

**Workshop**  
**\*\*MINUTES\*\***

**September 22, 2021**

**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

The meeting was called to order by Mayor Reynolds at 6:33 P.M.

Roll Call: Present: C/Francisco, C/Krawiec, C/Mann, C/Robilotti, C/Wojyn,  
and Mayor Reynolds

Absent: C/Marter

Also Present Borough Attorney Joseph Youssouf, Deputy Finance Officer and  
Deputy Municipal Clerk Laurie Finger, and 2<sup>nd</sup> Deputy  
Municipal Clerk Gretchen McCarthy.

2. Discussion Items:

Chris Bodeker and Jerry Conaty of the Borough's auditing firm Holman, Frenia & Allison, P.A.,  
Certified Public Accountants gave presentation and fielded questions on the Municipal Audit for  
the year ending December 31, 2020 as well as use of the CARES and American Rescue funds.

A. Paul Impellizeri, Block, Lot 6 and 2, Planning Board Matter Regarding Easement

Mayor Reynolds reported that he is waiting to hear back from the Western Monmouth Utilities  
Authority to determine the owner of the line located under the easement that is being requested to  
be accessed. The Borough cannot and will not offer the easement until the Borough hears from  
them on this matter.

B. Potential Ice Skating on Lake Weamaconk

Mayor Reynolds indicated that the Borough has long wanted to offer ice skating on Lake  
Weamaconk and he has inquired whether the Englishtown Fire Department has a availability  
of cold water rescue team/equipment. Chief Cooke stated that he has spoken with the Fire  
Department and they do not have enough trained members to cover such an activity. Chief  
Cooke reminded Council that most surrounding fire departments are volunteer. Availability  
of personnel is a key factor. Technical aspects were discussed, including liability.

C. Lighting, Landscaping on Main Street

Mayor Reynolds commented on downtown Hightstown how the brick work and lighting  
dresses up the area. Mayor Reynolds suggested including funding for similar improvements  
to Main Street. The Borough has not considered any beautification matters for the area since  
the late 1980s or early 1990s. The mayor would like to look into costs for possible a

springtime project. Council member Krawiec inquired about road improvements on Main Street. Chief Cooke stated that South Main Street is slated for probable improvement to be done by Monmouth County next year, while Main Street would be after that. Council discussed the need for Water Street and Rt. 522 to be improved. Councilmember Mann asked for an update on the Main Street parking lot. Mayor Reynolds stated that he has requested the Borough Engineer to do a topographical survey on the property and he has a meeting next week with Manalapan to do an interlocal with them for the paving. In the meantime Mayor Reynolds has made arrangements, thanks to the owner of the Awning Warehouse for the businesses on Main Street to have their employees park on the north side of the building, thereby freeing up parking in the rear of their businesses for customers.

3. Adjournment

There being no further business a motion to adjourn the workshop was offered by C/Francisco, seconded by C/Robilotti, with all present Council members in favor. C/Marter was absent. Time of adjournment 6:49 pm.

**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

The meeting was called to order by Mayor Reynolds at 6:50 pm.

Roll Call: Present: C/Francisco, C/Krawiec, C/Mann, C/Robilotti, C/Wojyn and Mayor Reynolds

Absent: C/Marter

Also Present Borough Attorney Joseph Youssouf, Deputy Finance Officer/Municipal Clerk Laurie Finger, 2nd Deputy Municipal Clerk Gretchen McCarthy.

2. Statement of Compliance with Sunshine Law

Mayor Reynolds announced that 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 meeting was deemed in compliance with the Open Public Meetings Act.

3. Moment of Silence and Salute to the Flag were led by Mayor Reynolds

4. Approval of Minutes

January 4, 2021 Reorganization Meeting  
August 25, 2021 Regular Meeting  
August 25, 2021 Executive Session

There being no corrections, deletions or additions, a motion to approve the January 2, 2021 Reorganization, and August 25, 2021 Regular and Executive Session minutes was made by C/ Mann, seconded by C/ Robilotti

Roll Call: Ayes: C/Francisco, C/ Krawiec, C/Mann, C/Robilotti, C/Wojyn  
Nays: None  
Abstain: C/ Krawiec from the August 25<sup>th</sup> Regular and Closed Minutes  
Absent: C/Marter

5. Committee Reports

Councilmember Francisco, Code Enforcement, Public Health, Welfare & Public Events, Councilmember Francisco stated that Councilmember Marter contacted him, notifying him that he will not be able to make the meeting due to a personal emergency and made the motion to excuse his absence. Councilmember Robilotti seconded the motion. Councilmembers Francisco, Robilotti and Wojyn voted in favor excusing the absence while Councilmembers Krawiec and Mann voted no. Code Enforcement Officer Rich Thompson gave report and fielded questions on the activities of his office. Councilmember Francisco announced that Bill Lewis is running a fund raiser for the Village Inn at holiday time and will iron out and bring details at next council meeting. Councilmember Wojyn mentioned a spaghetti dinner fund raiser to be held on September 25. Past fund-raising measures and recreational activities of the Village Inn and Borough were discussed

Council member Krawiec, Public Utilities, had no report.

Councilmember Wojyn, Public Safety, read the August 2021 Police Chief's report. Under technology, Councilmember Wojyn reported that 334 website contacts and 321 subscribers have been collected for e-mail announcements. Councilmember Wojyn read a September 7<sup>th</sup> e-mail from William Lewis, resident, and current candidate for Borough Council, that he considers having made accusations of him and the deputy clerk illegally obstructing his use of the Borough's audio system for video recording of council meetings. Councilmember Wojyn went on to speak of the Open Public Meetings Act, its history and the Borough's compliance with the law in difference to Mr. Lewis' claims, calling these claims baseless and without merit.

Council member Marter, Legislative, Insurance and licenses was absent.

Councilmember Mann, Public Buildings & Grounds, brought up flooding experienced during recent storms by the intersection of Gordons Corner Road and Main Street. Chief Cooke stated that the County removed a lot of debris from the stream that will hopefully alleviate the rainwater from backing up onto the roadways. Additionally, a large pothole has been fixed on Lasatta Avenue.

Councilmember Robilotti, Administration, Finance and Personnel, thanked Officer Dinicola for the report he provided to her, stating that she will be comparing them to the Manalapan report she was given previously. A personnel matter will be discussed in Executive Session.

6. Correspondence

The following correspondence was noted as having been received:

- Mayor & Council September 4, 2021, sent from the CFO, the August Budget Report
- Received September 9, 2021, from Freehold Borough, notification of a zoning ordinance amending and supplementing Freehold Center Core Redevelopment Plan
- Received September 10, 2021, from Monroe Township, notification of a land development ordinance requiring submission of electronic submission of Land Use Applications
- A September 21, 2021 e-mail from County Clerk Christine Hanlon regarding election changes, including the new voting machines and electronic poll books to be utilized for early voting slated for October 23<sup>rd</sup> through October 31<sup>st</sup> and also the November 2 General Election. Early voting specifics are posted on the front door and on the municipal bulletin board
- A reminder to please submit your council reports to the Clerk

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.

Motion was made by C/Mann, seconded by C/Francisco approved on the following roll call vote to open to public comment:

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

Public Comment:

No members of the public wished to be heard at this time.

There being no comments, motion was made by C/ Mann, seconded by C/Robilotti approved on the following roll call vote to close to public comment.

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

8. Old Business:

No matters were listed for this portion of the agenda.

9. New Business:

**ORDINANCE NO. 2021-07**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLISHTOWN AMENDING AND SUPPLEMENTING VARIOUS SECTIONS OF ARTICLE 2, GENERAL LEGISLATION OF THE CODE OF THE BOROUGH OF ENGLISHTOWN**

**WHEREAS;** The Chief of Police and the Borough Code Enforcement Officer have recommended that various provisions of the Code of the Borough of Englishtown be amended and supplemented to facilitate enforcement of the Code and clarify various provisions to make them comport with State Law and Administrative guidelines.

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Mayor and Council of the Borough of Englishtown that the following specified sections and provisions of **ARTICLE 2 “GENERAL LEGISLATION”** of the Code of the Borough of Englishtown are hereby amended and supplemented as follows:

**ARTICLE I**

**CHAPTER 2.93-09 “FRONT YARDS; CONFORMANCE REQUIRED; ACCESSORY STRUCTURES; PARKING OF VEHICLES**

**(NEW SECTION) SECTION 2.93.01 A. “OVERNIGHT PARKING PROHIBITED”**

No person shall park a motor vehicle of any nature whatsoever overnight in a Borough owned public park or recreation area.

**(NEW SECTION) SECTION 2.93.09 D. “VIOLATIONS AND PENALTIES”**

Any person, business entity or organization who violates the provisions of this Article shall, upon conviction thereof be subject to a penalty of not less than ONE HUNDRED DOLLARS (\$100.00) or imprisonment for a term not to exceed thirty (30) days, or both, for each offense, in the discretion of the Court.

**CHAPTER 2.93 “PARKING, OFF STREET” (NEW SECTION) HANDICAPPED PARKING STANDARDS**

**(NEW SECTION) 2.93.15 A Handicapped Parking Standards**

Accessible spaces reserved for use by individuals with disabilities shall be identified by a sign installed 5 to 7 feet above the ground bearing the international symbol of Accessibility and shall also include a penalty notification specifying the mandatory fines for offense. Signs identifying van parking spaces shall contain the designation “van accessible.” The parking spaces and access isles shall be painted blue and shall be at least 96 inches (8 Feet) wide for accessible car parking spaces, at least 132 inches (11 feet) wide for van accessible parking and a minimum of 60 inches (5 feet) wide for access isles for both accessible car and van spaces.

**(NEW SECTION) SECTION 2.93.15. B Handicapped Parking Spaces**

The total number of parking spaces required shall be in accordance with the revised and updated ADA standards of accessible design:

“1-25 spaces: At least one (1) in each lot.

Required number of van accessible spaces if constructed or altered prior to 3/5/12: 1:8;

Required number of van accessible spaces if constructed or altered on or after 3/15/12: 1:6.

26-50- 2 in each lot; 51-75- 3 in each lot;

79-100- 4 in each lot; 101 -150- 5 in each lot;

151-200-6 in each lot;

201-300-7 in each lot;

301-400-8 in each lot;

401-500- 9 in each lot;

501-1000, 2% of total spaces, 1 in every 8 for van accessible spaces.”

**CHAPTER 2.95 “PARKS”**

**SECTION 2.95.02 “ HOURS”** is revised as follows:

The hours of park operation shall be from dusk to dawn, daily.

**CHAPTER 2.98.04 “PEDDLING AND SOLICITING”**

**SECTION 2.98.04 k “Application for license”** is revised as follows:

At the time of filing of the application, a fee of Twenty-Five Dollars (\$25.00) shall be paid to the Borough Clerk. Applications for licenses shall not be deemed complete nor issued until the required fee has been paid to the Borough Clerk.

**CHAPTER 2.100 “PROPERTY MAINTENANCE CODE”**

**SECTION 2.100.08 “Procedure upon Discovery of Violations”** Subsections D. E. F. G. are repealed and deleted in their entirety.

**SECTION 2.100.18 “Procedure upon Discovery of Violations”,** Subsections D. E. F. G. are repealed and deleted in their entirety.

**SECTION 2.100.24 “Procedure upon Discovery of Violations”,** Subsections D. E., & G. are repealed and deleted in their entirety.

**CHAPTER 2.117 “TAXICABS”**

**(NEW SECTION) 2.117.09 Exceptions:** The provisions of this Chapter shall not be applicable to rideshare services.

## **CHAPTER 2.118 “TOBACCO, PROHIBITION OF SALES TO MINORS”**

**(NEW SECTION) 2.118.01 F- Electronic Cigarettes:** An electronic devise that simulates tobacco smoking, commonly known and identified as “ E-cigarettes” and/ or “Vaping”. It consists of an atomizer, a power source such as a battery and a container such as a cartridge or tank. Instead of inhaling smoke, the user inhales the vapor. All references in this Chapter to 18 years of age are deleted and repealed and replaced with the age of 21 years.

## **Chapter 2.121 “VEHICLES AND PARKING”**

**2.121.07 Parking Prohibited at all times** is amended as follows:

Hamilton Street parking restrictions to include the area between Harrison Avenue and Irving Place from the easterly curb line of Main Street to the Westerly curb line of Irving Place:

Irving Place from the easterly curb line of Hamilton Street to Tennent Avenue.  
West Dey Street south side from Main Street to Cul-de-Sac, West Dey Street, north side from Main Street to a point 156 feet West.

Center Street, south side from Main Street to Harrison Avenue.

Tennent Avenue, both sides from Main Street to the Manalapan Township Border.

Main Street, west side from Gordon’s Corner Road to Water Street.

Main Street both Sides, from Park Avenue to Tennent Avenue.

Pine Street, North Side, from Main Street to Harrison Avenue.

**Section 2.121.08 Parking prohibited during certain hours** is amended to delete Pine Street, North Side, 6:00 A.M. to 6:00 p.m. Main Street to Harrison Avenue.

**Section 2.121.09 Parking time limited** is amended as follows:

Name of Street Side Hours/Days Time Limit Location

Main Street east Sat. thru Sun. 1 hour (Unchanged)

Main Street west Sat. thru Sun. 1 hour (Unchanged)

Water Street north Sat. thru. Sun. 1 hour (Unchanged)

Water Street east bound to intersection of Main Street south bound Sat. thru Sun. 7:00 am to 7:00 pm.

## **CHAPTER 2.130 “ZONING”**

**2.130.21 Administration and Enforcement:**

**(Add)** It shall be the duty of the Zoning Officer or his/her designee, to review building plans and to inspect all buildings and premises to determine their compliance with

approved plans, specifications and any and all applicable Borough Ordinances. The Zoning Officer may issue an **Order** to take corrective action to ensure compliance with all applicable restrictions and regulations pertaining to the subject property. The Zoning Officer shall have the right to enter any and all premises or property during regular business hours to conduct required inspections.

## **CHAPTER 2.136 CODE ENFORCEMENT**

### **(Add NEW SECTION)**

The provisions of **Title 2 “GENERAL LEGISLATION”** of the Code of the Borough of Englishtown shall be enforced by the Code Enforcement Officer and/or the Police Department of the Borough.

## **ARTICLE II**

### **SEVERABILITY**

Should any portion, provision, clause, or section of this Ordinance Amendment be found unconstitutional or invalid by a Court of competent jurisdiction, such provision[s] shall be deemed severable and shall not affect the validity of the remaining portions provisions or sections of this Ordinance Amendment which shall remain in full force and effect.

## **ARTICLE III**

### **EFFECTIVE DATE**

This Ordinance shall take effect upon its final passage, approval, and publication according to law.

Motion was made by C/Krawiec, seconded by C/Mann, and approved on the following roll call vote for approval on first reading of Ordinance 2021-07, entitled, “An Ordinance of the Mayor and Council of the Borough of Englishtown Amending and Supplementing Various Sections of Article 2, General Legislation of the Code of the Borough of Englishtown”

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

Nays: C/Francisco

Abstain: None

Absent: C/Marter

## **RESOLUTION NO. 2021-135**

### **2020 AUDIT OF THE BOROUGH OF ENGLISHTOWN DIVISION OF LOCAL GOVERNMENT**

**WHEREAS**, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and



**WHEREAS**, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled “Comments and Recommendations”; and

**WHEREAS**, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations”, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of the New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW THEREFORE BE IT RESOLVED**, that the governing body of the Borough of Englishtown, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Offered by: C/Krawiec

Seconded by: C/Robilotti

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

Nays: None  
Abstain: None  
Absent: C/Marter

**RESOLUTION NO. 2021-136**

**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 Michael J. Garifalos of Spotswood, N.J. for the position; and

**WHEREAS**, the appointment was conditional upon Michael J. Garifalos passing a background investigation, psychological evaluation, physical examination, drug testing by urinalysis, and firearms qualifications; and

**WHEREAS**, upon authorization of the Police Committee, Michael J. Garifalos was sworn in by the Deputy Municipal Clerk on August 31, 2021 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 Michael J. Garifalos is hereby appointed Class II Special Law Enforcement Officer for the Borough of Englishtown as follows:

1. Appointment is effective August 31, 2021.
2. Salary is effective August 31, 2021 in the amount of \$15.00 per hour, paid semi-monthly per the salary ordinance.
3. That said appointment is probationary for one year and said probation shall culminate on August 30, 2022.
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 Michael J. Garifalos.

Offered By: C/Mann

Seconded By: C/Krawiec

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

Absent: C/Marter

**RESOLUTION NO. 2021-137**

**AUTHORIZING REFUND OF TAXES**

**WHEREAS**, the Borough of Englishtown Tax Collector has reported that, due to a duplicate payment being received, a refund is due to:

CoreLogic Refunds Department  
For 26 Heritage Drive, Block 26.01, Lot 11  
in the amount of \$3,060.07

**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 \$3,060.07 to CoreLogic Refunds Department, 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/Mann,

Seconded By: C/Robilotti

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

**RESOLUTION NO. 2021-138**

**RESOLUTION AUTHORIZING AN ACCELERATED TAX SALE TO BE HELD IN ACCORDANCE TO THE RULES AND REGULATIONS PURSUANT TO N.J.S.A. 54:5-19**

**WHEREAS**, according to the amended regulations set forth in N.J.S.A. 54:5-19 et seq., all taxes and municipal water and sewer, and other lienable charges payable through the eleventh day of the eleventh month of the current fiscal year shall be subject to tax sale and offered for sale of lien to the lowest bidder or highest premium bidder at a tax sale to be held on December 16, 2021 at 11:00 A.M., at the Borough of Englishtown Municipal Building, 15 Main Street Englishtown, New Jersey; and

**WHEREAS**, under executive order issued by Governor Murphy, initiated by the Covid-19 pandemic, municipal water utility arrearages are currently not subject to tax sale; and

**WHEREAS**, there are delinquencies appearing in the records of the Borough of Englishtown for monies levied on the owners of record as they appear in the official tax list filed in the office of the Collector of Taxes of the Borough of Englishtown, as well as listings from the Borough of Englishtown Municipal Sewer Department.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth State of New Jersey that the Tax Collector of the municipality be and is hereby authorized, to hold a Tax Sale for tax and sewer arrears for properties located in our municipality on December 17, 2020, with official notices of sale being advertised and notice the owners of record according to the requirement of N.J.S.A. 54:5-19 et seq.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

#### **RESOLUTION NO. 2021-139**

#### **RESOLUTION REGRETFULLY ACCEPTING THE RETIREMENT RESIGNATION OF PETER GORBATUK**

**WHEREAS**, Peter Gorbatuk started his employment as Acting Municipal Clerk of the Borough of Englishtown on December 1, 2006; and

**WHEREAS**, Mr. Gorbatuk was appointed to the position of Municipal Clerk effective January 1, 2009 and re-appointed to same on January 3, 2012; and

**WHEREAS**, Peter Gorbatuk has also held the position of Registrar of Vital Statistics since his hire; and

**WHEREAS**, Peter Gorbatuk did tender his resignation on September 20, 2021 with his last day of employment being October 30, 2021.

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

1. The Englishtown Borough Council regretfully accepts the resignation of Peter Gorbatuk.
2. That a certified copy of this Resolution be delivered to the Chief Financial Officer, the Director of Local Government Services, the New Jersey State Registrar of Vital Statistics, and the personnel file of Peter Gorbatuk.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

10. Tax Collector's Reports:  
Dated August 2021 was read by Mayor Reynolds

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.

Motion was made by C/Robilotti, seconded by C/Mann, approved on the following roll call vote to open to public comment:

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

Lou Sarti, English Club Drive, Englishtown Fire Chief stated that his department does not handle ice or monitor it. The department is down in numbers, staffing is an issue. Mayor Reynolds asked for Fire Department input on fire equipment access to the possible development on West Dey Street.

William Lewis, Lasatta Avenue, stated that he will prepare a response to Councilmember Wojyn's comments. Mr. Lewis had questions on operating procedures of Council.

Kim Sabin, 22 Tennent Avenue, spoke regarding issues she experiences with the Borough website and possibility of starting a Facebook page.

Rich Thompson, New Beginnings spoke about Freehold I.T. department providing website services.

Wayne Krawiec, 31 Lasatta Avenue, inquired about the cleaning of storm drains by the Knights of Columbus.

Lauren Roth, Tennent Avenue spoke regarding the Community Development Committee and also spoke regarding the Open Public Meetings Act and meetings on social media not being a legitimate platform. Matters brought through proper channels, such as a committee can be addressed. Perhaps the funding of a video equipment can be discussed in the future.

Councilmember Mann reminded all to return their cannabis survey that was mailed to them with self-addressed, stamped envelopes.

There being no further public comments, motion was made by C/Mann, seconded by C/Robilotti, and approved on the following roll call vote to close to public comment.

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

**RESOLUTION NO. 2021-140**

**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 \$555,574.34 are hereby authorized to be paid on September 22, 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/Mann

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

**13. 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 contract negotiations;

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 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 suspension or loss of a license or permit.

**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.

**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 this 22<sup>nd</sup> day of September, 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/Wojyn

Seconded By: C/Robilotti

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

Upon the return from Executive Session, Resolution No. 2021-141 was considered by Council

**RESOLUTION NO. 2021-141**

**WHEREAS**, Jennifer Carasia was appointed, pending the completion of background and security checks, as part-time violations clerk for the Englishtown Municipal Court via Resolution No. 2021-098 adopted on May 26, 2021; and

**WHEREAS**, background and security checks were completed, and Ms. Carasia started her employment with the Borough of Englishtown on June 30, 2021; and

**WHEREAS**, per section 2.7 “Probation” of the Englishtown personnel policy, new employees must serve a 90-day probationary period and based on the recommendation of their department head, will either: become a permanent employee; will serve an additional 90-day probationary period; or will be terminated;

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

1. Based on the recommendations of the Municipal Court Administrator as well as the Borough personnel committee, Jennifer Carasia is hereby terminated from employment as violations clerk for the Englishtown Municipal Court effective immediately.
2. The Borough Clerk is hereby directed to provide a certified copy of this resolution to Jennifer Carasia, the Municipal Court Administrator, and the Borough personnel file of Jennifer Carasia.

Offered By: C/Mann

Seconded By: C/Robilotti

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

Nays: None

Abstain: C/Francisco

Absent: C/Marter

Adjournment

There being no further business a motion to adjourn was offered by C/Robilotti, seconded by C/Mann with all present Council members in favor on voice vote. C/Marter was absent.

8:48 P.M.

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Deputy Municipal Clerk



