

BOROUGH OF SPOTSWOOD
77 Summerhill Road
Spotswood, New Jersey

Regular Meeting
April 18, 2016
8:50 PM

The regular meeting of the Borough Council of the Borough of Spotswood was called to order by Council President Stollen 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 28, 2015. 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 AND MOMENT OF SILENCE

ATTENDANCE

The Clerk called the roll:

Councilman Seely	Present
Councilwoman Drozd	Present
Councilman Ricci	Absent
Councilman Servis	Present
Council President Stollen	Present

Also present were Mayor Polisenno, Business Administrator McDonald, Borough Engineer Koch, Borough Attorney Diegnan, Chief Financial Officer Zanga.

MINUTES

April 4, 2016 – Regular Meeting

The minutes of the regular meeting of April 4, 2016 of the Borough Council were presented. Councilman Seely made a motion to approve the minutes, seconded by Councilman Servis.

The Clerk called the roll:

Councilman Seely	yes
Councilwoman Drozd	abstain
Councilman Ricci	absent
Councilman Servis	yes
Council President Stollen	yes, and the minutes of the above date were approved

as presented.

ORDINANCE – 2nd READING – PUBLIC HEARING – APRIL 18, 2016

The Clerk announced that Ordinance 2016-7 was posted in the Spotswood Municipal Building on April 5, 2016 and advertised in full in the Home News Tribune on April 7, 2016. A public hearing was set for April 18, 2016.

BOND ORDINANCE NO. 2016-7

BOND ORDINANCE PROVIDING FOR THE ACQUISITION AND INSTALLATION OF A NEW SERVER AND BACKUP SERVER AND BUILDING IMPROVEMENTS TO SERVER ROOMS, APPROPRIATING \$215,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$204,250 BONDS AND NOTES TO FINANCE A PORTION OF THE COSTS THEREOF, AUTHORIZED IN AND BY THE BOROUGH OF SPOTSWOOD, IN THE COUNTY OF MIDDLESEX, NEW JERSEY

Councilwoman Drozd made a motion to open the meeting to the public, which was seconded by Councilman Servis. The Clerk called the roll, which was unanimous, and the public portion of the meeting was opened.

Council President Stollen explains the ordinance.

There being no questions, Councilman Seely made a motion to close the public hearing, which was seconded by Councilwoman Drozd. The Clerk called the roll, which was unanimous, and the public portion of the meeting was closed.

Council President Stollen moved the ordinance be adopted on second and final reading, and be published according to law; seconded by Councilwoman Drozd.

The Clerk called the roll:

Councilman Seely	yes
Councilwoman Drozd	yes
Councilman Ricci	absent
Councilman Servis	yes
Council President Stollen	yes, and the ordinance was adopted.

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: 2016-65

BOROUGH OF SPOTSWOOD MIDDLESEX COUNTY, NEW JERSEY

SELF-EXAMINATION OF BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Spotswood has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2016 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Borough of Spotswood that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Approved:

Vote recorded as follows:

	Moved		RECORDED VOTE			
	<u>1st</u>	<u>2nd</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
M. Drozd						
T. Ricci						
E. Seeley						
L. Servis						
C. Stollen						

CERTIFICATION

I, Patricia DeStefano, Clerk of the Borough of Spotswood, Middlesex County, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Spotswood at a meeting held on the 18th April, 2016.

Patricia DeStefano, Borough Clerk

**BOROUGH OF SPOTSWOOD
MIDDLESEX COUNTY, NEW JERSEY**

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to N.J.S.A. 40A:4-78(b) and N.J.A.C. 5:30-7.

It is further certified that the municipality has met the eligibility requirements of N.J.A.C. 5:30-7.4 and 7.5, and that I, as Chief Financial Officer, have completed the local examination in compliance with N.J.A.C. 5:30-7.6.

Dated: April 18, 2016

JOSEPH ZANGA
Chief Financial Officer

This certification form and resolution of the governing body executing such certification should be annexed to the adopted budget (N.J.A.C. 5:30-7.6(e))

RES: 2016-66

RESOLUTION

WHEREAS, May is National Click It or Ticket month and the Spotswood Police Department will be cracking down on unbelted motorist, front and rear seat passengers and also will enforce the child safety restraint law as appropriate, as part of the Nationwide “Click It or Ticket” Seat Belt Mobilization Campaign; and

WHEREAS, a large percentage of the motor vehicle occupants killed in traffic crashes were not wearing a seat belt; and

WHEREAS, use of a seat belt remains the most effective way to avoid death or serious injury in a motor vehicle crash; and

WHEREAS, according to the National Highway Traffic Safety Administration seat belt use saved more than 63,000 lives from 2009 to 2013, the most recent year for which this data is available. In 2013, 54% of male passenger vehicle occupants in fatal crashes were unrestrained compared to only 41% for women and too many pickup truck occupants aren’t driving with a full load, 63% who were killed in traffic crashes were not buckled up; and

WHEREAS, the State of New Jersey will participate in the nationwide *Click It or Ticket* safety belt mobilization from May 18 – May 31, 2016 in an effort to raise awareness and increase safety belt usage through a combination of enforcement and education; and

WHEREAS, the Division of Highway Traffic Safety has set a goal of increasing the seat belt usage rate in the state from the current level of 91% to 100%; and

WHEREAS, a further increase in safety belt usage in New Jersey will save lives on our roadways;

THEREFORE, BE IT RESOLVED that the *Borough of Spotswood* declares its support for the *Click It or Ticket* safety belt mobilization both locally and nationally from May 18 – May 31, 2016 and pledges to increase awareness of the mobilization and the benefits of safety belt use.

BE IT FURTHER RESOLVED, that the Borough Council of the Borough of Spotswood, County of Middlesex, State of New Jersey, authorize Nicholas Polisenio, Mayor, Joseph Zanga, CFO and Chief Michael Zarro to apply and execute the *Click It or Ticket* Seat Belt Campaign May, 2016 Enforcement Grant from the State of New Jersey, Division of Highway Traffic Safety.

DATED: April 18, 2016

CURTIS STOLLEN
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2016-67

RESOLUTION

WHEREAS, the Mayor and Business Administrator have received correspondence from Black Rock Enterprises, LLC and CME Associates recommending change order No. 1 for a project known as Improvements to Madie Avenue, a portion of Richmond Avenue and the DPW Yard Improvements in the Borough of Spotswood; and

WHEREAS, Business Administrator, Dawn McDonald has been advised by CME that change order No. 1 adds the Firehouse Apron improvements to this project; and

WHEREAS, this change order provides for

- | | |
|--|-------------|
| • Sawcut | \$ 805.00 |
| • Furnish and install 6" X 8" /x 29" concrete vertical curb | \$ 3,150.00 |
| • Hot Mix Asphalt pavement repair | \$ 1,500.00 |
| • Furnish and install 9" thick, reinforced concrete pavement | \$28,560.00 |
| • Proposed concrete sidewalk delineation | \$ 1,000.00 |

WHEREAS, the Borough entered into a contract with Black Rock Enterprises, LLC. For Improvements to Madie Avenue, A portion of Richmond Avenue, DPW Yard improvements with an original contract amount of \$490,959.80 and due to change order No. 1 in the amount of \$35,015.00, said contract amount is increased to \$525,974.80.

WHEREAS, the Borough Engineer, of CME Associates, recommends approval of Change Order No. 1, in the amount of \$35,015.00.

NOW, THEREFORE, BE IT AND IT IS HERBY RESOLVED by the Borough Council of the Borough of Spotswood, in the County of Middlesex, the State of New Jersey, that Change Order No. 1 for the aforesaid work is hereby approved.

DATED: April 18, 2016

CURTIS STOLLEN
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 IN THE ACCOUNT 6-01-55-001-705

JOSEPH ZANGA
Chief Financial Officer

RES: 2016-68

RESOLUTION

WHEREAS, the official utility records of the Borough of Spotswood, County of Middlesex, New Jersey show certain refunds and credits, which include water and sewer utility; and

WHEREAS, the Utility Collector, for the Borough of Spotswood, recommends that the following credits should be made to the consumer noted herein below listed.

<u>ACCOUNT #</u>	<u>PAYABLE TO:</u>	<u>CREDIT BY RESOLUTION:</u>
30002411-0	Stenftennagel, Paul & Roy 190 Jackson Street Spotswood, NJ 08884	\$ 11.10
30002246-0	Vento, Lori & John 75 Jenson Avenue Spotswood, NJ 08884	\$ 59.20

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED, by the Borough of Council of the Borough of Spotswood, County of Middlesex, that the Utility Collector is hereby authorized to make aforesaid adjustments indicated above.

DATED: April 18, 2016

CURTIS STOLLEN
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I HEREBY CERTIFY THAT FUNDS FOR THIS RESOLUTION ARE AVAILABLE FROM UTILITY OVERPAYMENTS.

JOSEPH ZANGA
Chief Financial Officer

April 14, 2016
01:28 PMBorough of Spotswood
Bill List By P.O. Number

Page No: 2

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
16-00495	03/30/16	KATHLOOS KATHLEEN OKONIESKI	TO REFUND HOMESTEAD BENEFIT	Open	558.72	0.00	
16-00496	03/30/16	D0033 DIANE SPIEGELHOFF	REIMBURSEMENT FOR AMAZON ORDER	Open	115.10	0.00	
16-00497	03/30/16	L0038 LOWES	fertilizers	Open	322.35	0.00	
16-00506	03/30/16	EM01 ON SITE FLEET SERVICE INC	misc repairs	Open	1,387.60	0.00	
16-00511	03/30/16	S0063 STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	Open	64.32	0.00	
16-00513	03/30/16	E0030 EMR POWER SYSTEMS LLC.	maintenance generators	Open	500.00	0.00	
16-00522	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	922.50	0.00	c
		Contract No: 15-00001					
16-00523	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	61.50	0.00	c
		Contract No: 15-00001					
16-00524	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	6,921.50	0.00	c
		Contract No: 15-00004					
16-00525	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	1,255.75	0.00	c
		Contract No: 15-00004					
16-00526	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	306.00	0.00	c
		Contract No: 15-00007					
16-00527	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	480.50	0.00	c
		Contract No: 15-00009					
16-00528	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	1,627.50	0.00	c
		Contract No: 15-00009					
16-00529	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	150.00	0.00	c
		Contract No: 15-00013					
16-00530	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	825.00	0.00	c
		Contract No: 14-00009					
16-00531	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	566.25	0.00	c
		Contract No: 14-00009					
16-00532	04/07/16	C0062 CME ASSOCIATES	ENGINEERING	Open	225.00	0.00	c
		Contract No: 14-00008					
16-00533	04/08/16	S0021 STATE OF NJ PWT	PWT TAX - 2016 1ST QTR	Open	420.52	0.00	
16-00535	04/08/16	C0101 TREASURER, STATE OF NJ	STATE TRAINING FEES 2016-1ST Q	Open	2,379.00	0.00	
16-00536	04/08/16	N0068 NJ DEPT OF HEALTH	2016 March Dog Report	Open	75.60	0.00	
16-00542	04/08/16	M0079 MICHAEL C. CATARZI	MARCH POLICE VEHICLE REPAIRS	Open	1,500.71	0.00	
16-00547	04/08/16	M0038 MICHAEL GARDINI	REIMB FOR SELFING HARDWARE	Open	98.98	0.00	
16-00548	04/08/16	L0024 LESLIE GENOVESE	FIREARMS QUAL. EQUIPMENT	Open	30.97	0.00	
16-00549	04/08/16	M0039 MICHAEL ZARRO	REIMB FOR TRAILER HITCH PARTS	Open	55.33	0.00	
16-00550	04/08/16	R0057 RICHARD SASSO	REIMB FOR TAILLIGHT CHEROKEE	Open	60.00	0.00	
16-00552	04/08/16	G0042 EVENEZER LLC	STAFF/VOLUNTEER APPRECIATION	Open	489.35	0.00	
16-00561	04/08/16	P0093 CAROL FARLEY	PETTY CASH	Open	91.27	0.00	
16-00562	04/08/16	P0002 PSE&G	FEBRUARY HEAT	Open	294.83	0.00	
16-00563	04/08/16	T0036 TROPICANA CASINO & RESORT	CLERK'S CONFERENCE 4-24-16	Open	195.00	0.00	
16-00573	04/08/16	A0097 AT&T	TELEPHONE MARCH 2016	Open	1,150.89	0.00	
16-00575	04/08/16	P0002 PSE&G	HEATING USE 3/2016	Open	1,374.98	0.00	
16-00576	04/08/16	V0012 VERIZON WIRELESS	TELEPHONE USE MARCH 2016	Open	164.06	0.00	
16-00577	04/08/16	T0017 TREASURER, STATE OF NJ	2016 1ST QTR. MARRIAGE LIC FEE	Open	125.00	0.00	
16-00579	04/08/16	L0005 LMXAC	QUARTERLY ASSESSMENT 4/1-6/30	Open	3,009.01	0.00	
16-00580	04/08/16	EMP01 PSE & G	GAS BILL MARCH 2016	Open	141.47	0.00	
16-00582	04/08/16	C0062 CME ASSOCIATES	ENGINEERING	Open	270.00	0.00	
16-00583	04/08/16	C0062 CME ASSOCIATES	ENGINEERING	Open	344.25	0.00	
16-00584	04/08/16	C0062 CME ASSOCIATES	ENGINEERING	Open	153.00	0.00	
16-00585	04/08/16	V0009 VERIZON	TELEPHONE USE 3/2016	Open	3,483.98	0.00	
16-00589	04/08/16	J0164 JCP&L	2014-2015 HOLIDAY LIGHTS	Open	1,324.83	0.00	
16-00613	04/13/16	H0099 HOME NEWS TRIBUNE	LEGAL AD BUDGET SUMMARY	Open	128.72	0.00	

Total Purchase Orders: 91 Total P.O. Line Items: 0 Total List Amount: 234,040.40 Total Void Amount: 0.00

RESOLUTION

WHEREAS, Immaculate Conception Church has applied for a license to hold a carnival; and

WHEREAS, Chapter 64 of the Code of the Borough requires a public hearing on said application upon notice to surrounding property owners within two hundred (200) feet of the premises; and

WHEREAS, a public hearing was held on April 18, 2016 at which time the governing body listened to both supporters of and objectors to the application and received a report from the Borough Clerk that the applicant has complied with all requirements of Chapter 64 and has met with Borough Department Heads for the purpose of insuring a safe and secure event.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Spotswood that applicant, having fully complied with the requirements of Chapter 64 is entitled to receive a license from the Borough Clerk for the carnival event.

DATED: April 18, 2016

CURTIS STOLLEN
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

Councilwoman Drozd made a motion to adopt Resolutions 2016-65 and 2016-70 on the Consent Agenda, seconded by Councilman Servis.

The Clerk called the roll:

Councilman Seely	yes
Councilwoman Drozd	yes
Councilman Ricci	absent
Councilman Servis	yes
Council President Stollen	yes, and Resolutions 2016-65 through 2061-70 under the

consent agenda were adopted.

COUNCIL LIAISON REPORTS

Councilman Seely – The Memorial Day Parade is May 30th. Line-up will be at 1:00 p.m., with kick-off at 2:00. The parade route is from Schweitzer-Mauduit to the American Legion Post #253. Invitations have been sent out, and should be received this week. The Fire Department is also helping out; thank you to them, I appreciate it. I look forward to everyone coming. Donations have been coming in, and are being handled by the Mayor’s office. Thank you! There is also a Float Contest.

Councilwoman Drozd – **1)** Thank you to Councilman Seely for putting this together! **2)** Mayor’s Health & Wellness Council; Encouraging all to be active! The Spotswood Recreation Department has plenty of activities to get involved in. “Healthy Kids Day” is being celebrated on April 30, 2016 at all area YMCA’s; there are health screenings, events, etc. **3)** Attended the Senior Center’s Volunteer Luncheon with Business Administrator McDonald and Cate Leedy, Administrative Assistant, where we presented a Proclamation from the Mayor and Council, honoring the volunteers. **4)** Attended a fundraiser event at the Knights of Columbus honoring the Columbiettes for the charitable work they do in the community. **5)** The PTA Founders Day Dinner is also happening this week. All of these organizations, their main goal is to make life better for all of us! Be a volunteer! You’ll see that you get as much as you give!

Councilman Servis – The library is having a Dining-to-Donate Fundraiser on Wednesday, April 20th at MJ’s of Spotswood for lunch and dinner; a percentage is being given back to the Library.

Business Administrator McDonald – **1)** Spring hydrant flushing is being conducted during the month of April; the full schedule is posted on the borough website @ <http://www.spotswoodboro.com/> **2)** The Spring DPW flyer has been released and is also available on the Borough website, as well as at all Borough buildings. **3)** Followed up with the County today and there is no new information regarding feasibility of municipal projects for 2016. They are aware that Spotswood would like to do Crescent, Snowhill and Hefron. **4)** Welcome to our new P/T Dispatcher Catherine Urban and EMT Kat Rubino. **5)** The 200 Club of Middlesex County is honoring EMT Hinal Patel at their 43rd annual awards banquet on May 25, 2016.

OPEN TO THE PUBLIC

Councilwoman Drozd made a motion to open the meeting to the public, which was seconded by Councilman Servis. The Clerk called the roll, which was unanimous, and the public portion of the meeting was opened.

Jodi Evanego – 123 Szymanski Drive – 1) Inquired about the wording of the public question to be placed on the ballot in November. Council President Stollen explains. Legal Counsel will assist the Borough Council with drafting the question, the wording will be made public prior to it being voted on by Council. The question must be presented to the County by August, so it should be presented at the July meeting. **2)** Question about the license plate scanner. Council President Stollen responded. **3)** Question about Dispatcher call-outs vs. having a Police Officer sitting on the desk. Council and Mayor respond. **4)** Comment about the ambulance from 2013. **5)** Question about employee hired in Water/Sewer Utility Department. Business Administrator McDonald clarifies; employee is a flex-employee. **6)** Comment about start times for students/sleep deprivation.

Rich O'Brien – 11 Hudson Avenue – Upcoming Recreation events; **1)** S'Woodstock 2016 will be held on Saturday, June 4th from 2-5 PM @ Spotswood High School and will include a classic car show and free concert. **2)** The annual 5K Race/Walk will be held on Saturday, June 10th @ Spotswood High School. Kick-off will be at 8:00 AM. **3)** Two of our more popular programs are underway right now, Flag football and t-ball. We have over 200 children participating! Thank you for your support!

Cheryl Bass – 289 Main Street - 1) Comment about large trucks on the roadways. **2)** Comment about remaining active.

Councilwoman Drozd would like Council to consider a quarter page ad in the 200 Club's Journal, honoring EMT Hinal Patel (LODD July 25, 2015).

Municipal Clerk DeStefano makes two announcements; The Borough is holding two events at the Spotswood Municipal Building on Saturday, April 30th. **1)** The FREE rabies clinic for cats and dogs will be held from 1 PM – 4 PM; and **2)** The Spotswood Police Department will be hosting the DEA Drug Take Back from 10 AM – 2 PM. UNUSED meds only. NO SHARPS OR LIQUIDS.

Councilman Servis made a motion to close the public hearing, which was seconded by Councilwoman Drozd. The Clerk called the roll, which was unanimous, and the public portion of the meeting was closed.

There being no further business before the Council, Councilman Servis made a motion to adjourn, seconded by Councilwoman Drozd.

The Clerk called the roll:

Councilman Seely	yes
Councilwoman Drozd	yes
Councilman Ricci	absent
Councilman Servis	yes
Council President Stollen	yes, and the meeting was adjourned.

Dated: April 18, 2016

PATRICIA DeSTEFANO
Municipal Clerk

ATTEST:

CURTIS STOLLEN
Council President