

**MINUTES  
WORKSHOP MEETING  
MUNICIPAL COUNCIL – BOROUGH OF RED BANK  
JULY 3, 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 and Council Members Yassin, Triggiano, Ballard, Yngstrom, Zipprich and Horgan.

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

**ADMINISTRATION**

**Engineering Report**

Engineer Neumann offered an update on the East Bergen Place project saying it was substantially complete and said they were waiting for work to be done by JCP&L. She said there had been complaints about the work at Eastside Park and said she would be sending a “time is of the essence” letter to the contractor.

Mayor Menna asked the Borough Attorney to send a follow up letter.

Engineer Neumann said she would be submitting a recommendation to award the contract for the 2018-2019 Road Program and said a resolution would be on the next agenda. She reviewed the process used to choose the roads.

Mayor Menna expressed concern about the Wikoff Place area and suggested a forum with residents in the area to discuss with representatives of the State and County. He said he felt work should not be done until that meeting was held.

Engineer Neumann offered detail of a plan for a proposed roundabout at the intersection of River Street and Leighton Avenue to beautify the area and slow traffic.

Mayor Menna suggest a four way stop as a less expensive alternative.

Councilwoman Triggiano suggested there should be input from from the Traffic Safety Division of the Police Department.

Engineer Neumann reviewed the White Street/English Plaza projects. She said water/sewer replacement work was underway for the White Street project and said they were piggy backing with the English Plaza project. She said they were looking to increase the amount of parking spaces in the White Street lot by approximately 20 spaces and reviewed specifics of the plan. She said they hoped to have it complete with the English Plaza project.

Councilmembers expressed concern about the plan and Mayor Menna said it should be reviewed by the Parking Committee and RiverCenter.

Councilman Yassin asked that the plan also be reviewed by the Shade Tree Committee.

Mayor Menna expressed concern about the cost.

Administrator Shehady noted the poor condition of the property.

Councilman Yngstrom called for more impervious surfaces.

Mayor Menna called for a comprehensive review.

Councilman Zipprich said Parking Director Calu should review the plan.

Mayor Menna again expressed concern about the cost.

Engineer Neumann said they were not looking for a decision but wanted to have the discussion as part of the existing White Street project.

The Council again discussed details of the plan and called for input by additional committees.

Administrator Shehady reviewed resolutions for the upcoming agenda which included awarding the contract for the Road Program project, a Change Order for the Primary School Access Road project and a Community Development Block Grant application and public hearing.

Councilman Yassin reviewed his suggestion that the Borough pass a resolution to require Project Labor Agreements to ensure quality work.

Councilwoman Triggiano said it made sense for projects over \$5 million.

## **BUILDING**

Construction Official Corcione reviewed activity in his Department for the month of June.

Mayor Menna asked how the Department was running.

Mr. Corcione said it was running good for now.

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

Fire Marshal Welsh reviewed his report.

Mayor Menna asked for a status report comparing last year's numbers to this year's numbers.

Mr. Welsh said that was contained in the report.

## **BUILDING (cont'd)**

Councilman Yassin said he had also wanted to mention that he would like to see an ordinance to regulate the use of cranes.

The Council was in favor of moving forward with the suggestion.

## **CLERK**

Borough Clerk Borghi asked if there any questions regarding her report. She reviewed a mural request that would be placed on the upcoming agenda as well as recent Special Event requests that had been recommended for approval.

Administrator Shehady recommended the Council consider a Mural and Public Art ordinance. He said projects would be reviewed by a committee similar to Special Events so there would be a uniform procedure.

There was a discussion on content. Administrator Shehady said the ordinance would simply establish a process.

## **FIRE MARSHAL CODE (cont'd)**

Administrator Shehady said he had also wanted to mention that there would be two resolution on the next agenda regarding Fire Marshal Code which would be to amend a retirement date and to renew an agreement with Monmouth County regarding use of the Red Bank Fire Marshal vehicle.

Attorney Cannon said he would draft an ordinance regarding murals.

## **RECREATION**

Director Hoffmann reviewed his report including recent Recreation Department activities. He reviewed upcoming programs including Summer Camp and Movies/Jazz in the Park.

Administrator Shehady reviewed the Marine Park proposal and said he had sent an email to spell out the next steps. He reviewed those steps and associated costs. He said it was at least a two to three year process. He discussed existing funding available and the need to complete certain levels of discussion to apply for grants.

Mayor Menna asked if the matter should be discussed in Executive Session. He said he had questions about the RFP.

Administrator Shehady said there were discussion ballpark figures only.

The Council consensus was that the Borough should do an RFP for Engineering on the project.

Councilman Yassin asked the project would be funded mostly through Bond Ordinances.

Administrator Shehady said it would.

Attorney Cannon said there were also opportunities for grants and other funding programs.

Councilman Ballard asked about an increase in receipts in June compared to last year.

Director Hoffmann said they had received payment for some programs earlier than the previous year.

Councilman Ballard also noted the Department would be coordinating with National Night Out and presenting Movies in the Park at Count Basie Field for that night only.

## **PUBLIC WORKS**

Director Keen reviewed his report and Department activity. He reported that an employee would be retiring and said he would like to replace him prior to his leaving. He thanked the Environmental Commission and Sustainable Jersey representative for looking at doing an energy audit.

Councilman Yassin asked about the status of the Energy Aggregation program.

Administrator Shehady said they were waiting to hear back from the Board of Public Utilities.

Councilman Yngstrom asked about the status of the Alternate Side of the Street Ordinance.

Director Keen said he had spoken with residents who had had concerns. He said he had also received complaints that the streets were not clean.

A discussion followed on the number of days that would be needed to sweep the entire town and how many days a month should be designated as no parking days. They discussed the current schedule and frequency of sweeping.

Councilwoman Triggiano asked about those streets that only allowed for parking on one side.

Director Keen said they would allow for parking on the other side during streetsweeping.

Councilwoman Triggiano asked if the Traffic Safety Division had reviewed the plan.

Administrator Shehady said the Police Chief had sent an email with recommendations.

Mayor Menna thanked Director Keen, Administrator Shehady and Councilman Zipprich for bringing the matter forward.

The Council consensus was to recommend one day per month.

Administrator Shehady said the ordinance would be amended and reintroduced.

Councilman Ballard asked about the Lead and Copper testing plan.

Director Keen reviewed the testing process and said Tom Branch was working with the Department of Environmental Protection to perfect the plan. He said they expected on approval within 30 days.

Administrator Shehady asked if the Council would authorize advertising for the position to be vacated by retirement. He said there would also be a resolution to fill the water operator position. He also said the Parking Director was conducting a comprehensive review that would be presented at the end of July with recommendations. There was a discussion of staffing issues. It was noted that it was not about revenue but about turnover of parking spaces.

Councilman Zipprich asked if they were also looking for a permanent Director.

Administrator Shehady said they were.

Councilman Ballard asked if the candidates would meet with the Council.

Administrator Shehady said they would come to the August workshop meeting.

## **FINANCE**

CFO O'Reilly said there would be a Monmouth County Improvement Authority ordinance on the July 24 agenda which would be up for final adoption on August 21. He said it included a \$2 million wish list that needed to be pared down. He said, unfortunately, they could not push the timeline back and needed to determine the amount of the ordinance so it had been drafted with the upper limit. There was a discussion on the timeline and Councilman Ballard called for a meeting of the Finance Committee as soon as possible.

CFO O'Reilly said the Borough was waiting to hear from the County to certify the tax rate before his office could send out bills. He said a resolution would be needed to extend the grace period.

Administrator Shehady said CFO O'Reilly's Budget Status report showed that the Borough was where it needed to be. A discussion followed on producing a report to compare previous years.

## **POLICE**

Chief McConnell reviewed his report including statistics and staffing. He outlined the upcoming National Night Out event at Count Basie Field and noted the sponsors of the event. He said there would be a resolution on the next agenda to approve a stipend for an officer who had recently completed a college degree.

## **LAND USE**

Director Carter reviewed four drainage ordinances that would be introduced on July 24. He also discussed the Southbank project and the need for an ordinance regarding a no parking area.

Attorney Cannon said he would need a legal description of the area from the applicant and a name for the street to be included in the ordinance. He reviewed the details of the plan that would dedicate three of five spaces to the Borough.

Administrator Shehady asked when they could expect the introduction of the ordinance.

Attorney Cannon said by the end of the summer.

Attorney Cannon reviewed the Drop Box ordinance and said it was similar to the one recently done regarding newsracks. He said it was regarding boxes such as those for legal couriers and private carriers. He said US Post Office boxes would be exempt.

A discussion followed regarding phone booths.

Attorney Cannon also reviewed an ordinance regarding a drainage easement with a Vista Place property. He said he had been reviewed by the Zoning Board. He said he was also working on an ordinance regarding creating a no parking zone in the area of Earl Street which also stemmed from a recommendation by the Zoning Board.

## **ADMINISTRATION**

Administrator Shehady said the 2019 Salary resolution would be on the next agenda. He reviewed the IT Report and noted the Borough's Facebook presence had tripled. He said the Civic Ready module had been idle and said

it was now active. He reviewed the Grant Report and said there had been lots of activity and reviewed upcoming grants. He said there would also be an ordinance regarding single use plastics on the upcoming agenda.

Councilwoman Triggiano reviewed the work that had gone into the ordinance to find the best parts from other ordinances around New Jersey. She said she had heard no negative comments from the business community. She said they would be given a one year grace period to comply and reviewed the details of the ordinance.

#### **CORRESPONDENCE**

None.

#### **PUBLIC COMMENT**

Amy Goldsmith—16 Locust Avenue—said she was the Director of Clean Water Action. She said she would like to provide information to vendors. She congratulated the Council for their efforts and also called for the promotion of reusable items in the stores.

William Poku—90 Bank Street—provided the mayor and council with information on areas of Bank Street without sidewalks.

Administrator Shehady said he had one more items to discuss. He said as part of a review of energy usage in the Borough, he said there was a vendor that would like to be the official consultant to review the municipality's rates for all facilities. He said they would be designated as an independent consultant and would conduct the review at no cost.

Mayor Menna asked if that was the same as the energy audit.

Administrator Shehady said there were different. The audit was part of the Sustainable Jersey program but said this would be specific to procurement.

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

#### **ROLL CALL:**

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

NAYS: None

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

#### **EXECUTIVE SESSION**

19-172a Mayor Menna read a resolution to adjourn to executive session to discuss Personnel and Contract Negotiation; no action to be taken.

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

#### **ROLL CALL:**

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

NAYS: None

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

#### **RESUME REGULAR BUSINESS**

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

#### **ROLL CALL:**

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

NAYS: None

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

Respectfully submitted,  
Pamela Borghi