

**MINUTES**  
**WORKSHOP MEETING**  
**MUNICIPAL COUNCIL – BOROUGH OF RED BANK**  
**August 5, 2020**  
**6:30 P.M.**

**SUNSHINE STATEMENT**

Council President Ballard 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:** Council President Ballard and Council Members Yassin, Triggiano, Yngstrom, Zipprich and Horgan.

**ABSENT:** Mayor Menna (Mayor Menna joined the meeting at 7:25 pm.)

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

**ENGINEERING**

Engineer Neumann reported that the contract award for the annual Road Program Project would be on the agenda for the next meeting. She said questions about the bid required the issuance of an addendum so the award had been delayed to next Thursday. She anticipated that the contractor would mobilize and complete the project in the fall. She said there would also be a resolution for the procedure and administration of Federal Highway Aid projects. She said the resolution was affiliated with the TAP grant and that it was necessary for the Borough to adopt those procedures to move forward with that program. She reminded the Council that the Borough had received a TAP grant for the Shrewsbury Avenue Streetscape project. She reviewed her report and offered a status update on several ongoing projects. She said, with the assistance of the Administrator and Borough Attorney, they had been able to secure the signed easement from JCP&L that was required to install a temporary anchor to their pole. She reviewed details on the elements required to complete the East Bergen Place Project. She offered an update on the White Street, Broad Street, White Street Parking Lot and Eastside Park projects.

Administrator Shehady added that CME would provide an initial concept for Broad Street and said the plan was to run it by stakeholder groups and then tweak it before presenting to Council. He asked if the Council would rather see it first.

Councilman Yassin said he would prefer to see the initial proposal but said he was good either way.

Councilman Yngstrom agreed that he would like to see it first.

Administrator Shehady said he just wanted to make sure that everyone had an opportunity to weigh in. He also asked if any Councilmembers had any questions on the Engineer's report.

Councilman Yngstrom asked what the estimated time of completion was for the White Street Parking Lot project.

Engineer Neumann said it should be sixty days from mobilizing but said she anticipated it might be closer to 45 days. She noted it would be weather dependent.

Councilman Yassin asked for an estimated date.

Ms. Neumann said, if they mobilize in the next two weeks, she estimated completion by the end of October. She said the White Street and White Street Parking Lot projects would be coordinated to minimize disruption.

Councilman Zipprich asked if punch list items would get pushed out to later in the fall.

Ms. Neumann said they were currently doing a punch list for certain items in the White Street Project contract and reviewed how the remaining punch list items would be handled.

Administrator Shehady asked her to review the remaining discussion items regarding proposals for upcoming projects including the Marine Park Parking Lot.

Councilman Yngstrom confirmed that this would be the first step in redoing the park since Hurricane Sandy.

Administrator Shehady said that was the case and added the funds had been included in the Parking Utility Budget and said a bond was also in place to help fund the project. He also noted that the lot could help generate money that would go into the Parks and Recreation trust to be used toward renovation of the Park.

Councilman Ballard what the anticipated date was to do the rest of the park.

Administrator Shehady it would depend on the Council's appetite to bond. He reviewed the next steps in the project.

Councilman Ballard said his concern was that the parking lot would be done but that they would push back the park part.

Administrator Shehady stressed his commitment to move projects forward to their next steps and said he would continue to do so as long as the Mayor and Council were supportive of the projects. He asked if the Council was in favor of moving forward with a resolution to authorize the Engineer work for the Marine Park Parking Lot project.

The Council consensus was to move forward.

Engineer Neumann reviewed a proposal for the Phase II improvements for Mohawk Pond, Count Basie Park and Eastside Park. She said they had applied for and received a matching grant through the Monmouth County Open Space Program in the amount of \$200,000. She explained how the funds were by used.

Administrator Shehady said some of the projects may sound familiar but said that was because they had been discussed when they were applying for the grants. He said he would like the Council's authorization to draft resolutions to authorize the Engineer to move forward with the next step.

Councilman Yngstrom asked that additional shade structures be considered for the projects.

Engineer Neumann said they could be included but said she did not know if they would be able to get additional funding to cover the cost.

The Council was in favor of including the shade structures.

Administrator Shehady also noted that they have maintained a list of Council recommendations and, as grant opportunities come up, they will continue to apply.

Engineer Neumann reviewed the proposal for improvements at Riverside Gardens Park. She said a matching grant of \$56,782 through Green Acres.

Councilwoman Triggiano said the proposal seemed to contained bare minimum, necessary improvements and asked if the landscape architecture being used was the one provided by the Environmental Commission.

Engineer Neumann said she believed they incorporated their material but said they were happy to review the design.

Councilman Ballard asked if it would be fully funded or would be a matching grant.

Ms. Neumann said it was a matching grant.

Councilman Ballard asked what the total cost would be.

Engineer Neumann estimated approximately \$110,000. She said she also wanted to discuss the Traffic Circulation Study. She said the Council has authorized the study and, as a result of COVID Pandemic, it has been put on hold. She said she wanted to know whether or not the Council thought it would be prudent to move ahead with it. She noted that the theaters were not currently open but said they could model that element of the study.

Councilwoman Triggiano said the point of the study was to understand traffic patterns and said that could change within the next two months. She said it was a tough call because no one knew when things were going to change.

Administrator Shehady said he and Engineer Neumann, Police Chief McConnell and DPW Director Keen had all talked about the matter and felt it could be argued both ways. He said the benefit to the study was because they wanted to be able to move some projects forward. He agreed that there were a lot of unknowns regarding the pandemic and said they could keep pushing it off but then they wouldn't have the answers they needed. He asked Chief McConnell to weigh in.

Councilwoman Triggiano said she would like his input regarding current traffic levels also.

Chief McConnell said he did not think the Borough was anywhere near its normal level of traffic. He said the models were great and they did work but they were not 100 percent. He said the more information entered manually, the less reliable it was. However, he added, a lot of the things the town wanted to do would depend on the circulation study. He said, if it wasn't done by the time they started the Broad Street project, they would just be winging it. He agreed that there would be benefits to doing it now but also agreed that it was not the optimal time to do it.

Administrator Shehady said the existence of the pedestrian plaza on Broad Street may actually make it a good time to do the study so they could see how the closure impacted traffic flow/patterns. He said he felt they should move ahead with it even though it could be argued both ways. He said they could not predict when theaters and noted people will be working from home for the foreseeable future. He added that, if those were the factors for the coming months, those may be the factors they want for the traffic circulation study.

Councilman Ballard said he was not in favor of moving forward at this time.

Councilwoman Horgan asked how long the study would take and what the cost would be.

Engineer Neumann said the work had already been authorized but they had not done the physical traffic counts. She said it would take about four weeks to compile the data and put together the report.

Councilman Yngstrom said he felt there were too many variables at this time and did not think there was currently a normal traffic pattern. He said he would like to wait until things got back to somewhat normal. He noted that the White Street Lot was currently under construction and the Count Basie Theatre was not open. He said he felt that a lot of things that needed to be taken into consideration for the count were not currently going on.

Councilwoman Triggiano agreed. She said if there was on price tag on it, she would love to collect the data at multiple stages.

Administrator Shehady said, based on Council input, they would hold off on the study.

Councilman Zipprich said he agreed with the other Council members.

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

Fire Marshal Welsh asked if the Council had any questions on his report. He noted there had been a lot of turnover in rental properties. He offered an update in relation to the recent storm. He said the report of Red Bank outages may include properties in the 07701 zip code that were actually in Middletown but there were still quite a few residents that were out of power. He said he had submitted the facilities update to the County OEM office and reviewed priorities. He said they had been monitoring the water level with the storm expecting that it could mimic Hurricane Irene. He said he spot with the previously affected properties to ensure everyone but prepared but said, thankfully, the flooding did not happen. He said he was coordinating with the administrator to have generator safety information posted on the Borough website and on its Facebook page and discussed the dangers of generators and alternative lighting such as candles. He reviewed issues with Borough facilities and said the DPW could address further. He said the Building Department had been out doing preliminary damage assessments and there hadn't that much to report. He said the town had not gotten hit as hard as some of those around it. He said he had previously stated that, in regard to Emergency Management, the Borough always had a great response include Police, DPW, Code Enforcement and, especially, the volunteers. He said they often took a day off work and left their own homes that did not have electricity to field emergency calls. He said they were blessed to have a good system and wanted everyone to know that. He said he hoped it would inspire people to volunteer. He commended Recreation Director Hoffmann for his efforts to open the summer camp within guidelines and with keeping everyone informed. He said property maintenance issues were increasing but said it was not as bad as in previous years because people were home and taking care of those issues. He said it was too soon to offer a comprehensive preliminary damage report on the storm but said he would gather information and do a full report at the end.

Councilwoman Horgan thanked him for his report and said the Council appreciated his efforts along with those of all of the other officials in our town.

Administrator Shehady said that, while Fire Marshal Welsh had showered everyone else with praise, he was an amazing OEM Coordinator and he had been on top of everything throughout the storm. He said he had done a great job.

Mr. Welsh thanked them for their comments but said he was just the face and said there were a lot of working parts and people doing really great things.

Councilman Zipprich asked if there were any parts of town that were still without power.

Mr. Welsh said there were several areas in town that were still without power. He said he did not have the exact areas and said it was sporadic. He said he could not confirm how JCP&L was prioritizing but said the County OEM was listening and hoped that, within the next 24 hours, they would see things happening especially in regard to the Public Works facility and the nursing homes.

Administrator Shehady reviewed how information was received from JCP&L and gave information on their website showing outages. He reviewed how to interpret information available on the site.

Fire Marshal Welsh continued his report saying preparations for the storm had gone well. He said they always go around before storms asking various business to secure their sites. He said they had been disappointed in a small number of projects and said he would be following up with the Construction Official. He said, in the future, they may need more teeth when it came to enforcement to ensure safety.

Councilwoman Triggiano thanked him for his diligence and said she was glad those issues would be settled before the next storm noting it was still early in the season.

Councilman Yassin said he would be interest to see what his safety enforcement ideas were. He said he agreed with him and said he was open to suggestions.

Mr. Welsh said they had measures in place and the steps they take to notify people. He said they would tackle it in a different way next time.

### **RECREATION**

Director Hoffmann reviewed his report and highlighted the Fitness in the Park program and the Summer Camp. He said the camp had been paused for a couple of days when a staff member may have been symptomatic. He said out of caution they had paused the camp for a couple of days.

Councilman Ballard asked it if had just been symptoms or if someone had tested positive.

Mr. Hoffmann said no one had tested positive and said parents of the staff members and of the participants had been notified. He said they had contacted the county and had taken action beyond their recommendation. They had said there was no need to close without a positive test result but added that it had gone through other camps quickly so they had made the decision to suspend. He also commended everyone involved for their efforts in the recent storm.

## **PUBLIC UTILITIES**

DPW Director Keen reviewed his report. He noted the lead and copper testing results had come back and said all levels were below the action levels so said there was no reason for concern. He said it put them in a different testing bracket which would be easier and cheaper for the Borough. He reviewed recent tree removal efforts as a result of recent storms. He reviewed issues with generators and said they were pushing for making the DPW site/water treatment plant a priority with JCP&L. He thanked the DPW staff for their efforts and asked if there were any questions.

Administrator Shehady said he wanted to note that, as Fire Marshal Welsh had stated, the DPW staff were people who left their homes and loved ones who may also be without power to come into the Borough to help everyone out. He acknowledge that they received overtime pay but said that did not make up for the fact that there were losing sleep and family time. He said he had been on hand late in the day after the July storm and said the staff had been working with a smile on their face and were not rushing to get out. He said the previous day's storm had resulted in a tree falling on his car and the staff had been quick to respond and remove the tree. He said they were very responsive and the Borough should be proud of them.

Councilman Ballard said he agreed.

Councilman Zipprich said he also wanted to complement the team and said he agreed with the Administrator's comments.

Councilman Ballard said the Council had received a letter from a resident regarding a tree on Chestnut Street and asked if DPW Director Keen was aware of it.

Mr. Keen said he was and the tree has from the property adjacent to the Public Works facility and was one of the larger trees in town. He said the tree had not shown any outward signs of decomposition the high wind had cause a piece of it to fall off and break the pole into three pieces. He said that was why they had no power at the Public Works facility or in the nearby neighborhood.

Mayor Menna joined the meeting at 7:25pm.

DPW Director Keen said they were assessing the tree and following up on its removal if necessary.

Councilman Ballard asked about the property owner being responsible for damages.

Director Keen said that would be up to insurance companies. He said, once JCP&L removes the damaged tree, DPW would remove anything left in the street. He said Chestnut Street was currently blocked.

Councilman Yngstrom added that the tree was on private property so, ultimately, it would be their responsibility to have the tree removed if it was necessary.

Director Keen agreed. He reviewed resolutions and ordinances proposed for the upcoming agenda including the purchase of a new animal control vehicle.

Councilman Ballard asked what was wrong with the current vehicle.

Mr. Keen said it was a 2009 vehicle and reviewed ongoing problems that were resulting in expensive repairs.

Councilwoman Triggiano said she trusted his recommendation.

Councilman Ballard asked about shared service agreement.

Director Keen said the Borough did provide shared service for Animal Control with other communities.

Councilman Ballard said the vehicle would help generate revenue.

Director Keen said that was correct.

The Council consensus was to move forward with the resolution to authorize the purchase.

DPW Director Keen said the next items for discussion were the ordinances regarding parking. He said the first ordinance recommended would deal with the 15 parking spaces. He said and the RiverCenter Executive Director has been discussing the location of the spaces. He said he would like to see the ordinance amended to state that that the 15 minutes spaces could be moved at the Parking Director's discretion in consultation with RiverCenter. He said he was not sure of the legality.

Councilman Yngstrom asked Attorney Cannon if that would be legal.

Attorney Cannon said the Police Chief could move the spaces in an emergency but he did not think and Administrative employee could. He said he would do more research.

Director Keen said he would like to see an ordinance at an upcoming meeting.

Councilman Ballard asked how many of the spaces were in existence.

Director Keen said he thought there were eleven and added that some should be moved.

Councilman Ballard asked why he wanted them moved and asked if it was because businesses had moved.

Administrator Shehady said it was partially due to businesses that had moved and also due to changing demand. He also recommended making sure they were on one side of the street.

Councilman Zipprich asked how the 15 minute spaces/metered would be painted.

Director Keen said the former 15 meter heads had been painted white. He said the new meter heads would not be painted but said the signage would be clear. He also recommended that the words “15 Minutes” be painted within the spot.

Councilman Zipprich noted that the wording would not be visible when the street was snow covered.

Mr. Keen said the signage would also provide the information.

Attorney Cannon said he had reviewed the matter and said the designation had to be within the Code. He said he believed there were 13 spaces and said he would review with the Director to determine where the spaces should be and prepare the appropriate ordinance.

Director Keen also noted that the fee should be reconsidered. He said the meters accepted payment by credit card and noted the current rate was 25 cents. He said the credit card processing charge was 26 cents so it would result in negative revenue at the current rate. He said the app should be up and running soon where end charges would be paid by the user.

Mayor Menna asked if they could require cash payment for 15 minute parking.

Councilman Yassin suggested the make the 15 minutes spaces free.

Administrator Shehady said they had discussed making the 15 minutes spaces free but said the concern had been with enforcement. He said they wanted the spaces to offer convenience but also wanted to make sure people were not parking there for more than 15 minutes. He said the smart meter would offer information on usage including turnover and demand.

Councilwoman Triggiano asked about a 15 minute button that could be pushed and would provide reporting abilities.

Administrator Shehady said he would look into it. He said, in the alternative, they had proposed setting the rate at just above the transaction fee so they would not lose money on it.

Councilwoman Triggiano asked that they find out about the reporting ability before moving forward on the rate change.

Director Keen said the hesitation with that was that they would be relying on people actually pushing the button to provide the data.

Councilwoman Triggiano said if there was no money paid and they did not hit the 15 minute button they could be subject to a ticket so it would be in their best interest to hit the button.

Administrator Shehady said he would follow up with the vendor. He said another matter for discussion was carried from earlier in the year and would be tied to the installation of the new meters. He said both the Walker Report and the Calu Report recommended that the hours of enforcement be extended to 10 pm. He said the goal was to have the ordinance amended prior to the installation of the new meters so they could have signage in place. He said the business community had requested that the Borough delay that action until after the construction of White Street and the White Street Parking lot. He said, as noted in the Engineer’s reports, those project are expected to be done pretty quickly. He said he felt they could schedule it for adoption in September with an effective date for October. He said that would bring the Parking Utility one step closer to following the recommendations of the professionals.

Councilman Yngstrom said he was in favor of moving forward. He said it had previously been tabled at the request of the business community. He said he thought the recommended time line would be a good time to implement the increase when the White Street Lot was complete. He said the business community would benefit from extra spaces and the residents would benefit from the additional revenue.

Councilman Zipprich asked the Administrator if he had been in contact with the business community and RiverCenter.

Administrator Shehady said he had sent a status update to the RiverCenter Director on the parking issues and to let them know that this request was going to go to the Council.

Councilman Zipprich said he had spoken with Director Kirkpatrick at the end of last week and that had been something that the Board had wanted to discuss. He said they had had concerns about making the change during the pandemic and asked the Administrator to reach out to her.

Mr. Shehady said he had spoken with her and was aware of their concerns. He noted she was in attendance at this meeting and may want to speak during the public comment period. He understood that RiverCenter would like the Borough to delay action until January 1. He said he understood their position and believed they understood the Borough’s position. He said he felt it was the right thing to do to move forward. He asked for direction from the Council to see if the ordinance should be on the agenda for the next meeting.

Councilwoman Triggiano stated for clarification that the Borough was discussing extending the hours until 9pm.

Administrator Shehady said that was up to the Council. He said parking professionals had recommended an extension to 10pm but said he felt that may be too far reaching for the business community right now. He said the

recommendation was not for revenue but for inventory and turnover. He said he felt 9:00 would be more than sufficient and would be moving in the right direction.

Councilman Yngstrom said he agreed with the 9:00 recommendation.

Councilman Ballard said he also agreed noting that he believed Red Bank was one of the last municipalities to cut off paid parking at 6pm with many going to midnight or later.

Councilman Yassin said, when the matter had been brought up earlier in the year, he had been against it. He said the reason had been that he wanted to see the Borough make certain improvements to the parking situation to help drive traffic to town. He said at this point he felt the Borough had done a lot and had worked hand in hand with the business community. He said he understood that they wanted to wait until January and noted that the Borough traditionally gave free parking over the holiday season so the difference would just be a matter of weeks. He said he felt it was important to do it now and have the signage correct right from the start.

Mayor Menna said he appreciated that sentiment and noted the Borough had retained experts. He said at least two studies had made that recommendation and said he felt it was time.

Councilwoman Horgan and Councilman Zipprich both agreed.

Administrator Shehady said they would work on having that ordinance ready for the August meeting. He also noted that the award of the Garbage Collection was slated for the 8/19 meeting following receipt of bids on the 11<sup>th</sup>. He said a discussion would be scheduled for Executive Session to discuss that contract and to review survey results.

Councilman Ballard asked if a decision would be made after the Executive Session.

Administrator Shehady said the executive session should be held before the meeting so the Council could review the bids and discuss various options.

Councilman Ballard asked how the survey would weigh into the decision.

Administrator Shehady said that would be up to the Council. He said it was not a scientific survey or a referendum. He said it was a way to get input and feedback on the services.

Councilman Ballard asked how the information would fold into the bids that would be coming in.

Councilman Yassin said he understood that the survey was information to help the Council make a decision and said they could give it whatever weight they wanted.

Councilman Ballard said he did not understand and noted that the bid package had asked for frequency of collection.

Administrator Shehady said there had been multiple options for the bidders. He said a spreadsheet would be prepared for Council review for options and pricing based on the number of pickups. He said the Council would also have the input from the public to help with that decision.

Councilman Ballard asked if a local article would affect the process.

Administrator Shehady said he would defer to the Attorney.

Attorney Cannon said it would not as the bid had already been advertised.

Councilman Ballard again asked if it would affect the process at all.

The Administrator and Attorney both said that would be a discussion for Executive Session.

Councilman Zipprich asked if the data was back from the survey.

Administrator Shehady said he had raw data in a spreadsheet but said he had not had a chance to consolidate it into a presentation similar to an example he had shown the Council earlier in the year. He said he would have that for them as quickly as he could.

Councilman Yngstrom asked if he could provide both.

Mr. Shehady said he definitely would.

## **FIRE**

Administrator Shehady noted the Fire Chief was not in attendance and asked if there were any questions regarding his report. He noted that the Chief had submitted reports for May, June and July.

Councilwoman Triggiano said she also wanted to note that the Chief wanted to express gratitude to anyone who had donated PPE, hand sanitizer, etc. to the Fire Department.

## **BUILDING**

Administrator Shehady asked if there were any questions on the Construction Official's report. There were none.

Administrator Shehady noted revenue had been fluctuating which he attributed to the pandemic. He said Construction Official Corcione had been working with the Attorney to notices. He said there was also a resolution pending to fill a vacancy in the Construction Office. He said the position had been advertised and they were receiving applications.

## LAND USE

Administrator Shehady said there was not much to report noting the Planner had retired. He said the position had not been filled and said the Borough had been using the engineering firm as the Interim Planner/Zoning Officer. He said they have only been paying on an as needed basis so it had been saving the Borough quite a bit of money. He reviewed a couple of pending applications and said people were looking to come to Red Bank. He said there was ordinance pending to amend the Historic District Ordinance to include a property that had been omitted.

Councilman Zipprich thanked Historic Preservation Commission Chair Ferrigine for her diligence.

## FINANCE

CFO O'Reilly reviewed agenda items including the adoption of the budget and resolutions to authorize the annual Tax Sale. He said there would also be a resolution on the agenda regarding a tax appeal judgement and refund. He said there would be a resolution to join a co-op that would enable them to purchase Fire Trucks. He said there was also an item regarding a very large refund of \$25,000 due to a water/sewer overbilling that occurred over several quarters at 92 Drs. James Parker Blvd. He said he believed it was a clerical issue with setting up the billing. He explained that the property involved a compound set up with two water meters; one normal sized and one larger. He said the Public Works Director and Tax Collector worked out the correct billing which resulted in the need for the \$25,000 refund.

Councilman Ballard asked how long the period was that the property was overbilled.

CFO O'Reilly said he believed it was seven quarters.

Mayor Menna asked for a written report from DPW and Finance explaining what happened, what efforts were made, when they were made and why the refund was required. He questioned how this could happen since the Borough had new technology that was supposed to solve that type of problem.

Councilman Ballard asked that the report include a process so that it would not happen in the future.

CFO O'Reilly said he fully agreed and said he would have the prepared before the next meeting. He said he had been working on a report that would help to identify discrepancies in billing. He said there was an alert system in place to notify if a property had a high use of water but there was no alert in the event of low usage.

Administrator Shehady asked DPW Director Keen to provide input on the matter.

Director Keen said this was regarding a new installation at Fortune Square. He said the property had a compound meter which was unusual and offered details on the operation of the two meters contained in it. He said, when the account had been set up, the meter head information had been switched and reviewed how the billing had been done incorrectly. He said they had been alerted to the issue by the property owner in late May and said they had corrected it shortly thereafter. He said they had assumed that the credit would sit on the account but said the owner had requested a refund. He confirmed that there were a number of quarters where they had paid a larger bill before bringing it to the Borough's attention.

Councilman Ballard asked if the funds would come out of the Water Utility rather than the General Fund.

Director Keen said that was correct.

Councilman Zipprich asked if there were rental units in the building.

Director Keen said he was not sure what the occupancy of the building was.

Councilman Zipprich asked about the type of meter that was installed.

Director Keen said there was one compound meter and reviewed how it worked. He said it had been recommended by the meter company.

Councilman Zipprich asked if it was a proprietary product of the meter company.

Director Keen said other companies had the same type of meter but said they operated differently and offered specifics. He said the meter used was much more accurate than others.

Administrator Shehady said he had wanted Director Keen to offer input due to the fact that some of the discussion seemed to indicate they might have thought it was a systemic problem but said it really was a unique situation.

Councilman Ballard asked if they would still get the narrative and the plan going forward to avoid the situation in the future.

Menna asked if there were any questions on the standard Escrow Close Out resolution. There were none.

2020 Budget—Administrator Shehady said the Finance Committee had had several meetings about the budget and had been able to identify areas where cuts could be made. He said at the next meeting the Council could consider a resolution to amend before adopting the budget.

Councilman Ballard he agreed with the Administrator's assessment and thanked the member of the Finance Committee for their efforts.

CFO O'Reilly said the last discussion item was the budget. He said they had had the public Finance Committee meeting the previous day and said there had been much discussion.

Administrator Shehady said it was slated for the next Council Meeting.

Councilman Ballard said he and other were disappointed that Administrator Shehady had not been on the call. He said it was a budget the Mr. Shehady had put together with the CFOs help and said he had expected him to be there. He said he had made several calls to him to try to coordinate and had gotten no response from him.

Administrator Shehady said he felt it was disrespectful to have this discussion publicly. He said he would give Councilman Ballard the respect of not engaging because there were a lot of facts that he was not aware of.

Councilman Ballard said he was very disappointed that he did not let him know.

Mayor Menna said he felt this matter should be discussed as a personnel matter.

Administrator Shehady said he was being attacked publicly. He said he had texted the Mayor and Council that he would be available by phone in the office because his cell phone had not been working. He also noted that a tree had fallen on his car that day and it had to be towed. He said had had to get a rental by the close of business yesterday otherwise he would have been stranded in the office. He said he had gotten home and found he had no power, spoiled food and no Wi-Fi. He said he had rushed back to the office and had made it just in time to set up and facilitate the meeting. He said that was why he was still in the office at this time and would probably be there until 10 or 11 pm. He said he thought it was extremely disrespectful that he was attacking him without asking or expressing concern about what might have happened.

Councilman Ballard said a phone call to give him a heads up would have been nice.

Administrator Shehady said, to clarify, he had not been asked to be on the call. He said it had been scheduled without considering his availability or schedule.

Councilman Ballard continued to state that the Administrator was expected on the call.

Councilmembers asked to move on to the next item.

Councilman Zipprich thanked CFO O'Reilly for being on the call and thanked Councilman Ballard for putting the presentation together. He said several residents tuned in and he said they had a good series of questions.

CFO O'Reilly said the budget would be on the following agenda for adoption according to statute.

## **CLERK**

Borough Clerk Borghi asked if there were any questions on her report. She said the County had finalized the results of the Primary Election and said she had sent out the County Committee certificates to those who had been elected to those positions. She reviewed proclamations that would be on the upcoming agenda.

## **ADMINISTRATION**

Administrator Shehady reviewed upcoming agenda items include a resolution to authorize additional funds for CME to perform Affordable Housing services. He explained how the previously authorized funds had been spent.

Councilman Zipprich asked if the Affordable Housing Trust Fund was available for homeowners to make application to the Borough for assistance.

Administrator Shehady said that it was.

Councilman Zipprich asked about what type of repairs would be allowed.

Administrator Shehady said that it would be part of the program that was recent contract to the Affordable Housing Corporation. He said as soon as the Borough hired a Municipal Planner/Engineer, they could pick that program up.

Councilman Zipprich asked if, upon the passage of the reference resolution, the program would be handled internally.

Administrator Shehady explained that the resolution being discussed was for the planning services of CME in regard to Affordable Housing.

He said the next resolution for discussion was regarding the Post Pandemic Re-occupancy Facility Assessment Proposal. He said this was step two of the process and noted step one had authorized an assessment of Borough facilities by DMR Architects in regard to post pandemic measures. He said the firm had provided a report which had been reviewed with Department Heads. He said the report had provided an estimate on what the work would cost and he said he had asked for a proposal to get them through the construction. He reviewed details of the proposal. He said both contracts would be billed to the County CARES Act funds. He said the goal was to get the work done under an emergency authorization before December 31. He said he expected the total for the project, including construction and engineering, to be approximately \$750,000. He said it was his belief that the Borough had the justification as the project was directly related to addressing and mitigating the pandemic. He said the current resolution was only asking for the authorization for DMR to do the bid specs.

Mayor Menna said he thought they should move on the matter quickly.

Councilman Ballard asked if the resolution only addressed Borough Hall and they were not worried about the other Borough facilities.

Administrator Shehady said they were worried about the other ones but they had to make sure the work was justifiable under the pandemic. He reviewed the proposed changes to address pandemic concerns and some many of those items were already in place at the public works facility. He said the assessment had been focused just on 90 Monmouth Street.

Councilman Zipprich asked if there would be improvements to the HVAC system adding that it had been problematic for years.

Administrator Shehady said they had looked at it and said it would not make the improvements that the Borough would need to would like to see because they were not pandemic related. He noted that they did suggest some pandemic related action that they could take to improve circulation and disinfection and ensure the air quality was safe. He said the DPW Director had been dealing with the HVAC Contractor separately and he could review that. He said the HVAC work was bid separately for that reason.

Councilman Zipprich asked if there would not be a major overhaul of the heating and air conditioning system as part of this project.

Administrator Shehady said there would not and added that he did not think that work would be eligible under the CARES Act.

Councilman Zipprich asked Director Keen if there was a significant amount of repair/replacement work that needed to be done to that system.

Director Keen said they had been keeping up with repair and replacement as needed. He reviewed additional work that could be done but noted that it could cost millions of dollars. He said, currently, they repair things as they break and perform proper maintenance. He said the proposal being discussed talks about a very thorough cleaning and the use of HEPA-filters. He explained the concerns associated with the use of the filters and alternative products. He agreed that an entire overhaul would not fall under the CARES Act funding.

A discussion followed on addressing issues associated with the system.

Administrator Shehady said the next agenda item for discussion was regarding landscaper and tree service permits. He said he had surveyed his colleagues in the County for their experiences. He said he had forwarded the results to the Council and noted that six municipalities had responded. A discussion followed on whether Red Bank should move forward with an ordinance to require registration including the need and the potential revenue.

The Council consensus was that they were not in favor.

Administrator Shehady reviewed the July Grants Report.

## **SENIOR CENTER**

Director Reynolds asked if there were any questions on her report. She said they had been checking on the seniors, many of whom still did not have power. She reviewed other supporting activities including an initiative to provide seniors with emergency supplies.

Councilman Zipprich asked if the seniors were in need of air conditioning or cooling.

Director Reynolds said they had all told her they were fine but said she had told them to reach out to her no matter what time of day.

A discussion followed on how many were without power and what efforts were being made to provide emergency services.

Councilman Ballard asked if the Center maintained contact info.

Ms. Reynolds said when they sign up they are asked to complete a registration card including an emergency contact and doctor info.

## **POLICE**

Chief McConnell reviewed his report and said activity was almost back to pre-COVID numbers. He said they had previously discussed the policy for on-street handicapped parking requests. He said most towns don't offer designated residential spaces. He said there were currently 15 in the Borough ordinance and noted half of those were no longer in place. He said it was up to the Council to decide how they wanted to move forward with it. He reviewed the criteria used to make a recommendation. He said, based on the Council's discussion, there may be an ordinance on the next agenda to add an additional space.

A discussion followed on the existing criteria and possible changes.

Chief McConnell reviewed a recommendation for a space to be added to the list of designated residential spaces. He said he would look into the possibility of requiring an annual or periodic verification. He said another matter that was on the agenda was the contract the Department had with E-ticket which was due to expire in September. He said they were looking into various options for the service but they may have to do an RFP. He said they would also be looking to appoint a full time dispatcher to replace someone who left in May. He also reviewed a plan to move Parking Enforcement to the jurisdiction of the Police Department. He said they would be bringing

over one of the existing officers but said they would need more than one. He said those appointments would be coming at a future Council meeting. He said there were also superior officer positions that had been vacant since March. He said the vacancies had come up after retirements that happened around the time COVID hit. He said they had held off but said he was requesting that they be filled at this time noting as he had earlier that the stats were back up to pre-COVID numbers and they needed the supervisory positions in place. He requested the promotions to be authorized at the August 19 meeting.

The Council consensus was to proceed with the promotions.

**PUBLIC COMMENT**

Mary Beth Maida—84 Branch Avenue—thanked Councilman Ballard for his comments regarding the Administrator not attending the Finance Committee meeting. She noted Councilman Yassin had also missed the meeting. She said she had concerns about the garbage survey. She said she had reached out to Springfield and said she found they had realized no savings. She questioned the need. She said there was a discrepancy with the number of census cards that had been sent and the number of garage survey cards that had been sent. She said some people had not received them. She said she was concerned about the expense of the process. She said she had submitted an OPRA request for the information from Red Bank but had not yet heard back. She said she also had concerns about collection only one day a week. She said she was disappointed that they had not introduced or at least gone line by line through the budget at this meeting similarly as had been done at the Finance meeting.

Laura Fitzpatrick—RiverCenter Executive Director—Thanked the Mayor and Council and staff for all they had done throughout the storm. She said restaurants were losing money due to loss of refrigeration and requested any help that could be given to expedite restorations.

She said that, earlier in the year, she had submitted an overview to the Council regarding parking and had requested that they hold off on increasing the hours for paid parking until 72 new spots were created in White Street and Marine Park. She said she understood those projects may have been delayed because of COVID but again request that they wait for the creation of the additional spaces before changing the hours or rates. She said she also wanted to discuss the employee parking issue and suggested gather data. She said they were encouraging employees to park in the east side lots.

Suzanne Viscomi—25 Cedar Street—said she agreed with the prior caller. She said she and other residents she knew of had not received the postcard. She said she felt it was disingenuous to send the postcard because it was not environmentally friendly. She suggested someone walk or drive through the town to see how many people put out one can or two. She compared the garbage survey to the census and questioned the accuracy of the results. She also reported that ex-Borough employee and former Board of Education member Marge Lowe had passed away.

Council members offered their memories of her.

Memone Crystian—15 Marion Street—Thanked everyone for their efforts during the storm. She asked the Police Chief how the transfer of staff from the Parking Utility to the Police Department would be handled. She asked if there would be a public hearing regarding the sanitation contract.

Mary Beth Maida—said if the Council was going to respond to her comments, she would like the opportunity to respond back.

Councilman Ballard said he felt this was the only opportunity residents had to interact with Borough Officials. He questioned how else they could reach out. He said he felt they should be more open and responsive to residents’ questions.

Administrator Shehady said he was simply stating the protocol from the resolution that had been adopted annually by the Mayor and Council. He added that the language was standard among most legislative bodies.

No one appearing, Councilman Yngstrom made a motion to close Public Comment, 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.

Councilwoman Triggiano said the Councilmembers were all residents. She stressed that she was a homeowner and her child went to the public school. She said they were accessible to residents. She said she would never make a decision that would lower the quality of life for residents. She said her goal was to make everyone’s quality of life better including her own and her child’s. She said she never ignore anyone who had a magic solution to the budget or for cost savings. She said she cared about the residents and she cared about the future of the town. She said when residents called in, the Council listened to what they have to say.

Councilman Zipprich said he agreed that it was important for residents to feel that the Council was accessible to them and that they were all neighbors. He said they also had a fiduciary responsibility and needed to make sure that the decisions they made were decisions they could all live with. He said he thought it was important for the constituents to know that the Council members may not all agree. He said there were seven members for a reason

and added that the all brought a different perspective. He said it was important for the residents to know that the Council members would listen and react.

Councilman Ballard asked if there were any other comments.

Administrator Shehady said the next item on the agenda would be to move to Executive Session.

Councilman Zipprich asked if the Administrator could refresh his memory on Ms. Crystian’s questions.

Mr. Shehady said he believe she had asked about the Parking Enforcement employees and if there would be a public hearing on the garbage contract.

Councilman Zipprich asked if the public hearing would be done before the adoption of the result of the bids.

Administrator Shehady said all contracts were awarded in public at Council Meetings and were done by resolution. He said there would be an opportunity for public comment at the beginning of the meeting and again at the end.

Councilman Zipprich said there had also been a question about the survey and asked if the Administrator was working on a tabulation. He asked if the Council would be provided information on the number of respondents along with additional information.

Administrator Shehady said he would provide the information in an EXCEL spreadsheet along with graphics.

Councilman Zipprich asked how many postcards the Borough had mailed out.

Administrator Shehady reviewed how the mailing had been done noting that the cards had gone to all postal customers rather than individual addresses. He said he used a firm the Borough had in the past and requested that type of mailing. He said the company contacted the post office for the list of residential postal customers. He said if a residence had not received it that would be due to an issue with the post office. He said the number of postcards printed and mailed was 5500.

Councilman Zipprich asked how many census cards had been distributed.

Administrator Shehady said he did not know because the Borough had not distributed the census postcards.

**EXECUTIVE SESSION**

20-179A            The Borough Attorney read a resolution to adjourn to executive session to discuss Contract Negotiations (Senior Center Lease, Southbank, Solid Waste/Recycling and Board of Education) and Personnel (Police Officers). No action to be taken.

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

**ROLL CALL:**

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

NAYS:            None

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

**RESUME REGULAR BUSINESS**

Councilwoman Horgan made a motion to resume Regular Business, seconded by Councilman Yassin.

**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**

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

**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