

Mayor Kilpatrick called the Agenda Meeting to order at 7:40 PM followed by a salute to the flag.

- **STATEMENT OF NOTICE OF PUBLICATION**

Municipal Clerk Morelos announced that this Agenda Session Meeting being held on Monday, April 13, 2020 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 is on file in her office.

- **ROLL CALL:**

Present: Mayor Victoria Kilpatrick
Councilpersons Dalina(telephone), Enriquez, Maher(telephone),
McGill(telephone), Novak, Roberts(telephone).

Absent: None

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

Others Absent: None

- **OLD BUSINESS:**

- Mayor Kilpatrick announced that the following Ordinance(s) will be voted on at the April 27, 2020 meeting.

ORDINANCE #500-20

**AN ORDINANCE AMENDING AND SUPPLEMENTING
CHAPTER XXXIII OF THE REVISED GENERAL ORDINANCES
OF THE BOROUGH OF SAYREVILLE TO AMEND SECTION
33-11 "TOTALLY DISABLED VETERAN'S TAX EXEMPTION"
(Admin. & Finance Committee - Co. Roberts - Public Hearing 4-27-20)**

ORDINANCE #501-20

**AN ORDINANCE SUPPLEMENTING AND AMENDING ORDINANCE #435-19
FIXING THE SALARIES OF CERTAIN BOROUGH OFFICIALS, OFFICERS
AND EMPLOYEES FOR THE YEARS 2020 - 2022**

(New Title)

(Admin. & Finance Committee - Co. Roberts - Public Hearing 4-27-20)

➤ **MAYOR - Victoria Kilpatrick**

Mayor Kilpatrick stated that she received her latest update of the COVID-19 prior to this meeting, and the amount of new positive cases in Sayreville is 17. She stated the numbers being reported do not tell the entire true story about the current situation in Sayreville. The first person who tested positive all those weeks ago is still recorded in the total number. She said there is zero protocol put in place by the county in order to report and subtract the cases of individuals who have recovered from this virus. The numbers on the website are the numbers from the start of this pandemic and the numbers are definitely lower since we started because people have recovered. Mayor stated that we have only recorded one fatality but she believes there are others. The total amount of cases in Middlesex County for today is 321 and the total county wide is 5,665. She stated the amount of cases on the Sayreville website is the most accurate and correct number. There is now a saliva test that can indicate whether you have the virus and the results come back within 24-48 hours. She stated in order to have the test taken you have to either have a doctor's note, be experiencing symptoms and need to make an appointment thru their website. She said with this new test they will be able to double the amount of tests a day. There has been a

regional advisory board that has been set up between multiple states to discuss how they will be able to open up the states and counties again. She stated the Governor was able to obtain masks and PPE equipment from overseas and he was also able to secure 200 more ventilators for our state. Executive Order 126 prohibits cable telecommunication providers from terminating internet service and voice services for lack of payment.

COMMUNICATIONS & COMMITTEE REPORTS

➤ **ADMINISTRATIVE & FINANCE – Councilwoman Roberts**

A) **Minutes & Departmental Reports: NONE**

B) Applications received for **Bingo/Raffle Licenses** from the following Organizations:

- 1) **Southwood School PTA** to conduct an On-Premise 50/50 and On-Premise Draw (Tricky Tray) on May 15, 2020 (RA:2331 & 2332).
- 2) **St. Stanislaus R.C. Church** to conduct an On-Premise Draw on June 27, 2020, On-Premise Non-Draw on June 24-June 27, 2020, Off-Premise 50/50 on June 27, 2020, and On-Premise 50/50 on June 24-June 27, 2020 (RA:2333, 2334, 2335 & 2336).

- B1-2) Approved

C) Application to amend Raffle License filed by **RJC Charities, Inc.**, changing Raffle date from April 25, 2020 to June 13, 2020 (RL:2319).

- Approved.

D) Received **Tax Appeals** from the following:

- 1) McDonalds Corp.%Jabo Two Inc. covering Block 439.01, Lot 6.02, 970 Route 9, Sayreville.
- 2) Daniel & Karen Kraemer covering Block 71, Lot 19, 113 Nickel Avenue, Sayreville.
- 3) DuPont Specialty Products USA covering Block 37, Lot 1, 250 Cheesequake Rd., Parlin; Block 42, Lot 1.01, Washington Road; Block 41, Lot 1.04 Washington Road, Sayreville.
- 4) William Leary covering Block 109, Lot 29, 46 Price St., Sayreville.
- 5) Columbia Bank covering Block 136.16, Lot 30.01, 270 Main St., Sayreville.
- 6) Verizon New Jersey, Inc. covering Block 9999, Lot 1, Sayreville.
- 7) Glenkat Realty, Co., LTD covering Block 445, Lot 1.03, 499 Ernston Road, Parlin.
- 8) Paul Pizzano & Meg Simon covering Block 449, Lot 6.20, 65 Nathan Blvd., Parlin.
- 9) 511 Lincoln Highway Realty, LLC covering Block 445, Lot 2.03, 999 Route 9, South Amboy.

- Refer to Tax Counsel

E) Application for a **Person to Person Transfer** of PRCL#1219-44-061-005 from Devta, LLC to Winecraft NJ, LLC, located at 2909 Washington Road, Parlin.
(All reports and paperwork have been filed).

- Approved/Resolution

F) Committee Reports:

- 1) Progress

➤ **PLANNING & ZONING – Councilman Dalina**

A) **Minutes & Departmental Reports: NONE**

B) **Notice to Adjacent Community/Property Owner -**

- 1) Ordinance received from the **Tw. of Old Bridge** amending their Land Development Ordinance.

- Receive & File

- C) Request received from **Rite Aid of New Jersey, Inc** to refund escrow monies in the amount of \$80,739.49 covering Block 348.01, Lot 2.03 3353 Washington Road.

- Refer to Boro Engineer

D) Committee Reports:

- 1) He thanked all the frontline workers. He wished anyone recovering from COVID-19 a speedy recovery. He hopes things get back to normal sooner than later.

➤ **PUBLIC SAFETY – Councilman McGill**

A) **Minutes & Departmental Reports: NONE**

- B) Request for authorization to advertise for the receipt of **bids for abandoned vehicles.**

- Approved/Resolution

- C) Letter received from Morgan Hose & Chemical Co. No. 1 terminating the membership of Tom Szatkowski.

- Receive & File

- D) Application for **membership as a Firefighter** received from the following:

- 1) Brandon DaSilva accepted by Sayreville Engine Co. No. 1 at their February 27, 2020 meeting.

- Approved

E) Committee Reports:

- 1) He thanked all the frontline workers and hopes this ends soon.

➤ **RECREATION – Councilman Enriquez**

A) **Minutes & Departmental Reports: NONE**

B) Committee Reports:

- 1) He thanked the frontline workers.
- 2) He also reminded everyone to stay off the playground equipment, basketball courts and tennis courts. He stated to try and be tolerant of everyone because tensions are running high.
- 3) He thanked Lt. Novak, police officers, and auxiliary police. He stated that this town is outstanding with all the donations. He stated that the gofund me account jumped 100 meals in one week. He stated he is overwhelmed with the charity of this town and thanked the residents.

➤ **WATER & SEWER/ENVIRONMENTAL – Councilwoman Maher**

A) **Minutes & Departmental Reports: NONE**

B) Committee Reports:

- 1) She conferred with Dave Leitner about disposable wipes in our system and it's not an issue yet.
- 2) She shared her condolences with the Cruz and Hansen families with the loss of their loved ones.
- 3) She stated that there was an article on nj.com that the highest amount of positive cases is in the age range of 30-49 year olds followed by 50-64 year olds.

- 4) She commended the town and Mayor for the communication over the last couple of weeks on social media. She stated that the Borough was the first town to start the "I stay home for Sayreville initiative." She stated so many everyday heroes are coming forward such as the parents' homeschooling their children, Amy McLaughlin a photographer from South Amboy has been all over our town and other towns and she donated a big portion of the donations to the food bank. She stated she sees so much good online. She thanked everyone for stepping up when they need to.

➤ **PUBLIC WORKS – Council President Novak**

A) **Minutes & Departmental Reports:**

Move the following Minutes/Reports be Received & Filed:

- 1) Rent Leveling Board minutes of March 10, 2020.

- Seconded by Councilman Enriquez.

B) Committee Reports:

- 1) She thanked Public Works for everything they are doing to keep up with normal activities with a reduced workforce.
- 2) She thanked the Mayor for doing an exemplary job. She thanked the Police Dept. for all that they are doing. She also thanked the people that are donating and continue to donate each week.

➤ **MAYOR – Victoria Kilpatrick**

Mayor urged that staying home is the safest and easiest thing to do to stop the spread. She stated that you need to protect yourself by wearing a mask and under executive orders you can't go into a retail facility without wearing one. She stated that Fort Grumpy is closed to protect our employees. She stated that she didn't kill the Easter Bunny but had to look out for the safety, health and wellbeing of the firemen. Mayor stated there is only so much they can do regarding Shoprite. She stated that everyone needs to pick up after themselves especially the gloves and masks and you are not preventing the spread by throwing them on the ground. She thanked the residents that are complying with these orders and thanked those who are donating and they don't realize the impact they are making. She stated that we will be there for the small and large businesses.

➤ **BUSINESS ADMINISTRATOR – Daniel E. Frankel**
- Admin. & Finance

- 1) Authorization to convert the Borough's snow removal reserves into storm recovery reserves to be used for any purpose necessary to protect the safety, security, health and welfare of its citizens from damage caused by an emergency declared by the Governor or President of the United States.

- Resolution.

- 2) Discussion on hiring of a part time Communications Manager.

Mr. Frankel stated that he would like to hire someone on a trial basis for about 6-7 months as a consultant for no more than \$2,000.00 per month.

Mayor Kilpatrick stated that within the past 2 months she has never dealt with so much need for communication and outreach to the public. Mayor questioned if we would be able to use this to recoup monies thru FEMA because we needed this as a result to the response to the COVID-19. She stated that we wouldn't be doing our jobs if we weren't getting information out to the residents. Mayor stated that Nicole does an amazing job but calls her at all hours.

Council President Novak stated that not only is this necessary but look for somebody that would like to work full time and under Mr. Bracken when there isn't as much communication.

Councilman Enriquez stated that it is definitely needed but his concern is the hiring process. He stated he would like to see a bigger position created for this person to work under Tom Bracken. He stated the person shouldn't just push

things out on social media but need someone a little further along in the technology field to work this and would like to see it as a full time position. Councilman McGill stated that he agreed with what everyone is saying and that in the next 6 months we are going to find out what the new normal is. He stated that we are going to need a spokesperson to give the correct information to the citizens of Sayreville.

Councilman Dalina stated that at Middlesex County College they created a new position called a new media and marketing manager and since the creation of that position it has increased enrollment at the college. He stated if the Borough had a position like that it would push information out to the residents and the Borough would benefit too. He stated that hiring a full time person would be more beneficial than a part time position.

Councilwoman Roberts stated that she agrees that this is a great idea and very needed but would like to go the route Mr. Frankel advised as a part time position to see how it goes and the best fit for the Borough. She stated that she would caution that one of the lines in the draft of responsibilities that the communications director does not represent the Borough because she wouldn't want the voice of the Mayor and Council to be diminished in any way.

Mayor Kilpatrick stated that with the COVID-19 crisis we are not sure how this will affect the budget. She stated that with the part time position it doesn't carry benefits.

Councilwoman Maher commended the Mayor and thinks the town's communication over the past few months has been 110% better. She stated she does see the need for this position and is willing to try it as Mr. Frankel recommended. She stated that it would be a great way to extend our technology department. She stated that once this pandemic is over that we can bring attention to the good that we are doing.

Council President Novak questioned the CFO about the budget for the IT Department and if there was money in there for an additional person.

Mayor thanked Borough Clerk, Assistant Borough Clerk and Tom for all their work with Facebook, Twitter, Borough Website, Mayor's Messages and getting that information out there.

All agreed and advised Business Administrator to move forward with this.

- Planning & Zoning

- 1) Authorization for the Business Administrator to sign certain documents and take certain actions in furtherance of remediation activities within or relating to redevelopment of the Sayreville Waterfront Redevelopment Area.

- Resolution.

Councilwoman Roberts asked for clarification on what those permits are.

Borough Attorney DuPont stated that these are necessary permits.

Councilwoman Novak stated that she would like to know what exactly is being signed.

Business Administrator asked for clarification on what he has to do.

Council President Novak stated if he would notify them that he signed a permit and what it was for.

Councilman Enriquez asked for confirmation that these are permits that were approved and went thru the proper channels.

Business Administrator confirmed that.

Councilwoman Maher questioned if there has been an update about the ipads that the borough was looking to purchase in order to save trees.

Mayor responded that she doesn't know how much further down the road we got on that because then COVID-19 happened.

Business Administrator responded that before the pandemic hit that Tom Bracken and him were looking at purchasing 12 computers or chrome books. He stated that they purchased some to give to the employees to work from home. He also stated that they might be able to get reimbursed from FEMA for them. He then stated in the future we could probably use them for the meetings. He stated it has taken a back seat right now but will speak to Tom about it.

Mayor stated the Board of Education has been assisting the Borough in any way they can.

Councilwoman Maher thanked the Board of Education for going above and beyond and doing so many good things for the children.

- Public Safety

- 1) Authorization to renew a Shared Services Agreement with the Twp. of Woodbridge for the Opioid Overdose Recovery Program Services.

- Resolution.

- 2) Authorization to renew the contract for Basic Life Support Service and Emergency Medical Transport Services to Hackensack Meridian Health (JFK) Emergency Medical Services for an additional two (2) years.

- Resolution.

Councilwoman Roberts stated there were suppose to be reviews, comments and feedback because it was a 6 month trial and she didn't receive anything.

Council President Novak stated that we do have to renew this and unfortunately things didn't happen as planned and now they won't happen because of what we find ourselves in. She stated she doesn't believe it should be renewed for 2 years and give another 6 month extension because the original contract was suppose to be only for a year but we broke it down into 6 months.

Councilwoman Roberts agreed.

Councilman McGill stated that he doesn't agree with the 2 year contract because of the shortage of information they have. He stated he would like to see a one year contract.

Councilwoman Maher agreed that a one year contract is a great compromise.

Councilman Dalina agreed.

Councilman McGill stated he has always been grateful for the EMS volunteers.

Councilman Enriquez stated that he feels that COVID-19 will still be here in 6 months and we don't know how taxed our services will be so he agrees with a year contract.

Mayor stated she agrees with the statements and thinks a one year is a better route. She stated she received a call from Don Riley, President of Morgan First Aid and he had some concerns about it being a two year contract and he agreed he was okay with a one year.

Mayor asked if the council agreed to put on for next meeting with extending the contract for one year.

Councilwoman Roberts questioned if there are certain milestones that we could put in the contract.

Council President stated that the Police Dept. are receiving monthly reports.

Business Administrator stated that the Chief is very pleased with the performance and that Capt. Kiernan has been receiving the reports. He stated he will have those reports sent to the council and they can review them on a monthly basis.

Council President Novak stated as soon it's feasible if they can meet with the first aid squads and seniors to give some feedback on this.

- Public Works

- Recreation

- 1) Discussion on Special Event Application for Darul Arqam School to be held on May 24, 2020 in Kennedy Park.

Borough Attorney stated that he recommends you cancel it in accordance with the governor's order. No objection.

- 2) Discussion on Memorial Day Parade.

Mayor stated that she has been in contact with Stanley Drwal on this and were already moving forward with a modification of the parade. She stated they would do a small ceremony if social distancing allows but will cancel if they have to.

- Water & Sewer

- 1) Authorization to amend the Red Oak Water Supply Agreement.

- Resolution.

Councilwoman Novak stated that we are coming up to the end of Red Oak's Pilot agreement and can't be renewed.

➤ **C.F.O. - Denise Biancamano**

- 1) CFO stated the only salary in the IT Department is for Tom. She questioned how much money do they want for this part time person.

Mr. Frankel stated \$15,000.00 max

- 2) Temporary Budget Resolution

- Resolution.

CFO stated we are operating on a temporary budget when COVID-19 occurred and probably would have introduced and adopted the budget at this meeting. She stated that since the state has pushed their fiscal year back that which would mean the earliest that the borough would adopt their budget would be in October. She stated this resolution would carry us to that time. She stated that we can introduce the budget and hold the public hearing but can't adopt. CFO stated the capital projects for 2020 probably won't happen this year. Council President Novak stated she doesn't foresee any bonding this year. Mayor Kilpatrick stated as of right now there isn't an extension for taxes.

➤ **BOROUGH ENGINEER - Jay Cornell - NONE**

➤ **BOROUGH ATTORNEY - Michael DuPont - NONE**

- EXECUTIVE SESSION (None)

- PUBLIC PORTION

Mayor Kilpatrick opened the meeting up to the public for any and all questions or comments.

Councilwoman Maher reminded everyone to complete the census.

There were no appearances.

Mayor Kilpatrick called for a Motion. **Council President Novak made a motion to close the Public Portion. Seconded by Councilman Enriquez.**

Roll Call: Councilpersons Novak, Dalina, Enriquez, Maher, McGill, Roberts, all Ayes.

ADJOURNMENT

No further business. **Council President Novak to adjourn the Agenda Session. Motion was seconded by Councilman Enriquez.**

Roll Call: Councilpersons Novak, Dalina, Enriquez, Maher, McGill, Roberts, all Ayes.

Time: 9:08 P.M.

Respectfully Submitted,

Jessica Morelos, RMC
Municipal Clerk

Date Approved: _____