

**BOROUGH OF JAMESBURG**  
**GOVERNING BODY SPECIAL VIRTUAL MEETING**  
**MINUTES**  
**August 2, 2021**  
**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 Sussman  
Council Member Czarnaki  
Council Member Ludas  
Council Member Rampacek  
Council Member Rutsky  
Council Member Shaughnessy

Borough Attorney – Raffetto

**MOTION TO OPEN TO PUBLIC COMMENT:**

Proposed By: Shaughnessy

Seconded By: Ludas

No one from the public wished to speak.

**MOTION TO CLOSE TO PUBLIC COMMENT:**

Proposed By: Sussman

Seconded By: Rampacek

**ORDINANCE #10-21**

**AN ORDINANCE AMENDING ORDINANCE #02-21 RELATING TO THE ESTABLISHMENT OF SALARY AND COMPENSATION LIMITS FOR CERTAIN OFFICES, POSITIONS AND EMPLOYEES IN THE BOROUGH OF JAMESBURG, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY.**

**WHEREAS**, the Borough Council previously adopted Ordinance #02-21 on February 17, 2021, which established limits for salary and compensation of certain offices, positions and employees in the Borough of Jamesburg, County of Middlesex and State of New Jersey; and

**WHEREAS**, due to certain vacancies which have occurred relating to certain positions, it is necessary for the Borough Council to amend Ordinance #02-21 in order to revise the salary limits relating to the positions of Business Administrator, Chief Financial Officer, and Qualified Purchasing Official, as set forth below.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the Borough of Jamesburg, in the County of Middlesex and State of New Jersey, that Ordinance #02-21, as adopted on February 17, 2021, is hereby amended and revised in the following limited respects (additions are shown with underline; deletions are shown with ~~strikeout~~):

<b><u>SALARY/POSITION</u></b>	<b><u>PAY SCHEDULE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
BUSINESS ADMINISTRATOR	PAYABLE BI-MONTHLY PER ANNUM	<del>\$15,000.00</del> <u>\$80,000.00</u>	<del>\$20,000.00</del> <u>\$120,000.00</u>
<u>CHIEF FINANCIAL OFFICER – TEMPORARY</u>	<u>PAYABLE BI-MONTHLY PER ANNUM</u>	<u>\$3,000.00</u>	<u>\$10,000.00</u>
QUALIFIED PURCHASING OFFICIAL	PAYABLE BI-MONTHLY PER ANNUM	<del>\$3,000.00</del> <u>\$2,000.00</u>	\$5,000.00

**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 Ordinance #02-21 shall remain in full force and effect except as modified above.

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

RECORD OF VOTE:

FIRST READING: August 2, 2021

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

PUBLICATION: August 6, 2021  
SECOND READING: August 18, 2021  
PUBLIC HEARING: August 18, 2021

**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 #107-08-02-21\*\*

**APPOINTING A BOROUGH ADMINISTRATOR AND AUTHORIZING**

**THE EXECUTION OF AN EMPLOYMENT AGREEMENT**

**ASSOCIATED THEREWITH.**

**WHEREAS**, Section 2-9.1 of the *Revised General Ordinances of the Borough of Jamesburg* provides that “Appointment to the office [of Borough Administrator] shall be made by the Mayor with the advice and consent of the Council, this appointment not requiring residency of the Borough”; and

**WHEREAS**, it is the desire of the Mayor to appoint Michael N. Capabianco of Holmdel, New Jersey to serve as Borough Administrator at the following salary levels:

- From the date of appointment through December 31, 2022 - \$105,000;
- From January 1, 2023 through December 31, 2023 - \$108,000;
- From January 1, 2024 through December 31, 2024 - \$115,000;
- For periods beyond December 31, 2024, any new salary levels shall be subject to negotiations and shall be set by Resolution and Agreement at that time; and

**WHEREAS**, specific terms and conditions of employment regarding the Borough Administrator position have been set forth in the attached written Employment Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Jamesburg that the Mayor’s appointment of Michael N. Capabianco of Holmdel, New Jersey to serve as Borough Administrator is hereby ratified and confirmed.

**BE IT FURTHER RESOLVED**, that the Mayor is hereby authorized to execute, and the Borough Clerk is hereby authorized to attest, the attached Employment Agreement regarding the Borough Administrator position on behalf of the Borough.

**BE IT FURTHER RESOLVED**, that the salary set forth in the within Resolution (\$105,000 per annum) shall supersede the salary prescribed for the position of Borough Administrator per Resolution #031-01-06-21, as adopted on January 6, 2021.

**RESOLUTION #107-08-02-21\*\***

**APPOINTING A BOROUGH ADMINISTRATOR AND AUTHORIZING**

**THE EXECUTION OF AN EMPLOYMENT AGREEMENT**

**ASSOCIATED THEREWITH.**

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

**APPOINTING A TEMPORARY CHIEF FINANCIAL OFFICER (“CFO”) IN ACCORDANCE WITH N.J.S.A. 40A:9-140.13**

**WHEREAS**, pursuant to N.J.S.A. 40A:9-140.10, *et seq.*, and Section 2-10 of the “*Revised General Ordinances of the Borough of Jamesburg*,” the position of Chief Financial Officer (“CFO”), was created in and for the Borough of Jamesburg (the “Borough”); and

**WHEREAS**, pursuant to N.J.S.A. 40A:9-140.13(f), the governing body of a municipality may appoint, for a period not to exceed one (1) year commencing from the date of a vacancy relating to the position of CFO, a person who does not possess a CFO certificate to serve as a temporary CFO for the municipality; and

**WHEREAS**, due to a vacancy in the position of CFO which has occurred as of August 2, 2021, the Mayor wishes to appoint Michael N. Capabianco to serve as the temporary CFO for the Borough a term not to exceed one (1) year, commencing as of August 2, 2021; and

**WHEREAS**, this temporary designation may be revisited by the Borough should Mr. Capabianco complete the appropriate training and obtain the necessary municipal finance officer certificate as required pursuant to N.J.S.A. 40A:9-140.13 during the one (1) year period following this temporary designation; and

**WHEREAS**, during the term of Mr. Capabianco’s temporary appointment to the CFO position, he shall be paid a stipend in the amount of \$5,000.00 per annum; and

**WHEREAS**, this position is not full time and shall not exceed thirty-two (32) hours per week, as the work shall be in addition to Mr. Capabianco’s primary duties as Borough Administrator.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Jamesburg that the Mayor’s appointment of Michael N. Capabianco to serve as the temporary CFO, in accordance with N.J.S.A. 40A:9-140.13(f), is hereby ratified and confirmed.

**BE IT FURTHER RESOLVED**, that the salary for this temporary position shall be a stipend in the amount of \$5,000.00 per annum.

**BE IT FURTHER RESOLVED**, that the salary set forth in the within Resolution shall supersede the salary as prescribed for the position of CFO per Resolution #031-01-06-21, as adopted on January 6, 2021.

**RESOLUTION #108-08-02-21**

**APPOINTING A TEMPORARY CHIEF FINANCIAL OFFICER (“CFO”) IN  
ACCORDANCE WITH N.J.S.A. 40A:9-140.13**

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

RESOLUTION #109-08-02-21\*\*

**APPOINT INSURANCE COMMISSIONER**

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE COUNCIL, DO HEREBY APPOINT MICHAEL N. CAPABIANCO AS INSURANCE COMMISSIONER FOR THE BOROUGH OF JAMESBURG.

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

RESOLUTION #110-08-02-21\*\*

**APPOINT CERTIFYING OFFICER AS REQUIRED BY THE DIVISION OF PENSIONS AND BENEFITS**

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL, DO HEREBY APPOINT MICHAEL N. CAPABIANCO AS CERTIFYING OFFICER FOR THE YEAR 2021, AS REQUIRED BY THE NEW JERSEY DIVISION OF PENSIONS AND BENEFITS.

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

RESOLUTION #111-08-02-21\*\*

**APPOINT PUBLIC AGENCY COMPLIANCE OFFICER**

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE COUNCIL, DO HEREBY APPOINT MICHAEL N. CAPABIANCO AS PUBLIC AGENCY COMPLIANCE OFFICER FOR THE BOROUGH OF JAMESBURG.

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

RESOLUTION #112-08-02-21\*\*

**APPOINT MEMBERS OF CITIZENS ADVISORY COMMITTEE**

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL, DO HEREBY APPOINT THE FOLLOWING TO THE CITIZENS ADVISORY COMMITTEE FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT, THEIR TERMS TO EXPIRE DECEMBER 31, 2021:

DARIA LUDAS  
MICHEAL N. CAPABIANCO  
BILL MARESCA  
DELLA FITCH

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

RESOLUTION #113-08-02-21\*\*

**APPOINT CLEAN COMMUNITIES COORDINATOR**

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL, DO HEREBY APPOINT MICHAEL N. CAPABIANCO AS CLEAN COMMUNITIES' COORDINATOR FOR THE BOROUGH OF JAMESBURG.

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

RESOLUTION #114-08-02-21\*\*

**APPOINT SAFETY OFFICER PURSUANT TO DCA BEST PRACTICES**

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL, DO HEREBY APPOINT MICHAEL N. CAPABIANCO TO THE POSITION OF SAFETY OFFICER FOR THE BOROUGH OF JAMESBURG PURSUANT TO DCA BEST PRACTICES.

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



RESOLUTION #115-08-02-21\*\*

**ESTABLISHING AND APPOINTING SAFETY AND LOSS CONTROL COMMITTEE**

**WHEREAS**, THE BOROUGH OF JAMESBURG IS A MEMBER OF THE MIDDLESEX COUNTY MUNICIPAL JOINT INSURANCE FUND (M.C.M.J.I.F.); AND

**WHEREAS**, THE MIDDLESEX COUNTY MUNICIPAL JOINT INSURANCE FUND MANDATES THAT EACH MEMBER MUNICIPALITY ESTABLISH A LOCAL SAFETY AND LOSS CONTROL COMMITTEE UNDER THE DIRECTION OF THE M.C.M.J.I.F. EXECUTIVE OFFICER AND/OR SAFETY AND LOSS CONTROL MANAGER;

**NOW, THEREFORE BE AND IT IS HEREBY RESOLVED** BY THE BOROUGH COUNCIL OF THE BOROUGH OF JAMESBURG AS FOLLOWS:

1. THAT A SAFETY AND LOSS CONTROL COMMITTEE IS ESTABLISHED AS PER THE MANDATES OF THE MIDDLESEX COUNTY MUNICIPAL JOINT INSURANCE FUND, WHICH IS GRANTED THE AUTHORITY TO RECOMMEND POLICY AND PROCEDURES.
2. THAT FINANCE OFFICER/INSURANCE COMMISSIONER MICHAEL N. CAPABIANCO AND PUBLIC WORKS FOREMAN JOSEPH INTRAVARTOLA AND POLICE CHIEF JAMES CRAPAROTTA SHALL SERVE AS MEMBERS OF THE SAFETY AND LOSS CONTROL COMMITTEE FOR THE YEAR 2021.
3. THAT A CERTIFIED COPY OF THIS RESOLUTION BE FORWARDED TO THE MIDDLESEX COUNTY MUNICIPAL JOINT INSURANCE FUND FOR THEIR RECORDS.

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

RESOLUTION #116-08-02-21\*\*

**APPOINT EMERGENCY MANAGEMENT COUNCIL**

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL DO HEREBY APPOINT THE FOLLOWING TO SERVE ON THE MIDDLESEX COUNTY EMERGENCY MANAGEMENT COUNCIL FOR 2021:

ALERT WARNING COMMUNICATIONS

POLICE CHIEF

DAMAGE ASSESSMENT

BOROUGH ADMINISTRATOR

EMERGENCY OPERATING CENTER

COORDINATOR BRIAN WRIGHT

EMERGENCY MEDICAL SERVICES	FIRST AID CHIEF
PUBLIC INFORMATION	MAYOR MARLENE LOWANDE
EVACUATION	POLICE CHIEF
FIRE	FIRE CHIEF
HAZARDOUS MATERIALS	CARLOS MORALES
LAW ENFORCEMENT	POLICE CHIEF
PUBLIC HEALTH	COUNTY HEALTH INSPECTOR
PUBLIC WORKS	FOREMAN JOSEPH INTRAVARTOLA
RADIOLOGICAL	CARLOS MORALES
RESOURCE MANAGEMENT	MICHAEL N. CAPABIANCO
SHELTER COORDINATOR	COLEEN RUTSKY

**RESOLUTION #116-08-02-21\*\***  
**APPOINT EMERGENCY MANAGEMENT COUNCIL**

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

RESOLUTION #117-08-02-21 \*\*

**APPOINTING A TEMPORARY PURCHASING OFFICIAL/QUALIFIED PURCHASING AGENT (“QPA”) IN ACCORDANCE WITH N.J.S.A. 40A:11-9**

**WHEREAS**, pursuant to N.J.S.A. 40A:11-9 and Section 2-17 of the “*Revised General Ordinances of the Borough of Jamesburg*,” the position of Purchasing Official, also known as Qualified Purchasing Agent (“QPA”), was created in and for the Borough of Jamesburg (the “Borough”); and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-9(g), the governing body of a municipality may appoint, for a period not to exceed one (1) year commencing from the date of a vacancy relating to the position of QPA, a person who does not possess a qualified purchasing agent certificate to serve as a temporary purchasing agent for the municipality; and

**WHEREAS**, due to a vacancy in the position of Purchasing Official/QPA which has occurred as of August 2, 2021, the Mayor wishes to appoint Michael N. Capabianco to serve as the temporary purchasing agent for the Borough a term not to exceed one (1) year, commencing as of August 2, 2021; and

**WHEREAS**, this temporary designation may be revisited by the Borough should Mr. Capabianco complete the appropriate training and obtain the necessary QPA certificate as required pursuant to N.J.S.A. 40A:11-9 during the one (1) year period following this temporary designation; and

**WHEREAS**, during the term of Mr. Capabianco's temporary appointment to the Purchasing Official/QPA position, he shall be paid a stipend in the amount of \$2,000.00 per annum.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Jamesburg that the Mayor's appointment of Michael N. Capabianco to serve as the temporary Purchasing Official/QPA, in accordance with N.J.S.A. 40A:11-9(g), is hereby ratified and confirmed.

**BE IT FURTHER RESOLVED**, that the salary for this temporary position shall be a stipend in the amount of \$2,000.00 per annum.

**BE IT FURTHER RESOLVED**, that the salary set forth in the within Resolution shall supersede the salary as prescribed for the position of Purchasing Official/QPA per Resolution #031-01-06-21, as adopted on January 6, 2021.

**RESOLUTION #117-08-02-21\*\***

**APPOINTING QUALIFIED PURCHASING AGENT ("QPA") IN ACCORDANCE WITH N.J.S.A. 40A:11-9**

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

**NON-CONSENT AGENDA RESOLUTIONS:**

RESOLUTION #118-08-02-21

**AUTHORIZING THE BOROUGH OF JAMESBURG TO RETAIN**

**DENISE JAWIDZIK TO PROVIDE TEMPORARY PROFESSIONAL FINANCIAL CONSULTING SERVICES.**

**WHEREAS**, the Borough of Jamesburg (the “Borough”) wishes to retain an individual who holds a municipal finance officer certificate and a qualified purchasing agent certificate from the State of New Jersey to provide temporary professional financial consulting assistance to the Borough for the remainder of the year 2021; and

**WHEREAS**, Denise Jawidzik, who holds both of the aforementioned certificates, has offered to provide the necessary temporary professional financial consulting services to the Borough at the rate of fifty dollars (\$50.00) per hour; and

**WHEREAS**, the proposed temporary professional financial consulting services shall not exceed ten (10) hours per week, and the duration of this arrangement shall conclude as of December 31, 2021; and

**WHEREAS**, the services to be provided are considered to be “professional services” under the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*; and

**WHEREAS**, the value of the services to be provided shall not exceed \$17,500.00, and therefore the within undertaking is not subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.* (the “Pay-to-Play Law”); and

**WHEREAS**, funding is available for the within undertaking.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Jamesburg, in the County of Middlesex and State of New Jersey, as follows:

1. That Denise Jawidzik is hereby retained to provide temporary professional financial consulting services to the Borough for the remainder of the year 2021, at the rate of fifty dollars (\$50.00) per hour, and the duration of the provision of said services shall cease as of December 31, 2021. Furthermore, the total value of the proposed services shall not exceed \$17,500.00.
2. That the work associated with this undertaking shall not exceed ten (10) hours per week.
3. That the within contract is awarded as a “professional service” in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the services will be performed by a person authorized by law to practice a recognized

profession.

4. That the within contract has been awarded through a restricted, also known as “non-fair and open” process, pursuant to and in accordance with the Pay-to-Play Law.
5. That notice of the adoption of this Resolution shall be published in a newspaper of general circulation within the Borough.
6. That a certified copy of this Resolution shall be provided to each of the following:
  - a. Holman Frenia Allison, P.C., Borough Auditor;
  - b. Michael Capabianco, Borough Administrator; and
  - c. Frederick C. Raffetto, Esq.

**RESOLUTION #118-08-02-21**

**AUTHORIZING THE BOROUGH OF JAMESBURG TO RETAIN**

**DENISE JAWIDZIK TO PROVIDE TEMPORARY PROFESSIONAL FINANCIAL CONSULTING SERVICES.**

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

- Before the above Resolution was introduced Borough Attorney Raffetto sked Councilmember Rampacek to excuse herself from the rest of the meeting due to conflict. The person mentioned in the Resolution is the Councilmembers mother.

Councilmember Czarneski asked as to why we are hiring Denise Jawidzik as a Temporary Financial Consultant. Also, is this a conflict of interest, will she be month to month, until the end of the year? She also asked Borough Attorney Raffetto is this required an RFP?

Mayor Lowande explained we have no one to do the financial business for Jamesburg. Denise is retired and was available to do consulting to make sure all I being done correctly. Denise is the

best person for the job. She knows Jamesburg ad is a great CFO. She will give us a good account of where we are and can be a good reference for Michael to learn how we do things. This will give us a level of being able to continue Borough Business. Do we really want a part-time CFO? Our auditing firm is able to help with CFO items. This will be a help to us. She will work no more than 10 hours a week. The end date will be December 31<sup>st</sup>, but we have no concrete time frame.

Councilmember Ludas also asked what Denise would be doing, she feels “consult” is too broad.

Mayor Lowande explained she will look at the financials since January, make sure the budget is processed properly and she will do purchasing. Kevin will be doing payroll for the month of August. Denise has done this for other towns. She will be available to start tomorrow.

Councilmember Sussman explained we need someone who can carry us and that has experience. Denise is doing a service, that’s what needs to be done to move forward.

Councilmember Rutsky is grateful we have someone who is comfortable with the town. I am looking forward to working with Michael. Is there anything Scott left behind that we don’t know about?

Mayor Lowande explained she will know more about what has or hasn’t been completed by the August 18<sup>th</sup> meeting. We know the garbage contract has not yet been completed.

Borough Attorney Raffetto explained Denise has a QPA license. Michael has been appointed temporary QPA and CFO. He does not have his licenses but will go for them. He will be full-time on September 9<sup>th</sup>.

**MOTION TO ADJOURN:**

Proposed By: Rutsky  
Seconded By: Czarneski

**TIME OF ADJOURNMENT:**                      3:25PM