

**MINUTES
WORKSHOP MEETING
MUNICIPAL COUNCIL – BOROUGH OF RED BANK
JANUARY 8, 2020
5:30 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 11, 2019.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT: Councilman Yngstrom (arrived 5:46) and Councilman Zipprich (arrived 5:40)

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

ENGINEERING

Engineer Neumann reviewed her report. She offered updates on the East Bergen Place project. She said the building for the Eastside Park project should be delivered by the end of the month and they would be getting quotes for the installation. She report that the Borough had received a Monmouth County Open Space Grant for improvements and a Department of Transportation Grant for improvements to Spring Street.

Administrator Shehady also reported that T&M Associates, the project engineer for the Pearl Street project had submitted a change order that would be on the 1/22 Council agenda.

FINANCE

CFO O'Reilly said his Department had completed the close out of 2019 and had rolled over to 2020 as of today. He said he was working with support staff to complete reconciliations so the Annual Financial Statement could be prepared in February.

OEM/FIRE MARSHAL/CODE ENFORCEMENT

Fire Marshal Welsh said he had no OEM update at this time. He reported that they had started a new project in the Fire Marshal/Code office in June and had run into a couple of issues that should be cleared up when they Department receives tablets. He said he had noticed a trend the single family rentals were converting to owner-occupied.

Administrator Shehady said the Department had been using a GovPilot program that was still in the testing phase. He said the program would help the Department better manage all issues.

SENIOR CENTER

Director Reynolds asked if there were any questions her report. She reviewed December activities and upcoming January/February activities.

BUILDING

Administrator Shehady noted there were two resolution on tonight's Regular Agenda to appoint temporary/interim individuals to cover while an employee took leave.

Construction Official Corcione reviewed his report.

Mayor Menna asked about workflow in the office.

Mr. Corcione said they were busy.

Mayor Menna asked if there were any challenges.

Mr. Corcione cited some computer issues and said he would work with the Administrator to resolve them.

PUBLIC WORKS

DPW Director Keen reviewed highlights of his report. He said there had been a rabid raccoon in Fair Haven but it had not been in Red Bank. He asked for patience regarding the Pearl Street project and reported on ongoing DPW activities such as Christmas Tree collection and leave pick up. He said the number of miles on the street sweeper was similar to the year before.

Administrator Shehady noted there was a resolution the Regular Agenda to renew a shared services agreement for Brush/Compost services.

Director Keen said they would continue to use whatever vendor offered the best price.

POLICE

Chief McConnell said he had forwarded his reports that afternoon but understood they had not been distributed to the Council yet. He said crime was down in 2019 by 20 percent. He said the Department had implemented House of Worship visits due to recent events. He said officers stop in various locations each weekend. He also said the impound yard lease was up in February and that it should be renewed. He said expected up to three retirements in 2020 which would result in a significant savings in salaries due to the fact that the retirees were senior officers.

Councilman Ballard asked about the lag in Department reports.

He explained the reason behind the timing of the Department reports noting that it was tied to court reporting. He said they were unable to run a report until after the first weekend of each month which often fell after the Workshop meeting.

PARKING

Administrator Shehady noted that Mr. Calu's contract had expired and said he had submitted a final report with recommendations. He said the report had been endorsed by the Parking Committee.

LAND USE

Administrator Shehady noted Director Carter was on vacation. He reviewed standard resolutions that were listed for the regular agenda.

RECREATION

Administrator Shehady noted Director Hoffmann was on vacation but said he had submitted his report.

CLERK

Clerk Borghi asked if there were any questions on her report and said she had no additional items.

Administrator Shehady noted the report showed an increase in workload.

Mayor Menna jumped back to the Land Use discussion and suggested something be done for the Rutgers students who had worked in town. He said he would review the matter with Director Carter upon his return.

ADMINISTRATION

Administrator Shehady reviewed the Grant Report and said, as of today, the Borough had receive almost \$2 million in grants. He reviewed resolutions on the regular agenda including resolutions to authorize professional services contracts and the hiring of a Special Events Secretary.

Mayor Menna asked if there was a Special Events application fee to offset the cost of the secretary.

Councilwoman Triggiano expressed concern about fees being charged for block parties and public assembly applications.

Administrator Shehady noted there was also a resolution to confirm the hiring of a Confidential Executive Assistant for his office. He said there would be a resolution on the next agenda to authorize a contract for an insurance broker and risk management services as well as one to authorize the contract for the Special Counsel regarding Riverview Medical Center.

PUBLIC COMMENT

Mayor Menna asked if there were any comments from the public.

No one appearing, Councilwoman Horgan made a motion to close the public hearing, seconded by Councilman Zipprich.

ROLL CALL:

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

NAYS: None

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

ADJOURNMENT

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

ROLL CALL:

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

NAYS: None

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

Respectfully submitted,
Pamela Borghi