

**MINUTES**  
**WORKSHOP MEETING**  
**MUNICIPAL COUNCIL – BOROUGH OF RED BANK**  
**January 9, 2019**  
**6:30 P.M.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT:** Mayor Menna, Council Members Yassin, Triggiano, Yngstrom, Ballard, Zipprich and Horgan.

**ALSO PRESENT:** Administrator Shehady, Borough Clerk Borghi, Attorney Cannon, Engineer Neumann and Department Heads.

**SUNSHINE STATEMENT**

Mayor Menna requested the minutes reflect that, in compliance with Public Law 1975, Chapter 231 (Open Public Meetings Act), notice of this meeting has been provided by notifying the Asbury Park Press, the Two River Times and the Star Ledger and by placing a notice on the bulletin board and filing same with the Borough Clerk on December 12, 2018.

**REPORTS OF DEPARTMENTS/OFFICES**

**Finance**

Councilman Ballard questioned the tax cancellation resolution listed for the Two River Theater Company. Municipal Clerk Borghi was the request for resolution noted that the property have been granted tax exempt states so taxes were being cancelled for 2019. A discussion followed regarding the location of the property and it was noted that it was not part of the actual theater. Mayor Menna directed that it be removed from the agenda. Administrator Shehady said he would contact the Tax Assessor for clarification.

The Council reviewed the resolution to appoint Phoenix Advisors to provide continuing disclosure services. Mayor Menna asked if this was something that could be provided by Bond Counsel. Acting CFO Swisher said it was not and reviewed the duties of Bond Counsel. Administrator Shehady said Phoenix had provided the service in the past as a vendor but no resolution had been done.

Acting CFO Swisher offered an update on the Finance Department noting that previous year's business had been closed out and everything had been rolled over to the new year. He said the Auditor's had been into review accounts and said he had been working on the 2019 budget with the Administrator. He said they hoped to have a draft budget to the Council in the near future.

**Administration**

Administrator Shehady reviewed the proposed renewal agreement with Comcast Cablevision and proposed benefits including a cable access channel and cable hook ups in various municipal locations.

Mr. Shehady also reviewed the timeline for the proposed redevelopment agency noting that they were appearing before the Local Finance Board the following week. He said, if approved, it would be introduced on the 13<sup>th</sup> and scheduled for a Public Hearing on the 27<sup>th</sup>. He said the Council could also appoint members at the meeting of the 27<sup>th</sup> once the ordinance was adopted.

The Administrator reviewed plans to close Emmanuel Court to pedestrian traffic and that is was part of the RiverCenter English Plaza improvement project. He also reported that the Attorney had prepared a draft ordinance to ban smoking in municipal public spaces. Councilwoman Triggiano expressed concern about hospital employees that use Marine Park for smoking breaks and asked that someone reach out to the hospital to encourage them to find an alternate space for their employees. Administrator Shehady asked Police Chief McConnell to discuss the matter with the hospital security staff.

Administrator Shehady said he had received quotes from engineering firms for two projects and said resolutions would be on the next agenda to award contracts for engineering services for the 2018-19 Road Program and Pearl Street Repairs Project. He added that the Pearl Street Project was time sensitive as the bid needed to be awarded by May.

Mr. Shehady also reviewed the resolution to authorize mosquito control operations and summarized ordinances scheduled for public hearing on the 13<sup>th</sup>.

**Engineering**

Engineer Neumann gave an update on the East Bergen Project and on the Eastside Park/Mohawk Pond Project. She discussed the need for a traffic circulation study and said it had been budgeted for. She asked for authorization to conduct the study in the next three months.

Mayor Menna suggested the Borough should partner with the County. Councilman Zipprich agreed. The Mayor said Front Street and Shrewsbury Avenue was a concern so said he felt it made sense.

Councilwoman Triggiano called for a holistic plan rather than focusing on main arterials.

There was a discussion of the cost. The Council was in favor of moving forward.

Engineer Ballard offered a presentation of the plan for Bellhaven Nature Preserve. Administrator Shehady offered more details and said the plan had been approved by the Parks & Recreation Committee. Councilman Yngstrom said the Committee and residents were in favor of the design. Administrator Shehady said it was within the budget. Engineer Ballard added that the removal of contaminated soil was within the budget. She said the next step was to revise the permit, go out to bid, then construct.

Councilman Yngstrom noted that the design had been scaled back considerably.

Mayor Menna said the Borough should consider naming rights.

Engineer Ballard said she hoped to have the project completed by the summer.

Councilman Yassin praised the various Departments for their efforts on the project.

Engineer Ballard also offered an update on the Primary School Access Road Project. She said bids were being accepted the following week and the resolution to award should be on the 3/13 meeting.

#### **Administration (continued)**

Administrator Shehady reviewed the Grants, IT and Health reports and asked if there were any questions.

Councilman Ballard asked if the email was up and running.

Administrator Shehady said it was working well. He also reported that there was a need to renew the contract for risk management services and said a resolution would be on the agenda for the 13<sup>th</sup>.

Mr. Shehady said the Parking Committee felt they should begin the search for a Director.

Councilman Ballard asked if it was in the 2019 budget.

Administrator Shehady said they would have to put it in the budget.

Councilman Yassin asked about cost.

Mr. Shehady said currently costs were spread across Department because employees wear multiple hats. He said it would now be 100 percent in the Parking budget.

Councilman Ballard asked what would happen if the tax rate was unacceptable.

Administrator Shehady reminded him that the Borough was under a two percent cap. After a discussion of costs, Mr. Shehady estimated a salary of \$80,000. A discussion followed on possible cuts or increase in parking revenue. Mr. Shehady said right now they were only committed to advertising the position and said if the numbers came in high that could choose not to make an appointment.

#### **Clerk**

Clerk Borghi asked if there were any questions regarding the report she had submitted and reviewed presentations scheduled for the upcoming meeting. She also noted that all Executive Session minutes for 2018 had been distributed to the Council for review and noted there would be an agenda items to call for approval of those minutes.

#### **OEM/Fire Marshal/Code**

Coordinator/Fire Marshal Welsh said he was working on an Emergency Operation Plan update and said an annual report had been submitted to the State. He said the Code Enforcement Officers would begin using the hang tags and reviewed how that process would work. He said he had also worked with the Fire Department on creating a recruitment video. He reviewed the issues of a lack of smoke detectors in many houses and also discussed his office's support of Code Blue efforts. He said the Code Office was getting ready to start enforcement of the sign ordinance and said violators would be noticed in the next 30 days. He also reported on a recent fire at a local restaurant.

Mayor Menna called for monthly reports to be given to Councilman Yassin regarding summonses and status.

Administrator Shehady said they had just contracted with a vendor that will be able to provide those reports adding that it should be up and running in the next two months.

Mayor Menna also asked for an annual report on abandoned properties.

Councilman Yassin said Fire Marshal Welsh and Construction Official Corcione had been very helpful..

Councilman Zipprich thanked Mr. Welsh and the Office of Emergency Management for efforts at the Senior Center. Mr. Welsh said the credit should go to the Fire Department.

#### **Police**

Chief McConnell reviewed highlights of his report and noted that the Department had been approved for a \$6,000 Cops in Shops grant. He also noted the lease on the impound yard was due for renewal and said an Ordinance should be on the upcoming agenda. He said the Department was moving forward with the Chaplain program and said they were reviewing applicants. Mayor Menna asked if they were residents and the Chief said they were either residents or members of a congregation in the Borough. He also said he was looking to fill a Police Officer position that had been vacant since August. He said another officer was due to retire and stressed the need to fill the position. He also said they would need to advertise for the position of Special Law Enforcement Officer to

replace the person being elevated. He said the appointment could wait until March.

### **Fire**

Administrator Shehady asked if the Council had any questions regarding the report submitted by the Fire Chief.

### **Public Utilities**

DPW Director Keen reviewed highlights of his report and discussed issues regarding weather. He reported on damages at the Senior Center and at 75 Chestnut Street. He said he was working on an Alternate Side parking ordinance and discussed advertising for a position in the Water Department.

Councilman Zipprich asked if there were any pending retirements.

Director Keen said he was not aware of anyone leaving in 2019. He also discussed issues with the lights on Shrewsbury Avenue. He said, while it was a County road, the Borough was responsible for the lights. He said many were approaching end of life.

Councilman Ballard asked about converting to solar.

Administrator Shehady reviewed costs of various options. He reviewed the plan and said it would be discussed as part of the budget process.

Councilman Zipprich asked if the grant writer was looking for funding.

Administrator Shehady said they were.

Director Keen reviewed the costs to repair and possible technologies that could be put in place.

Administrator Shehady said they did not want to start funding if they might be able to get a grant.

Councilwoman Triggiano noted some other possible grant opportunities.

Councilman Yassin asked about the timeline on completing the sign project.

Director Keen said the project was weather related and said it could possibly be completed in May.

### **Parks & Recreation**

Administrator Shehady noted that Director Hoffmann was running a program in another location and asked if there were any questions regarding his report.

### **Senior Center**

Administrator Shehady noted that there would be a resolution on the next agenda to authorize an agreement for the Senior Center nutrition program.

Director Reynolds reviewed two reports, one for end of year 2018 and one for January 2019. She thanked the Fire Department for their efforts at the recent event at the Senior Center and thanked Westside Hose Company for letting them use the Firehouse to prepare meals for seniors.

### **Building**

Construction Official Corcione reviewed his report.

Administrator Shehady said he was doing a great job as Construction Official. He said the Department needed part time inspectors that could be called upon as needed.

CO Corcione said he would like to advertise for the positions.

2018 activity and said they had closed out more notices than the prior year. He said they had also done more COs than the prior year.

### **Land Use/Planning & Zoning**

Director Carter said the office had to recently deny an application for an Alternative Treatment Center due to buffering requirements. A discussion followed on the requirements and the drug free zone map.

Director Carter offered a presentation on the NJ FRAMES project regarding rising sea levels and the possible impact of flooding.

Councilwoman Triggiano noted that she had participated in discussions in 2017 and offered additional information. There was a discussion of possible grant money and how it would be used.

### **Correspondence**

None.

### **Public Comment**

Cindy Burnham—71 Wallace Street—said she was happy to hear Freddie Boynton would be recognized. She also asked that a larger “one-way” sign be placed on Wallace Street. She said she notice the blue parking signs were not working and said she would like to see them back on.

No one else appearing, Councilman Ballard offered a motion to close the audience portion, seconded by Councilman Yassin.

**ROLL CALL:**

**AYES:** Yassin, Triggiano, Yngstrom, Ballard, Zipprich and Horgan.

**NAYS:** None

There being six ayes and no nays, the resolution was declared approved.

**EXECUTIVE SESSION**

18-32A Mayor Menna read a resolution to adjourn to executive session to discuss Personnel and Contract Negotiation; no action to be taken.

Councilman Ballard offered a motion to adjourn to Executive Session, seconded by Councilman Yassin.

**ROLL CALL:**

**AYES:** Yassin, Triggiano, Yngstrom, Ballard, Zipprich and Horgan.

**NAYS:** None

There being six ayes and no nays, the resolution was declared approved.

Councilman Zipprich offered a motion to adjourn the meeting, seconded by Councilman Yassin.

**ROLL CALL:**

**AYES:** Yassin, Triggiano, Yngstrom, Ballard, Zipprich and Horgan.

**NAYS:** None

There being six ayes and no nays, the resolution was declared approved.

Respectfully submitted,

Pamela Borghi

DRAFT