

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

**Caucus Meeting**  
**April 25, 2018**  
**7:30 PM**

The caucus 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. The 2018 schedule of meetings of the Spotswood Borough Council was transmitted to The Home News Tribune and Sentinel on December 30, 2017. It was filed with the Clerk of the Borough of Spotswood and posted in the Spotswood Municipal Building, 77 Summerhill Road, Spotswood, NJ.

Notice of this meeting date change was properly given to the Home News Tribune on April 18, 2018. The change of meeting date was also filed with the Clerk of the Borough of Spotswood and posted in the Spotswood Municipal Building, 77 Summerhill Road, Spotswood, NJ.

**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 Business Administrator McDonald, Borough Attorney Diegnan, Chief Financial Officer Zanga, and Borough Auditor Stankiewicz. Mayor Seely and Borough Engineer Koch were absent. Malay Patel attended as Borough Engineer.

**PUBLIC HEARING** - Church Of Immaculate Conception Carnival - June 12-16, 2018

**PUBLIC HEARING** - 2018 Municipal Budget – *moved to regular meeting*

**ENGINEER’S REPORT**

**Improvements to Madie Avenue – Phase 3**

- The contract is scheduled to be awarded at tonight’s meeting.

**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**

- Our surveying department has completed the field work and is completing the mapping.

**Lettau Drive Water Main Improvements**

- The contractor has completed all the water line work. All that remains is the final paving, pavement striping and lawn restoration.

**Elmer Avenue and Clark Avenue Water Main Improvements**

- The contractor has begun work on the project.

**ORDINANCE – 1<sup>ST</sup> READING – PUBLIC HEARING – MAY 7, 2018**

ORDINANCE 2018-3

AN ORDINANCE TO AMEND THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF SPOTSWOOD BY AMENDING CHAPTER 199 “VEHICLES AND TRAFFIC”, ARTICLE III, TRAFFIC REGULATIONS, SUBSECTION 199-17, SCHEDULE VII, “STOP INTERSECTIONS”.

**THE CLERK 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.

<b>2018-75</b>	Certificate of Substantial Completion for project known as HVAC Improvements. Appropriate official is authorized by the Spotswood Borough Council to accept the work or designated portion as substantially complete and will assume full possession on April 10, 2018 and sign all necessary documents.
<b>2018-76</b>	Borough Council authorize the Borough Clerk to issue a license to ICC to hold their annual carnival in June, 2018.
<b>2018-77</b>	Borough Council authorize the award to JADS Construction of South River who was the lowest most responsible bidder on the project known as Madie Avenue Phase III and the appropriate officials to execute all instruments necessary to complete the above stated transaction.
<b>2018-78</b>	Borough of Spotswood to enter into a contract with Borough of Helmetta for the purpose of Police Services, Dispatch Services and Emergency Medical Services to commence May 1, 2018 thru April 30, 2024.
<b>2018-79</b>	Adoption of the 2018 Municipal Budget.
<b>2018-80</b>	Payment of Bills

**PROCLAMATIONS**

National Day of Prayer  
National Nurses Week  
National Clerk’s Week

**DISCUSSION**

*Council discussion about the intersections of Snowhill Street, Manalapan Road, Vliet Street, and DeVoe Avenue; the traffic signal at DeVoe Avenue, and the “triangle”.*

Councilman Melillo makes a statement about the above intersections, and the site limitations.

Councilman Stollen provided information about recommendations made for the location during Mayor Barlow’s Administration. Councilman Stollen advised that he worked with Mayor Barlow, Engineer Koch and the County to come up with a plan for a realignment of Main Street, Vliet Street, and Snowhill Street; the County had an aggressive plan to widen Main Street, which was fairly expensive but nothing ever happened with it. Discussion continued regarding what Spotswood would be responsible for if the intersection is improved (Vliet/Snowhill); and the possibility of two lanes on Vliet Street. Discussion ensued regarding the increased development that is happening surrounding Spotswood; in Monroe, Helmetta, and on two sides by East Brunswick. Discussion ensued regarding a recommendation from Engineer Koch to apply for a discretionary grant outlining how the Borough is being effected by these outside factors. A letter will need to be sent from the Mayor’s office. Discussion continued regarding funding options should a discretionary grant not be approved.

Council President Drozd comments that she drives that way also, and has counted the number of vehicles at the intersection during non-rush hours. The average is between 22 and 45 cars. There is a constant flow of traffic to Helmetta. Spotswood is no longer developing, so it is all external factors.

Discussion ensues regarding the previous plans proposed from the County. Council President Drozd questions if the Borough could go back to the County and ask them to revisit the project. Engineer Patel advises that if the Borough applies for another interlocal agreement with the County, the Borough would be responsible for any previous engineering fees that have gone into programs or projects that haven't been developed. Discussion ensues regarding the last plan, which would cost \$2.2M, and the improvements listed by the County; some of which would not make a significant difference, and the Borough would be responsible for the cost of all land acquisitions. Discussion continued regarding the traffic light at the intersection of DeVoe Avenue and Main Street, which needs to be replaced. Discussion ensues regarding another project on Main Street in East Brunswick.

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

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

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 8:00 P.M.

Dated: April 25, 2018

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PATRICIA DeSTEFANO  
Municipal Clerk

ATTEST:

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MARGARET DROZD  
Council President



CONSULTING AND MUNICIPAL ENGINEERS  
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**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 25, 2018**

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

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  - The contract is scheduled to be awarded at tonight's meeting.
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