

**WORKSHOP MEETING MINUTES  
TOWNSHIP COUNCIL – TOWNSHIP OF OCEAN**

**OCTOBER 3, 2011**

**OAKHURST, NEW JERSEY**

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The Workshop Meeting was held in the Council Conference Room, Town Hall, 399 Monmouth Road, Oakhurst, NJ 07755 beginning at 5:30 p.m.

**Present:** Mayor Larkin  
Councilmember(s) Evans, Garofalo, Schepiga

**Absent:** Deputy Mayor Siciliano

**Others:** Martin Arbus, Esq., Township Attorney (arrived at 5:50 p.m.)  
Andrew Brannen, Township Manager  
Vincent Buttiglieri, Township Clerk

Mayor Larkin announced that the notice requirements of the Open Public Meetings Act for this meeting have been satisfied; a copy of the Annual Notice was sent to the Asbury Park Press and The Coaster, posted in Town Hall and filed in the Office of the Township Clerk on December 6, 2010.

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**ITEM FOR DISCUSSION:**

**SUBJECT:** Best Practices Checklist

**ACTION:** Andrew Brannen, Township Manager, and Stephen Gallagher, Director of Finance, went through the Best Practices Checklist, which will be utilized by the State of New Jersey to determine whether or not a municipality should receive its final 5% allocation of their state aid. They discussed the following items:

1. General Management – Item #2 – the Township will be meeting with the School District to discuss additional cooperative ventures
2. General Management – Item #11 – the Township does not currently have a policy, however, it should be something that needs to be implemented to ensure that both the elected and appointed boards can function according to their mandate.
3. General Management – Item # 7 – Mr. Gallagher mentioned that it would be prudent for the Township to implement a policy that would require all newly elected officials attend various courses that would enable them to become familiar with municipal government. They are issued throughout the year by both Rutgers and the NJ State League of Municipalities.
4. Financial Standards – Item #1 – Mr. Brannen explained that we still have two bargaining units that do not have a current labor agreement, therefore, this item is not applicable to the Township.

**SUBJECT:** Flood Mitigation Update

**ACTION:** Mr. Brannen discussed the mitigation plans at the following locations:

Whalepond Brook –

Mr. Brannen stated that the Township has explored various options to alleviate the flooding issues in that area and there is no easy solution to this issue. Discussions were had between the Township and Monmouth County (Joseph Ettore and Spence Wickham) with regards to this issue. There had been studies done by the County in the past and the Township has requested copies of them.

Mr. Brannen informed the Governing Body that it would be in the Township's best interests to apply for a grant to be utilized to hire a firm to do a study of this situation and report back with solutions.

## Poplar Village –

Mr. Brannen reported that Requests for Proposals have been sent out for the demolition of the first 32 units of Poplar Village. The costs for this will be covered by the Grant already received by the Township.

Additionally, a second grant application will be submitted by the Township which, if received, would cover the cost for the demolition of the next 29 units.

Mr. Brannen also stated that he will be scheduling a meeting with the Army Corp of Engineers, either in late October or beginning of November to further discuss their plans.

## Harvey Brook –

Mr. Brannen is waiting for the report from the Township Engineer before deciding on a course of action.

**SUBJECT:** 2011/2012 Road Program

**ACTION:** Mr. Brannen reported the following:

- The contractor, MECO, Inc., will be commencing work on the road resurfacing program this week.
- With regard to the utility work that was done by the gas company along portions of Logan Road – Mr. Brannen stated that the Township has requested that the gas company make a contribution to the Township which will be earmarked for the repaving the entire length of Logan Road, as it does not make sense to have them just pave the sections that they disturbed.

With regard to the work that was done at the intersection of Logan Road and Deal Road, the gas company will be repaving that section (which is actually located on Deal Road).

- 2012/2013 Road Program – Mr. Brannen stated that he believes that one project that should be looked at is Sunset Avenue, in the area of the Sunset Diner. He believes that serious alterations need to be done to that area. Mr. Brannen will discuss this with the Township Engineer and report back at a future meeting.

**SUBJECT:** Safe Routes to Schools

**ACTION:** Mr. Brannen reported that the applications have been released. Due to the fact that this grant will be very competitive, and the fact that the Township will be looking to receive a grant in excess of a few hundred thousand dollars, Mr. Brannen feels that the Township should contract with a firm that has the expertise in filing such grants. The Governing Body agreed.

**SUBJECT:** Code Enforcement

**ACTION:** Mr. Brannen distributed a sample of a bid that was utilized by another municipality for code enforcement issues. Mr. Brannen informed the Governing Body that he will be meeting with the Police Department, the Community Development and the Public Works Department to discuss utilizing NatGeo to track complaints and violations.

**PUBLIC COMMENTS:**

None at this juncture

Seeing that there were no Public Comments, Mayor Larkin Siciliano read the following:

**RESOLUTION  
DECLARING CLOSED SESSION**

**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Ocean, County of Monmouth as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
  - C1. Litigation – COAH
  - C2. Contract – PBA, Local 177 and Local 701
3. It is anticipated at this time that the Municipal Clerk shall on a six (6) month basis, review the minutes of closed sessions of the Township of Ocean and make a recommendation to the Governing Body which minutes should be considered for public record. The minutes which are made public shall not thereafter be treated as confidential, but may be seen and copied by any person(s) in the same manner as any meeting minutes of the Township of Ocean.
4. This resolution shall take effect immediately.

Seeing

Record of Vote	Deputy Mayor Siciliano	Councilman Evans	Councilman Garofalo	Councilwoman Schepiga	Mayor Larkin
Motion To Approve				X	
Motion to Second		X			
Approved		X	X	X	X
Opposed					
Not Voting/Recuse					
Absent/Excused	X				

that there were no

additional comments, the meeting was adjourned.

Record of Vote	Deputy Mayor Siciliano	Councilman Evans	Councilman Garofalo	Councilwoman Schepiga	Mayor Larkin
Motion To Approve			X		
Motion to Second		X			
Approved		X	X	X	X
Opposed					
Not Voting/Recuse					
Absent/Excused	X				

Respectfully submitted,

Vincent Buttiglieri, RMC/CMC/MMC  
Township Clerk