

BOROUGH OF SPOTSWOOD
77 Summerhill Road
Spotswood, New Jersey

Caucus Meeting
April 9, 2018
7:30 PM

The caucus meeting of the Borough Council of the Borough of Spotswood was called to order by the Borough Clerk, 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.

NOMINATION OF ACTING COUNCIL PRESIDENT

The Borough Clerk calls for a nomination for Acting Council President, as the Council President was not available to sit for this meeting. Councilman Rivera makes a motion to nominate Councilman Stollen seconded by Councilman Melillo. There were no other nominations.

The Clerk called the roll:

| | |
|--------------------|---|
| Councilman Stollen | yes |
| Councilman Melillo | yes |
| Councilman Rivera | yes, and Councilman Stollen is nominated as Acting Council President. |

ATTENDANCE

The Clerk called the roll:

| | |
|----------------------------------|---------|
| Acting Council President Stollen | Present |
| Councilman Ricci | Absent |
| Councilman Melillo | Present |
| Councilman Rivera | Present |
| Council President Drozd | Absent |

Also present were Mayor Seely, Business Administrator McDonald, and Borough Attorney Diegnan. Borough Engineer Koch was absent; Malay Patel attended as Borough Engineer.

ENGINEER’S REPORT

Improvements to Madie Avenue – Phase III

- We have reviewed the bids and issued a letter concerning same.

USDA/NJEIT Joint Funding for the Cottage Streets Area Improvements and the New Water Storage Tank

- We are working on the design of the Cottage Streets Area Improvements. We are providing the USDA with some additional information they requested.

NJDOT FY-2018 State Aid Programs

- The Borough has been awarded a \$490,000 grant from the NJDOT. We issued a proposal for the surveying services for the project.

Lettau Drive Water Main Improvements

- The contractor is connecting homes to the new water main.

Elmer Avenue and Clark Avenue Water Main Improvements

- The contractor anticipates starting work by April 23rd.

ACTING COUNCIL PRESIDENT STOLLEN READS THE RESOLUTIONS UNDER THE 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.

| | |
|----------------|---|
| 2018-68 | Distracted driving grant. Appropriate Officials to sign and accept National Distracted Driver Grant from April 1 thru April 21, 2018 from State of New Jersey Division of Highway Traffic Safety. |
| 2018-69 | Correspondence from CME recommending pay estimate No. 1 for work performed by JTG Construction, Inc. for a period to February 15, 2018 to March 20, 2018 for a project known as Lettau Dr. Water Main Improvements in the amount of \$169,402.41. |
| 2018-70 | Professional Service resolution for CME to do professional services for project known as Improvements to Brunswick Ave, per correspondence of March 27, 2018 explaining the scope of services for a fee not to exceed \$11,094.00. |
| 2018-71 | Borough Council authorize the Utility Collector to make an adjustment in the amount of \$499.50 for refund of sewer overpayment for 2017 to consumer of account 20001650-0. |
| 2018-72 | Borough Council authorize the Utility Collector to make an adjustment in the amount of \$66.60 for a credit to sewer to consumer of account 20001102-0. |
| 2018-73 | Payment of Bills. |
| 2018-74 | Borough Council authorize the Utility Collector to make an adjustment in the amount of \$414.40 for a credit to sewer to consumer of account 10000188-0. |

PROCLAMATION Sexual Assault Awareness Month/ Denim Day
National Volunteer Week
Distracted Driving Awareness Month

DISCUSSION Intersection of Snowhill Street, Manalapan Road, Vliet Street and DeVoe Avenue has been postponed until the meeting, April 25, 2018 meeting.

OPEN TO THE PUBLIC –

Councilman Rivera 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 questions or comments from the public, Councilman Rivera made a motion to close the public hearing, which was seconded by Councilman Melillo. All present were in favor, and the public portion of the meeting was closed.

There being no further business before the Council, Councilman Rivera made a motion to adjourn the Caucus meeting, seconded by Councilman Melillo.

The Clerk called the roll:

| | |
|----------------------------------|---|
| Councilman Melillo | yes |
| Councilman Rivera | yes |
| Acting Council President Stollen | yes, and the meeting was adjourned at 7:35 P.M. |

Dated: April 9, 2018

PATRICIA DeSTEFANO
Municipal Clerk

ATTEST:

MARGARET DROZD
Council President



CONSULTING AND MUNICIPAL ENGINEERS
3141 BORDENTOWN AVENUE, PARLIN, NEW JERSEY 08859
732-727-8000

MEMO TO: Mayor and Borough Council, Borough of Spotswood

FROM: Bruce M. Koch, P.E., P.P., C.M.E., Borough Engineer's Office

DATE: April 9, 2018

**RE: Capital Project Status Report
Spotswood, New Jersey
Our File: PSP00002.01**

A handwritten signature in black ink, appearing to be 'B.M. Koch', is written over the 'Office' part of the 'FROM' line.

- **Improvements to Madie Avenue-Phase 3**
 - We have reviewed to bids and issued a letter concerning same.

- **USDA/NJEIT Joint Funding for the Cottage Streets Area Improvements and the New Water Storage Tank**
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