

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown, in the County of Monmouth, State of New Jersey, (not less than two-thirds of all the members thereof affirmatively concurring) that in accordance with the provisions of N.J.S.A. 40A-20:

1. Emergency temporary appropriations be and the same is hereby made in the amount of \$16,350.00 as per attached sheet.
2. Said emergency temporary appropriations will be provided for in the 2021 budgets.
3. That one certified copy of this resolution be filed with the Director, Division of Local Government Services.

Offered By: C/ Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-082**

**RESOLUTION ADOPTING THE MONMOUTH COUNTY
MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Borough of Englishtown NJ, has experienced natural hazards that result in public safety hazards and damages to private and public property and;

WHEREAS, the hazard mitigation planning process set forth by the State of New Jersey and the Federal Emergency Management Agency offer the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risks and;

WHEREAS, the New Jersey Office of Emergency Management has provided federal mitigation funds to support development of an updated mitigation plan and;

WHEREAS, a Multi-Jurisdictional Hazard Mitigation Plan has been developed by the County Office of Emergency Management and Mitigation Planning Committee and;

WHEREAS, the Multi-Jurisdictional Hazard Mitigation Plan includes a prioritized list of mitigation actions including activities that, over time will help minimize and reduce safety threats and damage to private and public property and;

WHEREAS, the draft plan was provided to each participating jurisdiction through a website hosted by Michael Baker International, the contracted vendor assisting with the planning process. Links were links also posted on the Emergency Management and Division of Planning websites so as to introduce the planning concept and to solicit questions and comments and to present the Plan and request comments, as required by law and;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown:

1. The Monmouth County Multi-Jurisdictional Hazard Mitigation Plan, as submitted on June 23, 2020 by the Monmouth County Office of Emergency Management to the New Jersey Office of Emergency Management and the Federal Emergency Management Agency and subsequently approved by both agencies on August 27, 2020, be and is hereby adopted as an official plan of the County or Monmouth; with the required yearly updates and minor revisions recommended by the Federal Emergency Management Agency and/or the New Jersey Office of Emergency Management may be incorporated without further action.
2. The Borough of Englishtown departments identified in the Plan are hereby directed to further pursue potential or suggested implementation of the recommended high priority activities that are assigned to their departments.
3. Any action proposed by the Plan shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the Borough of Englishtown, and this resolution shall not be interpreted so an to mandate any such appropriation.
4. The Borough of Englishtown Emergency Management Coordinator is designated to coordinate with other offices and shall periodically report on the activities, accomplishments, and progress, and shall prepare an annual progress report to be submitted to the New Jersey Office of Emergency Management. The status reports shall be submitted on a yearly basis by a predetermined date agree upon by all stakeholders.

BE IT FURHER RESOLVED that the Deputy Municipal Clerk forward a certified true copy of this resolution to the Monmouth County Office of Emergency Management Coordinator, Police Chief Peter Cooke (OEM) and Sylvia Eryan-Hawileh, CFO.

Offered By: C/Mann

Seconded By: C/Robilotti

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-083**

**AUTHORIZING REFUND OF TAX PAYMENT ON TAX EXEMPT
PROPERTIES**

WHEREAS, the Borough of Englishtown Tax Assessor has exempted a 100% Totally Disabled Veteran Exemption of Taxes effective date of June 10th, 2020 for the owner who resides at Block 6, Lot 14.12 Qualifier C12 located at 12 Oxford Court and the owner who resides at Block 2, Lot 12.012 located at 4 Lasatta Avenue; and

WHEREAS, payment of taxes was received from Corelogic Tax Service in error on February 3, 2021 for 2020/ 2021 in the amount \$1,455.65 for Block 6, Lot 14.12 Qualifier C12 located at 12 Oxford Court and payment of taxes for 2020/2021 in the amount of \$2,984.89 for Block 2, Lot 12.012 located at 4 Lasatta Avenue causing an overpayment on the accounts;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes payment in the amount of \$4,440.54 to Corelogic Refunds Dept., 3001 Hackberry Road, Irving, TX 75063.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to the Borough's Tax Collector and Chief Financial Officer.

Offered By: C/ Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-084**

AUTHORIZATION OF PURCHASES

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$2625.00 or more be pre-approved by the Governing Body except in the case of imminent emergency situation; and

WHEREAS, the following itemized request(s) were submitted to the Chief Financial Officer by the respective Committee Chairperson(s) for Council approval; and

WHEREAS, the Chief Financial Officer certifies that appropriate funds are available for the following:

Water Department – Calcium Hypochlorite Briquette - \$3,126.00
Services From:

G.P. Jager & Associates, Inc.
P O Box 50
Boonton, N.J. 07005

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request(s) is approved for the purchase or order.

Offered By: C/Krawiec

Seconded By: C/Robilotti

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-085**

AUTHORIZATION OF PURCHASES OVER \$2625.00

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$2,625.00 or more be pre-approved by the Governing Body except in the case of imminent emergency situation; and

WHEREAS, the following itemized request(s) were submitted to the Chief Financial Officer by the respective Committee Chairperson(s) for Council approval; and

WHEREAS, the Chief Financial Officer certifies that appropriate funds are available for the following:

Police Dept. –Education & Training Account - \$2,750.00
Sergeants Exam

Services From:

NJSACOP
751 Route 73 North
Suite 12
Marlton, NJ 08053

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request(s) is approved for the purchase or order.

Offered By: C/Krawiec

Seconded By: C/Robilotti

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-086**

**RESOLUTION OF THE MAYOR AND COUNCIL BOROUGH OF
ENGLISHTOWN TERMINATING ACTING SERGEANT POSITION**

WHEREAS, By Resolution adopted on January 24, 2018 the position of Acting Sergeant was established within the Borough Police Department; and

WHEREAS, The Police Commission established certain guidelines for the position of Acting Sergeant specifying that the appointment(s) shall be on an as needed and temporary basis; and

WHEREAS, Resolution No. 2018-042 provided that said appointment(s) shall terminate upon a determination by the Police Commission that such appointment is no longer necessary or upon the establishment of permanent promotional list for the rank of Sergeant; and

WHEREAS, Said Resolution also provided that once the position of Acting Sergeant is terminated officers holding said temporary rank shall automatically return to their previous rank; and

WHEREAS, The Police Commission authorized the administration of a test for the office of Sergeant to create a permanent promotional list for the rank of Sergeant; and

WHEREAS, Borough Officers took the Sergeant's exam on March 29, 2021 and failed to attain minimum passing grades; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the appointments of Acting Sergeants are hereby rescinded effective 5/1/2021 and that all Acting Sergeants are returned to their former ranks.

Offered By: C/Robilotti

Seconded By: C/Francisco

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-087**

**SALARY RESOLUTION
PUBLIC WORKS PART TIME LABORER WILLIAM T. MURPHY**

WHEREAS, William T. Murphy of Lakewood, NJ holds the position of Public Works Part Time Laborer for the Borough of Englishtown since October 3, 2016; and

WHEREAS, William T. Murphy is currently receiving an hourly rate of \$13.00 for said position and it is the recommendation of the Public Works Chairperson to promote William T. Murphy to DPW – Level 1 with an the hourly rate of \$15.00 per hour effective April 1, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that William T. Murphy, DPW – Level 1 receive an hourly rate of \$15.00 for the year 2021 effective April 1, 2021.

Offered By: C/Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-088**

**OFFERING OF EMPLOYMENT TO ROBERT SMITH, III
FOR EMERGENCY WATER REPAIRS**

WHEREAS, Robert Smith, III of Manalapan, NJ tendered his resignation as Public Works Foreman with Borough of Englishtown on January 30, 2021; and

WHEREAS, Robert Smith, III is familiar with the Public Works and Water/Sewer Departments of the Borough; and

WHEREAS, there may be a need to have an experienced person respond to emergency water repairs within the Borough and Robert Smith III is qualified to respond and perform certain repairs;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that Robert Smith, III is hereby appointed as a Part Time DPW Laborer to receive an hourly rate of \$16.23 effective May 1, 2021.

Offered By: C/Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-089**

**SALARY RESOLUTION
PUBLIC WORKS PART TIME LABORER EDWARD WALKER**

WHEREAS, Edward Walker of Manalapan, NJ holds the position of Public Works Part Time Laborer for the Borough of Englishtown since June 17, 2019; and

WHEREAS, Edward Walker is currently receiving an hourly rate of \$12.24 for said position and it is the recommendation of the Public Works Chairperson to promote William T, Murphy to DPW – Level 1 with an the hourly rate of \$14.00 per hour effective May 1, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that Edward Walker, DPW – Level 1 receive an hourly rate of \$14.00 for the year 2021 effective May 1, 2021.

Offered By: C/Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-090**

**AUTHORIZING REFUND OF TAX SALE CERTIFICATE
& REFUND OF PREMIUM PAID AT TAX SALE**

WHEREAS, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to Trystone Capital Assets, LLC:

Tax Sale Certificate No. 20-00007
Block 19, Lot 4
5 Lakeside Drive
in the amount of \$1,586.55

WHEREAS, Trystone Capital Assets, LLC also paid \$0.00 as a premium to obtain Tax Sale Certificate; and

WHEREAS, the above-mentioned certificate has been voided by the tax collector and the holder is also entitled to a refund of the premium paid to obtain said certificate for a total refund amount of \$1,586.55

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes payment in the amount of \$1,586.55 to Trystone Capital Assets, LLC, P.O. Box 1030, Brick, NJ 08723.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to the Borough's Tax Collector and Chief Financial Officer.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-091**

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZING THE PAYMENT OF BOROUGH BILLS**

WHEREAS, the Mayor and Council have carefully examined all vouchers presented to the Borough for the payment of claims; and

WHEREAS, after due consideration of the said vouchers, the Mayor and Council have approved payment of same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, as follows:

1. The said approved vouchers amounting to the sum of \$756,257.13 are hereby authorized to be paid on April 28, 2021
2. The Borough Clerk is hereby directed to list on the page in the Minutes Book following the minutes of this meeting all of the said vouchers hereby authorized to be paid.

Offered By: C/Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
 Nays: None
 Abstain: None
 Absent: None

Mayor Reynolds read the Tax Collector's March 2021 Reports

<u>March 2021 Taxes Collected</u>	
2021 Taxes Year	\$ 25,901.92
2020 Taxes Year	0.00
Tax Sale Premium	0.00
Property Redeemed-Municipal Lien	0.00
Outside Lien Redemption	0.00
Interest	120.09
Search Fee	0.00
Duplicate Bill Fee	0.00
Total Disbursements	<u>\$ 26,022.01</u>

Public Portion Non Agenda Items Only

Mayor Reynolds opens the floor to the public for discussion limited to non-agenda items only. Motion made by C/Robilotti, Seconded by C/Krawiec.

Chief Cooke questioned why the Borough tested for the Sergeant' position when it never was done before. Asked to have that requirement removed from the ordinance. Council suggested that the Chief meet with the Police Commission to discuss this matter.

Steven Bloom, 11 Lasatta Avenue commented he is disappointed with the Borough website providing information to the public. The public is relying on Facebook for information.

There being no further items to discuss, a Motion to close the public portion Motion made by C/Krawiec, Seconded by C/ Robilotti. Passed unanimously.

Mayor Reynolds stated there was a need for an executive session.

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN MAYOR AND
 COUNCIL FOR A CLOSED OR EXECUTIVE SESSION
 PURSUANT TO N.J.S.A. 10:4-13**

WHEREAS, N.J.S.A. 10:4-12b provides that a public body may exclude the public from that portion of a meeting at which the body discusses: Potential Litigation and Personnel.

1. Any matter which, by express provision of Federal Law or State statute or rule of court, shall be rendered confidential;
2. Any matter in which the release of information would impair a right to receive funds from the Government of the United States;
3. Any material, the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records or personal material including health records, legal defense, insurance, etc;

4. Any collective bargaining agreement or terms and conditions related thereto;
5. Any matter involving the purchase, lease or acquisition of real property with public funds;
6. Any tactics and techniques utilized in protecting the public safety and property;
7. Any pending or anticipated litigation or contract negotiation wherein the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required;
8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee, employed or appointed by the public body;
9. Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit; and

WHEREAS, N.J.S.A. 10:4-13 provides that a public body may not exclude the public from any meeting to discuss any matters described in N.J.S.A. 10:4-12 until the public body has adopted a resolution at a meeting to which the public shall be admitted, stating the general nature of the subject to be discussed and stating as precisely as possible, the time and when the circumstances under which the discussion conducted in a closed session of the public body can be disclosed to the public; and

WHEREAS, the Mayor and Council of the Borough of Englishtown believe that a closed session pursuant to Section 4 of N.J.S.A. 10:4-12b is required to discuss personnel matters.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the public be excluded from this portion of the public meeting convened on the 28th day of April, 2021 pursuant to Section 4 of the Open Public Meetings Act.

BE IT FURTHER RESOLVED that the subject matter of this executive session will be made public when it is no longer required that the subject matter discussed be kept privileged.

Offered By: C/ Francisco

Seconded By: C/Marter

Passed unanimously with the time being 8:05 P.M.

There being no further business in Executive Session, a motion to return to open session was offered by C/Robilotti, seconded by C/ Francisco. Passed unanimously.

The time being 8:34 P.M.

Mayor Reynolds added the following resolution to the agenda.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2021-092**

APPOINTMENT OF 2nd DEPUTY MUNICIPAL CLERK

WHEREAS, there is a need for a 2nd Deputy Municipal Clerk within the Borough of Englishtown; and

WHEREAS, the Borough of Englishtown is desirous of filling the position of 2nd Deputy Municipal Clerk; and

WHEREAS, it is the recommendation of the Administration, Finance and Personnel Committee to appoint Gretchen McCarthy, of Monroe, New Jersey.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey as follows:

1. That Gretchen McCarthy is hereby appointed as 2nd Deputy Municipal Clerk for the Borough of Englishtown, effective May 4, 2021 until December 31, 2021.
2. That said position shall be part-time, paid at \$40.00 per hour, payable semi-monthly per the salary ordinance.

BE IT FURTHER RESOLVED that a certified true copy of this resolution be forwarded to the Borough's Chief Financial Officer, Municipal Clerk and Gretchen McCarthy.

Offered By: C/Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Nays: None

Abstain: None

Absent: None

Mayor Reynolds asked Councilmembers to look at their schedules for next week to see what date will be good for a Special Meeting to discuss computer services. Mayor Reynolds stated that he will reach out to both vendors and set the date accordingly.

There being no further business a motion to adjourn was offered by C/Krawiec, seconded by C/Mann. Passed unanimously.

Adjournment 8:40 P.M.

Laurie Finger

Approved by Governing Body

Deputy Municipal Clerk