

# **BOROUGH OF ENGLISHTOWN**

## **\*\* MINUTES \*\***

**January 24, 2024**

**6:30 P.M**

### **REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLISHTOWN**

**15 Main Street, Englishtown, New Jersey 07726.**

#### **Meeting Called to Order and Roll Call:**

The meeting was called to order by Mayor Francisco at 6:52 P.M.

#### **Roll Call**

Present: C/M. Lewis, C/W. Lewis, C/Sabin, C/Sarti

Absent: None

Also Present: Borough Attorney Jonathan Cohen, Police Chief Cooke, CFO Jeffrey Elsasser, Municipal Clerk Kerry Killeen

#### **Statement of Compliance with Sunshine Law**

Mayor Reynolds announced that pursuant to N.J.S.A. 10 4-6 notification of this meeting has been (1) Published in the Asbury Park Press and the News Transcript the Official Newspapers of the Borough, (2) Posted to the Public at Borough Hall, (3) Copy has been filed with the Municipal Clerk, (4) Copy of this agenda and the Sunshine Statement has been filed with the Mayor and Council. The meeting was deemed in compliance with the Open Public Meetings Act.

#### **Salute to the Flag** - Led by Mayor Francisco.

#### **Nominations to Fill Two Unexpired Council Terms Ending December 31, 2024**

Borough Attorney Jonathan Cohen provided an overview of the Municipal Vacancy Law and explained that this the Council will be making appointments to fill the vacancy created by the election of Mayor Daniel Francisco, and the resignation of Councilman Wayne Krawiec effective January 8<sup>th</sup>, 2024. The term of both appointments will expire December 31, 2024. Mayor Francisco as the County Committee Chair for the Republican Party presented three candidates to fill the vacancies: Richard Benedict, Alexi Reque, and Kyle Jewusiak.

Mayor Francisco requested nominations to fill the first unexpired Council term at which time Kyle Jewusiak was nominated by C/Sarti and seconded by C/W. Lewis.

There being no further nominations made, on the motion for Kyle Jewusiak as Councilmember to fill an unexpired term ending December 31, 2024:

**\BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2024-037**

**APPOINTMENT OF KYLE JEWUSIAK TO FILL UNEXPIRED COUNCIL TERM  
ENDING DECEMBER 31, 2024**

**WHEREAS**, there currently exists a vacancy on the Borough Council of the Borough of Englishtown due to the election of Mayor Daniel Francisco; and

**WHEREAS**, the Municipal Vacancy Law N.J.S.A. 40A:16 et seq. sets forth the manner in which a vacancy shall be filled; and

**WHEREAS**, N.J.S.A. 40A:16-5 provides that the Governing Body may fill the vacancy by appointment and that said vacancy shall be permanently filled for the unexpired term; and

**WHEREAS**, the Governing Body of the Borough of Englishtown wishes to fill said vacancy in order that the business of the Borough of Englishtown may be conducted and acted upon by a full body; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Englishtown, County of Monmouth that Kyle Jewusiak be and the same is hereby appointed as a member of the Borough Council to fill the vacancy created by the election of Mayor Daniel Francisco for an unexpired term ending December 31, 2024; and

**FURTHER BE IT RESOLVED** that Kyle Jewusiak shall take office immediately after appointment and qualification; and

**BE IT FURTHER RESOLVED** that a certified copy of this resolution shall be forwarded to the Monmouth County Board of Elections.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
M. Lewis		x			
W. Lewis	x	x			
Sabin		x			
Sarti	x	x			
Mayor Francisco	tie vote only				

**Mayor Francisco swore in Kyle Jewusiak as Councilman of the Borough of Englishtown.**

Mayor Francisco requested nominations to fill the second unexpired Council term at which time Alexi Reque was nominated by C/Sabin and seconded by C/Sarti.

There being no further nominations made, on the motion for Alexi Reque as Councilmember to fill an unexpired term ending December 31, 2024:

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2024-038**

## APPOINTMENT OF ALEXI REQUE TO FILL UNEXPIRED COUNCIL TERM

**WHEREAS**, there currently exists a vacancy on the Borough Council of the Borough of Englishtown due to the resignation of Councilman Wayne Krawiec; and

**WHEREAS**, the Municipal Vacancy Law N.J.S.A. 40A:16 et seq. sets forth the manner in which a vacancy shall be filled; and

**WHEREAS**, N.J.S.A. 40A:16-5 provides that the Governing Body may fill the vacancy by appointment and that said vacancy shall be temporarily filled for the unexpired term until the next general election; and

**WHEREAS**, the Governing Body of the Borough of Englishtown wishes to fill said vacancy in order that the business of the Borough of Englishtown may be conducted and acted upon by a full body; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Englishtown, County of Monmouth that Alexi Reque be and the same is hereby appointed as a member of the Borough Council to fill the vacancy created by the resignation of Councilman Wayne Krawiec for term until the election and qualification of successor pursuant to N.J.S.A. 40A:16-4(b); and

**FURTHER BE IT RESOLVED** that Alexi Reque shall take office immediately after appointment and qualification; and

**BE IT FURTHER RESOLVED** that a certified copy of this resolution shall be forwarded to the Monmouth County Board of Elections.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
M. Lewis		x			
W. Lewis		x			
Sabin	x	x			
Sarti		x			
Mayor Francisco	tie vote only				

**Mayor Francisco swore in Alexi Reque as Councilman of the Borough of Englishtown.**

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2024-046**

## COMMITTEE ASSIGNMENTS 2024

**WHEREAS**, the business and affairs of the Borough of Englishtown may properly be classified and divided into six groups:

1. Administration, Finance, Personnel Committee and Technology

2. Public Safety, Code Enforcement, Public Health & Welfare Committee
3. Public Buildings and Grounds Committee
4. Public Utilities Committee
5. Legislative, Insurance and Licenses Committee
6. Public Events Committee

**BE IT FURTHER RESOLVED**, that the standing committees are appointed to expedite and facilitate the work of Council, but only within statutory limits as the entire Council is held responsible for any or all of its acts performed within the scope of authority.

**Administration, Finance, Personnel and Technology**

**Chairperson: C/W. Lewis**

**Co: C/Sarti**

**BE IT FURTHER RESOLVED**, that the Chairperson of this committee oversees the administration, finance and personnel activities and matters listed below as established by Council:

1. The examination, review, and approval of all vouchers prior to their submission to the Council for authority to pay same.
2. The administration, practices, procedures, and records as established by Council of the following:
  - a. The administrator/clerk and his/her office
  - b. The treasurer and his/her clerk
  - c. The tax collector and his/her office
  - d. The water and sewer clerk and his/her office
  - e. The court administrator and his/her office
3. The coordination of departmental budgets, the preparation of budgetary figures relative to the activities above-mentioned. The final preparation, explanation, and continuing supervision of the entire municipal budget.
4. The maintenance, review, and revision of the Borough cost system and balance of appropriations.
5. Primary responsibility for the recruitment and recommendation of personnel for position within the Borough Municipal Government and review of Borough personnel policy manual as needed.
6. The review of maintenance, inventory, and security procedures for equipment and

records of the Borough Offices.

7. It shall also serve as the liaison between the Council and the Municipal Auditor, and with any other body or organization on fiscal matters.
8. Technology: will be responsible to have oversight of the Borough Website, IT Communication, Tech. Infrastructure and how it could relate to enhanced service to the residents of the Borough of Englishtown.

**Public Safety, Code Enforcement, Public Health & Welfare**

**Chairperson: C/Sarti**

**Co: C/W. Lewis**

**BE IT FURTHER RESOLVED**, that the Chairperson of this committee oversees the public safety administration, code enforcement, and the public health and welfare practices, procedures, and records activities and matters listed below as established by Council:

1. Supervision and direction of police department.
2. Highway and street traffic and all parking matters.
3. Investigation and inspection of persons and premises prior to granting licenses, as directed by Council.
4. Inform proper committee chairperson of all hazardous, unsafe and unhealthy conditions in the Borough.
5. The review of maintenance, inventory, and security procedures.
6. Assists in coordinating emergency management plan for the Borough.
7. Shall act as liaison to the fire and first aid units serving the Borough of Englishtown.
9. It shall also serve as liaison between Council and other forms of law and public safety organizations.
- 10 . Supervision and direction of Code Enforcement Dept.
  - a. Code enforcement officer in matters related to health
  - b. Animal control activities
11. It shall also serve as liaison between the Council and the Board of Health and other organizations or agencies concerned with public health and/or welfare.

**Public Buildings and Grounds**

**Chairperson: C/Jewusiak**

**Co: C/Sabin**

**BE IT FURTHER RESOLVED**, that the Chairperson of this committee oversees the Public Buildings and Grounds administration, practices, procedures, and records activities and matters listed below as established by Council:

1. Maintenance and use of all municipal owned building and equipment.
2. Control inventory of all Borough equipment and supplies relevant to maintenance of Borough property.
3. Maintenance of Borough fire alarm system (with recommendation of public safety committee).
4. Park maintenance.
5. Maintenance and cleaning of public grounds, roads, streets, curbs, and gutters of snow and litter, and cutting of grass and weeds and litter removal.
6. Erection of signs and street painting as designated by Council.
7. Maintenance, cleaning and improvements of off street parking areas.
8. Street and road construction and improvements.
9. Proper maintenance, inventory, and security of department equipment.
10. Primary supervision of Borough maintenance personnel.
11. It shall also serve as the liaison between the Council and State and County highway department, except in traffic matters, which are under the jurisdiction of public safety committee.

**Public Utilities**

**Chairperson: C/Reque**

**Co: C/M. Lewis**

**BE IT FURTHER RESOLVED**, that the Chairperson of this committee oversees the Public Utilities administration, practices, procedures, and records activities and matters listed below as established by Council:

1.
  - a. Water Department
  - b. Sewer Department
  - c. Garbage, refuse, and recycling activities

2. It shall also serve as the liaison between Council and the various utility organizations operating within the Borough, such as; electric, telephone, transportation, natural gas and cable TV.

**Legislative, Insurance, and Licenses**

**Chairperson: C/M. Lewis**

**Co: C/Reque**

**BE IT FURTHER RESOLVED**, that the Chairperson of this committee oversees the legislative, insurance and licenses administration, practices, procedures, and records activities and matters listed below as established by Council:

1. The examination, review and investigation of any and all legislation effecting the Borough and to make recommendations to Council and act as a liaison between Council and the State Legislature, County Freeholders, and the Federal Government.
2. The examination, review and approval of all licenses prior to submission to Council.
3. The review, revision, and all other matters pertaining to any insurance coverage of the Borough.

**Public Events Committee**

**Chairperson: C/Sabin**

**Co: C/Jewusiak**

**BE IT FURTHER RESOLVED**, that the Chairperson of this committee oversees the public events administration, practices, procedures, and records activities and matters listed below as established by Council:

1. Responsible for scheduling and organization of public events, recreation and public park usage.
2. Shall be the Council Liaison of the Recreation Committee and Community Development Committee.
3. Shall approve all recommended events, newsletters, flyers, public announcements suggested by the Recreation and Community Development Committees and shall report all activity at the Council Meetings to keep the public informed on Borough Events.

**BE IT FURTHER RESOLVED**, that the entire membership of this Borough Council shall be constituted as an auditing committee and audit all vouchers for payment of money and that all vouchers must be submitted to the chairperson of the Committee for which the said voucher has been rendered for his/her approval or disapproval before coming to full Council for payment.

**BE IT FURTHER RESOLVED**, that all purchase orders be signed by the appropriate Chairperson, prior to payment processing.

**BE IT FURTHER RESOLVED**, the committees shall meet when requested by the Chairperson, Mayor, or at the request of Council, and that all members thereof shall participate actively in the committee deliberations, performance of duties and the formulation of its recommendation to Council.

**BE IT FURTHER RESOLVED**, the Chairperson of each standing committee shall prepare a report for the Mayor and Council for the monthly council meeting on principal activities and achievements of his/her committee.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Jewusiak		x			
M. Lewis	x	x			
W. Lewis		x			
Reque		x			
Sabin		x			
Sarti		x			
Mayor Francisco	tie vote only				

**Public Comment on Agenda Items Only**

Mayor Francisco opened public comment, hearing none he closed public comment.

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2024-039**

**APPOINTMENT OF CLASS III MEMBER OF THE  
BOROUGH OF ENGLISHTOWN UNIFIED PLANNING/ZONING BOARD**

**WHEREAS**, N.J.S.A. 40: 55d-23 allows the Governing Body to appoint one of its members to the Unified Planning/Zoning Board; and

**WHEREAS**, the Borough of Englishtown Unified Planning/Zoning Board has a vacancy in the Class III seat; and

**WHEREAS**, it is the wishes of the Governing Body to fill said vacancy; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that William Sabin be appointed a Class III member of the Borough of Englishtown Unified Planning/Zoning Board for a term of one (1) year ending December 31, 2024.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be given to the Borough of Englishtown Unified Planning/Zoning Board Secretary and Councilman William Sabin.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Jewusiak		x			
M. Lewis	x	x			
W. Lewis		x			
Reque		x			
Sabin		x			
Sarti		x			
Mayor Francisco	tie vote only				

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2024-040**

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN  
COUNTY OF MONMOUTH, STATE OF NEW JERSEY  
AUTHORIZING THE PAYMENT OF BOROUGH BILLS**

**WHEREAS**, the Mayor and Council have carefully examined all vouchers presented to the Borough for the payment of claims; and

**WHEREAS**, after due consideration of the said vouchers, the Mayor and Council have approved payment of same.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, as follows:

1. The said approved vouchers amounting to the sum of \$782,637.47 are hereby authorized to be paid on January 24, 2024.
2. The Borough Clerk is hereby directed to list on the page in the Minutes Book following the minutes of this meeting all of the said vouchers hereby authorized to be paid.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Jewusiak		x			
M. Lewis		x			
W. Lewis	x	x			
Reque		x			
Sabin		x			
Sarti		x			
Mayor Francisco	tie vote only				

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2024-041**

**AUTHORIZING REFUND OF TAX SALE CERTIFICATE**

**WHEREAS**, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to Christiana T C/F CE1/Firsttrust:

Tax Sale Certificate No. 21-00012  
Block 18, Lot 5.01  
19 Tennent Avenue  
in the amount of \$565.82  
premium of \$3,000.00  
total of **\$3,565.82**

**WHEREAS**, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$3,565.82.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes payment in the amount of \$3,565.82 to Christiana T C/F CE1/Firsttrust PO Box 5021 Philadelphia, PA 19111-5021:

**BE IT FURTHER RESOLVED** that a certified true copy of this Resolution be forwarded to the Borough's Tax Collector and Chief Financial Officer.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Jewusiak		x			
M. Lewis	x	x			
W. Lewis	x	x			
Reque		x			
Sabin		x			
Sarti		x			
Mayor Francisco	tie vote only				

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2024-042**

**AUTHORIZING REFUND OF TAX SALE CERTIFICATE**

**WHEREAS**, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to Christiana T C/F CE1/Firsttrust:

Tax Sale Certificate No. 23-00001

Block 2, Lot 22 Qualifier #C0040  
40 Queens Way  
in the amount of \$1,190.04  
premium of \$900.00  
total of **\$2,090.04**

**WHEREAS**, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$2,090.04.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes payment in the amount of \$2,090.04 to Christiana T C/F CE1/Firsttrust PO Box 5021 Philadelphia, PA 19111-5021:

**BE IT FURTHER RESOLVED** that a certified true copy of this Resolution be forwarded to the Borough's Tax Collector and Chief Financial Officer.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Jewusiak		x			
M. Lewis	x	x			
W. Lewis		x			
Reque		x			
Sabin		x			
Sarti		x			
Mayor Francisco	tie vote only				

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2024-043**

**RESOLUTION REGRETFULLY ACCEPTING THE  
RESIGNATION OF COUNCILMAN WAYNE KRAWIEC**

**WHEREAS**, Wayne Krawiec was elected as Councilman for the Borough of Englishtown on November 8, 2022; and

**WHEREAS**, Wayne Krawiec tendered his resignation to the Englishtown Borough Council on January 8th, as Councilman of the Borough of Englishtown, effective immediately; and

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Englishtown Borough Council regretfully accepts the letter of resignation and commends Wayne Krawiec for his years of valuable service and expresses its sincere thanks on behalf of the Borough of Englishtown.
2. That a certified copy of this Resolution be delivered to Wayne Krawiec.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Jewusiak		x			
M. Lewis	x	x			
W. Lewis		x			
Reque		x			
Sabin	x	x			
Sarti		x			
Mayor Francisco	tie vote only				

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2024-044**

**RESOLUTION TERMINATING THE APPOINTMENT OF PART TIME PUBLIC  
WORKS EMPLOYEE**

**WHEREAS**, Ed Walker is an employee of the Borough of Englishtown; and

**WHEREAS**, the Borough Personnel Committee recommends termination of employment of Ed Walker based on his violation of the Borough of Englishtown Code of Conduct.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, as follows:

1. Based on the recommendations of the Borough Personnel Committee, Ed Walker is hereby terminated from employment as part time public works employee for the Englishtown effective immediately.
3. The Borough Clerk is hereby directed to provide a certified copy of this resolution to Ed Walker, and the Borough personnel file of Ed Walker.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Jewusiak		x			
M. Lewis	x	x			
W. Lewis	x	x			
Reque		x			
Sabin		x			
Sarti		x			
Mayor Francisco	tie vote only				

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2024-045**

**AUTHORIZING BOROUGH EMPLOYEES TO CARRY OVER  
REMAINING VACATION TIME TO THE YEAR 2024**

**WHEREAS**, a Borough employee has not used all of their allowed vacation time; and

**WHEREAS**, pursuant to Section 3.2 of the Personnel Policy, employees may carry over a maximum of five (5) unused vacation days into the next calendar year; and

**WHEREAS**, the department heads state that the remaining vacation time is as follows:

Kerry Killeen

3 Vacation Days Remaining

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above personnel will be allowed to carry their remaining vacation time from 2023 over to the year 2024.

**BE IT FURTHER RESOLVED** a certified true copy of this Resolution be forwarded to Kerry Killeen and the Borough Auditor.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Jewusiak		x			
M. Lewis	x	x			
W. Lewis		x			
Reque		x			
Sabin		x			
Sarti		x			
Mayor Francisco	tie vote only				

**Public Portion:**

Mayor Francisco opened public comment.

Police Chief Peter Cooke- Chief Cooke stated that Code Enforcement should remain separate from the Police Department, and that the Police Department should only be enforcing safety related issues.

Ken Marr- Mr. Marr stated that he has been the Borough's Code Enforcement Officer for two years, and asked if the abolishment of the Code Enforcement position had anything to do with his job performance.

Hearing no further comments, Mayor Francisco closed public comment.

**Adjournment:**

There being no further business a motion to adjourn was offered by C/Mann seconded by C/W. Lewis. All in favor. The time being 9:01 P.M.

February 28, 2024  
Date Approved

Kerry Killeen, R.M.C.  
Municipal Clerk