

BOROUGH OF SPOTSWOOD
77 Summerhill Road
Spotswood, New Jersey

Regular Meeting
September 19, 2016
7:35 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

MOMENT OF SILENCE –

NOMINATION OF ACTING CLERK

Council President Stollen calls for a nomination for Acting Clerk, as the Borough Clerk is not available to sit for this meeting. Councilwoman Drozd makes a motion to nominate Kimm Zielinski as Acting Clerk, seconded by Councilman Seely.

Council President Stollen called the roll:

Councilman Seely	yes
Councilwoman Drozd	yes
Councilman Ricci	yes
Councilman Servis	absent
Council President Stollen	yes, and Kimm Zielinski is nominated as Acting Clerk.

ATTENDANCE

The Acting Clerk called the roll:

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

Also present were Business Administrator McDonald, Borough Engineer Koch and Borough Attorney Diegnan. Mayor Poliseno was running late; arrived at 7:40 PM. Borough Clerk DeStefano was absent.

Council President Stollen announces that Councilman Servis apologizes, but he is not feeling well. Councilman Servis has been under the weather recently and announced last week that he decided, because of his health, to have his name removed from the November ballot and is not seeking reelection. We wish Leo well.

MINUTES

September 7, 2016 – Regular Meeting

The minutes of the Regular Meeting of September 7, 2016 of the Borough Council were presented. Councilman Ricci made a motion to approve the minutes, seconded by Councilman Seely. All present were in favor, and the minutes of the above date were approved as presented.

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 Acting Clerk after the meeting.

RES: 2016-147

RESOLUTION

WHEREAS, the official construction records of the Borough of Spotswood, County of Middlesex, New Jersey show a refund should be made on a payment received from a permit of Construction Code fees; and

WHEREAS, the Construction Official and Chief Finance Officer for the Borough of Spotswood, recommend the change as listed.

<u>Block</u>	<u>Lot</u>	<u>Reason</u>	<u>Name & Address</u>	<u>Property Location</u>	<u>Amount</u>
85.3	23	Refund for Unused permit	Ryan Solar 741 Lehigh Avenue Union, NJ 07083	13 Barbara Avenue	\$342.00

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Spotswood, County of Middlesex, that the Borough Construction Official and Chief Finance Officer be and are hereby authorized to make aforesaid adjustment indicated above.

DATED: September 19, 2016

CURTIS STOLLEN
Council President

ATTEST:

KIMM ZIELINSKI
Acting Clerk

RES: 2016-148

RESOLUTION

WHEREAS, the Borough Engineer originally calculated a performance bond to be posted by Big Sky Custom Homes in connection with a Site Plan, Block 1.78, Lot 1 located on 95 Harris Avenue in the Borough of Spotswood; and

WHEREAS, the project for 95 Harris Avenue in the Borough of Spotswood is terminated and not going to proceed. The contract of sale has been terminated; and

WHEREAS, Big Sky Custom Homes provided the Borough with a cash bond in the amount of \$30,870.00 per the Borough Engineer by an engineer's report of June 7, 2016. Also, Big Sky Custom Homes paid by check for estimated engineering and inspection escrow in the amount of \$1,543.50 for the above referenced project and could be released accordingly subject to the following:

- Payment of any outstanding engineering fees
- Payment of any outstanding Borough fees

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Spotswood, County of Middlesex and State of New Jersey, that the above cash performance bond in the amount of \$30,870.00 be released with the above stated stipulations.

DATED: September 19, 2016

CURTIS STOLLEN
Council President

ATTEST:

KIMM ZIELINSKI
Acting Clerk

RESOLUTION

WHEREAS, the Borough of Spotswood, County of Middlesex, State of New Jersey has a need for a proposal for preparing a subdivision plan for use by the Borough to separate the East End Park from the parcel known as Block 94, Lot 12 property owned by SWM and easement if needed; and

WHEREAS, this subdivision will allow the Borough to take title to this parcel of land from SWM; and

WHEREAS, the Business Administrator has determined that the value of the contract herein will not exceed \$17,500.00.

SCOPE OF SERVICES

The following tasks will be performed by CME Associates to provide the aforesaid services for a cost not to exceed \$8,978.00:

- Perform the necessary survey work
- Prepare the required subdivision map
- Appearing before the Board on behalf of the Borough

WHEREAS, the Borough Attorney, Patrick Diegnan, Jr. will appear before the Board and prepare the required application/transfer at a cost not to exceed \$2,500.00.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the governing body of the Borough of Spotswood as follows:

1. That CME Associates prepare the Scope of work described in agreement for a fee not to exceed \$8,978.00.
2. That Borough Attorney, Patrick Diegnan, Jr. prepare the required application/transfer and appear before the Board for a fee not to exceed \$2,500.00.
3. Borough Council of the Borough of Spotswood, County of Middlesex, State of New Jersey authorizes the appropriate officials to execute said contract.
4. This contract is awarded without competitive bidding as a professional service contract 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.
5. 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: September 19, 2016

CURTIS STOLLEN
Council President

ATTEST:

KIMM ZIELINSKI
Acting Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT THE FUNDS FOR RESOLUTION 2016-149 ARE TO BE CHARGED FOR CME IN ENGINEERING AND PLANNING BOARD O/E AND FOR LEGAL FEES CHARGE LEGAL O/E.

JOSEPH ZANGA
Chief Financial Officer

RESOLUTION

WHEREAS, the Borough of Spotswood has participated as a member of the Middlesex County Municipal Joint Insurance Fund (hereafter the "Fund") existing pursuant to Chapter 372, Laws of 1983 (N.J.S.A. 40A:10-36 et. seq.); and is desirous of continuing said membership for a term expiring on December 31, 2013 ; and

WHEREAS, the governing body of the Borough of Spotswood has determined that continued membership in the Fund is in the best interest of the municipality;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Spotswood, in the County of Middlesex, and the State of New Jersey, as follows:

SECTION 1. The Borough of Spotswood hereby agrees to continue as a member of the Fund for a period commencing January 1, 2017, and terminating on December 31, 2019 for the purpose of securing the following types of insurance coverage:

- a) Workers Compensation and Employer's Liability.
- b) General Liability Coverage (including Public Official, Police Professional).
- c) Motor Vehicle and Equipment Liability Coverage.
- d) Property Damage Coverage (including Building & Contents, Automobile Physical Damage, Contractors Equipment, Boiler & Machinery and Public Employee Blanket Bonds).

After the expiration of the said three (3) year period of membership, participation may be canceled or extended in accordance with the By Laws of the Fund.

SECTION 2. For the purposes of contribution of sums into the Fund to be designated for administrative costs and claims, the Borough of Spotswood hereby agrees to obtain the types of coverage from the Fund as are set forth in Section 1 of this Resolution and the Indemnity and Trust Agreement to be signed by it.

SECTION 3. The By Laws of the Middlesex County Municipal Joint Insurance Fund, attached hereto, have been adopted and accepted.

SECTION 4. The Governing Body is hereby authorized and directed to execute an Indemnity and Trust Agreement signifying continued membership.

DATED: September 19, 2016

CURTIS STOLLEN
Council President

ATTEST:

KIMM ZIELINSKI
Acting Clerk

September 15, 2016
01:45 PMBorough of Spotswood
Bill List By P.O. Number

Page No: 2

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
16-01516	09/02/16	B0052	BORO OF SPOTSWOOD PAYROLL	PAYROLL 9/2/2016	Open	204,540.55	0.00	
16-01519	09/01/16	C0197	CRESCENT PARK SENIOR HOUSING	HEATING REIMBURSEMENT AUG/2016	Open	11.59	0.00	
16-01528	09/01/16	H0040	HORIZON BLUE CROSS BLUE SHIELD	DENTAL PREMIUMS 9/16	Open	4,853.64	0.00	
16-01530	09/07/16	ENGIE005	ENGIE RESOURCES	ELECTRIC 7/15-8/12	Open	482.93	0.00	
16-01532	09/07/16	J0023	JANINE BALAZS	VISION REIMBURSEMENT	Open	400.00	0.00	
16-01535	09/07/16	P0061	JANINE BALAZS	HALLOWEEN DECORATIONS	Open	46.40	0.00	
16-01536	09/07/16	W0035	WHEN TO WORK, INC.	ONLINE SCHEDULE	Open	200.00	0.00	
16-01538	09/07/16	S0025	SHOPRITE SUPERMARKETS, INC	RECREATION 5K 2016	Open	275.35	0.00	
16-01542	09/07/16	W0039	MICHAEL ZARRO	CROSS. GUARD MEETIN MEAL	Open	31.97	0.00	
16-01545	09/07/16	C0062	CME ASSOCIATES	ENGINEERING	Open	6,855.00	0.00 C	
		Contract No: 16-00002						
16-01546	09/07/16	C0062	CME ASSOCIATES	ENGINEERING	Open	5,342.50	0.00 C	
		Contract No: 16-00002						
16-01549	09/09/16	T0008	TOWNSHIP OF EAST BRUNSWICK	GASOLINE CONSUMPTION-AUG. 2016	Open	4,510.30	0.00	
16-01559	09/09/16	K0033	KEVIN BUSUND	LICENSES	Open	295.85	0.00	
16-01560	09/09/16	T0201	TD BANK CREDIT CARD SERVICES	CREDIT CARD FEES-REC 8/2016	Open	46.45	0.00	
16-01563	09/09/16	R0139	RACEWAY PETROLEUM INC.	FLEET CARD PROG 8/15-8/30/2016	Open	534.55	0.00	
16-01564	09/09/16	W0068	NJ DEPT OF HEALTH	2016 DOG REPORT - AUGUST	Open	99.00	0.00	
16-01565	09/09/16	A0097	AT&T	TELEPHONE B/D 8/27/16	Open	1,026.23	0.00	
16-01567	09/09/16	V0009	VERIZON	TELEPHONE USE 8/2016	Open	3,824.86	0.00	
16-01568	09/09/16	T0035	TAX COLL & TREAS ASSN OF NJ	18TH ANNUAL SAUL A. WITTES	Open	35.00	0.00	
16-01571	09/09/16	V0012	VERIZON WIRELESS	WIRELESS TELEPHONE 8/2016	Open	105.05	0.00	
16-01572	09/09/16	R0057	RICHARD SASSO	reimb for car detailing	Open	250.00	0.00	
16-01573	09/09/16	C0062	CME ASSOCIATES	ENGINEERING	Open	38.25	0.00	
16-01574	09/09/16	C0062	CME ASSOCIATES	ENGINEERING	Open	904.50	0.00	
16-01576	09/09/16	S0008	NJSHBP	EMPLOYEE BENEFITS SEPT. 2016	Open	128,256.80	0.00	
16-01577	09/09/16	C0104	CURTIS STOLLEN	COURT ROOM MICROPHONE REPLACE	Open	115.89	0.00	
16-01580	09/14/16	C0062	CME ASSOCIATES	ENGINEERING	Open	303.00	0.00 C	
		Contract No: 14-00009						
16-01581	09/14/16	C0062	CME ASSOCIATES	ENGINEERING	Open	3,363.00	0.00 C	
		Contract No: 15-00004						
16-01585	09/15/16	F0027	FREDERICK WALTER	PROFESSIONAL LICENSES	Open	150.00	0.00	
Total Purchase Orders:		78	Total P.O. Line Items:	0	Total List Amount:	438,177.93	Total Void Amount:	0.00

DATED: September 19, 2016

 CURTIS STOLLEN
 Council President

ATTEST:

 KIMM ZIELINSKI
 Acting Clerk

Councilwoman Drozd made a motion to adopt Resolutions 2016-147 through 2016-151 on the Consent Agenda, seconded by Councilman Ricci. All present were in favor, and Resolutions 2016-147 through 2016-151 under the consent agenda were adopted.

PROCLAMATION



WHEREAS, families, caregivers, charities, and research groups across the United States are observing September as **Childhood Cancer Awareness Month**, to memorialize the young lives that were taken too soon and honor the survivors who face chronic health challenges; and

WHEREAS, nationally each year, thousands of children face the battle against cancer with inspiring hope and incredible bravery; and

WHEREAS, according to the American Cancer Society, 15,780 children under the age of 21 are diagnosed with cancer every year, and approximately 1/4 of them will not survive the disease; and

WHEREAS, each year, approximately 400 New Jersey residents under the age of nineteen are diagnosed with cancer and roughly 53 lives are lost; and

WHEREAS, childhood cancer is one of the leading causes of death among children under nineteen, although survival rates for many childhood cancers have risen sharply over the past few decades; and

WHEREAS, childhood cancer crosses all racial, ethnic, and social boundaries; and

WHEREAS, the Borough of Spotswood recognizes the devastating effects of childhood cancer on the residents of the State of New Jersey and Borough of Spotswood; and

WHEREAS, this month in Spotswood we pay tribute to the health care professionals, researchers, private philanthropists, and parent advocacy groups who collaborate to provide hope and help to patients and families affected by pediatric cancer while making vital contributions to the ongoing search for a cure for childhood cancers;



NOW, THEREFORE, BE IT RESOLVED, that I, Nicholas Poliseno, Mayor of the Borough of Spotswood, do proclaim and recognize the month of September 2016 as **Childhood Cancer Awareness Month** in Spotswood and encourage all residents to show their support of this cause by increasing awareness, speaking up about childhood cancer, wearing the gold ribbon, and reaffirming our commitment to fighting childhood cancer.

DATED: September 19, 2016

NICHOLAS POLISENO
Mayor

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

PROCLAMATION

WHEREAS, the Federal Emergency Management Agency has designated September as National Preparedness Month across America, and



WHEREAS, National Preparedness Month is an opportunity to raise awareness about the importance of emergency preparedness and to encourage all Americans to better prepare their homes and communities for emergencies; and

WHEREAS, National Preparedness Month focuses on family emergency preparedness and encourages Americans to take simple steps to prepare for emergencies in their homes, businesses, and schools; and

WHEREAS, the Borough of Spotswood's Office of Emergency Management encourages citizens to make plans with and for their family members as to where to take shelter should a cascading event become eminent and make plans as to where to meet should family members become separated; and

WHEREAS, the Borough of Spotswood's Office of Emergency Management risk assessments include events that could cause disruption of life supporting services, citizens are encouraged to develop "to go" kits with supplies to support each family member and pet for a 72 hour period.

NOW, THEREFORE, BE IT RESOLVED that I, Nicholas Poliseno, Mayor of the Borough of Spotswood, and on behalf of the Borough Council and all of the Citizens of Spotswood, in recognition of this event do hereby proclaim **September** as **EMERGENCY PREPAREDNESS MONTH**, and extend appreciation to all of the Office of Emergency Management Staff along with OEM Coordinator, Jose Rivera, for their conscientious Emergency Management Services to the residents of the Borough of Spotswood.

DATED: SEPTEMBER 19, 2016

Nicholas Poliseno
Mayor

ATTEST:

Patricia DeStefano, RMC
Municipal Clerk

PROCLAMATION

WHEREAS, the Spotswood Mill of SWM¹ has been a proud member of our community since August of 1941, and has illustrated its commitment to the Borough by actively living and embracing the SWM guiding principle: *“Demonstrate trust, respect, and integrity in all we do;”* and



WHEREAS, SWM employees, including approximately 2,500 borough residents over the years, have frequently contributed to various efforts to make the Borough of Spotswood a stronger, more vibrant community; and

WHEREAS, the works performed by SWM have included corporate and employee donations exceeding \$350K over the years; these donations provide a scholarship each year to a local graduation senior, a yearly donation during its Safety & Sustainability Week to Spotswood Fire and Emergency Medical Services, an annual donation to the Memorial Day Parade fund, as well as an annual collection and donation to the Borough’s local food pantry; and,

WHEREAS, SWM’s efforts have also recently painted the Borough’s Senior Center, and have included a substantial donation to the Police Department Motorcycle Fund as well as the pending donation of the park across the street from the Mill for community use; and,

WHEREAS, SWM looks forward to continuing this community partnership with the Borough of Spotswood in the years ahead;

NOW, THEREFORE, I, Nicholas Poliseno, on behalf of the entire Governing Body, do hereby commend SWM for its contributions to the Borough of Spotswood, and congratulate the Spotswood Mill on the 75th Anniversary of its operation in our community, and offer sincere best wishes for continued success.

DATED: SEPTEMBER 19, 2016

Nicholas Poliseno
Mayor

ATTEST:

Patricia DeStefano, RMC
Municipal Clerk

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COUNCIL LIAISON REPORTS

Councilman Ricci – Nothing to report

Councilman Seely – **1)** Attended the Recreation Department’s Annual 5k Race on September 10th. Kudos to the Spotswood Recreation Department; the event was well attended and well run! **2)** Thank you to all who assisted with and attend the September 11 Memorial Service. The feedback from the community was nice; it was a very solemn event.

Councilwoman Drozd – Free flu shots will be available this Wednesday, September 21, 2016 at the CUP Food Pantry in the Parish Hall (near the Church) from 1:30 PM – 3:30 PM. Walgreen’s will be administering the flu shots, and staff from the Community Mobile Health Services at St. Peter’s will also be there. Flu shots will also be offered during the evening from 5:30 PM – 7:00 PM for Soup Kitchen participants at the Parish Hall.

Mayor Polisen – **1)** Apologizes and explains reasons for arriving late to meeting. **2)** Thank you to Councilman Seely and to all who put together the September 11 Memorial Event; it was very touching. Going forward, I would like to see the Borough do this every year. **3)** Would like to commend the Spotswood Police Department; especially Sergeant Mayo for procuring grant funds for the “*Drive Sober or Get Pulled Over*” campaign which was conducted in the Borough from August 18, 2016 through September 5, 2016. A total of 146 summonses were issued, with 5 DUI arrests and 6 CDS arrests.

Business Administrator McDonald – **1)** Congratulations to EMTs Alex Lasher and Robert Simonelli on being promoted to the position of Operations Supervisor. **2)** Update on the weight limit on Old Stage Road; issue that was brought to Council’s attention at last meeting. The ordinance for the weight limit on Old Stage Road was changed in 1999 to eight (8) tons, when it should have been four (4) tons. If you notice, the signage on the street is four (4) tons, and East Brunswick, on the other side of the road, is also four (4) tons. So, we are putting together an ordinance to correct that for the October 3, 2016 Council Meeting. **3)** Crescent Avenue update; spoke with two (2) officials from East Brunswick and have received a good indication that they will have the funding for Crescent Avenue. Information has been relayed to Middlesex County, so they can anticipate the project in the near future.

OPEN TO THE PUBLIC

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

Frank Kardashian – **41 Kane Avenue** – Question about Resolution 2016-150; what is the cost? Business Administrator McDonald responds.

Councilwoman Drozd made a motion to close the public hearing, which was seconded by Councilman Ricci. All present were in favor, and the public portion of the meeting was closed.

Councilwoman Drozd inquired if Business Administrator McDonald knows what is going on with an empty building on Main Street (Spotswood Pharmacy), as there is caution tape up and school-aged children pass by on the sidewalk. How long is that going to be obstructing people passing by? Business Administrator McDonald advises that the work has been sporadic, and she will find out from Code Enforcement. She did have them address the weeds growing around the building before school started.

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

The Acting Clerk called the roll:

Councilman Seely	yes
Councilwoman Drozd	yes
Councilman Ricci	yes
Councilman Servis	absent
Council President Stollen	yes, and the meeting was adjourned at 8:00 PM.

Dated: September 19, 2016

PATRICIA DeSTEFANO
Municipal Clerk

ATTEST:

CURTIS STOLLEN
Council President