

MINUTES
WORKSHOP MEETING
MUNICIPAL COUNCIL – BOROUGH OF RED BANK
November 3, 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, Ballard, Yngstrom, Zipprich and Horgan.

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

ABSENT: Councilman Yassin

RECREATION

Director Dal Pra reviewed his report including Winter Sports programs and financials. He also reported on the upcoming Johnny Jazz Park Tree Lighting event.

Councilman Ballard asked Director Dal Pra if the Department was doing funding raising through the Borough for other organizations.

Director Dal Pra said they were not.

Councilman Ballard asked if the House Decoration Contest was not a fundraiser.

Director Dal Pra said it was not a fundraiser for the Recreation Department. He reviewed the program and said the Public Schools had asked if they could take the program over that they had let them do that. He said they were using it as a fundraiser.

Councilman Ballard asked for confirmation that the Borough had nothing to do with the program.

Director Dal Pra said they did not.

Mayor Menna asked if Director Dal Pra had discussed the matter with the Administrator before moving forward.

Interim Administrator McConnell said the Clerk had made him aware of it but they had not discussed it because it learned that they had given the event away to the PTO and the Borough was no longer involved. He said it had not been promoted on the Borough website or the electronic sign because it was a fundraiser for another entity.

Councilman Ballard said the question had come up because it had been a Borough program but the fund raising money was now going to the schools. He said he just wanted to clarify.

BUILDING

Mayor Menna acknowledged receipt of Construction Official Neibert's report. There were no questions.

ENGINEERING

Engineer Neumann reviewed her report and offered an update on various projects including Spring Street and Broad Street. She gave details on the water main/sewer service issues regarding the Broad Street project. She reviewed options on how they could proceed.

Councilman Zipprich asked if the sanitary sewer lines had been included in the initial scope of the Spring Street project.

Engineer Neumann said they had initially included lining and the replacement of the sewer had been bid as an alternate. She said it had included the mains but not the services which was the change order she had reviewed. She said the project was coming in under the estimate so there was funding available.

Councilman Zipprich asked for confirmation that property owners had been advised that now was the time to replace water connections in respect to the Broad Street project.

Engineer Neumann said prior to the start of the project, correspondence had been sent to all of the owners to let them know that now would be the time to upgrade those services.

Councilman Zipprich asked what the remedy would be for those property owners with leaks that were not prepared to upgrade.

Engineer Neumann said that was what she was seeking direction on and said it would be her recommendation that the services be replaced. A discussion followed on the options for payment/billing.

Councilwoman Triggiano asked when the letters had been sent to the property owners.

Engineer Neumann estimated it had been in September.

Councilman Zipprich asked if they had been distributed electronically or by mail.

IA McConnell said he believed RiverCenter had handled electronic distribution.

ADMINISTRATION

Mayor Menna acknowledged receipt of the Grants Report.

Councilwoman Triggiano asked for meetings in January with the Grant Consultant with the various Boards and Committees.

IA McConnell said he would facilitate that.

Councilman Zipprich agreed.

IA McConnell explained the details of the Animal Control report. He also said there were three pending retirements and there would be resolutions on the upcoming agendas to accept those retirements. He also said there was a resident who wanted to donate an electric car so the Borough could explore the use of electric vehicles. He said it was his intent to circulate it through various departments. He said there were no conditions assigned to the donation of the vehicle. He said Councilman Zipprich had requested an update on the Storm Sewer Utility Committee and noted he had spoken with the Chair of the Environmental Commission. He said they had some presentations scheduled for the January meeting so their members could get information on the program. He said they expected to make recommendations in early 2022.

Councilwoman Triggiano reviewed the Competitive Electricity Markets resolutions and the need for the legislation. A discussion followed on the possible savings.

IA McConnell provided an update on the Senior Center project. He said he had provided the construction plans for the project for the Council's review. He said some of the suggestions made but the public at the October presentation had been incorporated in to the plans. He said once the Council approved the plans, the project would go out to bid. He said they would work on the financing in January.

Councilman Zipprich asked if the public suggestions had been incorporated.

IA McConnell said not all of the comments were able to be incorporated for various reasons but said many had been. He reviewed those that had been included and those that were not.

Councilman Ballard asked if the moveable walls were in the project.

IA McConnell said that had been set up as an alternate bid.

Councilwoman Triggiano said the public presentation had gone really well.

Councilman Zipprich asked IA McConnell to review changes to IT services and the new vendor.

IA McConnell said the concentration over the last month had been focused mostly on cyber security. He said there had also been some hardware issues that they had addressed. He reviewed details of the security upgrades.

Councilman Zipprich asked IA McConnell to address the GSuite issue discussed at the last Technology meeting.

IA McConnell said the Borough's IT consultants had recommended the Borough move away from the Google platform in the relatively near future. He said the consultants had said there were some vulnerabilities that they were concerned about.

SENIOR CENTER

Mayor Menna acknowledged receipt of Director Reynolds's report.

Director Reynolds reviewed upcoming activities at the Center.

Councilwoman Triggiano reported that the seniors had been getting their booster vaccinations through St. Anthony's Church.

Director Reynolds gave more information on that program.

Councilman Zipprich said the vaccinations were also available through Riverview.

Clerk Borghi also reported that the Monmouth County Health Department had a list of places on their website where vaccines were available.

LAND USE

Director Ebanks reviewed her report. She suggested amending the Cannabis ordinance to include licensing fees. She said this was something that had been included in the ordinances of neighboring municipalities. She said there had been a lot of inquiries and asked if it was too late to add the fees.

Attorney Cannon said they could add it.

A discussion followed regarding the fees. Attorney Cannon expressed concern about the amount of the proposed fee and said he would review the regulations.

Councilman Zipprich asked if they could just amend the existing ordinance.

Attorney Cannon said they could and reviewed details. A discussion followed on how the fees could be determined.

Mayor Menna asked Attorney Cannon and Director Ebanks to work together to come up with a recommendation.

Councilman Ballard asked about the proposed resolution to create a Plan Endorsement Citizen Advisory Committee that was listed on the agenda.

Director Ebanks discussed the procedure to reinstate the Borough's Center Designation. She said she had supplied the necessary planning documents and said the next step was to create a Plan Endorsement Advisory Committee. She said it had been recommended that, rather than start from scratch, the Borough could designate the Borough's Green Team as the Committee. A discussion followed on the purpose and the makeup of the committee.

Director Ebanks said she would forward guidelines to the Council and said she would provide a revised resolution.

EMERGENCY MANAGEMENT/FIRE MARSHAL/CODE ENFORCEMENT

Fire Marshal Welsh reviewed his report. He said there were still issues with the GovPilot program. He reviewed the financial report and specific fees for his office. He also said there would be some changes to the Emergency Management Committee for 2022.

POLICE

Police Chief McConnell reviewed his report. There were no questions.

PUBLIC WORKS

Director Keen thanked his staff for the job they had done over the previous year. He announced the dates for leaf pick up on each side of town and said there would be an additional pick date in January. He reviewed other Department activities including plastic film collection

Councilman Zipprich mentioned that he had received comments from residents who had not realized that there would be trash collection on the Friday after Thanksgiving. He asked if they had missed an opportunity to education the public or had it been publicized somewhere.

Clerk Borghi said it had been posted on the website calendar.

Councilman Zipprich asked if an announcement had been made.

Clerk Borghi said she had not done an announcement but confirmed that it had been listed on the calendar.

FINANCE

Temporary CFO Gallagher reviewed his report. He said things were going as planned and noted that they had paid off the last of the debt service for the year that day. He said he had also been working with IA McConnell on issues regarding Broad Street.

CLERK

Clerk Borghi asked if there were any questions on her report. There were none. She said she had distributed a draft of a resolution to set meeting dates for 2022. She said she had reviewed for any conflicts with religious holidays and asked Council members to do the same and let her know if they noticed any conflicts. She said she and IA McConnell had discussed going back to two meetings a month and having the Workshop meeting combined with the first meeting of the month.

IA McConnell said it was also his goal to streamline the Workshop meeting by not having every Department Head at every meeting when their report could suffice.

Councilwoman Horgan said she agreed.

Councilman Ballard said he agreed with streamlining but said he was not in favor of double meetings because they lasted way too long.

Councilman Zipprich noted the Administrator had discussed the goal to pare down the Workshop portion of the meeting.

Clerk Borghi said she believe the goal was also to try to keep the first regular agenda light.

Councilman Yngstrom agreed particularly if the Workshop meetings were pared down.

Councilwoman Triggiano said she had never served when there wasn't a Workshop meeting but said she had attended meetings as a resident before there were Workshop meetings. She said it was clear to her that Workshop meetings were a great benefit.

IA McConnell said he agreed. He noted that often fifty percent of the Department Heads only review their report with no follow up questions. He suggesting rotating Department Heads at the meetings.

The consensus was that the Council was in favor of combining the Workshop meeting with the first meeting of the month.

IA McConnell reviewed the possibility of returning to in person meetings and asked the Council's opinion on the matter. He noted there was a new variant of the COVID virus and there had been an increase in cases in the County. He asked if the Council was in favor of returning to in person meetings. If so, he said he understood that everyone would want some aspect of virtual but said they needed to discuss what that would be. A discussion followed on the technology options.

Councilwoman Triggiano asked Attorney Cannon if the Council could mandate that all boards had to stream their meetings if the technology was available.

Attorney Cannon said, generally, the Council did not have the ability to control the land use boards but said they could put a policy in place for the non-autonomous boards.

Clerk Borghi acknowledge that she was not technology expert but said some of the processed that had been described were not that simple. She said everyone sitting the Courtroom was different from participants being on camera at separate computers. She said the Borough did not currently have the equipment to conduct a hybrid meeting.

Councilman Zipprich said streaming was a good thing but it did not allow the public to interact. He said the hybrid model would allow for that interaction.

The Council again discussed the technological options.

Clerk Borghi said the resolution to set the meeting schedule would be on the agenda for December 15. She said at that time, they would have announce the location of the Reorganization meeting, whether in person or electronic.

A discussion followed on the options for the Reorganization meeting.

Clerk Borghi also reported that she had sent out the list of Board/Committee members that were due for reappointment. She asked that the list of the appointees for January 1 be returned to her by December 27 so she would have time to prepare the resolutions.

CORRESPONDENCE

PUBLIC COMMENT

Suzanne Viscomi—25 Cedar Street—asked about the Charter Study Commission budget. She asked if the Council was going to compare their budget request with that of Charter Study Commissions in other towns.

Mayor Menna said the process would be for the Business Administrator to meet with the Finance Department and the Attorney and to come back with a recommendation.

Ms. Viscomi offered her assistance to help stream meetings.

Stephen Hecht—135 Branch Avenue—asked about the Citizen Advisory Committee process.

Mayor Menna reviewed the process.

Mr. Hecht asked if the Borough would not be eligible for certain grants if it did not renew its center designation.

Mayor Menna said that was correct and reviewed the criteria.

Mr. Hecht asked how the process would enhance the public welfare.

Mayor Menna reviewed the importance of a municipality being designated as a center and the need to continue with the designation.

Mr. Hecht said he felt there was an issue with usurping independent community boards. He said he hoped the issue would be clarified before it came for a vote.

Mayor Menna offered a name of a resident that was experienced in the matter that Mr. Hecht could follow up with for more information.

William Poku—90 Bank Street—offered suggestions for holding a hybrid meeting. He also offered his opinion on how properties should be valued and assessed.

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

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

ROLL CALL:

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

NAYS: None

There being five 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 Contract Negotiation. No action to be taken.

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

ROLL CALL:

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

NAYS: None

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

RESUME REGULAR BUSINESS

Councilwoman Triggiano offered a motion to resume regular business, seconded by Councilman Zipprich.

ROLL CALL:

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

NAYS: None

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

ADJOURNMENT

Councilwoman Triggiano a motion to adjourn the meeting, seconded by Councilman Zipprich.

ROLL CALL:

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

NAYS: None

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

Respectfully submitted,

Pamela Borghi