

**MINUTES**  
**WORKSHOP MEETING**  
**MUNICIPAL COUNCIL – BOROUGH OF RED BANK**  
**November 7, 2018**  
**6:30 P.M.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT:** Council President Zipprich, Council Members Taylor, Whelan, Ballard, and Horgan.  
**ABSENT:** Mayor Menna (arrived 5:50pm), Council Yngstrom (arrived 5:38pm)  
**ALSO PRESENT:** Administrator Shehady, Borough Clerk Borghi, Attorney Sobel, Engineer Neumann and Department Heads.

**SUNSHINE STATEMENT**

Council President Zipprich 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 July 18, 2018.

Councilman Yngstrom arrived at 5:38pm.

Mayor Menna arrived at 5:50pm.

**REPORTS OF DEPARTMENTS/OFFICES**

**Parks & Recreation**

Director Hoffmann reviewed his October report. He reviewed recent and upcoming activities including a Holiday tree lighting on December 1.

Councilman Zipprich asked for the location of the tree lighting.

Director Hoffmann said it would be held in Johnny Jazz Park.

Administrator Shehady noted that the Department was installing a digital message sign in Johnny Jazz Parking pending Planning Board review on November 19.

Councilman Ballard asked about a recent complaint from a coach regarding a scheduling issue.

Mr. Hoffmann said he had discussed the matter with both parties involved and said it has been resolved. He said he would send a follow up email to confirm.

Councilman Zipprich asked if they had gone out to bid on the electronic sign.

Mr. Hoffmann said they had obtained quotes.

Administrator Shehady noted that it was under the bid threshold.

Councilman Whelan suggested the Committee look at signs in some nearby towns.

Councilman Yngstrom said they had been discussed at the Parks & Recreation Committee meetings.

**Engineer**

Engineer Neumann gave an update on the East Bergen Improvement Project and said it was expected to be complete by May 1, 2019. She also gave an update on the Eastside Park/Mohawk Pond project. She noted there was a Bond Ordinance pending to fund the 2019/2020 Road Program. She reviewed grants for various streets that would be included in the project and the streets that were on the schedule.

Councilman Ballard asked about her reference to EIT funding.

Ms. Neumann explained that they had recently changed the name to the Infrastructure Water Bank.

Administrator Shehady explained that it was State funding.

Ms. Neumann added that it was a low interest loan.

Councilman Ballard asked her to review the list of streets again which she did.

Councilman Taylor asked her to review the time line of the project.

Administrator Shehady reviewed the time line for the bond.

**Administration**

Administrator Shehady reviewed resolutions of the agenda for the regular meeting. He reviewed the Grants report and noted the contract with the Grant Writer was due to expire in the next week. He suggested they re-bid.

Councilman Ballard said he would like to see the results of when they had brought in.

Administrator Shehady said no grant awards had been received so far but noted several were pending. Councilmembers agreed that the process would take time. He asked the Fire Chief to come forward and review

his experience with the Grants Consultant.

### **Fire Chief**

Chief Jensen said the consultant had assisted with three grant applications and noted one had been declined, one was still pending and one had been amended on the consultant's recommendation to increase the chances for success. He also asked for political support noting he understood it would increase the chances of getting an award.

Councilman Ballard asked what the selection process was for the grants and the Administrator reviewed.

Chief Jensen reviewed his October report for the Fire Department including an issue with their server.

Mayor Menna asked if the false alarm ordinance was handled by the Chief or the Fire Marshal.

Chief Jensen said the Fire Department would support the Fire Marshal's Office and supply data but the ordinance and enforcement was handled by that office.

Councilman Whelan asked for an update on Chief DeFazio.

Chief Jensen said he was making progress.

### **Administration cont'd**

Administrator Shehady reviewed the IT Report and said there would be a resolution to award a telephone/internet service contract at the next meeting. He reviewed the transition to GSuite which he said would result in a savings of \$12,000 to \$20,000.

Councilman Zipprich asked if there would be new headsets issued.

Administrator Shehady said there would be and noted there was MCIA funding available to cover the cost.

Councilman Taylor asked if there would be VOIP backup.

Administrator Shehady said there would be a telephone/internet service provider with Comcast as a backup.

Councilman Taylor review issues that had come up during Hurricane Sandy.

Administrator Shehady said there were still a few copper POTS lines for essential services.

Councilman Ballard asked about using Go-to-meeting and conference calling.

Administrator Shehady noted that GSuite was cloud-based and would be a big upgrade.

Administrator Shehady reviewed the Affordable Housing Report. He said they had recently requested with report and it was the first time they had received one. He said the agency was fulfilling statutory duties.

Administrator Shehady reviewed the Parking Study Consultant Report and noted the final report was due at the end of December.

Administrator Shehady reviewed a proposed change to the Environmental Commission and asked for any questions or comments.

Councilman Ballard said he had another question regarding the Grant Writer and asked if it would be put out to bid.

Administrator Shehady said it would be.

Councilman Ballard asked questions about details in the report.

### **Fire Marshal**

Fire Marshal Welsh reviewed his October report and recent Fire Prevention activities. He noted the Code Enforcement Office would be reinstating the use of hangtags as a warning for violations rather than sending certified letters. He said it would save time and expense.

Administrator Shehady also reviewed the benefits.

Councilman Taylor noted the notices may go to the tenant rather than the property owner.

Fire Marshal Welsh said any summonses issued would be mailed.

A discussion followed on various notification issues.

Administrator Shehady reviewed Code Enforcement Activity.

Fire Marshal Welsh said the Department was looking as software to improve efficiency and reviewed changes that were needed for the Code Enforcement Ordinance. He said there would be a meeting of the Emergency Management Committee on November 29.

### **Land Use**

Zoning Director Carter reviewed his October report and activities. He said a redevelopment designation would allow for the application for grants.

Administrator Shehady asked Mr. Carter to also review his Developer Status Report.

Councilman Ballard asked about the resolution to award a contract to CME Associates regarding affordable housing.

Administrator Shehady explained that the contract had previously been awarded and there was a need to extend it for the next step.

Mayor Menna noted there was a new procedure to better define authorizations.

Administrator Shehady said the firms would no longer had a “blank check” but would work under resolutions with spending limits,

Administrator Shehady also reviewed a pending resolution regarding Clay Street access for testing purposes. He said he was still working with the Attorney to generate a draft.

### **Building**

Construction Official Corcione reviewed his October report.

Administrator Shehady noted that open permits had been an issue earlier in the year and said 845 had been closed to date. He said they were making headway and were budgeting for more part time inspectors to assist. He reviewed the benefits of getting them closed out.

### **Finance**

CFO Poulos reviewed Ordinances and Resolutions on the upcoming agenda. She reviewed the three Bond ordinances:

Capital Bond Ordinance—needed for roads, parks and some facility improvements.

Parking Bond Ordinance—for work at English Plaza

Water/Sewer Bond Ordinance—work on White Street

She said they were all together but were broken out in three ordinances to assign the bonding to the appropriate fund. She said they would also need a resolution to authorize CME to do work at White Street. She said there was an amendment to the Capital Budget which was a housekeeping issue.

Administrator Shehady reviewed the Capital Budget process and need for the amendment. He also noted the Borough’s Best Practices Survey score was 93 percent so no funding would be withheld. He also noted there were resolutions on the agenda to accept a resignation and acknowledge a retirement.

Councilman Ballard revisited his question from the prior meeting about using smaller banks.

Administrator Shehady noted that the Borough was realizing savings because the contracted bank was offering courier services. He said they may be able to use a local bank for a smaller account. He reviewed the benefits of using a single bank.

CFO Poulos reviewed the grant resolution on the upcoming agenda. She reviewed her October Budget report and noted no transferred had been needed to date.

A discussion followed on the budget and the budget process.

Administrator Shehady reviewed the Tax Collector’s report.

### **Public Utilities**

Director Keen noted he would be needing a budget transfer. He reviewed his October report and noted the first water station had been installed. He said there were issues with property owners shoveling snow into the street and requested an ordinance amendment to ban that practice.

Mayor Menna said they would discuss and review.

Director Keen also discussed the need to draft an alternate side of the street parking ordinance to facilitate street sweeping but suggested it be implements in the spring. He also noted four-way stops had been installed in the two new locations. He recommended the temporary signage remain in place at Oakland and Pearl streets until the Count Basie project was completed. He said the well project was almost wrapped up.

Councilman Ballard asked about the street sign replacement project.

Director Keen said they were waiting on replacement equipment due to a company error.

### **Senior Center**

Director Reynolds reviewed her October report and updated the Council on issues with the Center’s bus.

Administrator Shehady said they were looking to purchase a new bus in 2019 with MCIA funds but were seeking a sponsor to possibly replace it sooner.

### **Police**

Administrator Shehady said the Police Chief had been unable to attend and noted he had submitted a monthly report. He said there was a need to replace a dispatcher due to turnover.

A discussion followed on opportunities for dispatchers.

## **Court**

Administrator Shehady said a part time violations clerk was being hired and noted there would be a resolution on the upcoming agenda to memorialize that.

## **Municipal Clerk**

Municipal Clerk Borghi reviewed her monthly report and went over the remaining meetings scheduled for 2018. She asked the Council to begin thinking about setting a date for the re-organization meeting.

Mayor Menna said she should prepare a resolution setting the meeting for January 1 at 3pm.

Clerk Borghi said she would be sending out a list of appointments due for renewal and vacancies that need be filled for the Council to consider.

## **Public Comment**

Allison Gregory—109 Bank Street—congratulated the newly elected Council members and said she would like to stay involved.

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

### **ROLL CALL:**

AYES: Taylor, Whelan, Yngstrom, Ballard, Zipprich, Horgan

NAYS: None

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

## **EXECUTIVE SESSION**

18-251 Mayor Menna read a resolution to adjourn to executive session to discuss Contract Negotiation and Potential Litigation; no action to be taken.

Councilman Zipprich offered a motion to adjourn to executive session, seconded by Councilman Whelan.

### **ROLL CALL:**

AYES: Taylor, Whelan, Yngstrom, Ballard, Zipprich, Horgan

NAYS: None

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

Councilwoman Horgan offered a motion to adjourn from executive session and resume regular business, seconded by Councilman Taylor.

### **ROLL CALL:**

AYES: Taylor, Whelan, Yngstrom, Ballard, Zipprich, Horgan

NAYS: None

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

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

### **ROLL CALL:**

AYES: Taylor, Whelan, Yngstrom, Ballard, Zipprich, Horgan

NAYS: None

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

Respectfully submitted,

Pamela Borghi