

**SAYREVILLE ECONOMIC & REDVELOPMENT AGENCY
PUBLIC SESSION MINUTES
MEETING - MAY 9, 2024**

Chairman Councilman John Zebrowski opened the meeting at 6:30 PM and announced pursuant to the Open Public Meetings Law, public notice of this meeting was advertised in the Home News Tribune and posted on the bulletin board in the Borough Hall in Sayreville, and copies of this notice have been available to the public and are on file in the Clerk's Office.

SALUTE TO THE FLAG

PRESENT: Chairman John Zebrowski, Vice Chairman Steven Grillo, Commissioners: Rosetta Fisher, Paula Duffy, Robert Davis, Councilwoman Donna Roberts, (via zoom), Robert DeWise

ABSENT: Kevin Dalina, Ken Scott, CFO Wayne Kronowski

ALSO PRESENT: Himanshu Shah Executive Director, Joseph Ambrosio, Asst. Executive Director, David Samuel, Engineer, Justin Cornell, Engineer, Michael Baker, Esq., Anthony Iacocca, Esq., Veena Sawant, Planner

Minutes

Chairman John Zebrowski asked for motion to approve minutes from April 25 , 2024. With changes made discussed by professionals

Mr. Davis made motion to approve; Ms. Fisher seconded.

Roll Call:

Yes: Councilman Zebrowski, Mr. Grillo, Mr. Scott, Ms. Fisher, Mrs. Duffy, Mr. Davis, Councilwoman Roberts

Executive Director's Report

Mr. Shah addressed the 2021 Audit that the commissioners received; it was started in 2023 and it should be completed by the June meeting. He addressed the Arsenal presentation made at the April meeting and approval of the Pilot. The meeting agendas will be prepared by Denise and asked that professionals provide materials to her as early as possible. He then addressed Item 5 in his report regarding the 2024 Budget and said it is under review by the State and should have answer for the June 13, 2024 meeting.

a. Operating Expenses

- Joan Kemble Recording Secretary (Regular Meeting 5/9/24) - \$230.00
- Borough of Sayreville Payroll, Taxes & Benefits (March and April 4/30/24) – \$25,711.62
- Borough of Sayreville Supplies (April) - \$128.21
- Hoagland Longo Legal (Invoice 2369530 5/02/24) \$3,160.50
- CME (Meetings & Non-Escrow – Invoice 00351754 4/30/24) - \$1,894.00

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Motion to approve payment of the bills as listed above. Motion made by Steve Grillo seconded by Robert Davis. Roll call vote

Yes: Councilman Zebrowski, Mr. Grillo, Mr. Scott, Ms. Fisher, Mrs. Duffy, Mr. Davis, Mr. DeWise

Abstain: Councilwoman Roberts

b) Authorization for payment of bills. Non-Escrow (to be Reimbursed by Developer)

- CME (SSA Environmental Remediation-Invoice No 00351755-4/30/24)-\$200.00

Motion to approve payment of the bills as listed above. Motion made by Robert Davis seconded by Steve Grillo. Roll call vote

Yes: Councilman Zebrowski, Mr. Grillo, Mr. Scott, Ms. Fisher, Mrs. Duffy, Mr. Davis, Mr. DeWise

Abstain: Councilwoman Roberts

c) Authorization for payment of bills to be paid from Escrow Accounts (to be paid only if Escrow funds are available)

- Hoagland & Longo Legals (NL Site Invoice 20369562 05/02/24) - \$5,670.00
- CME (SSA Waterfront Redevelopment – Invoice No. 000351756 04/30/24) \$1,820.00

Motion to approve payment of the bills as listed above. Motion made by Robert Davis seconded by Steve Grillo. Roll call vote

Yes: Councilman Zebrowski, Mr. Grillo, Mr. Scott, Ms. Fisher, Mrs. Duffy, Mr. Davis, Mr. DeWise

Abstain: Councilwoman Roberts

Discussion

a) Laptop for Commissioners

Mr. Shah had a discussion with the Mayor regarding the purchase of laptops for each Commissioner if there was an interest in doing so. It would provide little or no paperwork for the Agenda. Mr. Shah said there was the option of staying with paper copies. Mr. Grillo asked if e-mail was used by all; Mr. Shah said that all

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agenda items were being sent. Mr. Grillo asked by using laptops going forward the bill list and agenda could be sent for review, Mr. Shah said that the format of the payment system will change. Mr. Grillo addressed the last meeting packages and whether some of the Commissioners preferred paper to electronic Mr. Grillo also discussed cost savings and paper reduction for the RFQ process by reducing the number of copies and requiring electronic submission as well. Mr. Shah said an large electronic drive will be requirement and but for now 2 copies of documents and as USB thumb drive will be required. The Commissioners concurred with this process Mrs. Duffy asked if the professionals could give a summary; Mr. Samuel said if it assists the Agency he can load the documents on an FTP drive so Commissioners can access the documents remotely.. Mrs. Duffy suggested a paper copy be kept in office. Mr. Grillo asked that a quick survey be taken; Mrs. Duffy asked that the Commissioners be noticed that agendas are ready and have Denise print out. Councilman Zebrowski asked for poll on going greener: Mrs. Duffy said she likes paper but laptops “no.” Mr. Grillo stated he doesn’t need laptop.

Councilman Zebrowski stated this was to make things simple and move forward. Mr. Grillo asked what the price would be; Mr. Shah said possibly \$7,000 to \$8,000 and the Borough IT Dept. would handle the purchase. Mr. Grillo was not opposed to the price. Mr. Davis agreed but stated he does not need a laptop, Mr. DeWise was in support of the laptop, Ms. Fisher stated she likes the hard copies, supports the laptop issue but does not feel there is enough work generated to have a laptop. Mr. Baker advised that the laptop would have to be used just for SERA business in the event an OPRA request was received. Mr. Davis asked if a personal laptop was used; Mr. Baker said if subpoenaed, we would need to get a protection order to protect personal data. Councilwoman Roberts said she has three PC’s and can access outlook and laptop was never offered to Council just a laptop for meetings. Mr. Shah stated this example wants to make sure in the event of an OPRA there is an Outlook app for e-mail that will protect you. Mr. Shah stated that all will have cloud storage and their own personal ID and access. Mr. Grillo asked if someone has cloud on their phone would it present a problem. Mr. Grillo asked the Agency Attorney to put together a presentation for the Commissioners on OPRA. Mr. Baker agreed and suggested it be done after the new OPRA legislation is finalized

b) Municipalities Conference

Mr. Shah reminded all present that if they wished to attend the conference in November they needed to fill out the forms handed out and send to Joan Kemble in the Construction Office.

c) Adobe Acrobat Pro 2020 – (License Quote) \$1,018.46

Adobe Acrobat Pro license will automatically electronically sign.

d) BDA Subcommittee – members

Mr. Shah asked those present who would like to let him know if they want to complete the subcommittee.

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Pending Matters

Waterfront Redevelopment

Justin Cornell stated that a lot is happening on the site along Fisher Blvd. Soft fill continues on the site as well as the ramp work.

Landfill #3

Mr. Baker recommended approval of the resolution for the Site Plan development to allow the applicant to go before the Planning Board. The applicant is here tonight to give a short presentation.

Robert Smith, Esq., attorney for the Redeveloper, CPMD Jernee Mill Road, addressed the Agency regarding a consistency review of the development plan prepared by the Redeveloper for a 46.5 acre Landfill #3 owned by Sayreville. They will construct two (2) Cold Storage facilities with the following characteristics:

250,000 sq. ft. – 30 bays, 76 spaces
100,000 sq. ft. = 26 bays, 40 spaces
53' height
160 – parking stalls
116 – parking stalls

Jeff Bestow, Claremont Development stated that this project was a win/win project on a brownfield site and the project will be bringing jobs to the site. He stated they are excited to get the project moving. He spent a lot of time in New Jersey looking and this was their 5th landfill project.. Mr. Shah agreed this was a great project but has questions regarding the roadway issue as throughout the town improvement to various roads is being handled to improve traffic. Mr. Smith stated that as part of the process PILOT money can be used by the Borough to make improvements, but that they cannot get particular about traffic improvements at a consistency review. He suggested that perhaps Mr. Shah work with Old Bridge. Ms. Sawant discussed traffic improvements imposed on redevelopers in Old Bridge where she also works and suggested that Sayreville and the Redeveloper should be doing same. Councilman Zebrowski said this was not intended to be contentious, just a fair question about an underlying concern. Mr. Samuel stated that both Jernee Mill Road and Bordentown Avenue are county roads. Mr. Shah said this is a great project and he just wanted to bring up the point.

The Redevelopers Engineer stated that Landfill #3 was put on superfund list back in the 80's. Exhibit 1 described Phase 1 and 2 100 sq. ft. Cold Storage Warehouse with 3 driveways. Ingress only to north, middle full move, and full move south. Borough

ordinance impact statement is in the paperwork. He then addressed the review letter from CME stating the proposed use satisfies all loading, parking lot will be addressed, traffic generated level of service is at minimum with total trips in AM 39 peak hours – 4-7 trucks; PM 43 trips 6 entering, 5 exiting. Cold Storage warehouses are different than short term automated warehouses. Mike Baker stated that regular warehouses are specifically not permitted, only cold storage warehouses and the Planning Board will deal with any traffic issues. The consistency review is to see if the redevelopers plan conforms to the Redevelopment Plan; that is the role tonight. Mr. Grillo asked about the lot. The Engineer showed and described the site stating they were trying to keep as much vegetation as possible. Mr. Samuel said this is consistent with the redevelopment plan.

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Justin Cornell talked about adding evergreens to the side of Building 1 and add traffic level B. Mrs. Sawant asked about transportation improvement; Mr. Samuel said this would be done at the Planning Board meeting. Mrs. Sawant then explained that in Old Bridge traffic was diverted from Jake Brown Road to Route 9 and at some point trucks will be very important with projects in Old Bridge and Sayreville. Mr. Samuel agreed if the Borough is willing to pick up expense, but that most are County wide projects in process. Mr. Smith said this will not an easy project.

New Business

c) RFP For Professional Services

Mr. Shah advised that RFQ's for Professionals will be prepared an out in June, with responses coming back with enough time for Commissioners to review before acting at the July SERA meeting. He recommended responders provide 2 hard copies and an electronic copy. Mike Baker said previously Joe Ambrosio has had to lug in many boxes for review in Private Session. Councilwoman Roberts said 2 hard copies are needed. Ms. Fisher asked if the reorganization is in January, why do RFQ's now; Mr. Baker said they can only do professional contracts for one year and they will expiring in July. Mr. Shah recommended staying with July with June submissions.

b) Sidewalk Repairs

Repairs to sidewalks behind the Senior Center owned by SERA were repaired and will be presented to the Mayor and Council

a) Auditor

The Auditor presented the Audit. Audits will be examined by the State all documentation was completed for 2021 but was never uploaded to the website. The next audit should be able to be presented at the June 13, 2024 meeting pending the States approval of prior the years' audits. The audit is in the package 4 parts because SERA is under GAP they need to present

pension information as a liability. Mr. Shah said the corrective action plan will be prepared in 2024 & the comments will be repeated in 2023 audit. Wayne will be working on 2022 and 2023 corrective action plan. The action plan must be submitted to State within 45 days. Mr. Shah stated that going forward all records will be stored & maintain at the Borough Hall.

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Resolutions

- A. Resolution of the Sayreville Economic and Redevelopment Agency consenting to redeveloper's proposed application to Sayreville Planning Board for preliminary and final site plan approval in the connection with the Sayreville Landfill #3 Project.

Chairman Zebrowski asked for motion to approve resolution. Mr. Grillo made motion; Mr. Davis seconded. Roll Call:

Yes: Councilman Zebrowski, Mr. Grillo, Mr. Scott, Ms. Fisher, Mrs. Duffy, Mr. Davis, Councilwoman Roberts

- B. Resolution accepting Audit of 2022.

Chairman Zebrowski asked for motion to approve resolution. Mr. Grillo made motion; Mr. Davis seconded. Roll Call:

Yes: Councilman Zebrowski, Mr. Grillo, Mr. Scott, Ms. Fisher, Mrs. Duffy, Mr. Davis, Councilwoman Roberts

Private Session

Chairman Zebrowski asked for motion to go into Private Session.

Mr. Grillo made motion; Mr. Davis seconded, motion carried.

Public Portion

Councilman Zebrowski made motion to open public portion.

No one spoke.

Chairman Zebrowski asked for motion to close the public portion. Mr. Davis made motion to close the public portion, Ms. Fisher seconded, motion carried.

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Commissioners Comments

Mr. Grillo addressed the Site #3 as a Redevelopment Zone and suggested that other sites be looked into for Zoning change and rezone properties for future applications. Mrs. Sawant agreed.

Adjournment

Councilman Zebrowski asked for motion to adjourn. Mr. Davis made motion to adjourn; Ms. Fisher seconded, motion carried. The Meeting Adjourned at ___:___PM

Respectfully submitted,

Joan M. Kemble