

**BOROUGH OF JAMESBURG
GOVERNING BODY MEETING
MINUTES
APRIL 19, 2017
7:00 PM**

CALL TO ORDER: 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 Member Busco -
 Council Member Czarneski
 Council Member Ludas
 Council Member Rampacek
 Council Member Sussman
 Council President Rutsky
 Acting Administrator Frueh
 Borough Attorney – Raffetto

MAYORAL PROCLAMATION: Sexual Assault Awareness Month read by Mayor Lowande.

RESOLUTION: #073-04-19-17 Self-Examination of the Budget

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

2017 MUNICIPAL BUDGET PUBLIC HEARING AND ADOPTION:

Motion To Open Public Comment:

Proposed By: Sussman

Seconded By: Ludas

All in Favor:

Administrator Frueh Read: The State made no adjustments to the introduced budget. Anticipated revenues increased by \$27,555 this year as compared to 2016, Major budget items include: Surplus, Court, and Receipts for Delinquent Taxes. Total 2017 Appropriations is \$5,733,811.65.

Major budgets impacts come from:

- *The Finance Salaries – Decreased due to CFO Retirement
- *Legal – Ongoing Lawsuits
- *Planning Board – COAH Planner
- *Other Insurance – Increase in Worker’s Compensation, Employee Group Insurance
- *Solid Waste – Insure all collections covered
- *Police Salaries – Sergeant Hornberger Retirement with sick time payout
- *Landlord Trash Reimbursement – Increase related to Solid Waste Collection increase
- *First Aid Squad – Donation to Squad
- *Municipal Court Salaries – Increase to get Court Administrator salary up to other towns in area
- * Accumulated Absence – Replenish reserves for future sick time payouts
- *Unemployment – Replenish reserves from unexpected prior year resignations
- *CIF – Used Money in Capital Funds

Motion to Close Public Comment:

Proposed By: Sussman

Seconded By: Ludas

All in Favor:

SECTION 2 – UPON ADOPTION FOR YEAR 2017

Read by Acting Municipal Clerk Susan Boulogne. Be it Resolved by the Mayor and Council of the Borough of Jamesburg, County of Middlesex that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization in the amount of:

- a. \$4,003,645.23 for municipal purpose, and
- b. \$147,242.38 Minimum Library Levy

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

ORDINANCES – FIRST READING BY TITLE: (Public Hearing set for May 17, 2017)

ORDINANCE #04-17

AN ORDINANCE PROVIDING FOR THE ACQUISITION OF VARIOUS EQUIPMENT AND INFRASTRUCTURE IMPROVEMENTS AND APPROPRIATING THE SUM OF \$30,000 THEREFORE, AUTHORIZED IN AND BY THE BOROUGH OF JAMESBURG, IN THE COUNTY OF MIDDLESEX, NEW JERSEY

WHEREAS, the Borough of Jamesburg, in the County of Middlesex, New Jersey has determined to acquire various equipment and make various infrastructure improvements; and

WHEREAS, the Borough of Jamesburg has \$30,000 in the Capital Improvement Fund.

NOW THEREFORE, BE IT ORDAINED and enacted by the Mayor and Council of the Borough of Jamesburg, County of Middlesex, New Jersey, that:

SECTION 1. The purchase described in Section 2 of this ordinance is hereby authorized as a General Capital purchase to be undertaken in and by the Borough of Jamesburg, County of Middlesex, New Jersey.

SECTION 2. The acquisition hereby authorized to be undertaken consists of the purchase of various equipment and infrastructure improvements including but not limited to:

- a. Any capital equipment so determined as to be necessary including but not limited to, vehicles, computers, printers, computer equipment and software, municipal building upgrades, public works equipment, police equipment, together with all items necessary, incidental or appurtenant thereto.

SECTION 3. The 2017 General Capital Budget of the Borough of Jamesburg will conform to the provisions of this ordinance

SECTION 4. All ordinances or parts of ordinances inconsistent with the terms of this ordinance be and the same are hereby repealed to the extent of their inconsistency

SECTION 5. This ordinance shall take effect 10 days after the first publication thereof after final adoption, as provided by law.

ORDINANCE #04-17

AN ORDINANCE PROVIDING FOR THE ACQUISITION OF VARIOUS EQUIPMENT AND INFRASTRUCTURE IMPROVEMENTS AND APPROPRIATING THE SUM OF \$30,000 THEREFORE, AUTHORIZED IN AND BY THE BOROUGH OF JAMESBURG, IN THE COUNTY OF MIDDLESEX, NEW JERSEY

RECORD OF VOTE:

FIRST READING: April 19, 2017

COUNCIL MEMBER	MOTION		VOTE
	TO INTRODUCE	2nd	
Council Member Busco			X
Council Member Czarneski		X	X
Council Member Ludas	X		X
Council Member Rampacek			X
Council Member Sussman			X
Council President Rutsky			X
Mayor Lowande			

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 Open to Public Comment:

Proposed By: Sussman
 Seconded By: Ludas
 All in Favor

Tom VandeSande – 2 Fernwood Lane – Mr. VandeSande asked “What can we expect as taxpayers with the budget?” Mayor Lowande explained the budget is what is used to keep the Borough running. Without the budget, the DPW, Police and Borough Hall would not be up and running. Administrator Frueh responded that the budget was published in the paper. The Borough also is donating \$10,000 to the First Aid Squad this year.

Alan Brown – 111A Indigo Plaza, Monroe Township – Mr. Brown is a member of American Legion Post 127. He explained that after 13 years of running the Memorial Day parade, he will be stepping down and handing it over to the Borough. He is no cannot continue to do it on his own. Mr.. Brown will hand over all records to the town and help out where needed to keep the parade going.

Thomas Emens – 62 West Railroad Ave. – Thomas was invited to speak by Council President Rutsky and Council Member Ludas. He spoke of the Ecology for Manalapan Brook. There is lots of wildlife living along the brook. Clearing away the blockages has been successful. Along with the wildlife there is a large diversity of birds and plant species. Having a walking trail put in place will have minimal impact on the wildlife in the area.

Chief James Craparotta - Chief of Police welcomed new Police Dispatcher Sunny Worden. She will be taking the place of Robert Bitterman. Mr. Bitterman has been with us for 11 years and will be moving out of the State in May. He will be training Miss. Worden. He also welcomed new Class II Special Officers Raymond Durski and Donald Miller. We received many applications and held 11 interviews. Donald Miller will be graduating from the Ocean County Police Academy in May. Raymond Durski will be attending the Ocean County Police Academy in August. Welcome.

CONSENT AGENDA RESOLUTIONS:

RESOLUTION #074-04-19-17**

APPOINT CROSSING GUARD

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL, DO HEREBY APPOINT THE FOLLOWING AS A CROSSING GUARD FOR THE BOROUGH OF JAMESBURG EFFECTIVE APRIL 3, 2017:

ARLENE MUNKACSI

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

RESOLUTION #076-04-19-17**

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 \$893,334.44.

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

RESOLUTION #077-04-19-17**

APPOINT FULL-TIME EMERGENCY SERVICE DISPATCHER

WHEREAS, AN OPENING HAS BECOME AVAILILABLE FOR A FULL-TIME EMERGENCY SERVICE DISPATCHER; AND

WHEREAS, SUNNY M. WORDEN. IS A CERTIFIED EMERGENCY SERVICE DISPATCHER AND IS INTERESTED IN THE POSITION OF FULL-TIME EMERGENCY SERVICE DISPATCHER; AND

WHEREAS, THE MAYOR AND BOROUGH COUNCIL ARE DESIROUS OF FILLING THIS VACANCY FOR THE GREATER GOOD AND EFFICIENCY OF THE JAMESBURG POLICE DEPARTMENT:

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, BY THE MAYOR AND BOROUGH COUNCIL, DO HEREBY APPOINT SUNNY M. WORDEN AS FULL-TIME EMERGENCY SERVICE DISPATCHER FOR THE BOROUGH OF JAMESBURG EFFECTIVE APRIL 19, 2017.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Czarneski	X		X			
Council Member Ludas		X	X			

Council Member Rampacek			X			
Council Member Sussman			X			
Council President Rutsky			X			
Mayor Lowande						

RESOLUTION #078-04-19-17**

APPOINT SPECIAL POLICE OFFICERS

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL DO HEREBY APPOINT THE FOLLOWING AS SPECIAL CLASS II OFFICERS TO THE JAMESBURG POLICE DEPARTMENT EFFECTIVE APRIL 19, 2017. PENDING COMPLETION OF BACKGROUND INVESTIGATION.

SPECIAL CLASS II OFFICERS

RAYMOND DURSKI
GREGORY NIELSEN

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

RESOLUTION #079-04-19-17**

APPOINT SPECIAL POLICE OFFICER

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL DO HEREBY APPOINT THE FOLLOWING AS SPECIAL CLASS II OFFICER TO THE JAMESBURG POLICE DEPARTMENT EFFECTIVE MAY 18, 2017.

SPECIAL CLASS II OFFICER

DONALD MILLER

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

RESOLUTION #080-04-19-17**

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	March 2017
Finance Report	March 2017
Report of the Tax Collector	March 2017
Report of the Sewer Administrator	March 2017

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

RESOLUTION #081-04-19-17**

APPOINT PART TIME POLICE SECRETARY

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL, DO HEREBY APPOINT THE FOLLOWING AS A PART TIME POLICE SECRETARY FOR THE BOROUGH OF JAMESBURG EFFECTIVE APRIL 19, 2017:

JOANN KENNEDY

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

RESOLUTION #082-04-19-17

A RESOLUTION PERMITTING THE MAYOR AND BOROUGH COUNCIL TO EXCLUDE THE PUBLIC FROM A PORTION OF A PUBLIC MEETING.

WHEREAS, it has been determined by the Mayor and Borough Council of the Borough of Jamesburg that it is necessary to discuss the following specific matters:

Pending Litigation

WHEREAS, the Open Public Meetings Act, specifically at N.J.S.A. 10:4-12, permits the Mayor and Borough Council to exclude the public from that portion of a public meeting during which such matters are discussed.

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

1. That the Mayor and Council shall forthwith recess into a private executive session, from which the public shall be excluded, to discuss the above-referenced matters.
2. That the scope of the aforesaid executive session shall be limited to the above matters as stated.

3. That those matters discussed in executive session shall remain confidential until such time as the need for confidentiality no longer exists, pursuant to direction from the Borough Attorney.
4. That minutes of the executive session shall be prepared and maintained by the Borough Clerk, and that such minutes shall be made public at such time as the need for confidentiality no longer exists, pursuant to direction from the Borough Attorney.
5. That formal action on any of the matters discussed in the executive session may only be taken during the open public portion of a meeting of the Mayor and Borough Council.
6. That, following the conclusion of this executive session (i.e., when the Mayor and Council re-convene the open portion of the meeting), action may be taken in public by the Mayor and Borough Council upon any of the matters discussed during this executive session.

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

NON CONSENT AGENDA RESOLUTIONS:

RESOLUTION #075-04-19-17

RESOLUTION ACCEPTING MINUTES

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

MAYOR AND COUNCIL

March 15, 2017

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

COUNCILMATIC COMMITTEE REPORTS:

- FINANCE COMMITTEE
Council Member Rampacek

Council Member Rampacek had no Finance Report. However she did have a Library Report. “Color me Calm” will be continuing on Mondays throughout the Spring. There will be a program on Thursday, April 27th at 2:00 pm hosted by Alan Brown. It will be about the local history of Jamesburg and Monroe. Anyone is welcome to attend. The Library will be some summer events. These events include; art workshops, family yoga sessions, story time, magic show and a traveling zoo. I will pass along more information as soon as I get it. Information will also be on the Library website.

- EDUCATION COMMITTEE
Council Member Czarneski

Council Member Czarneski reported that she attended the Board of Education meeting held on March 16th. Superintendent Brian Betze reported the following: The budget was discussed and approved to be submitted to the County for their approval and under the 2% cap. The final budget will be presented to the public in April. Community service requirements for 5-8 graders were discussed with a highlight on some of the activities that some students performed to fulfill their obligation. Sustainability projects will be worked into Earth Day/Green Day this year. QSAC performed site visit on March 9th and met with Administrators to ensure the district is up to speed and where it needs to be; of the 5 areas concentrated on, the district only fell short in 1 area. DonorsChoose.org provides teachers with educational materials and grants. Burlington Coat Factory collaborated with DonorsChoose.org and chose our district as a recipient for a \$10,000 donation via grant which will be used to purchase Google Chromebooks for the students. The suicide prevention policies and regulations that were discussed at the February meeting were approved by the Board. The resignation of Sal Brucato was accepted by the Board and the Board thanked Sal for his years of service.

Lastly, a presentation was made by Angela Celeste the manager of a NJ Jr. Achievement Biz Town for the Board and the public on how their organization works with teachers to provide students with

learning the importance of work readiness and financial literacy. This is a 12 week/12 lesson in school program and ends with a field trip to their center in Edison.

- POLICE COMMITTEE
Council Member Sussman

Council Member Sussman reported the annual fishing derby will be Saturday, June 10th @ 8:30am. Anyone interested can sign up at Police Headquarters. He also welcomed new Class II Special Officers Raymond Durski and Donald Miller. "You are now a part of a special family."

- PERSONNEL COMMITTEE
Council Member Ludas

Council Member Ludas started with welcoming the new police officers, dispatcher, secretary and crossing guard. Congratulations to all and welcome. I would also like to thank Danielle Tanzi , Violations Clerk, for her years of service to the town. We wish her well in her new endeavor. Her replacement will begin in June. A SERV meeting was held April 10th. We met with the new County Director, Kelly, and Pauline Simms.

Environmental Report: The path entrance will be on Church Street. Entrance area will be cleaned up, weeded and trimmed. The path will be cleared to gravel soil (county regulations), no mulch will be used along the path route (county regulations). Existing fallen logs will be used to outline the path. There will be no construction (county regulations) or structures such as bridges, ramps, etc. All existing natural materials will be utilized for a welcome sign and tree identification signage, which I am assigning to the Eagle Scouts. Appropriate floral paintings will be placed at the entrance area. Target date is to be determined. Clean up to begin sometime in May. Completion target date is late August, as this will be an educational path for our student population.

- PUBLIC WORKS COMMITTEE
Council Member Busco

Council Member Busco thanked the DPW for a job well done in clearing our snowy roads this Winter. Jamesburg has a staff of 3 and they always get the job done. Thank you once again. The Spring/Summer maintenance equipment has been repaired, and is ready to go. Lawn maintenance has begun. Storm sewers and drain maintenance is on- going.

- PUBLIC EVENTS COMMITTEE
Council President Rutsky

Council President Rutsky reported the garden Club, run by Shannon Spillane, will be meeting this Saturday to purchase Spring flowers at Cominsky's Greenhouse in Hightstown. Some of the flowers being purchased will be used at Veterans Park, the Senior Center and the Borough pots on Railroad Avenue. You can find more details on the Jamesburg Garden Club Facebook page. I donated at the TJ Titans blood drive last month. It was well attended by the community. The staff was very impressed and complimentary of the town unity. TJ is still fighting to get well, but I heard this week

is a good one. Thank you to Dina Walker for putting this event together. I have been working with Councilwoman Ludas on a Nature Path here in town. I am helping to get student volunteers from GMB eighth graders and student council at the Immaculate Conception School. The Borough's next Land Use meeting will be May 11th.

- ADMINISTRATOR'S REPORT
Scott Frueh

Borough Administrator Frueh reported our first direct deposit payroll was on March 30, 2017. We had no issues. I also added an internal control policy that for any staff who receives a physical check must sign for it each payroll. Also, I have received the listing of County Board Tax Appeals (which I have provided to you) from the Tax Assessor, which is required by best practices.

- PUBLIC SAFETY COMMITTEE/MAYOR'S REPORT/CONSOLIDATION COMMITTEE
Mayor Marlene Lowande

Mayor Marlene Lowande had no report,

EXECUTIVE SESSION:

Motion to Open Executive Session:

Proposed By: Ludas
Seconded By: Rutsky
All in Favor:

Motion to Close Executive Session:

Proposed By: Sussman
Seconded By: Ludas
All in Favor:

MOTION TO ADJOURN:

Proposed By Rutsky:
Seconded By: Busco
All in favor.

TIME OF ADJOURNMENT

8:00 pm

Susan Boulogne
Acting Municipal Clerk
Borough of Jamesburg