

REORGANIZATION MEETING MINUTES
JANUARY 1, 2016

This Organization meeting of the Mayor and Council held on Friday, January 1, 2016 was held in the Council Chambers, 167 Main Street, Sayreville, NJ.

Meeting was called to order by Mayor O'Brien at 1:14 PM.

Opening Prayer given by Ken Kelly, while waiting for Monsignor William McCarthy, followed by a Salute to the flag.

CERTIFICATION FROM COUNTY CLERK

Municipal Clerk Farbaniec reported having received the Statement from the Middlesex County Clerk certifying the election of Mayor Kennedy O'Brien for a four year term and Councilmen Steven Grillo and Pasquale Lembo both for three year terms.

Councilman Buchanan moved the Statement be received and filed on Roll Call Vote. Seconded by Councilman Novak.

Roll Call: Councilpersons Buchanan, Kilpatrick, Lembo, Novak, Rittenhouse, all Ayes. Carried.

Theresa A. Farbaniec, Municipal Clerk administered Oaths of Office to the following:

- Mayor Kennedy O'Brien for this 5th four year term
- Councilman Pasquale Lembo, for a three year term

Assemblyman John S. Wisniewski administered the Oaths of Office to the following:

- Councilmen Steven Grillo, for a three year term.

Invocation given by Monsignor William McCarthy.

STATEMENT OF NOTICE OF PUBLICATION

Clerk Farbaniec announced that this Organization Meeting of the Mayor and Council, being held on Friday, January 1, 2016 has been advertised and posted in accordance with Open Public Meetings Act Chapter 231, P.L. 1975 by advertising in the Home News Tribune, notifying the Star Ledger and the Sentinel Publishing Co., posting on the bulletin board, and filing with the Municipal Clerk.

Mayor called for the first official Roll Call of 2016.

Clerk Farbaniec took the roll.

Roll Call: Councilpersons Buchanan, Grillo, Kilpatrick, Lembo, Novak, Rittenhouse.

Others Present: Mayor Kennedy O'Brien, Business Administrator Daniel Frankel, C.F.O. Wayne A. Kronowski, Borough Attorney Michael DuPont, Borough Engineer Jay Cornell, P.E., Municipal Clerk Theresa A. Farbaniec.

Absent: None

Mayor O'Brien presents Past Fire Chief Badge to:

- Past Chief: Richard Mulligan

Clerk administers Oaths of Office to the following Fire Chiefs:

- Fire Chief: Vincent Waranowicz
- 1st Ass't. Chief: George Gawron
- 2nd Ass't Chief: Steven Kanca

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Clerk Administers Oaths of Office to Sayreville Emergency Squad, Inc. Officers:

- President: Dexter Thomas
- Vice-President Marcin Ciesla
- Captain: Kevin Ott
- Ass't. Captain: Berkant Sivrikaya (not present)
- 1st. Lt.: Mohamed Saadeldin
- 2nd Lt.: Peter Salas

- **REMARKS OF THE MAYOR AND COUNCIL**

COUNCILMAN STEVEN GRILLO

Councilman Grillo said that it was an honor to be sworn in today and have the opportunity to serve the Borough of Sayreville. Congratulated everyone sworn in today, including Mayor Kennedy O'Brien and Councilman Pat Lembo and look forward to working with them for the next three years. He thanked his family and his supportive wife Lauren, Assemblyman John Wisniewski, Democratic Chairman Tom Pollando and the members of the borough council. Wished everyone health and happiness in the New Year and look forward to serving the residents on the borough council.

COUNCILMAN PAT LEMBO

Councilman Lembo wished everyone a Happy New Year. Look forward to working with everyone – the Mayor and other colleagues on the council as well as the appointed officials, borough workers and veterans. He is hoping that the New Year's Resolution is that we can put politics aside and act in the best interest of the residents.

COUNCIL PRESIDENT DAN BUCHANAN

Councilman Buchanan hoped that everyone had a wonderful holiday season. Look forward to working together with all of you and congratulated Councilmen Lembo and Grillo, as this will be an interesting learning experience and look forward to working with both of them. He congratulated the Mayor on the re-election to his fifth term. He also congratulated the Firemen and First Aid Squad members on their being sworn in today. Look forward to making Sayreville great again and moving Recreation to more than just sports. He invited everyone to refreshments following the meeting at the Democratic Headquarters by Shoprite.

COUNCILWOMAN MARY NOVAK

Councilwoman Novak wished everyone a Happy New Year. Congratulated the Mayor on his re-election as well as Councilmen Lembo and Grillo and look forward to working with you for the betterment of the residents of the town.

COUNCILWOMAN VICKY KILPATRICK

Councilwoman Kilpatrick wished everyone a Happy New Year and congratulations to the Mayor, Councilmen Grillo and Lembo and the entire town of Sayreville because there is an amazing team up here willing to work hard to make Sayreville a greater place to live.

COUNCILMAN ATHRUR RITTENHOUSE

He congratulated the Mayor and Councilmen Lembo and Grillo and look forward to working with you. Thank you to our Police, fire, first aid and all of the borough employees and veterans groups, looking forward to a great new year. Wished everyone a Happy and Prosperous New Year.

MAYOR KENNEDY O'BRIEN

Mayor congratulated and welcomed Councilmen Lembo and Grillo. Look forward to working with you as well as the rest of the governing body. Mayor invited everyone to refreshments at the American Legion following this meeting

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and as always humble thanks to the Veterans of the United States of America and to all of those who did stand guard the gates of freedom and has provided us that liberty that we all enjoy.

Mayor recognized those who have retired this past year – Judy Smith, his secretary; Rubin Salgado, a good friend. Wished them the very best in their retirement.

Mayor O'Brien said that this is his 17th year in office and Terry the Borough Clerk decided that his office get a fresh coat of paint.

A special thank you to Monsignor McCarthy who invited him to his 50th anniversary mass as a priest. He went on to say:

Good Afternoon Ladies and Gentlemen. I am both honored and humbled that you have expressed your faith in me as your Mayor by electing me to a fifth term. I take my Oath and duties seriously, knowing it is the responsibility of the Mayor and Council to provide services to you the residents of our town in the most efficient and economically prudent and responsible way. I pledge that I will continue to perform those duties with the highest standards of ethics and to treat you with the dignity and respect you deserve. A very special thanks to my wife Janice who stood by me for the many, many years I've been in public office and to my son Patrick.

Mayor said that today was a ceremonial day and we have two other meetings in January. He said that he will be making appointments to those he felt would not be of issue. He said that the Mayor has the ability to appoint for the first thirty days.

MAYOR O'BRIEN MADE THE FOLLOWING APPOINTMENTS:

- Borough Engineer – 1 Year Term David J. Samuel - CME Associates
- Labor Counsel – 1 Year Term Robert Clarke – Apruzzese,
McDermott, Mastro & Murphy
- Borough Auditor – 1 Year Term Wiss & Company
- Bond Counsel – 1 Year Term McCarter & English, LLP
- Financial Advisor – 1 Year Term Phoenix Advisors
- Municipal Prosecutor – 1 Year Term Francis Womack
- Public Defender – 1 Year Term Roselli & Roselli, Esq.
- Special Counsel -Tax Matters–1 Yr. Term James P. Nolan & Assoc., LLP
- Special Counsel – ABC Matters–1 Yr. Term Schain, Schaffer & Rafanello
- Occupational Health Services – 1 Yr. Term Raritan Bay Medical Center
- Municipal Planner - 1 Yr. Term John Leoncavallo, PP
- Public Agency Compliance Officer-1 Yr. Term Daniel E. Frankel

Appointments moved by Councilman Buchanan with the exception of Municipal Planner he moved that we Table this appointment at this time. Motion was seconded by Councilwoman Novak.

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Comments: Councilwoman Novak asked that the contract with for Labor Counsel reads that we have Bob Clarke represent the Borough of Sayreville.

Roll Call: Councilpersons Buchanan, Grillo, Kilpatrick, Lembo, Novak, Rittenhouse, all Ayes.

BOARD OF ADJUSTMENT

Member - 4 Year Term Rosetta Fisher
Moved by Councilman Rittenhouse, seconded by Councilman Lembo.

Roll Call: Ayes: Councilmen Rittenhouse, Lembo
Nays: Councilpersons Buchanan, Grillo, Kilpatrick, Novak.

BOARD OF HEALTH

Member - 3 Year Term - Joe Notarangelo
Motion moved by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak, Rittenhouse, all Ayes.

ENVIRONMENTAL COMMISSION

Mayor started to make his nominations.
Councilwoman Novak interrupted with a motion to Table these appointments at this time as she would like to look into combining this commission with the Recycling Commission.
Motion to Table was seconded by Councilman Buchanan.

Roll Call: Ayes: Councilpersons Buchanan, Grillo, Kilpatrick, Novak.
Nay: Councilmen Rittenhouse, Lembo

HUMAN RELATIONS COMMISSION

Member - 3 Year Term - Bonnie Constad
Motion moved by Councilman Rittenhouse. Seconded by Councilman Lembo

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak, Rittenhouse, all Ayes.

Comments:

Councilman Buchanan said that he will speak with Mindy Schiffman about how to ramp up this board due to the number of vacancies.

COMMISSION ON AGING

Mayor started to make his nominations.
Councilwoman Novak interrupted with a motion to Table these appointments at this time as she had a question about Donna Kuchta's position. Mayor asked if she wanted to table all or just Donna Kuchta and she replied all.
Motion to Table was seconded by Councilman Buchanan.

Roll Call: Ayes: Councilpersons Buchanan, Grillo, Kilpatrick, Novak.
Nay: Councilmen Rittenhouse, Lembo

CULTURAL ARTS COUNCIL

Mayor started to make his nominations.
Councilman Buchanan interrupted with a motion to Table these appointments as he mentioned earlier that he is looking to expand Recreation.
Motion to Table was seconded by Councilwoman Novak.

Comments: Mayor stated that in the last few sets of minutes he received from the Recreation Advisory Board there was a motion made to give the

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Recreation Director a five year contract. He is adamantly opposed to the recreation advisory board being expanded to more than their charter has for the sole purpose of giving someone a raise. He said that these are dedicated people who have been volunteering and serving for years.
Motion to Table was seconded by Councilwoman Kilpatrick.

Roll Call: Ayes: Councilpersons Buchanan, Grillo, Kilpatrick, Novak.
Nay: Councilmen Rittenhouse, Lembo

LIBRARY BOARD OF TRUSTEES

Member	-	5 Yr. Term	-	Bernadine Puchalski
Member	-	5 Yr. Term	-	Christine Dominick
Alt. for Mayor	-	1 Yr. Term	-	Karen Perno

Moved by Councilman Rittenhouse. Seconded by Councilman Lembo.
Roll Call: Councilpersons Buchanan, Grillo, Kilpatrick Lembo, Novak, Rittenhouse Carried.

RECREATION ADVISORY BOARD

Member	-	3 Yr. Term	-	Larayne Panayi
Member	-	3 Yr. Term	-	Jen O'Neill
Member	-	3 Yr. Term	-	Helen Bruno Raccui
Member	-	3 Yr. Term	-	Robert Havens
Member	-	3 Yr. Term	-	Elyse Barone
Member	-	3 Yr. Term	-	Martin Biancamano
Member	-	3 Yr. Term	-	Donna Zaleski
Member	-	3 Yr. Term, unexp term exp. 2016	-	Christian Hibinski

Councilman Buchanan made a motion to Table the appointments at this time.
Motion seconded by Councilwoman Kilpatrick.

Roll Call: Ayes: Councilpersons Buchanan, Grillo, Kilpatrick, Novak.
Nay: Councilmen Rittenhouse, Lembo

OPEN SPACE COMMITTEE

Mayor's Designee - 3 Yr. Term - Joseph Kupsch
Motion moved by Councilman Rittenhouse. Seconded by Councilwoman Novak.

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak, Rittenhouse, all Ayes.

RECYCLING COMMISSION

Mayor O'Brien began to make an appointment but was interrupted by Councilwoman Novak who made a Motion to Table to see if there is a possibility to combine with Environmental Commission. Motion was seconded by Councilwoman Kilpatrick

Roll Call: Ayes: Councilpersons Buchanan, Grillo, Kilpatrick, Novak.
Nay: Councilmen Rittenhouse, Lembo

Comment: Asked the Attorney that there is an Environmental Commission meeting this week what are the status of the tabled appointments.

Mr. DuPont stated that the motion did not abolish the board it tabled the appointments and the current appointments are hold overs.

GREEN TEAM

Member	-	3 Yr. Term	-	Elyse Barone
Member	-	3 Yr. Term	-	Theresa Yetsko

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Member	-	3 Yr. Term	-	Bryan Rubio
Member	-	3 Yr. Term	-	Rebecca Garbowski
Member	-	3 Yr. Term	-	Danielle Maiorana
Member	-	3 Yr. Term	-	Donna Zaleski
Member	-	3 Yr. Term	-	Dan Occhipinti
Member	-	3 Yr. Term	-	Kira Gagliardi

Motion moved by Councilwoman Novak. Seconded by Councilman Buchanan

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak,
Rittenhouse, all Ayes

HOUSING AUTHORITY OF THE BOROUGH OF SAYREVILLE

Jorge Gonzalez Gomez - 5 Year Term

Motion made by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak,
Rittenhouse, all Ayes

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

Daniel E. Frankel - 1 Year Term - Employee

Wayne A. Kronowski - 1 Year Term - Alternate

Appointment moved by Councilman Rittenhouse. Seconded by Councilwoman
Novak.

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak,
Rittenhouse, all Ayes

COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE

Raniero Travisano - 1 Year Term

Peter Martin - 1 Year Term

Don Newton - 1 Year Term

Motion made by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak,
Rittenhouse, all Ayes

LIAISON TO BOY AND GIRL SCOUT ORGANIZATION

Kathy Foderaro - 1 Year Term (Girl Scouts);

Motion made by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak,
Rittenhouse, all Ayes

LIAISON TO VETERAN'S ALLIANCE

Kenneth P. Kelly, Sr. - 1 Year Term

Rich Kosmoski - 1 Year Term

Motion made by Councilwoman Novak. Seconded by Councilman
Rittenhouse

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak,
Rittenhouse, all Ayes

EQUAL OPPORTUNITY HOUSING OFFICER

Daniel E. Frankel - 1 Year Term

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Motion made by Councilwoman Novak. Seconded by Councilman Rittenhouse

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak, Rittenhouse, all Ayes

PUBLIC AGENCY COMPLIANCE OFFICER

- Daniel E. Frankel - 1 Year Term

**MAYOR'S DESIGNEE TO THE MIDDLESEX COUNTY
SOLID WASTE ADVISORY COUNCIL**

Bernard Bailey - 1 Year Term

LOWER RARITAN WATERSHED AREA STEERING COMMITTEE

Donald Newton - 1 Year Term

Motion made by Councilwoman Novak for the above three appointments. Seconded by Councilman Buchanan

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak, Rittenhouse, all Ayes

EMERGENCY MANAGEMENT COUNCIL

1 YEAR TERM	2016 APPOINTMENTS
DEPUTY EMERGENCY MNGT COORD	Bruce Marcinczyk
EMERGENCY MNGT COUNCIL	
Alert Warning/Communications	Thomas Fogarty
Auxiliary Police	Christopher Bardsley
Damage Assessment	Joseph J. Kupsch, Jr.
Emg. Operations Cntr.	
Emergency Medical Services Coord.	Dexter Thomas
Evacuation	Debra Shedlock
Shelter/Reception	Jennifer Krushinski
Social Services	Jennifer Krushinski
Fire	Michael Fulham
Environmental	Joe Wolski & Don Newton
Hazmat	Michael Fulham
Law Enforcement	Glenn Skarzynski
Radiological Protection	Barry E. Eck
Refugee Evacuation	John Bartlinski
Terrorism	Barry E. Eck
Public Information	David Lasko
Public Health	Middlesex Cty Dept. of Health and Senior Services
Public Works	Bernard Bailey - Alt. Dave Pavlik
Resource Management	Dan Frankel
Water & Sewer Management	Bob Smith
Bd. Of Ed Annex Manager	Edward Aguiles
Animal Disaster Response-Annex Mgr,	Walter & Wendy Wojtaszek

Motion made by Councilwoman Novak. Seconded by Councilman Buchanan

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak, Rittenhouse, all Ayes

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LOCAL EMERGENCY PLANNING COMMITTEE	
Chairman	Barry Eck
Secretary	Joan Kemble
• OEM Annex Managers	FYI
Alert Warning/Communications	Thomas Fogarty
Sayreville Police Dept.	Bruce Marcinczyk
Sayreville Fire Dept.	Michael Fulham
EMS Coordinator	Dexter Thomas
Environmental	Joe Wolski & Don Newton
Evacuation	Debra Shedlock
Sayreville Bd. Of Ed.	Edward Aguiles
Public Works	Bernard Bailey - Alt. Dave Pavlik
Sayreville Police Auxiliary	Christopher Bardsley
Shelter	Jennifer Krushinski
New Applications:	
• REPS. FROM BUSINESSES/INDUSTRIES & ORGANIZATIONS	
DuPont	DuPont
Ashland Chemical	Ashland Chemical
Alzo, Inc.	Alzo Pharmetics
AES Red Oak	AES Red Oak
J.C.P.&L.	J.C.P.&L.
Gerdau Ameristeel	Gerdau Ameristeel
P.S.E&G.	P.S.E.&G.
Reliant Energy	Reliant Energy
CME Associates	CME Associates
MCUA	M.C.U.A.

Motion made by Councilwoman Novak. Seconded by Councilman Buchanan

Roll Call: Councilpersons, Buchanan, Grillo, Kilpatrick, Lembo, Novak,
Rittenhouse, all Ayes

TECHNOLOGY BOARD

Councilwoman Novak made a motion to appoint Ricci Melendez to the Technology Board and that he interview and review the resumes of the other applicants and make recommendations back to the council.

Motion was seconded by Councilman Buchanan.

Roll Call - Ayes: Councilpersons, Buchanan, Grillo, Kilpatrick, Novak,
Nays: Councilmen Lembo, Rittenhouse

Mayor instructed the clerk to copy the tape from when the Ordinance was changed. His recollection was that then the ordinance was being created this was upgrading the Cable TV Advisory Board to the Technology Board. Now at this meeting he was being informed by Councilwoman Novak that power has been stripped from the Mayor and that it is strictly the Councils' appointment. The Borough Attorney wrote this ordinance and never once told him that his power to appoint was being stripped from him in this ordinance.

Comments from Councilwoman Novak that it was the Media Advisory Board and everyone received copies.

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CONSENT AGENDA RESOLUTIONS

Mayor O'Brien asked the Council if they have any questions or comments on the Consent Agenda Resolutions.

Mayor opened the meeting for any questions or comments on Consent Agenda Resolutions.

No one appeared.

Council President Buchanan moved the Public Portion be closed and the Consent Agenda Resolutions be approved on Roll Call Vote with the exception of Resolution #2016-20 to be Pulled.

Motion seconded by Councilwoman Novak.

Roll Call: Councilpersons Buchanan, Grillo, Kilpatrick, Lembo, Novak, Rittenhouse, all Ayes. Carried.

OFFICIAL DESIGNATION OF THE STANDING COMMITTEES FOR THE YEAR 2016

Mayor made the following appointments to the Standing Committee for the Year 2016:

2016 STANDING COMMITTEES
Year 2016 Council President – Co. Daniel Buchanan

ADMINISTRATIVE & FINANCE

Administration	1) Co. Mary J. Novak
Department of Insurance	2) Co. Steven Grillo
Excise	3) Co. Victoria Kilpatrick
Finance	
Tax Collector	
Tax Assessor	
Legal	

PLANNING & ZONING

Planning Board	1) Co. Steven Grillo
Board of Adjustment	2) Co. Arthur Rittenhouse
Community Development	3) Co. Pasquale Lembo
Construction Official	
Electrical Sub-Code Official	
Economic Development	
Engineering	
Public Housing Authority	
Plumbing Sub-Code Official	
Fire Sub-Code Official	
Zoning	

PUBLIC SAFETY:

Police	1) Co. Pasquale Lembo
Fire	2) Co. Daniel Buchanan
Emergency Management	3) Co. Arthur Rittenhouse
Municipal Court	
Board of Health	
Animal Control Officer	

PUBLIC WORKS:

Buildings & Grounds	1) Co. Victoria Kilpatrick
Lights	2) Co. Mary J. Novak
Parks Maintenance	3) Co. Daniel Buchanan
Road Dept	
Sanitation Dept.	

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Parks Dept.
Shade Tree Commission
Recycling
Rent Leveling Board
Transportation

RECREATION:

Recreation
Library 1) Co. Daniel Buchanan
Office on Aging 2) Co. Victoria Kilpatrick
Cultural Arts 3) Co. Mary J. Novak
Commuter Advisory Board

WATER & SEWER/ENVIRONMENTAL:

Water 1) Co. Arthur Rittenhouse
Sewer 2) Co. Pasquale Lembo
Environmental 3) Co. Steven Grillo

Councilwoman Novak moved the Mayor's nominations for Standing Committees be approved on Roll Call vote. Seconded by Councilwoman Kilpatrick.

Roll Call: Voice Vote, all Ayes.

RESOLUTION #2016-01

BE IT AND IT IS HEREBY RESOLVED that the present Rules of Order of the Council of the Borough of Sayreville, Middlesex County, New Jersey, together with all amendments to date, shall be used as the **Rules of Order** and govern the proceedings of this Council during the year 2016 and until the further action of this body.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-02

BE IT AND IT HEREBY RESOLVED that all Regular meetings of the Mayor and Borough Council of the Borough of Sayreville for the year 2016 shall be held on the second and fourth Mondays of each and every month and shall be called to order at 7:00 P.M. prevailing time.

BE IT FURTHER RESOLVED that the Standing Committees of the Mayor and Council of the Borough of Sayreville for the year 2016 shall be held on the Mondays preceding the second and fourth Mondays of each and every month, unless otherwise advertised according to law.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-03

**RESOLUTION ESTABLISHING A CASH MANAGEMENT
PLAN AND NAMING OFFICIAL DEPOSITORIES FOR
THE BOROUGH OF SAYREVILLE COUNTY OF MIDDLESEX
FOR THE YEAR 2016**

WHEREAS, N.J.S.A. 40A: 5-14 mandates that a Governing Body shall, by resolution passed by a majority vote of the full membership, adopt a Cash Management Plan for the deposit and investment of public funds; and

WHEREAS, the Governing Body of the Borough of Sayreville wishes to comply with the noted statutes;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Sayreville adopts the attached Cash Management Plan including the designated depositories for the year 2016.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

BOROUGH OF SAYREVILLE

2016

CASH MANAGEMENT PLAN

I. Purpose

To adopt a policy plan and procedures establishing a formal Cash Management Plan pursuant to N.J.S.A. 40A:5-14.

II. Authority

The Chief Financial Officer is designated as the custodian of all funds and the investment officer of the Borough of Sayreville, and is responsible for investment decisions and activities. All disbursements made by check will be signed by individuals holding the following positions:

X Mayor
X Borough Clerk
X Treasurer / Chief Financial Officer (CFO)

Exceptions to the above are the Net Payroll and Payroll Agency Accounts which are signed by the Treasurer / CFO only. The Treasurer / CFO is authorized to execute wire transfers for purposes of placing investments of idle funds or payment of interest and principal of the Borough's debt.

Disbursements made on the following departmental revenue collection bank accounts will be as follows:

Borough Clerks Office - Borough Clerk
Recreation Department - Director of Recreation
Treasurer/CFO
Office on Aging - Supervisor of Senior Citizen Activities

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Treasurer / CFO
Police Department - Chief of Police
Municipal Court - Presiding Judge

III. Statement of Policy

It is the policy of the Borough of Sayreville that all cash, checks or any other form of payment received by all officials and employees of the Borough of Sayreville shall be handled, deposited, invested, and accounted for only as provided for in this plan. No deviation from the policies and procedures in the plan is permitted without prior written approval of the Chief Financial Officer.

It is also the policy of the Borough of Sayreville to attempt to earn the maximum rate of return or interest, on all funds, at all times, with the exception of Petty Cash or any other account so precluded by law. Investments shall be made based on statutory constraints. The applicable interest rates shall be the maximum available taking into account safety, liquidity and yield.

IV. Cash Management Procedures

In order to achieve these objectives, departments shall perform the following procedures:

A. Department Procedures

Most departments collect or receive money for various reasons such as permit fees, registration fees, fines, and tax receipts. Each department that collects money is responsible for preparing deposit slips where necessary and transmittal sheets detailing account coding for posting by the Finance Department or the Collection of Taxes. All monies are to be turned over to the Tax Collector or Treasurer for deposit within 48 hours of receipt as per N.J.S.A. 40A:5-15 unless a department head maintains a bank account approved by the Chief Financial Officer for purposes of making daily deposits. Should the department head maintain a bank account, all monies collected by the department must be deposited within 48 hours of receipt as per N.J.S.A. 40A: 5-15. If money or checks must be left over-night, they must be left in a locked, safe and secure location.

Whenever money is received on behalf of the borough, a receipt must be prepared and given to the person rendering the payment. A duplicate of this receipt must be kept. All payments and receipts must be recorded. Each department will be responsible for keeping the duplicate cash receipts in their own offices. The auditor or Chief Financial Officer may request the copy as part of any annual or internal audit.

B. Financial Procedures

Each of the various accounts for which there is a separate bank statement shall be reconciled on a timely basis.

All monies will be counted at the time they are delivered to the tax collector or finance department. Deposits will only be made to banks appearing on the list of depositories approved as part of the Cash Management Plan.

1. Daily Cash Balance Report

This report is compiled by adding each days' receipts as they are deposited or wired into each bank account to the balance of the previous day. Any disbursements by check or wire are subtracted to ascertain the amount of daily idle cash available for investment.

2. Analyzing Cash Flow

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By using past history of receipts and disbursements, trends for tax collection and receipts of other miscellaneous revenues can be established. Payment schedules received from other sources can determine when grants and state aid will be received, as well as when items such as debt, county taxes and school taxes must be paid. Payroll dates and regular council meeting schedules help fix payment dates for payroll and the bill lists. The fiscal year budget also serves as an important tool in determining the timing of receipts and disbursements over the course of the year. All the aforementioned data can be utilized as a means to determine the duration that the available idle cash can be invested.

3. Investment of Borough Funds

All sources of investment are authorized by the Mayor and Council as part of this Cash Management Plan. All banks must receive a Certification of Governmental Unit Deposit Protection Act (GUDPA). The Chief Financial Officer must receive bi-annual certification from the banks. The various vehicles of investment are as follows:

- X Bonds or other obligations of the United States guaranteed by the United States government.
- X Government money market mutual funds.
- X Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a rate of interest not dependent on any index or other external factor.
- X Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located.
- X Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units.
- X Local government investment pools.
- X Deposits with the State of New Jersey Cash Management Fund.
- X Certificates of Deposit
- X Overnight Sweep Accounts
- X Bank Money Market Accounts

The investments should be diversified among types and institutions to guard against a sudden default by an institution that may cause a delay in obtaining the invested funds. The maximum amount of funds to be invested in any one type of investment is \$15,000,000.00.

When the amount of the investment has been determined, the approved depositories are called to obtain bids for the most competitive interest rate based upon the duration and the diversification criteria. All investments are flexible to the date required by the finance office to coincide with projected disbursements, rather than to some fixed date (ie. 30 days or 90 days). This flexibility is important, as it allows for maximization of interest realized. Since the cash flow analysis determines when disbursements will be made for all large items (ie. debt service, payroll, bill lists, county taxes, etc.), investments can be timed to mature on the day when payment must be made. This also avoids any chance of not having funds available to meet a payment, which could occur with a more rigid duration of investment.

V. Assuring Compliance

The Cash Management Plan of the Borough of Sayreville shall be subject to the Annual Audit conducted pursuant to N.J.S.A. 40A:5-4.

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The official charged with the custody of the monies of the Borough shall deposit them as designated by the Cash Management Plan and shall thereafter be relieved of any liability or loss of such monies due to the insolvency or closing of any depository designated in the Cash Management Plan pursuant to N.J.S.A. 40A:5-14(3)f

VI. Approved Depositories and Brokerage Firms

The following financial institutions are approved depositories of borough funds:

- X PNC Bank
- X Amboy Bank
- X NJ Arbitrage Rebate Program
- X Garden State Community Bank
- X Capital One Bank
- X Wells Fargo/Wachovia Bank
- X Bank of America
- X Provident Bank
- X Santander Bank
- X TD Bank
- X Columbia Bank

VI. Term of Plan

This Cash Management Plan shall be adopted by resolution annually in January of each year. The plan may be amended by resolution of the Mayor and Council if deemed necessary.

RESOLUTION #2016-04

BE IT AND IT IS HEREBY RESOLVED that the Borough Treasurer is authorized to re-open the following **Petty Cash Funds** after submission of properly executed vouchers in the same amount as in prior years:

Municipal Clerk
Police Department
Sayreville Free Public Library
Office on Aging
Road & Sanitation Department
Fire Department

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-05

BE IT AND IT IS HEREBY RESOLVED that the Tax Collector and the Treasurer each be required to furnish a Bond conditioned for the true and faithful performance of their respective duties. Said bonds to be approved as to sufficiency of

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surety by the Finance Committee and as to form by the Borough Attorney.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-06

**TEMPORARY APPROPRIATIONS FOR OPERATIONS
AND DEBT SERVICE FOR THE YEAR 2016**

WHEREAS, Section R.S. 40A: 4-19 of the Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2016 Budget) Temporary Appropriations should be made for the purpose and amounts required in the manner and time herein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2016; and

WHEREAS, one quarter of the total appropriations in the 2015 Budget, exclusive of any appropriations made for Debt Service and Capital Improvement Fund in said 2015 budget is the sum of \$12,755,512.00 for the Current Fund and \$1,659,084.00 for the Water Utility Fund;

NOW, THEREFORE, BE IT RESOLVED that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

GENERAL APPROPRIATIONS – CURRENT FUND

MUNICIPAL CLERK

Salaries and Wages	\$67,000.00
Other Expenses:	
Central Mailing & Postage	25,000.00
Miscellaneous Other Expenses	10,000.00
Codification of Ordinances	5,000.00

ADMINISTRATION

Salaries and Wages	48,000.00
Other Expenses	4,000.00

MAYOR AND COUNCIL

Salaries and Wages	10,000.00
Other Expenses	3,000.00

HUMAN RESOURCES

Salaries and Wages	0.00
Other Expenses	25,000.00

COMPUTER DATA PROCESSING

Salaries and Wages	31,000.00
Other Expenses	45,000.00

FINANCIAL ADMINISTRATION

Salaries and Wages	158,000.00
Other Expenses:	10,000.00

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<u>ASSESSMENT OF TAXES</u>	
Salaries and Wages	53,000.00
Other Expenses:	
Cost of Appraisals	20,000.00
Miscellaneous Other Expenses	4,000.00
<u>COLLECTION OF TAXES</u>	
Salaries and Wages	54,000.00
Other Expenses	4,000.00
<u>LEGAL SERVICES</u>	
Other Expenses	200,000.00
<u>MUNICIPAL COURT</u>	
Salaries and Wages:	
Magistrate	27,000.00
Clerks	121,000.00
Other Expenses	14,000.00
<u>ENGINEERING SERVICES AND COSTS</u>	
Salaries and Wages	3,000.00
Other Expenses	25,000.00
<u>PUBLIC BUILDINGS AND GROUNDS</u>	
Salaries and Wages	175,000.00
Other Expenses	100,000.00
<u>PLANNING BOARD</u>	
Salaries and Wages	8,000.00
Other Expenses	12,000.00
<u>BOARD OF ADJUSTMENT</u>	
Salaries and Wages	3,000.00
Other Expenses	6,000.00
<u>MASTER PLANNING PROGRAM – COMPLETION AND CONTINUANCE</u>	
Other Expenses	15,000.00
<u>ENVIRONMENTAL COMMISSION (R.S. 40:56A-1, et seq.)</u>	
Other Expenses	1,000.00
<u>RECYCLING COMMISSION</u>	
Other Expenses	1,000.00
<u>RENT LEVELING BOARD</u>	
Salaries and Wages	700.00
Other Expenses	700.00
<u>HUMAN RELATIONS COMMISSION</u>	
Other Expenses	1,600.00
<u>SHADE TREE COMMISSION</u>	
Other Expenses	5,000.00
<u>CABLE TV ADVISORY BOARD</u>	
Other Expenses	7,000.00
<u>AMERICANS WITH DISABILITIES COMMISSION</u>	
Other Expenses	1,000.00

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<u>GROUP INSURANCE PLANS FOR EMPLOYEES</u>	2,277,000.00
<u>OTHER INSURANCE PREMIUMS</u>	769,000.00
<u>FIRE</u>	
Other Expenses	75,000.00
<u>AID TO VOLUNTEER FIRE COMPANIES</u>	0.00
<u>UNIFORM FIRE SAFETY CODE</u>	
Salaries and Wages	42,000.00
Other Expenses	5,000.00
<u>PROSECUTOR</u>	
Salaries and Wages	12,000.00
Other Expenses	3,000.00
<u>POLICE</u>	
Salaries and Wages	3,150,000.00
Other Expenses	100,000.00
Auto Purchases	00.00
<u>POLICE DISPATCH/911</u>	
Salaries and Wages	180,000.00
Other Expenses	1,000.00
<u>SCHOOL TRAFFIC GUARDS</u>	
Salaries and Wages	50,000.00
Other Expenses	3,000.00
<u>TRAFFIC CONTROL COSTS</u>	
Other Expenses	10,000.00
<u>CONTRIBUTION TO FIRST AID ORGANIZATIONS</u>	30,000.00
STATE UNIFORM CONSTRUCTION CODE CONSTRUCTION OFFICIAL (Chief Administrator of Enforcement Agency)	
Salaries and Wages	188,000.00
Other Expenses	5,000.00
<u>ZONING AND CODE ENFORCEMENT</u>	
Salaries and Wages	47,000.00
Other Expenses	2,000.00
<u>EMERGENCY MANAGEMENT SERVICE</u>	
Salaries and Wages	3,500.00
Other Expenses	5,000.00
<u>JUVENILE CONFERENCE COMMITTEE</u>	
Other Expenses	1,000.00
<u>ROAD REPAIRS & MAINTENANCE</u>	
Salaries and Wages	123,000.00
Other Expenses	40,000.00
<u>SNOW REMOVAL</u>	
Salaries and Wages	150,000.00
Other Expenses	142,000.00
<u>STORM WATER REGULATIONS (N.J.S.A. 40A-45.3)</u>	15,000.00

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<u>STREET LIGHTING</u>	157,000.00
<u>GASOLINE</u>	
Other Expenses	165,000.00
<u>GARBAGE AND TRASH REMOVAL</u>	
Salaries and Wages	285,000.00
Disposal Area Contract	250,000.00
Other Expenses	30,000.00
<u>RECYCLING PROGRAM</u>	
Salaries and Wages	10,000.00
Other Expenses	117,000.00
<u>SEWAGE TREATMENT & DISPOSAL</u>	
Salaries and Wages	170,000.00
Other Expenses	75,000.00
<u>MIDDLESEX COUNTY UTILITIES AUTHORITY</u>	
Sewer Contract	900,000.00
<u>VEHICLES & EQUIPMENT MAINTENANCE</u>	
Salaries and Wages	160,000.00
Other Expenses	85,000.00
<u>BOARD OF HEALTH</u>	
Salaries and Wages	13,000.00
Other Expenses	41,000.00
<u>ANIMAL CONTROL</u>	
Other Expenses	3,000.00
<u>CULTURAL ARTS COUNCIL</u>	
Other Expenses	2,000.00
<u>PARKS & PLAYGROUNDS – RECREATION</u>	
Salaries and Wages	60,000.00
Other Expenses	24,000.00
<u>PARKS & PLAYGROUNDS – DEVELOPMENT & MAINTENANCE</u>	
Salaries and Wages	141,000.00
Other Expenses	70,000.00
<u>CONSERVATION CORP</u>	
Salaries and Wages	0.00
Other Expenses	0.00
<u>COMMUTER PARKING LOT</u>	
Salaries and Wages	3,000.00
Other Expenses	10,000.00
<u>OFFICE ON AGING</u>	
Salaries and Wages	61,000.00
Other Expenses	62,000.00
<u>MEMORIAL DAY CELEBRATION</u>	
Other Expenses	13,000.00
<u>INDEPENDENCE DAY CELEBRATION</u>	
Other Expenses	17,000.00

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<u>CELEBRATION OF SPECIAL EVENT</u>	
Other Expenses	5,000.00
<u>TELEPHONE</u>	
Other Expenses	50,000.00
<u>ELECTRICITY</u>	
Other Expenses	125,000.00
<u>NATURAL GAS</u>	
Other Expenses	100,000.00
<u>COMMISSION ON AGING</u>	
Other Expenses	1,000.00
<u>YOUTH GUIDANCE COUNCIL</u>	
Other Expenses	1,000.00
<u>MAINTENANCE FREE PUBLIC LIBRARY</u>	
Salaries and Wages	250,000.00
Other Expenses	200,000.00
<u>SENIOR CITIZENS' ACTIVITIES</u>	
Other Expenses	8,000.00
<u>FUEL OIL</u>	
Other Expenses	5,000.00
<u>CAPITAL LEASING PROGRAM</u>	
	2,000.00
<u>CONTRIBUTION TO:</u>	
P.E.R.S.	00.00
Social Security System	250,000.00
Length of Service Awards Program	100,000.00
Police & Firemen's Retirement System	00.00
DCRP Contribution	<u>2,000.00</u>
	<u>\$12,754,500.00</u>
<u>CAPITAL IMPROVEMENT FUND</u>	
	\$200,000.00
<u>CAPITAL LOAN PROGRAM</u>	
	1,000.00
<u>DEBT SERVICE:</u>	
Interest on Bonds	\$250,000.00
 <u>GENERAL APPROPRIATIONS – CURRENT FUND SUMMARY</u>	
Current Operations	\$ 12,754,500.00
Capital Improvements	200,000.00
Capital Loan Program	1,000.00
Debt Service	<u>250,000.00</u>
TOTAL	<u>\$13,205,500.00</u>
 <u>APPROPRIATIONS FOR WATER UTILITY</u>	
<u>WATER OPERATING</u>	
Salaries and Wages	\$ 400,000.00
Other Expenses	1,229,000.00
 <u>STATUTORY EXPENDITURES</u>	
Contributions to:	

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P.E.R.S.	00.00
Social Security System (O.A.S.I.)	<u>30,000.00</u>
Total Operations	<u>\$1,659,000.00</u>

CAPITAL IMPROVEMENTS

Capital Outlay	<u>200,000.00</u>
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DEBT SERVICE

Interest on Bonds	17,000.00
Water Loan	<u>457,000.00</u>
	<u>474,000.00</u>

Total	<u>\$2,333,000.00</u>
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/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-07

WHEREAS, the Borough of Sayreville is presently self-insured for general liability; and

WHEREAS, the Borough wishes to confirm for the year 2016, the operable procedure for the settlement of claims against the Borough;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **The Business Administrator** is hereby authorized to approve for payment any settlement, the gross sum of which is \$5,000. or less.

2. That the Business Administrator, with the consent and approval of the Borough Attorney, shall be authorized to approve for payment any settlement, the gross sum of which is \$10,000. or less.

3. Any proposed settlement in excess of \$10,000. shall be reviewed by the Business Administrator and Borough Attorney and a recommendation made thereof for the consideration by the governing body. All settlements in excess of \$10,000. are to be approved by resolution of the Mayor and Borough Council.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-08

**RESOLUTION CLARIFYING POWER OF COUNCIL
PRESIDENT TO SOLEMNIZE MARRIAGES WHEN THE
COUNCIL PRESIDENT IS ACTING IN THE CAPACITY OF ACTING MAYOR
OF THE BOROUGH OF SAYREVILLE AT SUCH TIMES AS THE MAYOR IS
"UNABLE TO PERFORM THE DUTIES" AS DEFINED
BY THE LAWS OF THE STATE OF NEW JERSEY**

REORGANIZATION MEETING MINUTES
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DEFINED BY THE LAWS OF THE STATE OF NEW JERSEY

WHEREAS, pursuant to N 40A:60-3, "... the president of the council shall perform all duties of the mayor during any period in which the mayor is absent from the borough for three days or more or is unable to perform the duties of his office..."; and

WHEREAS, pursuant to N.J.S. 37:1-13, "...any mayor or deputy mayor, when authorized by the mayor or chairman of any township committee or village president of this State... are hereby authorized to solemnize marriages between such persons as may lawfully enter into the matrimonial relation..."; and

WHEREAS, when these statutes are read together, it is not entirely clear whether the Governor and State Legislature of the State of New Jersey intended that a Mayor of a Borough form of government be specifically required to authorize the President of a Borough Council to be empowered to solemnize marriages in each instance or at such times as the Mayor is legally deemed to be unable to perform the duties of his office; and

WHEREAS, it is extremely important for individuals who may be married by the Council President of the Borough of Sayreville to be assured that such a marriage has been legally solemnized pursuant to the laws of the State of New Jersey when the Mayor is absent from the Borough of Sayreville for three days or more or is otherwise unable to perform the duties of the office in accordance with N.J.S. 40A: 60-3, in such instances as the Council President performs such ceremony;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex, State of New Jersey, that the President of the Borough Council be and hereby is authorized to solemnize marriages between such persons as may lawfully enter into the matrimonial relation whenever the Mayor of the Borough of Sayreville is absent from the Borough of Sayreville for three days or more or is otherwise unable to perform the duties of the office in accordance with N.J.S. 40A:60-3, whereupon the President of the Council shall perform all duties of the Mayor; and

BE IT FURTHER RESOLVED that the Mayor of the Borough of Sayreville need not make a specific reference to the authorization of the President of the Council to solemnize a marriage in the Borough of Sayreville when the President of the Council is generally authorized to perform all the duties of the Mayor pursuant to N.J.S. 40A: 60-3.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-09

BE IT RESOLVED by the Mayor and Council of the Borough of Sayreville, County of Middlesex, State of New Jersey that:

The Home News Tribune is the official newspaper of the Borough of Sayreville and the Star Ledger and the Suburban are the secondary newspapers for advertising.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC

/s/ Kennedy O'Brien, Mayor

REORGANIZATION MEETING MINUTES
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RESOLUTION #2016-10

(Borough Engineer)

**A RESOLUTION OF THE BOROUGH OF SAYREVILLE IN THE
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, APPOINTING
DAVID J. SAMUEL, P.E. OF THE FIRM OF C.M.E. ASSOCIATES
AS BOROUGH ENGINEER**

WHEREAS, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter "Borough") has determined a need to contract the services of a **Borough Engineer**; and

WHEREAS, the Laws of the State of New Jersey Provide for the appointment of a **Borough Engineer**; and

WHEREAS, in accordance the "Fair and Open Process" the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a **Borough Engineer** and other professional services; and

WHEREAS, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 3, 2015; and

WHEREAS, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the "fair and open process" which has included public solicitation of qualifications for **Borough Engineer**; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of a Borough Engineer as required by the Borough for "Professional Services".

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Sayreville as follows:

1. That **David J. Samuel, P.E.** the firm of **CME Associates** is hereby appointed as **Borough Engineer** for the Borough of Sayreville for a term of one year, commencing on January 1, 2016 and terminating on December 31, 2016.

2. That the services to be rendered by the said **Borough Engineer** shall be in compliance with the Laws of New Jersey.

3. This appointment is made without competitive bidding as a "professional service" under the provisions of the Local Public Contracts Law because these services are to be performed are to be performed by a recognized profession licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

BE IT FURTHER RESOLVED that David J. Samuel of the firm of CME Associates is hereby directed to prepare a written employment contract to be executed by the **Borough Engineer** and the Borough which shall include the following:

- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

BE IT FURTHER RESOLVED that a certified copy of the within Resolution shall be forwarded to the Borough Engineer, the Borough of Sayreville Business Administrator and the Director of Finance.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

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ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-11

**A RESOLUTION OF THE BOROUGH OF SAYREVILLE
IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY,
APPOINTING ROBERT CLARKE, ESQ. OF THE FIRM APRUZZESE,
Mc DERMOTT, MASTRO & MURPHY AS LABOR COUNSEL**

WHEREAS, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter "Borough") has determined a need to contract the services of a **Labor Counsel**; and

WHEREAS, the Laws of the State of New Jersey Provide for the appointment of a **Labor Counsel**; and

WHEREAS, in accordance the "Fair and Open Process" the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a various professional services; and

WHEREAS, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 3, 2015; and

WHEREAS, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the "fair and open process" which has included public solicitation of qualifications for **Labor Counsel**; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of a Labor Counsel as required by the Borough for "Professional Services".

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Sayreville as follows:

1. That the **Robert Clarke, Esq.** of the firm of **Apruzzese, McDermott, Mastro & Murphy** is hereby appointed as **Labor Counsel** for the Borough of Sayreville for a term of one year, commencing on January 1, 2016 and terminating on December 31, 2016.

2. That the services to be rendered by the said Labor Counsel shall be in compliance with the Laws of the State of New Jersey.

3. This appointment is made without competitive bidding as a "professional service" under the provisions of the Local Public Contracts Law because these services are to be performed by a recognized profession licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

BE IT FURTHER RESOLVED that the **Robert Clarke, Esq.** is directed to prepare a written employment contract to be executed by both parties and shall include the following:

- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

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BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the Labor Counsel, the Borough of Sayreville Business Administrator and the C.F.O.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-12

**A RESOLUTION OF THE BOROUGH OF SAYREVILLE IN THE
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY,
APPOINTING THE FIRM WISS & CO. AS BOROUGH AUDITOR**

WHEREAS, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter "Borough") has determined a need to contract the services of a **Borough Auditor**; and

WHEREAS, the Laws of the State of New Jersey Provide for the appointment of a **Borough Auditor**; and

WHEREAS, in accordance the "Fair and Open Process" the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a various professional services; and

WHEREAS, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 3, 2015; and

WHEREAS, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the "fair and open process" which has included public solicitation of qualifications for **Borough Auditor**; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of a Labor Counsel as required by the Borough for "Professional Services".

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Sayreville as follows:

1. That the firm of **Wiss & Company** is hereby appointed as **Borough Auditor** for the Borough of Sayreville for a term of one year, commencing on January 1, 2016 and terminating on December 31, 2016.
2. That the services to be rendered by the said Labor Counsel shall be in compliance with the Laws of the State of New Jersey.
3. This appointment is made without competitive bidding as a "professional service" under the provisions of the Local Public Contracts Law because these services are to be performed by a recognized profession licensed and regulated by law.
4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

BE IT FURTHER RESOLVED that the **Wiss & Company** are hereby directed to prepare a written employment contract to be executed by both parties and shall include the following:

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- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the Borough Auditor, the Business Administrator and the C.F.O.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-13

**A RESOLUTION OF THE BOROUGH OF SAYREVILLE IN THE
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY,
APPOINTING THE FIRM Mc CARTER & ENGLISH, LLP
AS BOND COUNSEL**

WHEREAS, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter "Borough") has determined a need to contract the services of a **Bond Counsel**; and

WHEREAS, the Laws of the State of New Jersey Provide for the appointment of a **Bond Counsel**; and

WHEREAS, in accordance the "Fair and Open Process" the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a various professional services; and

WHEREAS, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 3, 2015; and

WHEREAS, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the "fair and open process" which has included public solicitation of qualifications for **Bond Counsel**; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of a **Bond Counsel** as required by the Borough for "Professional Services".

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Sayreville as follows:

1. That the firm of **McCarter & English, LLP** is hereby appointed as **Bond Counsel** for the Borough of Sayreville for a term of one year, commencing on January 1, 2016 and terminating on December 31, 2016.

2. That the services to be rendered by the said Labor Counsel shall be in compliance with the Laws of the State of New Jersey.

3. This appointment is made without competitive bidding as a "professional service" under the provisions of the Local Public Contracts Law because these services are to be performed by a recognized profession licensed and regulated by law.

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4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

BE IT FURTHER RESOLVED that the **Bond Counsel** is directed to prepare a written employment contract to be executed by both parties which shall include the following:

- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the Bond Counsel, the Borough Business Administrator and the C.F.O.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-14

**A RESOLUTION OF THE BOROUGH OF SAYREVILLE IN THE
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY,
APPOINTING A FINANCIAL ADVISOR**

WHEREAS, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter "Borough") has determined a need to contract the services of a **Financial Advisor**; and

WHEREAS, the Laws of the State of New Jersey Provide for the appointment of a **Financial Advisor**; and

WHEREAS, in accordance the "Fair and Open Process" the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a various professional services; and

WHEREAS, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 3, 2015; and

WHEREAS, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the "fair and open process" which has included public solicitation of qualifications for **Financial Advisor**; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of a **Financial Advisor** as required by the Borough for "Professional Services".

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Sayreville as follows:

1. That the firm of **Phoenix Advisors, LLC** is hereby appointed as **Financial Advisor** for the Borough of Sayreville for a term of one year, commencing on January 1, 2016 and terminating on December 31, 2016.

2. That the services to be rendered by the said Labor Counsel shall be in compliance with the Laws of the State of New Jersey.

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3. This appointment is made without competitive bidding as a “professional service” under the provisions of the Local Public Contracts Law because these services are to be performed by a recognized profession licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

BE IT FURTHER RESOLVED that the **Financial Advisor** is directed to prepare a written employment contract to be executed by both parties which shall include the following:

- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the Bond Counsel, the Borough Business Administrator and the C.F.O.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-15
(Prosecutor)

BE IT RESOLVED that the following person is hereby appointed to the following position in the following department:

NAME OF APPOINTEE:	Francis McIntosh Womack
POSITION:	Municipal Prosecutor – 2016
DEPARTMENT:	Municipal Court
EFFECTIVE DATE:	January 1, 2016

BE IT FURTHER RESOLVED that the compensation to be paid such appointee shall be fixed and determined by the Salary Ordinance or appropriate resolution adopted thereunder fixing the compensation to be paid municipal employees and that this appointment shall include all prosecutorial duties including prosecution of building, zoning and ABC violations.

/s/ Pasquale Lembo, Councilman
(Public Safety Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-16

BE IT RESOLVED that the following person is hereby appointed to the following position in the following department:

NAME OF APPOINTEE:	Frederick D. Roselli, Esq.
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Roselli & Roselli

POSITION: Public Defender - 2016

DEPARTMENT: Municipal Court

EFFECTIVE DATE: January 1, 2016

BE IT FURTHER RESOLVED that the compensation to be paid such appointee shall be fixed and determined by the Salary Ordinance or appropriate resolution adopted there under fixing the compensation to be paid municipal employees.

/s/ Pasquale Lembo, Councilman
(Public Safety Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-17
(Special Counsel-Tax Matters)

WHEREAS, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of a **Special Tax Counsel** to advise the Mayor and Council on various property tax matters pertaining to the Borough; and

WHEREAS, the Laws of New Jersey provide for such services; and

WHEREAS, funds are available for this purpose;

WHEREAS, in accordance with the "Fair and Open Process" the Borough of Sayreville publically advertised for a Request for Proposals and Qualifications for this and various other Professional Services; and

WHEREAS, said RFP's were received in the Office of the Municipal Clerk no later than 12 Noon on December 3, 2015; and

WHEREAS, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the "fair and open process" which has included public solicitation of qualifications for **Special Tax Counsel**; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing such appointment as "Professional Services".

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. That **James P. Nolan & Associates, LLC, 61 Green Street, Woodbridge, NJ 07095** be and are hereby appointed as Special Tax Counsel for property tax matters for the term of one year, commencing on January 1, 2016 and terminating on December 31, 2016.

2. That the services to be rendered by the said James P. Nolan & Associates, LLC shall be in compliance with the Laws of New Jersey.

3. This appointment is made without competitive bidding as a "professional service" under provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized profession licensed and regulated by law.

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4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten (10) days from the date of adoption.

BE IT FURTHER RESOLVED that the **Special Tax Counsel** is directed to prepare a written employment contract to be executed by both parties which shall include the following:

- Hourly Rate to be charged for the work assigned
- What the retainer fee covers
- A provision that a “not to exceed” amount be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

BE IT FURTHER RESOLVED that the Borough Clerk be and she is hereby authorized to forward to true copy of this resolution to **James P. Nolan & Associates, LLC, 61 Green Street, Woodbridge, NJ 07095.**

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-18
Special Counsel – ABC Matters

WHEREAS, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of a **Special Counsel – ABC Matters** to advise the Mayor and Council on various Alcoholic Beverage Control matters pertaining to the Borough; and

WHEREAS, the Laws of New Jersey provide for such services; and

WHEREAS, funds are available for this purpose;

WHEREAS, in accordance with the “Fair and Open Process” the Borough of Sayreville publically advertised for a Request for Proposals and Qualifications for this and various other Professional Services; and

WHEREAS, said RFP’s were received in the Office of the Municipal Clerk no later than 12 Noon on December 3, 2015; and

WHEREAS, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Special Counsel – ABC Matters**; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires a resolution authorizing such appointment as “Professional Services”.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. That the firm of **Shain, Schaffer & Rafanello, PC**, is hereby appointed as **Special Counsel – ABC Matters** for the term of one year, commencing on January 1, 2016 and terminating on December 31, 2016.

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2. That the services to be rendered by **Shain, Schaffer & Rafanello, PC** shall be in compliance with the Laws of New Jersey.

3. This appointment is made without competitive bidding as a “professional service” under provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized profession licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten (10) days from the date of adoption.

BE IT FURTHER RESOLVED that said **Special Counsel covering ABC Matters** is directed to prepare a written employment contract to be executed by the Special Counsel and the Borough which shall include the following:

- Hourly Rate to be charged for the work assigned
- What the retainer fee covers
- A provision that a “not to exceed” amount be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

BE IT FURTHER RESOLVED that the Borough Clerk be and she is hereby authorized to forward to true copy of this resolution the firm of **Shain, Schaffer & Rafanello, PC**, the Borough Business Administrator and the C.F.O.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O’Brien, Mayor

RESOLUTION #2016-19

BE IT RESOLVED that Raritan Bay Medical Center is hereby appointed to serve as the Borough of Sayreville’s Occupational Health Services/Alternate Borough Physician for the year 2016.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O’Brien, Mayor

RESOLUTION #2016-20
Municipal Planner
(Pulled)

WHEREAS, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of a **Municipal Planner** to advise the Mayor and Council on various matters pertaining to the Borough; and

WHEREAS, the Laws of New Jersey provide for such services; and

WHEREAS, funds are available for this purpose;

REORGANIZATION MEETING MINUTES
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WHEREAS, in accordance with the “Fair and Open Process” the Borough of Sayreville publically advertised for a Request for Proposals and Qualifications for this and various other Professional Services; and

WHEREAS, said RFP’s were received in the Office of the Municipal Clerk no later than 12 Noon on December 3, 2015; and

WHEREAS, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Municipal Planner**; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires a resolution authorizing such appointment as “Professional Services”.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. That the firm of **John Leoncavallo**, is hereby appointed as **Municipal Planner** for the term of one year, commencing on January 1, 2016 and terminating on December 31, 2016.
2. That the services to be rendered by the said **John Leoncavallo** all be in compliance with the Laws of New Jersey.
3. This appointment is made without competitive bidding as a “professional service” under provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized profession licensed and regulated by law.
4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten (10) days from the date of adoption.

BE IT FURTHER RESOLVED that **John Leoncavallo** is hereby directed to directed to prepare a written employment contract to be executed by both parties and shall include the following:

- Hourly Rate to be charged for the work assigned
- What the retainer fee covers
- A provision that a “not to exceed” amount be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

BE IT FURTHER RESOLVED that the Borough Clerk be and she is hereby authorized to forward to true copy of this resolution to John Leoncavallo, the Borough Business Administrator and the C.F.O.

(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

Theresa A. Farbaniec, RMC
Municipal Clerk

Kennedy O’Brien, Mayor

RESOLUTION #2016-21

BE IT RESOLVED, that *Daniel E. Frankel* is hereby appointed Public Agency Compliance Officer (**P.A.C.O.**), in accordance with the State Division of Contract

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Compliance & Equal Employment Opportunity in Public Contracts, for a term expiring on December 31, 2016.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

RESOLUTION #2016-22

**RESOLUTION AUTHORIZING THE BOROUGH OF SAYREVILLE
SPECIAL TAX COUNSEL TO FILE PETITIONS, COMPLAINTS,
ANSWERS AND COUNTER-CLAIMS IN THE TAX COURT OF THE
STATE OF NEW JERSEY, AS MAY BE NECESSARY IN THE BEST
INTERESTS OF THE BOROUGH OF SAYREVILLE**

WHEREAS, from time to time the Tax Assessor determines that in the course of real property appeals filed with the Tax Court of New Jersey, that a counterclaim is merited in order to assert the correct real property tax assessment; and

WHEREAS, the governing body of the Borough of Sayreville is desirous that every real property taxpayer pays its fair share of real property taxes; and

WHEREAS, if in the appropriate case a counterclaim is not asserted, the instant taxpayer so affected would not be paying its fair share of real property taxes; and

WHEREAS, by authorizing the filing of counterclaims in the appropriate tax appeals, the best interests of the Borough of Sayreville and its property tax paying taxpayers would be served, protected and preserved, as the case may be; and

NOW THEREFORE, BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF SAYREVILLE, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY as follows:

1. That the Borough of Sayreville Special Tax Counsel is hereby authorized during the year 2016 to file a Petition of Appeal, or a Complaint, or Answer and Counterclaim with the Tax Court of the State of New Jersey to seek the correct assessment and proper value of the affecting the real property in question and that a copy of such pleading under this Resolution be filed with the Borough Clerk.

2. That the Borough of Sayreville Special Tax Counsel is hereby authorized to execute stipulations of settlement on any tax appeal, Complaint and or Counterclaim filed by the taxing district or by a taxpayer in the tax year 2016;

3. That the Borough of Sayreville shall forward certified copies of this Resolution to the following:

- A. Tax Assessor
- B. Borough of Sayreville Special Tax Counsel
- C. Middlesex County Board of Taxation or New Jersey Tax Court with

any such Petition of Appeal, Complaint or Answer and Counterclaim.

/s/ Mary J. Novak, Councilwoman
(Admin. & Finance Committee)

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ATTEST:

BOROUGH OF SAYREVILLE

/s/ Theresa A. Farbaniec, RMC
Municipal Clerk

/s/ Kennedy O'Brien, Mayor

At this time Mayor O'Brien opened the meeting to the public for questions or comments.

There being no questions or comments.

Council President Buchanan made a motion to close the Public Portion.
Motion seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes. Carried.

No further business Council President Buchanan Novak moved to adjourn.
Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.
Time 2:18 P.M.

SIGNED:

Theresa A. Farbaniec, RMC
Municipal Clerk

Date Approved:_____

