

REORGANIZATION MEETING – MAYOR AND COUNCIL  
JANUARY 1, 2017

This Organization meeting of the Mayor and Council was held on Sunday, January 1, 2017 was held in the Council Chambers, 167 Main Street, Sayreville, NJ.

Meeting was called to order by Mayor O'Brien at 12:00 P.M.

Invocation given by Pastor Nancy Nardi of the Messiah Lutheran Church, Bordentown Avenue, Parlin, 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 Councilmen Daniel Buchanan and Ricci Melendez both for three year terms.

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

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

Assemblyman Craig Coughlin of the 19<sup>th</sup> District Administered Oaths of Office to the following:

- Councilman Daniel Buchanan, for a three year term
- Councilman Ricci Melendez, for a three year term

**STATEMENT OF NOTICE OF PUBLICATION**

Clerk Farbaniec announced that this Organization Meeting of the Mayor and Council, being held on Sunday, January 1, 2017 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 2017.

Clerk Farbaniec took the roll.

Roll Call: Councilpersons Buchanan, Grillo, Kilpatrick, Melendez, Novak.

Absent: Councilman Lembo (Excused)

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

Mayor O'Brien presents Past Fire Chief Badge to:

- Past Chief: Vincent Waranowicz

Clerk administers Oaths of Office to the following Fire Chiefs:

- Fire Chief: George Gawron
- 1<sup>st</sup> Ass't. Chief: Steven Kanca
- 2<sup>nd</sup> Ass't Chief: Kevin Krushinski

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

- President: Dexter Thomas
- Vice-President: Dawid Gerlash
- Captain: Berkant Sivrikaya
- Ass't. Captain: Kevin Ott
- 1<sup>st</sup>. Lt.: Mohamed Saadeldin
- 2<sup>nd</sup> Lt.: Peter Salas

- **REMARKS OF THE MAYOR AND COUNCIL**

**COUNCILMAN RICCI MELENDEZ**

Councilman Melendez wished everyone a Happy New Year. Remarks that he is honored and blessed to be here today through the support of his family. Commented on the over 80 years of military service in his family and that this, his being Councilman is just a small drop in the bucket in comparison. He said that he will be finishing school with a Masters Degree in Technology Management. He highlighted what he would be working on now that he is back on the Council and would be giving IT Reports to the council and public. He commented that he intends to also work on security measures in town and other various areas.

He also said that he would be representing the Recreation Committee again and work with the Recreation/Sports Organizations as well as the Library.

He expressed how grateful he was and looks forward to serving all.

**COUNCILMAN DANIEL BUCHANAN**

Councilman Buchanan wished everyone a Happy New Year and thanked the voters of Sayreville for entrusting him with another three years as Councilman. Thanked Assemblyman Coughlin, the Sayreville Democratic Organization, and the Middlesex County Democrats for his support as well as everyone who worked on the campaign. He congratulated his running mate Councilman Ricci Melendez. He said he remembered back to back in 2005 when he was first sworn in and that his daughter Kayla was only 10 days old at that time. He thanked his wife Michelle and Kayla, his mother and father for all of their support.

He spoke of his accomplishments in 2016 such as the purchase of the Duhernal water system and Public Safety Radio System.

He went on to tell of the horrific accident his mother was in while he was campaigning on election day. He thanked the Fire, First Aid and Police who were at the scene of his mother's accident as they truly saved her life that day.

He then reflected on what accomplishments he would like to see for the residents in 2017 as he looks to make it better as they work together. He said that he was elected to represent the people of Sayreville and that there are 6 council members here and that six voices need to be heard and that each other should be respected.

He then invited everyone to Club Pure on Rt. 35 for a reception.

**COUNCILWOMAN MARY NOVAK**

Started by saying that she is honored to be here and thanked the First Responders - the Police, Fire and First Aid. They do their work quietly and are very well trained at what they do. She thanked all the volunteers at the borough and wished everyone a Happy New Year.

**COUNCILWOMAN VICTORIA KILPATRICK**

Wished everyone a Happy New Year. Commented on the Sayreville residents and everything that people do that go unseen. From the volunteers to the paid professionals, everyone whose hard work goes unseen. Commented on how this town comes together when needed. She wished that this year, her biggest hope is that we all work together to continue to make Sayreville as wonderful as it is and to continue with the progress that we need to make it even better. Thanked everyone and wished them a Happy and Blessed New Year.

**COUNCILMAN STEVEN GRILLO**

Wished everyone and Happy New Year and thanked everyone for coming out and support them. He said that 2016 was his first year on the Council and there were some obstacles that we faced as a community as well as some wonderful opportunities. He said that he was happy to support a lot of improvements, such as traffic and public safety areas. The no left turn signs on Burlew Place; emergency exit on Boehmurst Avenue; Morgan town Hall meeting; MOU for the future Club Bene Site; Animal Tethering & Cruelty Ordinance. Last year was a great opportunity to serve his town and this year his paramount concerns are smart planning and development. He said that he will not be serving on the Planning Board as he did last year but will be serving on Public Safety and look forward to working with the Fire Dept., the EMS, Police Dept. and the rest of his colleagues.



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- Special Counsel – Rent Leveling Board Matters James P. Nolan & Assoc., LLP
- Special Counsel – Other Matters – 1 Yr. Term DeCotiis FitzPatrick & Cole, LLP
- Occupational Health Services – 1 Yr. Term Raritan Bay Medical Center
- Presiding Judge – 3 Yr. Term James F. Weber
- Municipal Planner - 1 Yr. Term John Leoncavallo, PP
- Public Agency Compliance Officer-1 Yr. Term Daniel E. Frankel

Councilman Buchanan **moved the following appoints be confirmed** on Roll Call Vote and the rest be tabled:

- 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
- 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 – Rent Leveling Board Matters James P. Nolan & Assoc., LLP
- Presiding Judge – 3 Yr. Term James F. Weber
- Municipal Planner - 1 Yr. Term John Leoncavallo, PP

Motion was seconded by Councilwoman Novak.

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

Mayor O'Brien made the following appointments to various boards and commissions:

**BOARD OF ADJUSTMENT**

Member - 4 Year Term Pat Walsh

Moved by Councilman Buchanan, seconded by Councilwoman Novak.

Roll Call: Ayes: Councilmen Buchanan, Grillo, Kilpatrick, Melendez, Novak

Nays: None

**PLANNING BOARD – MAYORAL APOINTMENTS**

Class II –	1 Year Term	Michael Macagnone
Class IV –	4 Year Term	Daniel Volosin
Class IV –	4 Year Term	Deborah Lee
Class IV –	4 Year Term	Anna O'Leary
Alt. 1 –	2 Year Term	Bob Davis

**BOARD OF HEALTH**

Member - 3 Year Term - Barbara Egan

Motion moved by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

**ENVIRONMENTAL COMMISSION**

Member	-	3 Year Term	-	Theresa Yetsko
Member	-	3 Year Term	-	Deborah Lee
Member	-	3 Year Term	-	Michael Yetsko
Member	-	3 Year Term	-	Arthur Rittenhouse
Member	-	3 Year Term	-	Maria Rittenhouse

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Alt. 1 - 3 Year Term - Shirley Read

Councilman Buchanan moved that the appointments for Theresa Yetsko, Deborah Lee and Michael Yetsko be confirmed. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

**HUMAN RELATIONS COMMISSION**

Member - 3 Year Term - Keith Kandel

Motion moved by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

**COMMISSION ON AGING**

Member - 3 Year Term - John LaPatriello

Member - 3 Year Term - Francisco Samaniego

Member - 3 Year Term - Rose Marie Nafus

Non-Voting Member -3 Year Term - Marie Cook

Non-Voting Member -3 Year Term - Michele Golba-Norek

Non-Voting Member -3 Year Term - Mary Ann Spisso

Motion moved by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

**CULTURAL ARTS COUNCIL**

Member - 1 Year Term - Cecelia Dunn

Member - 1 Year Term - Shirley Meirose

Member - 1 Year Term - Madeline Suchowiecki

Member - 1 Year Term - Hope Wolk

Member - 1 Year Term - Jacqueline Lakatos

Member - 1 Year Term - Dorothy Magee

Member - 1 Year Term - Edna Pilch

Member - 1 Year Term - Jean Kodada

Motion moved by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

**LIBRARY BOARD OF TRUSTEES**

Member - 5 Yr. Term - Lauren Bayer

Member - 5 Yr. Term - Sue Carol Paul

Councilman Buchanan moved the appointment of Sue Carol Paul be confirmed on Roll Call Vote. Motion was seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

Councilman Grillo moved that Lauren Bayer's appointment be approved.

Mayor said that the appointments were his for the first 30 days.

Mayor nominated that Lauren Bayer be appointed to the Library Board of Trustees. Moved by Councilman Grillo. No second, motion dies for a lack of a second.

**SHADE TREE COMMISSION – MAYORAL APOINTMENTS**

Member - 5 Yr. Term - Arthur Rittenhouse

Member - 5 Yr. Term - Anne Marie Kolb

**RECREATION ADVISORY BOARD**

Member - 3 Yr. Term - Al Ryan

Member - 3 Yr. Term - Patti Fausto

Member - 3 Yr. Term - Beth DePinto

Member - 3 Yr. Term - Joyce Major

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Member	-	3 Yr. Term	-	Kevlyn Zurawski
Member	-	3 Yr. Term	-	Regina Oriolo
Member	-	3 Yr. Term	-	Anna Ruzanski
Member	-	3 Yr. Term	-	George Diffin
BIC Member	-	3 Yr. Term	-	Bernadine Lajewski

Motion moved by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

**OPEN SPACE COMMITTEE**

Boro Citizen	-	3 Yr. Term	-	Donald Newton
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Motion moved by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

**RENT LEVELING BOARD**

Member	-	3 Yr. Term	-	Rosemary Zera
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Councilwoman Novak moved the appointment be confirmed on Roll Call Vote.  
Motion was seconded by Councilwoman Kilpatrick.

Roll Call: Voice Vote, all Ayes.

**RENT LEVELING BOARD**

Member	-	3 Yr. Term	-	Kathleen Tirpak
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Councilman Buchanan moved the appointment be confirmed on Roll Call Vote.  
Motion was seconded by Councilwoman Kilpatrick.

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND**

Daniel E. Frankel	-	1 Year Term - Employee
Wayne A. Kronowski	-	1 Year Term - Alternate

Appointment moved by Councilwoman Novak. Seconded by Councilman Buchanan.

Roll Call: Voice Vote, all Ayes.

**COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATOR**

Danielle Maiorano	-	1 Year Term
Wayne Kronowski	-	1 Year Term

Appointment moved by Councilwoman Novak. Seconded by Councilman Buchanan.

Roll Call: Voice Vote, 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.  
Appointment moved by Councilwoman Novak. Seconded by Councilman Buchanan.  
Roll Call: Voice Vote, all Ayes.

Mayor asked Mr. Travisano to make a recommendation that these appointments be changed to 3 year staggered terms.

**LIAISON TO BOY AND GIRL SCOUT ORGANIZATION**

Thomas Tighe	-	1 Year Term (Boy Scouts)
Kathy Foderaro	-	1 Year Term (Girl Scouts)

Councilwoman Novak made the comment that applications have not been submitted. The Mayor responded that he would like to make the appointment and for them to decline if they do not want it.

Motion made by Councilman Buchanan. Seconded by Councilwoman Kilpatrick.

Roll Call: Voice Vote, all Ayes.

**LIAISON TO VETERAN'S ALLIANCE**

Kenneth P. Kelly, Sr. - 1 Year Term  
Rich Kosmoski - 1 Year Term

Motion made by Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

**EQUAL OPPORTUNITY HOUSING OFFICER**

Daniel E. Frankel - 1 Year Term

**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

**WATERSHED MANAGEMENT AREA 9 REPRESENTATIVE**

Bob Smith - 1 Year Term

**MAYOR'S DESIGNEE TO MIDDLESEX COUNTY**

**TRANSPORTATION COORDINATING COMMITTEE**

Thomas Tighe - 1 Year Term

Motion made by Councilman Buchanan. Seconded by Councilwoman Kilpatrick.

Roll Call: Voice Vote, all Ayes.

**SERA ELECTED OFFICIALS**

Councilman Buchanan moved that Councilwoman Victoria Kilpatrick and Councilman Lembo be appointed to SERA. Motion was Seconded by Councilwoman Novak.

Roll Call: Voice Vote – Ayes: Councilmen Buchanan, Kilpatrick, Melendez, Novak.  
- Nay: Councilman Grillo.

Mayor made the following appointments, subject to correction by Barry Eck:

**EMERGENCY MANAGEMENT COUNCIL**

1 YEAR TERM	2017 APPOINTMENTS
<b>DEPUTY EMERGENCY MNGT COORD</b>	Bruce Marcinczyk
<b>EMERGENCY MNGT COUNCIL</b>	
Alert Warning/Communications	Thomas Fogarty
Auxiliary Police	Christopher Bardsley
Damage Assessment	Joseph J. Kupsch, Jr.
Emg. Operations Cntr.	Kathy Moskal
Emergency Medical Services Coord.	Dexter Thomas
Evacuation	Debra Shedlock
Shelter/Reception	Jennifer Krushinski

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Social Services	Jennifer Krushinski
Fire	Michael Fulham
Environmental	Joe Wolski & Don Newton
Hazmat	Michael Fulham
Law Enforcement	Daniel Plumacker
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 - <b>Alt.</b> 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 Councilman Buchanan. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

**OFFICIAL DESIGNATION OF THE STANDING COMMITTEES FOR THE YEAR 2017**

Mayor asked for the Councils' nomination for Council President.  
Councilwoman Novak made a motion that Councilman Buchanan serve as Council President for 2017. Motion was seconded by Councilwoman Kilpatrick.

Roll Call: Voice Vote, all Ayes. Carried.

**2017 STANDING COMMITTEES**

**ADMINISTRATIVE & FINANCE:**

- 1) Co. Mary J. Novak
- 2) Co. Victoria Kilpatrick
- 3) Co. Ricci Melendez

**PLANNING & ZONING:**

- 1) Co. Pasquale Lembo
- 2) Co. Mary J. Novak
- 3) Co. Victoria Kilpatrick

**PUBLIC SAFETY:**

- 1) Co. Steven Grillo
- 2) Co. Pasquale Lembo
- 3) Co. Daniel Buchanan

**PUBLIC WORKS:**

- 1) Co. Victoria Kilpatrick
- 2) Co. Daniel Buchanan
- 3) Co. Steven Grillo

**RECREATION:**

- 1) Co. Ricci Melendez
- 2) Co. Steven Grillo
- 3) Co. Mary J. Novak

**WATER & SEWER/ENVIRONMENTAL:**

- 1) Co. Daniel Buchanan
- 2) Co. Ricci Melendez
- 3) Co. Pasquale Lembo

Motion to accept the Standing Committees for 2017 was made by Councilman Buchanan, Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

**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 #2017-14 Financial Advisor; 2017-18 ABC Counsel; 2017-20 Other Matters Counsel; 2017-21 Health Services and 2017-24 need an appointment for Water & Sewer Matters.

Motion seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes. Carried.

**RESOLUTION #2017-01**

**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 2017 and until the further action of this body.

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2017-02**

**BE IT AND IT HEREBY RESOLVED** that all Regular and Agenda Session meetings of the Mayor and Borough Council of the Borough of Sayreville for the year 2017 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, unless otherwise noticed or advertised.

**BE IT FURTHER RESOLVED** that the Standing Committees of the Mayor and Council of the Borough of Sayreville for the year 2017 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  
(Admin. & Finance Committee)

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2017-03**

**RESOLUTION ESTABLISHING A CASH MANAGEMENT  
PLAN AND NAMING OFFICIAL DEPOSITORIES FOR THE BOROUGH OF  
SAYREVILLE COUNTY OF MIDDLESEX FOR THE YEAR 2017**

**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 2017.

/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  
2017  
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  
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**

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.

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

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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 #2017-04**

**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 #2017-05**

**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 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 #2017-06**

**TEMPORARY APPROPRIATIONS FOR OPERATIONS  
AND DEBT SERVICE FOR THE YEAR 2017**

**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 2017 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, 2017; and

**WHEREAS**, one quarter of the total appropriations in the 2016 Budget, exclusive of any appropriations made for Debt Service and Capital Improvement Fund in said 2016 budget is the sum of \$12,819,773.00 for the Current Fund and \$1,876,733.00 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		\$68,000.00
	Other Expenses:	
	<b>Central Mailing &amp; Postage 25,000.00</b>	
	Miscellaneous Other Expenses	10,000.00
	Codification of Ordinances	5,000.00

**ADMINISTRATION**

Salaries and Wages	52,000.00
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	150,000.00
Other Expenses:	10,000.00

**ASSESSMENT OF TAXES**

Salaries and Wages	53,000.00
Other Expenses:	
Cost of Appraisals	20,000.00
Miscellaneous Other Expenses	4,000.00

**COLLECTION OF TAXES**

Salaries and Wages	54,000.00
Other Expenses	4,000.00

REORGANIZATION MEETING – MAYOR AND COUNCIL  
JANUARY 1, 2017

**LEGAL SERVICES**

Other Expenses 200,000.00

**MUNICIPAL COURT**

Salaries and Wages:

Magistrate 27,000.00

Clerks 110,000.00

Other Expenses 14,000.00

**ENGINEERING SERVICES AND COSTS**

Salaries and Wages 3,000.00

Other Expenses 25,000.00

**PUBLIC BUILDINGS AND GROUNDS**

Salaries and Wages 180,000.00

Other Expenses 100,000.00

**PLANNING BOARD**

Salaries and Wages 8,000.00

Other Expenses 12,000.00

**BOARD OF ADJUSTMENT**

Salaries and Wages 3,000.00

Other Expenses 6,000.00

**MASTER PLANNING PROGRAM – COMPLETION  
AND CONTINUANCE**

Other Expenses 15,000.00

**ENVIRONMENTAL COMMISSION (R.S. 40:56A-1, et seq.)**

Other Expenses 1,000.00

**RECYCLING COMMISSION**

Other Expenses 1,000.00

**RENT LEVELING BOARD**

Salaries and Wages 700.00

Other Expenses 700.00

**HUMAN RELATIONS COMMISSION**

Other Expenses 1,600.00

**SHADE TREE COMMISSION**

Other Expenses 5,000.00

**CABLE TV ADVISORY BOARD**

Other Expenses 7,000.00

**AMERICANS WITH DISABILITIES COMMISSION**

Other Expenses 1,000.00

GROUP INSURANCE PLANS FOR EMPLOYEES 2,213,000.00

OTHER INSURANCE PREMIUMS 710,000.00

**FIRE**

Other Expenses 75,000.00

AID TO VOLUNTEER FIRE COMPANIES 0.00



**GARBAGE AND TRASH REMOVAL**

Salaries and Wages	270,000.00
Disposal Area Contract	250,000.00
Other Expenses	30,000.00

**RECYCLING PROGRAM**

Salaries and Wages	10,000.00
Other Expenses	117,000.00

**SEWAGE TREATMENT & DISPOSAL**

Salaries and Wages	170,000.00
Other Expenses	75,000.00

**MIDDLESEX COUNTY UTILITIES AUTHORITY**

Sewer Contract	1,057,000.00
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**VEHICLES & EQUIPMENT MAINTENANCE**

Salaries and Wages	160,000.00
Other Expenses	85,000.00

**BOARD OF HEALTH**

Salaries and Wages	13,000.00
Other Expenses	41,000.00

**ANIMAL CONTROL**

Other Expenses	3,000.00
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**CULTURAL ARTS COUNCIL**

Other Expenses	2,000.00
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**PARKS & PLAYGROUNDS – RECREATION**

Salaries and Wages	60,000.00
Other Expenses	24,000.00

**PARKS & PLAYGROUNDS – DEVELOPMENT  
& MAINTENANCE**

Salaries and Wages	125,000.00
Other Expenses	70,000.00

**CONSERVATION CORP**

Salaries and Wages	0.00
Other Expenses	0.00

**COMMUTER PARKING LOT**

Salaries and Wages	3,000.00
Other Expenses	10,000.00

**OFFICE ON AGING**

Salaries and Wages	61,000.00
Other Expenses	62,000.00

**MEMORIAL DAY CELEBRATION**

Other Expenses	13,000.00
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**INDEPENDENCE DAY CELEBRATION**

Other Expenses	17,000.00
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REORGANIZATION MEETING – MAYOR AND COUNCIL  
JANUARY 1, 2017

**CELEBRATION OF SPECIAL EVENT**

Other Expenses 5,000.00

**TELEPHONE**

Other Expenses 50,000.00

**ELECTRICITY**

Other Expenses 125,000.00

**NATURAL GAS**

Other Expenses 100,000.00

**COMMISSION ON AGING**

Other Expenses 1,000.00

**YOUTH GUIDANCE COUNCIL**

Other Expenses 1,000.00

**MAINTENANCE FREE PUBLIC LIBRARY**

Salaries and Wages 250,000.00

Other Expenses 200,000.00

**SENIOR CITIZENS' ACTIVITIES**

Other Expenses 8,000.00

**FUEL OIL**

Other Expenses 5,000.00

CAPITAL LEASING PROGRAM

0.00

CONTRIBUTION TO:

P.E.R.S. 0.00

Social Security System 250,000.00

Length of Service Awards Program 105,000.00

Police & Firemen's Retirement System 0.00

DCRP Contribution 2,000.00

\$12,819,500.00

CAPITAL IMPROVEMENT FUND

\$200,000.00

CAPITAL LOAN PROGRAM

0.00

DEBT SERVICE:

Interest on Bonds \$345,000.00

**GENERAL APPROPRIATIONS – CURRENT FUND SUMMARY**

Current Operations \$ 12,819,500.00

Capital Improvements 200,000.00

Capital Loan Program 0.00

Debt Service 345,000.00

TOTAL \$13,364,500.00

**APPROPRIATIONS FOR WATER UTILITY**

WATER OPERATING

Salaries and Wages \$ 500,000.00

Other Expenses 1,346,000.00

STATUTORY EXPENDITURES

Contributions to:

REORGANIZATION MEETING – MAYOR AND COUNCIL  
JANUARY 1, 2017

P.E.R.S.	0.00
Social Security System (O.A.S.I.)	<u>30,000.00</u>
Total Operations	<u>\$1,876,000.00</u>
<u>CAPITAL IMPROVEMENTS</u>	
Capital Outlay	<u>200,000.00</u>
<u>DEBT SERVICE</u>	
Interest on Bonds	36,000.00
Water Loan	<u>402,000.00</u>
	<u>438,000.00</u>
Total	<u>\$2,514,000.00</u>

/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 #2017-07**

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

**WHEREAS**, the Borough wishes to confirm for the year 2017, 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 \$5,000.00 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 \$10,000.00 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 \$10,000.00 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 #2017-08**

**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 – MAYOR AND COUNCIL  
JANUARY 1, 2017

**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 #2017-09**

**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  
Municipal Clerk

/s/ Kennedy O' Brien, Mayor

**RESOLUTION #2017-10**

**(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 November 30, 2016; 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, 2017 and terminating on December 31, 2017.

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  
(Admin. & Finance Committee)

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2017-11**

**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 November 30, 2016; 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, 2017 and terminating on December 31, 2017.

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.

**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  
(Admin. & Finance Committee)

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2017-12**

**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 November 30, 2016; 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, 2017 and terminating on December 31, 2017.

2. That the services to be rendered by the said **Borough Auditor** 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 professional 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:

- 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  
(Admin. & Finance Committee)

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2017-13**

**A RESOLUTION OF THE BOROUGH OF SAYREVILLE  
IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY,  
APPOINTING THE FIRM McCARTER & 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 November 30, 2016; 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, 2017 and terminating on December 31, 2017.

2. That the services to be rendered by the said **Bond 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 professional 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 **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 #2017-14**

**- Tabled-**

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

**RESOLUTION #2017-15**

(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 – 2017
DEPARTMENT:	Municipal Court
EFFECTIVE DATE:	January 1, 2017

**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/ Steven Grillo  
(Public Safety Committee)

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2017-16**

**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.  
Roselli & Roselli

POSITION: Public Defender - 2017

DEPARTMENT: Municipal Court

EFFECTIVE DATE: January 1, 2017

**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/ Steven Grillo  
(Public Safety Committee)

**ATTEST: BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2017-17**  
**(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 November 30, 2016; 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, 2017 and terminating on December 31, 2017.
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 professional 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 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  
(Admin. & Finance Committee)

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2017-18**  
**Special Counsel – ABC Matters**  
**- Tabled-**

**Resolution #2017-19**  
**SPECIAL COUNSEL – RENT LEVELING BOARD MATTERS**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of a **Special Counsel for Rent Leveling Board Matters** to advise Board and the Mayor and Council on various issues pertaining to the Rent Leveling Board; 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 November 30, 2016; 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 – Rent Leveling Board 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 **James P. Nolan & Associates, LLC** is hereby appointed as **Special Counsel – Rent Leveling Board Matters** for the term of one year, commencing on January 1, 2017 and terminating on December 31, 2017.

2. That the services to be rendered by **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 professional, 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 Rent Leveling Board 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 **James P. Nolan & Associates, LLC** the Borough Business Administrator and the C.F.O.

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2017-20**  
**Special Counsel - Other Matters**  
**-Tabled-**

**RESOLUTION #2017-21**  
**Occupational Health Services**  
**-Tabled-**

**RESOLUTION #2016-22**

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

NAME OF APPOINTEE: James F. Weber, Esq.  
POSITION: Presiding Judge  
DEPARTMENT: Municipal Court  
EFFECTIVE DATE: January 1, 2017

**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/ Steven Grillo

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Kennedy O'Brien, Mayor

**RESOLUTION #2017-23**

**Municipal Planner**

**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;

**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 November 30, 2016; 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, 2017 and terminating on December 31, 2017.

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 professional, 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, PP** the Borough Business Administrator and the C.F.O.

/s/ Mary J. Novak  
(Planning & Zoning Committee)

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2018-24**  
(Inserted Below after appointment was made)

**RESOLUTION #2017-25**

**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 Compliance & Equal Employment Opportunity in Public Contracts, for a term expiring on December 31, 2017.

/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 #2017-26**

**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 2017 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 2017;

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)

**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.

Those appearing was:

- Frank Terzino, 32 Canal St.

Asked if there was any plans to reconstruct MacArthur Avenue.

Left lane going toward bridge is collapsing and people are crossing over double yellow line to avoid it.

Mayor said that it will be looked at.

No further questions or comments. Councilman Buchanan moved the public portion be closed. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes. Carried.

Councilman Buchanan asked the Mayor if he would consider the DeCotiis Firm for the appointment for Special Counsel – Water & Sewer Matters. He said that he did not make any nominations for that appointment.

Mayor O'Brien agreed.

Councilman Buchanan then moved that the DeCotiis, FitzPatrick & Cole, LLP be appointed as Special Counsel for Water Matters.

Moved by Councilman Buchanan. Seconded by Councilwoman Kilpatrick. Roll Call: Voice Vote, all Ayes. Carried.

**RESOLUTION #2018-24**

**Special Counsel – Water Matters**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of a **Special Counsel – Water Matters** 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 – MAYOR AND COUNCIL  
JANUARY 1, 2017

**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 November 30, 2016; 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 – Water 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 **DeCotiis, FitzPatrick & Cole, LLP**, is hereby appointed as **Special Counsel – Water Matters** for the term of one year, commencing on January 1, 2017 and terminating on December 31, 2017.
2. That the services to be rendered by the said **DeCotiis, FitzPatrick & Cole, LLP** 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 professional, 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 Water Matters** is 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 the firm of **DeCotiis, FitzPatrick & Cole, LLP**, the Borough Business Administrator and the C.F.O.

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Theresa A. Farbaniec, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

Councilman Buchanan asked the Clerk if the member of the governing body on the open space committee was a Council appointment or one of the Mayor’s appointments.  
Mayor nominated Councilman Steven Grillo to the Member of Governing Body space on the Open Space Committee.

No one moved the Mayor’s nomination.

REORGANIZATION MEETING – MAYOR AND COUNCIL  
JANUARY 1, 2017

- CLOSING PRAYER  
- Benediction by Pastor Nancy Nardi of the Messiah Lutheran Church
- ADJOURNMENT

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

Roll Call: Voice Vote, all Ayes.  
Time 1:00 P.M.

SIGNED:

\_\_\_\_\_  
Theresa A. Farbaniec, RMC  
Municipal Clerk

Date Approved: \_\_\_\_\_