

**BOROUGH OF JAMESBURG  
GOVERNING BODY MEETING  
MINUTES  
JUNE 21, 2017  
7:00 PM**

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**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 Czarneski - *ABSENT*  
Council Member Ludas  
Council Member Rampacek  
Council Member Sussman  
Council President Rutsky - *ABSENT*  
Acting Administrator Frueh  
Borough Attorney – Raffetto

**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:

No one from the public wished to speak.

**Motion to Close to Public Comment:**

Proposed By: Sussman  
Seconded By: Ludas  
All in Favor

**ORDINANCES – SECOND READING BY TITLE: PUBLIC HEARING**

**ORDINANCE #05-17  
AN ORDINANCE PROVIDING FOR THE ACQUISITION OF VARIOUS EQUIPMENT AND  
INFRASTRUCTURE IMPROVEMENTS AND APPROPRIATING THE SUM OF \$40,000 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 make various infrastructure improvements; and

**WHEREAS**, the Borough of Jamesburg has \$40,000 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 and infrastructure improvements including but not limited to:

- a. Any capital equipment so determined as to be necessary including but not limited to, vehicles, computers, printers, computer equipment and software, municipal building upgrades, public works equipment, together with all items necessary, incidental or appurtenant thereto.

SECTION 3. The 2017 General Capital Budget of the Borough of Jamesburg will 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 #05-17**  
**AN ORDINANCE PROVIDING FOR THE ACQUISITION OF VARIOUS EQUIPMENT AND INFRASTRUCTURE IMPROVEMENTS AND APPROPRIATING THE SUM OF \$40,000 THEREFORE, AUTHORIZED IN AND BY THE BOROUGH OF JAMESBURG, IN THE COUNTY OF MIDDLESEX, NEW JERSEY**

RECORD OF VOTE:

FIRST READING: May 17, 2017

COUNCIL MEMBER	MOTION		
	TO INTRODUCE	2nd	VOTE
Council Member Busco			X
Council Member Czarneski			
Council Member Ludas	X		X
Council Member Rampacek			
Council Member Sussman			X
Council President Rutsky		X	X
Mayor Lowande			

PUBLICATION: May 26, 2017

SECOND READING: June 21, 2017

PUBLIC HEARING: June 21, 2017

COUNCIL MEMBER	MOTION TO OPEN	2nd	VOTE	MOTION TO CLOSE	2nd	VOTE	MOTION TO ADOPT	2nd	VOTE
Council Member Busco		y	Y			Y			Y
Council Member Czarneski			AB			AB			AB
Council Member Ludas	Y		Y		Y	Y		Y	Y
Council Member Rampacek			y			Y	Y		Y
Council Member Sussman			Y	Y		Y			Y

Council President Rutsky			AB			AB			AB
Mayor Lowande									

Y = YES    N = OPPOSED    A = ABSTAINED    AB = ABSENT

**CONSENT AGENDA RESOLUTIONS:**

**RESOLUTION #102-06-21-17\*\***  
AUTHORIZE REFUND OF POLICE OUTSIDE WORK ESCROW

**WHEREAS**, Police Outside Work Escrow has been received by the Finance office in the aggregate amount of thirty-five thousand one hundred sixty dollars (\$35,160.00); and

**WHEREAS**, \$30,960.00 of police outside work escrow has been used to pay for service rendered for intersection improvements and;

**WHEREAS**, there is a remaining balance of four thousand two hundred dollars (\$4,200.00) in police outside work escrow for said improvement;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Jamesburg that the Chief Financial Officer be and is hereby authorized to make such refunds and the 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 Czarneski						X
Council Member Ludas		X	X			
Council Member Rampacek			X			
Council Member Sussman	X		X			
Council President Rutsky						X
Mayor Lowande						

**RESOLUTION #105-06-21-17\*\***  
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	May 2017
Finance Report	May 2017
Report of the Tax Collector	May 2017
Report of the Sewer Administrator	May 2017

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Czarneski						X
Council Member Ludas		X	X			
Council Member Rampacek			X			
Council Member Sussman	X		X			
Council President Rutsky						X
Mayor Lowande						

**RESOLUTION #106-06-21-17\*\***  
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 \$2,233,310.62..

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Czarneski						X
Council Member Ludas		X	X			
Council Member Rampacek			X			
Council Member Sussman	X		X			
Council President Rutsky						<u>X</u>
Mayor Lowande						

**RESOLUTION #107-06-21-17\*\***  
APPROVING LIQUOR LICENSE EXPANSION FOR TALKHOUSE, INC. DBA VINE RESTAURANT

**WHEREAS**, an application has been submitted, with the proper documentation as required by the New Jersey State Division of Alcoholic Beverage Control, by Talkhouse Inc, DBA Vine Restaurant. for the expansion

**WHEREAS**, the Municipal Clerk has reviewed said application and has deemed it to be complete; and

**WHEREAS**, the corresponding fees were submitted with the applications for renewal of the aforementioned license:

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Jamesburg, County of Middlesex, State of New Jersey, that approval be and is hereby granted for the expansion of the above referenced Liquor License. Expansion of Liquor License granted June 21, 2017.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Czarneski						X
Council Member Ludas		X	X			
Council Member Rampacek			X			
Council Member Sussman	X		X			
Council President Rutsky						<u>X</u>
Mayor Lowande						

**RESOLUTION #108-06-21-17\*\***  
GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

**WHEREAS**, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2016 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

**WHEREAS**, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, That the Committee of the Borough of Jamesburg, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Czarneski						X
Council Member Ludas		X	X			
Council Member Rampacek			X			
Council Member Sussman	X		X			
Council President Rutsky						X
Mayor Lowande						

**RESOLUTION #109-06-21-17\*\***

APPOINT PART TIME VIOLATIONS CLERK

I, MARLENE LOWANDE, MAYOR, WITH THE ADVICE AND CONSENT OF THE BOROUGH COUNCIL, DO HEREBY APPOINT THE FOLLOWING AS A PART TIME VIOLATIONS CLERK FOR THE BOROUGH OF JAMESBURG EFFECTIVE JUNE 22,, 2017:

DANA MAHAN

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Czarneski						X
Council Member Ludas		X	X			
Council Member Rampacek			X			
Council Member Sussman	X		X			
Council President Rutsky						X
Mayor Lowande						

**NON-CONSENT AGENDA RESOLUTIONS:**

**RESOLUTION #099-06-21-17**

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR TRASH REIMBURSEMENT BETWEEN THE BOROUGH OF JAMESBURG AND AJM MANAGEMENT (BROOKSIDE VILLAGE)**

**WHEREAS**, THE MAYOR AND COUNCIL OF THE BOROUGH OF JAMESBURG WISH TO ENTER INTO A TRASH REIMBURSEMENT AGREEMENT WITH AJM MANAGEMENT (BROOKSIDE VILLAGE) IN ORDER TO COMPLY WITH CHAPTER 26 OF THE LAWS OF THE STATE OF NEW JERSEY (SIGNED INTO LAW MAY 11, 2000); AND

**WHEREAS**, THE BOROUGH OF JAMESBURG AND AJM MANAGEMENT (BROOKSIDE VILLAGE) HAVE AGREED TO THE TERMS OF THE ATTACHED CONTRACT.

**NOW, THEREFORE BE IT RESOLVED**, THAT THE MAYOR AND COUNCIL OF THE BOROUGH OF JAMESBURG, IN THE COUNTY OF MIDDLESEX, NEW JERSEY APPROVE OF THE ATTACHED AGREEMENT BETWEEN THE BOROUGH OF JAMESBURG AND AJM MANAGEMENT (BROOKSIDE VILLAGE)).

**BE IT FURTHER RESOLVED**, THAT THE MAYOR IS HEREBY AUTHORIZED TO EXECUTE AND THE BOROUGH CLERK ATTEST THE ATTACHED AGREEMENT.

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Czarneski						X
Council Member Ludas			X			
Council Member Rampacek		X	X			
Council Member Sussman	X		X			
Council President Rutsky						X
Mayor Lowande						

**RESOLUTION #100-6-21-17**

**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 2017 in the amount of \$9,821.74 which item is now available as revenue from the State of New Jersey, Division of Environmental Protection; and

**BE IT FURTHER RESOLVED** that a like sum of \$9,821.74 be and the same is hereby appropriated under the caption of:

2017 Clean Communities Grant – Other Expense

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco	X		X			
Council Member Czarneski						X
Council Member Ludas			X			
Council Member Rampacek		X	X			
Council Member Sussman			X			
Council President Rutsky						X
Mayor Lowande						

**RESOLUTION #101-6-21-17**

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 2017 in the amount of \$643.40 which item is now available as revenue from the State of New Jersey, Division of Judiciary; and

**BE IT FURTHER RESOLVED** that a like sum of \$643.40 be and the same is hereby appropriated under the caption of:

2017 Alcohol Ed Rehab Fund DWI – Other Expense

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco			X			
Council Member Czarneski						X
Council Member Ludas	X		X			
Council Member Rampacek		X	X			
Council Member Sussman			X			
Council President Rutsky						X
Mayor Lowande						

**RESOLUTION #103-06-21-17**  
AUTHORIZE REFUND OF ESCROW

**WHEREAS**, Escrow has been received by the Finance office in the aggregate amount of four thousand dollars (\$4,000.00); and

**WHEREAS**, \$1,755.00 of the escrow has been used to pay for service rendered for Block 37 Lot 3.01 and;

**WHEREAS**, there is a remaining balance of one thousand one hundred thirty dollars and fifty cents (\$2,245.00) in escrow for Block 37 Lot 3.01;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Jamesburg that the Chief Financial Officer be and is hereby authorized to make such refunds and the 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	X			
Council Member Czarneski						X
Council Member Ludas	X		X			
Council Member Rampacek			X			
Council Member Sussman			X			
Council President Rutsky						X
Mayor Lowande						

**RESOLUTION #104-06-21-17**  
RESOLUTION ACCEPTING MINUTES

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

MAYOR AND COUNCIL

May 17, 2017

COUNCIL MEMBER	MOTION	2nd	AYES	NAYS	ABSTAIN	ABSENT
Council Member Busco	X		X			
Council Member Czarneski						X
Council Member Ludas		X	X			
Council Member Ramacek			X			
Council Member Sussman			X			
Council President Rutsky						X
Mayor Lowande						

**COUNCILMATIC COMMITTEE REPORTS:**

- FINANCE COMMITTEE  
 Council Member Rampacek



Council Member Rampacek reported on the Library. From June 14th to July 11th “Beachy reads” book sale is being held in the Library basement. Summer Events include: A Magic Show August 3<sup>rd</sup> @ 2pm: Storytime – July 19<sup>th</sup>, 26<sup>th</sup>, August 2<sup>nd</sup> and 9<sup>th</sup> at 11 am: Art workshops – July 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>, and August 7<sup>th</sup> @ 2pm: Mammal Mania – July 20<sup>th</sup> @ 2pm: Yoga for youngsters – July 27<sup>th</sup> & August 10<sup>th</sup> @ 12pm & 2pm. Summer reading BINGO program; pick up your bingo boards at the Library. “Friends of the Library” is doing a Disney Hopper Pass Raffle. Tickets are \$5.00 and can be purchased at the Library. Book Club: Daytime – 1<sup>st</sup> Monday @ 10:30am (Except July) Evening – 1<sup>st</sup> Thursday after 1<sup>st</sup> Monday @ 7:00pm. August 12<sup>th</sup> AARP Safe Driver Course 9:00am – 3:00pm. More information can be found at the Library, on their website, or on Facebook.

- EDUCATION COMMITTEE  
Council Member Czarneski

Council Member Czarneski was absent. Councilmember Ludas read her report. A Board of Education meeting was held on June 19<sup>th</sup>. Superintendent Brian Betze received a new 3 year contract. Sidewalk repair issues at JFK were discussed. The 8<sup>th</sup> Grade graduation was held on June 20<sup>th</sup>.

- POLICE COMMITTEE  
Council Member Sussman

Council Member Sussman reported Jamesburg Police Department is currently organizing their 1<sup>st</sup> annual National Night Out on August 1<sup>st</sup>, from 6 – 9pm. This event will take place at the Jamesburg Firehouse. The new Police Officers have been out on Saturday mornings visiting the town and getting to know the town and people. Esther Clayton a Crossing Guard has just celebrated 30 years of service crossing our children and keeping them safe. NJ Cops magazine recognized officer Joseph Quinn and the little girl who bought him dinner.

- PERSONNEL COMMITTEE  
Council Member Ludas

Council Member Ludas welcomed our new Violations Clerk, Dana Mahan, who begins work tomorrow. Bovine Burgers is making equipment/electrical adjustments and is planning to open in the next month, hoping by 4<sup>th</sup> of July. I would like to publically thank many volunteers who helped Phase 1 of the nature Path along the Creek. The several students and scouts worked very hard that hot Saturday. I would like to thank Thomas Emens a High School Sophomore for all the work and research he has done for us. Special thanks to DPW Supervisor Paul Intravartolo who created the path. Councilmembers Busco and Rutsky, Paul Rutsky and all those who volunteered. We could not have accomplished this without your help. A very special thanks to mayor Lowande. I thank you for supporting Councilmember and I to move forward on this project.

- PUBLIC WORKS COMMITTEE  
Council Member Busco

Council Member Busco reported a DPW meeting was held on June 19<sup>th</sup>. Discussed were upgrading equipment, personnel schedules, Green Acres Park, The Downtown Area, and building and grounds throughout the town. A follow up meeting is scheduled for July. The DPW is a 3 man crew. These three men maintain all municipal grounds and buildings, plus sewer drain and pump station maintenance. On behalf of the Council, I would like to publically thank them for their hard work all year long. I would also like to thank DPW Supervisor, Paul Intravartolo for helping with clearing the path for a new Nature Path along the Church Street Creek.

- PUBLIC EVENTS COMMITTEE  
Council President Rutsky

Council President Rutsky was absent.

- ADMINISTRATOR’S REPORT  
Scott Frueh

Borough Administrator Frueh reported he received the results of County Board of Tax Appeals from the Tax Assessor, which is required by best practices. There was no change in assessed values for 2017 taxes. A shout out to Councilmember Rampacek who also took her State test on June 7<sup>th</sup>.

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

Mayor Marlene Lowande reported we received the Audit and there were no comments.. this means Jamesburg did a good job. Thank you. I would like to say that Cortney Frank is doing a great job at the Library. Congratulations to 2017 GMB and High School Graduates. Thank you to Thomas Emens, we had a great day with you. I would like to thank the Council for the Flowers, it is nice how everyone works together.

**MOTION TO ADJOURN:**

Proposed By: Sussman

Seconded By: Ludas

All in favor.

**TIME OF ADJOURNMENT:**            7:21PM

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Susan Boulogne  
Acting Municipal Clerk  
Borough of Jamesburg