

Borough of Brielle

REORGANIZATION MEETING

February 08 2019

January 7th, 2019

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MINUTES JANUARY 7th, 2019 ORGANIZATION MEETING
START: 7:30 P.M.

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

ABSENT: NONE

The Clerk announced that Council members Garruzzo & Nolan 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 Shaak seconded by Councilman Garruzzo. Councilman Garruzzo nominated Councilman Gianforte. The nomination was seconded by Councilman Nolan.

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

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

Council-President Gianforte then announced the 2019 Committee assignments. The Clerk was directed to insert the roster into the minutes to formalize the 2019 committee assignments (see insertion).

Mayor Nicol then announced the 2019 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. Wintrode
Prosecutor & Labor Counsel Citta, Holzapfel & Zabarsky

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

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

Councilman Shaak seconded by Councilman Visceglia introduced Resolution 19-01 to appoint Mayor Thomas B. Nicol as Emergency Management Coordinator. Vote: Councilman Garruzzo, Gianforte, Gorham, Nolan, Shaak & Visceglia; all aye; no nays. Passed

Councilman Shaak seconded by Councilman Garruzzo introduced Resolution 19-02 (see insertion). Vote: Councilmen Garruzzo, Gianforte, Gorham, Nolan, Shaak & Visceglia; all aye; no nays. Passed

On a motion by Councilman Gianforte seconded by Councilman Visceglia all tenured and non-annual appointments, now held by Borough employees were confirmed; all aye.

On a motion by Councilman Shaak seconded by Councilman Gorham 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 Carol Baran
Representative to S.E.M.M.U.A. Robert McArthur
Fire Protection Official Chris Willms
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. Gary P Olsen
Second Deputy Emergency Manage.Coord. Timothy A. Shaak
Registrar/Sec. Board of Health Tina McDermott
Deputy Registrar/Sec. Board of Health Carol Baran
Mercantile Officer James Langenberger
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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 Steve Mayer
Karen S. Brisben
Tina McDermott
Carol Baran
Asst. Administrator/Deputy Clerk/Clerk
Of Elections Carol Baran
Detective (Serves @ discretion of Chief) Ryan Mexisell
DPW
Working Foreman Jeffrey Ely (Streets & Roads)
Michael Burger (Water)
Water Plant Operator Michael McArthur

Councilman Shaak seconded by Councilman Gianforte introduced Resolution 19-03 to confirm the foregoing appointments. Vote: Councilman Garruzzo, Gianforte, Gorham, Nolan, Shaak & 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, 2019.

Planning Board

Thomas B. Nicol Member Class I (19)
Frank A. Garruzzo Member Class II (19)
James F. Langenberger Member Class III (19)
Stacy Montalto Member Class IV (22)

James Stenson Member Class IV (22)

Community Development Block Grant Committee

Cory Lakin Member (19)

Timothy Shaak Member (19)

Ann D. Scott Member (19)

Darcy Garruzzo Member (19)

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Robert McArthur Member (19)

Carol Baran Representative (19)

Adeline Schmidt Alternate Representative (19)

Board of Recreation

John Deveraux Member (23)

Kevin Kinneally Member (23)

Stephen Speicher Member (23)

Art Foreman Associate (19)

Karen Dettlinger Associate (19)

Kristine Anderson Associate (19)

Kendal Porter Associate (19)

Patty Guzzo Associate (19)

Carol Baran Recording Secretary (19)

Environmental Commission

Jennifer Kerrigan Member (21)

Jim Nuccio Alternate #1 (21)

Shade Tree Commission

Kathy Schmidt Member (23)

Robert Imgrund Member (23)

The appointments were approved on a motion by Councilman Shaak seconded by Councilman Visceglia.

Mayor Nicol then read the re-organization resolutions.

Resolution 19-04 (see insertion)

Resolution 19-05 (see insertion)

Resolution 19-06 (see insertion)

Resolution 19-07 (see insertion)

Resolution 19-08 (see insertion)

Resolution 19-09 (see insertion)

Resolution 19-10 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 19-11 (see insertion)

Resolution 19-12 To memorialize the extension of the sick time provisions of the Teamsters Contract to the non-union employees.

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Resolution 19-13 To confirm the appointments of all Class I & Class II Special Police Officers for 2018.

Resolution 19-14 (see insertion)

Councilman Shaak seconded by Councilman Visceglia introduced resolutions 19-04 through 19-14. Vote: Councilmen Garruzzo, Gianforte, Gorham, Nolan, Shaak & Visceglia; all aye No nays. Passed

There being no further comments the meeting was adjourned at 7:37 p.m. on a motion by Councilman Garruzzo seconded by Councilman Nolan.

Approved: January 28th, 2019 _____
Thomas F. Nolan
Municipal Clerk

Resolution No.: 19-2
Date: January 7th, 2019

Be It Resolved, that Carol Baran 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, Gorham, Nolan, Shaak & 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 7th, 2019.

Witness my hand and seal of the Borough of Brielle this 8th day of January 2019.

Thomas F. Nolan
Municipal Clerk

Resolution No.:19-4
Date: January 7th, 2019

Be it resolved, that each Monday night, of each month, in the calendar year 2019, 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 2nd and 4th Mondays at 7:30 p.m. except Monday holidays, when said meetings shall be on the 2nd and/or 4th 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/or 4th Tuesday, said time being subject to a later starting time based on the volume of business and with 48-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 15th
January 28th
February 11th August 12th
February 25th
March 11th September 9th
March 25th September 23rd
April 8th October 14th
April 22nd October 28th
May 13th November 12th (Tuesday)
May 28th (Tuesday) November 25th
June 10th December 16th
June 24th

Resolution No.:19-05
Date: January 7th, 2019

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, New Jersey, cash management fund and Two River Community Bank.
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.:19-6
Date: January 7th, 2019

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 2019.

Resolution No.:19-7
Date: January 7th, 2019

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.:19-8
Date: January 7th, 2019

Be it resolved, that the following newspapers shall be designated as official newspapers for the borough of Brielle for the year 2019.

Asbury Park Press Neptune
Star Ledger Newark
The Coast Star Manasquan

Resolution No.:19-9
Date: January 7th, 2019

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 2019.

Resolution No.: 19-11
Date: January 7th, 2019

TEMPORARY BUDGET BOROUGH OF BRIELLE

WHEREAS, N.J.S. 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 2019, AND

WHEREAS, ONE QUARTER (25%) OF THE TOTAL APPROPRIATIONS MADE IN THE

2018 MUNICIPAL BUDGET, EXCLUDING APPROPRIATIONS MADE FOR INTEREST AND DEBT REDEMPTION CHARGES & CAPITAL IMPROVEMENT FUND IN SAID BUDGET IS THE SUM OF \$2,629,092.59

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 \$2,607,860.00 BE MADE AND A CERTIFIED COPY OF THIS RESOLUTION BE TRANSMITTED TO THE CHIEF FINANCE OFFICER FOR HER RECORDS.

APPROPRIATIONS AMOUNT

GENERAL GOVERNMENT

ADMINISTRATIVE & EXECUTIVE
SALARIES & WAGES \$80,000.00
OTHER EXPENSES 16,500.00

EMERGENCY MANAGEMENT
OTHER EXPENSES 750.00

ASSESSMENT OF TAXES
SALARIES & WAGES 10,000.00
OTHER EXPENSES 2,500.00

COLLECTION OF TAXES
SALARIES & WAGES 32,000.00
OTHER EXPENSES 3,000.00

LEGAL SERVICES 45,000.00

BOROUGH HISTORIAN 150.00

MUNICIPAL COURT
SALARIES & WAGES \$12,500.00

MUNICIPAL PROSECUTOR 6,500.00

ENGINEERING SERVICES 25,000.00

BUILDINGS & GROUNDS
OTHER EXPENSES 30,000.00

PLANNING BOARD
SALARIES & WAGES 2,500.00
OTHER EXPENSES 5,000.00

FINANCIAL SERVICES 22,000.00

SHADE TREE COMMISSION
OTHER EXPENSES 2, 500.00

ENVIRONMENTAL COMMISSION
OTHER EXPENSES 500.00

MERCANTILE INSPECTION
SALARIES & WAGES 4,200.00
OTHER EXPENSES 150.00

INSURANCE
OTHER INSURANCE PREMIUMS 165,000.00

WORKMANS COMPENSATION
GROUP INSURANCE 230,000.00

PUBLIC SAFETY

FIRE COMPANY
OTHER EXPENSES 9,000.00
FIRE OFFICIAL S/W 2,500.00

FIRST AID ORGANIZATION
OTHER EXPENSES 7,500.00

POLICE
SALARIES & WAGES 525,000.00
OTHER EXPENSES 35,000.00
VECHICLE PURCHASE/LEASE 30,000.00
SICK TIME PURCHASE OPTION 48,000.00

CODE ENFORCEMENT OFFICER
SALARIES & WAGES 3,000.00
OTHER EXPENSES 450.00

STREETS & ROADS
SALARIES & WAGES 120,000.00
OTHER EXPENSES 25,000.00
STREET LIGHTING (SEE UTILITIES)
VEHICLE MAINTENANCE 12,500.00

SANITATION

GARBAGE & TRASH REMOVAL
CONTRACTUAL 75,000.00
OTHER TRASH EXPENSES 90,000.00
(INCLUDES RECYCLING OTHER)

HEALTH & WELFARE

BOARD OF HEALTH
SALARIES & WAGES 900.00
OTHER EXPENSES 100.00
HEALTH SERVICES CONTRACTUAL 18,000.00

BOARD OF RECREATION COMMISSIONERS
SALARIES & WAGES 8,000.00
OTHER EXPENSES 8,750.00

MUNICIPAL LAND USE 6,500.00

AID TO LIBRARY 40,000.00

ZONING OFFICER
SALARIES & WAGES 6,500.00

DOG REGULATION CONTRACTUAL 3,500.00

CAPITAL IMPROVEMENTS

CAPITAL IMPROVEMENT FUND 5,000.00*

STATUTORY EXPENDITURES

CONTRIBUTION TO SOCIAL SECURITY 95,000.00

DEBT SERVICE

RECYCLING PROGRAM

RECYCLING

SALARIES & WAGES 60,000.00

UTILITIES 80,000.00

APPROPRIATIONS

WATER UTILITY EXPENSES

OPERATING EXPENSES

SALARIES & WAGES 100,000.00

OTHER EXPENSES 55,000.00

N.J.S.W.S.A. 50,000.00

SMRSA 130,000.00

SMRSA INFILTRATION/INFLOW REMEDIATION 600.00

SOUTH EAST MONMOTH M.U.A. 170,485.00

CAPITAL OUTLAY 5,000.00

GROUP INSURANCE 5,500.00

CONTRIBUTION TO SOCIAL SECURITY 7,500.00

DEBT SERVICE NJIT 85,000.00*

TOTAL \$2,620,035.00

LESS EXCEPTIONS

TOTAL \$2,530,035.00

INTER-LOCAL AGREEMENTS

DISPATCH SERVICES \$20,000.00

MANASQUAN MUNICIPAL COURT INTER-LOCAL \$25,000.00

CONSTRUCTION CODE SERVICES \$2,000.00

FIRE CODE ENFORCEMENT & INSPECTION \$10,000.00

WATER UTILITY OPERATIONS \$20,825.00

TOTAL \$2,607,860.00

Resolution No.: 19-13

Date: January 7th, 2019

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 2019.

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 7th, 2019.

Witness my hand and seal of the Borough of Brielle this 8th day of January 2019.

Thomas F. Nolan
Municipal Clerk

Resolution No.: 19-14
Date: January 7th, 2019

Whereas, the business administrator is also the Human Services Director & representative to the Municipal Insurance Funds, and

Whereas, matters relating to personnel and the adjudication of insurance claims arise that do not rise to the level of consideration by the full governing body and do not require formal action.

Now therefore be it resolved, that the Business Administrator, with the concurrence of the Mayor and the chairman of the committee with jurisdiction in the area under consideration, may take appropriate steps to resolve such issues.

Certification

The foregoing is a true copy of a resolution passed by the Brielle Mayor & Council at their Organization Meeting held on January 7th, 2019.

Witness my hand and seal of the Borough of Brielle this 8th day of January 2019.

Thomas F. Nolan
Municipal Clerk