

**BOROUGH OF JAMESBURG
GOVERNING BODY MEETING
MINUTES
MARCH 15, 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 - *ABSENT*
Council Member Czarneski
Council Member Ludas
Council Member Rampacek
Council Member Sussman
Council President Rutsky
Acting 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 Open to Public Comment:

Proposed By: Sussman
Seconded By: Czarneski
All in Favor

There was no one from the public that wished to speak.

Motion to Close to Public Comment:

Proposed By: Ludas
Seconded By: Sussman
All in Favor

INTRODUCTION OF 2017 LOCAL MUNICIPAL BUDGET:

Administrator Scott Frueh read the Municipal Budget Notice explaining that the Budget will be advertised in the March 24, 2017 edition of the Cranbury Press. The public hearing will be April 19, 2017.

CONSENT AGENDA RESOLUTIONS:

RESOLUTION #068-0315-17**
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 \$1,327,141.35.

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			
Mayor Lowande						

RESOLUTION #071-03-15-17**

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

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	X			
Council Member Sussman			X			
Council President Rutsky			X			
Mayor Lowande						

RESOLUTION 072-03-15-17**

TRANSFER OF APPROPRIATION RESERVES

WHEREAS, various 2016 bills have been presented for payment this year, which bills were not covered by order number and/or recorded at the time of transfers between the 2016 Budget Appropriations in the last two months of 2016; and

WHEREAS, N.J.S.A. 40A:4-59 provides that all unexpended balances carried forward at the close of the year are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the previous fiscal year, and allow transfers to be made from unexpended balances which are expected to be insufficient during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Jamesburg that the transfers in the amount of \$21,37.05 be made between the 2016 Budget Appropriation Reserves as follows:

	<u>FROM</u>	<u>TO</u>
Condo Services Other Expenses	\$21,373.05	
Street Lighting Other Expenses		\$21,373.05

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	X			
Council Member Sussman			X			
Council President Rutsky			X			
Mayor Lowande						

NON CONSENT AGENDA RESOLUTIONS:

RESOLUTION #066-03-15-17

RESOLUTION ACCEPTING MINUTES

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

MAYOR AND COUNCIL

February 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 Ramacek					X	
Council Member Sussman					X	
Council President Rutsky			X			
Mayor Lowande						

RESOLUTION #067-03-15-17

APPROVE SPECIAL EVENT PERMIT

WHEREAS, application has been made by the Jamesburg Presbyterian Church for a Special Event Permit to host a Spring Fair; and

WHEREAS, the event is to be held June 10,2017 from 10:00 AM until 5:00 PM, with the rain date being June 17, 2017 from 12:00 PM until 6:00 PM; and

WHEREAS, the appropriate fees have been submitted with the application.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg that a Special Event Permit be and is hereby approved for the Jamesburg Presbyterian Church to host a Spring Fair in accordance with the details as submitted on the attached application.

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 #069-03-15-17
AUTHORIZE REFUND OF ESCROW

WHEREAS, Escrow has been received by the Finance office in the aggregate amount of one thousand dollars (\$1,000.00); and

WHEREAS, \$13.00 of the escrow has been used to pay for service rendered for Block 11 Lot 7.01 and;

WHEREAS, there is a remaining balance of Nine Hundred Eighty-Seven Dollars (\$987.00) in escrow for Block 11 Lot 7.01;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg that the Chief Financial Officer be and is hereby authorized to make such refunds and the is hereby directed to issue such checks in accordance with the certification(s) attached hereto.

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		X		
Council Member Sussman				X		
Council President Rutsky				X		
Mayor Lowande						

RESOLUTION: 070-03-15-17

A RESOLUTION OF THE BOROUGH OF JAMESBURG, COUNTY OF MIDDLESEX, FIXING SALARIES FOR BOROUGH EMPLOYEES

WHEREAS, the Borough of Jamesburg has established salary ranges for the employees of the Borough of Jamesburg; and

WHEREAS, it is the desire of the Mayor and Council to fix the salaries for Borough employees within the appropriate ranges; and

WHEREAS, the Personnel Committee makes the following recommendations;

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

1. That the following salary be and are hereby fixed for the following positions within the Borough of Jamesburg for the year 2017, effective March 1, 2017.

<u>TITLE</u>	<u>SALARY</u>	<u>PAYABLE</u>
Registrar of Vital Statistics	5,080.00	Per Annum

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						

COUNCILMATIC COMMITTEE REPORTS:

- FINANCE COMMITTEE
Council Member Rampacek

Council Member Rampacek had no Finance Report. However she did have a Library Report. The last meeting was held on February 20th. There is a community service requirement for GMB students to go from one grade to the next, so they are able to volunteer at the library. Some of the tasks they will be completing are pre-screening for Thrift Books, cleaning up the library garden, as well as marching in the Memorial Day Parade. There will be an evening book club beginning soon, I will get the details as soon as they are available to anyone wanting to join. The library is hoping to have future classes, lectures and workshops. As soon as dates and subjects are established, I will pass them along. JFK class visits begin in April. The book sale took place from February 1st – 28th. Thank you to everyone who helped make it a success. I would like to put out a huge thank you to DPW for delivering all the book cases to the library. Your help and support is greatly appreciated.

- EDUCATION COMMITTEE
Council Member Czarneski

Council Member Czarneski reported that she attended the February 23rd Board of Education meeting. Superintendent Brian Betze reported the district is pending the final MAP scores and they will be presented at the next Board Meeting. The budget appears to be in good shape at this time and will be looking to have it adopted at the next meeting. In addition it was brought to Mr. Betze's attention that the suicide policy needs to be updated and addresses. A new policy and regulations will be brought to the Board at the next meeting. The 2017-2018 calendar was presented and approved. Superintendent Betze acknowledged Board President Stroul receiving the Master Board member award. It was announced that first grade teacher Michelle Swartz recently went paperless within her class. Other Board Members stated that there are other teachers within the district that have also gone completely paperless. Nick Machres was introduced as the new Business Administrator pending County Superintendent approval. QSAC will perform a site visit on March 9th to meet with the Administrators to ensure the district is up to speed and where it needs to be. Upcoming field trips for the students were announced.

Lastly, the Board and the public were shown several videos by students who were required to create a two minute video for lessons that they learned in their math class. All the videos were entertaining and provided an insight as to what they learned.

- POLICE COMMITTEE
Council Member Sussman

Council Member Sussman reported the Police Department is currently accepting applications for part time and full time dispatchers, and Class ii Special Officer. Special Officer Steven DeCesar has resigned his position due to accepting a full time position with the Colts Neck Township Police Department. Dispatcher Robert Bitterman has also resigned from his position. He will be leaving the end of May due to relocating out of state.

- PERSONNEL COMMITTEE
Council Member Ludas

Council Member Ludas started with thanking the Police, Emergency, DPW all for doing a great job. We are a small town with a small crew, but always get the job done. Bovine Burgers is set to open late Spring. Councilmember Rutsky and I met with Eric Gehrig, County Parks Commission on March 1st at East Church Street Creek. We walked the creek area and know where the walking paths will be. Councilmember Rutsky and I will meet with the Eagle Scouts and Thomas Emmons at the site in early April when the snow has hopefully melted to sketch out plans. We hope to have this in place by the April meeting. On March 13th I attended a county Water resource Authority Meeting. Plans for a new housing development in South Brunswick, and spill containing PCP into a Millstone stream were discussed. This could be from a Milltown business that relocated and did not do anything to the property after vacating it. When Jamesburg closed a gas station, they put up fencing around the property so no one can get onto the property. Well done Jamesburg.

- PUBLIC WORKS COMMITTEE
Council Member Busco

Council Member Busco was absent.

- PUBLIC EVENTS COMMITTEE
Council President Rutsky

Council President Rutsky reported upcoming events, beginning with the Garden Club meeting this Saturday at the Senior Center from 11:00am – 2:00pm. Beekeeping will be discussed. I also will be coordinating with Shannon about Spring planting and cleaning. Looking a bit further ahead, Allen Brown has asked the Borough to help supply a sound system for the Memorial Day Parade. I will talk with GMB school about borrowing their system. Some recent events I have attended, Immaculate Conception School's Student Council held a breakfast for local Council Members and Mayors. Councilmember Ludas and I attended and enjoyed a discussion about civic service with the students. This past Sunday was the Spud Dobenski 11th Annual Memorial Scholarship Dinner for which I am one of the Trustees. The honored students of 2017 from GMB school are Johnathin Jordan, Christian Bernal and Gabriela Gomez. Jamesburg seniors from the High School honored are Lisa Brown, Emily Haddad and Caitlyn Neumeyer. Highest GPA award given by the Mallard Trap Club went to Waleed Mujib. I also know that many of the Winter recreation sports are wrapping up their sessions. I know my sons last Hockey game was this Saturday, and I would just like to thank all the parents and community members that volunteer their time to coach these teams. We are very lucky to have such passionate volunteers. Speaking of volunteers, the TJ's Titan's Blood Drive has been moved to March 28th due to the storm. It is from 2-7:00pm. You can stop in or can go online and sign up for an appointment if you wish to donate. It will be at the Jamesburg Fire House. The last committee commitment I attended was the march Land Use meeting. The next meeting will be April 13th.

- ADMINISTRATOR'S REPORT
Scott Frueh

Borough Administrator Frueh reported he has been working with the bank on setting up the information needed to start direct deposit. All paperwork has been addresses and a prenote \$0.00 payroll was submitted and worked correctly. Our first live direct deposit payroll will be March 30th. Kevin and I will be able to transmit the direct deposit files and will get the error messages if corrections are needed.

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

Mayor Marlene Lowande thanked Jeff and John of the DPW for doing a great job clearing the streets from the last snow storm. The Public Safety Committee meeting went well. Basketball will be ending in two weeks. We had 5 junior coaches this year who helped for community service hours. In the Spring East Railroad Ave. will be resurfaced from Lincoln Ave to Forsgate Drive.

MOTION TO ADJOURN:

Proposed By: Sussman

Seconded By: Ludas

All in favor.

TIME OF ADJOURNMENT: 7:21PM

Susan Boulogne
Acting Municipal Clerk
Borough of Jamesburg

