

BOROUGH OF JAMESBURG
GOVERNING BODY REORGANIZATION MEETING
MINUTES
JANUARY 17, 2018
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 President – Ludas - *ABSENT*
Council Member Czarneski
Council Member Rampacek
Council Member Rutsky
Council Member Sussman - *ABSENT*
Council Member Valiant
Administrator Frueh
Borough Attorney – Reffetto - *ABSENT*

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: Rampacek

Seconded By: Rutsky

Thomas Emens – 62 W. Railroad Ave.:

Thomas is looking forward to working with the council and town this year. He is very involved in the research to improve our waterways, ecosystems and wildlife. Thomas takes interest in the birds. He will be working with the Scouts on new environmental projects. It is all about what we do for the community. He feels it will be a great year for green initiatives as well as the schools in Jamesburg.

Thomas will be taking over as director for the Drama Club at GMB School. There will be a Spring performance. In the past, they did not charge admission or sell concessions at the plays. This year they will be charging admission and selling light refreshments. All the money made will be donated to “Powers Promise”. Those of you who are not familiar with “Powers Promise”, Kim and Trevor Powers started this organization when their son Trent was diagnosed with Duchene Muscular Dystrophy.

MOTION TO CLOSE TO PUBLIC COMMENT:

Proposed By: Czarneski

Seconded By: Rampaceki

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 #030-01-03-18**

**AUTHORIZING AGREEMENT FOR PROFESSIONAL AUDITOR –
HOLMAN,FRENIA & ALLISON PC**

WHEREAS, the Borough of Jamesburg has a need to retain an auditor for the year 2018: and

WHEREAS, the Purchasing Official has determined and certified in writing that the value of this contract shall exceed \$17,500, and therefore the contract is subject to the provisions of the State's Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, Holman, Frenia & Allison PC, has submitted a proposal to perform the necessary auditing services: and

WHEREAS, this contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(I), because professional legal services are a recognized profession licensed and regulated by law; and

WHEREAS, Holman, Frenia & Allison PC has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), which certifies that Holman, Frenia & Allison PC has not made any reportable contributions to a political or candidate committee in the Borough of Jamesburg in the previous year, and that the contract will prohibit Holman, Frenia & Allison PC from making any reportable contributions through the term of the contract; and

WHEREAS, the services to be provided are considered "professional services" under the local public contracts law, N.J.S.A. 40A:11-1, ET SEQ.: and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "professional services" without public advertising for bids and bidding therefor, provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, the Borough Chief Financial Officer has certified to the availability of funds for this contract.

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest the attached Agreement between the Borough of Jamesburg and Holman, Frenia & Allison PC regarding the above-referenced professional auditing services.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the services will be performed by persons authorized by law to practice a recognized profession and it is not possible to obtain bids for such needed qualitative services.
3. That notice of the adoption of this Resolution shall be published in a newspaper of general circulation within the Borough.
4. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Holman, Frenia & Allison PC
 - b. Scott M. Frueh, Acting Borough Administrator

RESOLUTION #030-01-03-18**

AUTHORIZING AGREEMENT FOR PROFESSIONAL AUDITING SERVICES

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

RESOLUTION #035-01-17-18**

RESOLUTION ACCEPTING MINUTES

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

MAYOR AND COUNCIL

December 20, 2017

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

RESOLUTION #036-01-17-18**

RESOLUTION ACCEPTING MINUTES

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

MAYOR AND COUNCIL

January 3, 2018

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

RESOLUTION #037-01-17-18**
RESOLUTION ACCEPTING MONTHLY REPORTS

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

Investment Report	December 2017
Finance Report	December 2017
Report of the Tax Collector	December 2017
Report of the Sewer Administrator	December 2017
Annual Tax and Sewer Report	2017

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

RESOLUTION #038-01-17-18**
APPROVE PAYMENT OF VOUCHERS

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg, that the voucher list submitted is hereby approved for payment in the total amount of \$1,099,157.11.

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

APPOINT PUBLIC DEFENDER

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL, DO HEREBY APPOINT THOMAS ROSSELLI, ESQ., TO THE POSITION OF PUBLIC DEFENDER FOR A TERM TO EXPIRE DECEMBER 31, 2018 OR UNTIL A SUCCESSOR IS DULY APPOINTED AND QUALIFIED.

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

NON CONSENT AGENDA RESOLUTIONS:

RESOLUTION #033-01-03-18

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 salaries be and are hereby fixed for the following positions within the Borough of Jamesburg for the year 2018, effective January 1, 2018.

<u>TITLE</u>	<u>SALARY</u>	<u>PAYABLE</u>
MAYOR	\$5,800	PER ANNUM
COUNCIL	\$4,800	PER ANNUM
BOROUGH CLERK/ ADMINISTRATIVE ASSISTANT	\$36,110	PER ANNUM/ PER RESOLUTION
TAX ASSESSOR	\$19,762	PER ANNUM
TAX COLLECTOR/ SEWER ADMINISTRATOR	\$73,440	PER ANNUM
REGISTRAR	\$2,120	PER ANNUM
BUSINESS ADMINISTRATOR	\$16,000	PER CONTRACT
CHIEF FINANCIAL OFFICER	\$86,700	PER ANNUM
QUALIFIED PURCHASING AGENT (When Completed/Pro-rated)	\$3,000	PER RESOLUTION
LAND-USE BOARD SECRETARY	\$8,364	PER ANNUM
PROSECUTOR	\$8,160	PER ANNUM
COURT ADMINISTRATOR	\$65,000	PER ANNUM

DEPUTY COURT ADMIN.	\$18.00	PER HOUR
COURT JUDGE	\$15,420	PER ANNUM
PUBLIC DEFENDER	\$1,500	PER ANNUM
POLICE SECRETARY	\$18.00	PER HOUR
CROSSING GUARDS	\$14.00	PER HOUR
FIRE PREVENTION INSPECTORS	\$25.00 \$15.00	PER INSPECTION PER RE-INSPECTION
FIRE PREVENTION OFFICIAL	\$10,430	PER ANNUM
SPECIAL POLICE	\$20.00	PER HOUR
SPECIAL POLICE HIRED AFTER 1/1/12	\$14.00	PER HOUR
POLICE DEPARTMENT		PER CONTRACT
PUBLIC WORKS DEPARTMENT		PER CONTRACT
ANIMAL CONTROL OFFICER	\$16,490	PER ANNUM
COMMUNITY DEVELOPMENT ZONING/HOUSING OFFICER	\$40,950	PER ANNUM
DISPATCHERS FULL TIME		PER CONTRACT
PART TIME	\$13.50	PER HOUR
PART TIME	\$15.00 AFTER ONE YEAR	PER HOUR
RABIES CLINIC WORKERS	\$30.00/DAY + .75/SHOT	

RESOLUTION #033-01-03-18

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

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

RESOLUTION #034-01-17-18

APPOINT FULL-TIME DPW LABORER

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL, DO HEREBY APPOINT GUIDO SANTIAGO AS FULL-TIME DPW LABORER FOR THE BOROUGH OF JAMESBURG. AT A SALARY OF \$33,738.00 IN ACCORDANCE WITH THE UNION CONTRACT

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

COUNCILMATIC COMMITTEE REPORTS:

- FINANCE COMMITTEE
Council Member Valiant

Council Member Valiant had no finance report.

- EDUCATION COMMITTEE
Council President Ludas

Council Member Czarneski attended the Board of Education meeting on December 21st. Four students provided the Board with their personal experience at BizTown and how they enjoyed the experience. The Board viewed a presentation on the pre-school expansion which touched on the current status of the grant and a summary of the program up to date. It was noted that there is currently a wait list for the program.

Superintendent Betze reported the parent survey ends on 12/22/17 and the results will be discussed at the January meeting. An update was provided on the district app which is still being finalized as it is not working on Apple products but is working on Androids.

President Stroul thanked the students in the chorus from JFK for their performance at the town's annual tree lighting ceremony. He also thanked fellow Board Member Linda Newton for her 10-1/2 years of service and dedication to the students during her tenure on the Board of Education.

Under "Old Business" – Superintendent Betze thanked Mrs. Newton for her years of service; noted the reorg meeting was scheduled for 1/2/18 and stated the audit was completed, signed and being sent to the state.

Under "New Business" – Board Member Shaughnessy noted that GMB's 50th anniversary will be in 2018 and asked for the other Board Members to consider ways to celebrate the milestone.

- POLICE COMMITTEE
Council Member Sussman

Council Member Sussman was absent.

- PERSONNEL COMMITTEE
Council Member Czarneski

Council Member Czarneski read the report prepared by Council President Ludas. Councilmember Rutsky and I are attending a meeting at JFK School on Thursday, January 18th concerning the United Way. I will be attending the Board of Education meeting on Thursday, January 25th.

Business – The Jamesburg Dollar Store has re-located to 198 Buckelew Ave, previously occupied by Snap Fitness.

- PUBLIC WORKS COMMITTEE
Council Member Rutsky

Council Member Rutsky did not have a report. She has spoken to the DPW about how they handled the previous storm. They did say it will be nice to have an extra set of hands now that we hired a new laborer.

- PUBLIC EVENTS COMMITTEE
Council Member Rampacek

Council Member Rampacek reported there will be a Public Events meeting very soon.

The Library has been meeting with the PTA and School to be sure their programs do not overlap. The Winter Book Sale is going on at the Library.

- **ADMINISTRATOR'S REPORT**

Scott Frueh

Administrator Frueh received an email about "code Blue". It seems only Peerth Amboy and New Brunswick are the only towns doing it. I will be meeting with some of the Council either tomorrow or January 22nd to discuss.

The Local Government Energy Audit / New Jersey Clean Community Program application has been approved. We will be updating the lighting in the hall to LED and updating the HVAC units to be more efficient.

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

Mayor Lowande

Mayor Lowande attended a meeting with Chief Craparotta and the Mayor of Helmetta regarding the Police. A decision should be made soon. Helmetta would like to keep the 2 Police Officers they currently have. Our Police have been covering the extra shifts since November. The cut off date will be February 28th.

Mayor Lowande spoke with Greg Ludwig and Dara Valiant regarding the Floor Hockey at GMB. GMB will be honoring the same fees as last year for the janitor. The fee to play Hockey next year will more than likely be increased to \$30 per player, up from \$25.

Council Members all wished Administrator Frueh the best on his upcoming surgery and wish him a speedy recovery.

MOTION TO ADJOURN:

Proposed By: Rampacek

Seconded By: Czarneski

TIME OF ADJOURNMENT: 7:33PM

Susan Boulogne
Acting Municipal Clerk
Borough of Jamesburg

