

**BOROUGH OF JAMESBURG
GOVERNING BODY MEETING
MINUTES
NOVEMBER 7, 2012
7:00 PM**

CALL TO ORDER: This meeting is being held pursuant to the Open Public Meetings Act of 1974 and all provisions of that Act have been met. Any contracts awarded require the contractor to comply with N.J.S.A.10:5-31 et.seq. and N.J.A.C. 17:27. Also, in the event of a fire and pursuant to the N.J. Uniform Fire Code, members of the audience are requested to take notice of the exits at the front and rear of the Council Chambers as well as in the main hallway.

FLAG SALUTE: Led by Mayor Lowande

ROLL CALL: Mayor Lowande
Council President Ludas
Council Member Busco
Council Member Carpenter
Council Member Kostbar
Council Member Newton
Council Member Taylor
Administrator Jawidzik
Borough Attorney Raffetto

1ST PUBLIC COMMENT PERIOD – AGENDA ITEMS ONLY - EXCLUDES ORDINANCES (they have their own public hearing): Members of the public wishing to address the Mayor and Borough Council must approach the podium and state their name and address for the record. There is a five (5) minute time limit for all comments and questions.

MOTION TO OPEN PUBLIC COMMENT – AGENDA ITEMS ONLY

Proposed By: Newton
Seconded By: Kostbar
All in favor.

Tom Van de Sande – 2 Fernwood Lane: Mr. Van de Sande asked about Resolution #162-11-07-12 and if the public was privy to seeing the bill list. He asked that Mayor Lowande take that Resolution off of the Agenda – Mayor Lowande responded stating that she was not going to take it off of the Agenda and that council will be voting on that resolution tonight at the meeting – she offered the bill list to him to take a look at and will discuss with the Borough Attorney about proper procedure. Mr. Van de Sande questioned Resolution #166-11-07-12 regarding the appointment of a new zoning officer. Councilman Taylor explained that Bernie Long was only working two days per week and is responsible for training the new zoning officer on the computer, inspections, and all zoning responsibilities. Council President Ludas explained that all of the necessary information will be discussed in her Personnel Report. Mr. Van de Sande asked for clarification on Resolution #164-11-07-12 regarding the application for economic fund grant – Mayor Lowande and Councilman Kostbar explained that we are applying for a grant and it is for infrastructure projects.

MOTION TO CLOSE PUBLIC COMMENT – AGENDA ITEMS ONLY

Proposed By: Kostbar
Seconded By: Newton
All in favor.

ORDINANCES – FIRST READING BY TITLE (Public Hearing set for December 19, 2012):

ORDINANCE #10-12

AN ORDINANCE PROVIDING FOR IMPROVEMENTS TO HALF ACRE ROAD AND APPROPRIATING THE SUM OF \$33,073 THEREFORE, AUTHORIZING IN AND BY THE BOROUGH OF JAMESBURG, IN THE COUNTY OF MIDDLESEX, NEW JERSEY

MOTION TO INTRODUCE ORDINANCE #10-12

Proposed By: Kostbar
 Seconded By: Taylor
 All in Favor.

Councilman Kostbar explained that this is a CDBG grant to put sidewalks across the Baptist Church property because the sidewalks do not link up for school children currently.

ORDINANCE #10-12

| COUNCIL MEMBER | MOTION TO INTRO | 2nd | AYES | NAYS | ABSTAIN | ABSENT |
|--------------------------|-----------------|-----|------|------|---------|--------|
| Council Member Busco | | | X | | | |
| Council Member Carpenter | | | X | | | |
| Council Member Kostbar | X | | X | | | |
| Council Member Newton | | | X | | | |
| Council Member Taylor | | X | X | | | |
| Council President Ludas | | | X | | | |
| Mayor Lowande | | | | | | |

CONSENT AGENDA DEFINED:

All matters listed on tonight’s Consent Agenda are to be considered as one vote by the Borough Council and will be enacted by one motion. Any resolutions listed on the agenda with ** next to their respective number are to be considered as part of the Consent Agenda. There will be no discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.

CONSENT AGENDA RESOLUTIONS:

#160-11-07-12** Accepting Meeting Minutes – October 10, 2012

RESOLUTION ACCEPTING MINUTES

BE IT RESOLVED THAT THE FOLLOWING MINUTES BE AND ARE HEREBY ACCEPTED AND FILED:

MAYOR AND COUNCIL

October 10, 2012

| COUNCIL MEMBER | MOTION | 2nd | AYES | NAYS | ABSTAIN | ABSENT |
|--------------------------|--------|-----|------|------|---------|--------|
| Council Member Busco | | | X | | | |
| Council Member Carpenter | X | | X | | | |
| Council Member Kostbar | | | X | | | |
| Council Member Newton | | | X | | | |
| Council Member Taylor | | | X | | | |
| Council President Ludas | | X | X | | | |
| Mayor Lowande | | | | | | |

#161-11-07-12** Accepting Monthly Reports

RESOLUTION ACCEPTING MONTHLY REPORTS

BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg that the following reports be and are hereby received and filed:

| | |
|-----------------------------------|-----------------|
| Investment Report | September, 2012 |
| Finance Report | September, 2012 |
| Report of the Tax Collector | September, 2012 |
| Report of the Sewer Administrator | September, 2012 |
| Tax Sale Report | October, 2012 |

| COUNCIL MEMBER | MOTION | 2nd | AYES | NAYS | ABSTAIN | ABSENT |
|--------------------------|--------|-----|------|------|---------|--------|
| Council Member Busco | | | X | | | |
| Council Member Carpenter | X | | X | | | |
| Council Member Kostbar | | | X | | | |
| Council Member Newton | | | X | | | |
| Council Member Taylor | | | X | | | |
| Council President Ludas | | X | X | | | |
| Mayor Lowande | | | | | | |

#162-11-07-12**

Approve Payment of Vouchers

APPROVE PAYMENT OF VOUCHERS

WHEREAS, The Chief Financial Officer has certified and submitted a consolidated bill list for the payment of claims; and

WHEREAS, all vouchers listed herewith have been encumbered and sufficient funds are available for payment; and

WHEREAS, the required signatures of the Department Head or the Committee Chair, the Finance Chairperson, the Vendor, and the Chief Financial Officer, have all been obtained on each voucher on the attached list.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg, that the voucher list submitted is hereby approved for payment in the total amount of \$657,005.48.

| COUNCIL MEMBER | MOTION | 2nd | AYES | NAYS | ABSTAIN | ABSENT |
|--------------------------|--------|-----|------|------|---------|--------|
| Council Member Busco | | | X | | | |
| Council Member Carpenter | X | | X | | | |
| Council Member Kostbar | | | X | | | |
| Council Member Newton | | | X | | | |
| Council Member Taylor | | | X | | | |
| Council President Ludas | | X | X | | | |
| Mayor Lowande | | | | | | |

#165-11-07-12**

Authorize Refund of Tax Overpayment

AUTHORIZE REFUNDS OF TAX OVERPAYMENTS

WHEREAS, overpayments of taxes have been received by the Tax Collector's office in the aggregate amount of one thousand four hundred and forty two dollars and one cent (\$1,442.01); and

WHEREAS, these payments have been certified by the Tax Collector as overpayments;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg that the Tax Collector be and is hereby authorized to make such refunds and the Chief Financial Officer is hereby directed to issue such checks in accordance with the certification(s) attached hereto.

| COUNCIL MEMBER | MOTION | 2nd | AYES | NAYS | ABSTAIN | ABSENT |
|--------------------------|--------|-----|------|------|---------|--------|
| Council Member Busco | | | X | | | |
| Council Member Carpenter | X | | X | | | |
| Council Member Kostbar | | | X | | | |
| Council Member Newton | | | X | | | |
| Council Member Taylor | | | X | | | |
| Council President Ludas | | X | X | | | |
| Mayor Lowande | | | | | | |

NON-CONSENT AGENDA RESOLUTIONS:

#163-11-07-12 Insert Special Item of Revenue – Drive Sober Grant

RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE BUDGET OF THE BOROUGH OF JAMESBURG PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1948)

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any such items of revenue in the budget of the municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget;

WHEREAS, said Director may also approve the insertion of any item of appropriations for an equal amount.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg, that it hereby requests that the Director of the Division of Local Government Services approve the insertion of an item of revenue in the budget for the year 2012 in the amount of \$4,400 which item is now available as revenue from the NJ Department of Law and Public Safety; and

BE IT FURTHER RESOLVED that a like sum of \$4,400 be and the same is hereby appropriated under the caption of:

NJ Drive Sober or Get Pulled Over – Other Expense

Councilman Kostbar explained that this is our 2nd \$4,400 grant to set up DWI checkpoints

| COUNCIL MEMBER | MOTION | 2nd | AYES | NAYS | ABSTAIN | ABSENT |
|--------------------------|--------|-----|------|------|---------|--------|
| Council Member Busco | | | X | | | |
| Council Member Carpenter | | | X | | | |
| Council Member Kostbar | X | | X | | | |
| Council Member Newton | | | X | | | |
| Council Member Taylor | | | X | | | |
| Council President Ludas | | X | X | | | |
| Mayor Lowande | | | | | | |

#164-11-07-12 Authorize Application and Execution of Sustainable Economic Growth Improvement Fund Grant

Resolution Authorizing Application And Authorizing The Mayor And Administrator To Execute The Applications For Middlesex County Sustainable Economic Growth Improvement Fund Grant.

WHEREAS, the County of Middlesex has notified the Borough of the availability of Sustainable Economic Growth Improvement Fund grant funds for revitalizing and renewing public space; and

WHEREAS, it is in the best interest of the Borough of Jamesburg and its citizens to apply for this grant:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg that the Borough Administrator be and is hereby authorized to submit the grant application to the Middlesex County Department of Economic & Business Development for a grant from the Sustainable Economic Growth Improvement Fund.

| COUNCIL MEMBER | MOTION | 2nd | AYES | NAYS | ABSTAIN | ABSENT |
|--------------------------|--------|-----|------|------|---------|--------|
| Council Member Busco | | | X | | | |
| Council Member Carpenter | | | X | | | |
| Council Member Kostbar | | X | X | | | |
| Council Member Newton | | | X | | | |
| Council Member Taylor | | | X | | | |

| | | | | | | |
|-------------------------|---|--|---|--|--|--|
| Council President Ludas | X | | X | | | |
| Mayor Lowande | | | | | | |

#166-11-07-12

Appoint Zoning Officer/Property Maintenance Inspector/COAH
Municipal Housing Liason – Lebrun

APPOINT ZONING OFFICER/PROPERTY MAINTENANCE INSPECTOR/COAH MUNICIPAL HOUSING LIASON

I, Marlene Lowande, Mayor, with the advice and consent of the Borough Council do hereby appoint Robert Lebrun as Zoning Officer/Property Maintenance Inspector/COAH Municipal Housing Liaison.

WHEREAS, the Mayor and Council of the Borough of Jamesburg wish to enter into a contract with Robert Lebrun to define the terms and conditions of his employment as Zoning Officer/Property Maintenance Inspector/COAH Municipal Housing Liaison;

BE IT RESOLVED, that the Mayor and Borough Administrator are hereby authorized to execute the attached contract on behalf of the Borough of Jamesburg.

Councilwoman Carpenter asked if since Bernie Long is only working 2 days per week will the new hire also be only working 2 days. Mayor explained no the position is a full time position. Council President Ludas read her report to help clarify the position and new hire, also she noted that the starting salary is \$8,000 less than what Bernie Long is currently making. Councilman Taylor explained that the new hire needs to give his present employer two weeks' notice and will probably start at the Borough by the end of November. He will need to learn the computer system and rental unit inspections. Mayor Lowande responded that a lot of complaints have to deal with some sort of zoning issue and it is imperative to have a full time zoning officer to respond to these complaints. Councilman Taylor also explained that the Borough had looked into a Shared Service Agreement with the towns of Spotswood, Milltown and Monroe Twp. but those towns lost interest when the Housing Inspector portion was discussed, as those towns do not have a need for a Housing Inspector. He also explained that the salary is reduced and it will be a savings to the Borough. Councilman Newton asked for clarification regarding the licensing hurdle and Mayor Lowande responded that in looking at possible Shared Service Agreements with other towns, they lost interest in the position because they do not have a need for a Housing Inspector; New Brunswick, NJ is the only other city who has one.

| COUNCIL MEMBER | MOTION | 2nd | AYES | NAYS | ABSTAIN | ABSENT |
|--------------------------|--------|-----|------|------|---------|--------|
| Council Member Busco | | | X | | | |
| Council Member Carpenter | | | X | | | |
| Council Member Kostbar | | | X | | | |
| Council Member Ludas | X | | X | | | |
| Council Member Newton | | | X | | | |
| Council Member Taylor | | X | X | | | |
| Mayor Lowande | | | | | | |

COUNCILMATIC COMMITTEE REPORTS:

- FINANCE and EDUCATION COMMITTEES
Council Member Taylor

No Report

- POLICE COMMITTEE
Council Member Kostbar

There is no report yet on the storm and police response as of this meeting.

The Jamesburg Police Department had 37 arrests – many of which were CDS (Controlled Dangerous Substance)

The Department continues to work very hard.

- PERSONNEL COMMITTEE
Council President Ludas

The Personnel Committee has thoroughly reviewed all applicants for the Housing Inspector position, and has explored shared services with Monroe. However, at this time, Monroe is not able to provide us this service. The current Jamesburg Housing Inspector is working two days per week as he is using up his sick/vacation time.

The Personnel Committee is recommending Robert A. Lebrun for the position. Mr. Lebrun is a Jamesburg resident and a part-time fire inspector. He needs to be trained on the computer system inspection methods and therefore the Personnel Committee is asking for council approval tonight.

I would like to commend Borough personnel on the exemplary job they did during Hurricane Sandy.

- **PUBLIC WORKS COMMITTEE**
Council Member Busco

Prior to Hurricane Sandy hitting Jamesburg the DPW did the following:

Set up the generator and made sure everything was in working order at the Lake Street Pump Station.

Gassed up all vehicles and equipment.

Cleaned all storm drains in town.

At onset of the storm the DPW manned the pump station 24/7 and refilled gas every five hours during the storm.

Delivered cots, blankets and supplies to shelters at Calvary Church, Mt. Ararat Church and Borough Hall.

Cleared streets of fallen trees, branches and debris and is continuing with town-wide clean up.

- **PUBLIC EVENTS COMMITTEE**
Council Member Carpenter

Congratulations to Councilman Tommy Busco for his re-election on the council, as well as, soon to be new Councilman Sandy Sussman. I'd also like to thank Councilman Greg Newton for his years of service on the council and to Tom Gibbons for running as a councilman this year. I hope you both keep involved in the town because we all have the town's best interests at heart.

Fall Festival – was a huge success. Thanks to all the people/businesses for their donations, police, DPW, EMS and Fire Department for coming together to make this event such a success. Special thanks to Denise for computing all the vendor and donation checks and of course Tanya for her assistance with vendor and food handler questions and inputting the data on the Borough webpage. Fall Festival meeting to be held in January with the Mayor, council, Andy from the Elks (Classic Cars), Paul Gentile (Boy Scouts), and Brian Wright (OEM Director) to review the license procedures and discuss a date for next year. Thanks also to the newspapers and reported for helping to get the word out.

Veteran's Day Ceremony – Allan Brown, Commander of the American Legion will be hosting our annual Veteran's Day Remembrance Ceremony on Saturday November 10, 2012 at 11:00 am at Veteran's Park. The Mayor and council are encouraged to attend in honor of all those who have given their lives to our wonderful country and for those who are currently serving.

Holiday Tree Lighting – Scheduled for December 5, 2012 at 6:30pm at Veteran's Park with a rain date of December 12, 2012. The Presbyterian Church Bell Choir and the Spotswood Music Academy will be the entertainment for the evening. Sir Ives will donate hot chocolate and Jamesburg Hardware will provide their popcorn machine. A recommendation for Santa's arrival that night was made also. A meeting with the mayor, DPW, fire chief and EMS will be planned in the next week to finalize plans for that night.

Library – Library was closed due to having no power from October 29th through November 4th. The Library is now open for business including internet access. Any resident without power is welcome to come to the Library to use the internet, charge their cell phones or use their restrooms.

The Friends of the Library bus trip to Pennsylvania Peddler's Village and the Pearl S. Buck home was enjoyed by all who attended.

The Library had a great day at the Fall Festival – giving away many children's books for free.

The Holiday Sale will be December 1, 2012

Children's story time is held every Thursday at 11:30am for preschoolers and all visitors are welcome to attend.

The Library Gala will be held April 13, 2012 in celebration of its' 50th year. A Gala Committee has been organized and meets on a regular basis in planning the event. Further details will follow.

- **PUBLIC SAFETY COMMITTEE**
Council Member Newton

Councilmember Newton gave an overview of the day to day preparation of the OEM, Police, Fire and EMS in response to Hurricane Sandy. He expressed his gratitude and relayed that a magnificent job was done by all employees and volunteers during the storm. He did explain some of the new issues that the Public Safety Committee faced in preparation for this storm, such as, Lake Street Pump station, shelters, flooding, evacuation plan and being able to get necessary items, such as gas. Jamesburg did declare a State of Emergency so that all necessary emergency services could do their job and keep the public safe and out of harm's way. He noted that another meeting will be scheduled shortly to discuss lessons learned and begin discussion on how to be better prepared for next time. He asked that everyone understand and continue to be patient as some things may have been overlooked.

- ADMINISTRATOR'S REPORT
Denise Jawidzik

No Report

- MAYOR'S REPORT
Mayor Marlene Lowande

Mayor Lowande updated that at the time of the meeting there were still 7 houses without power based on a recent report from JCP&L. She thanked everyone again for their response and coming together to get through this event. All emergency service personnel, employees, volunteers and the public all worked very hard. She also read a letter from one of the Fire Commissioners commending the volunteers during the storm.

The Jamesburg Firehouse will be holding a trick or treat for donation event on Saturday from 11-1pm – they will be collecting food donations to help restock the food pantry who is very low on supplies due in part to the storm. Also, between 1-3pm trick or treaters can come to the firehouse in costume and get candy there.

2nd PUBLIC COMMENT PERIOD – ANY ITEM - EXCLUDES ORDINANCES (they have their own public hearing): Members of the public wishing to address the Mayor and Borough Council must approach the podium and state their name and address for the record. There is a five (5) minute time limit for all comments and questions.

MOTION TO OPEN PUBLIC COMMENT – ANY ITEM

Proposed By: Newton
Seconded By: Kostbar
All in favor.

Christopher Maloney – 5 Antoinette Court: Mr. Maloney wanted to thank everyone for their response, with a special thank you to Councilman Taylor for his response and information posted on the Borough Facebook page. Thanks to the Chief of Police and the Jamesburg Police Department for making sure everyone was safe and riding around when it was dark with spotlights to ensure things were in order. Mr. Maloney gave some ideas as to how the communications between the Borough and the residents of town can be improved during a storm like this: implement a comprehensive back-up plan, report on Borough website, form a subcommittee to help get information out to the residents. Mr. Maloney volunteered to help with any of these ideas if implemented.

Tom Van de Sande – 2 Fernwood Lane: Mr. Van de Sande asked about the \$664,000 cell tower lease and whose money that is – Mayor Lowande responded. He asked that the schedule of committee meetings be posted, to which Councilman Kostbar explained that it is hard to schedule these meetings as a lot of the time they are last minute and they do not require a public notice. Mr. Van de Sande tabled his last question posed at the meeting in October. He took a look at the crosswalks in question from last month's meeting and noted they are all painted accordingly – he proceeded to read an excerpt from the NJ Driver's Manual.

Brian Somers – 32 Pergola Avenue: Mr. Somers asked what the Pump Station on Lake Street controls – Mayor Lowande explained that it controls the sewer, Councilman Taylor elaborated. He thanked the town for the storm response and noted that better communication options should be explored. He asked about the Food Drive and if food was just being collected or other goods – he explained about the needs down

the shore and that he will gladly take any overage of donations that the Borough receives and drop them off to other communities who may need it – pay it forward.

Tom Van de Sande – 2 Fernwood Lane: Asked what a quorum meant – Mayor Lowande and Councilman Kostbar responded that it is a meeting in which at least 4 members of the board are present and discussing and making decisions about Borough business. Mr. Van de Sande asked if certain scenarios of being seen in public talking were in violation – Councilman Newton responded.

Sandy Sussman – 124 Buckelew Avenue: Thanks to all for managing of the storm. Threw out the idea of posting a way for residents to send suggestions on how to get information out to everyone.

Tom Van de Sande – 2 Fernwood Lane: Cautioned against posting information from other agencies on the Borough website – better to direct anyone looking for information to the agencies actual website instead of posting hearsay information. Mayor Lowande responded that that was a great idea.

MOTION TO CLOSE PUBLIC COMMENT – ANY ITEM

Proposed By: Kostbar
Seconded By: Carpenter
All in favor.

MOTION TO ADJOURN

Proposed By: Kostbar
Seconded By: Carpenter
All in favor.

TIME OF ADJOURNMENT: **8:13 PM**

Tanya Pannucci
Acting Borough Clerk
Borough of Jamesburg