

MINUTES Township Committee Meeting

7:30 PM - Tuesday, April 28,
2020

Remote Meeting via Zoom

The Township Committee of the Holmdel Township Committee was called to order on Tuesday, April 28, 2020, at 7:30 PM, via Zoom, with the following members present:

COMMITTEE PRESENT: Committeeman Gregory Buontempo
Deputy Mayor Cathy Weber
Committeeman Thomas Critelli
Committeeman Rocco Pascucci
Committeeman Prakash Santhana

STAFF PRESENT: Administrator Cherron Rountree
Township Attorney Michael Collins
Township Clerk/Registrar Wendy Patrovich
Acting CFO Bill Antonides

1 ANNOUNCEMENT OF MEETING (OPEN PUBLIC MEETINGS ACT NOTICE)

- I hereby announce that pursuant to Section 5 of the Open Public Meetings Act that adequate notice of this meeting has been provided in the notice which was sent to the Asbury Park Press and Two River Times, posted on the bulletin board in Township Hall and filed in the Township Clerk's Office on April 23, 2020.

2 ROLL CALL

- Gregory Buontempo, Mayor
Cathy Weber, Deputy Mayor
Tom Critelli, Committeeman
Rocco Pascucci, Committeeman
Prakash Santhana, Committeeman

3 7:30 PM PUBLIC SESSION

4 PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

5 APPROVAL OF MINUTES

- February 27, 2020 Executive and Public Sessions

Mayor Buontempo requested a motion to approve the February 27, 2020 executive and public session minutes.

RESULT:	CARRIED.
MOVER:	Cathy Weber
SECONDER:	Rocco Pascucci
AYES:	Gregory Buontempo, Cathy Weber, Thomas Critelli, Rocco Pascucci, and Prakash Santhana

6 PUBLIC COMMENT- AGENDA ITEMS ONLY

Members of the public are invited to provide comments up to three (3) minutes in duration on agenda items only. Commenters are asked to state his or her full name and address for the record before entering comments.

- Mayor Buontempo opened for public comment for agenda items only. Seeing none, he closed public comment.

7 TAX GRACE PERIOD RESOLUTION

- Mayor Buontempo presented a resolution that could extend the grace period for tax payments based on an Executive Order signed by Governor Murphy just hours before the meeting. He explained that the resolution would extend the grace period for tax payments from May 11th to June 1st on the condition that Township Acting CFO Bill Antonides could work out a payment plan with the Board of Education and the County. Township Attorney Michael Collins read the resolution into the record and explained how it would work. Mayor Buontempo requested a motion to adopt the resolution.

RESULT:	CARRIED.
MOVER:	Cathy Weber
SECONDER:	Prakash Santhana
AYES:	Gregory Buontempo, Cathy Weber, Thomas Critelli, Rocco Pascucci, and Prakash Santhana

[Resolution 2020-155](#)

8 CONSENT AGENDA

Resolutions 2020-148 to 2020-154 All matters listed under the Consent Agenda are considered routine by the Township Committee and will be adopted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired of any item by a member of the Township Committee, the item will be considered separately.

- Bills Payable
[2020-148](#)
- Over \$3,500 List for Approval
[2020-149](#)
- Award Contract - BOMAG Single Drum Roller
[2020-150](#)
- Directing that the Township Shall not Accept Any Cash Payments During Coronavirus State of Emergency
[2020-151](#)

- P-Card Authorization
[2020-152](#)
- Reaffirming Opposition to the Northeast Supply Enhancement Project
[2020-153](#)
- Approving Entry into Contract with Battelle Memorial Institute for Personal Protective Equipment (PPE) Decontamination
[2020-154](#)
- Mayor Buontempo requested a motion to adopt the consent agenda including resolutions 2020-148 through 2020-154. Committeeman Critelli recused himself from voting on the payment of O'Toole Scrivo attorney fees. Deputy Mayor Weber voted affirmatively with a note referring to her recusal placed on the record at the February 11, 2020 Township Committee meeting.

RESULT:	CARRIED.
MOVER:	Cathy Weber
SECONDER:	Rocco Pascucci
AYES:	Gregory Buontempo, Cathy Weber, Thomas Critelli, Rocco Pascucci, and Prakash Santhana

9 HEARINGS ON ORDINANCES

- 2020-09 An Ordinance Waiving Requirement for Claimant Certifications for Claims \$1,000 or Less
- Township Clerk Wendy Patrovich read Ordinance 2020-09. Mayor Buontempo opened for public comment. Seeing none, he closed public comment and requested a motion to adopt on final reading.

RESULT:	CARRIED.
MOVER:	Cathy Weber
SECONDER:	Rocco Pascucci
AYES:	Gregory Buontempo, Cathy Weber, Thomas Critelli, Rocco Pascucci, and Prakash Santhana

10 DEPARTMENTS

- **Administrator**
 - Adminsitrator Cherron Rountree thanked the first responders and the Township staff for their continued efforts.
- **Chief Financial Officer**
 - Acting CFO Bill Antonides stated that the Township Committee just passed a resolution to ban cash payments during the Coronavirus State of Emergency and said that all payments being dropped off at the Town Hall drop box must be in the form of a check.

11 PROFESSIONAL REPORTS

- **Attorney**
 - None.

- **Engineer**
 - None.

12 BOARDS/COMMITTEES

- Committeeman Prakash Santhana stated that he is working on setting up the first Finance Committee meeting via Zoom.
Committeeman Rocco Pascucci stated that Holmdel OEM assisted Oceanport in finding a lost child last week by using their drone camera.
Mayor Buontempo thanked the first responders and stated that he is working with DPW to create a plan to reopen the recycling center in a safe and effective manner. Administrator Rountree said that they should have a plan finalized by next week.

13 BUSINESS FROM THE COMMITTEE

14 PUBLIC COMMENT

Members of the public are invited to provide comments up to three (3) minutes in duration. Commenters are asked to state his or her full name and address for the record before entering comments.

- Ron Emma, Ladwood Drive- Mr. Emma asked what percentage of residents pay their taxes through their mortgage company. Administrator Rountree said that about 40% of residents pay their taxes through their mortgage company.
Randy Rauscher, Blue Hills Drive- Mr. Rauscher thanked the Committee and the first responders for all of their hard work during this difficult time, and thanked Mr. Buontempo for the daily updates.

15 ADJOURNMENT

- The meeting was adjourned by acclamation at 8:15 PM.

Township Clerk

RESOLUTION

**TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH**

**RESOLUTION CONDITIONALLY APPROVING EXTENSION OF GRACE PERIOD FOR REAL PROPERTY TAXES
FROM MAY 11, 2020 TO JUNE 1, 2020, CONTINGENT UPON THE CHIEF FINANCIAL OFFICER'S
DETERMINATION THAT THE TOWNSHIP HAS NEGOTIATED A SUFFICIENT PAYMENT PLAN WITH THE
HOLMDEL TOWNSHIP BOARD OF EDUCATION AND THE COUNTY OF MONMOUTH**

WHEREAS, on March 9, 2020, pursuant to Executive Order 103, Governor Phil Murphy declared a Public Health Emergency and State of Emergency; and

WHEREAS, just hours ago, pursuant to Executive Order 130, Governor Phil Murphy authorized municipalities to adopt a resolution instituting a grace period for real property taxes to a date no later than June 1, 2020; and

WHEREAS, while the Township of Holmdel is the recipient of all real property tax revenue for property located in the Township of Holmdel, the Township's operations constitute only approximately 17% of the Township's revenues; and

WHEREAS, pursuant to law, the Township of Holmdel is required to complete payments to other governmental entities, including the Holmdel Township Board of Education and the County of Monmouth, which constitutes a supermajority of the Township's revenues; and

WHEREAS, given the hardships presented by the Coronavirus pandemic, the Township Committee would like to provide the residents of the Township of Holmdel with an extended grace period to June 1, 2020, as authorized by Executive Order 130, provided it obtains the requisite financial support and coordination from the Holmdel Township Board of Education and the County of Monmouth for a structured payment plan that the Township's Chief Financial Officer finds to be equitable and affords the Township with sufficient cash flow to allow for same.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holmdel, as follows:

1. Pursuant to Executive Order 130, the Township hereby conditionally approves the extension of the grace period for real property taxes that are due on May 1, 2020, from May 11, 2020 to June 1, 2020.
2. The foregoing action is expressly conditioned upon the written determination of the Township's Chief Financial Officer, in consultation with the Township Administrator and the Township Attorney, that the Township has successfully negotiated a structured payment plan with the Holmdel Township Board of Education and the County of Monmouth that he deems equitable and affords the Township with sufficient cash flow to support the extension to the grace period provided in Paragraph 1.

3. If the Chief Financial Officer does not provide a written determination as outlined in Paragraph 2 above within 72 hours of the adoption of this resolution, this resolution shall immediately become void.
4. The Township's Chief Financial Officer, Township Administrator, and Township Attorney are hereby authorized and directed to take any and all actions reasonably necessary to effectuate the foregoing, including but not limited to entry into any arrangements with the Holmdel Township Board of Education and the County of Monmouth in order to allow for same, upon terms acceptable to the Township's Chief Financial Officer, in consultation with the Township Administrator and the Township Attorney.
5. Upon a written determination by the Chief Financial Officer pursuant to Paragraph 2, a true copy of this resolution shall be forwarded by the Township Clerk to the Director of the Division of Local Government Services in the Department of Community Affairs, and the Township Administrator and Township Clerk shall prominently relay this determination to Holmdel residents.
6. This resolution shall take effect immediately.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Holmdel Township Committee at a meeting held on April 28, 2020.

/s/ Wendy L Patrovich

Township Clerk

Township of Holmdel

BILLS PAYABLE RESOLUTION

WHEREAS, the Township of Holmdel has received certain claims against it by way of vouchers received during the period ending on April 28, 2020; and

WHEREAS, the Chief Financial Officer has certified that there is a sufficient budget appropriation amount to cover the payment of said claims; and

WHEREAS, certain claims contained herein may have been prepaid by the Chief Financial Officer pursuant to the authority contained in N.J.S.A. 40:5-17, Local Finance Notice 2019-02, and Holmdel Township Committee Resolution 2020-36, but remain subject to formal approval by the Township Committee.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the claims listed below on the Schedule of Bills Payable on April 28, 2020 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims:

FUND DISTRIBUTION	0-01	CURRENT FUND	\$	229,769.50
FUND DISTRIBUTION	0-07	SEWER OPRATING	\$	59,336.31
FUND DISTRIBUTION	0-12		\$	2,997.00
		YEAR TOTAL	\$	292,102.81
FUND DISTRIBUTION	9-01	CURRENT FUND	\$	6,332.00
FUND DISTRIBUTION	C-04	GENERAL CAPT	\$	433,770.88
FUND DISTRIBUTION	D-02	DOG TRUST	\$	1,463.00
FUND DISTRIBUTION	G-02	STATE/FED GRANT	\$	4,570.14
FUND DISTRIBUTION	T-12	OTHER TRUSTS	\$	10,735.08
FUND DISTRIBUTION	T-24	FAIR HOUSE TRUST	\$	2,737.50
		YEAR TOTAL	\$	13,472.58
		TTL OF ALL FUNDS	\$	751,711.41
		Total of All Projects	\$	1,357.00

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on April 28, 2020.

Wendy L Patrovich, RMC/CMR
Township Clerk

2020-148

TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH

RESOLUTION APPROVING PROCUREMENT OVER \$3,500

WHEREAS, procurements completed by the Township of Holmdel (“Township”) are governed by the provisions of the Local Public Contracts Law (“LPCL”), N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, the LPCL authorizes the procurement of goods and services in an amount below the bid threshold, upon the recommendation of the Township’s Qualified Purchasing Agent (“QPA”), pursuant to N.J.S.A. 40A:11-3; and

WHEREAS, the QPA has recommended the award of the below-listed contracts, pursuant to the corresponding proposals attached hereto and incorporated by reference; and

WHEREAS, to the extent required under applicable law, the below-listed entities shall complete and submit a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Township of Holmdel in the previous one year, and that the contract will prohibit same from making any reportable contributions through the term of the contract, pursuant to N.J.S.A. 19:44A-20.5 et seq., which shall remain on file for 10 days prior to the Township’s entry into a contract with the entity; and

WHEREAS, the Chief Financial Officer has certified that adequate funds for such contracts are available.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Holmdel hereby awards the following contracts, consistent with the foregoing:

Good/Service	Vendor	Amount	Proposal
Radio System Upgrade	Spana Contractors	\$9,720	Exhibit A
Cross Farm Park Backflow Preventer Water Meter Pit	Nastus Brothers	\$5,600	Exhibit B
Police Department 2 Factor Security Log In	Shi	\$6,234.11	Exhibit C
Smartnet Renewal (Cisco Phones)	Shi	\$6,711.02	Exhibit D

BE IT FURTHER RESOLVED that the Mayor and Qualified Purchasing Agent are hereby authorized and directed to take any and all steps necessary to effectuate the foregoing, including the execution of instruments.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify that the above is a true copy of the Resolution adopted by the Holmdel Township Committee at a meeting held on April 28, 2020.

Wendy L Patrovich, RMC/CMR
Township Clerk

2020-149

TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH

WHEREAS, procurements completed by the Township of Holmdel ("Township") are typically governed by the provisions of the Local Public Contracts Law ("LPCL"), N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, notwithstanding the provisions of the LPCL, N.J.S.A. 52:34-6.2(b)(3) authorizes the Township to "make purchases and contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process; and

WHEREAS, pursuant to this authority, the Township is a member of the Sourcewell National Joint Powers Alliance Cooperative System membership # 28049, commonly known as "Sourcewell" which satisfies the foregoing statutory criteria; and

WHEREAS, the Township seeks to complete Township procurement through Sourcewell with Komatsu Northeast, for the provision of a Bomag Single Drum Roller for Holmdel's Department of Public Works in the amount of \$6,410.26, as set forth in the proposal attached hereto as Exhibit A and incorporated by reference; and

WHEREAS, the Township has determined that the use of the cooperative purchasing agreement with Sourcewell for this procurement, "shall result in cost savings, after all factor, including charges for service, material, and delivery, have been considered," as required by N.J.S.A. 52:34-6.2(b)(3); and

WHEREAS, to the extent required by the provisions of N.J.S.A. 19:44A-20.4 et seq., Komatsu Northeast shall complete and submit a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Township of Holmdel in the previous one year, and that the contract will prohibit same from making any reportable contributions through the term of the contracts, pursuant to N.J.S.A. 19:44A-20.5 et seq., which shall remain on file for 10 days prior to entering into any contract with entities; and

WHEREAS, the Chief Financial Officer has certified that adequate funds for such contracts are available.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Holmdel hereby awards the following contract, consistent with the foregoing:

Procurement	Cooperative	Contract No.	Vendor	Contract Amount	Proposal
BOMAG Single Drum Roller	Sourcewell	#032119-BAI	Komatsu Northeast	\$6,410.26	Exhibit A

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on April 28, 2020.

Wendy L Patrovich, RMC/CMR
Township Clerk

**TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH**

**RESOLUTION DIRECTING THAT THE TOWNSHIP SHALL NOT ACCEPT
ANY CASH PAYMENTS DURING CORONAVIRUS STATE OF EMERGENCY**

WHEREAS, pursuant to Executive Order, Governor Phil Murphy has declared a State of Emergency and Public Health Emergency to address the Coronavirus emergency; and

WHEREAS, due to this State of Emergency and Public Health Emergency, the Township has been conducting essential governmental services while reducing or eliminating potential exposures to COVID-19; and

WHEREAS, in this regard, the Township wishes to eliminate as much in person contact as possible, along with contact with cash that often changes hands many times a day; and

WHEREAS, the Township is not legally obligated to accept payments being made in cash and there are multiple alternatives to making payments in cash for taxes or other programs or services operated by the Township, including by checks or money orders being placed in the mail, or by making payments on the Township's website; and

WHEREAS, while the Township will still accept non-cash payments in person by dropbox at Township Hall, it greatly discourages individuals from doing so because there are many easy alternatives available to make payments without any personal contact.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holmdel that, effective immediately and so long as the current Coronavirus State of Emergency shall remain in place, the Township shall not accept any payments being made in cash.

CERTIFICATION

I, Wendy L. Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on April 28, 2020.

Wendy L. Patrovich, RMC/CMR
Township Clerk

2020-151

**RESOLUTION
AUTHORIZE THE USE OF AND POLICIES AND PROCEDURES FOR THE
USE OF PROCUREMENT CARDS**

WHEREAS, the State of New Jersey established the P-Government for Government and the Local Unit Electronic Technology Program and Study Act, P.L. 2001, C. 30; and

WHEREAS, the State of New Jersey Department of Community Affairs, Division of Local Government Services issued Local Finance Notice AU 2003-1, adopting rules and permitting the use of procurement cards (P-Cards) by local units codified under N.J.A.C. 5:30-9A and in accordance with N.J.S.A. 40A:5-16; and

WHEREAS, this is a request for the authorization for the use of P-Cards by the Township's Departments for various purchases made throughout the year; and

WHEREAS, the Township Administrator, Chief Financial Officer and Qualified Purchasing Agent are the duly authorized Township representatives permitted the use of P-Cards; and

WHEREAS, the advantage of using P-Cards is as follows:

1. Savings: some companies offer their products on line at a much lower price; but they do not accept purchase orders. The Departments have been forced to pay the higher price with other companies using the standard Purchase Order procedures.
2. Additional savings: some companies may offer a discount if paid at the time of the purchase.
3. Efficiency: there are times vendors do not send back the required paperwork, thus delaying payment. In the past, missing paperwork has caused the Township's accounts with vendors to be put on hold or even cancelled.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holmdel hereby authorizes the use of P-Cards for various purchases as per N.J.A.C. 5:30-9A; N.J.S.A. 40A:5-16.

CERTIFICATION

I, Wendy L. Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on April 28, 2020.

Wendy L. Patrovich, RMC/CMR
Township Clerk

2020-152

RESOLUTION NO. 20-

**TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH**

**RESOLUTION REAFFIRMING OPPOSITION TO THE NORTHEAST SUPPLY
ENHANCEMENT PROJECT**

WHEREAS, the Williams Company has proposed the “Transco Northeast Supply Enhancement” project, which would involve constructing a 23.4 mile, 26-inch diameter pipeline to transmit natural gas from Pennsylvania to New York, through the Raritan Bay, directly impacting the Bayshore area; and

WHEREAS, on June 5, 2019, the New Jersey Department of Environmental Protection denied Williams-Transco’s application for the development of the pipeline based, in part, on the significant impacts to the water quality and ecosystem of the Raritan and Lower New York Bay; and

WHEREAS, on January 21, 2020, Williams-Transco submitted a new application for the proposed project to the New Jersey Department of Environmental Protection, which marks the fourth time that the applicant has sought approval from NJDEP for the project; and

WHEREAS, the Township Committee of the Township of Holmdel remains concerned about the project’s potential for environmental harm to marine and coastal ecosystems, as well as negative impacts to the health, safety, and welfare of the Bayshore region; and

WHEREAS, the Township Committee of the Township of Holmdel previously adopted a resolution expressing its opposition to this project, and in light of Williams-Transco’s new application, seeks to reiterate its opposition to the project.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holmdel in the County of Monmouth, State of New Jersey that it hereby reiterates its opposition to the Northeast Supply Enhancement Project, including as provided in Williams-Transco’s most recent application to the New Jersey Department of Environmental Protection.

BE IT FURTHER RESOLVED that a certified copy of this resolution be transmitted to Governor Phil Murphy, New Jersey Department of Environmental Protection Commissioner Catherine McCabe, Senate President Steve Sweeney, Assembly Speaker Craig Coughlin, Senator Declan O’Scanlon, Assemblywoman Serena DiMaso, Assemblyman Gerry Scharfenberger, and members of the Monmouth County Board of Chosen Freeholders.

CERTIFICATION

I, Wendy L. Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on April 28, 2020.

Wendy L. Patrovich, RMC/CMR
Township Clerk

2020-153

**TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH**

**RESOLUTION APPROVING ENTRY INTO CONTRACT WITH BATTELLE
MEMORIAL INSTITUTE FOR PERSONAL PROTECTIVE EQUIPMENT (PPE)
DECONTAMINATION**

WHEREAS, President Donald J. Trump has declared a national emergency concerning the COVID-19 Outbreak; and

WHEREAS, Governor Phil Murphy has declared a State of Emergency and Public Health Emergency concerning the COVID-19 Outbreak; and

WHEREAS, the Federal Government has authorized Battelle Memorial Institute (“Battelle”) to operate the Battelle Critical Care Decontamination System for the decontamination of compatible N95 or N95-equivalent respirators for potential re-use due to insufficient supplies during the COVID-19 Outbreak; and

WHEREAS, the State of New Jersey has contracted with Batelle to provide such services to municipalities at no expense to the Township; and

WHEREAS, the Township seeks to enter into an agreement with Battelle to provide such services under the State’s retainer, in case they are needed during the pendency of the COVID-19 Outbreak; and

WHEREAS, this agreement is generally exempt from public bidding pursuant to various provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., including the emergency purchases and contracts provision, N.J.S.A. 40A:11-6, State contracting provision, N.J.S.A. 40A:11-12, and the “extraordinary unspecifiable services” provision, N.J.S.A. 40A:11-5(1)(a)(i).

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Holmdel hereby approves entry into a contract with Batelle Memorial Institute to conduct decontamination of respirators for the Township, consistent with the foregoing terms.

BE IT FURTHER RESOLVED that the Mayor and Township Administrator are hereby authorized and directed to enter into a contract with Batelle, upon terms subject to the review and approval of the Township Attorney.

CERTIFICATION

I, Wendy L. Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on April 28, 2020.

Wendy L. Patrovich, RMC/CMR
Township Clerk

2020-154