

Holmdel Township Committee Meeting- January 15, 2019

The Regular Meeting of Holmdel Township Committee was called to order by Mayor Eric Hinds at 7:30 PM.

Statement Read by Wendy L Patrovich Deputy Township Clerk:

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 posted on the bulletin board in Township Hall and filed in the Township Clerk's Office on January 8, 2019.

Present on Roll Call:

Eric Hinds, Mayor

Mike Nikolis, Deputy Mayor

Greg Buontempo, Township Committeeman

Tom Critelli, Township Committeeman

Rocco Pascucci, Township Committeeman

Absent:

None

Also Present:

Donna Vieiro, Township Administrator

Jeanette Larrison, Chief Financial Officer

Michael Collins, Township Attorney

Fran Mullen, Township Engineer

Wendy L. Patrovich, Township Clerk

Mayor Hinds led the Pledge of Allegiance and a Moment of Silent Prayer.

Consent Agenda

Mayor Hinds requested a motion to adopt the consent agenda including Resolutions 2019-37 to 2019-51.

It was moved by Mr. Nikolis and seconded by Mr. Buontempo, and adopted on the following roll call vote:

Ayes: Buontempo, Critelli, Nikolis, Pascucci and Mayor Hinds

Nays: None

Abstentions: None

Absent: None

2019-38. Adopt Resolution Approving Bills Payable #2

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 January 15, 2019 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	8-01	CURRENT FUND	\$ 274,610.73
FUND DISTRIBUTION	8-07	SEWER	\$ 19,644.63
FUND DISTRIBUTION	8-12		\$ 8,633.17
FUND DISTRIBUTION	8-26	POOL	\$ 8,729.89
		YEAR TOTAL	\$ 311,618.42
FUND DISTRIBUTION	C-04	GENERAL CAPT	\$ 29,079.60
FUND DISTRIBUTION	D-02	DOG TRUST	\$ 1,415.04
FUND DISTRIBUTION	G-02	STATE/FED GRANT	\$ 4,917.75
FUND DISTRIBUTION	T-12	OTHER TRUSTS	\$ 34,500.00
		Total of All Funds:	\$ 381,530.81
		Total of all Projects:	\$ 225.00

2019-39. Resolution Appointing Special I and Special II Officers for 2019

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following Special Officers are hereby reappointed for the Calendar Year 2019:

Leonard Sasso	Special II
Charles Hancock	Special II
Louis Torres	Special II
Daisy Agostini	Special I

2019-40. Resolution Approving Paid Sick Leave Policy for Non- Civil Service Employees

WHEREAS, the Governor and Legislature enacted P.L. 2018, c. 10, commonly known as the New Jersey Earned Sick Leave Law (the “Law”); and

WHEREAS, employees of the Township that are not subject to the provisions of the New Jersey Civil Service Act are eligible for paid sick leave under the Law; and

WHEREAS, on the advice of the Township’s Labor Counsel, the Township wishes to establish a “Paid Sick/Personal Leave Policy – Non-Civil Service Employees,” (the “Paid Sick Leave Policy”), a copy of which is attached hereto and incorporated by reference; and

WHEREAS, the Paid Sick Leave Policy is drafted solely as a means to advise the Township’s non-union employees of their rights under the Law and to ensure the Township’s consistency with same; and

WHEREAS, the Paid Sick Leave Policy does not contain any provisions that are inconsistent with the Law, which would otherwise be prohibited by N.J.S.A. 34:11D-8(a).

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Township Committee of the Township of Holmdel hereby approves the attached Paid Sick Leave Policy, consistent with the foregoing.

BE IT FURTHER RESOLVED that the Paid Sick Leave Policy be incorporated by reference into the Personnel Manual for the Township of Holmdel.

2019-41. Adopt Resolution Appointing Sean O’Connor to the Recreation Advisory Council

BE IT RESOLVED that Sean O'Connor be and hereby is appointed Recreation Advisory Council Alternate for a one-year term expiring on December 31, 2019.

2019-42. Adopt Resolution Refunding Unused Escrow to Traci Price

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following unused escrow be returned:

Traci Price	\$700.00
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2019-43. Resolution Awarding a Contract for a Digital Sign with a Light Box to Fastsigns

WHEREAS, quotes were received for the purchase and installation of a Digital Sign with a Light Box; and

WHEREAS, the digital sign will be placed on the premises of the driveway entrance of Holmdel's Municipal Building; and

WHEREAS, the following quotes were received:

<u>Contractor:</u>	<u>Amount:</u>
Fastsigns	\$25,065.78
Valley Sign Company, LLC	\$37,327.00

WHEREAS, pursuant to N.J.S.A. 40A:11-3, the Township's QPA recommends an award be made to Fastsigns in the amount of \$25,065.78; and

WHEREAS, Fastsigns has completed and submitted a Business Entity Disclosure Certification which certified that they have no made any reportable contributions to a candidate or candidate committee in the Township of Holmdel in the previous one year, and that their contract will prohibit them from making any reportable contributions through the term of the contract, consistent with N.J.S.A. 19:44-A-20.5 et seq., and

WHEREAS, the Chief Financial Officer has certified to the Purchasing Agent that funds are available.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the Township of Holmdel hereby authorizes the award of a contract to Fastsigns in the amount of \$25,065.78.

2019-44. Resolution Refunding Unused Escrow to Illyce Williams and Mark Kapel

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following unused escrow be returned:

Illyce Williams/Mark Kapel	\$230.00
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2019-45. Resolution Renewing the 2019 Concrete Curb and Sidewalk Program Contract with Discover Construction

WHEREAS, the Township of Holmdel entered into an agreement with Discover Construction on March 13, 2018 for the 2018 Concrete Curb & Sidewalk Program for the Township of Holmdel; and

WHEREAS, the contract was awarded for a term of one year with the option to renew for an additional one year; and

WHEREAS, it has been determined that it is in the best interest of Holmdel Township to renew the contract with Discover Construction for the 2019 contract year in the base bid price for miscellaneous materials in the amount of amount of \$205.02; and

WHEREAS, the Chief Financial Officer has certified to the Purchasing Agent that funds are available;

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Holmdel hereby exercises the option to renew the contract with Discover Construction for the 2019 Concrete Curb & Sidewalk Program.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Township Clerk to be a true copy be forwarded to Discover Construction, the Director of Infrastructure & Operations the Township Qualified Purchasing Agent.

2019-46. Resolution Approving Refunding Building Permit Fees to Sunrun Install Service and Richard Bergen

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following building permit fees be returned:

Richard Bergen	Permit Number 2015-1016	\$180.00
Sunrail Install Service	Permit Number 2018-0769	\$458.25

2019-47. Resolution Appointing Francis W. Mullan and Bonnie Heard as Holmdel Township Engineers of Record for 2019 Calendar Year

WHEREAS, on January 2, 2019, the Holmdel Township Committee adopted Resolution 2019-02, awarding a professional services contract for Township Engineer to T&M Associates; and

WHEREAS, said resolution appointed Francis W. Mullan, PE, CME of T&M Associates as Township Engineer of record for a term commencing on January 1, 2019 and ending December 31, 2019; and

WHEREAS, the Township wishes to modify said resolution to include and recognize Bonnie Heard, PE, PP, CME, CFM of T&M Associates as a co-engineer of record for the Township

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that Resolution 2019-02 is hereby modified to establish Francis W. Mullan, PE, CME and Bonnie Heard, PE, PP, CME, CFM as Township Engineers to the Township of Holmdel, for the term commencing on January 1, 2019 and ending December 31, 2019, consistent with the foregoing.

BE IT FURTHER RESOLVED that Resolution 2019-02 is repealed to extent of any inconsistency with the terms of this Resolution.

2019-48. Resolution Approving Refunding Road Opening Fees to Vram Yegaparian and Raj Begwani

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following Road Opening Permit Deposit fees be returned:

Vram Yegaparian	Permit Number 2018-0030	\$500.00
Raj Begwani	Permit Number 2018-0032	\$500.00

2019-49. Over \$3,500 List

BE IT RESOLVED, that the Township committee of the Township of Holmdel hereby approves the following procurement;

Project: LED Light replacement for EMS Building

Vendor: PLV Electric, LLC

Amount: \$ 8,479.00

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Please see attached estimate for complete description. Also attached is an additional quote from Aggressive Power Systems @

\$ 11,900.00

Procurement: NJSA 40A: 11-3 (under bid threshold)

Project: Valve install/replacement work in old Library area and first floor administration

Vendor: ATC, Automatic Temperature Control Services, Inc.

Amount: \$ 4,139.25

Please see attached estimate for complete description. Also attached is an additional quote from Magic Touch Construction @ \$ 4,288.37

Procurement: NJSA 40A: 11-3 (under bid threshold)

Project: Demolish and fill Tennis Court Complex

Vendor: Meadow Services Inc.

Amount: \$5,925.00

Please see attached estimate for complete description.

Procurement: NJSA 40A: 11-3 (under bid threshold)

2019-50. Resolution Appointing Morgan R. Montano, James Carton, Meghan Bennett, and John Lane as Alternate Prosecutors

WHEREAS, on January 2, 2019, the Township Committee adopted Resolution 2019-07, appointing Sean T. Kean, Esq. to serve as Township Prosecutor for a one-year term effective January 1, 2019; and

WHEREAS, the need exists to appoint qualified individuals to serve as Alternate Township Prosecutors in the event of the unavailability of the Township Prosecutor, who shall serve on an as-needed basis; and

WHEREAS, pursuant to Local Finance Notice 2005-32, such salaried appointments are not subject to the Fair and Open Process; and

WHEREAS, the Alternate Township Prosecutors shall be compensated for their services in an amount not to exceed a pro rata share of the salary or compensation provided to the Township Prosecutor for his or her services during the calendar year of appointment.

NOW, THEREFORE, BE IT RESOLVED that Morgan R. Montano, Esq., James Carton, Esq., Meghan Bennett, Esq. and John Lane, Esq. be and hereby are appointed as Alternate Township Prosecutors for one year terms, retroactively effective to January 1, 2019, consistent with the foregoing terms.

2019-51. Resolution Appointing Phoenix Advisors, LLC as Financial Advisors & Continuing Disclosure Agent

WHEREAS, there exists a need for the Township to retain the services of a Financial Advisor; and

WHEREAS, while the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a), does not require competitive bidding for this position, it was nevertheless advertised pursuant to the Fair and Open Process, N.J.S.A. 19:44A-20.5, with submissions having been received and considered for the position of Financial Advisors for a one-year term; and

WHEREAS, subject to the certification of availability of funds by the Chief Financial Officer, Phoenix Advisors, LLC, 625 Farnsworth Ave, Bordentown, NJ 08505 has submitted a qualifying proposal to provide the Township with SMART Advisory Services at the rate of \$4,000 per year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that Phoenix Advisors, LLC, 625 Farnsworth Ave, Bordentown, NJ 08505 is hereby awarded a professional services contract to serve as Financial Advisor to the Township as needed during calendar year 2019, consistent with the foregoing.

BE IT FURTHER RESOLVED that the Mayor and the Clerk are hereby authorized and directed to execute an Agreement with Phoenix Advisors, LLC for such professional services, a copy of which shall be maintained by the Clerk and advertised in the Township's official newspaper pursuant to law.

BE IT FURTHER RESOLVED that all resolutions that are inconsistent with provisions of this resolution shall be repealed to the extent of any such inconsistency.

2019-52. Bills Payable #1

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 January 15, 2019 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	8-01	CURRENT FUND	\$ 10,493.61
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Total of All Funds: \$ 10,493.61

Departments

a. Administrator

None

b. Chief Financial Officer

None

Professional Reports

a. Attorney

None

b. Engineer.

None

Boards/Committees

Committeeman Rocco Pascucci thanked Mayor Hinds for appointing him as Public Safety Coordinator. He stated that he met with Police Chief John Mioduszewski and they are working on improving current safety ordinances as well as adding some new ones. Dr. Pascucci also added that the fire study will be ready by the next meeting and will include solutions and suggestions on how to solve Holmdel's fire safety issues. The study will be made available to the public.

Committeeman Tom Critelli stated that he met with the recreation user groups to discuss the recreation improvements, and are hoping to roll out their plans in the next two weeks.

Mayor Eric Hinds explained that in mid to late February the Township will have an app that residents can use to report any kind of issues directly to town hall. The app is called See-Click-Fix and by using this, residents can report anything from a dead deer, to a pothole, or an accident. This should speed the process of fixing any issues in town. The Township is also returning to the Code Red mass notification system. Using this program residents can sign up for notifications on emergencies. Mayor Hinds also added that the Township received a thirty thousand dollar grant to install outdoor exercise equipment at Cross Farms Park.

Public Comment

Jay Yanello, Ladwood Drive- Mr. Yanello asked whether the new sign at town hall will be like the one at Indian Hill School. He stated that that one is too bright, and is distracting. Township Administrator Donna Vieiro said that although it will be a digital sign it will be tasteful. Mr. Yanello also asked that the Committee look into any kind of programs they can join that might help to bring down the deer population. Lastly, Mr. Yanello asked whether the town would consider going with one garbage company for the entire town.

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Ralph Blumenthal, Stoneybrook Road- Mr. Blumenthal asked why the Township was hiring a financial advising company. Township CFO Jeanette Larrison explained that the company they are hiring specializes in debt planning, so they will work with the Ttownship to analyze their current debt and give advice on how to move forward.

Ron Emma- Ladwood Drive- Mr. Emma asked if there would be another Fire House in the plans from the fire study. Committeeman Rocco Pascucci stated that the Fire Study hasn't been finalized but he believes everyone will be very happy with the end results.

Joe Crowley, Ely Road- Mr. Crowley encouraged the Committee to reach out to the high school sports teams for community cleanup, and that he believes they would be a tremendous help.

Jennie Blumenthal, Stoneybrook Road- Ms. Blumenthal stated that she does not own a cell phone in order to access the new app. Mayor Hinds said that if she wants to access it she will be able to on a desk top computer. The app is not a requirement of residents but simply just another tool that will benefit the town as a whole.

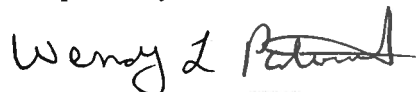
Barbara Singer, Deerfield Road- Ms. Singer asked whether the Fire Study would include ways to bring in more volunteers for the fire department and how many they might need. Committeeman Rocco Pascucci stated that they will be able to provide all the answers after the fire study is finalized.

Adjournment

Motion was made by Mayor Hinds, seconded by Mr. Critelli to adjourn the meeting at 7:55 PM.

It was carried by unanimous voice vote.

Respectfully Submitted,



Wendy Patrovich, RMC/CMR
Township Clerk

