

**BOROUGH OF JAMESBURG**  
**GOVERNING BODY MEETING**  
**MINUTES**  
**MAY 20, 2020**  
**7:00 PM**

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**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 President Czarneski  
Council Member Ludas  
Council Member Rampacek  
Council Member Rutsky  
Council Member Shaughnessy  
Council Member Sussman  
Administrator Frueh  
Borough Attorney – Raffetto

**2020 MUNICIPAL BUDGET PUBLIC HEARING AND ADOPTION:**

Administrator Frueh explained the Budget would be adopted as amended with a 2.8 cent increase to tax payers.

**MOTION TO OPEN TO PUBLIC COMMENT:**

Proposed By: Sussman

Seconded By: Ludas

No one from the public wished to speak on the 2020 Municipal Budget.

**MOTION TO CLOSE TO PUBLIC COMMENT:**

Proposed By: Sussman

Seconded By: Rampacek

RESOLUTION # 067-05-20-20

**RESOLUTION OF THE BOROUGH OF JAMESBURG COUNTY OF MIDDLESEX, STATE OF NEW JERSEY TO AMEND APPROVED BUDGET IN ACCORDANCE WITH THE PROVISIONS OF 40A:4-9**

**WHEREAS**, the Local Municipal Budget for 2020 was approved on March 19, 2020; and

**WHEREAS**, the public hearing on said budget has been held as advertised; and

**WHEREAS**, the Chief Financial Officer has certified the appropriations used for the Declared State of Emergency Costs for Coronavirus Response are excluded from the cap pursuant to N.J.S.A 40A:4-45.3(bb) and 40A:4-45.45(b) as required by law; and

**WHEREAS**, the Governing Body desires to amend said approved budget;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Jamesburg, County of Middlesex, New Jersey, that the following amendments to the approved 2019 municipal budget be made:

**CURRENT FUND**

REVENUES	FROM	TO
<b>GENERAL REVENUES</b>		
SURPLUS ANTICIPATED	460,000.00	490,000.00
MUNICIPAL COURT – FINES AND COSTS	140,000.00	120,000.00
AMOUNT TO BE RAISED BY TAXATION FOR SUPPORT OF MUNICIPAL BUDGET		
a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes		
	4,367,957.77	4,376,830.11
Total Amount to be Raised by Taxes for Support of Municipal Budget		
	4,513,908.23	4,522,779.57
<b>TOTAL GENERAL REVENUES</b>	<b>6,105,904.04</b>	<b>6,123,965.38</b>

**GENERAL APPROPRIATIONS**

MUNICIPAL PURPOSES WITHIN “CAPS”

ENGINEERING – OTHER EXPENSES	11,000.00	15,000.00
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(A) OPERATIONS – EXCLUDED FROM “CAPS”  
DECLARED STATE OF EMERGENCY COST

FOR CORONAVIRUS RESPONSE: N.J.S.A.

40A:4-45-45.45(b) AND 40A:4-45.3(bb)	0.00	30,000.00
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RESERVE FOR UNCOLLECTED TAXES	336,328.84	321,200.18
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<b>TOTAL GENERAL APPROPRIATIONS</b>	<b>6,105,094.04</b>	<b>6,123,965.38</b>
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**Be it further resolved,** that three certified copies of this resolution be filed forthwith in the office of the Director of Local Government Services for certification of the 2020 Local Municipal Budget as amended.

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

### **ADOPTION OF 2020 MUNICIPAL BUDGET**

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

- Mayor Lowande thanked all who took the time to look at the budget. Councilmember Rutsky also thanked Administrator Frueh for his hard work on this years budget.

## **SECTION 2- UPON ADOPTION FOR THE YEAR 2020**

Read by 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. \$4,376,830.11 for municipal purpose, and
- b. \$145,949.46 Minimum Library Levy

**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: Sussman

Seconded By: Rampacek

Rosemarie Spillane – 29A Lincoln Ave. – Thanked everyone for doing a fantastic job and making the town a special place.

### **MOTION TO CLOSE TO PUBLIC COMMENT:**

Proposed By: Ludas

Seconded By: Czarnesk

## **ORDINANCES SECOND READING – Public Hearing**

### **ORDINANCE #04-20**

**AN ORDINANCE OF THE BOROUGH OF JAMESBURG AMENDING AND SUPPLEMENTING CHAPTER IV, ENTITLED “GENERAL LICENSING,” OF THE “CODE OF THE BOROUGH OF JAMESBURG,” IN ORDER TO ESTABLISH A NEW SECTION THEREOF, TO BE KNOWN AS SECTION 4-12, ENTITLED “MOBILE RETAIL FOOD ESTABLISHMENTS.”**

**WHEREAS**, the Borough of Jamesburg (the “Borough”) encourages the growth of mobile retail food establishments within the Borough while regulating the side effects of this growing industry, such as parking, traffic and waste disposal; and

**WHEREAS**, this Ordinance seeks to regulate mobile retail food establishments through the annual issuance of licenses, which will assist the Borough with record keeping and address other issues related to such businesses; and

**WHEREAS**, the Mayor and Council of the Borough believe that the within Ordinance will further the health, safety and welfare of the Borough and its residents.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the Borough of Jamesburg, County of Middlesex, State of New Jersey, that the “Code of the Borough of Jamesburg” is hereby amended and supplemented in order to establish a new Section thereof to be known as Section 4-12, entitled “Mobile Retail Food Establishments,” as follows:

## **CHAPTER IV      GENERAL LICENSING**

### **4-12    MOBILE RETAIL FOOD ESTABLISHMENTS.**

#### **4-12.1 Purpose.**

The purpose of this section is to properly control mobile retail food establishments in order to prevent and discourage undesirable business practices; to help protect the public from fraud; to permit the activity regulated to a limited degree in consideration of the density of population, size of streets and public rights-of-way; and to promote the health, safety and welfare of the residents of the Borough of Jamesburg.

#### **4-12.2 Definitions.**

As used in this section:

*Mobile Retail Food Establishment* shall mean any movable restaurant, truck, van, trailer, cart, bicycle or other motor vehicle or movable unit in or on which food or beverage is transported, stored or prepared for retail sale at temporary locations.

*Motor Vehicle* as defined under New Jersey motor vehicle laws, shall mean any vehicle propelled or drawn by mechanical or electrical equipment used for transportation of people or goods.

*Person* shall mean an individual, partnership, corporation, trust, joint venture, association, society, church, congregation or other organization.

*Sale* shall mean the act of selling, holding out for sale, exchange, transfer, advertising or delivery.

#### **4-12.3 License Required; Number Limited.**

No person shall operate a mobile retail food establishment within the Borough of Jamesburg except in compliance with the provisions of this section. With the exception of Borough authorized special events, it shall be unlawful for any person to conduct a mobile retail food establishment in the Borough unless they have been issued a license pursuant to this section. Licenses shall be issued on a first-come, first-served basis by the Borough. The number of licenses that may be issued and in effect during any twelve-month period shall not exceed three (3). No person shall be issued more than one (1) license.

#### **4-12.4 Location.**

Any mobile retail food establishment that is issued a license pursuant to this section shall be assigned a specific location for the operation of its business by the Borough. With the exception of Borough authorized special events, licensed mobile retail food establishments shall not be permitted to operate at any location(s) within the Borough other than that which is specified as part of its license.

#### **4-12.5 Size of Vehicle.**

Mobile retail food establishments shall be limited in size to a maximum length of thirty (30) feet.

#### **4-12.6 Application for License.**

- a. Application for a license for a mobile retail food establishment shall be made, in writing, on a form to be provided by the Borough of Jamesburg. It shall require that the applicant and every employee shall provide two (2) photographs, taken within thirty (30) days of the application, of a size approximately 2 ½ inches by 2 ½ inches on thin paper having a white or beige background clearly showing a frontal view of the applicant's face and his/her employee's face, one of which is to be attached or posted to the application.
- b. In addition, such application for license shall require that the applicant provide the following information:
  1. Name of applicant. If the applicant is an entity other than a natural person, then the name of the primary individual who shall be operating the mobile retail food establishment shall be provided, and the responses set forth below shall relate to said individual.
  2. Specific address for the past three (3) years.
  3. Date and place of birth and citizenship.
  4. Arrests or convictions, within the past ten (10) years, of any crime or disorderly persons offense, or of any municipal ordinance or regulation.

5. Description of all items to be sold.
  6. Description of trailer, vehicle or other unit to be used; photo, current vehicle insurance, liability insurance and registration for the trailer, vehicle or other unit to be utilized.
- c. The application shall be accompanied by payment of the license fee specified in subsection 4-12.7 below.

#### **4-12.7 License Term and Fees.**

- a. The term of each license issued under this section shall be for one (1) year. Licenses may be renewed for successive annual terms during the time period between January 1<sup>st</sup> and January 31<sup>st</sup> of each year.
- b. There shall be an annual fee for each license in the amount of Five Hundred Dollars (\$500.00), which fee shall not be prorated. The annual fee shall be in addition to all other required fees, including but not limited to the fees associated with a food handler's license, fire inspection and County Health Sanitation.

#### **4-12.8 Investigation; Issuance of License; and Appeal.**

- a. Each application for a license shall be made to the Zoning Officer of the Borough of Jamesburg, who shall review the application to confirm that it is complete in all respects, including payment of the required license fee.
- b. Once the Zoning Officer has determined that an application is complete, then he/she shall forward same to the Police Department for an investigation.
- c. Upon satisfactory completion of the Police Department investigation, the license shall be issued to the applicant by the Municipal Clerk. If the investigation produces unsatisfactory findings, then the applicant shall be notified of the denial of its application and the reason(s) therefor.
- d. Any unsuccessful applicant may file an appeal to the Mayor and Council within ten (10) days following the applicant's receipt of a written notice of denial from the Borough. The Mayor and Council's determination shall be final and binding upon the applicant.

#### **4-12.9 Contents, Display and Transfer of License.**

- a. Each license issued by the Municipal Clerk shall set forth the specific type(s) of food and beverage(s) authorized to be sold, the location for the same, the name of each employee and the expiration date of the license.

- b. No person shall engage in any activity except that which is permitted under the license and at the location specified therein. Upon granting of the license, each licensee shall be required to prominently display said license on the trailer, vehicle or other unit employed to transact its business.
- c. No license may be transferred from one person or entity to another.

#### **4-12.10 General Regulations.**

- a. The hours of operation associated with each license shall be from 10:00 a.m. to 3:00 p.m. from Mondays through Fridays.
- b. No licensee shall transact business on Saturday or Sunday.
- c. No licensee shall transact business from its vehicle unless it is properly parked in the approved location.
- d. No licensee shall park a vehicle overnight at the approved location.
- e. No licensee shall operate at any location other than the specific location specified as part of its license.
- f. The service window associated with all mobile retail food establishments shall face the grass (curb line) on West Railroad Avenue.
- g. All mobile retail food establishments shall be responsible for all garbage created by their establishment and for removal of said garbage on a daily basis.
- h. There shall be no additional signage permitted, with the exception of vehicle markings.
- i. All mobile retail food establishments must comply with all federal, State, county and local laws, as well as all zoning laws.
- j. The above regulations may be relaxed by the Borough in connection with Borough authorized special events.

#### **4-12.11 Inspection and Certification.**

All mobile retail food establishments must, in addition to obtaining a license, be licensed by the Middlesex County Board of Health. Such Board of Health certification must be displayed to the public and renewed annually.

#### **4-12.12 Reapplication and Recertification.**



Each licensee may reapply to the Zoning Officer for a new license for the successive year, between January 1<sup>st</sup> and January 31<sup>st</sup> of the following year. The applicant must recertify the information contained in its initial application and/or complete a new application in order to provide new information. After January 31<sup>st</sup>, where an applicant fails to reapply, licenses will become available on a first-come, first-served basis to others.

#### **4-12.13 Violations and Penalties.**

Any person, firm, corporation, partnership or other entity violating any provisions of this section or any regulations promulgated by the Borough of Jamesburg pursuant hereto shall be subject to the penalties set forth in section 1-5 of the Borough Code. Each and every violation and nonconformance with this chapter on each day that any provision of this section shall have been violated shall be construed as a separate offense.

**BE IT FUTHER ORDAINED**, that if any section, subsection or part of this Ordinance is adjudged by a Court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not impair or invalidate the remainder of this Ordinance.

**BE IT FUTHER ORDAINED**, that the remaining portions of Chapter IV, entitled “General Licensing,” shall remain in full force and effect except as modified hereunder. All parts and provisions of any Ordinance which are inconsistent with the provisions of this Ordinance shall be repealed to the extent of such inconsistency.

**BE IT FUTHER ORDAINED**, that this Ordinance shall take effect upon final adoption and publication as provided by law.

#### **RECORD OF VOTE**

<b>COUNCIL</b>	<b>MOTION TO OPEN</b>	<b>2<sup>ND</sup></b>	<b>MOTION TO CLOSE</b>	<b>2<sup>ND</sup></b>	<b>MOTION TO ADOPT</b>	<b>2<sup>ND</sup></b>	<b>VOTE</b>
Council Member Ludas		Y		Y			Y
Council Member Rampacek	Y				Y		Y
Council Member Rutsky							Y
Council Member Shaughnessy							Y
Council Member Sussman							Y
Council President Czarneski			Y			Y	Y

Y= YES

N= OPPOSED

A= ABSTAINED

AB= ABSENT

- Mayor Marlene Lowande explained this Ordinance is to regulate and allow 3 Food Trucks. The license will have to be renewed January of every year and the trucks will be allowed out Mon-Fri from 10am-3pm.

**ORDNANES FIRST READING BY TITLE- Public Hearing June 17, 2020**

**ORDINANCE #05-20**

**AN ORDINANCE PROVIDING FOR IMPROVEMENTS OF THE SANITARY SEWER  
SYSTEM AND APPROPRIATING THE SUM OF \$40,549 THEREFORE,  
AUTHORIZED IN AND BY THE BOROUGH OF JAMESBURG, IN THE COUNTY OF  
MIDDLESEX, NEW JERSEY**

**WHEREAS**, the Mayor and Council of the Borough of Jamesburg in the County of Middlesex, New Jersey has determined to make improvements to Sanitary Sewer System; and

**WHEREAS**, the Borough of Jamesburg has been approved for \$40,549.00 in funding from the Middlesex County 2019 Community Development Block Grant Program for such improvements.

**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 improvements described in section 2 of this ordinance are hereby authorized as general capital improvements to be undertaken in and by the Borough of Jamesburg, County of Middlesex, New Jersey.

Section 2. The improvements hereby authorized to be undertaken consist of improvements to the Sanitary Sewer System, together with all items necessary, incidental or appurtenant thereto.

Section 3. the 2020 capital budget of the Borough of Jamesburg is hereby amended to 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.

RECORD OF VOTE:

FIRST READING: May 20, 2020

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

PUBLICATION: May 29, 2020  
SECOND READING: June 17, 2020  
PUBLIC HEARING: June 17, 2020

## **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.

RESOLUTION #068-05-20-20\*\*

## **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 2020
Finance Report	March 2020
Report of the Tax Collector	March 2020
Report of the Sewer Administrator	March 2020

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Ludas		X	X			
Council Member Rampacek	X		X			
Council Member Rutsky			X			
Council Member Shaughnessy			X			

Council Member Sussman			X			
Council President Czarneski			X			
Mayor Lowande						

RESOLUTION #069-05-20-20\*\*

**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	April 2020
Finance Report	April 2020
Report of the Tax Collector	April 2020
Report of the Sewer Administrator	April 2020

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

RESOLUTION #070-05-20-20\*\*

**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 \$1,433,999.29.

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

### **NON-CONSENT AGENDA RESOLUTIONS:**

RESOLUTION #066-05-20-20

#### **RESOLUTION AUTHORIZING A CHANGE ORDER (KNOWN AS CHANGE ORDER #1) AS WELL AS FINAL PAYMENT TO THE CONTRACT BETWEEN THE BOROUGH OF JAMESBURG AND S & G PAVING, INC. FOR THE ANTOINETTE COURT, FERNWOOD LANE AND MAPLE DRIVE IMPROVEMENTS PROJECT**

**WHEREAS**, the Borough Engineer has recommended a change order to amend the contract between the Borough of Jamesburg and S & G Paving, Inc.; and

**WHEREAS**, the proposed change order is described in more detail in the attached form, last dated by the Borough Engineer on March 24, 2020; and

**WHEREAS**, the proposed change order shall change the amount of the original contract by an decrease in the contract amount of two thousand nine hundred twenty-three dollars and fifty six cents (\$2,923.56); and

**WHEREAS**, the Mayor and Council of the Borough of Jamesburg has received the recommendations of the Borough Engineer and Borough Business Administrator to proceed with the said change order; and

**WHEREAS**, the Borough Engineer has submitted for payment a Final Certificate in the amount of forty-one thousand five hundred sixty dollars and three cents (\$41,560.03) reflecting work completed through March 24, 2020 as detailed in the attached Final Certificate.

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

1. That the Borough is authorized to enter into the attached change order (known as Change Order #1) which shall be considered an amendment to the original contract between the Borough of

Jamesburg and S & G Paving, Inc. for the Antionette Court, Fernwood Lane and Maple Drive Improvements Project.

2. That the Borough Administrator is hereby authorized to make payment to the contract between the Borough of Jamesburg and S & G Paving, Inc. as detailed in the attached Final Certificate in the amount forty-one thousand five hundred sixty dollars and three cents (\$41,560.03).
3. That a certified copy of this resolution shall be provided to each of the following:
  - a. Terence M. Vogt, Borough Engineer
  - b. S & G Paving, Inc.
  - c. Scott M. Frueh, Borough Business Administrator
  - d. Frederick C. Raffetto, Borough Attorney.

**RESOLUTION #066-05-20-20**

**RESOLUTION AUTHORIZING A CHANGE ORDER (KNOWN AS CHANGE ORDER #1) AS WELL AS FINAL PAYMENT TO THE CONTRACT BETWEEN THE BOROUGH OF JAMESBURG AND S & G PAVING, INC. FOR THE ANTIONETTE COURT, FERNWOOD LANE AND MAPLE DRIVE IMPROVEMENTS PROJECT**

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

Councilmember Rutsky explained there was damage to several sprinkler systems including hers. She suggested the sprinkler heads be flagged before work is done to prevent damage.

RESOLUTION #071-05-20-20

**RESOLUTION ACCEPTING MINUTES**

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

**MAYOR AND COUNCIL**

MARCH 19, 2020

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

RESOLUTION #072-05-20-20

**RESOLUTION ACCEPTING MINUTES**

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

*MAYOR AND COUNCIL*

MAY 8, 2020

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

RESOLUTION #073-05-20-20

**AUTHORIZE REFUND OF SEWER OVERPAYMENT**

**WHEREAS**, overpayment of sewer has been received by the Sewer Administrator's office resulting from an overpayment in the aggregate amount of four hundred twenty-two dollars and ninety-eight cents (\$422.98):.

**WHEREAS**, the payment has been certified by the Sewer Administrator as overpayment on 1st Quarter Sewer for the year 2020;

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

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

## **RESOLUTION #074-05-20-20**

### **APPOINT SPECIAL SLEO1 POLICE OFFICER**

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL DO HEREBY APPOINT THE FOLLOWING AS SPECIAL SLEO1 OFFICER AS A SUMMER INTERNSHIP FOR 2020 TO THE JAMESBURG POLICE DEPARTMENT EFFECTIVE MAY 21, 2020.

### **SPECIAL SLEO1 OFFICER**

LOUIS T. CERAS

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

Mayor Marlene Lowande explained to council this is a non-paid internship. It is a learning experience for him plus an extra body for our Police Department. He went through the academy in Belmar and was invited back to intern with them but there was a conflict with his school schedule. His ultimate goal is to become a full-time officer. He is certified as an SLEO1 in New Jersey. He has arrest powers, traffic control and can write tickets. He currently is not trained in dispatching but that is something he is looking into.



**AUTHORIZING TAX COLLECTOR TO PROCESS THIRD QUARTER  
“ESTIMATED” TAX BILLS DUE AUGUST 1, 2020**

**WHEREAS**, in light of the disruption caused by the coronavirus outbreak, the State delayed the adoption of the State Fiscal Year 2021 Budget to September 30, 2020; and

**WHEREAS**, the Division of Local Government Services (DLGS) cannot certify State Aid allocations to municipal budgets until State Aid Appropriations are known; and

**WHEREAS**, the DLGS cannot approve municipal budgets and the County Board of Taxation cannot certify taxes until long after the June 30, 2020 deadline to process third quarter tax bills due August 1, 2020; and

**WHEREAS**, without an adopted 2020 Municipal Budget and without a 2020 Certified Tax Rate, the Tax Collector cannot process the final 2020 Tax Levy; and

**WHEREAS**, the DLGS “strongly recommends” under Local Finance Notice 2020-07 “that municipalities prepare to issue estimated property tax bills for 2020;” and

**WHEREAS**, the Tax Collector, in consultation with the Chief Financial Officer, computed and certified an estimated Tax Levy necessary to bill third quarter taxes due August 1, 2020

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Jamesburg, in the County of Middlesex and State of New Jersey on this 20th day of May, 2020 that the Tax Collector is hereby authorized and directed to process estimated tax bills for the third quarterly installment of 2020 taxes; and

**BE IT FURTHER RESOLVED** that, the third quarterly installment of 2020 taxes shall not be subject to interest until the later of August 10, 2020 or the twenty-fifth (25) calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

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

## **COUNCILMATIC COMMITTEE REPORTS:**

- **FINANCE COMMITTEE**  
Council Member Rampacek

Councilmember Rampacek reported:

Finance Report – Tonight we are adopting our 2020 Budget. This year is especially tricky because of the virus, but after reviewing all of the documents, I think it is a good budget. I think the 2.8 cent municipal tax increase is fair, especially considering the line item we had to add due to the coronavirus. Thank you to Scott and the Mayor for all of your hard work putting the budget together. The 2<sup>nd</sup> quarter property tax grace period was extended to June 1<sup>st</sup> in order to help alleviate some of the financial hardships that residents may incur due to the pandemic

Library Report – We had our library meeting Monday night. The library is considering opening soon for at least curbside pickup. Our library is following direction of the consortium as well as the other local libraries in the area.

Public Events – I have held off a little longer than normal for my initial vendor request email for the Fall Festival due to the pandemic. It is still early. I am hoping that I will have a better idea of what October will bring when it gets a little closer. I have also gotten requests from the public to either postpone the Memorial Day parade or have a parade for a different reason such as a “Hometown Hero’s Parade”. Finally, I just wanted to say I hope everyone and their families are well and stay safe.

- **EDUCATION COMMITTEE**  
Council Member Shaughnessy

Councilmember Shaughnessy reported Superintendent Brian Betze and Business Administrator Nick Mackres both resigned. They will be working for Robbinsville School District. Jamesburg Public Schools have made great strides during the years that these two have been leading the district. The school board is now looking to replace them both in a summer where interviews must be done in conference calls. Hiring a Superintendent and business Administrator are two of the most impactful tasks for a school board. We support them and wish them well in their quest to hire the next team that will continue the upward trajectory of the Jamesburg Public Schools. There is uncertainty in terms of the budget. Despite the state’s allocations being released in April, the budget will be changed, and State funding may be decreased. The updated budget will not be released before August. Finally, it is not yet known when students will return to their schools and classrooms. When they do return, it may look different from what we are used to with class size and distancing restrictions likely to be put in place. Whatever the changes, and there will be many, we are

confident that the Jamesburg Public Schools, educators, employees and students will come through this stronger than ever.

- **POLICE COMMITTEE**  
Council Member Sussman

Councilmember Sussman thanked Chief Craparotta for being on social media and being out there. He is doing everything he can to keep everyone safe. Welcome Louis Ceras.

- **PERSONNEL COMMITTEE**  
Council President Czarneski

Council President Czarneski reported due to COVID 19 the borough personnel continue to work in staggered shifts to ensure minimal contact while in the office. If more than 1 person is in the office, everyone continues to practice social distancing. In an effort to continue to move forward, co-chair Ludas and I have a Zoom meeting scheduled for this Friday with BA Frueh to begin negotiations on his contract.

Lastly, I would like to take a moment to thank the police, Borough Personnel, EMS, Fire and small business owners and especially our residents for their continued efforts in keeping everyone safe.

- **PUBLIC WORKS COMMITTEE**  
Council Member Rutsky

Councilmember Rutsky reported Paul Intravartola, DPW supervisor wanted me to announce that there is free mulch and topsoil available at the Jamesburg recycling yard. He urges residence to maintain social distancing and to wear masks. Residents are asked to keep one vehicle per section in the yard. Our DPW crew has been challenged to repair aging lawnmowers. He would like to request that some of their older equipment be cycled to be replaced in the budget going forward. Regular maintenance and upkeep continue for his crew, including weed whacking and litter pick up amongst the business is up and down Railroad Avenue. I noticed on my own walks many masks and rubber gloves discarded in front of the main streets in our town. I would like to make a plea for residents and business clientele to dispose of used masks and gloves properly. Special thanks to our crew for helping the business keep our town clean. In addition, I reached out to Scott, our administrator about the repairs with the decorative lantern light poles on Railroad Avenue. The one that was hit by a truck has been replaced. All but four have been illuminated. The last four need to be rewired before they can be repaired.

I would like to Express my disappointment for having to cancel the many spring cleanups and events. We were excited as a Borough for the momentum and look forward to picking up the projects once we have been given the go ahead for future work. New flags have been ordered for the Borough and DPW will be replacing the flags in Veterans Park. At this point, I would like to announce the Borough's request for residence to the "Fly with Pride" campaign. Even though we cannot have a parade in Jamesburg this year, we would like to let our patriotic pride shine through by urging residents to put out their flags for this Memorial Day weekend. My sincere wishes for our

town and residents to be well and to stay safe.

And my utmost gratitude to our first responders, first aid, police and fire department. Thank you

- ENVIRONMENT/ GREEN COMMITTEE:  
Council Member Ludas

Councilmember Ludas reported we received a sustainable grant for \$2,000 for our downtown business recognition project. The GMB rain garden project will begin sometime in June. This is under the direction of Rutgers Extension. The front and rear of the building were surveyed by Rutgers Engineers and it was determined a rain garden can only be installed in the rear of the building due to utility wires in the front. The Jamesburg DPW, Green Team, BOE Members and hopefully faculty members will help out with this project. No students will participate due to COVID19 restrictions. Social distancing guidelines will be followed and masks and gloves will be worn. We will work the same way on our other projects including downtown and the Buckelew House.

I made a welcome visit to Quick Chek and spoke with the district manager who stated they will have a grand opening event at a later date in the summer or fall.

- ADMINISTRATOR'S REPORT  
Scott Frueh

Administrator Frueh reported we received a \$2,000 grant from Sustainable NJ. We will be adopting a resolution for the county to reimburse the town for COVID 19 expenses.

- PUBLIC SAFETY COMMITTEE / RECREATION / COMMUNITY EVENTS:  
Mayor Marlene Lowande

Mayor Lowande reported she has weekly calls with the County and the State every 2 weeks. An OEM call also every Saturday. Brian Wright is on top of things and we will be in a better spot if this were to happen again. Thank you to the Police department for doing a great job and also the EMS. Court Administrator Christine Ward has learned a whole new way for court. They have been having court via Zoom. Thank you to Scott for all your help in setting it up. Thank you to Sue for doing an amazing job. Bill has been super busy on the phones. My councilmembers are ready for whatever comes our way. Everyone in Jamesburg has been great!

Chief Craparotta reported the Police have been busy. There is an increase in domestic violence, neighbors fighting, car break ins and unattended deaths. Unfortunately, today we had to pull a body from the lake. We do not suspect foul play. We have 123 cases and the numbers are going down. The residents are doing the right thing. We are hoping to get back to normal the end of June. The police department will be scheduling drive by for all the graduates in town.

Administrator Frueh reported the 1<sup>st</sup> Zoom court went well. They will be holding court via zoom at 2:00pm on the scheduled court dates.

**MOTION TO ADJOURN:**

Proposed By: Rampacek

Seconded By: Ludas

**TIME OF ADJOURNMENT:**

8:09PM

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Susan Boulogne  
Registered Municipal Clerk  
Borough of Jamesburg