

**MINUTES  
WORKSHOP MEETING  
MUNICIPAL COUNCIL – BOROUGH OF RED BANK  
MARCH 4, 2020  
6:30 P.M.**

**SUNSHINE STATEMENT**

Council President Ballard 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 11, 2019.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT:** Council President Ballard and Council Members Yassin, Triggiano, Yngstrom and Horgan.

**ABSENT:** Councilman Zipprich (arrived 6:35 pm) and Mayor Menna

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

**ENGINEERING**

Engineer Neumann reviewed her report and offered a status update on several projects including:

- East Bergen Improvements – She said there was a tentative plan in place to move the guy-wire. She said she anticipated JCP&L would expedite the work so the contractor could mobilize in April. She said, once work began again, the project should be complete in four to six weeks.

Administrator Shehady noted there would be a cost associated with the work being done by JCP&L that had not been anticipated.

Councilman Zipprich asked if the Borough had been given a ballpark figure.

Engineer Neumann said they had not received an estimate. A discussion followed on negotiations that had taken place with JCP&L.

- White Street Improvements – Ms. Neumann said there had been a public meeting regarding the White Street project that had gone well. She said they had also talked about the White Street Parking Lot improvements. She said the Notice to Bidders was being published today and reviewed the timeline to the award.
- Road Program – She reviewed the list of roads to be included in the upcoming Road Program project as well resurfacing work to be done at the First Aid Building. She said the project was currently in the design phase.

Councilman Zipprich said he wanted to return to the discussion on the East Bergen project. He asked about the status of the County's work to resurface an intersection.

Engineer Neumann said she would follow up to determine the time frame.

Administrator Shehady noted that the Borough had synchronized its work with the County but said the County had had issues with their bidder and that had thrown off their timeline. He said that was why the work was out of synch.

- Shrewsbury Avenue—Ms. Neumann reported that the NJ Department of Transportation (DOT) had pre-selected design firms. She said the firms were new to the Borough and she along with the Administrator, DPW Director Keen and Attorney Cannon would review to determine the best choice. She said by selecting one of the pre-selected firms, there would be no design cost to the Borough.
- Eastside Park/Mohawk Pond—She said the restroom building had been delivered to Eastside Park and review final items that needed to be done to finalize the project which she anticipated would be done by end of March.

Administrator Shehady said the White Street Parking Lot project would be done hand in hand with the White Street project and said a resolution would be needed to authorize a contract with CME for the Parking Lot work. Engineer Neumann reviewed the time line for the projects.

Councilman Ballard asked if White Street would be completely closed during the project or if it would be done in sections.

Ms. Neumann said they hoped to do it in sections and reviewed details of the project. She said they did not envision it being shut down and said they have been working with RiverCenter to coordinate events, etc.

Councilman Ballard said a traffic light was desperately needed at Bodman Place and Riverside Avenue and asked that that intersection be included in the traffic study being done.

Councilman Yassin noted that a traffic study of that area had been a condition imposed on a developer when they went before the Planning Board.

Councilman Ballard said they could reimburse the Borough.

Councilman Yngstrom asked if there was an agreement in place for that.

A discussion followed on the expansion of the study and the process to request reimbursement. Attorney Cannon said the Redevelopment Attorney should address the question.

Councilman Yassin asked if such a study would be for existing conditions or if it would include future projects. A discussion followed.

Administrator Shehady said he would ask the Engineer to prepare an estimate for the work.

Councilman Yassin asked that, if commissioned, the study should ensure reimbursement and should include projects under development.

Engineer Neumann noted that the study should be separate because it was under DOT jurisdiction.

## **PUBLIC UTILITIES**

DPW Director Keen said there would be a resolution for the purchase of street meters. He said he was awaiting approval from the NJ Parking Institute but did not see any reason why it would not be approved. He said they were moving forward with the recommendations of the Parking Consultant and said there would be new poles being installed for the meter heads. He noted that brush pick up would not begin until April but said people had been putting brush out. He said they were working with Code Enforcement to address.

Councilman Zipprich asked if the recent storm had been an issues.

Director Keen said his Department would assist resident with particular situations but said they were not equipped to do the full town. He also reported that the Street Sweeper had been out in February which was unusual. He reminded everyone that the machine cannot run in cold temperatures. He noted some mornings were too cold and, by the time it warmed up in the afternoon, cars were in place that would make it difficult to sweep.

Administrator Shehady reviewed the proposal to extend parking hours. He said it was a recommendation in the Walker Report and also from Tom Calu. He said it had been reviewed with the Parking Committee, RiverCenter and the Red Bank Business Alliance. He said they wanted to get it in place before the new meters were installed so they could coordinate programing and signage so they wouldn't have to make changes later. He said they would eventually need to look at a garage but first needed to better manage the inventory.

Councilman Ballard said he believed the Committee needed to digest the information.

Councilman Yngstrom said the Committee had already discussed the matter but said they wanted to meet with residents and business owners for input.

Councilman Zipprich said they also needed to consider the fact that they were redesigning and rebuilding the White Street Parking Lot.

Councilman Yassin said he was currently opposed to the extended hours but said he would like more feedback.

Councilwoman Triggiano said the Parking Committee had unanimously agreed to the change. She said she didn't want to see it derailed because they wanted to take more time to talk to more people. She said the change would make Red Bank comparable to other towns. She said she was in favor of a time frame of 9am to 9pm. She said she felt 9pm was reasonable and reviewed the extended parking fee hours in other towns.

Administrator Shehady said he would re-list it for discussion at the April workshop meeting.

Administrator Shehady also reported that the Public Works Department would be coordinating a public shredding event that would be promoted on the Borough website and through social media. He said the tentative date for the event of March 28 and said it would be held in Marine Park.

## **LAND USE**

Director Carter reviewed his report. The Council had no questions. Mr. Carter reviewed amendments that were proposed for the 5G Ordinance. He said Verizon had reached out with concerns that the ordinance adopted was too cumbersome. He said he made modifications based on approximately half of their requests

Administrator Shehady noted there were also two ordinances that needed to be considered in regard to the Southbank development.

Attorney Cannon explained that the development, on the street now known as Ice Boat Lane, needed the Borough to dedicate parking spaces. He reviewed the timeline of the project and said the ordinances would be enacted with a sunrise provision for when the project was complete.

## **RECREATION**

Director Hoffmann highlighted upcoming events. He said there would be a resolution on the second meeting of the month to appoint Summer Camp staff that would work the Spring Break Camp. There was a discussion of sponsorships for the summer series and for sports teams.

## **FINANCE**

CFO O'Reilly reviewed the budget adoption process and timeline. He said there would be an emergency appropriation resolution on the next agenda to add funds to the temporary budget. He said he would also like to have a resolution to request the State to review the Borough budget. He said he hoped to see the budget introduced at the 3/25 meeting. He said Bond Ordinances had been done last November and he was working to issue noted from those bonds to have funds for the White Street project and the Parking Meter purchases among other items. He said he was also working on a new format for the bill list based on feedback and said he would review it with the Finance Committee.

Councilman Ballard said he would set up a meeting with the Finance Committee so they could review the budget and the bill list revisions.

## **OEM/FIRE MARSHAL/CODE ENFORCEMENT**

OEM Coordinator/Fire Marshal Welsh reviewed the latest update from the County Office of Emergency Management regarding the Corona Virus and asked the Clerk to distribute information to the Council. He said he would be participating in a Flu Season conference call and said it was a priority to get information out.

He said he had recently had a request from the Police Department to set up the Emergency Operation Plan (EOP) and said it had gone smoothly. He said they did learn some things that needed to be built on. He said they would have to incorporate changes into the plan when the Borough changed health services providers.

He said the Code Enforcement Office was starting to get busy and noted the ongoing brush issues. He said they were doing well under the circumstances. He added that the new program they were using was more efficient and easier to use but said they still had "training wheels on."

## **SENIOR CENTER**

Director Reynolds reviewed recent and upcoming activities and noted the Seniors were participating in the Lunch Break Farmers Market. She said they had reinstated more programs including some classes and movies.

## **POLICE**

Chief McConnell said there would be ordinances regarding handicapped spaces on an upcoming agenda. He said one had been recommending for approval and one was still pending. There was a discussion on the criteria used to determine eligibility and those used by other towns. He said there was an internal policy in the Police Department but did not think it had been approved by the Council.

Councilman Yngstrom asked him to forward the existing policy and those from other towns for the Council to review.

Councilman Ballard asked if residences with driveways had been issued permits in the past.

Chief McConnell said they had not unless the driveway was inadequate for handicapped accessibility.

A discussion was held on the timeline for the monthly reporting for the Department.

Chief McConnell reviewed the appointments of a Crossing Guard and a Records Clerk. He said civilianizing the Records Bureau would result in significant savings.

Administrator Shehady said he had distributed a memo outlining upcoming promotions/appointments. He said if the Council wanted to discuss any specifics, it would have to be done in Executive Session. He said the promotions/appointments would be done at the last meeting in March.

Councilman Ballard asked that the Council be provided with information on the candidates to be hired and said it should also be provided to the public.

Chief McConnell said the info is provided to the Police Commissioner and she reads it at the meeting. He said it could be provided earlier to the full Council.

## **CLERK**

Clerk Borghi asked if there were any questions on her report. There were none. She reported that the petitions for Council seats and County Committee Seats were due in her office no later than 4pm on Monday, March 30, 2020. She also noted that the County Clerk's Office had notified her that County Committee members no longer had to be one male and one female. She said the positions would go to the two highest vote getters regardless of gender.

## **BUILDING**

Construction Official Corcione was not present.

## **ADMINISTRATION**

Administrator Shehady reviewed the resolutions listed for inclusion on the agenda on the upcoming Regular Meeting including a resolution to authorize a Site Access Agreement for testing on Marion Street—he said the agreement would allow for testing in the Borough right of way rather than on private property.

Councilman Zipprich said he had no objection but expressed concern that the right of way area could include fill from road projects and might not provide an accurate reading.

Administrator Shehady said they take multiple borings at various depths and said it was a routine procedure.

Councilwoman Triggiano said the Environmental Commission was working on a sample fill ordinance to address that type of issue.

Administrator Shehady reviewed the Grants Report.

Councilman Ballard asked if they could ask the grant writer to pursue grants for public housing or affordable housing.

Administrator Shehady reviewed the process used to identify grant opportunities. He said there were some affordable housing grants and reviewed some of the grants that had been applied for and the criteria.

Councilman Ballard recommended partnering with the Housing Authority to make improvements.

Councilman Yngstrom asked if the Housing Authority had existing plans.

Councilman Ballard said they were debating on a HUD program and part of the process would be to bring it to the Council for their sign off.

Councilman Yngstrom asked him to email documentation to the Council for review.

Councilman Zipprich asked that the Grant Writer look into opportunities for grants in regard to the Senior Center.

Administrator Shehady said that the Grant Writer forwards information on any grant that may apply to the Borough. He said there would also be two resolutions on the upcoming agenda for a grant that the Library is applying for to make ADA improvements. He said the grant would require a 50 percent match and the Library and asked if the Borough could assist. He said the matching funds would be split between the Borough and the Library. He said a resolution was needed to commit the funds. He noted the Library was underfunded and the improvements were needed.

Councilwoman Horgan noted that the work included improvements to the elevator.

Councilman Yngstrom agreed that the Library was an asset to the town.

Councilwoman Horgan said the Library was conducting fund raising to raise their part of the money.

The consensus of the Council was to support the Library in applying for the grant.

Administrator Shehady offered an update on the status of the Senior Center repairs. He said money had been budgeted to make the improvements but the repairs were far more extensive than anticipated and required a lot more funding that had been budgeted. He said they had been unable to award a contract. He said they then tried to make the project more cost effective but it still came in too high. He said they were going to look at including the project in the 2020 Capital Budget but said no funds could be allocated until the Capital Budget process as complete. He said he wanted to make clear that the Council had not made any decision in regard to the future of the Senior Center but funding was not in place to make the needed repairs. He said he wanted dispel rumors and state that the property was not for sale. He said there had been discussions about the fate of the building with the Redevelopment Agency. He said they were also looking to increase the lease at the temporary facility to make more accommodations.

Councilman Zipprich said there was an issue because the temporary location was not ADA compliant and asked if they could look at grants to make improvements.

Councilwoman Triggiano asked if there were any other details that could be publicly discussed.

Administrator Shehady said the Redevelopment Agency was reviewing the assets of the Borough, including parking and traffic issues, and whether it made sense to reinvest in existing properties or look into alternatives. He said no option was off of the table. He said they had requested conceptual drawing of options which would be provided to the Council.

Councilwoman Triggiano asked if it would be possible to use the Borough's Grant Writer to seek grants for the temporary Senior Center property.

Administrator Shehady said the Borough could not apply but the private property could. He said the Borough could offer letters of support.

Councilman Zipprich asked what the timeline would be for a new property.

Administrator Shehady said he could not say without knowing the scope of the project or the location. He said there were too many factors.

Councilwoman Triggiano asked if the proposals would be presented in April.

Administrator Shehady said that was the target date.

A discussion followed on various options. Administrator Shehady again said all options were available.

Administrator Shehady reminded the Council that a Management Enhancement Review had been done in 2018. He said, after a year and a half, the Borough was in a great position. He estimated that they had implemented over 60 percent of the recommendations.

Administrator Shehady asked Councilman Yassin to review the proposed resolution regarding a Veteran Friendly

Municipality.

Councilman Yassin said he and the Administrator had met with representatives of the NJ Veterans' Chamber of Commerce who had provided a resolution to help support Veterans. He asked Administrator Shehady to provide details.

Administrator Shehady said there were five main points that would help to make Veterans' lives easier and more integrated. He said the resolution called for six percent of municipal contract to be awarded to veterans' entities similar to initiatives to awards contracts to minority and women led businesses. He said it would set a goal for having five percent of the workforce being veterans and would call for veteran designated parking. He said recommended recognizing veterans as municipal ceremonies which he noted was already done on Memorial Day and Veterans Day. He said is also suggested giving consideration of some fee which he said would have to be done by ordinance.

Councilman Yassin said the resolution would just set milestones and said he would like to see if move forward.

Councilman Ballard said he agreed and said he would also like to see an initiative in support of minorities and women.

Councilman Ballard said the Council and discussed a Performance Evaluation process for the Administrator last year and reviewed the process. He said it needed to move forward and would have to be added to the Personnel Policies.

### **PUBLIC COMMENT**

Councilman Ballard asked if there were any comments from the public.

David Henry – Health Officer, Monmouth County Regional Health Commission – Reviewed the services that had been provided to the Borough by the MCRHC over the years. He offered information on the current Corona Virus issue and said there had been a recent scare but that there were no reported cases in New Jersey. He continued to outline services provided by the MCRHC and asked the Council to reconsider the recent change in health services providers.

Cindy Burnham – 71 Wallace Street – asked if the Management Enhancement Report had suggested that the Senior Center be merged with the Recreation Office. She expressed concern about the current temporary location of the Senior Center noting parking was an issue and said it was a poor accommodation. She asked if the position being vacated by Glenn Carter had been posted saying she felt it was an important position. She also expressed concerns about a pole she said was owned by JCP&L saying it had huge chunks of concrete and mud surrounding it. She said she felt it was irresponsible to leave it that way.

Administrator Shehady he did not believe the report recommend the Senior Center facility be merged with the Recreation Office. He said the job posting for the position held by Mr. Carter would be forthcoming. He said, in regard to JCP&L, they had been trying to address concerns and would bring this to their attention.

Freddie Boynton—PO Box 2074—Thanked the Police Chief for the information on the handicapped spaces. He thanked Code Enforcement Officer Woods for his assistance with a property on Shrewsbury Avenue. He said he had pictures of properties with handicapped spaces that also had driveways. He reported on ongoing parking issues on Bank Street and asked the Council to look at the area in the evening. He said there were also multiple telephone pole issues.

Administrator Shehady clarified that utility poles were not in the Borough's jurisdiction. He said the Borough can advocate on behalf of the public but they were solely under the jurisdiction of the Board of Public Utilities (BPU). He encouraged the public to reach out to the BPU with concerns. He said poles were labeled to identify if they belonged to Verizon or JCP&L.

Laura Fitzpatrick—RiverCenter—said she had been appointed Executive Director earlier this week. She thanked the Council for forward the Parking Memo. She said they were very happy with the Borough and what had been done in the last two years. She said they appreciated the funding going into the White Street projects to continue work following their English Plaza project. She said she had viewed her concerns about upcoming events with Engineer Neumann and said they had two asks which were 1) to put off a change in parking enforcement hours until after the White Street projects were completed and 2) to work to get employee parking off of Broad Street.

Steve Catania—Cheese Cave, 14 Monmouth Street—said he was excited by the proposed improvements. He said the English Plaza work had brought to light the number of employees using what should be customer parking. He asked that the Council put together a task force regarding employee parking solutions to take them out of the prime spots. He offered to participate in the task force.

Cindy Burnham—41 Wallace Street—suggested employees should be directed to the Eastside lots.

No one else appearing, Councilman Zipprich made a motion to close the public hearing, seconded by Councilwoman Triggiano.

### **ROLL CALL:**

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

NAYS: None

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

**EXECUTIVE SESSION**

20-50 Council President Ballard read a resolution to adjourn to Executive Session to discuss Contract Negotiations—Deed Restriction.

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

ROLL CALL:

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

NAYS: None

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

**RESUME REGULAR BUSINESS**

Councilman Yassin made a motion to resume Regular Business, seconded by Councilman Zipprich.

ROLL CALL:

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

NAYS: None

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

**PUBLIC COMMENT (Governmental Issues, 5 Minute Limit)**

Council President Ballard asked if there were any additional comments from the public.

No one appearing, Councilman Zipprich made a motion to close the Public Comment, seconded by Councilman Yassin.

ROLL CALL:

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

NAYS: None

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

**ADJOURNMENT**

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

ROLL CALL:

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

NAYS: None

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

Respectfully submitted,  
Pamela Borghi