

Borough of Brielle

REORGANIZATION MEETING

January 31 2018

January 8, 2018

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MINUTES JANUARY 8th, 2018 ORGANIZATION MEETING START: 7:30 P.M.

PRESENT: MAYOR NICOL, COUNCILMEN GARRUZZO, GIANFORTE, GORHAM, NOLAN & VISCEGLIA, ATTORNEY MONTENEGRO & ADMINISTRATOR NOLAN.

ABSENT: SHAAK

The Clerk announced that Council members Shaak & Visceglia had taken their oath of office.

Mayor Nicol opened the meeting in compliance with the Open Public Meetings Act followed by a silent prayer and a salute to the flag.

Mayor Nicol then advised that Robert's Rules of Order would be employed to determine all parliamentary questions not specifically provided for.

Mayor Nicol then opened the floor to nominations for Council-President.

Nominations were opened on a motion by Councilman Nolan seconded by Councilman Visceglia. Councilman Visceglia nominated Councilman Garruzzo. The nomination was seconded by Councilman Nolan.

There being no further nomination, nominations were closed on a motion by Councilman Gianforte seconded by Councilman Visceglia.

Councilman Nolan moved to elect Councilman Garruzzo as Council-President, the motion was seconded by Councilman Gianforte; all ayes. None opposed.

Council-President Garruzzo then announced the 2018 Committee assignments. The Clerk was directed to insert the roster into the minutes to formalize the 2018 committee assignments (see insertion).

Mayor Nicol then announced the 2018 professional appointments:

Borough Attorney Montenegro, Thompson
Montenegro & Genz
Borough Engineer Alan P. Hilla & H2M
Borough Auditor Robert Hulsart Inc.
Bond Counsel Meghan Clark & Gluckwalrath, LLC
Public Defender Timothy J. Wintrobe
Municipal Prosecutor Citta, Holzapfel & Zabarsky
& Labor Counsel

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The appointments were confirmed on a motion by Councilman Gianforte seconded by Councilman Garruzzo. Vote: Councilman Garruzzo, Gianforte, Gorham, Nolan & Visceglia; all aye. no nays. Passed

Mayor Nicol then announced that all professional appointments were subject to a professional service contract.

Councilman Garruzzo seconded by Councilman Nolan introduced Resolution 18-01 to appoint Mayor Thomas B. Nicol as Emergency Management Coordinator. Vote: Councilman Garruzzo, Gianforte, Gorham, Nolan & Visceglia; all aye; no nays. Passed

Councilman Garruzzo seconded by Councilman Gianforte introduced Resolution 18-02 (see insertion). Vote: Councilmen Garruzzo, Gianforte, Gorham, Nolan & Visceglia; all aye; no nays. Passed

On a motion by Councilman Garruzzo seconded by Councilman Nolan all tenured and non-annual

appointments, now held by Borough employees were confirmed; all aye.

On a motion by Councilman Garruzzo, seconded by Councilman Nolan, the membership rosters of Brielle First Aid Squad and Brielle Fire Company No. 1 were confirmed; all aye.

Mayor Nicol then announced the annual appointments:

Borough Administrator Thomas F. Nolan
Acting C.M.F.O. Thomas F. Nolan
Officer to Issue Certificates of Liability Thomas F. Nolan
Relocation Officer Thomas F. Nolan
Commissioner of Insurance Thomas F. Nolan
Human Resources Director Thomas F. Nolan
Public Agency Compliance Officer Thomas F. Nolan
Representative to S.E.M.M.U.A. Robert McArthur
Fire Protection Official Michael Galos
Construction Code Official Albert P. Ratz
Zoning Officer Elissa C. Commins
Deputy Zoning Officer Alan P. Hilla
Conflict Engineers Lindstrom, Dissiner & Carr
Leon S. Avakian, Inc.
First Deputy Emergency Manage. Coord. Michael W. Palmer
Second Deputy Emergency Manage. Coord. Timothy A. Shaak
Heritage Committee/Borough Historian John E. Belding
Registrar/Sec. Board of Health Tina McDermott
Deputy Registrar/Sec. Board of Health Colleen Castronova
Carol Mcmenamy
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Mercantile Officer James Langenberger
Code Enforcement Officer James Langenberger
Tax Collector Colleen Castronova
Deputy Tax Collector Tina McDermott
Water Sewer Rent Collector Tina McDermott
Animal Control Official Colleen Castronova
Superintendent Water Utility/DPW Robert McArthur
Recycling Coordinator Robert McArthur
Safety Coordinator Robert McArthur
Assistant Superintendent DPW Jeffrey Weiss
Assistant Recycling Coordinator Jeffrey Weiss
Payroll Specialist Colleen Castronova
Assist. Clerks Financial Services Karen S. Brisben
Tina McDermott
Carol McMenamy
Asst. Administrator/Deputy Clerk/Clerk
Of Elections Carol McMenamy
Detective (Serves @ discretion of Chief) Ryan Mexisell
DPW
Working Foreman Jeffrey Ely (Streets & Roads)
Michael Burger (Water)
Water Plant Operator Michael McArthur

Councilman Garruzzo seconded by Councilman Visceglia introduced Resolution 18-03 to confirm the foregoing appointments. Vote: Councilman Garruzzo, Gianforte, Gorham, Nolan & Visceglia all aye; no nays. Passed

Mayor Nicol then announced the appointments to the various Boards & Commissions of the Borough for terms that expired on December 31st, 2017.

Planning Board

Thomas B. Nicol Member Class I (18)
Frank A. Garruzzo Member Class II (18)
James F. Langenberger Member Class III (18)
Stacy Montalto Member Class IV (21)
James Stenson Member Class IV (21)

Community Development Block Grant Committee

Cory Lakin Member (18)
Timothy Shaak Member (18)
Ann D. Scott Member (18)
Darcy Garruzzo Member (18)
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Robert McArthur Member (18)
Carol McMenamy Representative (18)
Adeline Schmidt Alternate Representative (18)

Board of Recreation

Art Foreman Associate (18)
Karen Dettlinger Associate (18)
Kristine Anderson Associate (18)
Kendal Porter Associate (18)
Patty Guzzo Associate (18)
Carol McMenamy Recording Secretary (18)

Environmental Commission

Thomas Mauro Member (20)
Jim Nuncio Alternate #1 (18)

Shade Tree Commission

The appointments were approved on a motion by Councilman Gianforte seconded by Councilman Gorham.

Mayor Nicol then read the re-organization resolutions.

Resolution 18-04 (see insertion)
Resolution 18-05 (see insertion)
Resolution 18-06 (see insertion)
Resolution 18-07 (see insertion)
Resolution 18-08 (see insertion)
Resolution 18-09 (see insertion)

Resolution 18-10 To authorize the Business Administrator, with the consent of the Mayor & Council Committee Chairman who has jurisdiction over the Department, to hire Temporary Part-Time Help on a "as needed" basis.

Resolution 18-11 (see insertion)

Resolution 18-12 To memorialize the extension of the sick time provisions of the Teamsters Contract to the non-union employees.

Resolution 18-13 To confirm the appointments of all Class I & Class II Special Police Officers for 2017.

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Resolution 18-14 To appoint Paul J, Capotorto as Municipal Judge.

Councilman Garruzzo seconded by Councilman Gorham introduced resolutions 18-04 through 18-13. Vote: Councilmen Garruzzo, Gianforte, Gorham, Nolan & Visceglia; all aye No nays. Passed

Borough Historian, John E. Belding who thanked the Council for his re-appointment and cited his annual report. He added that as of February 14th, 2012, state statute mandated that each municipality have a Borough Historian and that he/she report to the Governing Body on an annual basis and serve as a depository for all historic documents relative to the municipality.

Mr. Belding noted that he had first been appointed in 1996 and was now entering his 21st year of service. He cited the letter he had received in August 1996 from Mayor Nicol inviting him to become Borough Historian

with the caveat that he was replacing Carol CAC Clark, a man who was "irreplaceable", so he had been chosen to replace an irreplaceable man and he hoped he had lived up to expectations.

There being no further comments the meeting was adjourned at 7:45 p.m. on a motion by Councilman Shaak seconded by Councilman Gianforte.

Approved: January 22nd, 2018 _____
Thomas F. Nolan
Municipal Clerk

Resolution No.: 18-2
Date: January 8th, 2018

Be It Resolved, that Carol McMenamy be appointed as the Borough of Brielle's Representative to the Monmouth County Community Development Program, and

Be It Further Resolved, that Adeline Schmidt be appointed as Alternate Representative to the Monmouth County Community Development Program.

Vote: Garruzzo, Gianforte, Nolan & Visceglia; all aye. No nays. None Abstained. Absent: None.

Certification

The foregoing is a true copy of a resolution passed by the Brielle Mayor & Council at their Organization Meeting held on January 8th, 2018.

Witness my hand and seal of the Borough of Brielle this 9th day of January, 2018.

Thomas F. Nolan
Municipal Clerk

Resolution No.:18-4
Date: January 8th, 2018

Be it resolved, that each Monday night, of each month, in the calendar year 2016, with exceptions noted, be designated as meeting nights of the Mayor & Council of the borough of Brielle, with meetings to be held in the council chambers of the Borough Hall, 601 Union Lane, Brielle, New Jersey.

Be it further resolved, that regular business meetings shall be scheduled for the second and fourth Mondays at 7:30 p.m. except Monday holidays, when said meetings shall be on the second and fourth Tuesday, or proper 48 hour notice given, and

Be it further resolved, that the work session shall be held on the 2nd and 4th Mondays of each month at 7:30 p.m. except Monday holidays, when said sessions shall be on the 2nd and fourth Tuesday, said time being subject to a later starting time based on the volume of business and with forty-eight hour notice being given through the dissemination of the agenda.

Be it further resolved, that the public will not participate in the work session, but may be present and listen. Public participation shall be permitted at the conclusion of the work session, but shall be limited to those matters discussed at the work session. The public may, at regular meetings, participate at such time or times, as set forth on the agenda, for that particular meeting, or, with the permission of the presiding officer, and

Be it further resolved, that the annual notice schedule and "48 hour notice" be forwarded to the newspapers designated the official newspapers for the Borough of Brielle as set forth under chapter 321, pl. 1975 "open public meetings act".

January 9th July 10th
January 23rd July 24th
February 13th August 14th
February 27th August 28th
March 13th September 11th
March 27th September 25th
April 10th October 9th
April 24th October 23rd
May 8th November 13th
May 22nd November 27th
June 12th December 11th
June 26th December 26th

Resolution No.:18-05
Date: January 8th, 2018

Whereas, the efficient management of borough affairs requires the establishment and/or maintenance of various bank accounts and procedures for handling funds,

Now therefore be it resolved, by the governing body of the Borough of Brielle as follows:

1. The following banks, or their successors, shall be designated depositories: Ocean First Bank, local branches, Bank of America/Brielle branch, Manasquan Savings & Loan, New Jersey, cash management fund.
2. All existing accounts shall be continued subject to further resolution.
3. The mayor, business administrator & chief finance officer shall continue to be signatories on all accounts.
4. The mayor & council hereby adopt the annual cash management plan and shall adhere to the precepts of

same. Said plan is on file in the office of C.M.F.O.

Resolution No.:18-6

Date: January 8th, 2018

Whereas, N.J.S.A. 54:4-67, as amended, provides that a municipality may fix the interest rate to be charged for the delinquent payment of taxes of assessments and fix due dates.

Now therefore be it resolved, that a grace period not to exceed ten (10) days be permitted after each quarterly due date, February 1st, May 1st, August 1st & November 1st, and that the rate of eight (8) percent (%) per annum be charged on the first \$1,500.00 of the delinquency and eighteen (18) percent (%) per annum be charged on the amount in excess of \$1,500.00 with the delinquent interest rate retroactive to the aforesaid due dates for the year 2016.

Resolution No.:18-7

Date: January 8th, 2018

Whereas, the efficient management of Borough affairs requires the establishment and/or maintenance of a petty cash fund & a petty cash checking account, and change draws for the animal control in the amount of \$75.00 & general fund accounts, in the amount of \$50.00, and the water/sewer & tax accounts, in the amount of \$100.00,

Now therefore be it resolved, that the business administrator is hereby authorized to establish a petty cash fund in the amount of \$150.00 and a petty cash checking account in the amount of \$200.00, as well as the aforementioned "change draws".

Resolution No.:18-8

Date: January 8th, 2018

Be it resolved, that the following newspapers shall be designated as official newspapers for the borough of Brielle for the year 2018.

Asbury Park Press Neptune
Star Ledger Newark
The Coast Star Manasquan

Resolution No.:18-9

Date: January 8th, 2018

Whereas, N.J.S.A. 40a:5-17.1 authorizes the governing body to process without further action on their part, the cancellation of any property tax refund or delinquency of less than \$10.00, and

Whereas, N.J.S.A. 54-5-19 authorizes the tax collector to collect all taxes, assessments, and other municipal charges that are delinquent, and to sell all municipal liens in the manner established by statute.

Now therefore be it resolved, that Colleen Castronova, in her capacity as municipal tax collector, is hereby authorized to perform the aforementioned functions throughout calendar 2018.

Resolution No.: 18-11

Date: January 8th, 2018

Temporary Budget
Borough of Brielle

Whereas, N.J.S.A.40a:4-19 of the revised statutes of New Jersey provides that, when any contracts, commitments or payments are to be made prior to the adoption of the municipal budget, the governing body shall, by resolution, adopted prior to January 31st of the fiscal year, make appropriations for the period

between the beginning of the fiscal year and the adoption of the budget and

Whereas, the date of this resolution is prior to the first thirty-one days of January, 2018, and

Whereas, one quarter (25%) of the total appropriations made in the 2017 Municipal Budget, excluding appropriations made for interest and debt redemption charges & capital improvement fund in said budget is the sum of \$2,614,104.90.

Now Therefore Be It Resolved, that the following temporary appropriations (the aggregate amount of which does not exceed the amount shown in the preamble above), in the amount of \$2,561,550.00 be made and a certified copy of this resolution be transmitted to the Chief Finance Officer for his records.

APPROPRIATIONS AMOUNT

General Government

Administrative & Executive

Salaries & Wages 20-120-1 \$80,000.00

Other Expenses 20-120-2 \$16,500.00

Emergency Management

Other Expenses 25-252-2 \$750.00

Assessment of Taxes

Salaries & Wages 20-150-1 \$10,000.00

Other Expenses 20-150-2 \$2,500.00

Collection of Taxes

Salaries & Wages 20-145-1 \$32,000.00

Other Expenses 20-145-2 \$3,000.00

Legal Services 20-155-2 \$45,000.00

Borough Historian \$150.00

Municipal Court

Salaries & Wages 43-490-1 \$12,500.00

Municipal Prosecutor 25-275-2 \$6,500.00

Engineering Services 20-165-2 \$25,000.00

Buildings & Grounds

Other Expenses 26-310-2 \$30,000.00

Planning Board

Salaries & Wages 21-180-1 \$2,500.00

Other Expenses 21-180-2 \$5,000.00

Financial Services 20-130-2 \$22,000.00

Shade Tree Commission

Other Expenses 26-313-2 \$2,500.00

Environmental Commission

Other Expenses 21-186-2 \$500.00

Mercantile Inspection

Salaries & Wages 22-200-1 \$4,200.00

Other Expenses 22-200-2 \$150.00

Insurance

Other Insurance Premiums 23-210-2 \$155,000.00

Workman's Compensation

Group Insurance 23-220-2 \$225,000.00

Public Safety

Fire Company

Other Expenses 25-255-2 \$9,000.00
Fire official S/W \$2,500.00

First Aid Organization
Other Expenses 25-260-2 \$7,500.00

Police
Salaries & Wages 25-240-1 \$515,000.00
Other Expenses 25-240-2 \$35,000.00
Vehicle Purchase/Lease 25-240-2 \$30,000.00
Sick Time Purchase Option 30-415-2 \$45,000.00

Code Enforcement Officer
Salaries & Wages 25-195-1 \$3,000.00
Other Expenses 25-195-2 \$450.00

Streets & Roads
Salaries & Wages 26-290-1 \$115,000.00
Other Expenses 26-290-2 \$25,000.00
Street Lighting (See Utilities)
Vehicle Maintenance 26-315-2 \$12,500.00

Sanitation

Garbage & Trash Removal
Contractual 32-465-2 \$75,000.00
Other Trash Expenses 26-305-2 \$90,000.00
(Includes Recycling Other)

Health & Welfare

Board Of Health
Salaries & Wages 27-330-1 \$900.00
Other Expenses 27-330-2 \$100.00
Health Services Contractual 27-330-2 \$15,000.00

Board of Recreation Commissioners
Salaries & Wages 27-345-1 \$8,000.00
Other Expenses 27-345-2 \$8,750.00

Municipal Land Use 21-180-2 \$6,500.00

Aid to Library 29-390-2 \$40,000.00
Zoning Officer 22-187-1
Salaries & Wages 22-187-2 \$6,500.00

Dog Regulation Contractual 27-340-2 \$3,500.00

Capital Improvements

Capital Improvement Fund 44-901-2 \$5,000.00*

Statutory Expenditures

Contribution to Social Security 36-472 \$95,000.00

Debt Service
Recycling Program

Recycling
Salaries & Wages 32-465-1 \$56,000.00

Utilities 31-432-2 \$80,000.00

Appropriations

Water Utility Expenses

Operating Expenses

Salaries & Wages 55-501-1 \$100,000.00
Other Expenses 55-502 -2 \$55,000.00
N.J.S.W.S.A. 55-503-2 \$50,000.00
SMRSA 55-504 -2 \$135,000.00
Smrsa Infiltration/Inflow Remediation \$600.00
South East Monmouth M.U.A. 55-505 \$180,000.00
Capital Outlay 55-512-2 \$5,000.00
Group Insurance 55-506-2 \$5,500.00
Contribution To Social Security 55-541-2 \$17,500.00
Debt Service NJIT \$92,000.00*

Total \$2,611,550.00
Less Exceptions \$97,000.00
Total \$2,514,550.00

Inter-Local Agreements

Dispatch Services 42-250-2 \$20,000.00
Manasquan Municipal Court Inter-Local \$25,000.00
Construction Code Services \$2,000.00
Total \$2,561,550.00

Resolution No.: 18-13
Date: January 8th, 2018

Whereas, the efficient management of the Brielle Police Department requires that all Special Police Officers, employed by the Borough of Brielle, be confirmed in their appointments for the calendar year 2018.

Now therefore be it resolved, that all Special Police Officers, Class I and Class II, are hereby confirmed in their positions.

Certification

The foregoing is a true copy of a resolution passed by the Brielle Mayor & Council at their Organization Meeting held on January 8th, 2018.

Witness my hand and seal of the Borough of Brielle this 9th day of January, 2018.

Thomas F. Nolan
Municipal Clerk