

BOROUGH OF JAMESBURG
GOVERNING BODY MEETING
MINUTES
APRIL 16, 2014
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 Member Busco
Council Member Gibbons
Council Member Spillane
Council Member Sussman
Council Member Taylor - ABSENT
Council President Ludas
Administrator Jawidzik
Borough Attorney – Raffetto - ABSENT

JOINT ANNUAL MUNICIPAL/SCHOOL COMMUNITY NEEDS BUDGET PRESENTATION:
Members of the School Board, including Beth Brooks, Robert Czarneski and Paul Rutski were present and gave an overview of the school budget and answered questions from the Governing Body. Mayor Lowande and the Governing Body thanked them all for coming and answering questions.

2014 MUNICIPAL BUDGET PUBLIC HEARING:

Motion Open to Public Comment:
Proposed By: Sussman
Seconded By: Ludas
All in Favor

No Public Comment

Motion to Close to Public Comment:
Proposed By: Sussman
Seconded By: Ludas
All in Favor

RESOLUTION: #059-04-16-14 Amend Approved Budget
RESOLUTION #059-04-16-14

RESOLUTION OF THE BOROUGH OF JAMESBURG COUNTY OF MIDDLESEX, STATE OF NEW JERSEY TO AMEND APPROVED BUDGET IN ACCORDANCE WITH THE PROVISIONS OF 40A:4-9

WHEREAS, the Local Municipal Budget for 2014 was approved on February 26, 2014; and

WHEREAS, the public hearing on said budget has been held as advertised; and

WHEREAS, the Governing Body desires to amend said approved budget;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg, County of Middlesex, New Jersey, that the following amendments to the approved 2014 municipal budget be made:

CURRENT FUND

<u>REVENUES</u>	<u>FROM</u>	<u>TO</u>
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GENERAL REVENUES

AMOUNT TO BE RAISED BY TAXATION FOR SUPPORT OF MUNICIPAL BUDGET

a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes

	3,661,411.76	3,609,123.30
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Total Amount to be Raised by Taxes for Support of Municipal Budget

	3,805,535.76	3,753,247.30
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TOTAL GENERAL REVENUES	5,292,518.08	
5,240,229.62		

GENERAL APPROPRIATIONS

(A) Operations within CAPS

GENERAL GOVERNMENT

Municipal Clerk Other Expenses	5,550.00	
5,000.00		
Tax Assessment Other Expenses	9,450.00	8,500.00
Legal Services Other Expenses	7,000.00	6,300.00

UNCLASSIFIED

Water/Sewerage processing and disposal	5,900.00	6,400.00
Total Operations within CAPS	3,539,664.00	3,537,964.00
Total Operations Including Contingent within CAPS	3,539,664.00	3,537,964.00
Detail:		
Other Expenses	1,248,443.00	1,246,743.00

STATUTORY EXPENDITURES:

Public Employees Retirement System	101,881.00	91,495.00
Police and Firemen’s Pension System	324,135.00	303,178.00

Total Deferred Charges and Statutory Expenditures within CAPS	599,022.00	574,673.00
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(H-1) Total General Appropriations for Municipal Purposes within CAPS	4,138,686.00	4,112,637.00
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(B) Capital Improvements – Excluded from CAPS

Capital Improvement Fund	108,000.00	96,000.00
Total Capital Improvements Excluded from CAPS	108,000.00	96,000.00

(H-2) Total General Appropriations for Municipal Purposes Excluded from CAPS	845,289.52	826,295.52
(L) Subtotal General Appropriations	4,983,975.52	4,938,932.52

RESERVE FOR UNCOLLECTED TAXES	308,542.56	301,297.10
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TOTAL GENERAL APPROPRIATIONS	5,292,518.08	
5,240,229.62		

Be it further resolved, that three certified copies of this resolution be filed forthwith in the office of the Director of Local Government Services for certification of the 2014 Local Municipal Budget as amended.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco		X	X			
Council Member Gibbons			X			
Council Member Sussman			X			
Council Member Spillane			X			
Council Member Taylor						X
Council President Ludas	X		X			
Mayor Lowande						

Administrator Jawidzik reported that the budget was introduced at a 7.1 cent increase, and since that time we were advised by the State that the pension bills were reduced significantly. Also, the Borough has been granted a 2 year extension from the DEP for the underground storage tanks. Since we will not have to budget for that in 2015 we put off the major municipal building upgrades and will only do minor repairs this year. This has allowed us to reduce the Capital Improvement Fund. These and some other minor changes have allowed us to reduce the increase to 4.9 cents.

Council Member Sussman added that Jamesburg is the 4th lowest municipality out of 25 reported by the Star Ledger to have the lowest tax increase.

Council Member Gibbons commented he is looking at a number of things in town that need improvements and are very expensive, including, pothole repair, road repair and infrastructure issues, as well as, a few issues that have been identified on the Police Committee that need to be addressed. Council Member Gibbons added that as we are keeping our taxes low he does not want to do that at the cost of needed improvements to the town and asked if there is a 5 year plan in place for Capital Improvements; Administrator Jawidzik answered and told Council Member Gibbons he is welcome to come review the plan at any time.

Council Member Spillane asked about the water/sewerage processing disposal cost and if the increase is coming from New Jersey American Water, to which, Administrator Jawidzik answered yes.

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 Open to Public Comment:
 Proposed By: Sussman
 Seconded By: Ludas
 All in Favor

John Ritter – 5 East Church Street: Mr. Ritter asked what is being done to alleviate the flooding on East Church Street. Mayor Lowande responded and Council President Ludas added that she and Council Member Busco have been working on this issue and are in touch with the County and EPA on working on a resolution. Mr. Ritter asked if they could apply for a grant, to which, Council President Ludas answered that is what they are working on.

Paul Rutski – 26 Davison Avenue: Mr. Rutski asked if Gatzmer Avenue will be repaved after New Jersey American Water finishes their work replacing the water lines. Mayor Lowande, Administrator Jawidzik and Council Member Sussman answered yes, New Jersey American Water will be repaving all areas in which work has been done once they are finished and repaving will not start until approximately until the end of summer.

Motion to Close to Public Comment:
 Proposed By: Sussman
 Seconded By: Ludas
 All in Favor

ORDINANCES – FIRST READING BY TITLE (PUBLIC HEARING SET FOR MAY 14, 2014):

ORDINANCE #05-14

AN ORDINANCE PROVIDING FOR THE ACQUISITION OF VARIOUS EQUIPMENT AND INFRASTRUCTURE IMPROVEMENTS AND APPROPRIATING THE SUM OF \$56,000 THEREFORE, AUTHORIZED IN AND BY THE BOROUGH OF JAMESBURG, IN THE COUNTY OF MIDDLESEX, NEW JERSEY

WHEREAS, the Borough of Jamesburg, in the County of Middlesex, New Jersey has determined to acquire various equipment; and

WHEREAS, the Borough of Jamesburg has \$56,000 in the Capital Improvement Fund.

NOW THEREFORE, BE IT ORDAINED and enacted by the Mayor and Council of the Borough of Jamesburg, County of Middlesex, New Jersey, that:

SECTION 1. The purchase described in Section 2 of this ordinance is hereby authorized as a General Capital purchase to be undertaken in and by the Borough of Jamesburg, County of Middlesex, New Jersey.

SECTION 2. The acquisition hereby authorized to be undertaken consists of the purchase of various equipment including but not limited to:

- a. Any capital equipment so determined as to be necessary including but not limited to, vehicles, computers, printers, municipal building upgrades, public works equipment

together with all items necessary, incidental or appurtenant thereto.

SECTION 3. The 2014 General Capital Budget of the Borough of Jamesburg is hereby amended to conform to the provisions of this ordinance

SECTION 4. All ordinances or parts of ordinances inconsistent with the terms of this ordinance be and the same are hereby repealed to the extent of their inconsistency

SECTION 5. This ordinance shall take effect 10 days after the first publication thereof after final adoption, as provided by law.

ORDINANCE #05-14

AN ORDINANCE PROVIDING FOR THE ACQUISITION OF VARIOUS EQUIPMENT AND INFRASTRUCTURE IMPROVEMENTS AND APPROPRIATING THE SUM OF \$56,000 THEREFORE, AUTHORIZED IN AND BY THE BOROUGH OF JAMESBURG, IN THE COUNTY OF MIDDLESEX, NEW JERSEY

RECORD OF VOTE:

FIRST READING: April 16, 2014

COUNCIL MEMBER	MOTION TO INTRODUCE	2nd	VOTE
Council Member Busco			Y
Council Member Gibbons		Y	Y
Council Member Spillane			Y
Council Member Sussman			Y
Council Member Taylor			AB
Council President Ludas	Y		Y
Mayor Lowande			

Council Member Spillane asked what kind of equipment this is for; Administrator Jawidzik responded that this is for the police vehicle with some extra towards the emergency repairs that need to be done.

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:

#060-04-16-14** Approve Payment of Vouchers
RESOLUTION #060-04-16-14**

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 \$707,736,.89.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Gibbons	X		X			
Council Member Spillane			X			
Council Member Sussman			X			
Council Member Taylor						X
Council President Ludas		X	X			
Mayor Lowande						

#061-04-16-14** Accept Monthly Reports
RESOLUTION #061-04-16-14**

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	February 2014
Finance Report	February 2014
Report of the Tax Collector	February 2014
Report of the Sewer Administrator	February 2014

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Gibbons	X		X			
Council Member Spillane			X			
Council Member Sussman			X			
Council Member Taylor						X
Council President Ludas		X	X			
Mayor Lowande						

#062-04-16-14** Accepting Meeting Minutes – March 12, 2014
RESOLUTION ACCEPTING MINUTES

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

MAYOR AND COUNCIL

March 12, 2014

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Gibbons	X		X			
Council Member Spillane			X			
Council Member Sussman			X			
Council Member Taylor						X
Council President Ludas		X	X			
Mayor Lowande						

NON-CONSENT AGENDA RESOLUTIONS:

#063-04-16-14 Fixing Salaries for Borough Employees
RESOLUTION #063-04-16-14

**A RESOLUTION OF THE BOROUGH OF JAMESBURG, COUNTY OF MIDDLESEX,
 FIXING SALARIES FOR BOROUGH EMPLOYEES**

WHEREAS, the Borough of Jamesburg has established salary ranges for the employees of the Borough of Jamesburg; and

WHEREAS, it is the desire of the Mayor and Council to fix the salaries for Borough employees within the appropriate ranges; and

WHEREAS, the Personnel Committee makes the following recommendations;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg as follows:

1. That the following salaries be and are hereby fixed for the following positions within the Borough of Jamesburg for the year 2014, effective January 1, 2014.

<u>TITLE</u> <u>PAYABLE</u>	<u>SALARY</u>	
MAYOR	\$5,800	PER ANNUM
COUNCIL	\$4,800	PER ANNUM
BUSINESS ADMINISTRATOR	\$17,102	PER ANNUM
CHIEF FINANCIAL OFFICER	\$89,666	PER ANNUM
BOROUGH CLERK		PER CONTRACT
PURCHASING OFFICIAL	\$4,200	PER ANNUM
TAX ASSESSOR	\$18,260	PER ANNUM
TAX COLLECTOR	\$17,963	PER ANNUM
ADMINISTRATIVE ASSISTANT	\$25,694	PER ANNUM
PROSECUTOR	\$8,000	PER ANNUM
COURT ADMINISTRATOR	\$53,501	PER ANNUM

DEPUTY COURT ADMIN.	\$15.00	PER HOUR
COURT JUDGE	\$14,249	PER ANNUM
PUBLIC DEFENDER	\$1,500	PER ANNUM
DEPUTY REGISTRAR	\$1,274	PER ANNUM
POLICE SECRETARY	\$13.23	PER HOUR
CROSSING GUARDS	\$12.04	PER HOUR
FIRE PREVENTION INSPECTORS	\$25.00 \$15.00	PER INSPECTION PER RE-INSPECTION
FIRE PREVENTION OFFICIAL	\$9,637	PER ANNUM
SPECIAL POLICE	\$19.24	PER HOUR
SPECIAL POLICE HIRED AFTER 1/1/12	\$13.50	PER HOUR
PATROLMAN		PER CONTRACT
PUBLIC WORKS DEPARTMENT		PER CONTRACT
ANIMAL CONTROL OFFICER	\$15,239	PER ANNUM
COMMUNITY DEVELOPMENT ZONING/HOUSING OFFICER		PER CONTRACT
DISPATCHERS FULL TIME		PER CONTRACT
PART TIME	\$13.50	PER HOUR
PART TIME	\$15.00 AFTER ONE YEAR	PER HOUR
RABIES CLINIC WORKERS	\$30.00/DAY + .75/SHOT	

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco		X	X			
Council Member Gibbons			X			
Council Member Spillane			X			
Council Member Sussman			X			
Council Member Taylor						X
Council President Ludas	X		X			
Mayor Lowande						

Council Member Busco reported that the Personnel Committee has taken an in-depth look into the salaries paid to full time employees, considering the length of service and job responsibilities for each employee. The Personnel Committee has taken into account that all other full time employees are covered by a union contract and have already received an increase this year. The increase is being given to five employees based on statutory requirement and/or merit.

Council Member Gibbons asked about three positions which he has been told has a statutory reason for having an increase over the 1.8% given to other employees. Council Member Gibbons asked for an explanation on that. Administrator Jawidzik answered that there is a statute that explains that because those positions are not allowed to be in a union, those positions get whatever increase has been negotiated. Council Member Gibbons responded that he has asked for a copy of that statute explaining that, to which, Administrator Jawidzik answered that she has given him a copy and further explanation can be found through the many case laws regarding that. Council Member Gibbons asked for an explanation of the reason for a higher increase again. Administrator Jawidzik answered that it includes those positions, as well as, the Municipal Clerk's position; however it is not on this one because we have an Acting Clerk currently. There are four positions in a municipality that cannot be in a union; therefore, those positions get whatever increase has been negotiated. Council Member Gibbons asked if the case laws pertaining to

this statute can be given to him; Administrator Jawidzik answered it would be up to the Council to provide that case law to him. Council Member Gibbons asked if this item can be tabled until next month so he has time to review the case law. Administrator Jawidzik responded that the Labor Attorney would then need to be involved to give you copies of those case studies and we just reduced legal costs when we adopted our budget tonight. Council Member Gibbons asked what the cost would be for copies of those case laws; to which Administrator Jawidzik answered that she has no idea what the research would entail but knows that both our Attorney and the Labor Attorney would charge for it. Mayor Lowande commented that she would like to proceed but added that Council Member Gibbons had the option to motion to have it tabled. Council Member Gibbons answered that he did not want to table it but he would like to look into it.

#064-04-16-14 Fixing Salaries for Borough Employees – Taylor
RESOLUTION #064-04-16-14

**A RESOLUTION OF THE BOROUGH OF JAMESBURG, COUNTY OF MIDDLESEX,
 FIXING SALARIES FOR BOROUGH EMPLOYEES - Taylor**

WHEREAS, the Borough of Jamesburg has established salary ranges for the employees of the Borough of Jamesburg; and

WHEREAS, it is the desire of the Mayor and Council to fix the salaries for Borough employees within the appropriate ranges; and

WHEREAS, the Personnel Committee makes the following recommendations;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Jamesburg as follows:

That the following salaries be and are hereby fixed for the following positions within the Borough of Jamesburg for the year 2014, effective January 1, 2014.

<u>TITLE</u>	<u>SALARY</u>	<u>PAYABLE</u>
Kelly Taylor:		
ASST. TAX COLLECTOR	\$2,073.00	PER ANNUM
REGISTRAR	\$2,000.00	PER ANNUM
ASST. CHIEF FINANCIAL OFFICER	\$7,109.00	PER ANNUM
LAND-USE BOARD SECRETARY	\$4,590.00	PER ANNUM
SEWER ADMINISTRATOR	\$35,479.00	PER ANNUM

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco		X	X			
Council Member Gibbons			X			
Council Member Spillane			X			
Council Member Sussman			X			
Council Member Taylor						X
Council President Ludas	X		X			
Mayor Lowande						

COUNCILMATIC COMMITTEE REPORTS:

- FINANCE COMMITTEE
 Council Member Sussman

No Report

- EDUCATION COMMITTEE
 Council Member Spillane

Council Member Spillane reported that the Board of Education held their meeting on March 27th. A few changes have been made to the School Board, with the addition of Sonny Czarneski filling Mr. Scarmato’s term on the school board. Mr. Brucato has stepped down as President and taken over the role of Vice Preseident and Mr. Czarneski has taken over as President. The Superintendent search

continues and the school and admin calendar has been approved and is available on the Board of Education's website. Council Member Spillane also reported that there will be a Spring Fling and Potluck on April 21st as well.

- POLICE COMMITTEE
Council Member Gibbons

Council Member Gibbons reported that the road work continues throughout town with New Jersey American Water replacing the water mains.

The number of calls into dispatch has dropped significantly this month with only 623 calls being received. Also, the police overtime has produced approximately \$13,000 in revenue to the town, which is great.

Council Member Gibbons also discussed the need for approximately 30 signs throughout town and the crosswalk over by Stockton and Lincoln Avenue that has been recommended to be redone to keep pedestrians safe.

- PERSONNEL COMMITTEE
Council Member Busco

Council Member Busco gave his Personnel Committee report earlier, but added that the Library has held a few successful events, including the safe driving course from AARP, book sale and an Author's Day.

- PUBLIC WORKS COMMITTEE
Council Member Taylor

No Report – ABSENT

- PUBLIC EVENTS COMMITTEE
Council President Ludas

Council President Ludas reported that the Memorial Parade Committee has met and is excited for the upcoming parade being held on Memorial Day, May 26th. There will be a dedication ceremony for the new monument being erected at Veteran's Park as well.

Also, the SERV Committee meeting that was originally scheduled for April 7th has been rescheduled due to a scheduling conflict to April 21st.

- ADMINISTRATOR'S REPORT
Denise Jawidzik

Administrator Jawidzik had nothing additional to add to her report given earlier.

- PUBLIC SAFETY COMMITTEE/MAYOR'S REPORT/CONSOLIDATION COMMITTEE
Mayor Marlene Lowande

Mayor Lowande commented that Veteran's Park is looking very good with all of the work being done.

Mayor Lowande reported that the Egg Hunt is scheduled for Saturday, April 19th at Veteran's Park to begin at 11:00am. There will be a lot of activities and contests that day for everyone to enjoy.

She also thanked the Board of Education once again for coming to tonight's meeting and reporting on their budget.

Additionally, the Consolidation Committee is forging ahead with Council Member Gibbons putting a letter together that will be sent out to all municipalities in Middlesex County regarding sharing services.

MOTION TO ADJOURN:

Proposed By: Sussman

Seconded By: Ludas

All in favor.

TIME OF ADJOURNMENT: 7:45PM

Tanya Pannucci
Acting Municipal Clerk
Borough of Jamesburg\