

**MINUTES**  
**WORKSHOP MEETING**  
**MUNICIPAL COUNCIL – BOROUGH OF RED BANK**  
**May 1, 2019**  
**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 12, 2018.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

**ALSO PRESENT:** Administrator Shehady, Deputy Clerk Thomas, Attorney Cannon, Engineer Neumann, Planner Dochney and Department Heads.

**ABSENT:** Borough Clerk Borghi

**ADMINISTRATION**

**Engineering Report**

Engineer Neumann offered an update on the East Bergen Place project noting that there were additional trees that had to be removed and there were transition issues with some of the curb bases because they project called for 6-inch curbing but the exist curbs were 4-inches. She said they were preparing a change order to replace all of the curbs. She said the change order would also provide for a steel curb base around any trees that were salvageable to prevent further issues. She said the amount of the change order would be \$155,529.75. She said that she had confirmed that this was in the budget so there would be no need for an additional bond ordinance.

Administrator Shehady reviewed the quote that included this work and noted that it came out slightly lower than the estimate.

There was a further discussion on the curbing, estimates and costs.

Engineer Neumann said the residents had been extremely accommodating and reviewed some issues that had been tracked and addressed.

Administrator Shehady reviewed the oversight process for the project.

Engineer Neumann said the curb work would add an additional two weeks to the project before the milling and overlay work to complete the paving process. She also reported that repairs to the lift station had been on hold because they had been waiting for Verizon/JCP&L to relocate a guidewire. She said she expected the paving work to be completed in approximately four weeks. She reported that the Pearl Street project will be submitted to the DEP. She said the Borough had been granted an extension as long as it was submitted by May 15. She said they were in the process of finalizing comments regarding the White Street project and getting the planning documents back to EIT. She said design work on the project had also commenced. She said the 2019/2020 Road Program was new on her project list. She noted the Borough had received a municipal aid grant for Broad Street. She said they were review roadways for next year. She said Red Bank should be extremely proud of receiving the Safe Streets to Transit grant. She said only five municipalities in the State had received it and said that was huge for Red Bank. She also reported that she had been able to obtain a second quote for the work at the Senior Center and said both quotes were comparable. She reviewed the options for replacing the Fire Suppression System in the building including costs.

Administrator Shehady reviewed the work that would be needed and said the recommendation would be on the May 8<sup>th</sup> Agenda. He reviewed the project schedule.

Engineer Neumann said she want to return to the subject of the 2019/2020 Road Program and said she anticipated that it would be bid in June. She said they would be likely to see summer construction of those roads. She also reported that work was underway on the East Side Park and Mohawk Pond Project. She said she would coordinate with the Recreation Director so they would not impact recreational opportunities.

Administrator Shehady reviewed specifics of the Broad Street Project and the 2019/2020 Road Program project. He said he expected a Bond Ordinance to be on the agenda this month to cover those expenses.

Councilman Ballard asked for an update on the Primary School Access Road.

Ms. Neumann said her office was not handling that project but said she knew a preconstruction meeting had been held.

Administrator Shehady said he believe it was 30 days out from completion.

Planner Dochney gave an update on the Affordable Housing issue. He said the next step was for the Council to approve several resolutions including a spending plan for the Trust Fund. He reviewed his estimate on the

amount of funds that would be generated and how it could be spent. He said the rehab obligation in the next six years was 129 units. He said it was anticipated that 90 of those would be done through the Housing Authority but said they had not been able to give a firm commitment so Fair Share Housing Center wanted the Borough to provide for an alternative in the plan. He said, right now, the spending plan includes having to spend \$90,000 on those units but noted the Borough might not have to spend that if the Housing Authority goes through with their rehab. The Council discussed the reasons the Housing Authority was unable to commit to the Rehab work and how funding would work. Administrator Shehady and Mr. Dochney reviewed specifics of the spending program. Mr. Dochney also reviewed the Operating Manual for the Rehab Program and the requirements for a property to be eligible. A discussion followed on the types of repairs and the scenarios where the funding could be applied. Mr. Dochney also reviewed a resolution that would provide for the Borough commit to bond to cover any shortfall in the program. He also reviewed resolutions regarding the Affordable Housing Marketing Plan and the appointment of a Municipal Housing liaison.

## **BUILDING**

Construction Official Corcione reviewed his report. He noted increases in activity and revenue.

Administrator Shehady reported on a new inspector that held licenses for multiple disciplines and was able to conduct a number of inspections.

## **SENIOR CENTER**

Director Reynolds asked if the Council had any question regarding her report. She highlighted upcoming activities including a Mothers' Day luncheon and a trip to Atlantic City. She thanked Fire Department for providing fire watch services and also thanked Westside Hose Company for their assistance in letting them use their facility for meal distribution.

## **LAND USE**

Director Carter reviewed three upcoming ordinances. He said the first was concerning Sandwich Board signs and he reviewed options for the Council to consider to reinstate the ordinance. The Council agreed to introduce an ordinance with an annual permit and a sunset clause. Director Carter reviewed the second ordinance which was regarding service stations which he said were currently permitted in two zones. The first zone, he said, was the HB zone which was Newman Springs Road between Shrewsbury Avenue and Broad Street. He said the second zone was the NB zone which was the Shrewsbury Avenue business district. He reviewed the issues with the current zoning which required the applications to meet several conditions. He said he was recommending that the use be permitted with lessened conditions in the HB zone and not allowed at all in the NB zone. He noted that the business model for service stations had changed over the years and said there was a need to update the code.

Mayor Menna said he agreed that the use should not be allowed on Shrewsbury Avenue but said he felt they should not ease the restrictions for the use on Newman Springs Road. A discussion followed on future uses of Newman Springs Road and service station type businesses in general. Director Carter reviewed what was currently allowed in the zone. He said the council could also consider requiring generators to ensure the ability to deliver fuel during power outages and also to require them to provide electric vehicle charging stations.

The Council consensus was to ban the use in the NB zone and to hold off on making changes to the HB zone pending further review.

The third ordinance Mr. Carter reviewed was regarding prohibiting illuminated signs facing the river.

The Council was in favor of moving forward with the ordinances as soon as possible. It was also noted that previously approved signs would be exempt.

Mr. Carter followed up on previous discussions regarding impervious surfaces and fees and said he would like to review that at the next workshop meeting.

Administrator Shehady also noted that there was a concern regarding newsracks. He said there was currently no regulation in the code. He said there was a need to track placement and who was responsible for each machine.

Mayor Menna asked Attorney Cannon to look into the municipalities' rights to regulation. He noted there had been legal challenges in the past.

Administrator Shehady agreed that the companies had rights and distributed a sample resolution from another municipality.

Attorney Cannon said there could be an object that the areas could be considered a right of way.

Administrator Shehady said, if the Council was in favor, there would be an ordinance at an upcoming meeting.

## **FINANCE**

Administrator Shehady introduced the new CFO, Peter O'Reilly. He noted the Borough was still operating on a temporary budget and asked CFO O'Reilly to get a quick update.

Mr. O'Reilly said he had met with the Finance Committee to review the work that had been done on the budget and said they were working toward introduction. He said he had also met with the Tax Assessor and expected a finalized number from him in mid-May pending the County Board of Taxation finalizing the Borough's assessment. He said the Finance Committee would reconvene on May 16 to put the final touches on the budget and said introduction should be in late May or June.

## **PUBLIC WORKS**

Director Keen said Animal Control had been cracking down on people who were not curbing their dogs which he said included not picking up after them and not leashing them. He said there were less than ten street signs remaining to be replaced as part of that project. He said the ones remaining required more intensive labor. He said, now that weather was nicer, the department was repainting curbs and parking spaces. He said he noticed people were putting brush out for pick up early and wanted to let everyone know that Code Enforcement would be out enforcing. He also reported that irrigation meters were now available for purchase and that hydrant flushing was planned for the end of May.

Councilwoman Horgan asked for details about the installation of the irrigation meters.

Mayor Menna asked for notices on the website and bills to remind homeowners about the option.

Administrator Shehady agreed that more outreach was needed.

Councilman Yassin asked when Broad Street was slated to have the curbs and parking spaces painted.

Director Keen said there were some safety issues that the Police Chief was concerned with and, once that was addressed, they would move forward on Broad Street.

Councilman Ballard asked an update on the Shrewsbury Avenue lighting project.

Administrator Shehady said they had met with JCP&L on the project and said there was a lot of work that needed to be done. He said some of the work was going to require more money that was in the operating budget. He said the bond ordinance slated to be introduced could incorporate some of that. He said he, Director Keen and Chief McConnell had met on the matter. He also noted that, just because a decorative post was not working, did not mean that there was not light on Shrewsbury Avenue. He said there were a number of Cobra heads on the street and they were working. He said he was only aware of one that was not and said they had let JCP&L know and said they had fixed it. He said they had met with them to upgrade the lights to LED and increase the wattage which would come as no cost to the Borough. He said rather than rip up the streets to fix the lighting that was decades old, he would rather see them try to upgrade the existing lighting to improve safety. He said they could looking into requesting additional lighting. He said this would also buy sometime until the Shrewsbury Avenue TAP grant was considered. He reviewed the content of the application that had been submitted late last year. He said he felt the JCP&L upgrades were the most fiscally prudent course of action.

Councilman Ballard said there were also lights in the park that were not working.

Administrator Shehady said they would work on the lights in Johnny Jazz Park.

The Council consensus was to move forward with the upgrades through JCP&L.

Administrator Shehady said an estimate had already been requested from them.

Councilman Zipprich asked what the Shrewsbury Avenue Redevelopment Committee had thought of the issue.

Mayor Menna said they had agreed that it would be impractical to change the decorative lighting and felt it would be better to wait for Shrewsbury Avenue streetscape project replace them with something else.

Administrator Shehady said he expected a comprehensive plan from JCP&L in about a month or so.

Director Keen said the electrician had been in Johnny Jazz Park earlier in the day and reported on work that had been done.

Administrator Shehady said Director Keen was working on the schedule for the alternate side of the street parking ordinance and reviewed the complications of the process. He said there would also be resolutions for an on call backup animal control officer and a water operator.

Councilwoman Horgan asked that the brush pick up schedule be publicized through the website.

## **PARKS & RECREATION**

Director Hoffmann reviewed the Count Basie Field track replacement project and noted that the lifespan of the existing track was supposed to be seven to eight years but noted the Borough had gotten fifteen years of use. He said the work was slated for July and said the main field and track would be closed for about a month. He said they were using the same State Contract vendor that had installed the track and noted their experience. He said there would also be a resolution on the agenda for the second meeting of the month to hire Summer Camp staff.

Councilman Zipprich asked about the cost of the new track.

Director Hoffmann said it was about \$225,000. He reviewed the selection process for the type of track and details of the project.

Administrator Shehady said they were expecting the Kimley-Horn report by the end of May. He also reported that Director Hoffmann had been working to coordinate a Memorial Day Parade.

Director Hoffmann reviewed some of the expected participants and details of the ceremony that would follow the parade.

Administrator Shehady also reported on a Pride Celebration scheduled in Riverside Gardens Park in recognition of Pride Month. He said they would also be painting some crosswalks.

Councilman Zipprich said previous celebrations had been youth centered and said he hoped they would be involved.

Councilwoman Triggiano asked what the Borough had done in years past.

Councilman Zipprich said there had been a Pride Celebration at the Two River Theater which had been done in conjunction with Make It Better for Youth. He said a second event was a film festival at the Count Basie Theater. Councilwoman Triggiano asked if the town had cohosted those.

Councilman Zipprich said it had.

#### **ADMINISTRATION**

Administrator Shehady reviewed Administration items on the agenda including the previously discussed Bond Ordinance. He said he expected the English Plaza easement resolutions to be wrapped up by the end of the month. He said the shared service E-Rate project with the Board of Ed was still in discussions and said it would be on an agenda as soon as the kinks were worked out. He asked if there was any questions about the IT report and said the new phone system would be going live in the next week or two. He reviewed the Grants report. He also reported on a request from Monmouth Day Care to have a hot air balloon at Count Basie Field through PNC Bank. He said it would remain on the ground and the children would have a chance to interact with it. He said they would be asked to provide a hold harmless agreement.

Councilman Zipprich asked him to review the Help Desk system that had been in IT Director Ryan's report.

Administrator Shehady said it was an internal system that would help manage the IT Director's workload and prioritize projects.

#### **CLERK**

Administrator Shehady noted that the Municipal Clerk was attending a conference and noted the Deputy Clerk was filling in. He reviewed her report which included the fact that there would be upcoming resolutions for Sidewalk Café renewals and also that Liquor License renewals would begin at the end of May. He noted that OPRA continues to take up a lot of her time as well as that of the Borough Attorney. He reviewed the summer schedule and suggested to reduce June to one Workshop and one Regular meeting.

The Council agreed to amend the meeting schedule to the Workshop meeting on June 5 and the Regular meeting to June 19.

Administrator Shehady also review proclamations the Clerk had identified for May.

Councilman Yngstrom asked about a Proclamation for Pink Bank.

Administrator Shehady said that was a privately sponsored promotion. He said October was typically Breast Cancer Awareness Month but the hospital like to acknowledge it in May. He said they had not approached the town regarding their promotion.

Councilman Yassin said he had recently visited the Parker Family Health Center and spoke of the benefits provided by the organization. He said he knew they were approaching their 20<sup>th</sup> year and asked if the town could do a proclamation.

Mayor Menna was in favor of the idea.

#### **EMERGENCY MANAGEMENT/CODE ENFORCEMENT/FIRE MARSHAL**

Administrator Shehady said Fire Marshal Welsh was not feeling well and could not attend but said he would field any questions for that Department.

#### **POLICE**

Administrator Shehady said Chief McConnell was at a Police function and asked if there were any questions on his report. He noted there would be a swearing in of a police officer on the next agenda noting that the hiring had been approved at the previous meeting. He also reminded the Council that there would be a public hearing on the alarm fees ordinance. He said the Department would also be seeking approval for the Part Time Special Officers for summer and reviewed the hours and duties of those positions.

#### **FIRE DEPARTMENT**

Administrator Shehady asked if there were any questions about the Fire Department report.

#### **CORRESPONDENCE**

None.

#### **PUBLIC COMMENT**

Jeff Loonan – Bank Street – said he appreciated the Council's concerns about the potential impact of gas stations on the west side. He said he completely agreed. He said he and his wife were attracted to the area because of the diversity, urban feel and natural resources. He said he had not realized that the property at 90 Bank Street would continue to exist with so many Code, Public Health and Safety violations. He noted the property's proximity to a bald eagle preserve and expressed concern about run off to the river. He said several news agencies had picked up on the story but said the property has continued to decline. He said another TV station was outside of the property earlier in the day and had interviewed him and other neighbors. He said he wanted to Council to know that there was a lot of concern from the community. He said he understood the property had been cited with violations but said the property had continued to decline. He said he felt the property owner was mocking the town officials. He said he was asking for help from the town and the county to help enforce the codes that are being ignored. He stressed that it was a public safety and health issue.

Attorney Cannon noted that he was currently pursuing the property civilly in addition to the Code violations. He said he was seeking to have Sheriff's officers come to clear the property if necessary. He noted that the process would take time. He said the action had been authorized by the Council.

No one else appearing, Councilman Zipprich offered a motion to close the audience portion, seconded by Councilwoman Horgan.

ROLL CALL:

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

NAYS: None

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

Councilman Yassin said he wanted to bring up an additional matter. He said Monmouth Day Care Center was celebrating their 50<sup>th</sup> anniversary and said he felt they should be recognized. He said the Governor would be visiting sometime in May. He also said one of his initiatives was to create job opportunities for Red Bank residents. He said Administrator Shehady had been a big help and asked him to review their efforts.

Administrator Shehady said they had been reaching out to members of the building trades and labor unions. He said they had been very cooperative and had been willing to meet with them to discuss opportunities with potential development projects. He said the opportunities were twofold with opportunities through their membership and also for those who are unemployed or underemployed to better themselves through an apprenticeship program.

#### **EXECUTIVE SESSION**

19-121 Mayor Menna read a resolution to adjourn to executive session to discuss Litigation, Contract Negotiation and Real Property; no action to be taken.

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

ROLL CALL:

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

NAYS: None

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

Councilman Yngstrom offered a motion to adjourn the meeting, seconded by Councilwoman Horgan.

ROLL CALL:

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

NAYS: None

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

Respectfully submitted,

Pamela Borghi