

**RESOLUTION #2023-287**

**WHEREAS**, all bills submitted to the Borough of Sayreville covering services, work, labor and material furnished the Borough of Sayreville have been duly audited by the appropriate committee;

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** that all bills properly verified according to law and properly audited by the appropriate committees be and the same are hereby ordered to be paid by the appropriate Borough officials.

\_\_\_\_\_  
Victoria Kilpatrick, Mayor

\_\_\_\_\_  
Daniel Balka, Councilman

\_\_\_\_\_  
Christian Onuoha, Councilman

\_\_\_\_\_  
Vincent Conti, Councilman

\_\_\_\_\_  
Donna Roberts, Councilwoman

\_\_\_\_\_  
Mary J. Novak, Councilwoman

\_\_\_\_\_  
John Zebrowski, Councilman

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

\_\_\_\_\_  
Borough Attorney

	Balka	Conti	Novak	Onuoha	Roberts	Zebrowski
Ayes						
Nays						
Abstain						
Absent						

**RESOLUTION #2023-288**

Governor’s Council on Alcoholism and Drug Abuse  
Fiscal Grant Cycle October 2020-June 2025  
**FORM 1B**

**WHEREAS**, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Borough Council of the Borough of Sayreville, County of Middlesex, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Borough Council has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Middlesex;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough of Sayreville, County of Middlesex, State of New Jersey hereby recognizes the following:

1. The Borough Council does hereby authorize submission of a strategic plan for the Sayreville Municipal Alliance grant for fiscal year 2025 in the amount of:  
DEDR            \$18,183.00  
Cash Match    \$4,545.75  
In-Kind        \$13,637.25
2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

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Daniel Balka, Councilman  
(Admin. & Finance Committee)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor’s signature.

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Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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Jessica Morelos, RMC  
Municipal Clerk

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Victoria Kilpatrick  
Mayor

	<b>Balka</b>	<b>Conti</b>	<b>Novak</b>	<b>Onuoha</b>	<b>Roberts</b>	<b>Zebrowski</b>
<b>Ayes</b>						
<b>Nays</b>						
<b>Abstain</b>						
<b>Absent</b>						

**RESOLUTION #2023-289**

**BE IT RESOLVED** that the proper Borough Officials are hereby authorized to award a non-fair and open contract to Wachs Utility Products of Lincoln, IL for the purchase of one (1) skid mounted valve and buffalo box vacuum in an amount not to exceed \$24,510.00.

\_\_\_\_\_  
John Zebrowski, Councilman  
(Water & Sewer Committee)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

\_\_\_\_\_  
Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

\_\_\_\_\_  
Jessica Morelos, RMC  
Municipal Clerk

\_\_\_\_\_  
Victoria Kilpatrick  
Mayor

	Balka	Conti	Novak	Onuoha	Roberts	Zebrowski
<b>Ayes</b>						
<b>Nays</b>						
<b>Abstain</b>						
<b>Absent</b>						

**RESOLUTION #2023-290**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the fiscal year ended December 31, 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6 and a copy has been received by each member of the governing body; and

**WHEREAS**, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs: and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:0-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments and  
Recommendations

; and

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit and specifically the sections of the Annual Audit entitled "General Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB, to wit:

R.S. 52:27BB-52 "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Borough Council of the Borough of Sayreville, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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Daniel Balka, Councilman  
(Admin. & Finance Committee)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

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Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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Jessica Morelos, RMC  
Municipal Clerk

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Victoria Kilpatrick  
Mayor

	<b>Balka</b>	<b>Conti</b>	<b>Novak</b>	<b>Onuoha</b>	<b>Roberts</b>	<b>Zebrowski</b>
<b>Ayes</b>						
<b>Nays</b>						
<b>Abstain</b>						
<b>Absent</b>						

GROUP AFFIDAVIT FORM  
CERTIFICATION OF GOVERNING BODY

STATE OF NEW JERSEY:  
COUNTY OF MIDDLESEX:

We, members of the Governing Body of the Borough of Sayreville, County of Middlesex, of full age, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Mayor and Borough Council of the Borough of Sayreville.
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit Filed with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6 for the fiscal year ending December 31, 2021.
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled:

GENERAL COMMENTS ANDRECOMMENDATIONS

\_\_\_\_\_  
Victoria Kilpatrick, Mayor (L.S.)

\_\_\_\_\_  
Daniel Balka, Councilman (L.S.)

\_\_\_\_\_  
Vincent Conti, Councilman (L.S.)

\_\_\_\_\_  
Mary J. Novak, Councilwoman (L.S.)

\_\_\_\_\_  
Christian Onuoha, Councilman (L.S.)

\_\_\_\_\_  
Donna Roberts, Councilwoman (L.S.)

\_\_\_\_\_  
John Zebrowski, Councilman (L.S.)

Sworn and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Notary Public of New Jersey

**RESOLUTION #2023-291**

Corrective Action Plan for the 2022 Audit

**WHEREAS**, Local Finance Notice 97-16 requires the Chief Financial Officer, with assistance from other officials affected by the audit recommendations, to prepare and submit a Corrective Action Plan for approval by the governing body within 60 days from the date the audit is received by the governing body; and the 2022 audit was received October 17, 2023

**BE IT RESOLVED**, by the Borough Council of the Borough of Sayreville, County of Middlesex and State of New Jersey, that the following Corrective Action Plan, dated October 18, 2023 be approved, placed on file in the Clerk's Office, and submitted by the Clerk to the Division of Local Government Services, Copies of the Resolution will be forwarded to the Borough Auditor and Chief Financial Officer for their records.

As required by Local Finance Notice 97-15,  
Respectfully submitted by Denise Biancamano, Chief Financial Officer

Description: That the Recreation Department turn over all monies by January of the subsequent year.

Corrective Action: The CFO has spoken with the Recreation Director regarding this comment. The Recreation Director will be turning over all monies by January of the subsequent year.

Implementation: Immediately

Description: That the bank reconciliation page for the Municipal Court General Account be fully completed and balanced and all outstanding checks greater than one year be reviewed to determine whether they should be voided and reissued or written off.

Corrective Action: The Municipal Court has written off all outstanding checks greater than one year.

Implementation: Immediately

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Daniel Balka, Councilman  
(Admin. & Finance Committee)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

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Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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Jessica Morelos, RMC  
Municipal Clerk

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Victoria Kilpatrick  
Mayor

	<b>Balka</b>	<b>Conti</b>	<b>Novak</b>	<b>Onuoha</b>	<b>Roberts</b>	<b>Zebrowski</b>
<b>Ayes</b>						
<b>Nays</b>						
<b>Abstain</b>						
<b>Absent</b>						

**RESOLUTION #2023-292**  
REQUESTING PERMISSION FOR THE DEDICATION BY RIDER  
FOR ACCUMULATED ABSENCES LIABILITY TRUST FUND

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and

WHEREAS, NJAC 5:30-15 provides for receipt of budget appropriations through annual adopted budgets to provide for the operating costs to administer this act; and

WHEREAS, NJSA 40A:4-39 provides the dedicated revenues anticipated from the Accumulated Absences Liability Trust are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement:

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Sayreville, County of Middlesex, New Jersey as follows:

1. The Governing Body does hereby request permission of the Director of Local Government Services to pay expenditures for the Accumulated Absence Liability Trust Fund in accordance with NJAC 5:30-15.
2. The Clerk of the Borough of Sayreville, County of Middlesex is hereby directed to forward two certified copies of this Resolution to the Director of Local Government Services.

\_\_\_\_\_  
Daniel Balka, Councilman  
(Admin. & Finance Committee)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

\_\_\_\_\_  
Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

\_\_\_\_\_  
Jessica Morelos, RMC  
Municipal Clerk

\_\_\_\_\_  
Victoria Kilpatrick  
Mayor

	Balka	Conti	Novak	Onuoha	Roberts	Zebrowski
Ayes						
Nays						
Abstain						
Absent						

**RESOLUTION #2023-293**

**ACCEPTING FINAL WORK  
AND AUTHORIZING FINAL PAYMENT  
UPON EXPIRATION OF STATUTORY PERIOD**

**WHEREAS**, the following named contractor has completed the following work as indicated on the project hereafter referred to, which work is apparently in accordance with the plans, specifications and contract documents:

- Project: 2021 Roadway Paving and Reconstruction – Phase I
- Contractor: S&G Paving, Inc.  
224C Forsgate Drive  
Jamesburg, NJ 08831
- Balance Due \$7,944.43

**WHEREAS**, the Borough Engineer has fully issued a certificate certifying to the completion of the work and recommending payment in accordance with the terms thereof; and

**WHEREAS**, the Standing Committee of the Governing Body under whose jurisdiction this work falls has likewise inspected said work and has determined that it has been completed in apparent conformity with the plans and specifications; and

**WHEREAS**, the Statutes of New Jersey pertaining to the enforcement of mechanic's and materialmen's liens on municipal projects provide that notice thereof may be filed at any time within 45 days of the final acceptance of said work;

**NOW, THERFORE, BE IT AND IT IS HEREBY RESOLVED:**

1. That the project described in the preamble hereof is hereby accepted and approved with the proviso that such action is not to be construed as a waiver of any violation of the terms of said plans, specifications and contract documents if such violation should later appear.

2. That the Borough Clerk is authorized to insert a brief notice in a daily newspaper circulating in Middlesex County once a week for two consecutive weeks giving public notice of the final acceptance of said work so that any potential lien claimants may have notice thereof.

3. That upon expiration of the 45 days from the date hereof, the proper municipal officials be and they are hereby authorized and directed to execute and deliver a check to the said contractor covering the amount due him, less any retained percentage authorized by the contract documents.

4. That should the contract under which this work has been done provide for the release of any retained percentage upon the filing of a maintenance bond,

that said percentage shall be paid said contractor upon the filing of a one-year 15% Maintenance Bond in the amount of \$59,583.23 and the approval of same as to form and sufficiency by the Borough Attorney.

\_\_\_\_\_  
Vincent Conti, Councilman  
(Public Works Committee)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

\_\_\_\_\_  
Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

\_\_\_\_\_  
Jessica Morelos, RMC  
Municipal Clerk

\_\_\_\_\_  
Victoria Kilpatrick  
Mayor

	Balka	Conti	Novak	Onuoha	Roberts	Zebrowski
Ayes						
Nays						
Abstain						
Absent						

**RESOLUTION #2023-294**

BE IT AND IT IS HEREBY RESOLVED that the following transfers between 2023 Budget Appropriations be and the same are hereby authorized to be made in the following manner to wit:

	<u>FROM</u>	<u>TO</u>
<u>CURRENT FUND</u>		
General Administration OE (3-01-20-100-123)		2,000.00
Municipal Clerk OE (3-01-20-120-126)		10,000.00
Tax Assessment S&W (3-01-20-150-012)		25,000.00
Planning Board S&W (3-01-21-180-017)		8,500.00
Planning Board OE (3-01-21-180-181)		43,000.00
Other Insurance Premiums (3-01-23-215-194)		25,000.00
Police OE (3-01-25-240-122)		5,000.00
Uniform Fire Safety S&W (3-01-25-270-012)		25,000.00
Uniform Fire Safety OE (3-01-25-270-121)		2,000.00
Parks & Playground OE (3-01-28-375-228)		20,000.00
Sewage Treatment & Disposal S&W (3-01-31-455-012)		50,000.00
DCRP (3-01-36-476-348)		5,000.00
Audit (3-01-20-135-138)	22,000.00	

Tax Assessment OE (3-01-20-150-159)	25,000.00	
Tax Map Maintenance (3-01-20-150-999)	15,000.00	
Legal OE (3-01-20-155-169)	39,000.00	
Group Insurance (3-01-23-220-195)	39,500.00	
Crossing Guard S&W (3-01-25-255-013)	30,000.00	
Sewage Treatment & Disposal (3-01-31-455-239)	50,000.00	
	<u>220,500.00</u>	<u>220,500.00</u>

Water Operating

Interest on Bonds (3-05-55-600-103)		5,9000.00
Water OE (3-05-55-110-129)	5,900.00	

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Daniel Balka, Councilman  
(Admin. & Finance Committee)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

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Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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Jessica Morelos, RMC  
Municipal Clerk

---

Victoria Kilpatrick  
Mayor

	Balka	Conti	Novak	Onuoha	Roberts	Zebrowski
Ayes						
Nays						
Abstain						
Absent						

**RESOLUTION #2023-295**  
**AUTHORIZATION FOR THE BOROUGH OF SAYREVILLE TO**  
**RATIFY A SETTLEMENT AGREEMENT**

**WHEREAS**, certain matters have arisen pertaining to C.B. employment with the Sayreville Public Library; and

**WHEREAS**, the Borough Council has been afforded an opportunity to review the Settlement Agreement; and

**WHEREAS**, the Sayreville Public Library, the Borough and C.B. have agreed to a Settlement Agreement; and

**NOW, THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Sayreville, County of Middlesex, State of New Jersey, as follows:

- 1). The Borough hereby ratifies the Settlement Agreement dated October 2023;  
and
- 2). That this resolution shall take effect immediately.

\_\_\_\_\_  
Daniel Balka, Councilman  
(Admin. & Finance Committee)

Reviewed by the Borough Attorney and is approved as to form and the Resolution satisfies all of the legal requirements for the Mayor's signature.

\_\_\_\_\_  
Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

\_\_\_\_\_  
Jessica Morelos, RMC  
Municipal Clerk

\_\_\_\_\_  
Victoria Kilpatrick  
Mayor

	Balka	Conti	Novak	Onuoha	Roberts	Zebrowski
Ayes						
Nays						
Abstain						
Absent						