

**MINUTES**  
**WORKSHOP MEETING**  
**MUNICIPAL COUNCIL – BOROUGH OF RED BANK**  
**October 6, 2021**  
**6:30 P.M.**

**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 16, 2020.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

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

**ABSENT:** Councilman Yassin, Councilman Ballard and Councilman Yngstrom

**ENGINEERING**

Engineer Neumann reviewed her report and offered an update on various projects.

Councilwoman Triggiano asked about the status of the circulations study.

Engineer Neumann said she was waiting on a confirmation of a start date.

Interim Administrator McConnell said the suggestion was to start the study now and finish after the Broadwalk ended.

The Council consensus was to start the study now.

**FIRE MARSHAL**

Mayor Menna said the Council had received Fire Marshal Welsh's report and asked if there were any questions. There were none.

Fire Marshal Welsh reported that he was aware that some residents were frustrated with the system that his office used regarding property maintenance but said he wanted to assure the residents and the Council that they did follow a process, they were doing everything they could and that they were doing a good job.

**BUILDING**

Mayor Menna noted that the Council has received Construction Official Neibert's report and asked if he had anything to add.

Construction Official Neibert said he did not. He said they had been working on the office and invited Council members to visit.

**RECREATION**

Director Dal Pra reported that the month had been quiet compared to the summer months. He said the turf project was done. He also reported on upcoming events and sports programs.

Councilman Zipprich asked Trick or Treat activities that were being planned by the Department.

Director Dal Pra said there were not. He said the only difference for this year was that they would not be giving out candy at the end of the Halloween parade but were giving out coloring books and crayons.

Councilwoman Horgan said he was doing a wonderful job.

**SENIOR CENTER**

Mayor Menna said the Council had received her report.

Director Reynolds said there would be a party on Friday and invited the Council to attend. She said she was also excited that the VNA Nurses were returning to the Center.

**FIRE DEPARTMENT**

Mayor Menna noted the Fire Chief was not in attendance but acknowledged receipt of his report.

**PUBLIC WORKS**

Director Keen reported that he was suggesting a change to the ordinance that mandated a specific type of concrete for sidewalks. He reviewed recent upgrades at Borough Hall. He also reported that parking revenue was up. He reviewed brush and leaf pick up schedules. He said they would be transitioning from Boro to NJ American Water in the next month and a half.

Councilwoman Horgan heard there had been some confusion about the brush pick up. She said people were getting warnings not to put it out before seven days before the scheduled pick up.

Director Keen said the goal was to educate people. He reviewed the schedule and procedure for pick up.

Councilman Zipprich also asked about the schedule.

Director Keen offered additional information.

Councilman Zipprich expressed concern about the size of the plastic film collection buckets and asked if he was anticipating issues.

Director Keen said it was a five gallon bucket and said he felt it was sufficient. He also reported on an event on 10/16 where residents could pick up a bucket. He also reviewed the collection schedule.

Councilman Zipprich asked who would be doing the collection.

Director Keen said, for now, it was Red Bank staff.

Councilman Zipprich said the Federal Infrastructure Bill had money for water utilities.

Director Keen said the Borough's Grant Writer was working on grants for the Department.

IA McConnell said that Red Bank would qualify for the new infrastructure bill due to its size. He said he was working with other Administrators to draft letters to request Trenton to amend the bill to include towns such as Red Bank. He said that was separate from the grants that Director Keen had discussed that were being applied for.

## **LAND USE**

Mayor Menna acknowledged receipt of Director Ebanks report and proposed resolutions.

Director Ebanks said the Master Plan Committee for the Planning Board had selected a consultant and reviewed the reasoning behind their choice. She provided information on the proposed firm. She reviewed process used to choose the firm.

IA McConnell noted that there was not currently a stipend for the positions of Planning Board Secretary, Zoning Board Secretary and Historic Preservation Commission Secretary. He said the positions carried a heavy workload. He said they had previously been paying overtime at an hourly rate but were looking to incentivize it with a stipend. He said without that, they were having a hard time recruiting applicants for the position.

Director Ebanks reviewed the number of meetings and the length of the meetings. She said, in addition to the meetings, there was Administrative work to be done.

Councilman Zipprich said he believed that, in the past, the duties had been spread out and recommended they return to that plan to avoid overburdening any one employee.

IA McConnell said he and Director Ebanks had discussed having the new hire do the Planning and Zoning Board meeting and possibly having a separate person to the Historic Preservation meetings. He said he was looking for direction from the Council.

Director Ebanks reviewed the proposed candidate for the position.

The Council consensus was in favor of moving forward with the candidate.

Councilman Zipprich asked if they were going to do an ordinance to finance the Master Plan.

IA McConnell said it had been introduced and was scheduled for a Public Hearing and Adoption.

Councilman Zipprich expressed concern about bonding for the service and said he would reserve his comments for the later.

Councilwoman Triggiano said she believed the matter had been discussed at length at the last Council meeting and said the way they had chosen was the most typical way that it was done.

Councilman Zipprich said he would talk about it at length at the next meeting and reviewed other funding options that he thought could be used.

## **CLERK**

Borough Clerk Borghi reviewed proclamations slated for the next agenda. She asked if there were any questions on her report. There were none. She said she had received questions about the voting process and said she wanted to review information. She reviewed in person early voting procedures which would be available at ten locations throughout the Council. She said she had received comments that, because there was not a location in Red Bank, the Red Bank voters could not take part in the process. She said that was not the case. She said there were new machines that were able to hold all of the ballots for the County and any voter in the County could go to any of the ten locations and cast their vote. She said there was also confusion of the Vote by Mail process. She said the procedure was that a voter had to request a mail in ballot and could designate that they wanted to receive one for all future elections. She said the confusion was due to the fact that in 2020 it was mandated that all voters receive Vote by Mail ballots whether requested or not. She said some people were not aware that they had to request a Vote by Mail ballot for 2021 if they had not already requested ballots for future elections. She also

noted that the Council had moved their first regular meeting in October to the 20<sup>th</sup>. She said the second regular meeting was scheduled for just seven days later and questioned the need for the meeting. She asked if the Council wanted to consider cancelling that second meeting.

The consensus was to discuss at the meeting on the 20<sup>th</sup> when there was a full Council.

Councilman Zipprich asked how the early voting locations were chosen.

Clerk Borghi said she did not. She said she was not even aware they were looking. She said she had just received an announcement of the ten locations in the County. She added that the decision had been made by the County.

Councilman Zipprich said he had heard from residents that they felt the locations were inconvenient and discriminatory.

Clerk Borghi said she did not know how the locations were chosen but said they would not have been able to have one in every town in the County. She also noted that all voters could also vote by mail.

Councilman Zipprich asked when the last day to apply for a Vote by Mail ballot was.

Clerk Borghi said she did not have the exact date but said it was approximately a week before Election Day. She said all of the information was on the Clerk page of the Borough website.

Mayor Menna said he felt there was a lot of confusion on the issue. He confirmed that many thought because they had received a Vote by Mail ballot last year, they would automatically get one this year. He asked that the Vote by Mail information be posted on the electronic sign board.

Clerk Borghi said people had to refer back to 2019 because 2020 was an anomaly. She said if they were on the list in 2019, they would still be on the list. She said she would do what she could to publicize the information.

## **POLICE**

Chief McConnell reviewed his report and said there would be resolution on the next agenda to establish a curfew for 10/30 and 10/31. He said they would also be looking to back fill a Special Law Enforcement Officer Class II.

## **FINANCE**

Mayor Menna acknowledged receipt of the CFO, Tax Assessor and Tax Collector reports. He said the agenda also reference an upcoming Public Hearing on an Emergency Appropriation.

IA McConnell said that was the Master Plan resolution that had just been discussed.

Clerk Borghi said, assuming that passed final adoption, there would be a resolution to issue the notes.

## **ADMINISTRATION**

Mayor Menna said there was a resolution listed regarding Sustainable Jersey.

Councilwoman Triggiano explained that it was a resolution that had already been adopted but said Sustainable Jersey required it be readopted every three years.

Mayor Menna acknowledged receipt of the Grants Report. He said there was a discussion item listed regarding the presentation of the Senior Center Plan. He suggested there should be a public meeting held on a non-Council meeting night where the public would have an opportunity to comment on the plan.

The Council consensus was to move forward with two session on the same date.

Clerk Borghi note that a lot of Boards were returning to in person meetings and the Courtroom calendar was filling up. She noted that, if the Council chose to cancel the meeting on 10/27, that date would be available. She also said they may not want to wait until the meeting of the 20<sup>th</sup> to make the decision because there should be time to notify the public about the Senior Center meeting.

IA McConnell said it had been his hope to use the date of the 27<sup>th</sup> but said if the Council wasn't going to decide until the 20<sup>th</sup>, it might be difficult. He said it would also be helpful to use the 27<sup>th</sup> because people were already used to that date and the Council Chamber was already reserved.

Councilman Zipprich asked that the Council members be polled since there were only three members in attendance.

Clerk Borghi said she would do that the next day.

Councilwoman Triggiano asked that they find a way to stream the meeting.

IA McConnell said he and the Clerk would work on it.

Mayor Menna reported that the Borough along with Asbury Park and Long Branch were the only three towns out of 53 in the County that have partnered with the State Attorney General and Monmouth County Prosecutor to become original participants in the Safe Place Program. He reviewed the program that included both public and private establishments that would harbor individuals that were at risk for bias incidents until the police could arrive. He also noted that this afternoon was the first time the Pride Flag had been raised at the Monmouth County Prosecutor's Office.

Councilman Zipprich also reported that the outgoing CFO had put together an instructive memo outlining what his successor should look toward and what the day to day operations were. He also said he wanted to make sure

everyone was aware that October was Breast Cancer Awareness Month. He said he wanted to remind all of his “sisters” to make sure that they get their mammograms.

Mayor Menna said he felt it was important to note that Breast Cancer did not affect only women and noted that it affected male victims also.

#### **PUBLIC COMMENT**

Mayor Menna called for a motion to open Public Comment.

Sue Viscomi—25 Cedar Street—asked who a resident could reach out to regarding a new light bulb that had been installed by JCP&L. She said the light was too strong. She also offered suggestions on ways to record public meetings.

IA McConnell said he would reach out to JCP&L.

Cindy Burnham—71 Wallace Street—thanked Councilman Zipprich for speaking up on the bond issue. She also asked if AirB&Bs were legal.

IA McConnell said they were not prohibited. He added that, without Borough legislation to prohibit, they would be allowed.

Ms. Burnham also asked when the Borough would return to in person meetings and if they would offer a hybrid.

IA McConnell said that was a Council decision and said he had received quotes on equipment earlier in the day.

Tiffany Harris—1 Cedar Crossing—said she liked the idea of back to back sessions for the Senior Center meeting. She asked what stage the architects were at.

IA McConnell said he believed it was basically complete but had not been delivered yet. He said, when received, they were to be presented to the public and to the Council.

Ms. Harris asked if there had been any consideration regarding security at the Senior Center such as cameras and entrance buzzers.

IA McConnell said he did not recall that.

Ms. Harris thanked Director Reynolds for the invitation to the Senior Party.

William Poku—90 Bank Street—said November 1<sup>st</sup> was the deadline for the Senior Freeze application and asked the Council to authorize the Senior Center to create awareness. He also asked the Council to place on the agenda a discussion on property revaluation. He asked Attorney Cannon to explain how a property owner could obtain the formula for arriving at the next assessment.

No one else appearing, Mayor Menna called for a motion to close the Public Comment.

Councilwoman Triggiano offered a motion to close the Public Comment, seconded by Councilman Zipprich.

#### **ROLL CALL:**

AYES: Triggiano, Zipprich and Horgan.

NAYS: None

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

#### **EXECUTIVE SESSION**

21-270 The Borough Attorney read a resolution to adjourn to executive session to discuss Personnel. No action to be taken.

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

#### **ROLL CALL:**

AYES: Triggiano, Zipprich and Horgan.

NAYS: None

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

#### **RESUME REGULAR BUSINESS/ADJOURNMENT**

Councilman Zipprich left the meeting and did not return for Executive Session. With only three Council members in attendance, no Executive Session was held and the meeting was effectively adjourned.

Respectfully submitted,

Pamela Borghi