

Mayor Kilpatrick opened the Council Meeting at 7:01 PM followed by a short prayer and salute to the flag. This meeting was being held via electronic communications.

- **STATEMENT OF NOTICE OF PUBLICATION**

Municipal Clerk Morelos announced that this March 22, 2021 Council Meeting had been advertised and posted in accordance with Open Public Meetings Act Chapter 231, P.L. 1975 by advertising in the Home News Tribune and the Star Ledger, notifying the Sentinel Publishing Co., posting on the bulletin board, and is on file in her office.

- **ROLL CALL:**

Present: Councilpersons Conti, Dalina, Enriquez, Maher, Novak, Roberts

Absent: None

Others Present: Mayor Victoria Kilpatrick  
Daniel E. Frankel, Business Administrator  
Denise Biancamano, C.F.O./Treasurer  
Jessica Morelos, Municipal Clerk  
Michael DuPont, Esq., Borough Attorney  
Jay Cornell, P.E., Borough Engineer  
Nicole Waranowicz, Asst. Municipal Clerk

Others Absent: None

- **APPROVAL OF PRIOR MINUTES OF THE MAYOR AND COUNCIL:**

Council President Dalina moved the following minutes be approved, subject to correction if necessary:

- ☒ February 22, 2021 - Regular, Agenda & Executive Sessions
- ☒ March 8, 2021 - Special Meeting & Executive Sessions
- ☒ March 8, 2021 - Regular & Agenda Sessions
- ☒ March 16, 2021 - Special Meeting & Executive Sessions

Seconded by Councilwoman Novak.

Roll Call: Councilpersons Dalina, Conti, Enriquez, Maher, Novak, Roberts, all Ayes.

- **PROCLAMATION & PRESENTATIONS**

- **Police Department Body Cam Presentation**

Chief Zebrowski and Captain Kiernan spoke about the proposal of a body camera system they are recommending for the Police Department.

Connor Chatterton from Axon answered questions that the Mayor and Council had.

- **COVID 19 Update**

Mayor Kilpatrick stated there are 4,017 COVID cases and 77 deaths since the pandemic. She stated that New Jersey is leading the nation in COVID cases. Mayor Kilpatrick thanked Council President Dalina for stepping up and running the meetings in her absence. She also commended the Council for doing a great job during this circumstance.

- **EXECUTIVE SESSION –None**

- **OLD BUSINESS:**

a) Public Hearing on the following Ordinances:

Borough Attorney stated that the ordinances listed for public hearing will have to be tabled and reintroduced due to a noticing issue.

Ordinance #519-21.

**Councilwoman Roberts moved the Ordinance be tabled. Seconded by Councilman Enriquez.**

**Roll Call: Councilpersons Roberts, Conti, Dalina, Enriquez, Maher, Novak, all Ayes.**

Ordinance #520-21.

**Councilwoman Roberts moved the Ordinance be tabled. Seconded by Councilwoman Novak.**

**Roll Call: Councilpersons Roberts, Conti, Dalina, Enriquez, Maher, Novak, all Ayes.**

b) Appointments

Mayor Kilpatrick made the following appointments:

**PLANNING BOARD**

1 Yr.            Class II Member        Demetrios Gianniris

**HUMAN RELATIONS COMMISSION**

3 Yr.            Member                    Favor King

**RECREATION ADVISORY BOARD**

3 Yr.            Member                    Tom Heaney  
3 Yr.            Member                    Erin Wern  
3 Yr.            Member                    Anna Marie Ruzanski  
3 Yr.            Member                    Aloysius Ryan

**OPEN SPACE COMMITTEE**

3 Yr.            Member                    Valentine Tarr  
3 Yr.            Member                    William Henry

**LIAISON TO VETERAN'S ALLIANCE**

1 Yr.            Member                    Kenneth Kelly  
1 Yr.            Member                    Stanley Drwal  
1 Yr.            Member                    Harry Paczkowski

**LIAISON TO BOARD OF EDUCATION**

1 Yr.            Member                    Rodmyr Plantin

Mayor asked if there are if there was a motion.

Council President Dalina moved the appointments. Seconded by Councilwoman Novak.

Roll Call: Councilpersons Dalina, Conti, Enriquez, Maher, Novak, Roberts. All ayes.

• **NEW BUSINESS:**

a) Introduction of the following ordinances:

**ORDINANCE #521-21**

**AN ORDINANCE AUTHORIZING THE EXECUTION OF A MASTER FINANCIAL AGREEMENT FOR PAYMENTS IN LIEU OF TAXES WITH SAYREVILLE SEAPORT ASSOCIATES URBAN RENEWAL, L.P. PURSUANT TO THE LONG TERM TAX EXEMPTION LAW AND THE REDEVELOPMENT AREA BOND FINANCING LAW WITH RESPECT TO BLOCK 257, LOT 3.04; BLOCK 257, LOT 3.052; BLOCK 257.01, LOTS 1 AND 1.01; BLOCK 257.01, LOT 1.10; BLOCK 257.01, LOT 4; BLOCK 257.01, LOT 5; BLOCK 257.01, LOT 6; BLOCK 257.01, LOT 20; BLOCK 257.01, LOT 30.12; BLOCK 257.02, LOT 1; BLOCK 257.02, LOT 1.01; AND BLOCK 257.02, LOT 22, COLLECTIVELY COMMONLY KNOWN AS PARCEL C WITHIN THE SAYREVILLE WATERFRONT**

**REDEVELOPMENT AREA, ALL IN THE BOROUGH OF SAYREVILLE,  
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AND  
AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION  
THEREWITH**

(Admin. & Finance Committee – Co. Roberts – Public Hearing 4-12-21)

Councilwoman Roberts moved the Ordinance be approved on first reading, advertise according to law and a Public Hearing be scheduled for April 12, 2021. Motion was seconded by Councilwoman Novak.

Roll Call: Ayes: Councilpersons Roberts, Conti, Dalina, Enriquez, Maher, Novak.

**ORDINANCE #522-21**

**AN ORDINANCE PROVIDING FOR THE SPECIAL ASSESSMENT OF THE  
COST OF CERTAIN STORMWATER, SANITARY SEWER, WATER,  
WALKWAY, STREETScape, ROAD, TRAFFIC, INTERSECTION, AND  
PARKING IMPROVEMENTS, TOGETHER WITH OTHER PROJECT  
IMPROVEMENTS, ALL WITH RESPECT TO BLOCK 257, LOT 3.04;  
BLOCK 257, LOT 3.052; BLOCK 257.01, LOTS 1 AND 1.01; BLOCK  
257.01, LOT 1.10; BLOCK 257.01, LOT 4; BLOCK 257.01, LOT 5;  
BLOCK 257.01, LOT 6; BLOCK 257.01, LOT 20; BLOCK 257.01, LOT  
30.12; BLOCK 257.02, LOT 1; BLOCK 257.02, LOT 1.01; AND BLOCK  
257.02, LOT 22, COLLECTIVELY COMMONLY KNOWN AS PARCEL C  
WITHIN THE SAYREVILLE WATERFRONT REDEVELOPMENT AREA,  
ALL IN THE BOROUGH OF SAYREVILLE, COUNTY OF MIDDLESEX,  
STATE OF NEW JERSEY, AND AUTHORIZING THE EXECUTION OF A  
MASTER SPECIAL ASSESSMENT AGREEMENT AND CERTAIN OTHER  
ACTIONS IN CONNECTION THEREWITH**

(Admin. & Finance Committee – Co. Roberts – Public Hearing 4-12-21)

Councilwoman Roberts moved the Ordinance be approved on first reading, advertise according to law and a Public Hearing be scheduled for April 12, 2021. Motion was seconded by Councilwoman Novak.

Roll Call: Ayes: Councilpersons Roberts, Conti, Dalina, Enriquez, Maher, Novak.

**ORDINANCE # 523-21**

**AN ORDINANCE AMENDING AND SUPPLEMENTING  
CHAPTER XXVI “LAND DEVELOPEMENT” OF  
THE REVISED GENERAL ORDINANCES OF THE  
BOROUGH OF SAYREVILLE TO AMEND SECTION  
26-110 “FEES AND DEPOSITS”**

(Planning & Zoning Committee – Co. Maher – Public Hearing 4-12-21)

Councilwoman Maher moved the Ordinance be approved on first reading, advertise according to law and a Public Hearing be scheduled for April 12, 2021. Motion was seconded by Councilman Enriquez.

Roll Call: Ayes: Councilpersons Maher, Conti, Dalina, Enriquez, Novak, Roberts.

**CONSENT AGENDA RESOLUTIONS**

Mayor Kilpatrick opened the meeting for any questions or comments on Consent Agenda Resolutions.

There were no appearances.

Councilman Dalina made a motion to close the Public Portion and adopt the Consent Agenda Resolutions. Seconded by Councilwoman Novak.

Roll Call: Councilpersons Dalina, Conti, Enriquez, Maher, Novak, Roberts, all Ayes.

**RESOLUTION #2021-80**

**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.

/s/ Victoria Kilpatrick, Mayor

/s/ Vincent Conti, Councilman

/s/ Michele Maher, Councilwoman

/s/ Kevin Dalina, Councilman

/s/ Mary J. Novak, Councilwoman

/s/ Damon Enriquez, Councilman

/s/ Donna Roberts, Councilwoman

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.

/s/ Michael R. DuPont, Borough Attorney

**Bill list of March 22, 2021 in the amount of \$1,298,220.67 in a separate Bill List File for 2021 (See Appendix Bill List 2021-A for this date).**

**RESOLUTION #2021-81**

**WHEREAS**, the following applicant has applied for one trailer license to be used as a temporary construction trailer:

<b><u>APPLICANT</u></b>	<b><u>#OF TRAILERS</u></b>	<b><u>LOCATION</u></b>
CIS Construction	1 Construction Office Trailer	Block 175, Lot 10.01 River Road

**WHEREAS**, said application has been referred to the proper department for investigation and review; and

**WHEREAS**, a favorable report has been received from the Zoning Officer covering the location of a said trailers;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council do hereby approve the above-captioned application for permission to locate three trailers for temporary storage use on the above-captioned property.

/s/ Michele Maher, Councilwoman  
(Planning & Zoning 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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

**RESOLUTION #2021-82**

**A RESOLUTION TO AFFIRM THE BOROUGH OF SAYREVILLE'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of Borough of Sayreville (Borough) to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

**WHEREAS**, the governing body of Borough of Sayreville has determined that certain procedures need to be established to accomplish this policy

**NOW, THEREFORE BE IT ADOPTED** by the Mayor and Council that:

**Section 1:** No official, employee, appointee or volunteer of the Borough by whatever title known, or any entity that is in any way a part of the Borough shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough's business or using the facilities or property of the Borough

**Section 2:** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough to provide services that otherwise could be performed by the Borough.

**Section 3:** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

**Section 4:** The Business Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Business Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Business Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Business Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough of Sayreville's web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the Borough of Sayreville in order for the public to be made aware of this policy and the Borough's commitment to the implementation and enforcement of this policy.

/s/ Donna Roberts, Councilwoman  
(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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

**RESOLUTION #2021-83**

**Adopting Personnel Policies and Procedures**

**WHEREAS**, it is the policy of the Borough of Sayreville to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

**WHEREAS**, the Mayor and Council has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREBY, BE IT RESOLVED** by the Mayor and Borough Council, that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by Borough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Council.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Borough shall operate under the legal doctrine known as "employment at will."

**BE IT FURTHER RESOLVED** that the Business Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Personnel Director and the Labor Attorney shall assist the Business Administrator in the implementation of the policies and procedures in this manual.

/s/ Donna Roberts, Councilwoman  
(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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

**RESOLUTION #2021-84**

**WHEREAS**, the Mayor and Borough Council of the Borough of Sayreville are knowledgeable that the Borough requires the services of an appraiser to provide appraisal services and reports covering four (4) properties as outlined in his appraisal fee report; and

**WHEREAS**, the Laws of New Jersey provide for such services; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A11-5(1)(a) requires that a resolution authorizing such services without competitive bids must be publicly advertised.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the Borough Council of the Borough of Sayreville hereby appoint the firm of Sockler Realty Services Group, Inc. and that they be paid for said services at a fee not to exceed \$19,800.00.

**BE IT AND IT IS HEREBY RESOLVED** that the Borough Clerk be and is hereby authorized to forward a true copy of this resolution to, Sockler Realty Services Group, Inc., 299 Ward Street, Suite C, Hightstown, NJ 08520.

/s/ Donna Roberts, Councilwoman  
(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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

**RESOLUTION #2021-85**

**ESTABLISHING POLICIES AND PROCEDURES FOR THE USE  
OF PROCUREMENT CARDS AND AUTHORIZING THE  
EXECUTION OF A CORPORATE CARD PROGRAM LINKING  
AUTHORIZATION CONTRACT WITH THE STATE OF NEW  
JERSEY AND OTHER DOCUMENTATION AS REQUIRED TO IMPLEMENT A  
PROCUREMENT CARD PROGRAM FOR  
THE BOROUGH OF SAYREVILLE**

**WHEREAS**, the Qualified Purchasing Agent has recommended that procurement cards be utilized where appropriate for purchases of and/or for the Borough of Sayreville; and

**WHEREAS**, the use of procurement cards can be a highly beneficial tool for local governments looking to further utilize e-commerce and strengthen their purchasing controls; and

**WHEREAS**, the rules adopted by the Local Finance Board governing the use of procurement cards are set forth in N.J.A.C. 5:30-9A; and

**WHEREAS**, the law, N.J.S.A. 40A:5-16(c) establishes the specific circumstances when procurement cards can be used; and

**WHEREAS**, the Chief Finance Officer and Borough Administrator agree with the Qualified Purchasing Agent recommendation.

**WHEREAS**, the Mayor and Borough Council find that a procurement card program would be beneficial to the Borough and wish to authorize their use and establish policy and procedures for their use as required by law; and

**WHEREAS**, the Mayor and Council also wish to authorize the Qualified Purchasing Agent to execute a Corporate Card Program Linking Authorization Contract with the State of New Jersey, and other documentation as required to implement a procurement card program for the Borough of Sayreville.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Sayreville hereby adopts the following policies and procedures for the use of procurement cards for purchases of and/or for the Borough of Sayreville and that the policies and procedures for the use of procurement cards as stated herein shall be included in the Sayreville Borough Purchasing Manual:

**PROCUREMENT CARDS**

**A. How Procurement Cards Can Be Used**

1. P-Cards can be utilized for tangible supplies or non-tangible items under the following conditions:
  - a. When payment to vendors is required in advance of the delivery of certain materials or services that cannot be obtained from any other source at comparable prices. (N.J.S.A. 40A:5-16(c)(1)
    - i. Advance payment is required by the vendor
    - ii. Comparable pricing is not otherwise obtainable for such goods or services to be available at the time and place required
    - iii. The CFO or QPA has approved such item for purchase from a particular vendor
  - b. When ordering, billing and payment transactions for goods and services are made through a computerized electronic transaction (N.J.S.A. 40A:5-16(c)(2)

- i. An order is placed from computer to computer, such as on the Internet or similar computer network
      - ii. Vendor requires immediate payment
      - iii. The Qualified Purchasing Agent has approved such item for purchase from a particular vendor.
    - c. When certification is not obtainable (N.J.S.A. 40A:5-16(c)(3))
      - i. Certification is not readily obtainable by the contracting unit; but such exceptions shall not include reimbursement of employee expenses or payment for personal services
  2. Transactions cannot exceed the amount designated and authorized.
  3. P-Cards cannot be used for the purchase of items or services of a personal nature for employees, volunteers or officials.
- B. Procurement Card Program Oversight
1. The Qualified Purchasing Agent (QPA) shall serve in the capacity of program manager. The program manager shall be responsible for day-to-day oversight and management of supervisory review of procurement card usage. Supervisory review means confirming the propriety and accuracy of P-Card usage by all authorized users. Authorized users shall be limited to the CFO, the QPA and IT Director
  2. The role of a program manager in overseeing the P-Card program does not exempt that individual from accountability to those above them in the organization.
  3. The program manager and CFO shall assure that internal controls are maintained concerning the integrity of vendor payments, accumulated costs for goods and services as well as other Local Public Contract Law requirements.
  4. The CFO and program manager shall receive training in all aspects of the system.
  5. The program manager will develop and administer a supervisory review process, identify and manage all risks associated with P-Card use; as well as engage in any other oversight or management duties required to ensure their proper utilization.
  6. P-Cards must be issued in the name of a specific individual upon completion of the requisite training, and cannot be issued to personnel who are neither covered by a fidelity bond or a blanket honesty policy held by the local unit (or become ineligible for said coverage after being issued a P-Card). Violations of policies governing P-Card use shall result in appropriate remedial or disciplinary action.
  7. The program manager, CFO, and IT Director shall sign an acknowledgement of Procurement card training and agreement to abide by policies and procedures for procurement card usage and said agreement shall be retained by the Borough in their personnel file.
  8. The Program Manager shall also ensure that:
    - a. all cards have imprinted on them both the users' names and the name of the local unit
    - b. the merchant code is accurate

- c. Sufficient funds are encumbered from the proper accounts to cover any charges the user is authorized to make.
  - d. Program participants are aware of the program and approved vendors with whom the cards may be utilized, dependent upon contracts awarded by the governing body.
  - e. When applicable and bids are advertised, the bid documents include that the payments may be made by procurement card so the local unit receives in their bid prices any discount for timely payments.
9. Users shall expeditiously provide all receipts to the program manager, who will compare receipts to the computer-generated usage report provided by the card company. Returned material must be reported to the Program Manager quickly to ensure either the charge is cancelled or the local unit receives proper credit.
- C. Nothing in this policy shall change regulations or requirements pursuant to Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)

**BE IT FURTHER RESOLVED** that the Qualified Purchasing Agent is hereby authorized to execute a Corporate Card Program Linking Authorization Contract with the State of New Jersey, and other documentation as required to implement a procurement card program for the Borough of Sayreville.

/s/ Donna Roberts, Councilwoman  
(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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

**RESOLUTION #2021-86**

**A RESOLUTION OF THE BOROUGH OF SAYREVILLE IN THE  
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AUTHORIZING  
THE PURCHASE OF ONE (1) SEWER INSPECTION CAMERA SYSTEM**

**WHEREAS**, the Governing Body of the Borough of Sayreville is in need of a Sewer Inspection Camera System;

**WHEREAS**, the Governing Body of the Borough of Sayreville have determined that the Borough of Sayreville should purchase a new Sewer Inspection Camera System; and

**WHEREAS**, the Borough of Sayreville is a member of the Houston-Galveston Area Council (HGACBuy) and through the HGAC Buying co-op contract SC01-18 is able to purchase one (1) Sewer Inspection Camera System; and

**THEREFORE, BE IT AND IT IS HEREBY RESOLVED** that the proper Borough Officials are authorized and directed to purchase one (1) Sewer Inspection Camera System in the amount of \$120,351.55 for its Water & Sewer Department.

/s/ Mary J. Novak, Councilwoman  
(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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

**RESOLUTION #2021-87**

**WHEREAS**, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

**WHEREAS**, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the *Borough of Sayreville* has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 20\_\_ budget year.

**NOW THEREFORE BE IT RESOLVED** by the governing body of the *Borough of Sayreville* that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes.
  
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
  
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
  
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate and correctly stated,
  - b. Items of appropriation are properly set forth
  - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
  
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

**BE IT FURTHER RESOLVED** that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

/s/ Donna Roberts, Councilwoman  
(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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

**RESOLUTION #2021-88**

**RESOLUTION TO ANTICIPATE MISCELLANEOUS REVENUES IN THE  
2021 BUDGET USING THE THREE-YEAR AVERAGE OF REALIZED  
REVENUES FROM THE PRIOR THREE YEARS**

WHEREAS, the COVID 19 pandemic had an adverse effect on the anticipated municipal revenues in the 2020 municipal current fund budget; and

WHEREAS, Section 1 of P.L. 2020, c.74 amended N.J.S.A 40A:4-26 authorized the Director of the Division of Local Government Services ("Division") to promulgate new standards for the anticipation of COVID-19 affected revenues in the FY2021 budget, and, if necessary, in future years and

WHEREAS, for FY 2021, the Director authorizes the use of a three-year average for the calculation of affected revenues; and

WHEREAS, the Chief Financial Officer of the Borough of Sayreville, certifies that the following revenues were affected in 2020 by the COVID 19 pandemic and that the 3 year average of the amounts realized in 2018-2020 be anticipated in the introduced budget for 2021;

<u>Revenue Category</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Average</u>
License Other	68,222.00	77,294.00	41,626.50	62,380.83
Fees & Permits	836,337.50	976,324.00	746,459.13	853,040.21
Municipal Court Fines & Costs	394,604.47	291,781.28	174,499.79	286,961.85
Interest on Investments	360,651.19	664,744.55	284,252.42	436,549.39
Parking Permits	73,996.50	66,096.25	15,121.25	51,738.00
Hotel/Motel Occupancy Tax	78,079.92	81,228.45	67,060.90	75,456.42
Uniform Construction Code Fees	278,010.00	335,531.00	273,264.00	295,601.67
Sewer Connection Fees	17,000.00	168,350.00	18,200.00	67,850.00

NOW, THEREFORE BE IT RESOLVED by the Council of the Borough of Sayreville in the County of Middlesex, State of New Jersey that the above referenced revenues be anticipated using the 3 year average as permitted by the amendments to 40A: 4-26, adopted by the P.L. 2020, c. 74.

/s/ Donna Roberts, Councilwoman  
(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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

**READ IN FULL**

**RESOLUTION #2021-89**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF  
THE BOROUGH OF SAYREVILLE, COUNTY OF MIDDLESEX,  
STATE OF NEW JERSEY AMENDING  
RESOLUTION 2021-02 TO SET FORTH REMOTE  
COUNCIL MEETING SCHEDULES AND PROTOCOL**

WHEREAS, in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975, and N.J.A.C. 5:39-1, *et seq.*, Emergency Remote Meeting Protocol for Local Public Bodies, this Revised Annual Notice of Meetings for the Mayor & Council of the Borough of Sayreville is provided as follows and was forwarded to the Home News Tribune and Star Ledger on March 26, 2021 and posted on a Municipal Bulletin Board on the same day. The Revised Annual Meeting Notice was also posted at <http://www.sayreville.com/Cit-e-Access/webpage.cfm?TID=87&TPID=9796> and on the door of the main public entrance (viewable from the outside) of Sayreville Borough Hall, 167 Main Street, Sayreville, New Jersey.

**2021 VIRTUAL MEETINGS OF THE MAYOR & BOROUGH COUNCIL**

For the remainder of 2021, the Borough of Sayreville Mayor & Council will conduct the following regularly scheduled meetings VIRTUALLY as REMOTE PUBLIC MEETINGS. The Regular and Business session meetings will commence at 7:00 p.m. on the following dates:

April 12, 2021

April 26, 2021

May 10, 2021

May 24, 2021

June 14, 2021

June 28, 2021

July 19, 2021

August 16, 2021

September 13, 2021

September 27, 2021

October 12, 2021 (Tuesday)

October 25, 2021

November 8, 2021

November 22, 2021

December 13, 2021

Each REMOTE PUBLIC MEETING will take place virtually through videoconference and telephone conference. Interested members of the public can participate in the REMOTE PUBLIC MEETING, free of charge, through a videoconference link or through the telephone numbers that will each be posted in advance of each meeting on the homepage at [www.sayreville.com](http://www.sayreville.com).

Prior to the commencement of the REMOTE PUBLIC MEETING, the Mayor & Council will make available to the public for download at <http://www.sayreville.com/Cit-e-Access/Meetings/?TID=87&TPID=8645> a copy of the meeting agenda. Alternatively, individuals lacking the resources or experience for technological access may contact the Borough Clerk by e-mail at [jessica@sayreville.com](mailto:jessica@sayreville.com) or by telephone at 732-390-7025, to arrange receipt of documents by alternate means, to make an appointment to review documents in person at the Sayreville Municipal Building, 167 Main Street, Sayreville, New Jersey during regular business hours between **8:00 am and 4:00 pm, Monday through Friday (excluding holidays)** or for general assistance in accessing documents and the meeting information.

Any member of the public desiring to make public comment may do so during the REMOTE PUBLIC MEETING by audio or by audio and video if the REMOTE PUBLIC MEETING is held via audio or via audio and video, consistent with the rules of procedure of the Mayor & Council for receiving public comment. When a matter is open to public comment or question, a member of the public can click the "raise hand" button (if using a computer or mobile device) or dial \*9 (if on a telephone) to indicate to the Clerk that he or she wishes to speak. After clicking "raise hand" (on computer) or dialing \*9 (on telephone), the person should listen for his or her name or last 4 numbers of his or her phone number.

In accordance with N.J.A.C. 5:39-1.4(f), in advance of any REMOTE PUBLIC MEETING, a member of the public may submit written comments by 4:00 p.m. on the date of the meeting listed above. Such written comments may be read at the public meeting consistent with existing law and the Mayor & Council's bylaws. **Those bylaws restrict public comment to five minutes per person.** Written comments may be emailed to [jessica@sayreville.com](mailto:jessica@sayreville.com), mailed to the Borough Clerk, Borough of Sayreville, Municipal Building 167 Main Street, Sayreville, New Jersey 08872.

The Mayor & Council reserves the right, consistent with the provisions of the Open Public Meetings Act, to convene Executive Sessions of the Mayor & Council at all Regular & Business meetings for the purpose of discussing such subjects as are authorized to be heard in Executive Sessions. Formal action may be taken at all meetings.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the Mayor and Council of the Borough of Sayreville, County of Middlesex, State of New Jersey, Resolution 2021-02 is amended to include the language above.

/s/ Donna Roberts, Councilwoman  
(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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST: BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

At this time Mayor Kilpatrick opened the meeting up to the public for questions or comments on this resolution.

There being no comments, Council President Dalina moved the public portion be closed and the Resolution be adopted on Roll Call vote. Seconded by Councilwoman Novak.

Roll Call: Councilpersons Dalina, Conti, Enriquez, Maher, Novak, Roberts, all Ayes. Carried.

**READ IN FULL**

**RESOLUTION #2021-90**

**Resolution of Support from Local Governing Body  
Authorizing the Sustainable Jersey Grant Application**

**WHEREAS**, The Borough of Sayreville, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

**WHEREAS**, The Borough of Sayreville strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

**WHEREAS, The Borough of Sayreville is participating in the Sustainable Jersey Program; and**

**WHEREAS, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Small Grants Program;**

**THEREFORE, the Mayor and Council of The Borough of Sayreville has determined that The Borough of Sayreville should apply for the aforementioned Grant-Sustainable Jersey PSEG Grants Program 2021.**

**THEREFORE, BE IT RESOLVED**, that Mayor and Council of the Borough of Sayreville, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey Grant.

/s/ Donna Roberts, Councilwoman  
(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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST: BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

At this time Mayor Kilpatrick opened the meeting up to the public for questions or comments on this resolution.

There being no comments, Council President Dalina moved the public portion be closed and the Resolution be adopted on Roll Call vote. Seconded by Councilwoman Novak.

Roll Call: Councilpersons Dalina, Conti, Enriquez, Maher, Novak, Roberts, all Ayes. Carried.

**READ IN FULL**

**RESOLUTION #2021-91**

**BE IT RESOLVED** that the proper Borough officials are hereby authorized to award a non-fair and open contract to Tom's Ford, of Keyport, NJ for the purchase of one (1) 2021 Ford Explorer in an amount not to exceed \$37,540.00.

/s/ Mary J. Novak, Councilwoman  
(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.

/s/ Michael R. DuPont, Borough Attorney  
Michael R. DuPont, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Victoria Kilpatrick  
Mayor

At this time Mayor Kilpatrick opened the meeting up to the public for questions or comments on this resolution.

There being no comments, Council President Dalina moved the public portion be closed and the Resolution be adopted on Roll Call vote. Seconded by Councilwoman Novak.

Roll Call: Councilpersons Dalina, Conti, Enriquez, Maher, Novak, Roberts, all Ayes. Carried.

➤ **BOROUGH ATTORNEY - Michael DuPont - NONE**

● **PUBLIC PORTION**

At this time Mayor Kilpatrick opened the meeting to the public for questions or comments on any and all matters.

Those commenting were:

- Arthur Rittenhouse, 33 Delikat Lane

Mr. Rittenhouse questioned the status of the Fulton's Landing case.

Borough Attorney DuPont stated he followed up with the Construction Official and is still waiting for the court to give a date.

Mr. Rittenhouse stated the Shade Tree Commission will be providing some fruit bearing trees for the community garden. He stated the Shade Tree Commission will be giving out seedlings on April 24<sup>th</sup>.

He thanked Vans for making a shoe honoring Sayre & Fisher.

Mr. Rittenhouse stated on April 8<sup>th</sup> they will be having a "Night at the Museum" from 6pm to 9pm as well as in May and June.

- Jeffrey King, 24 Elizabeth Parkway, Eatontown

Mr. King stated that he appreciates the efforts to have more professionalism in the Police force and would like the Police to use medical cannabis instead of addictive opiates.

- Karen Bebert, 9 Burlington Road

Ms. Bebert stated that two weeks ago she brought up about the democratic website being linked to the Borough website.

Borough Attorney DuPont responded that it isn't on the Borough's end. He stated it's a link from the Democratic website.

She suggested to put a tab on the website with political parties contact information.

Borough Attorney DuPont stated that he would not recommend that.

Ms. Bebert spoke about the speeding through town.

- Edward Grimes, 234 Charles Street, Old Bridge

Mr. Grimes stated that he spoke with police officers and relayed that its more paperwork to discharge a taser than a service weapon. He questioned if officers get their cannabis card, are drug tested, get a positive result would they treat it as any other medication that is prescribed and if that would be considered in Sayreville. Mr. Grimes stated that he filed an OPRA request for all the cannabis arrests after the election and most of the people that were arrested were black and brown. He also stated that the people of Hispanic race were listed as white and was wondering what that was all about.

- Jaime VanSciver, Paulsboro

Ms. VanSciver spoke about the cannabis arrests and there are a lot of non-white people that are listed as white and these numbers are alarming.

Mayor stated that it will be looked into.

No further comments.

**Council President Dalina made a motion to close the Public Portion. Seconded by Councilwoman Novak.**

Roll Call: Voice Vote, all Ayes.

- **ADJOURNMENT**

No further business Council President Dalina made a motion to adjourn. Seconded by Councilwoman Novak.

Roll Call: Voice Vote, all Ayes.

Time 8:23 P.M.

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Jessica Morelos, RMC  
Municipal Clerk

Date Approved: \_\_\_\_\_