

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

**Regular Meeting
October 11, 2017
8:15 PM**

The regular meeting of the Borough Council of the Borough of Spotswood was called to order by Council President Ricci, 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 30, 2016. 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
Councilwoman Drozd	Present
Councilman Melillo	Present
Councilman Rivera	Present
Council President Ricci	Present

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

MINUTES – September 11, 2017 regular meeting minutes

The minutes of the regular meeting of September 11, 2017, of the Borough Council were presented. Councilman Stollen made a motion to approve the regular meeting minutes, seconded by Councilman Melillo.

The Clerk call the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	yes and the regular meeting minutes of the above date were

approved as presented.

September 25, 2017 regular meeting minutes

The minutes of the regular meeting of September 25, 2017, of the Borough Council were presented. Councilman Stollen made a motion to approve the regular meeting minutes, seconded by Councilman Rivera.

The Clerk call the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	yes and the regular meeting minutes of the above date were

approved with amendments.

ORDINANCE – 2nd READING - PUBLIC HEARING

Ordinance 2017-11 was posted in the Municipal Building on September 26, 2017 and advertised by summary in the Home News on September 29, 2017. Public hearing was set for October 11, 2017.

BOND ORDINANCE NO. 2017-11

BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO MADIE AVENUE - PHASE III, APPROPRIATING \$500,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$225,000 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

Councilman Stollen made a motion to open the meeting to the public, which was seconded by Councilwoman Drozd.

The Clerk called the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	yes, and the public portion of the meeting was opened.

There being no questions, Councilman Stollen made a notion to close the public hearing, which was seconded by Councilwoman Drozd.

The Clerk called the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	yes, and the public portion of the meeting was closed.

Council President Ricci 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 Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	yes, and the ordinance was adopted.

ORDINANCE – 2nd READING – PUBLIC HEARING

Ordinance 2017-12 was posted in the Municipal Building on September 26, 2017 and advertised by summary in the Home News on September 29, 2017. Public hearing was set for October 11, 2017.

Bond Ordinance No. 2017-12

BOND ORDINANCE PROVIDING FOR VARIOUS WATER MAIN IMPROVEMENTS AT VARIOUS LOCATIONS, INCLUDING LETTAU DRIVE, ELMER AVENUE AND CLARK STREET, APPROPRIATING \$850,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$807,500 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

Councilman Stollen made a motion to open the meeting to the public, which was seconded by Councilman Rivera.

The Clerk called the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	yes, and the public portion of the meeting was opened.

Two residents from Lettau Drive brought samples of their water in one showing what the water looks like with filters in his home. Another resident spoke of her laundry being stained and when she takes a shower the water is discolored and her fingernails are orange from the water. They both asked and said that this situation has been going on for ten years and they feel that it is

an emergency at this point.

Bruce Koch stated that the Borough has started the process with putting a bond ordinance in place for the payment of this project and that it is a process putting this into place and plans and bid specs have to be done and the project put out to bid. Councilman Stollen asked if by pass lines can be put in and Mr. Koch said due to time of the year it would not be feasible.

The residents are not satisfied with these answers.

There being no more questions, Councilman Stollen made a motion to close the public hearing, which was seconded by Councilman Melillo.

The Clerk called the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	yes, and the public portion of the meeting was closed.

Councilman Stollen moved the ordinance be adopted on second and final reading, and be published according to law, seconded by Councilman Rivera.

The Clerk called the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	abstain, and the ordinance was adopted.

ORDINANCE – 1ST READING – PUBLIC HEARING – OCTOBER 23, 2017
ORDINANCE NO. 2017-13

AN ORDINANCE OF THE BOROUGH OF SPOTSWOOD, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AMENDING CHAPTER 28, POLICE DEPARTMENT, AMENDING SECTIONS 28-1 DEPARTMENT ESTABLISHED; COMPOSITION AND 28-3 CONTROL OF DEPARTMENT

Councilman Stollen moved that Ordinance 2017-13 be passed on first reading, published according to law and a public hearing be set for October 23, 2017, seconded by Councilman Melillo.

The Clerk called the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	yes, and the ordinance was passed on first reading, to be published according to law, and a public hearing be set for October 23, 2017.

ORDINANCE – 1ST READING – PUBLIC HEARING – OCTOBER 23, 2017

BOND ORDINANCE NO. 2017-14

BOND ORDINANCE AMENDING IN PART BOND ORDINANCE NO. 2016-11 ADOPTED ON AUGUST 15, 2016, PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS AND THE ACQUISITION OF CAPITAL EQUIPMENT, IN ORDER TO INCREASE THE APPROPRIATION THEREFOR BY \$150,000 FOR A TOTAL APPROPRIATION OF \$675,000, AND TO INCREASE THE AUTHORIZED BONDS AND NOTES TO BE ISSUED TO FINANCE A PORTION OF THE COSTS THEREOF BY \$142,500 FOR A TOTAL DEBT AUTHORIZATION OF \$640,500, AUTHORIZED IN AND BY THE BOROUGH OF SPOTSWOOD, IN THE COUNTY OF MIDDLESEX, NEW JERSEY

Councilman Stollen moved that Ordinance 2017-14 be passed on first reading, published according to law and a public hearing be set for October 23, 2017, seconded by Councilman Melillo.

The Clerk called the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes

Council President Ricci yes, and the ordinance was passed on first reading, to be published according to law, and a public hearing be set for October 23, 2017.

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: 2017-150

RESOLUTION

**A RESOLUTION OF THE BOROUGH OF SPOTSWOOD
AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY
SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE**

WHEREAS, the Borough of Spotswood has determined to move forward with the EMEX Reverse Auction in order to procure electricity for the Borough of Spotswood; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the "Act") authorized the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, the Borough of Spotswood will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number, EMEX LLC-1, located at www.energymarketexchange.com; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the governing body of the Borough of Spotswood in the County of Middlesex, the State of New Jersey, that a certified copy of this Resolution be forwarded by the Municipal Clerk of the Borough of Spotswood to the following: (1) Department of Community Affairs; and (2) EMEX, LLC; and

BE IT FURTHER RESOLVED that the Mayor of the Borough of Spotswood be and he is hereby authorized to execute on behalf of the Borough of Spotswood any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction.

DATED: October 11, 2017

TED RICCI
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2017-151

**RESOLUTION CERTIFYING REVIEW OF THE 2016
BEST PRACTICES INVENTORY**

WHEREAS, the Borough of Spotswood is required by statute to complete the Best Practices Inventory as instituted by the Division of Local Government Services; and

WHEREAS, the Best Practices Inventory is a constructive way to encourage municipalities to consider and embrace a range of best practices that will help improve financial accountability and transparency; and

WHEREAS, the Inventory has been certified by the Chief Administrative Officer and Chief Financial Officer and a copy thereof has been received by each member of the Governing Body; and

WHEREAS, the members of the Governing Body have personally reviewed the Local Government Best Practices Inventory.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Spotswood, hereby certifies that they have reviewed and discussed the checklist at a public meeting held on October 11, 2017.

BE IT FURTHER RESOLVED that certified copies of this resolution are to be provided to the following:

1. Division of Local Government Services
2. Dawn McDonald, Business Administrator
3. Joseph Zanga, Chief Financial Officer

DATED: October 11, 2017

TED RICCI
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

RES: 2017-152

RESOLUTION

WHEREAS, the Mayor and Borough Council of the Borough of Spotswood desires to apply for a New Jersey Transportation Trust Fund FY 2018 Local Aid Program from NJDOT grant application; and **WHEREAS**, the application is to be completed and submitted through SAGE, the NJDOT on-line grant application website, by October 6, 2017; and

WHEREAS, CME Associates can prepare the necessary application for Roadway Improvements to Brunswick Avenue from Snowhill Avenue to Second Street at a cost not to exceed \$1,525,000. **NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED**, by the Mayor and Borough Council of the Borough of Spotswood that the appropriate Borough Officials are hereby authorized to complete and submit the appropriate NJDOT SAGE on-line application by October 6, 2017 on behalf of the Borough of Spotswood for Brunswick Avenue Roadway Improvements from Snowhill Avenue to Second Street .

DATED: October 11, 2017

TED RICCI
Council President

ATTEST:

PATRICIA DeSTEFANO, RMC
Municipal Clerk

AS CHIEF FINANCIAL OFFICER OF THE BOROUGH OF SPOTSWOOD, I CERTIFY THAT FUNDS ARE IN 2017 ENGINEERING.

JOE ZANGA, CFO

RESOLUTION

RESOLUTION OF THE BOROUGH OF SPOTSWOOD AUTHORIZING THE STATE OF NEW JERSEY TO ENFORCE THE ELEVATOR SUB CODE.

WHEREAS, The Borough of Spotswood no longer finds it feasible to enforce the Elevator Sub Code; and

WHEREAS, the Borough of Spotswood shall and hereby gives the State of New Jersey Elevator Safety Unit jurisdiction as of October 11, 2017 (immediately), to enforce the Elevator Sub Code; and

WHEREAS, the elevator inspection cycles are annual.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Spotswood, County of Middlesex, State of New Jersey that as of October 11, 2017 Elevator Sub Code Official will no longer enforce the Elevator Sub Code.

DATED: October 11, 2017

TED RICCI
Council President

ATTEST:

PATRICIA DESTEFANO, RMC
Municipal Clerk

I, Patricia DeStefano, of the Borough of Spotswood do hereby certify this to be a true copy of a Resolution passed by the Mayor and Borough Council at a meeting held on October 11, 2017.

PATRICIA DESTEFANO, RMC
MUNICIPAL CLERK

October 11, 2017

RESOLUTION

RESOLUTION OF THE BOROUGH OF SPOTSWOOD, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF EAST BRUNSWICK FOR ANIMAL CONTROL SERVICES.

WHEREAS, the Borough of Spotswood, 77 Summerhill Road, Spotswood, New Jersey is in need of Animal Control Services; and

WHEREAS, the Borough of Spotswood and Township of East Brunswick entered into negotiations and have agreed to the joint utilization of East Brunswick's Animal Control Services; and

WHEREAS, the Borough of Spotswood wishes to enter into a shared service agreement with the Township of East Brunswick per N.J.S.A. 40A:65-1 et seq which authorizes the Borough of Spotswood to enter into a contract for the provision of certain governmental services with the Township of East Brunswick; and

WHEREAS, the Borough and Township recognize that a sharing of said services would result in a cost savings for the taxpayers of each municipality; and

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

1. That the Mayor is hereby authorized by the governing body of the Borough to execute a Shared Service Agreement with the Township of East Brunswick for the purpose of Animal Control and Animal Impoundment (Shelter)Services and the Borough Clerk to attest to the Agreement.
2. The Mayor upon execution of The Animal Control and Animal Impoundment Agreement shall be for a cost of (\$450.00) per month for year 2017 and 2% increase each year for the remaining four (4) years, with Animal Control Office hours from 8 AM to 4 PM, Monday thru Friday and Callouts at Seventy-six (\$76.00) per hour, for year 2017 and 2% increase each year for the remaining four (4) years with a minimum billing of two hours. This Agreement will commence immediately upon execution for a term of five (5) years.

3. That in addition to the monthly fee for Animal Control Services, the Borough of Spotswood will pay to the Township of East Brunswick the current fee per animal taken to the Woodridge Animal Shelter or any other shelter, regardless of the length of time the animal remains in the Shelter, and the fee for each animal submitted to the Shelter for kennel services.
4. That when requested and a space permits at the Shelter, the Borough of Spotswood will pay to the Township of East Brunswick the fee that is charged to the township for the provision of 10 day quarantine of animals, and the fee that is charged to the township per day, per animal, for court cases, evictions, cruelty cases, etc..
5. The Township of East Brunswick shall be the Lead Agency for the Shared Services Agreement and will maintain any needed records to reflect the terms of the agreement.
6. That a certified copy of this resolution, together with a copy of the Shared Services Agreement, shall be forwarded to East Brunswick's Animal Control Services and the Township of East Brunswick.

DATED: October 11, 2017

 TED RICCI
 Council President

ATTEST:

 PATRICIA DESTEFANO, RMC
 Municipal Clerk

RES: 2017-155

RESOLUTION
BOROUGH OF SPOTSWOOD
COUNTY OF MIDDLESEX

***AUTHORIZING PAY ESTIMATE NO. 1 FOR IMPROVEMENTS TO
 MADIE AVENUE, PHASE II***

WHEREAS, the Mayor and Business Administrator have received correspondence from CME Associates, recommending pay estimate No. 1 for work performed by S&G Paving, Inc. for a period from July 24, 2017 thru September 29, 2017 for a project known as Improvements to Madie Avenue, Phase II; and

WHEREAS, Business Administrator, Dawn McDonald advised that pay estimate No. 1 for work performed by S&G Paving, Inc. for work performed on the above project thru September 29, 2017 in the amount of \$212,790.45; and

WHEREAS, the Borough entered into a contract with S&G Paving, Inc. on June 1, 2017 for Improvements to Madie Avenue Phase II. Payment subject to S&G Paving, Inc. providing the required Certified Payroll Records and Project Manning Reports for the pay period.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Spotswood, in the County of Middlesex, the State of New Jersey, that pay estimate No. 1, in the amount of \$212,790.45 for the aforesaid work is hereby approved.

DATED: October 11, 2017

 TED RICCI
 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 ORDINANCE 2017-01J – ACCOUNT C-04-55-936-101.

 JOSEPH ZANGA, CFO

RES: 2017-156

RESOLUTION

WHEREAS, the Borough of Spotswood, County of Middlesex, State of New Jersey has received Certificate of Substantial Completion for project known as Spotswood Emergency Services Building, 49 DeVoe Avenue, Spotswood, New Jersey; and

WHEREAS, the contractor is J.G. Drywall, 303 Molnar Street, Suite 1, Elmwood Park, New Jersey stating that the project or portion of the project designated for partial occupancy or use shall include per attached AIA Document G704 – 2000; and

WHEREAS, per Arcari + Iovino Architects, P.C. has a list of items to be completed or corrected per attached list; and

WHEREAS, the cost estimate of work that is incomplete or defective \$30,000.00.

NOW, THEREFORE, BE IT RESOLVED that the 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 September 14, 2017 and to sign the AIA Document G704 – 2000.

DATED: October 11, 2017

TED RICCI
Council President

ATTEST:

PATRICIA DESTEFANO, RMC
Municipal Clerk

RES: 2017-157

RESOLUTION

A RESOLUTION AUTHORIZING APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE IMPROVEMENTS TO BRUNSWICK AVENUE PROJECT.

NOW, THEREFORE, BE IT RESOLVED that Borough Council of Borough of Spotswood formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that Mayor Seely and the Borough Clerk are hereby authorized to submit an electronic grant application identified as MA-2018-Improvements to Brunswick Avenue-00670 to the New Jersey Department of Transportation on behalf of the Borough of Spotswood.

BE IT FURTHER RESOLVED that Mayor Seely and the Borough Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Spotswood and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

DATED: October 11, 2017

TED RICCI
Council President

ATTEST:

PATRICIA DESTEFANO, RMC
Municipal Clerk

Certified as a true copy of the Resolution adopted by the Spotswood Borough Council on this Eleventh day of October 2017.

PATRICIA DESTEFANO, RMC
Municipal Clerk

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL _____
(Clerk)

(Presiding Officer)

Res. 2017-158 Payment of Bills.

Councilwoman Drozd made a motion to adopt Resolutions under consent agenda, seconded by Councilman Melillo.

The Clerk called the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	yes, and the resolutions on consent agenda were adopted.

APPLICATIONS Fire Department

Christopher M. Warley & Daniel Lee Steadman wish to become members of the Spotswood Fire Department.

A motion was made by Councilman Stollen, which was seconded by Councilman Melillo. All present were in favor, and the applications were accepted.

COUNCIL COMMENTS AND LIAISON REPORTS

Councilman Melillo said that October 3, 2017 was the Board of Education meeting

Councilman Melillo said that he attended the October 3, 2017 Board of Education Meeting and that Board President Rivera handed out four leadership certificates to four Principals. The next Board Meeting will be October 17, 2017.

He also said that he attended a library breakfast put on by Middlesex County Leadership. Was a nice affair.

Councilman Stollen talked about the energy aggregation for the Borough Municipal Buildings, which we had in our caucus meeting a gentleman from Emex who went out for bid for the Borough and we had a 12% savings for the Borough Buildings and 26% for the street lighting. The company Emex does not do the portion for aggregation for our residents but I did some research and all we have to do is pass an ordinance forming a program. We could also ask Helmetta if they would like to join us and all they would have to do is pass an ordinance and we would be the lead. OR Old Bridge is going out of energy aggregation and we could join them in their bidding process. They would go out to bid and in our ordinance we would say as long as there is at least a 5% savings, we would go along with them. People have been getting calls from Electric Agencies saying they can save you money. If you do it by yourself, you would have to sign up for one or two years and the rate that give you in the beginning will only be for six months. So sometimes they lure you in with a low rate and you are locked in for two years and your rate after six months goes way up. This is a win-win it saves everyone some money you can opt out at any time plus the rate is locked in. Its something I think we should do and I would like to get copies of this ordinance and put it on the next meeting and then we can investigate, if we want to go as the lead or do we want to join another town.

Councilwoman Drozd spoke of the Medicare meeting at 6:30 PM on October 25, 2017 at the Office On Aging. It is enrollment time now. It will be very informative. Also, October is Breast Cancer awareness month and she urging all women to have a mammogram. One in eight women get breast cancer.

Mayor Seely said that Spotswood Recreation and Spotswood PTA will host our annual Trunk or Treat in the School parking lot on Tuesday October 31, 2017 at 6:30 PM.

He also spoke of Drug Alliance is teaming up with Husky House Rescue and the Police to create a Cops & Canines 2018 Wall Calendar. The Police will pose with the dogs from Husky House and a calendar will be made and they are looking for sponsorship to produce the calendar.

The Mayor spoke of Mr. Fryzowicz is in the process of purchasing a bronze soldier statute for the falling soldiers and have a bronze plaque made for it and would like to put it in our Memorial Park.

BEST PRACTICES REPORT

This report was given by B.A. McDonald. Best practices has been in front of us for about seven years. It is an inventory questionnaire with questions developed by DLGS that promote financial accountability, management and transparency accountability. The CFO and I review all the questions and provide the answers and certify them to the State. I am happy to report that the Borough scored 88% on this years inventory. They do take into account that if you do not score favorably on it they can reduce our State Aid, which we actually passed with flying colors.

Councilman Stollen remarked that the years we have been reviewing this we have ticked off a lot of more difficult changing the No's to Yes'. We have a vehicle policy, we have an employee handbook which we wanted for many years and we eliminated longevity raises, that is incredible.

We did a great job ticking these items off. On area you don't get credit for is whether you allow employees to accumulate sick leave. We can't say we do because we capped it back in the Balasak Administration. It is capped at \$12,000 for long time employees and \$7500 for new employees.

EMS REPORT GIVEN BY MAYOR SEELY

Here this evening is our EMS Director, Dave Nichols, and our CFO, Joe Zanga.

Mayor Seely stated that a while ago on an election it allowed us the chance to seek out outsourcing our EMS. When we did this we got two bids that came in so wide in range that this caused me concern.

At that time, I approached a citizen and friend as well as my council liaison, Councilwoman Drozd as well as Council President Ricci to form a committee and find out what their recommendations were for the future of the Spotswood EMS.

The committee consisted of: Councilwoman, Marge Drozd
Council President, Ted Ricci
Jackie Palmer
Charles Spicuzzo
Ed Smith
Anthony Zaborney

I appreciate everything they have done. I received their final report on May 8, 2017 and Dave Nichols, our EMS Director, has taken a part in all of the decisions made.

SUMMARY RECOMMENDATIONS

- 1) A volunteer EMS Advisory Committee should be established to continue to oversee and assist SEMS.

Response: The Borough thanks the committee for their hard work; however, their services are no longer needed as it will create an additional layer of government. SEMS has an effective chain of command. EMTs report to Supervisors, Supervisors report to EMS Director, EMS Director reports to Business Administrator and Mayor.

- 2) There should be a Clinical Coordinator who is responsible for the quality control of all patient records and practices of our EMS providers.

Response: Agreed. This position may be assigned to one of the part-time Operations Supervisors.

- 3) Semi-annual employee evaluations shall be conducted by the EMS Director, with input from the Operations Supervisors.

Response: Agreed. The EMS Director will be developing an employee evaluation system to be implemented in 2018.

- 4) The current EMS equipment is in need of upgrades. The committee encourages opportunities for EMS to acquire the additional vehicles/equipment needed through grants, loans, interlocal agreements and the budgeting process.

Response: Agreed. The Borough recently purchased a used ambulance (2000 GMC) from East Brunswick Rescue Squad and is in the process of making necessary repairs. In addition, the ambulance must be re-lettered and inspected by the NJ Office of Emergency Medical Services prior to putting in service. The 2018 budget process will commence this month, wherein the Director of EMS may request and prioritize any additional vehicle and/or equipment needs.

- 5) The implementation of Toughbook (laptop) computers will allow the crew to complete a report in real time, eliminate the need for paper charts and their storage, and have been reported to be more accurate.

Response: The Borough has purchased I-Pads to facilitate real time charting and improve patient assessment. In addition, EMS converted their patient charting system from EMS Charts to Image Trend. Both changes were implemented in July 2017. The new charting system can be integrated into the Police CAD System; however, there is an estimated cost of \$2,800 per year to do so. This portion of the recommendation is currently on hold due to Network Administrator personnel changes.

- 6) There is a need for additional portable radios for the staff.

Response: All radios must be replaced within SEMS. A new requirement issued by the NJ Office of Emergency Medical Services requires all agencies to have JEMS in their radio frequencies. Our current radios will not support JEMS. Our EMS Director estimates that we need to purchase ten (10) all band radios at an estimated cost of \$6,000-\$8,000 each. A capital project is planned incorporating all radio needs for the Borough.

- 7) Change title from EMS Director to EMS Chief and become a full-time employee in this position.

Response: Agreed to full-time; however, the title will remain as Director, not Chief. David Nichols was appointed as the full-time Director of EMS at an annual salary of \$43,000 (plus health benefits) as of July 1, 2017.

- 8) There shall be four (4) Operations Supervisors within SEMS, who shall have the following certifications above and beyond those that are established as the minimum employment requirements: Incident Command 300, Pre-Hospital Trauma Life Support (PHTLS), Chemical Biological Radiological Nuclear Explosives (CBRNE) Awareness, and at least five (5) years' experience. The Operations Supervisors will be assigned specific job functions – Clinical Coordinator, Supplies Supervisor, Vehicle Maintenance and Training.

Response: Agreed, with the exception of the Director's recommendation to change years of experience to three (3). SEMS has traditionally had four (4) part-time Operations Supervisors with similar responsibilities.

- 9) Much of the staff will be made up of EMTs who must meet the following requirements: State of NJ Certified EMT with 2-3 years of Basic Life Support (BLS) experience, CPR certification, ICS Level 100, 200 & 700, Hazmat Awareness and Coaching the Emergency Vehicle Operator (CEVO). Interviews will be conducted with the EMS Director and two (2) members from the Supervisory Staff. Once an interview has been conducted, a recommendation for hire will be presented to the Mayor for final determination.

Response: Agreed. This is the process that has traditionally been followed in the past. In addition to the above listed criteria, Bloodborne Pathogens Training and National Incident Management System (NIMS) 700/800 are also required.

- 10) All employees will have the ability to take continuing education classes at no cost to the employee.

Response: Agreed. Funds will be provided in the 2018 budget and reimbursements to several staff members for EMT recertification have been approved in 2017. The Borough has historically provided CentreLearn accounts for EMS employees to get online education during their regular shifts, as well as the JIF provides for free training sessions. It is mandatory for SEMS to attend Hazard Communication (Haz-Com) Training upon initial hire and then an annual refresher each year.

- 11) It is our recommendation to increase the pay rate per hour for EMS employees to a comparative rate to those individuals working in the same field in other towns.

Response: Agreed. Negotiations are ongoing with all affected employees. Due to budgetary constraints, raises are not possible until 2018. The committee's report was presented on May 8th and the 2017 budget was adopted on April 19th.

Spotswood EMS has taken great strides in 2017 under the leadership of EMS Director, David Nichols. We currently have 21 employees including Director and Supervisors. Twelve of the employees were hired in 2017. EMS has moved into the newly refurbished building on DeVoe Avenue and the Borough is no longer paying rent at the warehouse on American Way.

Apparently it has been deemed in the best interest of the Borough and its residents to continue providing EMS services as a municipal entity. However, it is understood that there will be increasing costs associated with this. It will affect the tax rate.

Councilwoman Drozd had some questions for Director Nichols.

- Have you implemented the 12 hour shift and how is that working out. Director stated yes it is working. We have four supervisors crossed trained. Supervisors on the midnight to 6 AM shift cannot get much paperwork done.
- Drozd – each shift has a 2 person crew and one supervisor on?
- Drozd – How is overtime working are you able to stay in the 24-29 hours, Director stated yes. If we have a sick call out you might see 31 to 36 hours but that is rare.
- Drozd – Do you feel you have all the tools to do the job effectively for the town. Director said he does.
- Drozd – Planning for the new year are you looking at the tough book or holding off on that. Director said we implemented the Ipads instead of the tough-books, because there was money appropriated, so I got covers and key boards for it so it operates the same as tough book. Approximately \$4,000 cheaper than the others.
- Drozd – Are you finding any increase in revenue. Director stated that in August monthly revenue was \$22,195 and in September it was \$29,000 with similar volume.
- Director – Ipads are allowing getting better payment because we are able to get payment with more information to the insurance company and they pay more for more info.
- Drozd – Have you implemented training? Director said we set up a monthly training program. They have to comply.
- Drozd – do you have any plans to show the public the building. Director replied, we have plans to do so, we are waiting for the inside to get finished. Drozd – we cleaned out the warehouse? Director – yes, we are waiting on delivery of file cabinets and other furniture and some things to be done in the bays. Drozd – we lost a lot of records in the flood are they now secured so that does not happen again. The files are in my office and I don't have a place for them but will find a safe place for them.
- Drozd – are we still using the same billing company. B.A. said we are preparing bid specs we are required to go out to bid and that will be coming before year end.

C.P. Ricci asked Director Nichols if he had more to say. Director said that since March everything is going really well. There is a huge turn around in the department and the kind of people that we hired, its made it more of an efficient department. Everyone is excited to work and we are operating as a team.

Mayor spoke about a donation trust fund account and sat down with the Director of EMS and asked how would you like to proceed with this: It was suggested it would be put directly into the budget so that the money could be utilized when things are needed.

OPEN TO THE PUBLIC

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

A resident asked when you use the EMS now that it is a paid service, when you get billed for services and the insurance company only pays so much, do we get the remainder of the bill to pay. It was stated by C.P. Ricci that we have soft billing.

Charles Spicuzzo, Madison Avenue asked about training for the EMT's. If the employee goes to training and does not finish the course does the Borough pick up the tab. The employee pays for the course and then gets reimbursed after passing the class and the employee has to stay a year to get reimbursed.

Christine, Willard Clark Circle thanked Council for whoever coordinated the pavement of Crescent Ave. because I walk Crescent Ave. She walks on Crescent Avenue and found by the townhouses that there are two signs that misspelled Crescent Avenue.

Ms. Colleen Wronko, 118 Manalapan Road spoke of the Cops & Canines 2018 Wall Calendar and how much the ads are for different sizes. They start from \$25.00, \$50.00 & \$100.00. Seven or eight of the pages are already sold. Working with Husky House supplying the animals for the pictures with the police. The photographer is donating his services and Debbie is putting the pictures into a calendar and we are selling the ads to produce the calendars and the calendars will be sold later on and the money will go back to the PBA and the Municipal Drug Alliance.

Wronko, if the animal control is being negotiated with East Brunswick I have a concern that our B.A. lives in East Brunswick and should not be negotiating with the town she lives in. I also think that five years is too long and the contract should be for one or two years the longest.

B.A. McDonald said there is always an out clause in a shared service agreement.

Lillian Gienieczko, 294 Woods End Ct., spoke of the brown house on Main St. having bushes growing and covering the whole front of the house. C.P. Ricci said that Code Enforcement has been out there many times and have deemed everything happening with that place is legal.

Lillian – I worry about the children, someone could be lurking behind those bushes. It is a dangerous thing. What if children got into the house, does the Police or anyone go in to check this out. C.P. Ricci said that neighbors started a fire in the house but it was able to be put out before anything major happened.

Lillian – there are several other houses which are in disrepair and there are people living in them, it is a shame and you are allowing it. C.P. said that you can not have Code Enforcement tell someone that they must paint their house or to fix it up because it looks shabby. I understand what Main St. looks like but you can't go there and tell someone to paint your house. Code Enforcement will be sent out to the brown house and instruct the owner to trim and clean up the trees. Lillian – It is not healthy, you can get rodents.

- Coleen Wronko – Lived down the East end of Main St. in the apartments and my concern is that there are no sidewalks for the kids to walk to school. My daughter was riding her bike and fell and injured herself badly. I spoke to at that time, Mayor Polisen and told him what had happened and he said unfortunately, there was nothing that can be done. Many kids walk to school and there are no sidewalks for them. Older kids are walking down the railroad tracks but there are younger kids walking and walk down Main Street and there are no sidewalks. This is a major concern.
- Drozd – asked Borough Engineer if there was a way to do asphalt down there. He stated that there are asphalt walkways along Manalapan Road and I don't think it is a liability if they are maintained.
- Mayor Seely – stated that sidewalks are the responsibility of the home owner. Asphalt or concrete, they are still considered sidewalks.
- Drozd – said could we smooth some of the asphalt walkways down,
- Mayor Seely said the walkways are still the homeowners responsibility. That's what it says in our ordinances, do I think its fair no, I don't think its fair that you have to pay to have a tree cut down. It really should be concrete walkways because asphalt takes on the contour of the ground.
- Stollen – this is a county road have you approached the county about this? That's the other thing is the County responsible for walkways, they are responsible for the paving of this roadway.
- Mayor Seely – I could ask the County. They should be responsible for walkways because they are in charge of the roadway.
- Jackie Palmer, Shupin St. asked who is responsible for those handicapped ramps that don't attach to a sidewalk.
- The State and the County put them in, even in Monroe where there is nothing around they have the handicapped ramps not connected to anything. It is required by ADA to put them in.
- Palmer – many years ago we implemented a walk to school day and I know there is a walk to school grant.
- It was stated by Bruce Koch we have tried for those grants. The teachers have to take a survey in class of how children are getting to school. This is a very big process. We did discuss it and you should really plan that a year in advance so the teachers have a chance to do this. It is a competitive program. If you don't have one of the elements in it, your application gets removed from the pool.
- Palmer – could you equip the PTA or a volunteer organization within the Borough to help to facilitate something like that.

- Stollen – Could we get a history of who was awarded that grant.
- Mayor Seely, said that for instance Schoenly School all kids get driven so they don't take that into consideration and also they are off from school two months of the year.
- Koch – the reason for those handicapped ramps is a safety zone so that if someone is turning a corner someone handicapped, perhaps in a wheel chair and the radius for turning someone in a wheel chair has someplace to go.
- Mayor Seely spoke to Joe Zanga the Boroughs CFO saying that he has two questions asked last meeting.
- Zanga explained the way the trust fund works there is a revenue trail where all the deposits go to and a budget trail where all expenses come out of. Both those documents flow to a general ledger. The general ledger is absolutely correct. The expansive one I try to mirror the general ledger as a secondary proof & I put all the revenue into the budget trail so that it can by to the general ledger. The trust account with the negative \$13,000 was inactive for many years, when I took over in 2013 every single balance in the budget transaction trail had a negative balance because most of those don't take the revenue & put on the expenses side also. You don't really need to do it that way but I did to make sure it mirrors on the secondary proof but one account I did miss & there has been no activity in that account since I've been here. I think it went back to 3010 it had one transaction in 2010 and no activity in ten year.
- Palmer repeated everything CFO said because she feels that most in the audience doesn't understand it all.
- Zanga stated the majority of all the trust accounts go into an account like the Animal Control has a specific bank account, along with Law Enforcement Trust, Drug & Alcohol, but majority of all these trusts go into separate trust accounts. You also have performance & maintenance bonds. I do it that way but you don't really have to do it that way. But the majority of accounts go into one big trust & then on the general ledger is what brings all those balances together

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

Councilman Stollen made a motion to adjourn the meeting, seconded by Councilman Rivera.

The Clerk called the roll:

Councilman Stollen	yes
Councilwoman Drozd	yes
Councilman Melillo	yes
Councilman Rivera	yes
Council President Ricci	yes, and the meeting was adjourned.

Dated: October 11, 2017

PATRICIA DeSTEFANO, RMC
Municipal Clerk

ATTEST:

TED RICCI
Council President