

**RESOLUTION #2023-296**

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Stanley Synarski, Councilman

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

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

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

**RESOLUTION #2023-297**

**BE IT AND IT IS HEREBY RESOLVED** that the Qualified Purchasing Agent is hereby authorized and directed to use a competitive contracting process to Solicit proposals for Grant Writing Services.

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Daniel Balka, Councilman  
(Admin. & Finance Committee)

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

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Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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Jessica Morelos, RMC  
Municipal Clerk

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Victoria Kilpatrick  
Mayor

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

**RESOLUTION #2023-298**

**BE IT RESOLVED**, that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the County of Middlesex to provide the Borough of Sayreville with Public Health Services for the year 2024 at a cost not to exceed \$195,414.80.

\_\_\_\_\_  
Donna Roberts, Councilwoman  
(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.

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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

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

	Balka	Conti	Novak	Onuoha	Roberts	Synarski
Ayes						
Nays						
Abstain						
Absent						

**RESOLUTION #2023-299**

**A RESOLUTION OF THE BOROUGH OF SAYREVILLE IN THE  
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AUTHORIZING  
THE EXECUTION OF AN AGREEMENT BETWEEN THE  
BOROUGH OF SAYREVILLE AND THE  
ASSOCIATED HUMANE SOCIETIES, INC.**

**WHEREAS**, the Governing Body of the Borough of Sayreville has determined that it is in need of a provider of services for animal protection which will be available on a daily basis; and

**WHEREAS**, the Governing Body of the Borough of Sayreville has come to an agreement with the Associated Humane Societies, Inc., a non-profit, charitable organization to provide the Borough services including but not limited to, the rescue, custody and care of injured animals, trapped animals, sick animals and animals whose lives are endangered or animals that presenta danger to humans, including those that have bitten a person; and

**THEREFORE, BE IT AND IT IS HEREBY RESOLVED** that the proper Borough Officials and the Borough Administrator are authorized and directed to execute the Agreement between the Borough of Sayreville and the Associated Humane Societies, Inc. which Agreement will run from the 1<sup>st</sup> day of January, 2024 through December 31, 2024.

\_\_\_\_\_  
Donna Roberts, Councilwoman  
(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.

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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

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

	Balka	Conti	Novak	Onuoha	Roberts	Synarski
Ayes						
Nays						
Abstain						
Absent						

**RESOLUTION #2023-300**

**RESOLUTION AUTHORIZING THE BOROUGH OF SAYREVILLE TO  
ACCEPT A SUBGRANT AWARD OF THE FEDERAL  
FISCAL YEAR 2023 OF EMERGENCY MANAGEMENT PERFORMANCE  
GRANT AND EMERGENCY MANAGEMENT AGENCY ASSISTANCE**

**WHEREAS**, the Borough of Sayreville Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FY23-EMPG-EMAA-1219 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of \$10,000.00 Federal Award is for the purpose of enhancing the City's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

**WHEREAS**, the Borough of Sayreville will use these funds to enhance your Emergency Management Program and that the funds will be used for Emergency Management purposes; and

**WHEREAS**, the award period is from July 1, 2023 to June 30, 2024; and

**WHEREAS**, the subgrant award incorporates all conditions and representations contained or made in application and note of award; and

**WHEREAS**, the Borough of Sayreville Office of Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

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

1. That the Council accepts the award of the FFY23 Emergency Management Performance Grant Program (EMPD), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.
3. That copies of this resolution shall be forwarded to the New Jersey State Police, Office of Emergency Management, the City Business Administrator, the Chief Financial Officer and the County Division of Emergency Management and Office of Treasury.

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Donna Roberts, Councilwoman  
(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.

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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

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

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

**RESOLUTION #2023-301**

**BE IT AND IT IS HEREBY RESOLVED** that the proper Borough Officials are hereby authorized to purchase one (1) 2023 Chevrolet Tahoe from Gentilini Motors of Egg Harbor Township, NJ, through the Cranford Police Department Cooperative Pricing Program, Contract #23-01 in an amount not to exceed \$58,437.75.

\_\_\_\_\_  
Donna Roberts, Councilwoman  
(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.

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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

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

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

**RESOLUTION #2023-302**

**BE IT AND IT IS HEREBY RESOLVED** that the proper borough official are hereby authorized and directed to execute the renewal an Interlocal Services Agreement between the Borough of Sayreville and the Board of Fire Commissioners of Fire District #1 in the Township of East Brunswick for Fire Protection Services in the “Old Bridge” section of Sayreville and along Bordentown Avenue up to Jernee Mill Road for the period covering January 1, 2024 through December 31, 2027.

\_\_\_\_\_  
Donna Roberts, Councilwoman  
(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.

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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

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

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



**RESOLUTION #2023-303**

**BE IT AND IT IS HEREBY RESOLVED** that the proper borough officials are hereby authorized and directed to execute an Inter-Local Service Agreement between the Borough of Sayreville and the County of Middlesex for the County to provide funding to the Borough to pick up litter on County roads as part of the Clean Communities Program for the period of January 1, 2024 through December 31, 2028.

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

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

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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

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

	Balka	Conti	Novak	Onuoha	Roberts	Synarski
Ayes						
Nays						
Abstain						
Absent						

**RESOLUTION #2023-304**

**BE IT AND IT IS HEREBY RESOLVED** that the following Recreation

Department sponsored programs be and the same is hereby amended as follows:

- STEM Camp with Lego/1 week program  
Residents \$130.00 – Non-Residents \$150.00
- STEM Program with Lego/6 weeks program  
Residents \$134.00 – Non-Residents \$159.00

\_\_\_\_\_  
Mary J. Novak, Councilwoman  
(Recreation Committee)

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

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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

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

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

**RESOLUTION #2023-305**

**Adopting Personnel Policies and Procedures**

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

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

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

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

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

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

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

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Daniel Balka, Councilman  
(Admin. & Finance Committee)

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

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Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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Jessica Morelos, RMC  
Municipal Clerk

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Victoria Kilpatrick  
Mayor

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

**RESOLUTION #2023-306**

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

	<u>FROM</u>	<u>TO</u>
<u>CURRENT FUND</u>		
General Administration OE (3-01-20-100-123)		2,000.00
Tax Collector OE (3-01-20-145-123)		500.00
Planning Board S&W (3-01-21-180-017)		2,500.00
Police OE (3-01-25-240-122)		10,000.00
Police S&W (3-01-25-240-019)		100,000.00
Recycling S&W (3-01-26-306-011)		2,500.00
Audit (3-01-20-135-138)	5,000.00	
Zoning Board of Adjustment OE (3-01-21-185-183)	2,000.00	
Rent Leveling S&W (3-01-21-190-013)	1,500.00	
Group Insurance (3-01-23-220-195)	64,000.00	
Crossing Guard S&W (3-01-25-255-013)	15,000.00	
Magistrate & Prosecutor S&W (3-01-25-275-021)	15,000.00	
Sayreville Conservation Core S&W (3-01-28-385-013)	5,000.00	
Sayreville Conservation Core OE (3-01-28-385-290)	5,000.00	

Cable Access Channel  
(3-01-30-425-013)

5,000.00

117,500.00

117,500.00

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Daniel Balka, Councilman  
(Admin. & Finance Committee)

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

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Borough Attorney

**ATTEST:**

**BOROUGH OF SAYREVILLE**

---

Jessica Morelos, RMC  
Municipal Clerk

---

Victoria Kilpatrick  
Mayor

	Balka	Conti	Novak	Onuoha	Roberts	Synarski
Ayes						
Nays						
Abstain						
Absent						

**RESOLUTION #2023-307**

**RESOLUTION CANCELLING OUTSTANDING CHECKS**

**WHEREAS**, there exists on the records of the Borough of Sayreville checks dating back to 2021 and 2022; and

**WHEREAS**, the independent auditors recommend these checks be cancelled and the monies be returned to the originating accounts.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Sayreville, County of Middlesex, New Jersey that the attached list of outstanding checks are hereby cancelled; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Chief Financial Officer.

<b><u>Current Account # 103004</u></b>		
<b><u>Check #</u></b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
76827	1/4/2022	6,832.60
76885	1/4/2022	1,500.00
76886	1/4/2022	402.20
77054	1/25/2022	90.00
77142	1/25/2022	137.28
77249	2/15/2022	3,177.21
77317	2/15/2022	8.00
77354	2/15/2022	457.06
77795	3/29/2022	43.53
78084	4/26/2022	225.00
78115	4/26/2022	300.00
79007	8/2/2022	60.00
79083	8/16/2022	300.00
79100	8/16/2022	466.00
79178	8/16/2022	8,306.50

79378	9/13/2022	150.00
79400	9/13/2022	300.00
79966	10/25/2022	300.00
80333	11/29/2022	300.00
80544	12/13/2022	70.32
80737	12/13/2022	4,082.40
<b>TOTAL</b>		<b>27,508.10</b>
<b>Payroll Account # 179701</b>		
<b>Check #</b>	<b>Date</b>	<b>Amount</b>
19781	5/1/2022	424.60
19816	11/30/2022	424.60
<b>TOTAL</b>		<b>849.20</b>
<b>Municipal Clerk Account # 182303</b>		
1982	12/1/2021	37.50
1984	12/1/2021	12.50
<b>TOTAL</b>		<b>50.00</b>

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Daniel Balka, Councilman  
(Admin. & Finance Committee)

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

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Borough Attorney

**BOROUGH OF SAYREVILLE**

**ATTEST:**

---

Jessica Morelos, RMC  
Municipal Clerk

---

Victoria Kilpatrick  
Mayor



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

**RESOLUTION #2023-308**

**WHEREAS**, Borough Engineer David J. Samuel has recommended that certain increases and decreases be included in the following described project as will more fully appear by Change Order No. 1:

- Project: 2022 Roadway Paving & Reconstruction – Phase I Project
- Contractor: Z Brothers Concrete Contractors, Inc.  
304 Jernee Mill Road  
Sayreville, NJ 08872
- Amount: No Increase in original contract Amount.
- Reason: Adjustment of original contract to reflect actual quantities installed and work performed.

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

1. That the recommendation and approval of said Borough Engineer referred to above and in said Change Order be and the same is hereby accepted and approved:

2. That the Governing Body determines that said charges are proper and essential and that same be paid upon the submission of properly approved borough voucher.

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

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

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

**ATTEST:**

**BOROUGH OF SAYREVILLE**

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

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

	Balka	Conti	Novak	Onuoha	Roberts	Synarski
Ayes						
Nays						
Abstain						
Absent						

