

**JANUARY 3, 2022
REORGANIZATION
MEETING**

This Organization meeting of the Mayor and Council was held on Monday, January 3, 2022 was held via electronic communications.

Meeting was called to order by Mayor Kilpatrick at 7:22 P.M. followed by a short prayer and salute to the flag.

CERTIFICATION FROM COUNTY CLERK

Municipal Clerk Morelos reported having received the Statement from the Middlesex County Clerk certifying the election of Councilwoman Eunice Dwumfour and Councilman Christian Onuoha both for three-year terms.

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

Roll Call: Councilpersons Novak, Conti, Dwumfour, Maher, Onuoha, Roberts, all Ayes. Carried.

SWEARING IN

Municipal Clerk Morelos administered the Oaths of Office to the following:

- Councilwoman Eunice Dwumfour, for a three-year term
- Councilman Christian Onuoha, for a three-year term

STATEMENT OF NOTICE OF PUBLICATION

Clerk Morelos announced that this Re-Organization Meeting of the Mayor and Council, being held on Monday, January 3, 2022 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 2022.

• **ROLL CALL:**

Present: Councilpersons Conti (telephone), Dwumfour (telephone), Maher (telephone), Novak (telephone), Onuoha (telephone), Roberts (telephone)

Absent: None

Others Present: Mayor Victoria Kilpatrick
Daniel E. Frankel, Business Administrator (telephone)
Denise Biancamano, C.F.O./Treasurer (telephone)
Jessica Morelos, Municipal Clerk
Michael DuPont, Esq., Borough Attorney (telephone)
Jay Cornell, P.E., Borough Engineer (telephone)
Nicole Waranowicz, Asst. Municipal Clerk

Others Absent: None

• **REMARKS OF THE MAYOR AND COUNCIL**

COUNCIL PRESIDENT MICHELE MAHER

Congratulated Councilwoman Dwumfour and Councilman Onuoha on their election victory. She commented on what a successful year that the Borough had last year. Wished everyone a Happy New Year.

COUNCILWOMAN DONNA ROBERTS

Councilwoman Roberts wished everyone a Happy New Year. Congratulated Councilwoman Dwumfour and Councilman Onuoha.

COUNCILWOMAN MARY NOVAK

Wished everyone a Happy New Year. She congratulated the two new councilpersons. Thanked all employees and volunteers for all they do. She stated is looking forward to this year and will work hard for the town.

COUNCILMAN VINCENT CONTI

He congratulated Councilwoman Dwumfour and Councilman Onuoha and is looking forward to working with them. Wished everyone a Happy and Healthy New Year. Thanked everyone for their service in this borough that make it a great place.

COUNCILWOMAN EUNICE DWUMFOUR

Councilwoman Dwumfour stated is thankful to the Lord for being part of this council. Wished everyone a Happy and Glorious New Year. She stated that she hopes all of them work together for the betterment of Sayreville.

COUNCILMAN CHRISTIAN ONUOHA

He expressed his gratitude for putting him in this position. He's looking forward to working with everyone.

MAYOR VICTORIA KILPATRICK

Wished everyone a Happy New Year. She stated that this council is looking to bring new ideas, progress and a new philosophy. She likes the numbers of participants during virtual meetings. Thanked everyone for their support.

Mayor instructed the Business Administrator to move forward with pursuing additional RFP's for 15 days in order to solicit more individuals.

MAYOR VICTORIA KILPATRICK

Made the following appointments:

- **Public Agency Compliance Officer**-1 Year Term Daniel E. Frankel

Mayor asked if there are if there was a motion.
Councilwoman Novak moved the appointment be approved. Seconded by Councilman Conti.

Roll Call: Councilpersons Novak, Conti, Dwumfour, Maher, Onuoha, Roberts. All ayes.

Councilwoman Novak nominated Councilwoman Michele Maher for Council President.

Seconded by Councilman Conti.

Roll Call: Ayes: Councilpersons Novak, Conti, Maher, Roberts.
Nays: Councilpersons Dwumfour and Onuoha.

Carried.

OFFICIAL DESIGNATION OF THE STANDING COMMITTEES FOR THE YEAR 2022

ADMINISTRATIVE & FINANCE:

- 1) Co. Mary J. Novak
- 2) Co. Michele Maher
- 3) Co. Vincent Conti

PLANNING & ZONING:

- 1) Co. Christian Onuoha
- 2) Co. Vincent Conti
- 3) Co. Donna Roberts

PUBLIC SAFETY:

- 1) Co. Eunice Dwumfour
- 2) Co. Christian Onuoha
- 3) Co. Michele Maher

PUBLIC WORKS:

- 1) Co. Vincent Conti
- 2) Co. Donna Roberts
- 3) Co. Mary J. Novak

JANUARY 3, 2022 REORGANIZATION MEETING	
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RECREATION:

- 1) Co. Michele Maher
- 2) Co. Eunice Dwumfour
- 3) Co. Christian Onuoha

WATER & SEWER/ENVIRONMENTAL:

- 1) Co. Donna Roberts
- 2) Co. Mary J. Novak
- 3) Co. Eunice Dwumfour

Motion to accept the Standing Committees for 2022 was made by Council President Maher. Seconded by Councilwoman Novak.

Roll Call: Ayes: Councilpersons Maher, Conti, Novak, Roberts.
Nays: Councilpersons Dwumfour and Onuoha.

Carried.

BOARD OF HEALTH

- | | |
|-----------------------|---------------------------------------|
| 3 Yr. Member | Joe Notarangelo |
| 3 Yr. Member | Michael Horvath, Jr. |
| 3 Yr. Member | Val Tarr |
| 3 Yr. Member | Karen Bebert (filling term exp. 2022) |
| 1 Yr. Council Liaison | Co. Eunice Dwumfour |

Mayor asked if there are if there was a motion.

Councilwoman Roberts moved the appointments. Seconded by Councilwoman Novak.

Roll Call: Councilpersons Roberts, Conti, Dwumfour, Maher, Novak, Onuoha. All ayes.

ENVIRONMENTAL COMMISSION

- | | |
|-----------------------|------------------|
| 1 Yr. Council Liaison | Donna Roberts |
| 3 Yr. Member | Ernest Read |
| 3 Yr. Member | Alexandria Haris |

Mayor asked if there are if there was a motion.

Councilwoman Novak moved the appointments. Seconded by Councilman Conti.

Roll Call: Councilpersons Novak, Conti, Dwumfour, Maher, Onuoha, Roberts. All ayes.

HUMAN RELATIONS COMMISSION

- | | |
|-----------------------|-----------------|
| 3 Yr. Member | Nelia Rodriguez |
| 3 Yr. Member | Mahesh Chitnis |
| 3 Yr. Member | Bonnie Constad |
| 3 Yr. Member | Anthony Malara |
| 1 Yr. Council Liaison | Eunice Dwumfour |

Mayor asked if there are if there was a motion.

Councilwoman Novak moved the appointments. Seconded by Councilman Conti.

Roll Call: Councilpersons Novak, Conti, Dwumfour, Maher, Onuoha, Roberts. All ayes.

COMMISSION ON AGING

- | | |
|-----------------------|-------------------|
| 1 Yr. Council Liaison | Co. Mary J. Novak |
|-----------------------|-------------------|

Councilwoman Novak stated that she would like to continuing serving on the this board. No objections.

LIBRARY BOARD OF TRUSTEES

- | | |
|--------------|----------------|
| 5 Yr. Member | Lauren Bayer |
| 5 Yr. Member | Sue Carol Paul |

5 Yr. Member Paula Duffy (filling term exp. 2025)
1 Yr. Mayor's Designee Karen Perno

Mayor asked if there are if there was a motion.
Councilwoman Novak moved the appointments. Seconded by Councilwoman Roberts.

Roll Call: Councilpersons Novak, Conti, Dwumfour, Maher, Onuoha, Roberts. All ayes.

SHADE TREE COMMISSION

5 Yr. Member Arthur Rittenhouse
5 Yr. Member Jay Seyglinski
5 Yr. Member Christopher Cuneo (filling term exp. 2023)

Mayor asked if there are if there was a motion.
Councilwoman Novak moved the appointments. Seconded by Councilman Conti.

Roll Call: Councilpersons Novak, Conti, Dwumfour, Maher, Onuoha, Roberts. All ayes.

OPEN SPACE COMMITTEE

1 Yr. Member – Governing Body Co. Mary J. Novak
3 Yr. Member Joseph Kupsch
3 Yr. Member Beverly Johns

Mayor asked if there are if there was a motion.
Councilman Conti moved the appointments. Seconded by Councilwoman Novak.

Roll Call: Councilpersons Conti, Dwumfour, Maher, Novak, Onuoha, Roberts. All ayes.

HOUSING AUTHORITY OF THE BOS

5 Yr. Member Kenneth Olchaskey

JIF – JOINT INSURANCE FUND COMMISSIONER

1 Yr. Daniel E. Frankel
1 Yr. Denise Biancamano – Alt.

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATOR

1 Yr. Gwendolyn Knight
1 Yr. Denise Biancamano – Alt.

COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE

3 Yr. Member Donald Newton

LIAISON TO VETERANS ALLIANCE

1 Yr. Kenneth P. Kelly
1 Yr. Stanley Drwal
1 Yr. Stanley Przybylowski
1 Yr. Frank Terzino

EQUAL OPPORTUNITY HOUSING OFFICER

1 Yr. Daniel E. Frankel
1 Yr. Mayor's Designee to Middlesex County Solid Waste Adv. Council – Elyse Barone
3 Yr. Lower Raritan Watershed Area Steering Committee – David Leitner
3 Yr. Watershed Management Area 9 Representative – David Leitner

Mayor asked if there are if there was a motion.
Councilwoman Novak moved the appointments. Seconded by Councilwoman Maher.

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Roll Call: Councilpersons Novak, Conti, Dwumfour, Maher, Onuoha, Roberts. All ayes.

CONSENT AGENDA RESOLUTIONS

Mayor Kilpatrick 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 commented.

Councilwoman Novak moved the Public Portion be closed and the Consent Agenda Resolutions be approved on Roll Call Vote. Motion seconded by Councilman Conti.

Roll Call: Councilpersons Novak, Conti, Dwumfour, Maher, Onuoha, Roberts, all Ayes.

RESOLUTION #2022-01

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 2022 and until the further action of this body.

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

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

/s/Michael DuPont, Borough Attorney

ATTEST:

BOROUGH OF SAYREVILLE

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

RESOLUTION #2022-02

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 2022 shall be held on the second and fourth Mondays of each and every month and shall be called to order on or about 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 2022 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)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

/s/Michael DuPont, Borough Attorney

ATTEST:

BOROUGH OF SAYREVILLE

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

RESOLUTION #2022-03

**RESOLUTION ESTABLISHING A CASH MANAGEMENT
PLAN AND NAMING OFFICIAL DEPOSITORIES
FOR THE BOROUGH OF SAYREVILLE,
COUNTY OF MIDDLESEX FOR THE YEAR 2022**

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 2022.

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

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor’s signature.

/s/Michael DuPont, Borough Attorney

ATTEST:

BOROUGH OF SAYREVILLE

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

BOROUGH OF SAYREVILLE

2022

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

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
- X Bank of America
- X Provident Bank
- X Santander Bank
- X TD Bank
- X Columbia Bank
- X Northfield 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 #2022-04

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)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

/s/Michael DuPont, Borough Attorney

ATTEST: **BOROUGH OF SAYREVILLE**

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

RESOLUTION #2022-05

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.

JANUARY 3, 2022 REORGANIZATION MEETING	
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<u>ASSESSMENT OF TAXES</u>	
Salaries and Wages	60,000.00
Other Expenses:	
Cost of Appraisals	15,000.00
Miscellaneous Other Expenses	6,000.00
 <u>COLLECTION OF TAXES</u>	
Salaries and Wages	50,000.00
Other Expenses	5,000.00
 <u>LEGAL SERVICES</u>	
Other Expenses	123,000.00
 <u>MUNICIPAL COURT</u>	
Salaries and Wages	108,000.00
Other Expenses	23,000.00
 <u>ENGINEERING SERVICES AND COSTS</u>	
Salaries and Wages	3,000.00
Other Expenses	27,500.00
 <u>PUBLIC BUILDINGS AND GROUNDS</u>	
Salaries and Wages	199,000.00
Other Expenses	78,000.00
 <u>PLANNING BOARD</u>	
Salaries and Wages	7,000.00
Other Expenses	10,000.00
 <u>BOARD OF ADJUSTMENT</u>	
Salaries and Wages	2,300.00
Other Expenses	5,000.00
 <u>MASTER PLANNING PROGRAM – COMPLETION AND CONTINUANCE</u>	
Other Expenses	2,000.00
 <u>ENVIRONMENTAL COMMISSION (R.S. 40:56A-1, et seq.)</u>	
Other Expenses	500.00
 <u>RECYCLING COMMISSION</u>	
Other Expenses	150.00
 <u>RENT LEVELING BOARD</u>	
Salaries and Wages	600.00
Other Expenses	1,500.00
 <u>HUMAN RELATIONS COMMISSION</u>	
Other Expenses	1,000.00
 <u>SHADE TREE COMMISSION</u>	
Other Expenses	1,500.00
 <u>CABLE TV ADVISORY BOARD</u>	
Other Expenses	0.00
 <u>AMERICANS WITH DISABILITIES COMMISSION</u>	
Other Expenses	0.00
 <u>GROUP INSURANCE PLANS FOR EMPLOYEES</u>	 2,165,000.00
 <u>OTHER INSURANCE PREMIUMS</u>	 360,000.00

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<u>FIRE</u>	
Other Expenses	87,000.00
<u>AID TO VOLUNTEER FIRE COMPANIES</u>	75,000.00
<u>UNIFORM FIRE SAFETY CODE</u>	
Salaries and Wages	58,000.00
Other Expenses	3,000.00
<u>PROSECUTOR</u>	
Salaries and Wages	12,000.00
Other Expenses	0.00
<u>POLICE</u>	
Salaries and Wages	3,206,000.00
Other Expenses	120,000.00
Auto Purchases	0.00
<u>POLICE DISPATCH/911</u>	
Salaries and Wages	241,000.00
Other Expenses	4,000.00
<u>SCHOOL TRAFFIC GUARDS</u>	
Salaries and Wages	61,000.00
Other Expenses	1,300.00
<u>TRAFFIC CONTROL COSTS</u>	
Other Expenses	7,500.00
<u>CONTRIBUTION TO FIRST AID ORGANIZATIONS</u>	25,000.00
STATE UNIFORM CONSTRUCTION CODE CONSTRUCTION OFFICIAL (Chief Administrator of Enforcement Agency)	
Salaries and Wages	202,000.00
Other Expenses	4,500.00
<u>ZONING AND CODE ENFORCEMENT</u>	
Salaries and Wages	45,000.00
Other Expenses	1,000.00
<u>EMERGENCY MANAGEMENT SERVICE</u>	
Salaries and Wages	3,700.00
Other Expenses	4,000.00
<u>JUVENILE CONFERENCE COMMITTEE</u>	
Other Expenses	0.00
<u>ROAD REPAIRS & MAINTENANCE</u>	
Salaries and Wages	193,000.00
Other Expenses	35,000.00
<u>SNOW REMOVAL</u>	
Salaries and Wages	45,000.00
Other Expenses	68,000.00
<u>STORM WATER REGULATIONS (N.J.S.A. 40A-45.3)</u>	12,500.00
<u>STREET LIGHTING</u>	128,000.00
<u>GASOLINE</u>	
Other Expenses	108,000.00

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GARBAGE AND TRASH REMOVAL

Salaries and Wages	340,000.00
Disposal Area Contract	321,000.00
Other Expenses	26,000.00

RECYCLING PROGRAM

Salaries and Wages	9,000.00
Other Expenses	207,000.00

SEWAGE TREATMENT & DISPOSAL

Salaries and Wages	165,000.00
Other Expenses	118,000.00

MIDDLESEX COUNTY UTILITIES AUTHORITY

Sewer Contract	978,000.00
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VEHICLES & EQUIPMENT MAINTENANCE

Salaries and Wages	147,000.00
Other Expenses	90,000.00

BOARD OF HEALTH

Salaries and Wages	17,000.00
Other Expenses	48,000.00

ANIMAL CONTROL

Other Expenses	0.00
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CULTURAL ARTS COUNCIL

Other Expenses	1,500.00
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PARKS & PLAYGROUNDS – RECREATION

Salaries and Wages	75,000.00
Other Expenses	31,000.00

PARKS & PLAYGROUNDS – DEVELOPMENT
& MAINTENANCE

Salaries and Wages	165,000.00
Other Expenses	73,000.00

CONSERVATION CORP

Salaries and Wages	0.00
Other Expenses	0.00

COMMUTER PARKING LOT

Salaries and Wages	0.00
Other Expenses	1,000.00

OFFICE ON AGING

Salaries and Wages	70,000.00
Other Expenses	72,000.00

MEMORIAL DAY CELEBRATION

Other Expenses	3,500.00
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INDEPENDENCE DAY CELEBRATION

Other Expenses	5,000.00
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CELEBRATION OF SPECIAL EVENT

Other Expenses	2,000.00
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TELEPHONE

Other Expenses	47,000.00
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<u>ELECTRICITY</u>	
Other Expenses	94,000.00
<u>NATURAL GAS</u>	
Other Expenses	31,500.00
<u>COMMISSION ON AGING</u>	
Other Expenses	1,000.00
<u>YOUTH GUIDANCE COUNCIL</u>	
Other Expenses	250.00
<u>MAINTENANCE FREE PUBLIC LIBRARY</u>	
Salaries and Wages	230,000.00
Other Expenses	207,000.00
<u>SENIOR CITIZENS' ACTIVITIES</u>	
Other Expenses	3,500.00
<u>FUEL OIL</u>	
Other Expenses	0.00
<u>CAPITAL LEASING PROGRAM</u>	
	0.00
<u>CONTRIBUTION TO:</u>	
P.E.R.S.	0.00
Social Security System	265,000.00
Length of Service Awards Program	0.00
Police & Firemen's Retirement System	0.00
DCRP Contribution	<u>2,500.00</u>
	<u>\$12,292,800.00</u>
<u>CAPITAL IMPROVEMENT FUND</u>	
	0.00
<u>CAPITAL LOAN PROGRAM</u>	
	0.00
<u>DEBT SERVICE:</u>	
Interest on Bonds	\$137,000.00
 <u>GENERAL APPROPRIATIONS – CURRENT FUND SUMMARY</u>	
Current Operations	\$ 12,292,800.00
Capital Improvements	0.00
Capital Loan Program	0.00
Debt Service	<u>137,000.00</u>
TOTAL	<u>\$12,429,800.00</u>
 <u>APPROPRIATIONS FOR WATER UTILITY</u>	
<u>WATER OPERATING</u>	
Salaries and Wages	\$ 581,000.00
Other Expenses	1,530,000.00
 <u>STATUTORY EXPENDITURES</u>	
Contributions to:	
P.E.R.S.	0.00
Social Security System (O.A.S.I.)	<u>43,000.00</u>
Total Operations	<u>\$2,154,000.00</u>
 <u>CAPITAL IMPROVEMENTS</u>	
Capital Outlay	<u>38,000.00</u>
 <u>DEBT SERVICE</u>	
Interest on Bonds	20,000.00

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Water Loan	<u>260,000.00</u>
	<u>280,000.00</u>
Total	<u>\$2,472,000.00</u>

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

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

/s/Michael DuPont, Borough Attorney

ATTEST: **BOROUGH OF SAYREVILLE**

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

RESOLUTION #2022-07

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

WHEREAS, the Borough wishes to confirm for the year 2022, 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 \$10,000.00 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)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

/s/Michael DuPont, Borough Attorney

ATTEST: **BOROUGH OF SAYREVILLE**

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

RESOLUTION #2022-08

**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
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)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor’s signature.

/s/Michael DuPont, Borough Attorney

ATTEST:

BOROUGH OF SAYREVILLE

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

RESOLUTION #2022-09

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)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

/s/Michael DuPont, Borough Attorney

ATTEST:

BOROUGH OF SAYREVILLE

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

RESOLUTION #2022-10

**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 2022 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 2022;
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

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WHEREAS, N.J.S.A. 54:4-67 (c), provides that within the current fiscal year if any delinquency is in excess to \$10,000.00, a penalty not to exceed 6% may be charged; and

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Sayreville, that in accordance with N.J.S.A. 54:4-66 et seq, the rate of interest to be charged on delinquent taxes and all other municipal liens or charges for the first, second, third and fourth quarterly installments of year **2022** shall be eight percent (8%) per annum on the first \$1,500.00 of delinquency and eighteen percent (18%) per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax was payable until the date of actual payment to the collector is received provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which same became payable; and

BE IT FURTHER RESOLVED, that a penalty of six percent (6%) be charged on all delinquent municipal charges in excess of \$10,000.00 that are not paid prior to the end of the fiscal year.

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

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

/s/Michael DuPont, Borough Attorney

ATTEST: **BOROUGH OF SAYREVILLE**

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

RESOLUTION #2022-13

WHEREAS, all bills submitted to the Borough of Sayreville covering services, work, labor and material furnished the Borough of Sayreville have been duly audited by the appropriate committee;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that all bills properly verified according to law and properly audited by the appropriate committees be and the same are hereby ordered to be paid by the appropriate Borough officials.

/s/Victoria Kilpatrick, Mayor

/s/Vincent Conti, Councilman

/s/Mary J. Novak, Councilwoman

/s/Eunice Dwumfour, Councilwoman

/s/Christian Onuoha, Councilman

/s/Michele Maher, Councilwoman

/s/Donna Roberts, Councilwoman

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

/s/Michael DuPont, Borough Attorney

Bill list of January 3, 2022 in the amount of \$9,760,727.93 in a separate Bill List File for 2021 (See Appendix Bill List 2022-A for this date).

RESOLUTION #2022-14

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, 2022.

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

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

/s/Michael DuPont, Borough Attorney

ATTEST:

BOROUGH OF SAYREVILLE

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

READ IN FULL

RESOLUTION 2022-15

WHEREAS, the Omicron variant of COVID-19 has a very high rate of transmission through populations; and

WHEREAS, cases of confirmed Omicron related COVID-19 infection are rising nationwide and in particular through New Jersey and Middlesex County; and

WHEREAS, the Borough of Sayreville seeks to take action to mitigate and combat the spread of COVID-19 and its variants; and

WHEREAS, the Borough of Sayreville wishes to accomplish said mitigation without negatively impacting businesses and residents in their daily lives; and

WHEREAS, there are known effective ways of combating the spread of COVID-19 and its variants;

WHEREAS, this Resolution is being put in place to mitigate the burden being placed on the healthcare system as the rise in COVID cases hinders the ability to attend to the many emergent Non-COVID patients in need of services at our areas healthcare institutions.

WHEREAS, area hospitals have needed to place ambulatory services on "divert" sending patients to other hospitals in the past month. The rapid rate of transmission associated with the Omicron variant will make diversion more frequent.

WHEREAS, this Resolution is being put in place with many of our neighboring communities in an effort to mitigate the expected burden on the local healthcare system and our first responders.

NOW, THEREFORE, the Governing Body of the Borough of Sayreville in the County of Middlesex in the State of New Jersey, by virtue of the authority vested in us by the Constitution and Statutes of this State, do hereby establish the following requirements:

1. Effective Tuesday, January 4, 2022 at 6:00 a.m. the wearing of masks shall be required in all areas of indoor public accommodation including, but not limited to, government facilities, restaurants, bars, gymnasiums, dance studios, recreation facilities, retail stores, cafes, supermarkets, convenience stores, places of worship, commercial establishments, salons, barbershops, banks, healthcare facilities, and hotels.

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2. Residents, visitors, employees and patrons of the above public facilities must wear a facemask at all times except:

- a) when actively eating or drinking; or
- b) when socially distanced at least six feet apart from all others for an extended period of time, such as in an office setting when seated at desks; when performing for an audience; or when conducting worship services.

3. Children under the age of three (3) shall be exempt from the above requirements.

4. Any and all of the above terms and provisions shall be subject to modification, alteration, or rescission without notice and at the sole discretion of the Borough of Sayreville and its agents.

5. This Resolution shall take effect on Tuesday, January 4, 2022 at 6:00 a.m. and be in effect until January 31, 2022 at 11:59 p.m.

/s/Michele Maher, Councilwoman

(Sponsor)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

/s/Michael DuPont, Borough Attorney

ATTEST:

BOROUGH OF SAYREVILLE

/s/Jessica Morelos, RMC
Municipal Clerk

/s/Victoria Kilpatrick
Mayor

At this time Mayor Kilpatrick opened the meeting up to the public for questions or comments on this resolution.

Those commenting were:

- Jim Robinson, 11 Borelle Square.
Mr. Robinson congratulated Councilman Onuoha and Councilwoman Dwumfour. He stated that the Mayor doesn't need to make appointments to the Planning Board at a meeting. Mr. Robinson stated that he supports this resolution.

- Ghalib Syed, 3 Sophie Street
Mr. Syed congratulated the new council members. He questioned how the mask mandate would be enforced in a place of worship.
Mayor stated that the owners of the establishments/places an opportunity to enforce something that you support. Mayor stated if there is an issue that the Police Department can be called.
Mr. Syed questioned if the police would be able to go into place of worship to enforce it.
Mayor responded that she would have to check into that.

Mayor asked for a moment of silence for the residents that were lost due to COVID.

- Karen Bebert, 9 Burlington Road
Ms. Bebert stated that people can make their own decision without government intervention. She stated she doesn't see how the government regulations will help.

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- Steve Bukovec, 165 Madison Street

Mr. Bukovec stated the main mode of transmission of the virus is thru aerosols and not spittle. He requested that the Council give an explanation of how this will help stop the spread of the virus. Mr. Bukovec also asked that this be tabled. Mayor responded that the resolution addresses the need for the mask as a result of what is happening in the healthcare system.

Councilwoman Maher stated that she's for the mask mandate. She stated that she feels people had a choice and the numbers are showing it isn't working. Councilwoman Maher stated that ems and the police department have been negatively affected.

Councilman Conti stated it would be upsetting for residents and businesses. He is hopeful that doing this will help slow or reverse the trend. Councilman Conti stated it's still the person's choice to do so.

Councilwoman Roberts stated there is no proof that masks prevent anything. She stated that it tends to hurt businesses. Councilwoman Roberts stated its not their place to make that decision and overstepping their powers.

Mr. Bukovec stated the studies have shown that masks don't provide any protection from this.

- Arthur Rittenhouse, 33 Delikat Lane

Mr. Rittenhouse agreed with Councilwoman Roberts. He stated the CDC keeps changing the rules.

- Karen Bebert, 9 Burlington Road

Ms. Bebert stated that maybe the spread is from the major holidays that were just celebrated. She stated that the schools are still requiring masks and there are still problems.

Mayor Kilpatrick stated that anything the Borough can do to mitigate the spread and help our first responders and heroes and would like to do it.

Councilwoman Novak made a motion to close the public portion and get rid of the resolution. There was no second.

Councilwoman Novak made a motion to close the public portion. Seconded by Council President Maher.

Roll Call: Voice vote, all ayes.

Councilwoman Dwumfour stated that she comes from a medical field background and she spoke with ems and they expressed some of their concerns regarding the omicron variant. She stated she is in favor of choices but it's only for 28 days.

Councilwoman Roberts stated that they shouldn't mandate the protection or choices others make.

Councilman Onuoha stated that this variant spreads differently. He stated that this is borderline infringement on rights but need to consider that the numbers are rising. Councilman Onuoha stated he would like this to be considered.

Councilwoman Novak stated that the masks being worn aren't doing anything. She stated every time you give away a little bit of your freedom that you never get it back. Councilwoman Novak stated that there is no way to even enforce the resolution.

Council President Maher made a motion to adopt the resolution. Seconded by Councilwoman Dwumfour.

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Roll Call: Ayes: Councilpersons Maher, Dwumfour, Onuoha with comment.
Nays: Councilpersons Conti with comment, Novak, Roberts.
Clerk announced 3-3 tie and the Mayor voted aye to break the tie. Vote Carried.

Councilwoman Roberts asked the Mayor for a commitment after this period that we are done with the mask mandate.

Mayor Kilpatrick responded that's a decision for the council and only votes in a tie.

Further discussion ensued.

- PUBLIC PORTION

At this time the Kilpatrick opened the meeting for questions or comments from the Public.

Those commenting were:

- Ghalib Syed, 3 Sophie Street

Mr. Syed thanked them for putting this mandate in place. He suggested that a campaign be done about the mask mandate. Mr. Syed requested that it be softly enforced.

No other comments.

Councilman Conti moved the public portion be closed. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

- ADJOURNMENT

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

Roll Call: Voice Vote, all Ayes.

Time 9:19 P.M.

SIGNED:

Jessica Morelos, RMC
Municipal Clerk

Date Approved: _____