

This Organization meeting of the Mayor and Council was held on Monday, January 1, 2024 was held in the Council Chambers, 167 Main Street, Sayreville, NJ.

Meeting was called to order by Mayor O'Brien at 12:05 P.M.

Invocation given by Deacon Andrzej Ozga, St. Stanislaus Kostka R.C. Church, followed by a Salute to the Flag.

Mayor made the appointment of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum as Borough Attorney.

Councilwoman Roberts moved the appointment. Seconded by Councilwoman Novak.

Roll Call: Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All Ayes.

Assembly Speaker Coughlin lead the Borough in a moment of silence for former President Carter and for the people that lost their lives in the New Orleans tragedy.

**SWEARING IN**

- Assembly Speaker Coughlin administered the Oaths of Office to the following:
- Councilwoman Mary J. Novak, for a three-year term
  - Councilman Stanley Synarski, for a three-year term

**STATEMENT OF NOTICE OF PUBLICATION**

Assistant Clerk Waranowicz announced that this Re-Organization Meeting of the Mayor and Council, being held on Wednesday, January 1, 2025 has been advertised and posted in accordance with Open Public Meetings Act Chapter 231, P.L. 1975 by advertising in the Home News Tribune and Star Ledger, notifying the Tap Into Raritan Bay, posting on the bulletin board, and filing with the Municipal Clerk.

- **ROLL CALL:**
  - Present: Councilpersons Balka, Colaci, Novak, Roberts, Synarski, Zebrowski
  - Absent: None
  - Others Present: Mayor Kennedy O'Brien  
Glenn Skarzynski, Business Administrator  
Jessica Morelos, Municipal Clerk  
William Willard, Esq., Borough Attorney  
Jay Cornell, P.E., Borough Engineer  
Nicole Waranowicz, Asst. Municipal Clerk
  - Others Absent: Danielle Maiorana, C.F.O./Treasurer

Mayor O'Brien presents Past Fire Chief Badge to:

- Past Chief: Vincent Waranowicz, Jr.

Clerk Administers Oaths of Office to the following Fire Chiefs:

- Fire Chief: George Gawron
- 1<sup>st</sup> Ass't. Chief: Richard Masterson
- 2<sup>nd</sup> Ass't Chief: Alfred Gawron, III

Clerk Administers Oaths of Office to the following Morgan First Aid Squad Officers:

- Captain: Nicole Hogan
- Ass't. Captain: Sebastian Guitierrez
- 1<sup>st</sup>. Lt.: Yuriy Rusko
- 2<sup>nd</sup> Lt.: Disha Garg

- **REMARKS OF THE MAYOR AND COUNCIL**

**MAYOR KENNEDY O'BRIEN**

Happy New Year to all.

It is my distinct honor and pleasure to welcome you to the annual Reorganization Meeting of the Borough of Sayreville.

Thank you for being here, and joining us in this annual New Year's tradition, as we plan for another year of progress.

I would like to acknowledge my colleagues on the dais, and to offer a special greeting to the newly-elected Councilwoman Mary Novak. Mary, I look forward to working with you again as we plan for the future. Welcome back.

I would also like to welcome back Councilman Stash Synarski, who won re-election in November.

When I was sworn into office last January, at this exact time and place, I made a pledge to greatly improve the parks in our community, as part of our overall commitment to renewed customer service.

Many plans are in design, but there has already been progress to report today. In a few short months you will see new walking paths at Kennedy Park, as well as renovated restrooms. We have also vastly improved the parking lots at Veterans Park, as well as lighting.

In addition, we have designed two new athletic fields at the Ust Recreational Complex and will be going out to bid for proposals to undertake the work as quickly as possible. We are also finalizing grant submissions for a large scale revitalization of Bailey Park, another important project.

My hope is you and your families are already taking advantage of new programs we initiated this year through the Sayreville Recreation Department, as well as have visited our brand-new farmers market that opened in 2024 in the park behind this building.

Enhancing communication to residents is another critical hallmark of customer service. To that end, we are strategically placing three large LED signs around town, with messages about public events, weather emergencies and other relevant information that Sayreville residents should know.

One LED sign has already been installed on Ernston Road; others will be installed in the upcoming weeks in front of the Sayreville Active Adult Center on Main Street and at the Fort Grumpy Recycling Center on Bordentown Avenue.

In other areas of progress, we continue working closely with the developers at Riverton, which finally – finally – began construction a few weeks ago on the site on Chevalier Avenue.

I have been in steady contact with the Sayreville Economic Redevelopment Agency, which says a key lease has been signed at Riverton and the \$2.5 billion redevelopment plan is moving ahead.

For many of us who have eagerly awaited for construction to commence on this former industrial site, the moment that Riverton began pouring concrete and foundations, we knew that all the work of so many from Sayreville over the years is bearing fruit. Riverton, as they say, is finally “going vertical.”

We look forward to celebrating the commencement of this major mixed-use project – the largest of its kind in the state – with a ceremony in the spring.

And we expect many more groundbreaking events in the coming years. You should be amazed and proud: My office receives phone calls on a daily basis from many other major investors across the country looking for opportunities in Sayreville.

We carefully balance each and every proposal we hear. We are only interested in projects that help our town become more affordable to you, creating both jobs and stabilizing taxes for the long-term.

We aggressively seek outside funding – beyond what is raised by taxpayers – to achieve many of the improvement projects you are seeing around town.

It is amazing to see what can be accomplished when we work closely with dedicated partners that share our vision for the future of an affordable, yet vibrant and safe, Sayreville.

To that end, I would like to once again express my deepest appreciation to the commissioners of a reinvigorated Sayreville Economic Redevelopment Agency, which is ensuring that the right type of investment comes to our community. SERA and I share a vision: Redevelopment is all about minimizing impact and maximizing returns for the people of Sayreville.

I would also like to thank the many volunteers who are being appointed to municipal boards and commissions this year, as well as many other important positions around Sayreville. I've said it for years – and I will say it again today – volunteers are the backbone of this great community.

Allow me to recognize one very special volunteer in our community: Sue Paul. A teacher, she is concluding her 40<sup>th</sup> year as a trustee of the Sayreville Public Library. She is moving on and, with her permission, we will be doing a video documenting the many wonderful changes at the library over her time.

And allow me to note one other selfless volunteer, Rich Kosmoski. He is a very, very special individual, who has completed 50 years of service as a Sayreville volunteer firefighter. Thank you, Rich, for your stellar and committed service to protecting the people of Sayreville.

There will be another video produced, highlighting Rich and the evolution of our fire department since the mid-1970s.

I extend my deepest appreciation to you, on behalf of the Borough of Sayreville, for your commitment.

In closing, I would like to once again thank the people of Sayreville for entrusting me in this important leadership role, as your mayor. I remain – and always will be – deeply honored for your support and trust.

God bless our armed forces protecting democracy overseas. God bless America and Gold Bless the people of Sayreville.

My warmest wishes for a healthy and prosperous 2025.

**COUNCILWOMAN MARY NOVAK**

She thanked everyone for voting for her and also thanked her for family for supporting her. Councilwoman Novak stated that she was around when the Riverton project first started and now will be here when it is complete. Congratulated the Mayor and Council who were sworn in today.

**COUNCILMAN STANLEY SYNARSKI**

Thanked everyone for electing him. He stated he will support the Borough residents 100%.

**COUNCILWOMAN DONNA ROBERTS**

She wished everyone a Happy New Year. She stated that she is looking forward to a productive year.

**COUNCILMAN DANIEL BALKA**

Thanked all the volunteers and wished everyone a Happy New Year. He stated along with the council that they will be making 2025 the best year possible for the residents of Sayreville.

**COUNCILMAN MICHAEL COLACI**

He thanked everyone for the trust and support that everyone has given him. He stated he is proud of the progress that they made over the past year. He congratulated Stash and Mary on being sworn in. He asked everyone to work with him for the common good of the community.

**COUNCILMAN JOHN ZEBROWSKI**

Congratulated Mary and Stash on their victory and looking forward to working with them. He wished everyone a Blessed 2025. He stated the volunteers are the life blood of the Borough and asked them to join a board/commission, first aid squad, fire department or police auxiliary.

**MAYOR KENNEDY O'BRIEN**

Made the following appointments:

- **Borough Engineer** – 1 Year Term                      David J. Samuel - CME Associates and Mark Rohmeyer – Morgan Municipal

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilwoman Novak.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Labor Counsel**                      – 1 Year Term                      Rothstein, Mandell, Strohm, Halm & Cipriani, P.A.

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilwoman Novak.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Borough Auditor**                      – 1 Year Term                      Suplee, Clooney & Company

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilwoman Novak.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Bond Counsel**                      – 1 Year Term                      Archer & Greiner, PC

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilman Zebrowski.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Accounting Services** – 1 Yr. Term                      PKF O'Connor Davies, LLP

Mayor asked if there are if there was a motion.

Councilwoman Roberts moved the appointment be approved. Seconded by Councilwoman Novak.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Prosecutor** – 1 Yr. Term Scott LaMountain/John Krenzel

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilman Zebrowski.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Financial Advisor** –1 Yr. Term NW Financial Group, LLC

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilwoman Novak.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Public Defender** – 1 Yr. Term Roselli & Roselli, Esq.

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilwoman Novak.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Special Counsel - Tax Matters** - 1 Yr. Term Nolan & Lange

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilman Synarski.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Special Counsel - Rent Leveling Board Matters**  
- 1 Yr. Term Nolan & Lange

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilman Colaci.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Special Counsel – Other Matters** –1 Yr. Term Hibinski Law, LLC/Jordan Rickards, Esq.

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilman Colaci.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Municipal Planner** -1 Yr. Term Acuity Consulting Services

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilman Synarski.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Special Counsel – COAH Matters - 1 Yr. Term** DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilwoman Novak.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Architect - 1 Yr. Term** USA Architects

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilwoman Novak.

**Roll Call:** Ayes: Councilpersons Roberts, Colaci, Novak, Synarski, Zebrowski  
Nays: Councilman Balka

- **Public Agency Compliance Officer-1 Yr. Term** Glenn Skarzynski

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilwoman Novak.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

- **Affordable Housing Administrative & Planning Services – 1 Yr. Term** Acuity Consulting Services

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointment be approved. Seconded by Councilwoman Novak.

**Roll Call:** Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, All ayes.

**Mayor nominated Councilwoman Roberts for Council President.**  
Councilwoman Novak moved the appointment be approved. Seconded by Councilman Zebrowski.

**Roll Call:** Ayes: Councilpersons Novak, Colaci, Roberts, Synarski, Zebrowski.  
Nays: Councilman Balka

**OFFICIAL DESIGNATION OF THE STANDING COMMITTEES FOR THE YEAR 2025**

**ADMINISTRATIVE & FINANCE:**  
1) Co. Daniel Balka  
2) Co. John Zebrowski  
3) Co. Mary Novak

**PLANNING & ZONING:**  
1) Co. John Zebrowski  
2) Co. Michael Colaci  
3) Co. Donna Roberts

**PUBLIC SAFETY:**  
1) Co. Michael Colaci  
2) Co. Daniel Balka  
3) Co. Stanley Synarski

**PUBLIC WORKS:**  
1) Co. Mary Novak  
2) Co. Donna Roberts  
3) Co. Daniel Balka

**RECREATION:**

- 1) Co. Donna Roberts
- 2) Co. Stanley Synarski
- 3) Co. Michael Colaci

**WATER & SEWER/ENVIRONMENTAL:**

- 1) Co. Stanley Synarski
- 2) Co. Mary Novak
- 3) Co. John Zebrowski

Motion to accept the Standing Committees for 2025 was made by Councilwoman Novak. Seconded by Councilman Zebrowski.

**Roll Call:** Councilpersons Novak, Balka, Colaci, Roberts, Synarski, Zebrowski, All Ayes.

Mayor made the following appointments:

**BOARD OF ADJUSTMENT**

- |              |                  |
|--------------|------------------|
| 4 Yr. Member | Anthony Bella    |
| 4 Yr. Member | Joanne Gottstine |

**ENVIRONMENTAL COMMISSION**

- |              |                  |
|--------------|------------------|
| 3 Yr. Member | Ernie Read       |
| 1 Yr. Member | Christina Sitaca |

**BOARD OF HEALTH**

- |              |                    |
|--------------|--------------------|
| 3 Yr. Member | Joe Notarangelo    |
| 3 Yr. Member | Joe Kabara, Sr.    |
| 3 Yr. Member | Patricia McCracken |
| 3 Yr. Member | Val Tarr           |

**HUMAN RELATIONS COMMISSION**

- |              |                |
|--------------|----------------|
| 3 Yr. Member | Mahesh Chitnis |
| 3 Yr. Member | Lori Synarski  |

**COMMISSION ON AGING**

- |                         |                  |
|-------------------------|------------------|
| 3 Yr. Member            | Christina Sitaca |
| 3 Yr. Member            | Donna Kuchta     |
| 3 Yr. Member            | Dorothy Watson   |
| 3 Yr. Member            | Linda Vona       |
| 3 Yr. Member            | MaryAnn Weber    |
| 3 Yr. Non-Voting Member | Patricia Dunn    |
| 3 Yr. Member            | Rosina Schmidt   |

**CULTURAL ARTS COUNCIL**

- |              |                    |
|--------------|--------------------|
| 1 Yr. Member | Bernadine Lajewski |
| 1 Yr. Member | Christopher Cuneo  |
| 1 Yr. Member | Gregory Cuneo      |
| 1 Yr. Member | Jeff Schnitzer     |
| 1 Yr. Member | Moira McCormack    |
| 1 Yr. Member | Sangita Dass       |

**SHADE TREE COMMISSION**

- |              |               |
|--------------|---------------|
| 5 Yr. Member | Edward Grella |
|--------------|---------------|

**RECREATION ADVISORY BOARD**

- |              |                   |
|--------------|-------------------|
| 3 Yr. Member | Bruce D'Apolito   |
| 3 Yr. Member | Judi Ryan         |
| 3 Yr. Member | Matin Biancamano  |
| 3 Yr. Member | Robert Havens     |
| 3 Yr. Member | Ruth Anne Mahoney |
| 3 Yr. Member | Sharon Rodas      |
| 3 Yr. Member | Vishal Patel      |

**IIE**

1 Yr. Employee Meadow Magnani  
1 Yr. Alternate Rebecca Garbowski

**LIAISON TO VETERAN'S ALLIANCE**

1 Yr. VFW Kenneth P. Kelly  
1 Yr. VFW Stanley Drwal  
1 Yr. VFW Stanley Przybylowski  
1 Yr. American Legion Joel Bloom  
1 Yr. American Legion Marco Medina  
1 Yr. VFW 7508 Edward Marchinski

**EQUAL OPP. HOUSING OFFICER**

1 Yr. Glenn Skarzynski

**MAYOR'S DESIGNEE TO MIDD. CTY. SOLID WASTE ADV. COUNCIL**

1 Yr. Elyse Barone

**LOWER RARITAN WATERSHED AREA STEERING COMMITTEE**

3 Yr. David Leitner

**WATERSHED MANAGEMENT AREA 9 REPRESENTATIVE**

3 Yr. David Leitner

**SERA**

5 Yr. Member Robert DeWise  
1 Yr. Council member John Zebrowski  
1 Yr. Council member Donna Roberts

**EMERGENCY MNGT COUNCIL 2025**

1 Yr. Alert Warning/Communications	Vincent Buffalino
1 Yr. Auxiliary Police	Kelan Magee
1 Yr. Damage Assessment	Beverly Johns/Tom Waszkielewicz
1 Yr. Emg. Operations Cntr.	Kathy Moskal/James Kenny/Tony Jackowski
1 Yr. Emergency Medical Services Coord.	Dexter Thomas
1 Yr. Evacuation	Brian Braile
1 Yr. Shelter/Reception	Jennifer Bell
1 Yr. Social Services	Jennifer Bell
1 Yr. Fire	Matthew Johnsen/ Jonathan Magaw
1 Yr. Environmental	Michael Pascone
1 Yr. Hazmat	Matthew Johnsen/ Jonathan Magaw
1 Yr. Law Enforcement	Daniel Plumacker
1 Yr. Radiological Protection	Michael Cinardo
1 Yr. Refugee Evacuation	Brian Braile
1 Yr. Terrorism	Dave Erla
1 Yr. Public Information	James Novak
1 Yr. Public Health	Middlesex Cty. Dept. of Health and Senior Services
1 Yr. Public Works	George Gawron
1 Yr. Resource Management	Glenn Skarzynski
1 Yr. Water and Sewer Management	Dave Leitner
1 Yr. Bd. Of Ed. Annex Manager	Jeff Sprague/Daniel Ellmyer
1 Yr. Animal Disaster Response-Annex Mgr.	Walter and Wendy Wojtaszek

**OEM Annex Managers**

Alert Warning/Communications	Vincent Buffalino
Sayreville Police Department	Daniel Plumacker
Sayreville Fire Department	Matthew Johnsen/ Jonathan Magaw
EMS Coordinator	Dexter Thomas



Morgan Squad Coordinator  
Environmental  
Evacuation  
Sayreville Bd. Of Ed.  
Public Works  
Sayreville Auxilary Police  
Shelter  
DuPont  
Ashland Chemical  
Alzo, Inc.  
AES Red Oak  
J.C.P. & L.  
Gerdau Ameristeel  
P.S.E.&G.  
Reliant Energy  
CME Associates  
MCUA

Priya Kungamaraj  
Michael Pascone  
Brian Braile  
Jeff Sprague/Daniel Ellmyer  
George Gawron  
Kelan Magee  
Jennifer Bell  
DuPont  
Ashland Chemical  
Alzo Pharmetics  
AES Red Oak  
J.C.P. & L.  
Gerdau Ameristeel  
P.S.E.&G.  
Reliant Energy  
CME Associates  
MCUA

Mayor asked if there are if there was a motion.  
Councilwoman Roberts moved the appointments. Seconded by Councilman Colaci.

Roll Call: Councilpersons Roberts, Balka(abstained from Joe Notarangelo on Board of Health), Colaci, Novak, Synarski, Zebrowski, All ayes.

**CONSENT AGENDA RESOLUTIONS**

Mayor O'Brien asked the Council if they have any questions or comments on the Consent Agenda Resolutions.

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

There were no comments.

Councilwoman Roberts moved the Public Portion be closed and the Consent Agenda Resolutions be approved on Roll Call Vote. Motion seconded by Councilwoman Novak.

Roll Call: Councilpersons Roberts, Balka, Colaci, Novak, Synarski, Zebrowski, all Ayes.

**RESOLUTION #2025-01**

**BE IT AND IT IS HEREBY RESOLVED** that the present Rules of Order of the Council of the Borough of Sayreville, Middlesex County, New Jersey, together with all amendments to date, shall be used as the **Rules of Order** and govern the proceedings of this Council during the year 2025 and until the further action of this body.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-02**

**BE IT AND IT HEREBY RESOLVED** that all Regular and Agenda Session meetings of the Mayor and Borough Council of the Borough of Sayreville for the year 2025 shall be held on the second and fourth Mondays of each and every month and shall be called to order on or about 7:00 P.M. prevailing time, unless otherwise noticed or advertised. Schedule is attached.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-03**

**RESOLUTION ESTABLISHING A CASH MANAGEMENT  
PLAN AND NAMING OFFICIAL DEPOSITORIES  
FOR THE BOROUGH OF SAYREVILLE,  
COUNTY OF MIDDLESEX FOR THE YEAR 2025**

**WHEREAS**, N.J.S.A. 40A: 5-14 mandates that a Governing Body shall, by resolution passed by a majority vote of the full membership, adopt a Cash Management Plan for the deposit and investment of public funds; and

**WHEREAS**, the Governing Body of the Borough of Sayreville wishes to comply with the noted statutes;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Sayreville adopts the attached Cash Management Plan including the designated depositories for the year 2025.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**BOROUGH OF SAYREVILLE**

**2025**

**CASH MANAGEMENT PLAN**

**I. Purpose**

To adopt a policy plan and procedures establishing a formal Cash Management Plan pursuant to N.J.S.A. 40A:5-14.

**II. Authority**

The Chief Financial Officer is designated as the custodian of all funds and the investment officer of the Borough of Sayreville, and is responsible for investment decisions and activities. All disbursements made by check will be signed by individuals holding the following positions:

- X Mayor
- X Borough Clerk
- X Treasurer / Chief Financial Officer (CFO)

Exceptions to the above are the Net Payroll and Payroll Agency Accounts which are signed by the Treasurer / CFO only. The Treasurer / CFO is authorized to execute wire transfers for purposes of placing investments of idle funds, taxes payable to the Board of Education and Middlesex County and payment of interest and principal of the Borough's debt.

Disbursements made on the following departmental revenue collection bank accounts will be as follows:

- Borough Clerks Office - Borough Clerk
- Recreation Department - Director of Recreation  
Treasurer/CFO
- Office on Aging - Supervisor of Senior Citizen Activities  
Treasurer / CFO
- Police Department - Chief of Police
- Municipal Court - Presiding Judge

**III. Statement of Policy**

It is the policy of the Borough of Sayreville that all cash, checks or any other form of payment received by all officials and employees of the Borough of Sayreville shall be handled, deposited, invested, and accounted for only as provided for in this plan. No deviation from the policies and procedures in the plan is permitted without prior written approval of the Chief Financial Officer.

It is also the policy of the Borough of Sayreville to attempt to earn the maximum rate of return or interest, on all funds, at all times, with the exception of Petty Cash or any other account so precluded by law. Investments shall be made based on statutory constraints. The applicable interest rates shall be the maximum available taking into account safety, liquidity and yield.

**IV. Cash Management Procedures**

In order to achieve these objectives, departments shall perform the following procedures:

A. Department Procedures

Most departments collect or receive money for various reasons such as permit fees, registration fees, fines, and tax receipts. Each department that collects money is responsible for preparing deposit slips where necessary and transmittal sheets detailing account coding for posting by the Finance Department or the Collection of Taxes. All monies are to be turned over to the Tax Collector or Treasurer for deposit within 48 hours of receipt as per N.J.S.A. 40A:5-15 unless a department head maintains a bank account approved by the Chief Financial Officer for purposes of making daily deposits. Should the department head maintain a bank account, all monies collected by the

department must be deposited within 48 hours of receipt as per N.J.S.A. 40A: 5-15. If money or checks must be left over-night, they must be left in a locked, safe and secure location.

Whenever money is received on behalf of the borough, a receipt must be prepared and given to the person rendering the payment. A duplicate of this receipt must be kept. All payments and receipts must be recorded. Each department will be responsible for keeping the duplicate cash receipts in their own offices. The auditor or Chief Financial Officer may request the copy as part of any annual or internal audit.

**B. Financial Procedures**

Each of the various accounts for which there is a separate bank statement shall be reconciled on a timely basis.

All monies will be counted at the time they are delivered to the tax collector or finance department. Deposits will only be made to banks appearing on the list of depositories approved as part of the Cash Management Plan.

**1. Daily Cash Balance Report**

This report is compiled by adding each days' receipts as they are deposited or wired into each bank account to the balance of the previous day. Any disbursements by check or wire are subtracted to ascertain the amount of daily idle cash available for investment.

**2. Analyzing Cash Flow**

By using past history of receipts and disbursements, trends for tax collection and receipts of other miscellaneous revenues can be established. Payment schedules received from other sources can determine when grants and state aid will be received, as well as when items such as debt, county taxes and school taxes must be paid. Payroll dates and regular council meeting schedules help fix payment dates for payroll and the bill lists. The fiscal year budget also serves as an important tool in determining the timing of receipts and disbursements over the course of the year. All the aforementioned data can be utilized as a means to determine the duration that the available idle cash can be invested.

**3. Investment of Borough Funds**

All sources of investment are authorized by the Mayor and Council as part of this Cash Management Plan. All banks must receive a Certification of Governmental Unit Deposit Protection Act (GUDPA). The Chief Financial Officer must receive bi-annual certification from the banks. The various vehicles of investment are as follows:

- X Bonds or other obligations of the United States guaranteed by the United States government.
- X Government money market mutual funds.
- X Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a rate of interest not dependent on any index or other external factor.
- X Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located.
- X Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units.
- X Local government investment pools.
- X Deposits with the State of New Jersey Cash Management Fund.

- X Certificates of Deposit
- X Overnight Sweep Accounts
- X Bank Money Market Accounts

The investments should be diversified among types and institutions to guard against a sudden default by an institution that may cause a delay in obtaining the invested funds. The maximum amount of funds to be invested in any one type of investment is \$15,000,000.00.

When the amount of the investment has been determined, the approved depositories are called to obtain bids for the most competitive interest rate based upon the duration and the diversification criteria. All investments are flexible to the date required by the finance office to coincide with projected disbursements, rather than to some fixed date (ie. 30 days or 90 days). This flexibility is important, as it allows for maximization of interest realized. Since the cash flow analysis determines when disbursements will be made for all large items (ie. debt service, payroll, bill lists, county taxes, etc.), investments can be timed to mature on the day when payment must be made. This also avoids any chance of not having funds available to meet a payment, which could occur with a more rigid duration of investment.

4. Disbursement of Funds

All funds shall be disbursed as authorized and directed in accordance with statutory provisions of Municipal Code and State of New Jersey. Upon review of the schedules of payments by the Township Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

- District & Regional School Taxes
- County Taxes
- Interfund transfers
- Purchase of Investments
- Debt Service
- Salaries & Wages
- Postage
- Utilities
- Shared Services
- Insurance Premiums
- P-Card
- Payroll Withholdings – Taxes, Dues, Deferred Compensation, Bonds, Garnishments and Pension
- State of NJ and/or its political subdivisions
- Contractual Obligations dated 30 days prior to the next scheduled Council Meeting
- Invoices dated 60 days prior to the next scheduled Council Meeting
- Items deemed necessary for payment by the Chief Financial Officer with the consent of the Business Administrator

V. Assuring Compliance

The Cash Management Plan of the Borough of Sayreville shall be subject to the Annual Audit conducted pursuant to N.J.S.A. 40A:5-4.

The official charged with the custody of the monies of the Borough shall deposit them as designated by the Cash Management Plan and shall thereafter be relieved of any liability or loss of such monies due to the insolvency or closing of any depository designated in the Cash Management Plan pursuant to N.J.S.A. 40A:5-14(3)f

VI. Approved Depositories and Brokerage Firms

The following financial institutions are approved depositories of borough funds:

- X PNC Bank

- X Amboy Bank
- X NJ Arbitrage Rebate Program
- X Garden State Community Bank
- X Capital One Bank
- X Wells Fargo
- X Bank of America
- X Provident Bank
- X Santander Bank
- X TD Bank
- X Columbia Bank
- X Northfield Bank

**VI. Term of Plan**

This Cash Management Plan shall be adopted by resolution annually in January of each year. The plan may be amended by resolution of the Mayor and Council if deemed necessary.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-04**

**BE IT AND IT IS HEREBY RESOLVED** that the Borough Treasurer is authorized to re-open the following **Petty Cash Funds** after submission of properly executed vouchers in the same amount as in prior years:

- Police Department
- Sayreville Free Public Library
- Office on Aging
- Road & Sanitation Department
- Fire Department

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-05**

**BE IT AND IT IS HEREBY RESOLVED** that the Tax Collector and the Treasurer each be required to furnish a Bond conditioned for the true and faithful performance of their respective duties. Said bonds to be approved as to sufficiency of surety by the Finance Committee and as to form by the Borough Attorney.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-06**

**TEMPORARY APPROPRIATIONS FOR OPERATIONS AND  
DEBT SERVICE FOR THE YEAR 2025**

**WHEREAS**, Section R.S. 40A: 4-19 of the Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2025 Budget) Temporary Appropriations should be made for the purpose and amounts required in the manner and time herein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January, 2025; and

**WHEREAS**, one quarter of the total appropriations in the 2024 Budget, exclusive of any appropriations made for Debt Service and Capital Improvement Fund in said 2024 Budget is the sum of \$16,486,798.00 for the Current Fund and \$3,442,440.00 for the Water Utility Fund;

**NOW, THEREFORE, BE IT RESOLVED** that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Treasurer for her records:

**GENERAL APPROPRIATIONS – CURRENT FUND**

<b>MUNICIPAL CLERK</b>	
Salaries and Wages	\$90,000.00
Other Expenses:	
Central Mailing & Postage	12,000.00
Miscellaneous Other Expenses	12,250.00
Codification of Ordinances	
 <b>ADMINISTRATION</b>	
Salaries and Wages	140,000.00
Other Expenses	35,000.00
 <b>MAYOR AND COUNCIL</b>	
Salaries and Wages	40,000.00
Other Expenses	2,000.00

HUMAN RESOURCES	
Salaries and Wages	0.00
Other Expenses	26,000.00
COMPUTER DATA PROCESSING	
Salaries and Wages	60,000.00
Other Expenses	75,000.00
FINANCIAL ADMINISTRATION	
Salaries and Wages	140,000.00
Other Expenses:	35,000.00
ASSESSMENT OF TAXES	
Salaries and Wages	72,000.00
Other Expenses:	
Cost of Appraisals	18,000.00
Miscellaneous Other Expenses	13,000.00
COLLECTION OF TAXES	
Salaries and Wages	50,000.00
Other Expenses	4,000.00
LEGAL SERVICES	
Other Expenses	124,000.00
MUNICIPAL COURT	
Salaries and Wages:	134,000.00
Other Expenses	31,000.00
ENGINEERING SERVICES AND COSTS	
Salaries and Wages	4,000.00
Other Expenses	30,000.00
PUBLIC BUILDINGS AND GROUNDS	
Salaries and Wages	200,000.00
Other Expenses	120,000.00
PLANNING BOARD	
Salaries and Wages	11,000.00
Other Expenses	11,000.00
BOARD OF ADJUSTMENT	
Salaries and Wages	1,800.00
Other Expenses	5,000.00
MASTER PLANNING PROGRAM – COMPLETION AND CONTINUANCE	
Other Expenses	1,750.00
ENVIRONMENTAL COMMISSION (R.S. 40:56A-1, et seq.)	
Other Expenses	750.00
RECYCLING COMMISSION	
Other Expenses	150.00
RENT LEVELING BOARD	
Salaries and Wages	600.00
Other Expenses	1,500.00
HUMAN RELATIONS COMMISSION	
Other Expenses	1,000.00



SHADE TREE COMMISSSION		
Other Expenses		1,000.00
CABLE TV ADVISORY BOARD		
Other Expenses		0.00
AMERICANS WITH DISABILITIES COMMISSION		
Other Expenses		0.00
GROUP INSURANCE PLANS FOR EMPLOYEES		2,500,000.00
OTHER INSURANCE PREMIUMS		1,100,000.00
FIRE		
Other Expenses		81,000.00
AID TO VOLUNTEER FIRE COMPANIES		2,200.00
UNIFORM FIRE SAFETY CODE		
Salaries and Wages		75,000.00
Other Expenses		4,500.00
PROSECUTOR		
Salaries and Wages		50,000.00
Other Expenses		0.00
POLICE		
Salaries and Wages		3,606,000.00
Other Expenses		147,000.00
POLICE DISPATCH/911		
Salaries and Wages		260,000.00
Other Expenses		4,000.00
SCHOOL TRAFFIC GUARDS		
Salaries and Wages		58,000.00
Other Expenses		1,200.00
TRAFFIC CONTROL COSTS		
Other Expenses		7,500.00
CONTRIBUTION TO FIRST AID ORGANIZATIONS		40,000.00
STATE UNIFORM CONSTRUCTION CODE CONSTRUCTION OFFICIAL (Chief Administrator of Enforcement Agency)		
Salaries and Wages		275,000.00
Other Expenses		25,000.00
ZONING AND CODE ENFORCEMENT		
Salaries and Wages		55,000.00
Other Expenses		1,000.00
EMERGENCY MANAGEMENT SERVICE		
Salaries and Wages		5,000.00
Other Expenses		4,500.00
JUVENILE CONFERENCE COMMITTEE		
Other Expenses		0.00

ROAD REPAIRS & MAINTENANCE	
Salaries and Wages	221,000.00
Other Expenses	41,000.00
SNOW REMOVAL	
Salaries and Wages	45,000.00
Other Expenses	100,000.00
STORM WATER REGULATIONS (N.J.S.A. 40A-45.3)	12,000.00
STREET LIGHTING	111,000.00
GASOLINE	
Other Expenses	200,000.00
GARBAGE AND TRASH REMOVAL	
Salaries and Wages	319,000.00
Disposal Area Contract	325,000.00
Other Expenses	54,000.00
RECYCLING PROGRAM	
Salaries and Wages	12,000.00
Other Expenses	175,000.00
SEWAGE TREATMENT & DISPOSAL	
Salaries and Wages	174,000.00
Other Expenses	147,000.00
MIDDLESEX COUNTY UTILITIES AUTHORITY	
Sewer Contract	952,000.00
VEHICLES & EQUIPMENT MAINTENANCE	
Salaries and Wages	153,000.00
Other Expenses	129,000.00
BOARD OF HEALTH	
Salaries and Wages	6,000.00
Other Expenses	52,000.00
ANIMAL CONTROL	
Other Expenses	35,000.00
CULTURAL ARTS COUNCIL	
Other Expenses	1,500.00
PARKS & PLAYGROUNDS – RECREATION	
Salaries and Wages	84,000.00
Other Expenses	36,000.00
PARKS & PLAYGROUNDS – DEVELOPMENT & MAINTENANCE	
Salaries and Wages	161,000.00
Other Expenses	86,000.00
CONSERVATION CORP	
Salaries and Wages	0.00
Other Expenses	0.00
COMMUTER PARKING LOT	
Salaries and Wages	0.00
Other Expenses	1,000.00

OFFICE ON AGING	
Salaries and Wages	90,000.00
Other Expenses	50,000.00
MEMORIAL DAY CELEBRATION	
Other Expenses	3,500.00
INDEPENDENCE DAY CELEBRATION	
Other Expenses	5,000.00
CELEBRATION OF SPECIAL EVENT	
Other Expenses	2,000.00
TELEPHONE	
Other Expenses	75,000.00
ELECTRICITY	
Other Expenses	111,000.00
NATURAL GAS	
Other Expenses	90,000.00
COMMISSION ON AGING	
Other Expenses	1,000.00
YOUTH GUIDANCE COUNCIL	
Other Expenses	250.00
MAINTENANCE FREE PUBLIC LIBRARY	
Salaries and Wages	300,000.00
Other Expenses	228,000.00
SENIOR CITIZENS' ACTIVITIES	
Other Expenses	4,000.00
FUEL OIL	
Other Expenses	0.00
CAPITAL LEASING PROGRAM	0.00
CONTRIBUTION TO:	
P.E.R.S.	415,000.00
Social Security System	315,000.00
Length of Service Awards Program	0.00
Police & Firemen's Retirement System	1,100,000.00
DCRP Contribution	<u>6,000.00</u>
	16,233,200.00
CAPITAL IMPROVEMENT FUND	0.00
CAPITAL LOAN PROGRAM	0.00
DEBT SERVICE:	
Interest on Bonds	52,000.00
GENERAL APPROPRIATIONS – CURRENT FUND SUMMARY	
Current Operations	16,233,200.00
Capital Improvements	0.00
Capital Loan Program	0.00
Debt Service	<u>52,000.00</u>

TOTAL \$16,285,200.00

APPROPRIATIONS FOR WATER UTILITY

WATER OPERATING	
Salaries and Wages	750,000.00
Other Expenses	2,000,000.00

STATUTORY EXPENDITURES	
Contributions to:	
P.E.R.S.	85,000.00
Social Security System (O.A.S.I.)	75,000.00
Total Operations	2,910,000.00

CAPITAL IMPROVEMENTS	
Capital Outlay	28,000.00

DEBT SERVICE	
Interest on Bonds	8,000.00
Water Loan	<u>250,000.00</u>
	258,000.00

Total	\$3,196,000.00
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/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:** **BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-07**

**WHEREAS**, the Borough of Sayreville is presently self-insured for general liability; and

**WHEREAS**, the Borough wishes to confirm for the year 2025, the operable procedure for the settlement of claims against the Borough;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. **The Business Administrator** is hereby authorized to approve for payment any settlement, the gross sum of which is \$5,000.00 or less.
  
2. That the Business Administrator, with the consent and approval of the Borough Attorney, shall be authorized to approve for payment any settlement, the gross sum of which is \$10,000.00 or less.
  
3. Any proposed settlement in excess of \$10,000.00 shall be reviewed by the Business Administrator and Borough Attorney and a recommendation made thereof for the consideration by the governing body. All settlements in excess of \$10,000.00 are to be approved by resolution of the Mayor and Borough Council.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-08**

**RESOLUTION CLARIFYING POWER OF COUNCIL  
PRESIDENT TO SOLEMNIZE MARRIAGES WHEN THE  
COUNCIL PRESIDENT IS ACTING IN THE CAPACITY OF  
ACTING MAYOR OF THE BOROUGH OF SAYREVILLE AT  
SUCH TIMES AS THE MAYOR IS "UNABLE TO PERFORM THE DUTIES"  
AS DEFINED BY THE LAWS OF THE STATE OF NEW JERSEY  
DEFINED BY THE LAWS OF THE STATE OF NEW JERSEY**

**WHEREAS**, pursuant to N 40A:60-3, "... the president of the council shall perform all duties of the mayor during any period in which the mayor is absent from the borough for three days or more or is unable to perform the duties of his office..."; and

**WHEREAS**, pursuant to N.J.S. 37:1-13, "...any mayor or deputy mayor, when authorized by the mayor or chairman of any township committee or village president of this State... are hereby authorized to solemnize marriages between such persons as may lawfully enter into the matrimonial relation..."; and

**WHEREAS**, when these statutes are read together, it is not entirely clear whether the Governor and State Legislature of the State of New Jersey intended that a Mayor of a Borough form of government be specifically required to authorize the President of a Borough Council to be empowered to solemnize marriages in each instance or at such times as the Mayor is legally deemed to be unable to perform the duties of his office; and

**WHEREAS**, it is extremely important for individuals who may be married by the Council President of the Borough of Sayreville to be assured that such a marriage has been legally solemnized pursuant to the laws of the State of New Jersey when the Mayor is absent from the Borough of Sayreville for three days or more or is otherwise unable to perform the duties of the office in accordance with N.J.S. 40A: 60-3, in such instances as the Council President performs such ceremony;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex, State of New Jersey, that the President of the Borough Council be and hereby is authorized to solemnize marriages between such persons as may lawfully enter into the matrimonial relation whenever the Mayor of the Borough of Sayreville is absent from the Borough of Sayreville for three days or more or is otherwise unable to perform the duties of the office in accordance with N.J.S. 40A:60-3, whereupon the President of the Council shall perform all duties of the Mayor; and

**BE IT FURTHER RESOLVED** that the Mayor of the Borough of Sayreville need not make a specific reference to the authorization of the President of the Council to solemnize a marriage in the Borough of Sayreville when the President of the Council is generally authorized to perform all the duties of the Mayor pursuant to N.J.S. 40A: 60-3.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:** **BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-09**

**WHEREAS**, pursuant to N.J.S.A. 10:4-7 the definition of an “official newspaper” is one that is paid, published and circulated in the municipality and/or the County; and

**WHEREAS**, the following newspapers meet the legal statutory criteria for an “official newspaper” and are hereby officially declared to be the official newspaper for the purpose of publishing official advertisements, legal notices and the production of two or more such newspapers may be utilized:

***THE HOME NEWS TRIBUNE***

**BE IT RESOLVED**, that Tap into Raritan Bay shall be and is hereby designated as the electronic news source for the Borough of Sayreville for which notices and other matters may be provided pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-6 et. seq.), but which shall not be required. Costs for any such publications of any statutory advertisements, legal notices or any other advertisements shall be at the expense of Tap into Raritan Bay. This designation of Tap into Raritan Bay shall not require or mandate that legal advertising or any other notices must or should be provided to them; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution be forwarded to the following:

1. Jessica Morelos, Municipal Clerk
2. Beth Magnani, Planning Board Secretary
3. Joan Kemble, Zoning Board Secretary
4. All Borough Departments

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:** **BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-10**

**RESOLUTION AUTHORIZING THE BOROUGH OF SAYREVILLE  
SPECIAL TAX COUNSEL TO FILE PETITIONS, COMPLAINTS,  
ANSWERS AND COUNTER-CLAIMS IN THE TAX COURT OF THE  
STATE OF NEW JERSEY, AS MAY BE NECESSARY IN THE BEST  
INTERESTS OF THE BOROUGH OF SAYREVILLE**

**WHEREAS**, from time to time the Tax Assessor determines that in the course of real property appeals filed with the Tax Court of New Jersey, that a counterclaim is merited in order to assert the correct real property tax assessment; and

**WHEREAS**, the governing body of the Borough of Sayreville is desirous that every real property taxpayer pays its fair share of real property taxes; and

**WHEREAS**, if in the appropriate case a counterclaim is not asserted, the instant taxpayer so affected would not be paying its fair share of real property taxes; and

**WHEREAS**, by authorizing the filing of counterclaims in the appropriate tax appeals, the best interests of the Borough of Sayreville and its property tax paying taxpayers would be served, protected and preserved, as the case may be; 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. That the Borough of Sayreville Special Tax Counsel is hereby authorized during the year 2025 to file a Petition of Appeal, or a Complaint, or Answer and Counterclaim with the Tax Court of the State of New Jersey to seek the correct assessment and proper value of the affecting the real property in question and that a copy of such pleading under this Resolution be filed with the Borough Clerk.

2. That the Borough of Sayreville Special Tax Counsel is hereby authorized to execute stipulations of settlement on any tax appeal, Complaint and or Counterclaim filed by the taxing district or by a taxpayer in the tax year 2025;

3. That the Borough of Sayreville shall forward certified copies of this Resolution to the following:

- A. Tax Assessor
- B. Borough of Sayreville Special Tax Counsel
- C. Middlesex County Board of Taxation or New Jersey Tax Court with any such Petition of Appeal, Complaint or Answer and Counterclaim.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-11**  
**CANCELING SMALL BALANCES**

**WHEREAS**, the Municipal Tax Collector informs that from time to time there are property tax credits or delinquencies on certain property located within the Borough of Sayreville, and

**WHEREAS**, N.J.S.A. 40A:5-17.1 provides that a municipality may adopt a resolution authorizing a municipal employee to process, without further action on their part, the cancellation of any property tax refund or delinquency of less than \$10.00, and

**WHEREAS**, that the Municipal Tax Collector is qualified, and recommends, to process said cancellation in his continuing effort to maintain the highest level of fiscal responsibility and

**NOW, THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Sayreville, that the Municipal Tax Collector is hereby authorized to process the cancelation of tax refunds or delinquency of less than Ten (\$10.00) dollars during the calendar year of **2025** in accordance with N.J.S.A. 40A:5-17.1.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST: BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-12**

**WHEREAS**, pursuant to N.J.S.A. 54:4-66.1, taxes in municipalities billed under a calendar based fiscal year shall be payable for the first quarterly installment of the year on February 1, for the second quarterly installment on May 1, for the third quarterly installment on August 1, and for the fourth quarterly installment on November 1; and

**WHEREAS**, N.J.S.A. 54:4-67 provides that the governing body may fix the rate of interest to be charged for the non-payment of taxes, assessments &/or other municipal liens or charges; and

**WHEREAS**, N.J.S.A. 54:4-67(a), further provides that taxes shall not be subject to interest charges if payment of any installment is made within the tenth calendar day following the date upon which the same became payable; and

**WHEREAS**, N.J.S.A. 54:4-67 (c), provides that within the current fiscal year if any delinquency is in excess to \$10,000.00, a penalty not to exceed 6% may be charged; and

**NOW, THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Sayreville, that in accordance with N.J.S.A. 54:4-66 et seq, the rate of interest to be charged on delinquent taxes and all other municipal liens or charges for the first, second, third and fourth quarterly installments of year **2025** shall be eight percent (8%) per annum on the first \$1,500.00 of delinquency and eighteen percent (18%) per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax was payable until the date of actual payment to the collector is received provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which same became payable; and

**BE IT FURTHER RESOLVED**, that a penalty of six percent (6%) be charged on all delinquent municipal charges in excess of \$10,000.00 that are not paid prior to the end of the fiscal year.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST: BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-13**

**BE IT RESOLVED**, that Glenn Skarzynski is hereby appointed Public Agency Compliance Officer (**P.A.C.O.**), in accordance with the State Division of Contract Compliance & Equal Employment Opportunity in Public Contracts, for a term



expiring on December 31, 2025.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-14**  
**(Borough Attorney)**

**WHEREAS**, the Governing Body of the Borough of Sayreville are knowledgeable that the Borough requires the services of an Attorney to advise the Mayor and Council on any and all legal matters pertaining to the Borough; and

**WHEREAS**, the Laws of New Jersey provide for the appointment of a **Borough Attorney**; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, in accordance with the "Fair and Open Process" the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for this and other various Professional Services; and

**WHEREAS**, said RFP's were received in the Office of the Municipal Clerk on December 4, 2024 at 12 Noon; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wished to award this contract in accordance with the "Fair and Open Process" which has included public solicitation of qualifications for **BOROUGH ATTORNEY – GENERAL MATTERS**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A: 11-1, et seq.) requires that the resolution authorizing the appointment of the Borough Attorney as required by the Borough for "professional services" without competitive bids must be publicly advertised;

**BE IT AND IT IS HEREBY RESOLVED THAT** by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. That the firm **DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum** is hereby appointed as **Borough Attorney – General Matters** for the term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.

2. That the services to be rendered by the said **Borough Attorney** shall be in compliance with the Laws of New Jersey.

3. This appointment is made without competitive bidding as a "professional service" under the provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized profession licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten days from the date of adoption.

**BE IT FURTHER RESOLVED** that the Borough Attorney is directed to prepare a written employment contract to be executed by the **Borough Attorney** and the Borough, which shall include the following:

The monthly rate to be charged for the work assigned; What the retainer fee covers; A provision that a “not to exceed amount” be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

**BE IT FURTHER RESOLVED** that the Borough Clerk be and she is hereby authorized to forward a true copy of this resolution to **DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum**.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:** **BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-15**  
**(Borough Engineer)**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter “Borough”) has determined a need to contract the services of a **Borough Engineer**; and

**WHEREAS**, the Laws of the State of New Jersey Provide for the appointment of a **Borough Engineer**; and

**WHEREAS**, in accordance the “Fair and Open Process” the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a **Borough Engineer** and other professional services; and

**WHEREAS**, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 4, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Borough Engineer**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of a Borough Engineer as required by the Borough for “Professional Services”.

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Borough Council of the Borough of Sayreville as follows:

1. That **Dave J. Samuel, P.E.** of the firm **CME Associates and Mark Rohmeyer, P.E. of Morgan Engineering LLC** are hereby appointed as **Borough Engineer** for the Borough of Sayreville for a term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.
2. That the services to be rendered by the said **Borough Engineer** shall be in compliance with the Laws of New Jersey.
3. These appointments are made without competitive bidding as a “professional service” under the provisions of the Local Public Contracts Law because these services

are to be performed are to be performed by a recognized profession licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

**BE IT FURTHER RESOLVED** that the Daivd J. Samuel, P.E. of CME Associates and Mark Rohmeyer, P.E. of Morgan Engineering LLC are hereby directed to prepare a written employment contract to be executed by the **Borough Engineer** and the Borough which shall include the following:

- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

**BE IT FURTHER RESOLVED** that a certified copy of the within Resolution shall be forwarded to the Borough Engineer and CFO.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-16**  
**(Labor Counsel)**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter “Borough”) has determined a need to contract the services of a **Labor Counsel**; and

**WHEREAS**, the Laws of the State of New Jersey Provide for the appointment of a **Labor Counsel**; and

**WHEREAS**, in accordance the “Fair and Open Process” the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a various professional services; and

**WHEREAS**, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 4, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Labor Counsel**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of a Labor Counsel as required by the Borough for “Professional Services”.

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Borough Council of the Borough of Sayreville as follows:

1. That the firm of Rothstein, Mandell, Strohm, Halm & Cipriani, P.A. is hereby appointed as **Labor Counsel** for the Borough of Sayreville for a term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.

2. That the services to be rendered by the said **Labor Counsel** shall be in compliance with the Laws of the State of New Jersey.

3. This appointment is made without competitive bidding as a “professional service” under the provisions of the Local Public Contracts Law because these services are to be performed by a recognized profession licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

**BE IT FURTHER RESOLVED** that Rothstein, Mandell, Strohm, Halm & Cipriani, P.A. is directed to prepare a written employment contract to be executed by both parties and shall include the following:

- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the Labor Counsel, the Borough of Sayreville Business Administrator and the C.F.O.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-17**  
**(Auditor)**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter “Borough”) has determined a need to contract the services of a **Borough Auditor**; and

**WHEREAS**, the Laws of the State of New Jersey Provide for the appointment of a **Borough Auditor**; and

**WHEREAS**, in accordance the “Fair and Open Process” the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a various professional services; and

**WHEREAS**, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 4, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Borough Auditor**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of a Labor Counsel as required by the Borough for “Professional Services”.

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Borough Council of the Borough of Sayreville as follows:

1. That the firm of **Suplee, Clooney & Company** is hereby appointed as **Borough Auditor** for the Borough of Sayreville for a term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.
2. That the services to be rendered by the said **Borough Auditor** shall be in compliance with the Laws of the State of New Jersey.
3. This appointment is made without competitive bidding as a “professional service” under the provisions of the Local Public Contracts Law because these services are to be performed by a recognized professional licensed and regulated by law.
4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

**BE IT FURTHER RESOLVED** that **Suplee, Clooney & Company** is hereby directed to prepare a written employment contract to be executed by both parties and shall include the following:

- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the Borough Auditor, the Business Administrator and the C.F.O.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-18**  
**(Bond Counsel)**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter “Borough”) has determined a need to contract the services of a **Bond Counsel**; and

**WHEREAS**, the Laws of the State of New Jersey Provide for the appointment of a **Bond Counsel**; and

**WHEREAS**, in accordance the “Fair and Open Process” the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a various professional services; and

**WHEREAS**, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 4, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Bond Counsel**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of a **Bond Counsel** as required by the Borough for “Professional Services”.

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Borough Council of the Borough of Sayreville as follows:

1. That the firm of **Archer & Greiner, PC** is hereby appointed as **Bond Counsel** for the Borough of Sayreville for a term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.
2. That the services to be rendered by the said **Bond Counsel** shall be in compliance with the Laws of the State of New Jersey.
3. This appointment is made without competitive bidding as a “professional service” under the provisions of the Local Public Contracts Law because these services are to be performed by a recognized professional licensed and regulated by law.
4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

**BE IT FURTHER RESOLVED** that the **Bond Counsel** is directed to prepare a written employment contract to be executed by both parties which shall include the following:

- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the Bond Counsel, the Borough Business Administrator and the C.F.O.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:** **BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-19**  
**(Financial Advisor)**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter “Borough”) has determined a need to contract the services of a **Financial Advisor**; and

**WHEREAS**, the Laws of the State of New Jersey Provide for the appointment of a **Financial Advisor**; and

**WHEREAS**, in accordance the “Fair and Open Process” the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a various professional services; and

**WHEREAS**, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 4, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Financial Advisor**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of a **Financial Advisor** as required by the Borough for “Professional Services”.

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Borough Council of the Borough of Sayreville as follows:

1. That the firm of **NW Financial Group, LLC** is hereby appointed as **Financial Advisor** for the Borough of Sayreville for a term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.

2. That the services to be rendered by the said **Financial Advisor** shall be in compliance with the Laws of the State of New Jersey.

3. This appointment is made without competitive bidding as a “professional service” under the provisions of the Local Public Contracts Law because these services are to be performed by a recognized professional, licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

**BE IT FURTHER RESOLVED** that the **Financial Advisor** is directed to prepare a written employment contract to be executed by both parties which shall include the following:

- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the Financial Advisor, the Borough Business Administrator and the C.F.O.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-20**  
**(Accounting Services)**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville, Middlesex County, New Jersey (hereinafter “Borough”) has determined a need to contract the services of an **Accounting Firm**; and

**WHEREAS**, the Laws of the State of New Jersey Provide for the appointment of an **Accounting Firm**; and

**WHEREAS**, in accordance the “Fair and Open Process” the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for a various professional services; and

**WHEREAS**, said Request for Professional Services were received in the Office of the Municipal Clerk no later than 12 Noon on December 6, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for an **Accounting Firm**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the appointment of an **Accounting Firm** as required by the Borough for “Professional Services”.

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Borough Council of the Borough of Sayreville as follows:

1. That the firm of **PKF O’Connor Davies** is hereby appointed as an **Accounting Firm** for the Borough of Sayreville for a term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.
2. That the services to be rendered by the said **Accounting Firm** shall be in compliance with the Laws of the State of New Jersey.
3. This appointment is made without competitive bidding as a “professional service” under the provisions of the Local Public Contracts Law because these services are to be performed by a recognized professional, licensed and regulated by law.
4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be advertised as required by law within ten (10) days from the date adoption.

**BE IT FURTHER RESOLVED** that the **Accounting Firm** is directed to prepare a written employment contract to be executed by both parties which shall include the following:

- The flat monthly rate described in the proposal.
- What the fee covers.
- The amount to be charged for all other worked performed with a not to exceed figure.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the Accounting Firm, the Borough Business Administrator and the C.F.O.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-21**

**BE IT RESOLVED** that the following person is hereby appointed to the following position in the following department:



NAME OF APPOINTEE: Robert Scott LaMountain & John Krenzlel  
 POSITION: Municipal Prosecutor – 1 Year Term  
 DEPARTMENT: Municipal Court  
 EFFECTIVE DATE: January 1, 2025

**BE IT FURTHER RESOLVED** that the compensation to be paid such appointee shall be fixed and determined by the Salary Ordinance or appropriate resolution adopted there under fixing the compensation to be paid municipal employees.

/s/ Michael Colaci, Councilman  
(Public Safety 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/ William Willard, Borough Attorney

**ATTEST: BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-22**

**BE IT RESOLVED** that the following person is hereby appointed to the following position in the following department:

NAME OF APPOINTEE: Roselli & Roselli, Esq.  
 POSITION: Public Defender – 1 Year Term  
 DEPARTMENT: Municipal Court  
 EFFECTIVE DATE: January 1, 2025

**BE IT FURTHER RESOLVED** that the compensation to be paid such appointee shall be fixed and determined by the Salary Ordinance or appropriate resolution adopted there under fixing the compensation to be paid municipal employees.

/s/ Michael Colaci, Councilman  
(Public Safety 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/ William Willard, Borough Attorney

**ATTEST: BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-23**  
**(Special Counsel-Tax Matters)**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of a **Special Tax Counsel** to advise the Mayor and Council on various property tax matters pertaining to the Borough; and

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

**WHEREAS**, funds are available for this purpose;

**WHEREAS**, in accordance with the “Fair and Open Process” the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for this and various other Professional Services; and

**WHEREAS**, said RFP’s were received in the Office of the Municipal Clerk no later than 12 Noon on December 4, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Special Tax Counsel**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing such appointment as “Professional Services”.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. That **Nolan & Lange** are hereby appointed as **Special Tax Counsel for property tax matters** for the term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.
2. That the services to be rendered by the said **Nolan & Lange** shall be in compliance with the Laws of New Jersey.
3. This appointment is made without competitive bidding as a “professional service” under provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized professional licensed and regulated by law.
4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten (10) days from the date of adoption.

**BE IT FURTHER RESOLVED** that the **Special Tax Counsel** is directed to prepare a written employment contract to be executed by both parties which shall include the following:

- Hourly Rate to be charged for the work assigned
- What the retainer fee covers
- A provision that a “not to exceed” amount be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

**BE IT FURTHER RESOLVED** that the Borough Clerk be and she is hereby authorized to forward to true copy of this resolution to **Nolan & Lange**.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-24**  
**SPECIAL COUNSEL – RENT LEVELING BOARD MATTERS**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of a **Special Counsel for Rent Leveling Board Matters** to advise Board and the Mayor and Council on various issues pertaining to the Rent Leveling Board; and

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

**WHEREAS**, funds are available for this purpose;

**WHEREAS**, in accordance with the “Fair and Open Process” the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for this and various other Professional Services; and

**WHEREAS**, said RFP’s were received in the Office of the Municipal Clerk no later than 12 Noon on December 4, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Special Counsel – Rent Leveling Board Matters**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires a resolution authorizing such appointment as “Professional Services”.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. That the firm of **Nolan & Lange** is hereby appointed as **Special Counsel – Rent Leveling Board Matters** for the term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.

2. That the services to be rendered by **Nolan & Lange** shall be in compliance with the Laws of New Jersey.

3. This appointment is made without competitive bidding as a “professional service” under provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized professional, licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten (10) days from the date of adoption.

**BE IT FURTHER RESOLVED** that said **Special Counsel covering Rent Leveling Board Matters** is directed to prepare a written employment contract to be executed by the Special Counsel and the Borough which shall include the following:

- Hourly Rate to be charged for the work assigned
- What the retainer fee covers
- A provision that a “not to exceed” amount be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

**BE IT FURTHER RESOLVED** that the Borough Clerk be and she is hereby authorized to forward to true copy of this resolution the firm of **Nolan & Lange**, the Borough Business Administrator and the C.F.O.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:** **BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O'Brien  
Mayor

**RESOLUTION #2025-25**  
**Municipal Planner**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of a **Municipal Planner** to advise the Mayor and Council on various matters pertaining to the Borough; and

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

**WHEREAS**, funds are available for this purpose;

**WHEREAS**, in accordance with the "Fair and Open Process" the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for this and various other Professional Services; and

**WHEREAS**, said RFP's were received in the Office of the Municipal Clerk no later than 12 Noon on December 4, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the "fair and open process" which has included public solicitation of qualifications for **Municipal Planner**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires a resolution authorizing such appointment as "Professional Services".

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. That **Acuity Consulting Services** is hereby appointed as **Municipal Planner** for the term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.
2. That the services to be rendered by **Acuity Consulting Services** shall all be in compliance with the Laws of New Jersey.
3. This appointment is made without competitive bidding as a "professional service" under provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized professional, licensed and regulated by law.
4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten (10) days from the date of adoption.

**BE IT FURTHER RESOLVED** that **Acuity Consulting Services** is hereby directed to directed to prepare a written employment contract to be executed by both parties and shall include the following:

- Hourly Rate to be charged for the work assigned
- What the retainer fee covers
- A provision that a "not to exceed" amount be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

**BE IT FURTHER RESOLVED** that the Borough Clerk be and she is hereby authorized to forward to true copy of this resolution to **Acuity Consulting Services** the Borough Business Administrator and the C.F.O.

/s/ John Zebrowski, Councilman  
(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/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-26**  
**Special Council – COAH Matters**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of a **Special Counsel – COAH Matters** to advise the Mayor and Council on various matters pertaining to the Borough; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough requires the services of a Special Counsel for the purpose of reviewing and/or representing the Borough of Sayreville with respect to its Affordable Housing and COAH Obligations, litigation and appeal process; and

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

**WHEREAS**, funds are available for this purpose;

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A: 11-1, et seq.) requires that the resolution authorizing the appointment of a Special Counsel as required by the Borough for “professional services” without competitive bidding must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. The firm **DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.** is hereby appointed as **Special Counsel-COAH obligations, litigation and appeal process for the** Borough for the term of one year terminating on December 31, 2025.
2. That the services to be rendered by said **DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.** shall be in compliance with the Laws of the State of New Jersey.
3. This appointment is made without competitive bidding as a “professional service” under provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized profession licensed and regulated by law.
4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten days from the date of adoption.

**BE IT FURTHER RESOLVED** that said **Special Counsel covering COAH Matters** is directed to prepare a written employment contract to be executed by both parties and shall include the following:

- Hourly Rate to be charged for the work assigned

- What the retainer fee covers
- A provision that a “not to exceed” amount be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

**BE IT FURTHER RESOLVED** that the Borough Clerk be and she is hereby authorized to forward to true copy of this resolution the firm of **DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.** the Borough Business Administrator and the C.F.O.

/s/ John Zebrowski, Councilman  
(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/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-27**  
**Special Counsel – Other Matters**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of a **Special Counsel – Other Matters** to advise the Mayor and Council on various matters pertaining to the Borough; and

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

**WHEREAS**, funds are available for this purpose;

**WHEREAS**, in accordance with the “Fair and Open Process” the Borough of Sayreville publicly advertised for a Request for Proposals and Qualifications for this and various other Professional Services; and

**WHEREAS**, said RFP’s were received in the Office of the Municipal Clerk no later than 12 Noon on December 4, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Special Counsel – Other Matters**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires a resolution authorizing such appointment as “Professional Services”.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. That the firms of **Hibinski Law, LLC and Jordan Rickards, Esq.** are hereby appointed as **Special Counsel – Other Matters** for the term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.
2. That the services to be rendered by the said **Hibinski Law, LLC and Jordan Rickards, Esq.** all be in compliance with the Laws of New Jersey.
3. These appointments are made without competitive bidding as a “professional service” under provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized professional, licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten (10) days from the date of adoption.

**BE IT FURTHER RESOLVED** that said **Special Counsel covering Other Matters** is directed to prepare a written employment contract to be executed by both parties and shall include the following:

- Hourly Rate to be charged for the work assigned
- What the retainer fee covers
- A provision that a “not to exceed” amount be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

**BE IT FURTHER RESOLVED** that the Borough Clerk be and she is hereby authorized to forward to true copy of this resolution the firm of Hibinski Law, LLC, Jordan Rickards, Esq. and the C.F.O.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-28**  
**(Affordable Housing Administrative & Planning Services)**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of an **Affordable Housing Administrative & Planning Services** to advise the Mayor and Council on various matters pertaining to the Borough; and

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

**WHEREAS**, funds are available for this purpose;

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A: 11-1, et seq.) requires that the resolution authorizing the appointment of a Special Counsel as required by the Borough for “professional services” without competitive bidding must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. The firm **Acuity Consulting Services** is hereby appointed as **Affordable Housing Administrative & Planning Services** for the Borough for the term of one year terminating on December 31, 2025.
2. That the services to be rendered by said **Acuity Consulting Services** shall be in compliance with the Laws of the State of New Jersey.
3. This appointment is made without competitive bidding as a “professional service” under provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized profession licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten days from the date of adoption.

**BE IT FURTHER RESOLVED** that said **Affordable Housing Administrative & Planning Services** is directed to prepare a written employment contract to be executed by both parties and shall include the following:

- Hourly Rate to be charged for the work assigned
- What the retainer fee covers
- A provision that a “not to exceed” amount be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

**BE IT FURTHER RESOLVED** that the Borough Clerk be and she is hereby authorized to forward to true copy of this resolution the firm of **Acuity Consulting Services** the Borough Business Administrator and the C.F.O.

/s/ John Zebrowski, Councilman  
(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/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-29**  
**Municipal Architect**

**WHEREAS**, the Mayor and Council of the Borough of Sayreville are knowledgeable that the Borough may require the services of an **Architect** to advise the Mayor and Council on various Architectural matters pertaining to the Borough; and

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

**WHEREAS**, funds are available for this purpose;

**WHEREAS**, in accordance with the “Fair and Open Process” the Borough of Sayreville publically advertised for a Request for Proposals and Qualifications for this and various other Professional Services; and

**WHEREAS**, said RFP’s were received in the Office of the Municipal Clerk no later than 12 Noon on December 4, 2024; and

**WHEREAS**, the Mayor and Council of the Borough of Sayreville wishes to award this contract in accordance with the “fair and open process” which has included public solicitation of qualifications for **Architectural Matters**; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires a resolution authorizing such appointment as “Professional Services”.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex as follows:

1. That the firm of **USA Architects** is hereby appointed as the **Municipal Architect** for the term of one year, commencing on January 1, 2025 and terminating on December 31, 2025.



2. That the services to be rendered by the said **USA Architects** all be in compliance with the Laws of New Jersey.

3. This appointment is made without competitive bidding as a “professional service” under provisions of the Local Public Contracts Law because the services to be performed are to be performed by a recognized professional, licensed and regulated by law.

4. A copy of this resolution, certified to be a true copy by the Borough Clerk shall be published as required by law within ten (10) days from the date of adoption.

**BE IT FURTHER RESOLVED** that said **USA Architects**, is directed to prepare a written employment contract to be executed by the **Municipal Architect** and the Borough which shall include the following:

- Hourly Rate to be charged for the work assigned
- What the retainer fee covers
- A provision that a “not to exceed” amount be set for each project assigned pursuant to the terms of the contract to be executed by both parties; and

**BE IT FURTHER RESOLVED** that the Borough Clerk be and she is hereby authorized to forward to true copy of this resolution to USA Architects and the C.F.O.

/s/ John Zebrowski, 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-30**

**RESOLUTION AUTHORIZING THE BOROUGH OF SAYREVILLE  
MUNICIPAL CLERK TO ADMINISTER ALL  
GAMES OF CHANCE LICENSES FOR THE YEAR 2025**

**BE IT RESOLVED BY** the Mayor and Borough Council of the Borough of Sayreville, New Jersey, that the Municipal Clerk is hereby authorized to administer, sign and execute all Games of Chance Licenses for the year 2025 contingent that the applicants have met all the State and Borough requirements and all fees have been paid.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

**RESOLUTION #2025-31**

**WHEREAS**, it is the desire of the Borough of Sayreville to hold taxpayers who cause the tax sale procedure to be held accountable for the fees associated with said sale; and

**WHEREAS**, N.J.S.A. 54:5-26 provides for direct mailing of the tax sale notices in lieu of up to two (2) legal advertisements, the costs of which shall be added to the cost of the sale, not to exceed \$25.00 for each set of notices; and

**WHEREAS**, N.J.S.A. 54:5-38 provides for fees in connection with holding a tax sale, of two (2%) percent of the total of municipal charges, including all interest and penalties, to the date of sale. The two (2%) percent shall not be less than Fifteen (\$15.00) dollars nor more than One Hundred (\$100.00) dollars for each parcel sold; and

**WHEREAS**, N.J.S.A. 54:5-29 provides for payment prior to the tax sale to include all interest, costs and penalties;

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Sayreville in the County of Middlesex the Tax Collector is hereby authorized to conduct a standard tax lien sale for prior year delinquencies.

**BE IT FURTHER RESOLVED**, by the Borough Council of the Borough of Sayreville, that in accordance with N.J.S.A. 54:5-26, the Tax Collector’s office is hereby authorized to send two (2) direct mailings, in lieu of 2 advertisements, and collect a mailing fee of Twenty-Five dollars (\$25.00) for each notice mailed; and

**BE IT FURTHER RESOLVED**, that costs of preparation, administration and advertisement, prior to the sale are hereby determined to be two (2%) percent of the total municipal charges, including all penalties and interest, but not less than Fifteen (\$15.00) dollars and not more than One Hundred (\$100.00) for each parcel.

/s/ 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.

/s/ William Willard, Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

/s/ Jessica Morelos, RMC  
Municipal Clerk

/s/ Kennedy O’Brien  
Mayor

- PUBLIC PORTION

At this time Mayor O’Brien opened the meeting for questions or comments from the Public.

Those commenting were:

- Jim Robinson  
Mr. Robinson congratulated Mary and Stash on being sworn in. He wished everyone a Happy New Year. He questioned if there were Planning Board appointments.

- Charlie Kratovil, New Brunswick Today editor  
Mr. Kratovil questioned if the Borough has a press person. He questioned if Spencer Robbins is the same person who was charged with voter fraud. Mr. Kratovil requested that they reinstated questions/comments on zoom.

No further comments.

Councilwoman Roberts moved the public portion be closed. Seconded by Councilman Zebrowski.

Roll Call: Voice Vote, all Ayes.

Closing prayer by Deacon Andrzej Ozga, St. Stanislaus Kostka R.C. Church.

- ADJOURNMENT

No further business Councilwoman Novak moved to adjourn. Seconded by Councilwoman Roberts.

Roll Call: Voice Vote, all Ayes.

Time 1:08 P.M

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

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