

**\*\* WORKSHOP AGENDA \*\***

**June 24, 2022**

**6:30 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: None at this time.
3. Adjournment

**\*\* AGENDA \*\***

**Regular Meeting 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. Statement of Compliance with Sunshine Law
3. Moment of Silence and Salute to the Flag
4. Approval of Minutes-May 27, 2020
5. Committee Reports
6. Correspondence
7. 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.
8. New Business:

Ordinance No. 2020-05 Bond Ordinance for Various Road Improvements within the Borough.

Public Hearing & Adoption July 22, 2020.

Resolution No. 2020-079 Authorizing The Execution of a Shared Services Agreement for the Western Monmouth County Active Shooter Training Group.

Resolution No. 2020-080 Designation of Salaries .

Resolution No. 2020-081 Authorization of purchases Calcium Hypochlorite Briquettes.

Resolution No. 2020-082 Approval to Submit Grant Application and Execute A Grant Contract With the New Jersey Department of Transportation for the West Dey Street Improvements Project.

Resolution No. 2020-083 Approval to Submit A Grant Application and Execute A Grant Contract With the New Jersey Department of Transportation for the Pedestrian Improvements to Conover Street, Park Avenue & Station Street Project.

Resolution No. 2020-084 Resolution Regretfully Accepting the Resignation of Laurie Finger as Acting Tax Collector.

Resolution No. 2020-085 Resolution Regretfully Accepting the Resignation of Laurie Finger as Chief Financial Officer.

Resolution No. 2020-086 Resolution Appointing Consetta Ellison as Municipal Tax Collector.

Resolution No. 2020-087 Resolution Appointing Sylvia Eryan-Hawileh Chief Financial Officer.

Resolution No. 2020-088 Resolution Appointing Laurie Finger Deputy Tax Collector.

Resolution No. 2020-089 Resolution Appointing Laurie Finger Deputy Chief Financial Officer.

Resolution No. 2020-090 Resolution Authorization of Purchases Alcotest Breath Test System.

Resolution No. 2020-091 Authorizing Refund of Tax Sale Certificate & Refund of Premium Paid at Tax Sale.

Resolution No. 2020-092 Payment of Borough Bills

Resolution No. 2020-093 Resolution Regretfully Accepting the Resignation of Violetta Grzanko

Resolution No. 2020-094 Resolution Appointing Celia Hecht Part-Time Planning Board Secretary

9. Tax Collector's Report May 2020
10. Open Public Portion/Limited to Non 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.
11. Executive Session
12. Adjournment

**BOROUGH OF ENGLISHTOWN  
BOND ORDINANCE NUMBER 2020-05**

**BOND ORDINANCE PROVIDING FOR VARIOUS ROAD IMPROVEMENTS, BY AND IN THE BOROUGH OF ENGLISHTOWN, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY; APPROPRIATING \$740,000 THEREFOR (INCLUDING A GRANT FROM THE NEW JERSEY DEPARTMENT OF TRANSPORTATION IN THE AMOUNT OF \$304,000) AND AUTHORIZING THE ISSUANCE OF \$398,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

**BE IT ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF ENGLISHTOWN, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring), AS FOLLOWS:**

**SECTION 1.** The improvements or purposes described in Section 3 of this bond ordinance are hereby authorized as general improvements or purposes to be undertaken by the Borough of Englishtown, in the County of Monmouth, State of New Jersey (the "Borough"). For the said improvements or purposes stated in Section 3, there is hereby appropriated the sum of \$740,000, which sum includes a \$304,000 Grant from the New Jersey Department of Transportation (the "Grant") and \$38,000 as the amount of down payment for said improvements or purposes as required by the Local Bond Law, N.J.S.A. 40A:2-1 et seq. (the "Local Bond Law"). Said down payment is now available therefor by virtue of an appropriation in a previously adopted budget or budgets of the Borough for down payment or for capital improvement purposes.

**SECTION 2.** For the financing of said improvements or purposes described in Section 3 hereof and to meet the part of said \$740,000 appropriation not provided for by

application hereunder of the Grant and down payment, negotiable bonds of the Borough are hereby authorized to be issued in the principal amount of \$398,000 pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Borough in a principal amount not exceeding \$398,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

**SECTION 3.** (a) The improvements hereby authorized and purposes for the financing of which said bonds or notes are to be issued are various road Improvements by and in the Borough, including but not limited to, road improvements to Hamilton Street, Heritage Drive and Raymond Court, including but not limited to, excavation, milling, paving, reconstruction, boxing out, and resurfacing or full depth pavement replacement, and, as applicable, the repairing and/or installation, of curbs, curb ramps, sidewalks and driveway aprons, drainage work, roadway painting and landscaping and aesthetic improvements, also including all engineering and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, and all work, materials, equipment, labor and appurtenances necessary therefor or incidental thereto.

(b) The estimated maximum amount of bonds or notes to be issued for said improvement or purpose is \$398,000.

(c) The estimated cost of said improvements or purposes is \$740,000, the excess amount thereof over the said estimated maximum amount of bonds or notes to be issued therefor is the Grant in the amount of \$304,000 and the down payment for said purpose in the amount of \$38,000.

**SECTION 4.** Except for the Grant, in the event the United States of America, the State of New Jersey, the County of Monmouth and/or a private entity make a contribution or grant in aid to the Borough, for the improvements and purposes authorized hereby and the same shall be received by the Borough prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, the County of Monmouth and/or a private entity. In the event, however, that any amount so contributed or granted by the United States of America, the State of New Jersey, the County of Monmouth and/or a private entity, shall be received by the Borough after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose. This Section 4 shall not apply, however, with respect to any contribution or grant in aid received by the Borough as a result of using funds from this bond ordinance as "matching local funds" to receive such contribution or grant in aid.

**SECTION 5.** All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the Borough, provided that no note shall mature later than one (1) year from its date unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time in

accordance with the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, and the maturity schedule of the notes so sold, the price obtained and the name of the purchaser.

**SECTION 6.** The Capital Budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. In the event of any such inconsistency, a resolution in the form promulgated by the Local Finance Board showing full detail of the amended Capital Budget and capital programs as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs will be on file in the office of the Clerk and will be available for public inspection.

**SECTION 7.** The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses and are improvements which the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said improvements or purposes within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 20 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Borough and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, and such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds or notes provided for in this bond ordinance by \$398,000 and the said bonds or notes authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding \$155,000 for items of expense listed in and permitted under section 20 of the Local Bond Law is included in the estimated cost indicated herein for the improvements or purposes hereinbefore described.

**SECTION 8.** The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the bonds or notes authorized by this bond ordinance. The bonds or notes shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the bonds or notes and the interest thereon without limitation as to rate or amount.

**SECTION 9.** The Borough hereby declares the intent of the Borough to issue the bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use proceeds to pay or reimburse expenditures for the costs of the

purposes described in Section 3 of this bond ordinance. This Section 9 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

**SECTION 10.** The Borough Chief Financial Officer is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The Borough Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

**SECTION 11.** The Borough covenants to maintain the exclusion from gross income under section 103(a) of the Code of the interest on all federally tax exempt bonds and notes issued under this ordinance.



**SECTION 12.** This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption and approval by the Mayor, as provided by the Local Bond Law.

**ADOPTED ON FIRST READING  
DATED: June 24, 2020**

\_\_\_\_\_  
**PETER GORBATUK,  
Clerk of the Borough of Englishtown**

**ADOPTED ON SECOND READING  
DATED: July 22, 2020**

\_\_\_\_\_  
**PETER GORBATUK,  
Clerk of the Borough of Englishtown**

**APPROVAL BY THE MAYOR ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020**

\_\_\_\_\_  
**THOMAS REYNOLDS,  
Mayor**

**Workshop Agenda**

**May 27, 2020**

**6:30 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:
  1. Property Taxes
  2. Water & Sewer Ordinance
  3. Joint Insurance Fund Resolution Supporting Relief Bonds by Municipalities and Counties
  4. Deferred Property Taxes
3. Adjournment

The meeting was called to order by Mayor Reynolds at 6:30 P.M.

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

Also present were CFO Laurie Finger, Municipal Clerk, Peter Gorbatuk, Attorney Youssouf

Property Taxes: Mayor Reynolds informed there are currently 66 property owners who have not paid.

Water & Sewer Ordinance: Currently 4<sup>th</sup> Quarter 44 residents have not paid plus 202 who have not paid 1<sup>st</sup> Quarter.

Joint Insurance Fund Resolution Supporting Relief Bonds by Municipalities and Counties: CFO Laurie Finger reported will not need to seek Bonds through the Joint Insurance Fund.

Deferred Property Taxes: Mayor Reynolds informed there is an Executive order thru June 1<sup>st</sup>.

Adjournment: There being no further business a motion to adjourn the workshop was offered by C/Mann, seconded by C/Wojyn. Passed unanimously. The time being 6:45 P.M.

**\*\*AGENDA\*\***

**Regular Meeting 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. Statement of Compliance with Sunshine Law

3. Moment of Silence and Salute to the Flag
  
4. Approval of Minutes  
  
April 22, 2020 Meeting  
May 7, 2020 Meeting
  
5. Committee Reports
  
6. Correspondence
  
7. 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.
  
8. New Business:
  - A. Resolution No. 2020-073  
Authorizing Mayor and Municipal Clerk to Execute the Fiscal Year 2021-2023 Agreement with Monmouth County for Cooperative Participation In The Community Development Program Pursuant to the Inter-local Services Act.
  
  - B. Resolution No. 2020-074  
Authorizing Refund of Tax Sale Certificate & Refund of Premium Paid at Tax Sale
  
  - C. Resolution No. 2020-075  
Payment of Borough Bills
  
9. Tax Collector's Report April 2020
  
10. 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.
  
11. Executive Session
  
12. Adjournment

The meeting was called to order by Mayor Reynolds at 6:59 P.M.

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

Also present were CFO Laurie Finger, Municipal Clerk, Peter Gorbatuk, Attorney Youssouf.

Mayor Reynolds 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. Thus this meeting tonight is deemed in compliance with the Open Public Meetings Act.

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

#### Approval of Minutes

There being no corrections, deletions or additions, a motion to approve the April 22, 2020 and the May 7, 2020 meeting minutes by C/Robilotti and 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

#### Committee Reports:

##### Code Enforcement, Public Health, Public Events

Councilman Francisco reported: Nothing at this time.

##### Technology

Councilman Marter reported: News Letter is out to the community. So far, 24 people have signed up. There is no charge until we have 2,000 followers.

##### Legislative, Insurance & Licenses

Councilman Marter reported: No report at this time.

##### Public Safety

Councilman Wojyn reported: Reads Police report for March 2020

##### Public Utilities

Councilwoman Krawiec reported: No report at this time

##### Public Buildings & Grounds

Councilman Mann reported: Thank you to DPW for fixing the pot hole at the Corner of Hamilton and Main.

##### Administration, Finance & Personnel

Councilwoman Robilotti reported: No report at this time.

Correspondence

Peter Gorbatuk, Municipal Clerk reported: The Monthly Budget Report for April 2020 has been received and forwarded to Mayor and Council. It is on file in the Municipal Clerks office.

Monmouth County SPCA will be holding Rabies Clinics throughout June. C/Wojyn will post on the Municipal Website. They are by Appointment Only, Curbside Service and Minimal Contact. Monmouth County SPCA 260 Wall Street, Eatontown, NJ 07724.

Public Hearing-Comments: 2020 Municipal Budget

Steve Bloom, Borough Resident asked what is the value of a penny in the Borough. Mayor Reynolds and C/Mann explained.

Service windows in the Municipal Building need upgrading will be replaced with tempered glass. Two estimates were given will go with All Glass for this. The front door needs to be fitted with a mail slot.

Primary Election has been moved by Governor Murphy to July 7<sup>th</sup>.

Public Portion – Agenda Items

Mayor Reynolds opens the floor to the public discussion limited to agenda items only. Motion by C/Krawiec and Second by C/Mann.

Resident Steven Bloom requested the minutes be updated on the web site. C/Wojyn and Municipal Clerk post up to date.

Mayor Reynolds adds there was no public present.

There being no questions or comments, a motion to close the public portion was offered by C/Mann and seconded by C/Robilotti

New Business:

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-073

RESOLUTION AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO EXECUTE THE  
FY 2021-2023 AGREEMENT WITH MONMOUTH COUNTY FOR COOPERATIVE  
PARTICIPATION IN THE COMMUNITY DEVELOPMENT PROGRAM PURSUANT TO THE  
INTERLOCAL SERVICES ACT

WHEREAS, certain Federal funds are potentially available to Monmouth County under Title 1 of the Housing and Community Development Act of 1974, as amended, commonly known as the Community Development Block Grant Program; and

WHEREAS, it is necessary to establish a legal basis for the County and its people to benefit from this program; and

WHEREAS, an Agreement has been proposed under which the Borough of Englishtown and the County of Monmouth in cooperation with other municipalities will establish an Interlocal Services Program pursuant to N.J.S.A. 40:8B-1 and

WHEREAS, it is in the best interest of the Borough of Englishtown to enter into such an agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Englishtown, that the agreement entitled "AGREEMENT BETWEEN THE COUNTY OF MONMOUTH AND CERTAIN MUNICIPALITIES LOCATED HEREIN FOR THE ESTABLISHMENT OF A COOPERATIVE MEANS OF CONDUCTING CERTAIN COMMUNITY DEVELOPMENT ACTIVITIES", a copy of which is attached hereto, be executed by the Mayor and Municipal Clerk in accordance with the provisions of law; and

BE IT FURTHER ORDAINED, that this resolution shall take effect immediately upon its enactment.

Offered By: C/Robilotti

Seconded By: C/Mann

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. 2020-074

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 TGI Title Guarantee 40 Exchange Pl. Suite 1205 NY, NY 10005:

Tax Sale Certificate No. 19-00005  
Block 16, Lot 6  
48 Tennent Ave.  
in the amount of \$16,514.72

WHEREAS, TGI Title Guarantee also paid \$12,700.00 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 \$29,214.72.

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 \$29,214.72 to Pro Cap Fund 8 LLC, 2500 McCellan Avenue, Suite 200, Pennsauken, NJ 08109

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/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. 2020-075

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 \$714,216.08 are hereby authorized to be paid on May 27, 2020.
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

At this time Chief Cooke would like to add the following Resolutions

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-76

APPOINTMENT OF CLASS II  
SPECIAL LAW ENFORCEMENT OFFICER

WHEREAS, there is a need to hire a Class II Special Law Enforcement Officer; and

WHEREAS, the Chief of Police has recommended Andrew Louis Simpson of Milltown, N.J. for the position and have offered him a conditional offer of employment, Resolution No. 2016-70, on April 22, 2020; and

WHEREAS, the appointment was conditional upon Andrew Louis Simpson passing a background investigation, psychological evaluation, physical examination, drug testing by urinalysis, firearms qualifications and satisfactorily paying any financial obligation owed to the municipality that sent him to the Cape may Police Academy, all of which have been met except the last which will be met upon the receiving of an invoice from the municipality that sent Andrew to the Cape may Police Academy; and

WHEREAS, Andrew Louis Simpson was sworn in by the Municipal Clerk on May 5, 2020 as a Class II Special Law Enforcement Officer for the Borough of Englishtown.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that Andrew Louis Simpson is hereby appointed Class II Special Law Enforcement Officer for the Borough of Englishtown as follows:

1. Appointment is effective May 5, 2020.
2. Salary is effective May 5, 2020 in the amount of \$14.00 per hour, paid semi-monthly per the salary ordinance.
3. That said appointment is probationary for one year and said probation shall culminate on May 4, 2021.
4. That said appointment is for the remainder of this calendar year and subject to re-appointment annually.



BE IT FURTHER RESOLVED, that a certified true copy of this resolution be forwarded to the Chief of Police, Chief Financial Officer, The Police Training Commission, the Police Commission and Andrew Louis Simpson.

Offered By: C/Robilotti

Seconded By: C/Wojyn

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. 2020-77

REMOVAL OF PROBATIONARY PERIOD FOR  
OFFICER TIMOTHY GA-MING LEITSTEIN

WHEREAS, Timothy Ga-Ming Leitstein was appointed as a full time police officer, Resolution No. 2019-081, on May 6, 2019; and

WHEREAS, the appointment was probationary for one year and was to culminate on May 5, 2020; and

WHEREAS, it is the recommendation of the Chief of Police to remove the probationary period and title of Probationary Police Officer and to promote Timothy Ga-Ming Leitstein to Patrolman effective May 6, 2020; 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 probationary period and title of Probationary Police Officer be removed and that Timothy Ga-Ming Leitstein is hereby promoted to Patrolman for the Borough of Englishtown Police Department as follows:

1. Appointment is effective May 6, 2020.
2. Salary is effective May 6, 2020 in the amount of \$43,532 per annum, paid semi-monthly per the salary ordinance.

BE IT FURTHER RESOLVED, that a certified true copy of this resolution be forwarded to the Chief of Police, Chief Financial Officer, Police Commissioner Krawiec and Timothy Ga-Ming Leitstein.

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. 2020-78

REMOVAL OF PROBATIONARY PERIOD AND FOR  
OFFICER DYLAN ROBERT CROKER

WHEREAS, Dylan Robert Croker was appointed as a full time police officer, Resolution No. 2019-082, on May 15, 2019; and

WHEREAS, the appointment was probationary for one year and was to culminate on May 14, 2020; and

WHEREAS, it is the recommendation of the Chief of Police to remove the probationary period and title of Probationary Police Officer and to promote Dylan Robert Croker to Patrolman effective May 15, 2020; 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 probationary period and title of Probationary Police Officer be removed and that Dylan Robert Croker is hereby promoted to Patrolman for the Borough of Englishtown Police Department as follows:

1. Appointment is effective May 15, 2020.
2. Salary is effective May 15, 2020 in the amount of \$43,532 per annum, paid semi-monthly per the salary ordinance.

BE IT FURTHER RESOLVED, that a certified true copy of this resolution be forwarded to the Chief of Police, Chief Financial Officer, Police Commissioner Krawiec and Dylan Robert Croker.

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 following tax report.

Tax Collectors Report –April - 2020

April 2020

2021 Taxes Year	\$ 0.00
2020 Taxes Year	307,833.27
Tax Sale Premium	0.00
Outside Lien Redemption	0.00
Interest	752.01
Cost of Sale	0.00
Duplicate Bill Fee	10.00
Net Receipts	0.00
W/S at tax sale	0.00
Total Disbursements	\$308,585.28

## 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, Second by C/Krawiec.

Steven Bloom resident, how much was spent for COVID-19 and is there a shortfall in revenue? CFO Laurie Finger said Helmets Shield, Masks, Gloves were purchased with permission to use the Storm Recovery Trust Fund. These expenses will be submitted to FEMA for reimbursement. CFO Finger said that there are some revenues that are falling short, example: Court revenue. CFO Finger said she will do a comparison to prior year revenues.

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

## Executive Session

There was no Executive Session at this time.

Adjournment: Offered by C/Robilotti, Seconded by C/Krawiec

The time being 7:35 P.M.

June 24, 2020




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 Approved by Governing Body

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 Municipal Clerk

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-079**

**RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES  
AGREEMENT FOR THE WESTERN MONMOUTH COUNTY ACTIVE  
SHOOTER TRAINING GROUP**

**WHEREAS**, the Borough of Englishtown, Freehold Township Freehold Borough, Manalapan Township, Howell Township, Colts Neck Township, Allentown Borough, Marlboro Township, and the Monmouth County Sherriff's Department are interested in implementing the Western Monmouth Active Shooter Training Group, in which Freehold Township will be the Lead Agency and Provider; and

**WHEREAS**, this cooperative Agreement between the above entities would be beneficial to the respective communities, allowing interagency standardization of active shooter protocols, and facilitating a rapid response and coordination in the likely event that officers from multiple agencies may be the first responders in neighboring communities for these types of incidents; and

**WHEREAS**, an agreement entitled "Shared Services Agreement – Western Monmouth Active Shooter Training Group" has been proposed and found acceptable:  
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 Municipal Clerk is hereby authorized to execute the aforementioned Agreement; and

**BE IT RESOLVED** that a copy of the Agreement be maintained in the Municipal Clerk's Office and made available for public inspection; and

**BE IT RESOLVED** that pursuant to N.J.S.A. 40A:65-1, a certified copy of this resolution shall be forwarded to the New Jersey Department of Community Affairs Division of Local Government Services; and

**BE IN RESOLVED** that a certified copy of this Resolution and Agreements for execution shall be forwarded to the Municipal Clerks of Freehold Township, Freehold Borough Manalapan Township, Howell Township, Colts Neck Township, Allentown Borough, Marlboro Township, and the Monmouth County Sherriff's Department the Freehold Township Administrator, Freehold Township Police Captain, and Freehold Township Director of Finance; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be sent to the Chief Financial Officer and the Police Chief.

Offered by:

Seconded by:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

---

Peter Gorbatak, Municipal Clerk

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-080**

**2020 DESIGNATION OF SALARIES**

**WHEREAS**, the Mayor and Council of the Borough of Englishtown adopted an Ordinance entitled "An Ordinance establishing limits for salaries of the Employees in the Borough of Englishtown, County of Monmouth, State of New Jersey"; and

**WHEREAS**, said salaries provided certain ranges for the positions set forth; and

**NOW, THEREFORE, BE IT RESOLVED** that it is the determination of the Mayor and Council of the Borough of Englishtown that annual salaries for said positions shall be fixed as follows for the year 2020 unless otherwise indicated.

Position		2020 Annual Salary
Governing Body		
	Mayor	\$ 4,500.00
	Council	\$ 4,000.00
Municipal Clerk	Peter Gorbatuk	\$ 57,888.77
Deputy Municipal Clerk p/t	Laurie Finger	\$ 2,000.00
Chief Financial Officer	Laurie Finger	\$ 31,277.70
Finance Clerk	Jeanne Keevins	\$ 43,542.95
Municipal Housing Liaison	Jeanne Keevins	\$ 621.69
Court		
Magistrate	Judge Newman	\$ 20,577.94
Court Administrator	Lisa Langlois	\$ 52,748.28
Deputy Court Admin	Mary Kennedy	\$ 20.00 per hour
Deputy Court Admin	Karen Spicuzza	\$ 20.00 per hour
Violations Clerk	Deanna Owens	\$ 25,989.60
Prosecutor	Richard Kelly	\$ 350.00 per session
Public Defender	Michael Dupont	\$ 250.00 per session
Dept. Public Works Supervisor	Vacant	\$

Dept. Public Works Forman DPW Level -1	Robert Smith	\$ 33,771.88	
Dept. Public Works p/t	William Murphy	\$ 13.00 per hour	
Dept. Public Works p/t	Vincent Santorelli	\$ 12.24 per hour	
Dept. Public Works p/t	Edward Walker	\$ 12.24 per hour	
Water Department Supervisor	Jim Mastrokalos	\$ 16,996.31	
Water Department Clerk	Violetta Grzanko	\$ 18.00 per hour	
Sewer Department Supervisor	Jim Mastrokalos	\$ 16,996.31	
Sewer Department Clerk	Violetta Grzanko	\$ 18.00 per hour	
Code Enforcement Officer	Richard Thompson	\$ 7,956.00	
Fire District Shared Service	Ed Miller	\$ 25,000.00	
Housing Inspector	John Marini	\$ 7,876.28	
Zoning Officer	John Marini	\$ 6,188.50	
Fire District Shared Service	John Marini	\$ 5,000.00	\$19,064.78
Tax Department			
Deputy Tax Collector	Consetta Ellison	\$ 12,000.00	
Tax Assessor	Mark Fitzpatrick	\$ 12,387.80	
Planning/Zoning Bd. Secretary	Violetta Grzanko	\$ 3,000.00	
Shade Tree Commission Secretary	Vacant	\$	
Police Chief	Peter S. Cooke Jr.	\$	
Special Law Enforcement Officer-Class II	Dylan McLearen	\$ 15.00 per hour	
Special Law Enforcement			

Officer-Class II	William Sabin, Jr.	\$	15.00 per hour
Special Law Enforcement Officer-Class II	Andrew Simpson	\$	15.00 per hour eff 5/5/2020

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

---

Peter Gorbatuk, Municipal Clerk



**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-081**

**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 - \$3,060.00

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:

Seconded By:


Roll Call: Ayes:  
Nays:  
Abstain:  
Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

---

Peter Gorbatuk, Municipal Clerk

# Interoffice Memo

Date: June 3, 2020  
To: Mayor & Council  
Cc: File, Borough Clerk  
From: Laurie Finger, CFO   
RE: Certification of Funds

---

This is to certify that funds are available to pay G.P. Jager, Inc. of Boonton, NJ an amount not to exceed \$3,060.00 for Calcium Hypochlorite Briquettes or the Water Department. Funds are available in the Chemical & Gases Account within the Water Operating Budget. [0-05-55-502-031].

Requisition Order Number: R2000173

Amount of Requisition: \$3,060.00

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-094**

**APPOINTMENT PART TIME PLANNING BOARD SECRETARY**

**WHEREAS**, there is a need to hire a part-time Planning Board Secretary for the Borough of Englishtown; and

**WHEREAS**, Celia Hecht has the experience that is required to be the Planning Board Secretary; and

**WHEREAS**, it is the recommendation of the Mayor and Council to offer this position to Celia Hecht effective July 1, 2020; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Englishtown County of Monmouth, State of New Jersey that that a certified true copy of this resolution be forwarded to Celia Hecht and Jeanne Keevins, payroll clerk.

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020

---

Peter Gorbatak, Municipal Clerk

# ENGLISHTOWN BOROUGH

15 MAIN STREET  
 ENGLISHTOWN, NJ 07726  
 TEL (732)446-9235 FAX (732)446-4979

REQUISITION	
NO.	R2000173

S H I P  T O	BOROUGH OF ENGLISHTOWN 15 MAIN STREET ENGLISHTOWN, NJ 07726
V E N D O R	VENDOR #: GPJ500  G.P. JAGER INC. P.O. BOX 50 BOONTON, NJ 07005

ORDER DATE: 06/03/20  
 DELIVERY DATE: 06/03/20  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
24.00	CALCIUM HYPOCHLORITE BRIQUETTE	0-05-55-502-031 Chemicals & Gases-Water	127.5000	3,060.00
			TOTAL	3,060.00

\_\_\_\_\_  
 REQUESTING DEPARTMENT DATE

\_\_\_\_\_  
 COUNCIL APPROVAL DATE

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-082**

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT  
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF  
TRANSPORTATION FOR THE WEST DEY STREET IMPROVEMENTS  
PROJECT**

**NOW, THEREFORE, BE IT RESOLVED** that Council of Englishtown Borough formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2021 Englishtown borough - 00215 to the New Jersey Department of Transportation on behalf of Englishtown Borough.

**BE IT FURTHER RESOLVED** that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Englishtown Borough and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Offered by:

Seconded by:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

---

Peter Gorbatuk, Municipal Clerk

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-083**

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT  
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF  
TRANSPORTATION FOR THE PEDESTRIAN IMPROVEMENTS TO  
CONOVER STREET, PARK AVENUE & STATION STREET PROJECT**

**NOW, THEREFORE, BE IT RESOLVED** that Council of Englishtown Borough formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as SST-2021 Englishtown Borough-00016 to the New Jersey Department of Transportation on behalf of Englishtown Borough.

**BE IT FURTHER RESOLVED** that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Englishtown Borough and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Offered by:

Seconded by:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

---

Peter Gorbatuk, Municipal Clerk

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-084**

**RESOLUTION REGRETFULLY ACCEPTING THE  
RESIGNATION OF LAURIE FINGER**

**WHEREAS**, Laurie Finger was appointed as Acting Tax Collector for the Borough of Englishtown on January 1, 2020; and

**WHEREAS**, Laurie Finger tendered her resignation to the Englishtown Borough Council on June 15, as Acting Tax Collector with her last day of employment being June 30, 2020; and

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Englishtown Borough Council regretfully accepts the resignation of Laurie Finger from the position of Acting Tax Collector.
2. That a certified copy of this Resolution be delivered to Laurie Finger..

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

---

Peter Gorbatuk, Municipal Clerk

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-085**

**RESOLUTION REGRETFULLY ACCEPTING THE  
RESIGNATION OF LAURIE FINGER**

**WHEREAS**, Laurie Finger was appointed as Borough Chief Financial Officer for the Borough of Englishtown on September 1, 2005; and

**WHEREAS**, Laurie Finger has served in this position showing exceptional work ethics and knowledge of statutory responsibilities; and

**WHEREAS**, Laurie Finger tendered her resignation to the Englishtown Borough Council on June 15, as Borough Chief Financial Officer with her last day of employment being June 30, 2020; and

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Englishtown Borough Council regretfully accepts the letter of resignation commends Laurie Finger for the many years of Valuable Service and expresses its sincere thanks on behalf of the Borough of Englishtown
2. That a certified copy of this Resolution be delivered to CFO Laurie Finger..

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

---

Peter Gorbatuk, Municipal Clerk



**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-086**

**RESOLUTION TAX COLLECTOR APPOINTMENT**

**WHEREAS**, Consetta Ellison is a certified Tax Collector, Certificate No. T-8467 and has held the position of Deputy Tax Collector for the Borough of Englishtown since December 1, 2019; and

**WHEREAS**, the position of Tax Collector has become vacant effective July 1, 2020 by the resignation of the Acting Tax Collector; and

**WHEREAS**, Consetta Ellison has demonstrated her ability to perform the duties of a Municipal Tax Collector and has applied for the position;

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borough of Englishtown as follows:

1. That Consetta Ellison is hereby appointed as Tax Collector for the Borough of Englishtown.
2. That said appointment shall be for a term of office pursuant to N.J.S.A. 40A:9-142 of (4) four years and commence as of July 1, 2020 to December 31, 2023.
3. That said employee shall be part-time, paid \$12,000.00 per annum, payable semi-monthly in accordance with the Borough salary ordinance.
4. That a certified copy of this Resolution be delivered to Consetta Ellison.

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

---

Peter Gorbatuk, Municipal Clerk

**Borough of Englishtown  
Resolution No. 2020-087**

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN  
APPOINTING A CHIEF FINANCIAL OFFICER**

**WHEREAS**, the Mayor and Council of the Borough of Englishtown have determined that there is a necessity for appointing a Chief Financial Officer to be employed by the Borough of Englishtown; and

**WHEREAS**, the Mayor and Council have advertised on its website, posted said position in the Municipal Building and interviewed a candidate for same; and

**WHEREAS**, Sylvia Eryan-Hawileh has applied for such position and is currently a Certified Municipal Finance Officer and a Qualified Purchasing Agent; and

**WHEREAS**, the Mayor and Council find that Sylvia Eryan-Hawileh is a qualified individual for the position.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown that Sylvia Eryan-Hawileh be hired for the position of Chief Financial Officer, pursuant to N.J.S.A. 40A:9-140.10, for the Borough of Englishtown, commencing on July 1, 2020, and expiring on December 31, 2023 at an annual salary of \$30,000.

**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:

Seconded by:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

\_\_\_\_\_  
Clerk

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-088**

**APPOINTMENT PART TIME DEPUTY TAX COLLECTOR**

**WHEREAS**, there is a need to hire a part-time Deputy Tax Collector; and

**WHEREAS**, Laurie Finger of Howell, N.J. is a Certified Tax Collector with License Number T-0812; and

**WHEREAS**, it is the recommendation of the Mayor and Council to appoint Laurie Finger to the position of Part Time Deputy Tax Collector at a rate of pay for \$3,000.00 annually effective July 1, 2020; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Englishtown County of Monmouth, State of New Jersey that that a certified true copy of this resolution be forwarded to Laurie Finger of Howell, N.J. and Jeanne Keevins, payroll clerk.

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020

\_\_\_\_\_  
Peter Gorbatuk, Municipal Clerk

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-089**

**APPOINTMENT PART TIME DEPUTY CHIEF FINANCIAL OFFICER**

**WHEREAS**, there is a need to hire a part-time Deputy Chief Financial Officer;  
and

**WHEREAS**, Laurie Finger of Howell, N.J. is a Certified Municipal Finance Officer with License Number O-0259; and

**WHEREAS**, it is the recommendation of the Mayor and Council to appoint Laurie Finger to the position of Part Time Chief Financial Officer at a rate of pay for \$7,000.00 annually effective July 1, 2020; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Englishtown County of Monmouth, State of New Jersey that that a certified true copy of this resolution be forwarded to Laurie Finger of Howell, N.J. and Jeanne Keevins, payroll clerk.

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020

---

Peter Gorbatuk, Municipal Clerk

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-090**

**AUTHORIZATION OF PURCHASES**

**WHEREAS**, the Borough of Englishtown Police Department desires to purchase an alcohol breath test unit; and

**WHEREAS**, Draeger Safety Diagnostics, Inc., is the sole provider; and

**WHEREAS**, the Borough Council has reviewed Chief of Police Peter Cooke's recommendations on said purchase; and

**WHEREAS**, since the purchase is under \$17,500, public bids are not required as set forth in N.J.S.A. 40A:11-4 requiring public advertising and bidding for contracts for a sum exceeding the aggregate amount as calculated periodically by the Governor, pursuant to N.J.S.A. 40A:11-3 which amount is \$17,500; and

**WHEREAS**, the amount of the purchase for the alcohol breath test unit is \$15,300.00 and the certification of funds indicates that funds are available in the Computer Equipment-Police Account No. C-04-55-190-100; and

**WHEREAS**, the amount of the ten year warranty extension is \$3,100.00 and the certification of funds indicates that funds are available in the Computer Equipment-Police Account No. C-04-55-190-100.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the purchase of an alcohol breath test unit with a 10 year extended warranty is hereby approved.

Offered by:

Seconded by:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Borough of Englishtown at a meeting held on June 24, 2020.

---

Peter Gorbaturk, Municipal Clerk

# Interoffice Memo

Date: June 13, 2020  
To: Mayor & Council  
Cc: File, Borough Clerk  
From: Laurie Finger, CFO *Laurie*  
RE: Certification of Funds

---

This is to certify that funds are available to pay Draeger Safety Diagnostics Inc. of Houston, TX an amount not to exceed \$18,400.00 for an Alcotest Breath Test System with 10 year warranty. Funds are available in the Computer Equipment-Police Account within the General Capital Fund. [C-04-55-190-100].

Requisition Order Number: R2000178

Amount of Certification: \$18,400.00

# ENGLISHTOWN BOROUGH

15 MAIN STREET  
 ENGLISHTOWN, NJ 07726  
 TEL (732)446-9235 FAX (732)446-4979

REQUISITION	
NO.	R2000178

SHIP TO	ENGLISHTOWN POLICE DEPARTMENT 15 MAIN STREET ENGLISHTOWN, N.J. 07726 ATTN: CHIEF PETER S. COOKE, JR.
VENDOR	VENDOR #: DRA500 DRAEGER SAFETY DIAGNOSTICS INC 7256 S. SAM HOUSTON PKWY WEST SUITE 100 HOUSTON, TX 77085

ORDER DATE: 06/04/20  
 DELIVERY DATE: 06/12/20  
 STATE CONTRACT: T3031  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ALCOTEST 9510 Catalog #: 8327998	C-04-55-190-100 COMPUTER EQUIP-POLICE/ADMIN-CY 2019	15,300.0000	15,300.00
1.00	TEN YEAR WARRANTY EXTENSION Catalog #: MQ90588-10Y	C-04-55-190-100 COMPUTER EQUIP-POLICE/ADMIN-CY 2019	3,100.0000	3,100.00
			TOTAL	18,400.00

  
 REQUESTING DEPARTMENT \_\_\_\_\_ DATE 6/4/20

\_\_\_\_\_  
 COUNCIL APPROVAL \_\_\_\_\_ DATE

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-091**

**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 575 Route 70, 2<sup>nd</sup> Floor P.O. Box 1030, Brick, NJ 08723:

Tax Sale Certificate No. 18-00006  
Block 9, Lot 12  
36 Harrison Ave.  
in the amount of \$18,241.82

**WHEREAS**, Trystone Capital Assest, LLC also paid \$6,300.00 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 \$24,541.82.

**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 \$24,541.82 to Trystone Capital Assets, LLC 575 Route 70, 2<sup>nd</sup> Floor 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.

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

\_\_\_\_\_  
Peter Gorbatuk, Municipal Clerk



*Borough of Englishtown*  
*Tax Collector*  
*15 Main Street*  
*Englishtown, N.J. 07726*  
*732-446-9235 x28*

*ve*

Date: June 17<sup>th</sup>, 2020

To: Peter Gorbatuk, Borough Clerk

Cc: Laurie Finger, CMFO

From: Consetta Ellison, Tax Department

Subject: FOR COUNCIL MEETING June 24<sup>th</sup>, 2020  
Resolution for Redemption of Tax Sale Certificate #18-00006

In the amount of	\$18,241.82
Premium Returned	\$ 6,300.00
Total to Lienholder	<u>\$24,541.82</u>

Paid on June 17<sup>th</sup>, 2020  
By Property Owner; Andria Vold  
Mailing Address: 905 Waterworks Rd. Freehold, NJ 07728

Block# 9 Lot# 12  
36 Harrison Ave Englishtown, NJ 07726

**Please Make Check Payable to Lienholder:**  
**Trystone Capital Assets, LLC**  
**575 Route 70, 2<sup>nd</sup> Floor P.O Box 1030**  
**Brick, NJ 08723**

Tax ID #47-5486171

Breakdown of Funds: Total to Current Fund:	\$18,241.82
Total to Premium Trust:	\$ 6,300.00

Please give check to the Deputy Tax Collector to mail when certificate and voucher are returned.

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-092**

**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 \$476,630.63 are hereby authorized to be paid on June 24, 2020.
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:

Seconded by:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

---

Peter Gorbatuk, Municipal Clerk

**Borough of Englishtown  
Preliminary Bill List  
Submitted to Borough Council  
for Approval at Meeting of  
June 24, 2020**

<u>Fund</u>	<u>Amount</u>
1 Current Fund Budget	\$ 136,116.56
Tax Refund	\$ -
Man/Eng School Taxes	\$ -
Freehold Reg H.S. School Taxes	\$ 86,846.00
County Taxes	\$ -
Marriage License Fees	\$ -
Fire District Taxes	\$ 110,700.00
Tax redemption lien	\$ 24,541.82
Tax Appeal Refund	\$ -
Petty Cash	\$ -
Accounts Payable	\$ -
2 Grant Fund	\$ 346.42
4 General Capital	\$ -
5 Water Utility Fund	\$ 26,320.63
6 Water Capital Fund	\$ -
7 Sewer Utility Fund	\$ 90,047.99
8 Sewer Capital Fund	\$ -
12 Regular Trust Fund	\$ 1,638.71
13 Unemployment Trust	\$ -
14 Community Development	\$ -
15 Escrow Funds	\$ 72.50
17 Dog Trust Fund	\$ -
20 Payroll Deduction Fund	\$ -
30 Special Events Fund	\$ -
	\$ -
Total Bill List	<u>\$ 476,630.63</u>

This is to certify that funds are available to pay bills and payroll as listed on the attached Bill List.

*Laurie Finger*

Laurie Finger  
Chief Financial Officer

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-093**

**RESOLUTION REGRETFULLY ACCEPTING THE  
RESIGNATION OF VIOLETTA GRZANKO**

**WHEREAS**, Violetta Grzanko started her employment December 19<sup>th</sup>, 2019 as Water Sewer Tax Clerk, and Planning Board Secretary; and

**WHEREAS**, Violeta Grzanko did tender her resignation as Planning Board Secretary effective June 30, 2020.

**NOW, THEREFORE, BE IT RESOLVED** that: The Englishtown Borough Council regretfully accepts the resignation of Violetta Grzanko as the Planning Board Secretary

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that a certified copy of this Resolution be delivered to the Chief Financial Officer.

Offered by:

Seconded by:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020.

---

Laurie Finger, Deputy Municipal Clerk

# memo

To: Mayor Tom Reynolds

From: Violetta Grzanko

Date: June 30, 2020

Re: Planning & Zoning Board Secretary Resignation

---

Please accept this memo as my formal resignation from the position of Planning & Zoning Board Secretary. My last day of employment will be June 30, 2020.

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2020-094**

**APPOINTMENT PART TIME PLANNING BOARD SECRETARY**

**WHEREAS**, there is a need to hire a part-time Planning Board Secretary for the Borough of Englishtown; and

**WHEREAS**, Celia Hecht has the experience that is required to be the Planning Board Secretary; and

**WHEREAS**, it is the recommendation of the Mayor and Council to offer this position to Celia Hecht effective July 1, 2020; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Englishtown County of Monmouth, State of New Jersey that that a certified true copy of this resolution be forwarded to Celia Hecht and Jeanne Keevins, payroll clerk.

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held June 24, 2020

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Peter Gorbaturk, Municipal Clerk

**BOROUGH OF ENGLISHTOWN TAX REPORT  
RECEIPTS AND DISBURSEMENTS**

GENTLEMEN:

I HEREWITH SUBMIT TO YOU MY REPORT OF RECEIPTS AND DISBURSEMENTS FOR

ENDING: 5/31/2019

DATED: 6/3/2020



Deputy Tax Collector

**COLLECTIONS:**

**TAXES**

Taxes Year 2021		\$0.00
Taxes Year 2020	\$	1,053,756.24
Taxes Year 2019	\$	5,250.00
Taxes In Lieu	\$	-
Tax Sale Premium	\$	-
Property Redeemed-Municipal Lien	\$	-
Outside Lien Redemption	\$	16,514.72
YEP	\$	-
Interest	\$	337.88
Cost of Sale	\$	-
Search Fee	\$	-
Duplicate Bill Fee	\$	5.00
Return Check Fee	\$	-
Miscellaneous	\$	-
MUA Tax Sale	\$	-
<b>TOTAL DISBURSEMENTS</b>	<b>\$</b>	<b>1,075,863.84</b>
<b>CASH ON HAND</b>		<b>\$0.00</b>
<b>NET DISBURSEMENTS</b>		<b>\$1,075,863.84</b>