

MINUTES JANUARY 6th, 2020 ORGANIZATION MEETING START: 7:15 P.M.

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

ABSENT: NONE

The Clerk announced that Council Members Gianforte & Gorham 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.

At the request of the Administrator Resolution 20-1-A was introduced to clarify the relationship between Roberts Rules and N.J.S.A.40a:60-5(e) (see insertion).

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

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

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

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

Council-President Shaak then announce the 2020 Committee assignments at the next meeting.

Mayor Nicol then announced the 2020 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

The appointments were confirmed on a motion by Councilman Garruzzo seconded by Councilman Nolan. 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 Garruzzo seconded by Councilman Nolan introduced Resolution 20-01-B to appoint Mayor Thomas B. Nicol as Emergency Management Coordinator. Vote: Councilman Garruzzo, Gianforte, Gorham, Nolan, Shaak & Visceglia; all aye; no nays. Passed

Councilman Nolan seconded by Councilman Garruzzo introduced Resolution 20-02 (see insertion). Vote: Councilmen Garruzzo, Gianforte, Gorham, Nolan, Shaak & Visceglia; all aye; no nays. Passed

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

On a motion by Councilman Nolan seconded by Councilman Garruzzo 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
Borough Historian	James Ham
Public Agency Compliance Officer	Carol Baran
Representative to S.E.M.M.U.A.	Thomas F Nolan
Fire Protection Official	Chris Willms
Zoning Officer	Elissa C. Commins
Deputy Zoning Officer	Alan P. Hilla
Conflict Engineers	Lindstrom, Dissiner & Carr
	Leon S. Avakian, Inc.
	Elissa Commins
	Kennedy Consulting, LLC
First Deputy Emergency Manage. Coord.	Gary P Olsen
Second Deputy Emergency Manage.Coord.	Timothy A. Shaak
Police OPRA Coordinator	Tracy Rubino

Registrar/Sec. Board of Health	Tina McDermott
Deputy Registrar/Sec. Board of Health	Carol Baran
	Denise Murphy
Mercantile Officer	James Langenberger
Code Enforcement Officer	James Langenberger
Tax Collector	Tina McDermott
Water Sewer Rent Collector	Denise Murphy
Animal Control Official	Tina McDermott
Superintendent Water Utility/DPW	Robert McArthur
Recycling Coordinator	Robert McArthur
Safety Coordinator	Robert McArthur
Assistant Superintendent DPW	Jeffrey Weiss
Assistant Recycling Coordinator	Jeffrey Weiss
Assistant Safety Coordinator	Jeffrey Weiss/Carol Baran
General Financial Service Clerk	Denise Murphy
Assist. Clerks Financial Services	Steve Mayer
	Karen S. Brisben
	Tina McDermott
	Carol Baran
Asst. Administrator/Deputy Clerk/Clerk Of Elections	Carol Baran
Deputy Clerk of Elections	Denise Murphy
Detective (Serves @ discretion of Chief) DPW	Ryan Meixsell
Working Foreman	Jeffrey Ely (Streets & Roads)
	Michael Burger (Water)
Water Plant Operator	Michael McArthur

Councilman Shaak seconded by Councilman Gianforte introduced Resolution 20-03 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 expire on December 31st, 2020.

Planning Board

Thomas B. Nicol	Member Class I (20)
Frank A. Garruzzo	Member Class II (20)
James F. Langenberger	Member Class III (20)
	Member Class IV (23)
Francis John Pierciey	Member Class IV (21)

Community Development Block Grant Committee

Timothy Shaak	Member (20)
Ann D. Scott	Member (20)
Darcy Garruzzo	Member (20)
Tracy Rubino	Member (20)
Carol Baran	Representative (20)
Adeline Schmidt	Alternate Representative (20)

Board of Recreation

Mary Beth Wheeler	Member (24)
Karen Dettlinger	Member (20)
	Member (24)
Art Foreman	Associate (20)
Kristine Anderson	Associate (20)
Patty Guzzo	Associate (20)
Carol Baran	Recording Secretary (20)

Environmental Commission

Robert Houseal	Member (22)
Jim Nuccio	Member (22)
	Alternate #2 (22)

Shade Tree Commission

Bridgett Markuson	Member (24)
Maren Clayton	Member (24)
Virginia Lofton	Member (24)

The appointments were approved on a motion by Councilman Nolan seconded by Councilman Garruzzo.

Mayor Nicol then read the re-organization resolutions.

Resolution 20-04 (see insertion)
Resolution 20-05 (see insertion)
Resolution 20-06 (see insertion)
Resolution 20-07 (see insertion)
Resolution 20-08 (see insertion)
Resolution 20-09 (see insertion)
Resolution 20-10 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.

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Resolution 20-11 (see insertion)

Resolution 20-12 To memorialize the extension of the sick time provisions of the Teamsters Contract to the non-union employees.

Resolution 20-13 To confirm the appointments of all Class I & Class II Special Police Officers for 2020.

Resolution 20-14 To authorize the Administrator to adjudicate minor Personnel Issues & Insurance Claims in his capacity as Human Resource Director and Insurance Representative.

Resolution 20-15 To authorize the Brielle Police Department to participate in the LESO Program to obtain surplus military equipment.

Resolution 20-16 To designate certain employees as Deputy Custodians re: OPRA Requests.

Councilman Shaak seconded by Councilman Visceglia introduced resolutions 20-04 through 20-16. Vote: Councilmen Garruzzo, Gianforte, Gorham, Nolan, Shaak & Visceglia; all aye No nays. Passed

There being no further comments the meeting was adjourned at 7:30 p.m. on a motion by Councilman Garruzzo seconded by Councilman Nolan.

Approved: January 27th, 2020

Thomas F. Nolan
Municipal Clerk

Resolution No.: 20-2
Date: January 6th, 2020

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 6th, 2020.

Witness my hand and seal of the Borough of Brielle this 7th day of January 2020.

Thomas F. Nolan
Municipal Clerk

Resolution No.:20-4
Date: January 6th, 2020

Be it resolved, that each Monday night, of each month, in the calendar year 2020, 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 6th
January 21st (Tuesday)
February 10th
February 24th
March 9th
March 23rd
April 13th
April 27th
May 11th
May 26th (Tuesday)
June 8th

June 22nd
July 13th
August 17th
September 14th
September 28th
October 12th
October 26th
November 9th
November 23rd
December 14th

Resolution No.:20-05
Date: January 6th, 2020

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.:20-6
Date: January 6th, 2020

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.:20-7
Date: January 6th, 2020

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 drawers 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 drawers".

Resolution No.:20-8
Date: January 6th, 2020

Be it resolved that the following newspapers shall be designated as official newspapers for the Borough of Brielle for the year 2020.

Asbury Park Press
Star Ledger
The Coast Star

Neptune
Newark
Manasquan

Resolution No.:20-9
Date: January 6th, 2020

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 Tina McDermott, in her capacity as municipal tax collector, is hereby authorized to perform the aforementioned functions throughout calendar 2020.

Resolution No.: 20-11
Date: January 6th, 2020

**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 2020, and

Whereas, one quarter (25%) of the total appropriations made in the 2020 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 his 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 OTHER EXPENSES	2,500.00 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 OTHER EXPENSES	4,200.00 150.00
INSURANCE OTHER INSURANCE PREMIUMS WORKMANS COMPENSATION GROUP INSURANCE	165,000.00 230,000.00
PUBLIC SAFETY	
FIRE COMPANY OTHER EXPENSES FIRE OFFICIAL S/W	9,000.00 2,500.00
FIRST AID ORGANIZATION OTHER EXPENSES	7,500.00
POLICE SALARIES & WAGES OTHER EXPENSES VECHICLE PURCHASE/LEASE SICK TIME PURCHASE OPTION	525,000.00 35,000.00 30,000.00 48,000.00
CODE ENFORCEMENT OFFICER SALARIES & WAGES OTHER EXPENSES	3,000.00 450.00
STREETS & ROADS SALARIES & WAGES OTHER EXPENSES STREET LIGHTING VEHICLE MAINTENANCE	120,000.00 25,000.00 (SEE UTILITIES) 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
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AID TO LIBRARY	40,000.00
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ZONING OFFICER	
SALARIES & WAGES	6,500.00

DOG REGULATION CONTRACTUAL	3,500.00
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CAPITAL IMPROVEMENTS

CAPITAL IMPROVEMENT FUND	5,000.00*
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STATUTORY EXPENDITURES

CONTRIBUTION TO SOCIAL SECURITY	95,000.00
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DEBT SERVICE

RECYCLING PROGRAM

RECYCLING	
SALARIES & WAGES	60,000.00

UTILITIES	80,000.00
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APPROPRIATIONS

WATER UTILITY EXPENSES

OPERATING EXPENSES	
SALARIES & WAGES	75,000.00
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
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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	\$12,000.00
WATER UTILITY OPERATIONS	\$20,825.00
TOTAL	\$2,609,860.00

Resolution No.: 20-13
Date: January 6th, 2020

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 2020.

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 6th, 2020.

Witness my hand and seal of the Borough of Brielle this 7th day of January 2020.

Thomas F. Nolan
Municipal Clerk

Resolution No.: 20-14
Date: January 6th, 2020

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 6th, 2020.

Witness my hand and seal of the Borough of Brielle this 7th day of January 2020.

Thomas F. Nolan
Municipal Clerk