

**BOROUGH OF SPOTSWOOD
77 Summerhill Road
Spotswood, New Jersey**

**Regular Meeting
January 3, 2018
7:40 PM**

The regular meeting of the Borough Council of the Borough of Spotswood was called to order by Council President Drozd, at the Spotswood Municipal Building, 77 Summerhill Road, Spotswood, NJ.

NOTICE

The notice requirements provided for in the “Open Public Meetings Act” (N.J.S.A. 10:4-6) have been satisfied. Notice of this meeting was properly given in the new schedule of meetings of the Spotswood Borough Council on December 27, 2017. The new schedule was transmitted to The Home News Tribune and Sentinel. It was filed with the Clerk of the Borough of Spotswood and posted in the Spotswood Municipal Building, 77 Summerhill Road, Spotswood, NJ.

SALUTE TO THE FLAG

MOMENT OF SILENCE –

ATTENDANCE

The Clerk called the roll:

Councilman Stollen	Present
Councilman Ricci	Present
Councilman Melillo	Present
Councilman Rivera	Present
Council President Drozd	Present

Also present were, Mayor Seely, Business Administrator McDonald, Borough Engineer Koch and Borough Attorney Diegnan.

MINUTES – No minutes

RESOLUTIONS UNDER CONSENT AGENDA

Copies of the resolutions under consent agenda are available for perusal only on the table. Anyone desiring a copy may contact the Clerk after the meeting.

RES: 2018 - 1

**RESOLUTION
2018 TEMPORARY BUDGET**

WHEREAS, in the normal operation of the business of the Borough of Spotswood, it will be necessary for making contracts, commitments and payments prior to the adoption of the regular budget for the Borough of Spotswood; and

WHEREAS, revised Statute 40A:4-19 of the State of New Jersey provides that the Governing Body of any municipality may make temporary appropriations to provide for any contracts, commitments or payments to be made between the beginning of the budget year and the adoption of the final budget; and

WHEREAS, the date of this resolution is within the thirty (30) days of the month of January, 2018 and will become effective January 1, 2018; and

WHEREAS, the total amount of appropriations hereunder of \$3,229,466.00 do not exceed twenty six and one quarter percent (26.25%) of the total budget appropriations of the Borough of Spotswood for 2017, exclusive of any 2017 appropriations made for debt service, capital improvement fund and public assistance, and exclusive of 2018 debt service appropriations.

NOW, THEREFORE, BE IT RESOLVED that the following temporary budget for the Borough of Spotswood for the year 2018 be adopted effective January 1, 2018, and a certified copy of this resolution be forwarded to the Borough Chief Financial Officer for her records.

TEMPORARY BUDGET – 2018

CURRENT FUND

<u>GENERAL GOVERNMENT</u>	
General Administration (Department of Administration):	
Salaries and Wages	42,000.00
Other Expenses	8,000.00
Mayor and Council:	
Salaries and Wages	3,500.00
Other Expenses	1,500.00
Municipal Clerk:	
Salaries and Wages	31,000.00
Other Expenses	5,000.00
Financial Administration:	
Salaries and Wages	36,000.00
Other Expenses	10,000.00
Revenue Administration	
Salaries & Wages	31,000.00
Other Expenses	5,000.00
Tax Assessment Administration (Division of Assessment):	
Salaries and Wages	5,000.00
Other Expenses	5,000.00
Department of Law:	
Office of the Director:	
Other Expenses	40,000.00
Department of Engineering:	
Division of Engineering:	
Other Expenses	5,000.00
<u>TEMPORARY BUDGET – 2018</u>	
<u>CURRENT FUND (CONTINUED)</u>	
<u>LAND USE ADMINISTRATION</u>	
Planning & Zoning Board	
Salaries and Wages	4,000.00
Other Expenses	2,500.00
<u>INSURANCE</u>	
Liability Insurance	80,000.00
Worker Compensation Insurance	41,000.00
Employee Group Insurance	351,645.02
Unemployment	2,000.00
<u>PUBLIC SAFETY FUNCTIONS</u>	
Police Department:	
Salaries and Wages	725,000.00

Other Expenses	50,000.00
Emergency Management Services:	
Salaries & Wages	1,500.00
Other expenses	2,500.00
Fire Department (Division of Fire):	
Other Expenses	20,000.00
Uniform Fire Safety Act:	
Bureau of Fire Prevention:	
Salaries and Wages	10,000.00
Other Expenses	500.00
Emergency Medical Services	
Salary and Wages	92,000.00
Other Expenses	20,000.00
Municipal Prosecutor:	
Other Expenses	4,500.00
<u>PUBLIC WORKS FUNCTIONS</u>	
Streets and Road Maintenance (Division of Street Services):	
Salaries and Wages	120,000.00
Other Expenses	15,000.00
Snow and Ice Removal:	
Other Expenses	2,000.00
Solid Waste Collection (Bureau of Sanitation):	
Salaries and Wages	90,000.00
Other Expenses	4,000.00
Buildings and Grounds (Division of Building and Property):	
Other Expenses	20,000.00
Vehicle Maintenance:	
Other Expenses	35,000.00
<u>HEALTH AND HUMAN SERVICES FUNCTIONS</u> <u>(HEALTH, RECREATION AND WELFARE)</u>	
Public Health Services (Division of Health):	
Salaries and Wages	2,500.00
Other Expenses	300.00
Division of Welfare	
Other Expenses	25.00
Office on Aging:	
Salaries and Wages	45,000.00
Other Expenses	6,000.00
<u>TEMPORARY BUDGET – 2018</u> <u>CURRENT FUND CONTINUED)</u>	
<u>PARK AND RECREATION FUNCTIONS</u>	
Recreation Services (Division of Recreation):	
Salaries and Wages	100,000.00
Other Expenses	8,000.00
<u>UTILITY EXPENSE AND BULK PURCHASES</u>	
Electricity	25,000.00
Street Lighting	30,000.00
Telephone	18,000.00
Gas – Heat	12,000.00
Gasoline	30,000.00
<u>LANDFILL/SOLID WASTE DISPOSAL COSTS</u>	
Sanitary Landfill:	
Other Expenses	60,000.00

<u>UNIFORM CONSTRUCTION CODE – APPROPRIATIONS OFFSET BY DEDICATED REVENUES (N.J.A.C. 5:23-4.17)</u>	
Uniform Construction Code:	
Salaries and Wages	31,000.00
Other Expenses	700.00
<u>STATUTORY EXPENDITURES</u>	
Contribution to:	
Social Security System (O.A.S.I.)	80,000.00
Municipal Court:	
Salaries and Wages	35,000.00
Other Expenses	3,000.00
Public Defender:	
Other Expenses	50.00
Motorcycle Traffic Enforcement	3,000.00
Maintenance of Free Public Library:	
Operating Expenses	70,000.00
O.S.H.A. Requirement:	
Federally Mandated Hepatitis Immunization	300.00
Apartment Sanitation (Chapter 26; PL 2000)	
Other Expenses	6,000.00
Interlocal Municipal Services Agreements:	
Borough of Helmetta:	
Police Dispatcher Services:	
Salaries and Wages	6,500.00
County Department of Health:	
Other Expenses	16,000.00
Middlesex County Improvement Authority:	
Recycling:	
Other expenses	30,000.00
Borough of Spotswood Board of Education	
Sand/Salt	1,000.00
Network Administration	15,000.00
<u>TEMPORARY BUDGET – 2018</u>	
<u>CURRENT FUND CONTINUED)</u>	
Borough of Helmetta:	
Sanitation:	
Salaries and Wages	6,000.00
Other Expenses	5,000.00
Township of East Brunswick:	
Fire Communications	4,000.00
Animal Control	2,000.00
Drunk Driving Enforcement Fund	6,799.98
County of Middlesex – Department of Aging	
SHTP	4,000.00
Title IIIB	6,000.00
Assisted Transportation Services	5,000.00
Municipal Alliance Grant	4,431.00
Municipal Alliance Match	1,108.00
County of Middlesex – CDBG Grant	35,140.00
TOTAL CURRENT FUND	\$2,546,999.00

TEMPORARY BUDGET – 2018

WATER-SEWER UTILITY FUND

Operating:	
Salaries and wages	110,000.00
Other Expenses	142,467.00
Sewerage Authority – Share of Costs	300,000.00
Monroe Sewer Authority	1,000.00
Purchase of Water	120,000.00
Contribution to:	
Social Security System	9,000.00
TOTAL WATER-SEWER UTILITY FUND	\$682,467.00
GRAND TOTAL	3,229,466.00

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-2

RESOLUTION

WHEREAS, as of January 4, 2017 the Borough Council of the Borough of Spotswood, County of Middlesex, State of New Jersey, has elected **MARGARET DROZD** Council President; and

WHEREAS, the rules of Council as previously adopted and amended provide that special committees for legislative purposes may be appointed by the President of said Council pursuant to Resolution; and

WHEREAS, said Council President **MARGARET DROZD** is desirous of appointing such special committees.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Spotswood, County of Middlesex, State of New Jersey, that Council President **MARGARET DROZD** is hereby authorized to appoint whatever special committees he deems necessary for the effective administrative and legislative functions of government of the Borough of Spotswood.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-3

RESOLUTION

BE IT RESOLVED by the Borough Council of the Borough of Spotswood, Middlesex County, New Jersey, that the Tax Collector of the Borough, be and he/she is hereby empowered to allow a 33 day grace period from billing date on all utility bills; and

BE IT FURTHER RESOLVED that in the event the utility bills are not paid on the due date and within the grace period and become delinquent, then and in that event the said collector is hereby authorized to charge eight (8%) percent per annum interest up to \$1,500.00 and eighteen (18%) percent per annum over \$1,500.00 on all delinquent utility bills.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-4

RESOLUTION

WHEREAS, N.J.S.A. 40A: 5-7.1 and 5-7.3 permits public funds of a municipality to be invested in any insured Association, or any Federal Association, whose principal office is located within the State of New Jersey; and

WHEREAS, it is advisable that funds of this municipality on hand and not needed temporarily be invested in such accounts yielding a return on the investment at such time as the Borough may be in a position to do so; and

WHEREAS, N.J.S.A. 40A: 5-14 requires the approval of a cash management plan annual; and

BE IT FURTHER RESOLVED that the CASH MANAGEMENT PLAN as attached is approved; and

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Spotswood in the County of Middlesex, New Jersey, that the Borough

Treasurer is hereby authorized and directed to make such investments of public funds of the Borough of Spotswood on hand and not needed temporarily in any insured Association or Federal Association, in such Principle Office, or Branch Office, up to the amount for which such accounts are insured, pursuant to N.J.S.A. 40A: 5-7 and 5-7.3.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-5

RESOLUTION

WHEREAS, N.J.S.A. 54:4-67 has been amended to adopt into the law a provision which permits the governing body to fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay the delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed six (6%) percent of the amount of the delinquency; and

WHEREAS, the Borough of Spotswood desires to adopt a penalty provision as authorized in N.J.S.A. 54:4-67.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Spotswood, County of Middlesex and State of New Jersey, that the Borough of Spotswood hereby adopts and authorize the Tax Collector of the Borough of Spotswood to assess an additional six (6%) percent penalty to any taxpayer with a delinquency of all taxes, water/sewer and municipal charges due in the excess of ten thousand (\$10,000.00) dollars, who fails to pay the delinquency prior to the end of the calendar year.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-6

RESOLUTION

BE IT RESOLVED the Borough Council of the Borough of Spotswood, Middlesex County, New Jersey, that the Tax Collector of the Borough of Spotswood be and he/she is hereby empowered to allow ten (10) day grace period for payment of municipal taxes and assessments without imposition of any interest charges in compliance with N.J. Statutes; and

BE IT FURTHER RESOLVED that in the event the taxes and assessments are not paid on due dates and within the grace period and become delinquent, then and in the event, the said Collector is hereby authorized to charge eight (8%) percent per annum interest up to \$1,500.00 and eighteen (18%) percent per annum over \$1,500.00 as per N.J.S.A. 54:4-67.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-7

RESOLUTION

BE IT RESOLVED by the Borough Council of the Borough of Spotswood, County of Middlesex, State of New Jersey, that Councilwoman Margaret Drozd, 126 Willard Clark Circle, Spotswood, New Jersey, be and is hereby appointed a member of the Housing and Community Development (HCD) Committee for the year 2018.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-8

RESOLUTION

WHEREAS, the governing body of the Borough of Spotswood is required to obtain and file permits, various, with the State of New Jersey Department of Environmental Protection during the calendar year 2018.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Spotswood, that Mayor Edward T. Seely is hereby authorized to sign any and all permits and applications with the State of New Jersey Department of Environmental Protection.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO
Municipal Clerk

RES: 2018-9

RESOLUTION

WHEREAS, PURSUANT TO P.L.1996, C.95, effective October 23, 1996, each Municipality may employ an Attorney at Law to act as Municipal Prosecutor in the municipal court under the supervision of the Attorney General or County Prosecutor; and

WHEREAS, Mayor Edward T. Seely has appointed the Firm of Bob Smith & Associates LLC Attorneys At Law, 216-B1 Stelton Road, Piscataway, NJ, as Municipal Prosecutor the for the Borough of Spotswood; and

WHEREAS, the Municipal Prosecutor serves for a one (1) year term January 1, 2018 thru December 31, 2018 with annual compensation of \$13,500; and

WHEREAS, the Purchasing Agent has determined that the value of the contract herein will not exceed \$17,500; and

WHEREAS, PURSUANT TP P.L. 1996, C.95, the Attorney General and County Prosecutor have requested each municipality to provide name and resolution of appointment for each Municipal Prosecutor.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Spotswood, County of Middlesex, State of New Jersey, that the appointment of Aravind Aithal, Esq. as Municipal Prosecutor for the Borough of Spotswood is hereby ratified and approved and that a duly authenticated copy of this Resolution be forwarded to the Attorney General and to the County Prosecutor.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION, NOT TO EXCEED \$13,500, WILL BE PROVIDED IN THE 2018 BUDGET UNDER MUNICIPAL PROSECUTOR OE (#8-01-25-275-020). THE DISPLAYED MAXIMUM DOLLAR VALUE IS BASED ON A REASONABLE ESTIMATE OF THE GOODS OR SERVICES REQUIRED OVER THE CONTRACT TERM, AND THE LOCAL UNIT IS NOT OBLIGATED TO SPEND THAT AMOUNT.

JOSEPH ZANGA
Chief Financial Officer

RES: 2018-10

RESOLUTION

WHEREAS, the State of New Jersey has adopted the Municipal Public Defender Law (N.J.S.A. 2B:24-1 et seq.) on September 23, 1997; and

WHEREAS, the Purchasing Agent has determined that the value of the contract herein will not exceed \$17,500; and

WHEREAS, within the Department of Law, there shall be a legal assistant to serve as Municipal Public Defender in accordance with P.L. 1997, Chapter 256. The Public Defender shall be licensed to practice law in New Jersey and shall serve for a term of one (1) year from the date of his or her appointment and until the appointment and qualification of his or her successor; and

WHEREAS, The Mayor of the Borough of Spotswood does so wish to appoint Frederick D. Roselli, of the firm of Roselli and Roselli, 11Stephen Street, South River, NJ, as Municipal Public Defender for an annual compensation of \$2,400; and

WHEREAS, that this resolution be effective from January 1, 2018 through December 31, 2018 as appointment of a Municipal Public Defender.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Spotswood, County of Middlesex, State of New Jersey, that said Municipal Public Defender is appointed.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION, NOT TO EXCEED \$2,400, WILL BE PROVIDED IN THE 2018 BUDGET UNDER PUBLIC DEFENDER TRUST RESERVE (#T-13-56-860-009). THE DISPLAYED MAXIMUM DOLLAR VALUE IS BASED ON A REASONABLE ESTIMATE OF THE GOODS OR SERVICES REQUIRED OVER THE CONTRACT TERM, AND THE LOCAL UNIT IS NOT OBLIGATED TO SPEND THAT AMOUNT.

JOSEPH ZANGA
Chief Financial Officer

RES: 2018-11

RESOLUTION

WHEREAS, Mayor Edward T. Seely has appointed David Samuel of CME Associates, Inc. as Borough Engineer for the Borough of Spotswood; and

WHEREAS, the Borough Engineer serves for a four (4) year term, to run concurrently with the Mayor, as head of the Department of Engineering with compensation for engineering services set by an annual schedule of fees for various employees as well as a retainer for attendance at bi-monthly meetings of the governing body; and

WHEREAS, Mayor Seely has indicated that David Samuel has agreed to renew the schedule of fees and retainer in the amount of \$3,000.00 annually, as set for the period beginning January 1, 2018 through December 31, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Spotswood, in the County of Middlesex, that the advice and consent of the Council is hereby given so as to enable David Samuel to serve as Borough Engineer, at the terms of compensation set forth in a contract, and that the Mayor be authorized to execute said contract with David Samuel of CME Associates, Inc. setting forth the terms of compensation.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION, NOT TO EXCEED \$18,000, WILL BE PROVIDED IN THE 2018 BUDGET UNDER ENGINEERING OE (#8-01-20-165-020) AND UTILITY ENGINEERING OE (#8-05-55-501-525). THE DISPLAYED MAXIMUM DOLLAR VALUE IS BASED ON A REASONABLE ESTIMATE OF THE GOODS OR SERVICES REQUIRED OVER THE CONTRACT TERM, AND THE LOCAL UNIT IS NOT OBLIGATED TO SPEND THAT AMOUNT.

JOSEPH ZANGA
Chief Financial Officer

RES: 2018-12

RESOLUTION

WHEREAS, the Borough of Spotswood has a need to acquire the services of Borough Attorney which will be provided pursuant to a fair and open process of requesting qualification statements before awarding a contract for such services; and

WHEREAS, the governing body has determined and certified in writing that the value of the services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is One (1) year; and

WHEREAS, Patrick J. Diegnan, Jr. has submitted a proposal indicating he will provide the services of Borough Attorney for Twenty Thousand Dollars (\$20,000) annual retainer for representation at council meetings plus \$110.00 per hour for additional services; and

WHEREAS, Patrick J. Diegnan, Jr. has completed and submitted a Business Entity Disclosure Certification which certifies that Patrick J. Diegnan, Jr. has not made any reportable contributions to a political or candidate committee in the Borough of Spotswood in the previous one year, and that the contract will prohibit Patrick J. Diegnan, Jr., from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer has confirmed availability of funds for this award.

NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Spotswood authorizes the Borough Administrator to enter into a contract with Patrick J. Diegnan, Jr. as described herein; and

BE IT FURTHER RESOLVED that this Resolution shall be advertised in conformance with law.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION, NOT TO EXCEED \$35,000, WILL BE PROVIDED IN THE 2018 BUDGET UNDER DEPARTMENT OF LAW OE (#8-01-20-155-020). THE DISPLAYED MAXIMUM DOLLAR VALUE IS BASED ON A REASONABLE ESTIMATE OF THE GOODS OR SERVICES REQUIRED OVER THE CONTRACT TERM, AND THE LOCAL UNIT IS NOT OBLIGATED TO SPEND THAT AMOUNT.

JOSEPH ZANGA
Chief Financial Officer

RES: 2018-13

**APPROVING APPOINTMENT OF WEBMASTER
FOR BOROUGH WEBSITE – KAYE AAROE BARBIERI**

BE IT RESOLVED by the Borough Council of the Borough of Spotswood that it hereby reappoints Kaye Aaroe Barbieri as Webmaster for the Borough Website, effective January 1, 2018 and will continue on a month-to-month basis until said services are no longer required; and

BE IT FURTHER RESOLVED that Kaye Aaroe Barbieri shall be paid at a rate of \$500 per month for said webmaster services.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DESTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION, NOT TO EXCEED \$6,000, WILL BE PROVIDED IN THE 2018 BUDGET UNDER GENERAL ADMINISTRATION OE (#8-01-20-100-031). THE DISPLAYED MAXIMUM DOLLAR VALUE IS BASED ON A REASONABLE ESTIMATE OF THE GOODS OR SERVICES REQUIRED OVER THE CONTRACT TERM, AND THE LOCAL UNIT IS NOT OBLIGATED TO SPEND THAT AMOUNT.

JOSEPH ZANGA
Chief Financial Officer

RESOLUTION

AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT

WHEREAS, the Borough of Spotswood has a need for municipal auditing services which will be provided pursuant to a fair and open process of requesting qualification statements before awarding a contract for such services; and,

WHEREAS, the purchasing agent has determined that the value of the aforesaid contract will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one (1) year although it may be extended if approved by the governing body; and

WHEREAS, **Gerard Stankiewicz, CPA, RMA** has submitted a proposal dated **December 13, 2017** pursuant to the fair and open process indicating he/she/it will provide municipal auditing services in accordance with the Request for Qualifications; and

WHEREAS, the governing body has provided public notice in undertaking solicitation of Statements of Qualifications in accordance with law; and

WHEREAS, the Chief Financial Officer of the Borough of Spotswood has provided a certification in writing as to the availability of adequate funds for the awarding of the contract described herein.

NOW THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Spotswood authorizes the appropriate officials of the borough to enter into a contract with **Gerard Stankiewicz, CPA, RMA** as described herein; and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be published in the official newspaper of the Borough of Spotswood within ten (10) days of its passage.

Date: January 3, 2018

MARGARET DROZD
Council President

PATRICIA DeSTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION, NOT TO EXCEED \$65,000, WILL BE PROVIDED IN THE 2018 BUDGET UNDER FINANCE OE (#8-01-20-130-028) & AUDIT OE (#8-01-20-135-113), UTILITY OE (#8-05-55-501-524) AND VARIOUS GENERAL & UTILITY CAPITAL ORDINANCES. THE DISPLAYED MAXIMUM DOLLAR VALUE IS BASED ON A REASONABLE ESTIMATE OF THE GOODS OR SERVICES REQUIRED

OVER THE CONTRACT TERM, AND THE LOCAL UNIT IS NOT OBLIGATED TO SPEND THAT AMOUNT.

JOSEPH ZANGA
Chief Financial Officer

RES: 2018-15

RESOLUTION

WHEREAS, Mayor Edward Seely has appointed J.C. Wherle, Jr., as Deputy Emergency Management Coordinators; and

WHEREAS, State Statute mandates an appointment be renewed every year for Deputy Emergency Management Coordinator; and

WHEREAS, J.C. Wherle, Jr., is appointed as Deputy Emergency Management Coordinators for a term from January 1, 2018 to run for one year until December 31, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Spotswood, in the County of Middlesex, State of New Jersey that advice and consent of such Council is hereby given so as to enable J.C. Wherle, Jr., to serve as Deputy Emergency Management Coordinators for a one (1) year term ending December 31, 2018 with the stipulation that they attend the necessary classes to be Deputy Emergency Management Coordinators.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-16

**AUTHORIZING THE CHIEF FINANCIAL OFFICER TO PAY CERTAIN
VOUCHERS WHEN REQUIRED**

WHEREAS, the Borough of Spotswood has budgeted funds for 2018 for payment of utilities, payroll, debt service, governmental fees, and insurance, and for the printing and mailing costs of the Borough; and

WHEREAS, the payment of these items frequently arrives out of time for placement on the next available bill list, and in several months of the year the governing body does not meet

for a period of one month, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Spotswood that the Chief Financial Officer and/or Temporary Chief Financial Officer be and is hereby authorized to make pre-payment of the following fixed items prior to the same appearing on the meeting bill lists, such funds to be taken from the pre-budgeted amount for each such expenses for 2018;

1. Utilities (electric, gas, water, sewer, cable and telephone)
2. Payroll
3. Debt services as evidenced by pre-existing bonds and notes
4. Health, dental and other insurance premiums
5. Federal, state, county fees and taxes
6. Postage for tax bills, newsletters, and other Borough mailings

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Joseph Zanga, Temporary CFO
2. Dawn McDonald, Borough Administrator

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

Record of Vote	Councilman Stollen	Councilman Melillo	Councilman Rivera	Councilman Ricci	Council President Drozd
Motion To Approve					
Motion to Second					
Approved					
Opposed					
Not Voting/Recuse					
Absent/Excused					

RES: 2018-17

RESOLUTION

**RESOLUTION AUTHORIZING AN ANNUAL TAX SALE
BY THE TAX COLLECTOR**

WHEREAS, New Jersey Statutes Annotated 54:5-19 prior to Chapter 99 Public Laws of 1997 granted the power to conduct a tax sale to the Tax Collector; and

WHEREAS, the provisions of Chapter 99, Public Laws of 1997, inadvertently removed those powers but at the same time continued to require the Tax Collector to conduct an annual tax sale; and

WHEREAS, it is appropriate to conduct an annual tax lien sale for prior years delinquencies in order to improve collection rates and to maintain tax base integrity; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council, Borough of Spotswood, County of Middlesex, State of New Jersey according to the following,.

1. Unpaid taxes at the end of any fiscal year are declared delinquent and six months after the delinquency status, the Tax Collector is directed to hold a tax sale annually in accordance with 54:5-19.
2. Chapter 99, Public Laws of 1997 provides an option for the Tax Collector to give two notices to individuals and publish the notice twice in the newspaper, publish the notice four times in the newspaper or any combination thereof provided said notices are by certified mail and the discretion on noticing the delinquent taxpayers will reside with the Tax Collector.

BE IT FURTHER RESOLVED, by the Borough Council of the Borough of Spotswood, that the Tax Collector is hereby authorized to hold a tax sale on the appropriate date, publish the notice twice in the newspaper, publish the notice four times in the newspaper or any combination thereof provided and directed to sell all municipal liens in accordance with New Jersey Law.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DESTEFANO, RMC
Municipal Clerk

RES: 2018-18

RESOLUTION

WHEREAS, the Borough of Spotswood has a need to acquire the services of Risk Management – Property Casualty Services; and

WHEREAS, the anticipated term of this contract is One (1) year; and

WHEREAS, The Borough Clerk was instructed to advertise for RFPs for Risk Management - Property Casualty Services to be received and opened on December 13, 2017. One RFP was received from the firm of Brown & Brown Metro, Inc. and reviewed by Mayor Seely; and

WHEREAS, After review by Mayor Seely he found that Brown & Brown Inc. is a full service brokerage and consulting firm specializing in public entity risk management and employee benefits plan; and

WHEREAS, the purpose of a Risk Management – Property Casualty Service is to

- Oversee and manage the vendor/carrier relationships
- Ensure vendor/carrier compliance with their proposals
- Review the Borough’s insurance programs and make recommendation as appropriate
- Negotiate renewals and make recommendations on renewals
- Present to committees or the Borough Council on renewals and/or on topics requested by the Borough
- Provide key assistance in the day to day operations and management of the Borough’s insurance program
- In general guide the Borough in management of their insurance programs

WHEREAS, the Chief Financial Officer has confirmed availability of funds for this award.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Spotswood authorize the Borough Administrator to enter into a contract with Dominick S. Cinelli, Senior Vice President of Brown & Brown Metro, Inc., 30A Vreeland Road, Florham Park, NJ 07932 as described herein; and

BE IT FURTHER RESOLVED that the Risk Management – Casualty Services is included with the renewal of our Middlesex County Municipal Joint Insurance Fund Policy, it is incorporated into said insurance policy.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DESTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION, NOT TO EXCEED \$15,100, WILL BE PROVIDED IN THE 2018 BUDGET UNDER INSURANCE OE (#8-01-23-210-194, #8-01-23-215-195, #8-01-29-390-090) AND UTILITY INSURANCE OE (8-05-55-501-558, #801-29-390-090). THE DISPLAYED MAXIMUM DOLLAR VALUE IS BASED ON A REASONABLE ESTIMATE OF THE GOODS OR SERVICES REQUIRED OVER THE CONTRACT TERM, AND THE LOCAL UNIT IS NOT OBLIGATED TO SPEND THAT AMOUNT.

JOSEPH ZANGA
Chief Financial Officer

RES: 2018-19

RESOLUTION

WHEREAS, the Borough of Spotswood is required to designate one of its borough officials as Public Agency Compliance Officer (P.A.C.O.) in order to meet the Affirmative Action requirements for public agencies in the awarding of contracts pursuant to Public Law 1975 c. 127 (N.J.A.C. 17:27).

NOW, THEREFORE, BE IT RESOLVED that Business Administrator, Dawn McDonald, be designated as the Borough of Spotswood's Public Agency Compliance Officer for the year 2018.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-20

RESOLUTION

WHEREAS, N.J.S.A. 10:4 Et Seq requires a Municipality to designate at least two (2) publications be the "Official Newspapers" for the Municipality; and

WHEREAS, "Official Newspapers" means paid, published and circulated in the municipality, and if there be no such newspaper, then in at least one published in the county in which the municipality is located and said newspaper is circulated; and

WHEREAS, the newspapers selected should be those most likely to inform the people within the public body’s jurisdiction of the meeting.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Spotswood, County of Middlesex and State of New Jersey, that the Home News Tribune, a daily publication circulated in the Municipality and the Sentinel, a weekly publication, be designated as the “Official Newspapers” of the Borough of Spotswood.

Dated: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-21

RESOLUTION

WHEREAS, the Spotswood Borough Council is required to adopt Ordinances and Resolutions and conduct other required actions in a timely manner as required by law; and

WHEREAS, on occasion it is difficult or impossible for a majority of the Borough Council members to personally attend a Council meeting; and

WHEREAS, it may be necessary to utilize telephonic conference to enable the Council to complete necessary actions as required by law.

NOW THEREFORE BE IT RESOLVED that a member of the council may participate in a Council meeting and cast a vote for or against an Ordinance or Resolution on the Council agenda by telephonic conference call in order to complete required actions.

In that event the minutes of that Council meeting shall take note of the participation by telephonic conference.

This authorization will expire on December 31, 2018

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-22

RESOLUTION

WHEREAS, the Borough of Spotswood has a need to acquire the services of an attorney for services rendered in connection with Labor Counsel; and

WHEREAS, there exists a need for specialized legal services in connection with representing employers in the Borough of Spotswood, County of Middlesex, State of New Jersey; and

WHEREAS, such specialized legal services can be provided only by a recognized Labor and employment Counsel to clients, services regularly include collective bargaining, labor litigation and employment litigation covering discrimination, wrongful termination, sexual harassment, disability, whistleblower and contract claims under both federal and state laws; and

WHEREAS, the Apruzzese, McDermott, Mastro & Murphy submitted a proposal dated December 13, 2017, which was opened by the Municipal Clerk and reviewed by the Administrator and Mayor Seely; and

WHEREAS, upon review of all proposals for Labor Counsel for the issuance of employment counsel Apruzzese, McDermott, Mastro & Murphy was chosen for the Borough of Spotswood's Labor Counsel; and

WHEREAS, the Chief Financial Officer has confirmed availability of funds for this award; and

WHEREAS, the anticipated term of this contract is One (1) year; and

NOW THEREFORE, BE IT RESOLVED, the Borough Council of the Borough of Spotswood, in the County of Middlesex, that the advice and consent of the Council is hereby given so as to enable Apruzzese, McDermott, Mastro & Murphy, Arthur R. Thibault, Jr., Esq., to serve as Labor Counsel, at the terms of compensation set forth in a contract, and that the Mayor be authorized to execute said contract with Arthur R. Thibault, Jr., Esq. of Apruzzese, McDermott, Mastro & Murphy setting forth the terms of compensation.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION, NOT TO EXCEED \$35,000, WILL BE PROVIDED IN THE 2018 BUDGET UNDER DEPARTMENT OF LAW OE (#8-01-20-155-020). THE DISPLAYED MAXIMUM DOLLAR VALUE IS BASED ON A REASONABLE ESTIMATE OF THE GOODS OR SERVICES REQUIRED OVER THE CONTRACT TERM, AND THE LOCAL UNIT IS NOT OBLIGATED TO SPEND THAT AMOUNT.

JOSEPH ZANGA
Chief Financial Officer

RES: 2018-23

RESOLUTION

BE IT RESOLVED by the Borough Council of the borough of Spotswood, County of Middlesex and State of New Jersey, that Dawn McDonald, Business Administrator is hereby appointed as the Commissioner to the Middlesex County Municipal Joint Insurance Fund to represent the best interest of the Borough of Spotswood and Patricia DeStefano, Borough Clerk is hereby appointed as her alternate.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2018-24

RESOLUTION

WHEREAS, Financial Freedom, mortgage servicer for the owner of property known as 422 Adirondack Ave., Spotswood, NJ also known as, Block 85.17 Lot 10, has paid the necessary sum to redeem Borough of Spotswood Tax Sale Certificate #17-00005; and,

WHEREAS, said Tax Sale Certificate was sold to Mr. Stuart Lasher whose address is P.O. Box 83, Milltown, NJ 08850-0083, and,

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Spotswood, that the Chief Financial Officer, Mr. Joseph Zanga is hereby authorized to pay the

sum of \$24,501.37 (\$9,000.00 for premium and \$15,501.37 for certificate)to Mr. Stuart Lasher being all premiums, taxes, interest and, costs due to them.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION ARE AVAILABLE FROM THIRD PARTY LIEN REDEMPTIONS 7.01.55.001.611 PREMIUMS T-13-56-860-016

JOSEPH ZANGA
Chief Financial Officer

RES: 2018-25

RESOLUTION

WHEREAS, the Borough of Spotswood has a need to acquire the services of an attorney for services rendered in connection with the issuance of bonds; and

WHEREAS, there exists a need for specialized legal services in connection with the authorization and the issuance of bonds and other obligations by the Borough of Spotswood, County of Middlesex, State of New Jersey; and

WHEREAS, such specialized legal services can be provided only by a recognized Bond Counsel firm, and the law firm of GluckWalrath LLP, Meghan Bennett Clark, Esq., 11 Wharf Avenue, Suite 4, Red Bank, New Jersey, is so recognized by the financial community; and

WHEREAS, the GluckWalrath LLP submitted a proposal dated December 13, 2017, which was opened by the Municipal Clerk and reviewed by the Administrator and Mayor Seely; and

WHEREAS, upon review of all proposals for Bond Council for the issuance of bonds and other obligations, GluckWalrath LLP was chosen for the Borough of Spotswood's bonding obligations.

WHEREAS, the Chief Financial Officer has confirmed availability of funds for this award; and

WHEREAS, the anticipated term of this contract is One (1) year; and

NOW THEREFORE, BE IT RESOLVED, the Borough Council of the Borough of Spotswood, in the County of Middlesex, that the advice and consent of the Council is hereby given so as to enable GluckWalrath LLP, Meghan Bennett Clark, Esq., to serve as Bond Counsel, at the terms of compensation set forth in a contract, and that the Mayor be authorized to execute said contract with Meghan Bennett Clark, Esq. of GluckWalrath LLP setting forth the terms of compensation.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DESTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION, NOT TO EXCEED \$7,000, WILL BE PROVIDED IN THE 2018 BUDGET UNDER VARIOUS GENERAL & UTILITY CAPITAL ORDINANCES. THE DISPLAYED MAXIMUM DOLLAR VALUE IS BASED ON A REASONABLE ESTIMATE OF THE GOODS OR SERVICES REQUIRED OVER THE CONTRACT TERM, AND THE LOCAL UNIT IS NOT OBLIGATED TO SPEND THAT AMOUNT.

JOSEPH ZANGA
Chief Financial Officer

RES: 2018-26

RESOLUTION

WHEREAS, there exists a need for retaining special counsel to represent the Borough in any and all 2018 residential and commercial tax appeal proceedings for the Borough of Spotswood; and

WHEREAS, the Firm of Shamy, Shipers & Lonski has submitted a proposal dated December 13, 2017 pursuant to the fair and open process indicating he/she/it will provide special counsel to represent the Borough in any and all 2018 residential and commercial tax appeal proceedings; and

WHEREAS, the Chief Financial Officer of the Borough has certified in writing as to the availability of funds.

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

1. That David P. Lonski, Esq. of the Firm of Shamy, Shipers & Lonski is hereby authorized to represent the Borough of Spotswood as Special Counsel in 2018 residential and commercial tax appeals in the Borough of Spotswood at a fee not to exceed \$5,000.00.
2. This contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts Law (N.J.S.A., 40A:11-5 (1) (1) since this contract is for services performed by a person authorized by law to practice a recognized profession and it was not possible to obtain competitive bidding.
3. A copy of this Resolution shall be published in the official newspaper of the Borough of Spotswood within ten (10) days of its passage.

DATED: January 3, 2018

MARGARET DROZD
Council President

ATTEST:

PATRICIA DESTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS FOR THIS RESOLUTION, NOT TO EXCEED \$5,000, WILL BE PROVIDED IN THE 2018 BUDGET UNDER TAX ASSESSOR OTHER CONTRACTUAL SERVICES (#8-01-20-150-029). THE DISPLAYED MAXIMUM DOLLAR VALUE IS BASED ON A REASONABLE ESTIMATE OF THE GOODS OR SERVICES REQUIRED OVER THE CONTRACT TERM, AND THE LOCAL UNIT IS NOT OBLIGATED TO SPEND THAT AMOUNT.

JOSEPH ZANGA
Chief Financial Officer

RES: 2018-27

RESOLUTION

BE IT RESOLVED by the Borough Council of the Borough of Spotswood, County of Middlesex, State of New Jersey, that Councilman Curtis Stollen, 80 Vliet Street, Spotswood, New Jersey, be and is hereby appointed as Liaison, Class III member to the Planning Board/Zoning Board of Adjustment for a term of one year, expiration date December 31, 2018.

DATED: January 3, 2018

MAGARET DROZD
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

MEETING DATE: JANUARY

January 3, 2018
11:31 AM

P.O. Type: All
Range: First to Last
Format: Condensed

PO #	PO Date	Vendor
17-02127	12/14/17	ALEXL005 ALEX LASHER
17-02128	12/14/17	ANTON005 ANTONIO CRUZ
17-02181	12/22/17	GOOGL005 GOOGLE INC
17-02199	12/22/17	DAVID005 DAVID NICHOLS
17-02229	12/29/17	L0066 LORI KARTELIAS
17-02230	12/29/17	L0066 LORI KARTELIAS
17-02242	12/29/17	CREST005 CREST FURNITURE
Total Purchase Orders:		7 Total P.O. I

SCHOOL TAXES PAYABLE

DATED: JANUARY 3,

ATTEST:



PATRICIA DESTEFANO
Municipal Clerk

Councilman Ricci made a motion to adopt Resolutions 2018-1 through 2018-28, which was seconded by Councilman Rivera.

The Clerk called the roll:

Councilman Stollen	yes
Councilman Ricci	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Drozd	yes, and Resolutions 2018-1 through 2018-28 were adopted

COUNCIL COMMENTS AND LIAISON REPORTS

Councilman Melillo – The next Board of Education meeting is scheduled for Tuesday, January 16th at 7:00 in the Library of the Spotswood High School.

Councilman Stollen is looking forward to 2018. Thanks Council for Resolution 2018-27 reappointing him as the liaison to the Planning / Zoning Board, this will be his 27th year serving on the Board.

Councilman Ricci is also looking forward to 2018. Thanks Public Works for all of their hard work with the many water main breaks.

Councilman Rivera reminds everyone that the Drug Alliance calendars are still available. Thanks Public Works for all of their hard work with the many broken water mains. Reminds everyone to be safe with the upcoming snowstorm.

Council President Drozd wanted to remind everyone about Spotswood Education Foundation’s Casino Night, which will be held on Saturday, March 3 2018. The “Grinch” was in Spotswood, and there were numerous people at every stop. The event had been postponed until December 21st due to the weather. Thank you to Public Works for all of their hard work during the water main breaks, the temperature last night was 9 degrees.

Mayor Seely thanks the Public Works employees who have been out repairing the broken water mains. They are an outstanding group of employees and are doing a great job! Budget deadline extensions were sent out. The “Grinch” wasn’t alone on December 21st, he was also joined by the “Abominable Snowman”, “Krampus” and the “Scrooge”. The event was well attended. Last week, the Mayor of East Brunswick visited Borough Offices. One item discussed was having weight limit signs placed on Helmetta Boulevard and Old Stage Road. Also spoke about a bike trail program they are instituting, and they would like to meet with the Borough’s Planning and Zoning Board, as well as the Recreation Department regarding continuing the trails. East Brunswick has also started a “Shop East Brunswick” Program, and Mayor Cohen shared how their program works. Mayor Seely advised he will look into the program further for Spotswood residents; it may be possible to work across multiple towns.

OPEN TO THE PUBLIC

Councilman Stollen made a motion to open the meeting to the public, which was seconded by Councilman Melillo. All present were in favor, and the public portion of the meeting was opened.

There being no comments from the public, Councilman Rivera made a motion to close the meeting to the public, which was seconded by Councilman Stollen. The Clerk called the roll which was unanimous, and the public portion was closed.

There being no further business before the Councilman Ricci made a motion to adjourn the meeting, which was seconded by Councilman Stollen.

The Clerk called the roll:

Councilman Stollen	yes
Councilman Ricci	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Drozd	yes, and the meeting was adjourned at 7:54 P.M.

Dated: January 3, 2018

PATRICIA DeSTEFANO, RMC
Municipal Clerk

ATTEST:

MARGARET DROZD
Council President