

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

JANUARY 7, 2014

OAKHURST, NEW JERSEY

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: Deputy Mayor Siciliano
Councilmember(s) Evans, Garofalo and Schepiga

Absent: Mayor Larkin

Others: Martin Arbus, Esq., Township Attorney
Andrew Brannen, Township Manager
Vincent Buttiglieri, Township Clerk

In the absence of Mayor Larkin, Deputy Mayor Siciliano presided over the meeting and 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 30, 2013.

INDIVIDUAL ACTION:

RESOLUTIONS:

14-001 Authorize the Mayor and Municipal Clerk to execute the Agreement with Monmouth County for the Special Citizens Area Transportation (SCAT) for 2014

WHEREAS, the Township of Ocean heretofore entered into an agreement as authorized by resolution dated January 9, 2013 with the Monmouth County Board of Chosen Freeholders, specifically the Office of Special Citizens Area Transportation (SCAT), to provide certain services to senior citizens and handicapped individuals, among others, residing within the Township of Ocean for the year 2013 pursuant to an agreement between the Township of Ocean and the Board of Chosen Freeholders of Monmouth County; and

WHEREAS, the Township Council wishes to continue said services through the calendar year 2014 at a cost of \$150.00 per half day; and

WHEREAS, the Director of Finance has certified that funds will be made available by the Governing Body in the Township of Ocean Temporary and Final 2014 Municipal Budget under the following: SCAT Program - account # 4-01-28-797-304;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Ocean, County of Monmouth, State of New Jersey, that the aforesaid agreement be renewed for the calendar year 2014 at a cost of \$150.00 per half day; and

BE IT FURTHER RESOLVED by the Township Council that certified copies of this resolution be forwarded to the following:

1. Kathleen Lodato, Director
Monmouth County Division of Transportation (w/ 3 certified copies)
2. Kathleen Reiser, Recreation Director, Interim Director of Human Services

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

14-002 Approve the 2014 Temporary Budget

ADOPTING 2014 TEMPORARY BUDGET

WHEREAS, in the normal operation of the Township of Ocean it is necessary for the making of contracts, commitments and payments prior to the adoption of the regular budget, and

WHEREAS, N.J.S. 40A:4-19 of the State of New Jersey provides the Governing Body of any municipality may make temporary appropriations to provide for any contracts, commitments or payments to be made between the beginning of the budget year and adoption of the final budget, and

WHEREAS, the total amount of the appropriations attached hereto and made a part thereof in the amount of \$8,000,241 does not exceed twenty-six and one-quarter (26.25) percent of the Local Budget Appropriations of the Township of Ocean for the year 2013, exclusive of any 2013 appropriations made for Debt Service and Capital Improvement Fund, and exclusive of 2014 Debt Service Appropriations.

NOW, THEREFORE IT RESOLVED by the Township Council of the Township of Ocean, County of Monmouth, that the attached Temporary Budget for the year 2014 be adopted.

BE IT FURTHER RESOLVED that a copy of the within be forwarded to the following:

1. Director of Finance
2. Township Auditor

2014 TEMPORARY BUDGET			
Department		Salary & Wages	Other Expenses
Office of the Governing Body	Salary & Wages	7,231.00	-
Office of the Governing Body	Other Expenses	-	1,467.00
Office of the Township Manager	Salary & Wages	85,334.00	-
Office of the Township Manager	Other Expenses	-	11,180.00
Office of the Township Clerk	Salary & Wages	45,498.00	-
Office of the Township Clerk	Other Expenses	-	7,019.00
Financial Administration	Salary & Wages	85,000.00	-
Financial Administration	Other Expenses	-	6,837.00
Data Processing	Salary & Wages	25,000.00	-
Data Processing	Other Expenses	-	26,917.00
Collection of Taxes	Salary & Wages	35,472.00	-
Collection of Taxes	Other Expenses	-	2,648.00
Assessment of Taxes	Salary & Wages	35,000.00	-
Assessment of Taxes	Other Expenses	-	27,909.00
Legal Services & Costs	Other Expenses	-	178,000.00
Engineering Services & Costs	Other Expenses	-	40,865.00
Planning Board	Other Expenses	-	3,700.00
Board of Adjustment	Other Expenses	-	6,220.00
Office of Planning Administration	Salary & Wages	85,419.00	-
Office of Planning Administration	Other Expenses	-	3,632.00
Construction Code Enforcement	Salary & Wages	111,952.00	-
Construction Code Enforcement	Other Expenses	-	19,985.00
MJMJIF Assessment (Liab Ins)	Other Expenses	-	354,826.00
MJMJIF Assessment (W/C Ins)	Other Expenses	-	659,738.00
Health Insurance	Other Expenses	-	616,567.00
Police Department	Salary & Wages	2,371,091.00	-
Police Department	Other Expenses	-	80,007.00
Police Dispatch (911)	Salary & Wages	103,387.00	-
Police Dispatch (911)	Other Expenses	-	458.00
Emergency Management	Other Expenses	-	1,150.00
Municipal Prosecutor	Other Expenses	-	15,000.00
Office of Director of Public Works	Salary & Wages	115,000.00	-
Office of Director of Public Works	Other Expenses	-	5,641.00
Road Repairs & Maintenance	Salary & Wages	94,423.00	-
Road Repairs & Maintenance	Other Expenses	-	143,647.00
Maintenance of Equipment	Salary & Wages	104,409.00	-
Maintenance of Equipment	Other Expenses	-	155,698.00
Garbage & Trash Removal	Salary & Wages	312,993.00	-
Garbage & Trash Removal	Other Expenses	-	2,033.00
Recycling	Salary & Wages	26.00	-
Recycling	Other Expenses	-	560.00
Building & Grounds	Salary & Wages	242,808.00	-

Building & Grounds	Other Expenses	-	67,950.00
Board of Health	Salary & Wages	40,000.00	-
Board of Health	Other Expenses	-	53,471.00
Animal Control Services	Other Expenses	-	12,337.00
Mon Cty Alliance (S/W Match)	Salary & Wages	9,159.00	-
Community Services Department	Salary & Wages	78,590.00	-
Community Services Department	Other Expenses	-	7,159.00
Recreation	Salary & Wages	126,487.00	-
Recreation	Other Expenses	-	30,094.00
Senior Citizen Transportation	Other Expenses	-	4,711.00
Pool & Tennis Club	Other Expenses	-	20,943.00
Colonial Terrace Golf Course	Salary & Wages	20,100.00	-
Colonial Terrace Golf Course	Other Expenses	-	76,612.00
Pool & Tennis Club Snack Bar	Other Expenses	-	6,837.00
Project Extend	Salary & Wages	115,000.00	-
Project Extend	Other Expenses	-	4,918.00
Public Celebration / Holidays	Other Expenses	-	25,262.00
Maint of Free Public Library	Salary & Wages	1,837.00	-
Maint of Free Public Library	Other Expenses	-	6,693.00
Participation in Deal Lake Comm	Other Expenses	-	5,656.00
Postage	Other Expenses	-	20,000.00
Shade Tree Commission	Other Expenses	-	393.00
Environmental Commission	Other Expenses	-	682.00
Electricity	Other Expenses	-	76,256.00
Street Lighting	Other Expenses	-	63,000.00
Telephone	Other Expenses	-	15,014.00
Water	Other Expenses	-	15,487.00
Natural Gas	Other Expenses	-	55,525.00
Heating Oil	Other Expenses	-	10,157.00
Sewerage	Other Expenses	-	5,631.00
Fuel	Other Expenses	-	228,312.00

2014 TEMPORARY BUDGET

Department	Salary & Wages	Other Expenses
Landfill & Solid Waste	-	276,324.00
Social Security System	-	154,875.00
DCRP Employer Contribution	-	2,500.00
Monmouth County Alliance	15,270.00	-
Municipal Court	81,262.00	-
Municipal Court	-	4,667.00
Public Defender	8,414.00	-
Public Defender	-	787.00
TOSA Shared Services	14,179.00	-
TOSA Shared Services	-	5,943.00
Column Totals	4,370,341.00	3,629,900.00
Total 2014 Temporary Budget		8,000,241.00

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

14-003 Authorize the Township Manager to request a 60-day extension of time for the removal of trees and debris from Township waterways project through April 12, 2014

WHEREAS, the Township Council of the Township of Ocean previously approved Resolution No. 13-096 on May 23, 2013 for the Emergency Watershed Protection Grant administered by the Natural Resources Conservation Service for the removal of debris from Harvey Brook, Poplar Brook, Whalepond Brook and Hollow Brook accepting a total grant amount of \$138,600.00, with a matching portion of \$42,000.00; and

WHEREAS, the Township Council had subsequently approved Resolution No. 13-172 increasing the total grant awarded amount to \$180,600.00, with a matching portion of \$16,800.00 for a total grant received by the Township of \$163,800.00 and also approved Resolution No. 13-253 authorizing the Township Manager to execute the Notice of Grant and Agreement Award, and all related documents, whereby the Township will receive an extension of time for completion of said project through February 12, 2014; and

WHEREAS, the Township of Ocean wishes to request an extension of time through April 12, 2014; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Ocean, County of Monmouth, that authorization is hereby given for the Township Manager to request and extension of time for completion of the removal of debris from Harvey Brook, Poplar Brook, Whalepond Brook and Hollow Brook through April 12, 2014; and

FURTHER BE IT RESOLVED that authorization is hereby given for the Township Manager to execute the Notice of Grant and Agreement Award, and all related documents, whereby the Township will receive an extension of time for completion of said project through April 12, 2014; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the following:

1. Director of Public Works
2. Natural Resources Conservation Service

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

14-004 Authorize the amendment to the Professional Services contract with French & Parrello Associates for the pesticide investigation at Poplar Village increasing the contract by \$11,600.00, for a total not to exceed amount of \$17,225.00

WHEREAS, the Township of Ocean qualified to receive a Grant through the NJDEP Green Acres Program to be utilized for the partial acquisition of Poplar Village and, as such, a requirement is in effect that the Township of Ocean needed to perform a pesticide investigation of said site; and

WHEREAS, Resolution No.13-080 was passed by the Township Council of the Township of Ocean on April 18, 2013, awarding a contract to French & Parrello Associates, Wall, NJ to perform said pesticide investigation and Resolution No. 13-165 was subsequently passed delineating the vertical and horizontal extent of pesticide-impacted soil at said site; and

WHEREAS, as a result of the findings, additional site investigation work is required including the installation of borings via a stainless steel hand auger at PI-2 and PI-4, with the results submitted to a certified laboratory for analysis; and

WHEREAS, the Township of Ocean solicited a proposal from French and Parrello Associates to perform said site investigation and they submitted a proposal to perform the work at a cost not to exceed \$11,600.00, with a total contract amount not to exceed \$17,225.00; and

WHEREAS, the Township Council of the Township of Ocean has elected to make this appointment pursuant to the provisions of N.J.S.A. 16:44A-20 et seq. for the purpose of imposing the strictest campaign spending limitations under the New Jersey Local Pay-to-Play Law; and

WHEREAS, the Township Manager has determined that the value of the services French & Parrello, Wall, NJ will not exceed \$17,500.00 for the calendar year 2014; and

WHEREAS, the Director of Finance has certified that there are available sufficient funds for the purpose of the award of this contract in the Engineering Budget, account #C-04-55-939-995; and

WHEREAS, French & Parrello Associates, Wall, NJ has completed and submitted the required Business Entity Disclosure Certification and the C. 271 Political Contribution Disclosure Form certifying that French & Parrello Associates, Wall, NJ has not made any reportable contributions to a political or candidate committee in the Township of Ocean in the previous one year, and that the contract will prohibit French & Parrello Associates, Wall, NJ from making any reportable contributions to a political or candidate committee in the Township of Ocean during the term of this contract;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Ocean, County of Monmouth, State of New Jersey hereby authorizes the Township Manager to enter into a contract with French & Parrello, Wall, NJ, as described herein with a cost of \$11,600.00, with a total contract amount not to exceed \$17,225.00; and

BE IT FURTHER RESOLVED that a notice of this action shall be published according to law; and

BE IT FURTHER RESOLVED that certified copies of this resolution shall be forwarded to:

1. Director of Finance
2. Township Manager
3. French & Parrello, Wall, NJ

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

14-005 Authorize the Tax Collector to issue a refund to property owner(s) who have received favorable State Tax Appeal judgment(s)

AUTHORIZING THE CANCELATION OF YEAR 2010, 2011, 2012 and 2013 TAXES AND REFUNDING OR CREDITING THE TAX OVERPAYMENTS RESULTING FROM NEW JERSEY STATE TAX COURT JUDGMENT TO THE TAXPAYER

WHEREAS, the State of New Jersey Tax Court has rendered judgments on appeals made by a tax payer regarding the assessment of their property, and,

WHEREAS, the property had the assessment reduced by the State of New Jersey Tax Court resulting in a reduction in the total taxes to be paid to the Township of Ocean for the years 2010, 2011, 2013 and 2013,

WHEREAS, proper procedures require that the tax assessments for the years 2010, 2011, 2012 and 2013 be adjusted and refunds or credits to unpaid taxes be made for taxes

overpaid in those years that resulted from New Jersey Tax Court judgments reducing the property assessment reflected in the Tax Assessor’s Field Book.

NOW, THEREFORE, BE IT RESOLVED, by the Township council of the Township of Ocean, County of Monmouth and State of New Jersey that it does hereby authorize the Tax Collector to adjust the years 2010, 2011, 2012 and 2013 tax assessments based on the State Tax Board Judgment and refund the tax overpayments or credit 4th quarter taxes for those years’ taxes as listed in the attached list.

BE IT FURTHER RESOLVED That a copy of the within resolution be forwarded to the following:

1. Tax Collector
2. Township Auditor

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

ITEM FOR DISCUSSION:

SUBJECT: 2014 Operating Budget Update

ACTION: Andrew Brannen, Township Manager, reported as follows:

- The “Draft” Budget will be presented by January 15, 2014
- The Workshop Meeting on January 23, 2014 will begin at 4:00 pm and will be devoted to the 2014 Budget. We will also a lot time at the February 6th and February 20th Workshop meetings
- The Introduction of the 2014 Budget will be held on March 20, 2014, the Budget Presentation will be held on April 17, 2014 and the Public Hearing and Adoption is scheduled for May 22, 2014
- Discussion was held regarding projected surplus, debt service, salary and wages, health insurance and pension.
- The Township had two Labor Contracts (DPW) that expired at the end of 2013 and will have two Police contracts that will expire at the end of 2014.

SUBJECT: 2014 capital Budget Update

ACTION: Mr. Brannen said that the Township is considering scaling back on the road program it undertakes in 2014 so as to enable all outstanding projects to be completed.

Mr. Brannen also reported that there is a portion of missing sidewalk along Logan Road that probably should be done in 2014. Also, the Township did receive a grant from Monmouth County Housing and Community Development.

Mr. Brannen further discussed the history of the “Welcome to Ocean Township” signs and said that it may be appropriate for the Township to take over the maintenance/installation of same.

SUBJECT: Capital Project Update

ACTION: Mr. Brannen asked Vincent Buttiglieri, Township Clerk, to give an update on the automated meeting preparation project.

Mr. Buttiglieri stated that all employees had been trained in inputting meeting items. The Township IT Specialist, Steve Errion, will be finalizing the setup in the next few weeks and we should be ready to roll the program out to all council members at the February 20th council meeting.

Mr. Brannen also said that there will be a resolution placed on the January 23rd agenda to authorize the Township to go out to bid for the installation of concrete pads for the Recycling Center. The Township had previously hoped that the roll-off containers could be placed on gravel, however, that does not seem feasible any longer.

The improvements to the West Wing Conference Room and kitchen will commence in the Spring of 2014.

The bids for the demolition of Poplar Village will be opened on January 14, 2014. The maps and legal descriptions have been completed and the Township is anticipating closing in April 2014.

The Sunset Avenue Bridge replacement project is slated to begin in the Fall of 2014.

SUBJECT: Payment Processing Update

ACTION: Mr. Brannen said that the Township would like to explore the possibility of expanding its credit card acceptance policy to include other Township functions such as certificates of occupancy and taxes. After discussion, all Governing Body members concurred with moving forward with this expansion of services.

SUBJECT: Code Enforcement Update

ACTION: Mr. Brannen reported that effective January 2, 2014, Tom Caruso has become a full-time Township employee. Also, the housing and Clean Communities functions have been moved under Code Enforcement.

COUNCIL REPORTS:

There were no comments from Councilmembers Evans, Garofalo and Schepiga, as well as Martin Arbus, Esq., Township Attorney

PUBLIC COMMENTS:

There were no Public Comments at this time.

Seeing that there were no Public Comments, Mayor Larkin 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. Litigation – Tax Appeals

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.

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

Seeing 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