

BOROUGH OF JAMESBURG
GOVERNING BODY MEETING
MINUTES
DECEMBER 19, 2018
7:00 PM

CALL TO ORDER: The meeting was called to order at 7:06 pm. This meeting is being held pursuant to the Open Public Meetings Act of 1974 and all provisions of that Act have been met. Any contracts awarded require the contractor to comply with N.J.S.A.10:5-31 et.seq. and N.J.A.C. 17:27. Also, in the event of a fire and pursuant to the N.J. Uniform Fire Code, members of the audience are requested to take notice of the exits at the front and rear of the Council Chambers as well as in the main hallway.

FLAG SALUTE: Led by Mayor Lowande

ROLL CALL:

Mayor Lowande
Council President Ludas
Council Member Czarneski- **ABSENT**
Council Member Rampacek
Council Member Rutsky-**ABSENT**
Council Member Sussman
Council Member Valiant
Administrator Frueh
Borough Attorney – Raffetto

PUBLIC COMMENT PERIOD – ANY ITEM - EXCLUDES ORDINANCES (they have their own public hearing): Members of the public wishing to address the Mayor and Borough Council must approach the podium and state their name and address for the record. There is a five (5) minute time limit for all comments and questions.

MOTION TO OPEN TO PUBLIC COMMENT:

Proposed By: Ludas
Seconded By: Rampacek

No one from the public wished to speak.

MOTION TO CLOSE PUBLIC COMMENT:

Proposed By: Sussman
Seconded By: Ludas

CONSENT AGENDA:

All matters listed on tonight's Consent Agenda are to be considered as one vote by the Borough Council and will be enacted by one motion. Any resolutions listed on the agenda with ** next to their respective number are to be considered as part of the Consent Agenda. There will be no discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.

CONSENT AGENDA RESOLUTIONS:

RESOLUTION #125-12-19-18**

RESOLUTION ACCEPTING MINUTES

BE IT RESOLVED THAT THE FOLLOWING MINUTES BE AND ARE HEREBY ACCEPTED AND FILED:

MAYOR AND COUNCIL

Special Meeting November 19, 2018

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek		X			X	
Council Member Rutsky						X
Council Member Sussman					X	
Council Member Vailant	X				X	
Council President Ludas					X	
Mayor Lowande						

RESOLUTION #126-12-19-18**

RESOLUTION ACCEPTING MONTHLY REPORTS

BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg that the following reports be and are hereby received and filed:

Investment Report	October 2018
Finance Report	October 2018
Report of the Tax Collector	October 2018
Report of the Sewer Administrator	October 2018

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek		X	X			
Council Member Rutsky						X
Council Member Sussman			X			
Council Member Valiant	X		X			
Council President Ludas			X			
Mayor Lowande						

RESOLUTION #127-12-19-18**

RESOLUTION ACCEPTING MONTHLY REPORTS

BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg that the following reports be and are hereby received and filed:

Investment Report	November 2018
Finance Report	November 2018
Report of the Tax Collector	November 2018
Report of the Sewer Administrator	November 2018

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek		X	X			
Council Member Rutsky						X
Council Member Sussman			X			
Council Member Valiant	X		X			
Council President Ludas			X			
Mayor Lowande						

RESOLUTION #128-12-19-18**

APPROVE PAYMENT OF VOUCHERS

WHEREAS, The Chief Financial Officer has certified and submitted a consolidated bill list for the payment of claims; and

WHEREAS, all vouchers listed herewith have been encumbered and sufficient funds are available for payment; and

WHEREAS, the required signatures of the Department Head or the Committee Chair, the Finance Chairperson, the Vendor, and the Chief Financial Officer, have all been obtained on each voucher on the attached list.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg, that the voucher list submitted is hereby approved for payment in the total amount of \$2,941m749.40.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek		X	X			
Council Member Rutsky						X
Council Member Sussman			X			
Council Member Vailant	X		X			
Council President Ludas			X			
Mayor Lowande						

RESOLUTION #129-12-19-18**

APPOINT PUBLIC DEFENDER

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL, DO HEREBY APPOINT ROSSELLI AND ROSSELLI, TO THE POSITION OF PUBLIC DEFENDERS FOR A TERM TO EXPIRE DECEMBER 31, 2019 OR UNTIL A SUCCESSOR IS DULY APPOINTED AND QUALIFIED.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek		X	X			
Council Member Rutsky						X
Council Member Sussman			X			
Council Member Valiant	X		X			
Council President Ludas			X			
Mayor Lowande						

RESOLUTION #130-12-19-18**

RESOLUTION ACCEPTING THE INTERLOCAL SERVICE AGREEMENT BETWEEN THE COUNTY OF MIDDLESEX AND THE BOROUGH OF JAMESBURG FOR THE PROVISION OF PUBLIC HEALTH SERVICES

WHEREAS, the Interlocal Services Act, N.J.S.A. 40:8A-1 et seq. permits municipalities of the State of New Jersey to enter into contracts with other governmental entities for the joint provision of municipal services; and

WHEREAS, the Mayor and Council of the Borough of Jamesburg has determined that it is in the best interest of Jamesburg to enter into an Interlocal Services Agreement with the County of Middlesex for the provision of public health services; and

WHEREAS, the service to be provided by Middlesex County to the Borough of Jamesburg is detailed in the attached agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg as follows:

1. The Borough of Jamesburg does hereby enter into an agreement with Middlesex County for the provision of public health services.
2. The Mayor and Borough Clerk are hereby authorized to execute the attached agreement.
3. An executed copy of the agreement along with the authorizing resolution shall be forwarded to the County of Middlesex Public Health Department.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek		X	X			
Council Member Rutsky						X
Council Member Sussman			X			
Council Member Valiant	X		X			
Council President Ludas			X			
Mayor Lowande						

RESOLUTION # 133-12-19-18**

RESOLUTION AUTHORIZING TRANSFERS IN THE 2018 MUNICIPAL BUDGET

WHEREAS, pursuant to N.J.S.A. 40A:4-58, appropriation transfers are allowable during the last two months of a fiscal year; and

WHEREAS, it is deemed necessary that said transfers be done through various accounts.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg, County of Middlesex, New Jersey, that the following transfers be made in the 2018 budget appropriations.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek		X	X			
Council Member Rutsky						X
Council Member Sussman			X			
Council Member Valiant	X		X			
Council President Ludas			X			
Mayor Lowande						

NON-CONSENT AGENDA RESOLUTIONS:

RESOLUTION #131-12-19-18

AUTHORIZE EXEMPTION OF TAXES

WHEREAS, an approved application has been received by the Tax Collector’s office for a tax exemption of a 100% disabled veteran from the Tax Assessor dated October 10, 2018 on property known as Block 75.01, Lot 1, Qualifier C-106;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg that the Tax Collector be and is hereby authorized to exempt the taxes due prorated from approval date of July 24, 2018 till the end of the year.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek	X		X			
Council Member Rutsky						X
Council Member Sussman			X			
Council Member Valiant			X			
Council President Ludas		X	X			
Mayor Lowande						

RESOLUTION #132-12-19-18

RESOLUTION ACCEPTING MINUTES

BE IT RESOLVED THAT THE FOLLOWING MINUTES BE AND ARE HEREBY ACCEPTED AND FILED:

MAYOR AND COUNCIL

October 17, 2018

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek	X		X			
Council Member Rutsky						X
Council Member Sussman						
Council Member Vailant			X			
Council President Ludas		X	X			
Mayor Lowande						

RESOLUTION #134-12-19-18

AUTHORIZE THE ADMINISTRATOR AND CLERK TO SIGN AN INDEMNIFICATION AGREEMENT WITH THE EAST BRUNSWICK POLICE TRAINING FACILITY

WHEREAS, the Borough of Jamesburg Police Department need annual qualifications of their weapons used in the public safety of the resident of Borough; and

WHEREAS, the Borough of Jamesburg Police Department uses the training facility in East Brunswick to perform these qualifications; and

WHEREAS, the East Brunswick Training Facility requests an indemnification agreement between them and the Borough; and

WHEREAS, the Borough of Jamesburg Police Department would like to continue to use the training facility.

THEREFORE, BE IT RESOLVED, that the borough of Jamesburg Council, Middlesex County, State of New Jersey, authorizes the Borough Administrator and Clerk to sign the Indemnification Agreements.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek		X	X			
Council Member Rutsky						X
Council Member Sussman			X			
Council Member Valiant			X			
Council President Ludas	X		X			
Mayor Lowande						

RESOLUTION #136-12-19-18

APPOINT MUNICIPAL CLERK

WHEREAS, Susan Boulogne has been the Acting Municipal Clerk for the Borough of Jamesburg, since December 21, 2016; and

WHEREAS, the Borough of Jamesburg would be required to hire a Registered Municipal Clerk by December 15, 2018; and

WHEREAS, Susan Boulogne has passed the Registered Municipal Clerk Certification test on October 10, 2018 and in accordance with Resolution 090-06-17-16 Susan Boulogne is entitled to an increase of \$15,000.00.

NOW THEREFORE, I, Marlene Lowande, Mayor, with the advice and consent of the Borough Council do hereby appoint Susan Boulogne, as Registered Municipal Clerk, effective October 1, 2018 for a term to expire on September 30, 2021.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Czarneski						X
Council Member Rampacek	X		X			
Council Member Rutsky						X
Council Member Sussman			X			
Council Member Valiant		X	X			
Council President Ludas			X			
Mayor Lowande						

COUNCILMATIC COMMITTEE REPORTS:

- **FINANCE COMMITTEE**
Council Member Valiant

Council Member Valiant reported on the finances of the Borough. He also touched on the school tax deferment and the veteran tax refund. He spoke with Tax Collector Kevin Hatch on the two and better understands. Mr. Valiant wishes Administrator Frueh to feel better and congratulates Sue Boulogne on her appointment as Municipal Clerk.

- **EDUCATION COMMITTEE / ENVIRONMENT / BUSINESS:**
Council President Ludas

Council President Ludas reported the following:

Education. Councilmember and I attended a “School Safety” presentation on December 10th where first responders are invited into the schools during the school day for brief events. On a positive note, Jamesburg ranks 7th from the bottom in spending per student in the State. I commend the Board for keeping costs down. A Board of Education meeting was held on December 13th. Building enhancements were discussed, as the current Pre-K program grows new building guidelines and requirements are necessary. Two new bathrooms are needed to meet these guidelines, which are costly. Additional space will also be needed. A few options currently under discussion are converting the school library into two classrooms or possibly adding trailers. The Jamesburg school choir did a great job performing at the Annual Tree Lighting on December 7th. Thank you to Mayor Lowande, Councilmembers Rampacek, Rutsky, the DPW, Jamesburg Police and the Schools on working together to make this a great, well attended event.

Environment: Councilwoman Rutsky and I attended several Sustainable Jersey Workshops at the League of Municipalities in November. In 2019 the Bourgh will partner with our Board of Ed, and Monroe as we work toward achieving our goal of bronze certification.

Business: Extended holiday shopping hours and holiday specials were posted on our website. There are still a few days left to shop Downtown Jamesburg!

Congratulations to Clerk Sue Boulogne and Councilmembers Sussman and Valiant!

- **POLICE COMMITTEE**
Council Member Sussman

Council Member Sussman reported Jamesburg Police Department implemented an enforcement detail on “Block the Box” at the intersection of Forsgate and Perrineville where numerous MY summons were issued for the month of November.

Chief James Craparotta along with Sgt. Kevin Wilson and Mayor Lowande attended the Jamesburg Board of Education meeting on Thursday, December 13th. After a brief discussion, a committee is being formed to explore possible SRO. The committee will be formed in the next couple of months.

I would like to commend the school

- **PERSONNEL COMMITTEE**
Council Member Czarneski

Council Member Czarneski was absent. Councilmember Rampacek reported day to day business was discussed with Administrator Frueh and everything continues to run smoothly.

In regard to DPW negotiation, Co- chair Samantha Rampacek and I met with Buainess Administrator Frueh to finalize a few items. We will be meeting with the DPW Department along with their Union Rep. after the holidays to finalize details and have anticipate signed the new contracts shortly thereafter. The contract could not be settled by December 31st, due to waiting on the Union Rep.

I would like to wish everyone a happy holiday and a happy, healthy and prosperous New Year!

- **PUBLIC WORKS COMMITTEE**

Council Member Rutsky

Council Member Rutsky was absent. Councilmember Ludas reported it's been a busy few weeks since our last Council Meeting. I was thrilled to attend the New Jersey Municipalities Convention in Atlantic City. I look forward to sharing & implementing many of the things we learned.

I have been involved with the police negotiations along with Councilman Sussman.

DPW has been an intricate part in our December events. I would like to thank them for their assistance at the Menorah Lighting as well as our Annual tree Lighting. Their schedule has been full with leaf pick up and general maintenance.

I would like to wish everyone a wonderful holiday season and best wishes in the new year. I look forward to working with all of you in 2019!

- **PUBLIC EVENTS COMMITTEE/LIBRARY**

Council Member Rampacek

Council Member Rampacek reported the following:

Public Events: We had a very successful Menorah Lighting and Tree Lighting a few weeks ago. A huge thank you to every single person who made these events a success. We are hoping to make the Menorah Lighting an annual; event.

A whole hearted thank you to everyone who has helped with every event we have put on this year. This has been a great year and I can't wait to see how much more successful our event will be next year.

Library: The Friends of the Library's holiday sale that went on this month was a big success. Thank you to everyone who donated or purchased any holiday items or poinsettias. The holiday sale is going on until this Saturday, December 21st.

If any kids in grades 3-5 need homework help, they can stop by the Library every Monday from 3:30 – 5 for free tutoring. The tutoring is done by High School honors students. You can call or stop by the library at any time to register.

Thank you to everyone who supported the library this year. Whether it was through donations, coming to events, sharing posts on Facebook or even just stopping by and taking out a book, you have made a difference in making 2018 a great year!

- **ADMINISTRATOR'S REPORT**

Scott Frueh

Administrator Frueh was absent. Municipal Clerk Boulogne read his report. E. Comm Technologies and Comcast have been working on the new telephone system. They are close to being done, however Integrated Microsystems, our IT company is working with them to ensure a smooth change over.

On December 10th while preparing my monthly bank reconciliations in the Current Fund I found an unauthorized transaction in the amount of \$9,832.00 from SUNTRUST posted to the account on November 28th. I immediately contacted the bank and informed them of the issue. They had another transaction on December 10th in the amount of \$9,921.00 also from SUNTRUST which they immediately canceled. Within a day they gave us back the original posting as well. I have spoken to Detective Muller about it and a case has been started. We had to open a new Current Fund. The Mayor and I signed the paperwork the day the fraudulent charge was found.

- **PUBLIC SAFETY COMMITTEE/MAYOR'S REPORT/CONSOLIDATION COMMITTEE**

Mayor Marlene Lowande

Mayor Lowande thanked everyone for a great year and wished all a Happy Holiday season.

MOTION TO ADJOURN:

Proposed By: Rampacek

Seconded By: Valiant

TIME OF ADJOURNMENT: 7:37 PM

Susan Boulogne
Registered Municipal Clerk
Borough of Jamesburg