# Borough of Middlesex

**Mayor and Council Regular Meeting**

**~ Agenda ~**

Access to be Posted on Boro Website
Middlesex,, NJ

**Linda Chismar**
**732 356-7400 x238**
www.middlesexboro-nj.gov

**Tuesday, December 15, 2020** **7:00 PM** **Remote Telephone Meeting**

**I. MAYOR'S STATEMENT:** Under the provisions of N.J.S.A. 10:4-6 et seq., notice of the time and place of this meeting was given by way of an annual meeting notice to the Star Ledger, Courier News and Home News, and posted at Borough Hall.

**II. SALUTE TO FLAG**

**III. ROLL CALL**

| Attendee Name | Present | Absent | Late | Arrived |
|---|---|---|---|---|
| Mayor John Madden | ☐ | ☐ | ☐ | |
| Council President Jack Mikolajczyk | ☐ | ☐ | ☐ | |
| Councilman Jeremiah Carnes | ☐ | ☐ | ☐ | |
| Councilman James Eodice | ☐ | ☐ | ☐ | |
| Councilwoman Amy Flood | ☐ | ☐ | ☐ | |
| Councilman Martin Quinn | ☐ | ☐ | ☐ | |
| Councilman Douglas Rex | ☐ | ☐ | ☐ | |
| Administrator Marcia Karrow | ☐ | ☐ | ☐ | |
| Borough Attorney Christopher Corsini | ☐ | ☐ | ☐ | |

**IV. PRESENTATIONS**

**V. APPOINTMENTS**

1. Accepting the Resignation of Councilman Quinn from the Joint Land Use Board Effective Immediately

**VI. PROCLAMATIONS**

**VII. ORDINANCE(S) FOR INTRODUCTION**

**VIII. ORDINANCE(S) FOR PUBLIC HEARING AND FINAL ADOPTION**

1. **Ordinance 2016-20** CREATING A NEW CHAPTER 36 OF THE MUNICIPAL CODE OF THE BOROUGH OF MIDDLESEX ENTITLED “EMERGENCY MANAGEMENT” TO CODIFY CERTAIN PROVISIONS OF THE CIVIL DEFENSE AND DISASTER CONTROL ACT AND TO REPEAL CHAPTER 190 OF THE MUNICIPAL CODE OF THE BOROUGH OF MIDDLESEX INASMUCH AS IT IS INCONSISTENT WITH THE AFOREMENTIONED ACT

**IX. ADOPTION OF MINUTES**

1. Approving the November 24, 2020 Regular Meeting Minutes

**X. MAYOR'S REPORT**

## XI. COUNCIL MEMBER REPORTS

1. Council President Mikolajczyk
2. Councilman Carnes
3. Councilman Eodice
4. Councilwoman Flood
5. Councilman Quinn
6. Councilman Rex

## XII. ADMINISTRATOR'S REPORT

## XIII. PRIVILEGE OF THE FLOOR

During the conduct of the meeting, unless a Public Hearing is held or the Regular Order of Business is waived, the audience does not participate. A Public Portion is held at the end of the meeting. Individuals commenting from the audience will be provided an opportunity to address the Council but will not be permitted to speak again until everyone has had an opportunity to speak. If a group is represented by an attorney, the attorney will be given an opportunity to speak on behalf of all of the members of the group. The Council, pursuant to the Open Public Meeting Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Council will give all comments appropriate consideration and will refer all individual complaints to the Mayor or appropriate Borough representative for resolution.

## XIV. NEW BUSINESS/CONSENT AGENDA/RESOLUTIONS:

Matters listed within the Consent Agenda have been referred to members of the Borough Council for reading and study, are considered to be routine and will be enacted by one motion of the Council. If separate discussion is desired, the item may be removed from the Consent Agenda by Council action. The Resolutions listed below were submitted to the Borough Council for review and will be adopted by one motion.

1. **Resolution 253-2020** Approval of the Interlocal Health Services Contract with Middlesex County effective January 1, 2021 - December 31, 2022

2. **Resolution 280-2020** Authorizing the Refund of 4TH Quarter, 2020 Taxes on Block 239.01, Lot 4 in the amount of $2,247.79

3. **Resolution 281-2020** Appointing Jack Costa as OEM Director Effective December 15, 2020 - December 31, 2020

4. **Resolution 282-2020** Appointing OEM Operations Members Effective December 15, 2020 - December 31, 2020

5. **Resolution 283-2020** Appointing OEM Auxiliary Members Effective December 15, 2020 - December 31, 2020

6. **Resolution 284-2020** Appointing OEM Cert Team Members Effective December 15, 2020 - December 31, 2020

7. **Resolution 285-2020** Rescinding Resolution #274-2020, Adopted November 24, 2020 for Mr. Frank Casuso, Block 284, Lot 10 in the Amount of $250.00 for a Senior Deduction as it was Entered in the Wrong Calendar Year

8. **Resolution 286-2020** Rescinding Resolution #275-2020, Adopted November 24, 2020 for Mr. Frank Casuso, Block 284, Lot 10 in the Amount of $250.00 for a Veteran Deduction as it was Entered In the Wrong Calendar Year

9. **Resolution 287-2020** Approving the Purchase and Installation of an Avaya IP Office Phone System including a 4-year Maintenance Contract from Hunter Technologies, Wall Township, NJ in an Amount Not to Exceed $75,381.06

10. **Resolution 288-2020** Approval to Advance Patrolman Scott Mulford to Patrolman Class "B" at an annual Salary of $104,678 effective December 29, 2020

11. **Resolution 289-2020** Approval to Advance Patrolman Bryan Rodrigues to Patrolman Class "C" at an annual Salary of $94,994 effective December 14, 2020

12. **Resolution 290-2020** Based Upon the Review of the Borough Engineer, the Tax Collector is Authorized to Waive and/or Adjust Sewer Accounts to Property Owners that Have Submitted the Property Paperwork and Were Determined to Be Entitled to a Refund

13. **Resolution 291-2020** Authorizing the Reimbursement of Medicare Premiums for Certain Eligible Pensioners Under Chapter III, Public Law 1973, NJ Health Benefits Plans

14. **Resolution 292-2020** Authorizing the Treasurer to Remit the Condo Reimbursements for 2020

15. **Resolution 293-2020** Authorizing the Cancelling of Improvement Authorizations

16. **Resolution 294-2020** Authorizing the Cancelling of Unexpended 2020 Budget Appropriations

17. **Resolution 295-2020** Authorizing Special Items of Revenue and Appropriation From the CARES Act in the Amount of $59,665.50

18. **Resolution 296-2020** The Governing Body Approve the Animal Control Shared Services Agreement with the Township of Franklin for a Three-Year Period Beginning January 1, 2021 - December 31, 2023

19. **Resolution 297-2020** Amending Section 3.E Sick Leave Policy and Section 4.D Payday; Timesheets in the Middlesex Borough Personnel Policy

20. **Resolution 298-2020** Authorizing the Governing Body to Acknowledge the Change in Status for Certain Properties Under the Senior Citizen/ Disabled Person/ Veteran Tax Deductions

21. **Resolution 299-2020** Awarding the Contract for Heating and Air Conditioning Preventative Maintenance Services to Roan and King, Inc. of Greenbrook, New Jersey for 2021

22. **Resolution 300-2020** Approving Najarian Associates to Prepare a Flood Hazard Overlay Map for Middlesex Borough in an Amount Not to Exceed $800.00

**XV. NON-CONSENT AGENDA/RESOLUTIONS:** Matters listed within the Non-Consent Agenda will be individually addressed and acted upon accordingly. Council reserves the right to refer an item to Committee for further review and discussion. The Resolutions listed below were submitted to the Borough Council for review and will be adopted individually by motion.

1. **Resolution 301-2020** Pay All Claims

**XVI. AGENDA WORKSHOP ITEM**

**XVII. PRIVILEGE OF THE FLOOR ON AGENDA WORKSHOP ITEMS**

During the conduct of the meeting, unless a Public Hearing is held or the Regular Order of Business is waived, the audience does not participate. A Public Portion is held at the end of the meeting. Individuals commenting from the audience will be provided an opportunity to address the Council but will not be permitted to speak again until everyone has had an opportunity to speak. If a group is represented by an attorney, the attorney will be given an opportunity to speak on behalf of all of the members of the group. The Council, pursuant to the Open Public Meeting Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Council will give all comments appropriate consideration and will refer all individual complaints to the Mayor or appropriate Borough representative for resolution.

**XVIII. EXECUTIVE SESSION**

**XIX. ADJOURNMENT**

1. The Reorganization Meeting will be January 5, 2021

# ORDINANCE #2016-20

## CREATING A NEW CHAPTER 36 OF THE MUNICIPAL CODE OF THE BOROUGH OF MIDDLESEX ENTITLED "EMERGENCY MANAGEMENT" TO CODIFY CERTAIN PROVISIONS OF THE CIVIL DEFENSE AND DISASTER CONTROL ACT AND TO REPEAL CHAPTER 190 OF THE MUNICIPAL CODE OF THE BOROUGH OF MIDDLESEX INASMUCH AS IT IS INCONSISTENT WITH THE AFOREMENTIONED ACT

**WHEREAS**, it is the desire of the Mayor and Council of the Borough of Middlesex to codify the provisions of N.J.S.A. App.A:9-30 et seq. ("The Civil Defense and Disaster Control Act") related to the appointment of a Municipal Emergency Management Coordinator (N.J.S.A. App.A:9-40.1), a Local Emergency Management Council (N.J.S.A. App.4:9-41), the proclamation of a state of local disaster emergency (N.J.S.A. App.A:9-40.5), and the Federal Emergency Management Agency's Community Emergency Response Team program; and

**WHEREAS**, the Borough is empowered to codify these provisions pursuant to authority granted thereto by N.J.S.A. App.A:9-30 et seq. and N.J.S.A. 40:48-2; and

**WHEREAS**, the Borough must also repeal Chapter 190 of the Municipal Code of the Borough of Middlesex inasmuch as it is inconsistent with the Civil Defense and Disaster Control Act (specifically, N.J.S.A. App.A:9-40.5; and

**BE IT THEREFORE ORDAINED**, by the Borough Council of the Borough of Middlesex in the County of Middlesex and State of New Jersey that Chapter 36 of the Municipal Code of the Borough of Middlesex, County of Middlesex, State of New Jersey entitled "Emergency Management" is created and inserted into the Municipal Code pursuant to the provisions hereof, and Chapter 190 entitled "Emergency Procedures" is hereby repealed pursuant to the provisions hereof:

**Section I:**

A new chapter shall be inserted into the Municipal Code of the Borough of Middlesex as Chapter 24, shall be entitled as "Emergency Management," and shall contain the following provisions:

**Chapter 24: Emergency Management**

36-1 Municipal Emergency Management Coordinator

A. Pursuant to the authority granted thereto in N.J.S.A. App.A:9-40.1, there shall be a Municipal Emergency Management Coordinator in the Borough of Middlesex to be appointed by the mayor from among the residents of the municipality.

B. Pursuant to N.J.S.A. App.A:9-44, the Municipal Emergency Management Coordinator shall be responsible for the planning, activating, coordinating, and the conduct of emergency management operations within the Borough of Middlesex and shall be

empowered with and subject to all the powers and responsibilities delegated by N.J.S.A. App.A:9-30 et seq.

C. The Municipal Emergency Management Coordinator shall serve for a term of three (3) years from the date of the initial appointment by the mayor. Any vacancy in the position of Municipal Emergency Management Coordinator shall be filled by the mayor for the time remaining on the unexpired term of the prior coordinator.

36-2 Local Emergency Management Council

A. Pursuant to N.J.S.A. App.A:9-41, there shall be a Local Emergency Management Council in the Borough of Middlesex composed of not more than fifteen (15) members to assist the Borough in establishing the various local volunteer agencies needed to meet the requirements of all local emergency management activities and to assist in supervising and coordinating of the Borough's local emergency management activities.

B. The Municipal Emergency Management Coordinator, as authorized by N.J.S.A. App.A:9-41 and appointed pursuant to Section 36-1 of the municipal code, shall be a member of the Local Emergency Management Council and shall serve as the chairman thereof.

C. Notwithstanding the Municipal Emergency Management Coordinator, all appointments to the Local Emergency Management Council shall be by the mayor for a term of one (1) year from the date of the initial appointment. Any vacancy in the position of member of the Local Emergency Management Council shall be filled by the mayor for the time remaining on the unexpired term of the prior member.

36-3 Community Emergency Response Team

A. The Municipal Emergency Management Coordinator shall be designated as program director of Middlesex Borough's Community Emergency Response Team (CERT).

B. Shall comply with all guidelines, directives, and protocols of the Federal Emergency Management Agency and the New Jersey Office of Emergency Management.

C. The Mayor, by resolution with advice and consent of the Borough Council, shall appoint members to the Borough's Community Emergency Response Team for terms not to exceed one (1) year from the date of initial appointment.

36-4 State of Emergency

A. Pursuant to the power N.J.S.A. App.A:9-40.5, whenever, in the opinion of the Borough's Municipal Emergency Management Coordinator disaster has occurred or is imminent in the Borough of Middlesex, the Municipal Emergency Management Coordinator shall proclaim a state of local disaster emergency within the Borough.

B. The municipal emergency management coordinator, in accordance with regulations promulgated by the State Director of Emergency Management, shall be empowered to issue and enforce such orders as may be necessary to implement and carry out emergency management operations and to protect the health, safety, and resources of the residents of the municipality.

C. The powers conferred to the Municipal Emergency Management Coordinator by this Chapter are confined to those conferred by N.J.S.A. App.A:9-40.5 and shall be exercised in a manner strictly consistent therewith.

**Section II**

Chapter 190 of the Municipal Code of the Borough of Middlesex is hereby repealed.

**Section III**

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

**Section IV**

If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to this section, paragraph, subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

**Section V**

This ordinance shall take effect upon adoption and publication in the manner required by New Jersey general law.

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I Hereby Certify that the above Ordinance was introduced by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

INTRODUCED: November 24, 2020

DATE OF PUBLICATION:
OF INTRODUCTION November 27, 2020

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #253-2020**

**APPROVAL OF THE INTERLOCAL HEALTH SERVICES CONTRACT WITH MIDDLESEX COUNTY EFFECTIVE JANUARY 1, 2021 - DECEMBER 31, 2022**

The Governing Body hereby authorizes the Mayor and Borough Clerk to execute the Public Health Interlocal Services Contract with the County of Middlesex to provide health services effective January 1, 2021 - December 31, 2022.

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #280-2020**

**AUTHORIZING THE REFUND OF 4TH QUARTER, 2020 TAXES ON BLOCK 239.01, LOT 4 IN THE AMOUNT OF $2,247.79**

WHEREAS, double payment was sent in error via WIRE and check for Block 239.01 Lot 7 for 4th Qtr. 2020 in the amount of $2,247.79, and;

WHEREAS, homeowner of property remortgaged, and the first payment in the amount of $2,247.79 was received and posted on 10/19/2020, and:

WHEREAS, the second payment in the amount of $2,247.79 was received and posted on 11/3/2020, and;

WHEREAS, the first mortgage company has requested a refund for the error in the duplicate payment, and;

WHEREAS, the property owner is entitled to a refund via the mortgage company, and;

NOW THEREFORE, a check in the amount of $2,247.79 should be made payable to:

New Jersey Escrow & Settlement Corporation
PO Box 7422
Shrewsbury, NJ 07702

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #281-2020**

**APPOINTING JACK COSTA AS OEM DIRECTOR EFFECTIVE DECEMBER 15, 2020 - DECEMBER 31, 2020**

The Governing Body hereby appoints Jack Costa as OEM Director effective December 15, 2020 - December 31, 2020.

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #282-2020**

**APPOINTING OEM OPERATIONS MEMBERS EFFECTIVE DECEMBER 15, 2020 - DECEMBER 31, 2020**

The Governing Body hereby appoints OEM Operations Members effective December 15, 2020 - December 31, 2020.

Jack Costa- Director
Barbara Bensen
Stephen Bird
Jorge Camacho
James Green
Alan Kriney
Claudia Palermo
Juan Pereira
Lee Poandl
Monique Sasso
Antonio Sasso
Arthur Sullivan
Stuart Teitelbaum

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #283-2020**

**APPOINTING OEM AUXILIARY MEMBERS EFFECTIVE DECEMBER 15, 2020 - DECEMBER 31, 2020**

The Governing Body hereby appoints OEM Auxiliary Members effective December 15, 2020 - December 31, 2020.

Kenneth Burd
Eileen Camacho
Jeremiah Carnes
Karen Casale
Ronald Franks
Linda Gonzalez
James Johansen
Sean Kaplan
Nicholas Lally
Debra May
Courtney Poandl
Bruce Hagerman
Rae Quast

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #284-2020**

**APPOINTING OEM CERT TEAM MEMBERS EFFECTIVE DECEMBER 15, 2020 - DECEMBER 31, 2020**

The Governing Body hereby appoints OEM Cert Team Members effective December 15, 2020 - December 31, 2020.

Katelyn Carmona
Mara Dunsavage
Eden Gill
Ethan Gill
Nicole Giraldo Casca
Paige Hendricks
Anna Hommas
James Killeen
Kara Krivanos
Maggie Kyryczenko
Isabel Martinez
Steven Montecinos
Abegail Nunez
Maggie Schneider
Larry Poandl
Evelyn Swalina
Susan Poandl
Michell Mergara
Amanda Warner
Abigail Wasielewski
Emily Zegarra

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #285-2020**

**RESCINDING RESOLUTION #274-2020, ADOPTED NOVEMBER 24, 2020 FOR MR. FRANK CASUSO, BLOCK 284, LOT 10 IN THE AMOUNT OF $250.00 FOR A SENIOR DEDUCTION AS IT WAS ENTERED IN THE WRONG CALENDAR YEAR**

The Governing Body hereby rescinds Resolution # 274-2020, adopted November 24, 2020 for Mr. Frank Casuso, Block 284, Lot 10 in the amount of $250.00 for a Senior Deduction as it was entered in the wrong calendar year.

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #286-2020**

**RESCINDING RESOLUTION #275-2020, ADOPTED NOVEMBER 24, 2020 FOR MR. FRANK CASUSO, BLOCK 284, LOT 10 IN THE AMOUNT OF $250.00 FOR A VETERAN DEDUCTION AS IT WAS ENTERED IN THE WRONG CALENDAR YEAR**

The Governing Body hereby rescinds Resolution # 275-2020, adopted November 24, 2020 for Mr. Frank Casuso, Block 284, Lot 10 in the amount of $250.00 for a Veteran Deduction as it was entered in the wrong calendar year.

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #287-2020**

**APPROVING THE PURCHASE AND INSTALLATION OF AN AVAYA IP OFFICE PHONE SYSTEM INCLUDING A 4-YEAR MAINTENANCE CONTRACT FROM HUNTER TECHNOLOGIES, WALL TOWNSHIP, NJ IN AN AMOUNT NOT TO EXCEED $75,381.06**

**WHEREAS**, the Borough of Middlesex wishes to purchase and installation of a Avaya IP Office Phone System from an authorized vendor under New Jersey State Contract; and,

**WHEREAS**, the purchase of goods and services by local contracting units is authorized by the Local Public Contracts Law, N.J.S.A. 40A:11-12; and,

**WHEREAS**, Hunter Technologies, 1709 Route 34, Suite 3, Wall Twp., NJ is an authorized dealer of under New Jersey State Contract # A80802; and,

**WHEREAS**, the actual cost for the purchase and installation of the said Avaya IP Office Phone System, including a 4-year maintenance contract is expected not to exceed $75,381.06; and,

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Middlesex, County of Middlesex, State of New Jersey that the appropriate Borough Officials are hereby authorized to purchase a Avaya IP Office Phone System from Hunter Technologies in the amount of $75,381.06.

**NOW FURTHER BE IT RESOLVED**, that the Treasurer hereby certifies funds are available in the 2020 IT Capital Budget, account number C-04-20-002-000-090 in the amount of $75,381.06.

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Caroline Benson, Treasurer

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #288-2020**

**APPROVAL TO ADVANCE PATROLMAN SCOTT MULFORD TO PATROLMAN CLASS "B" AT AN ANNUAL SALARY OF $104,678 EFFECTIVE DECEMBER 29, 2020**

**WHEREAS**, Police Officer Scott Mulford is eligible for advancement in grade pursuant to Article XV of the Police Department Ordinance; and

**WHEREAS**, On December 7, 2020 Chief Geist recommended Police Officer Scott Mulford be advanced in grade.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Middlesex, County of Middlesex, State of New Jersey that Police Officer Scott Mulford be and is hereby advanced in grade to Patrolman Class “B” effective December 29, 2020 at an annual salary of $104,678.

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #289-2020**

**APPROVAL TO ADVANCE PATROLMAN BRYAN RODRIGUES TO PATROLMAN CLASS "C" AT AN ANNUAL SALARY OF $94,994 EFFECTIVE DECEMBER 14, 2020**

**WHEREAS**, Police Officer Bryan Rodrigues is eligible for advancement in grade pursuant to Article XV of the Police Department Ordinance; and

**WHEREAS**, On December 7, 2020 Chief Geist recommended Police Officer Bryan Rodrigues be advanced in grade.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Middlesex, County of Middlesex, State of New Jersey that Police Officer Bryan Rodrigues be and is hereby advanced in grade to Patrolman Class “C” effective December 14, 2020 at an annual salary of $94,994.

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #290-2020**

**BASED UPON THE REVIEW OF THE BOROUGH ENGINEER, THE TAX COLLECTOR IS AUTHORIZED TO WAIVE AND/OR ADJUST SEWER ACCOUNTS TO PROPERTY OWNERS THAT HAVE SUBMITTED THE PROPERTY PAPERWORK AND WERE DETERMINED TO BE ENTITLED TO A REFUND**

WHEREAS, an appeal process for 2019 sewer billing has been established; and

WHEREAS, required paperwork was submitted by the property owner(s) to file an appeal; and

WHEREAS, payment is required in order to appeal, and;

WHEREAS, upon reviewing submitted paperwork, these appeals were determined by the Borough Engineer to be adjusted or granted; and

WHEREAS, the appeals that are granted or adjusted are entitled to a refund, and;

NOW THEREFORE, the Tax Collector is hereby authorized to waive and /or adjust the following sewer accounts:

Block/Lot: 86.02/23
Original Amount: $397.86
Adjusted Amount:
Waived Amount: $397.86
Refund Amount: $400.69

Block/Lot: 117/13
Original Amount: $83.76
Adjusted Amount:
Waived Amount: $83.76
Refund Amount: $83.76

Block/Lot: 72/3.04
Original Amount: $188.46
Adjusted Amount:
Waived Amount: $188.46
Refund Amount: $188.46

Block/Lot: 188/7
Original Amount: $136.11

Adjusted Amount:
Waived Amount: $136.11
Refund Amount: $136.11

Block/Lot: 4.01/8
Original Amount: $94.23
Adjusted Amount:
Waived Amount: $94.23
Refund Amount: $94.23

Block/Lot: 86.06/6
Original Amount: $806.19
Adjusted Amount:
Waived Amount: $806.19
Refund Amount: $806.19

Block/Lot: 109/8
Original Amount: $3256.17
Adjusted Amount:
Waived Amount: $3256.17
Refund Amount: $3256.17

Block/Lot: 42/5
Original Amount: $4156.59
Adjusted Amount: $2738.78
Waived Amount:
Refund Amount: $1417.81

Block/Lot: 320/1.01
Original Amount: $376.92
Adjusted Amount:
Waived Amount: $376.92
Refund Amount: $376.92

Block/Lot: 113/6.01
Original Amount: $1769.43
Adjusted Amount:
Waived Amount: $1769.43
Refund Amount: $1769.43

Block/Lot: 290/1
Original Amount: $51,385.02
Adjusted Amount: $35,969.51
Waived Amount:

Block/Lot: 97/4
Original Amount: $188.46
Adjusted Amount:
Waived Amount: $188.46

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #291-2020**

**AUTHORIZING THE REIMBURSEMENT OF MEDICARE PREMIUMS FOR CERTAIN ELIGIBLE PENSIONERS UNDER CHAPTER III, PUBLIC LAW 1973, NJ HEALTH BENEFITS PLANS**

**WHEREAS**, Chapter III of Public Laws 1973, which provided for reimbursement of Medicare premiums of certain eligible pensioners was adopted by the Mayor and Council by resolution on April 9, 1974; and

**WHEREAS**, certain retired employees of the Borough have applied for reimbursement.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Middlesex that the disbursing officers be and they are hereby authorized to draw checks, charged against Insurance (1) Group Insurance for Employees from the period July through December 2020, as follows:

| | | | |
|---|---|---|---|
| Anello, John<br>108 Howard Ave<br>Middlesex, NJ 08846 | $867.60 | James L Benson<br>445 Harris Ave<br>Middlesex, NJ 08846 | $687.60 |
| Patricia A Benson<br>445 Harris Ave<br>Middlesex, NJ 08846 | $867.60 | Archie J Blood Jr<br>54 Lincoln Ave<br>Barnegat, NJ 08005 | $578.40 |
| Margie L Blood<br>54 Lincoln Ave<br>Barnegat, NJ 08005 | $629.40 | Cynthia Chomen<br>10 Oswego Ave<br>Middlesex, NJ 08846 | $867.60 |
| Anthony Cole<br>246 Oak Dr<br>Middlesex, NJ 08846 | $867.60 | Susan Cole<br>246 Oak Dr<br>Middlesex, NJ 08846 | $867.60 |
| Dorothy Coren<br>20 Mead Ave<br>Middlesex, NJ 08846 | $663.00 | Joseph Coren<br>20 Mead Ave<br>Middlesex, NJ 08846 | $1,069.80 |
| DeVuyst, Debra<br>272 Johnnycakes Dr<br>Naples, FL 34110-1312 | $144.60 | John Fuhrmann<br>38 Whitney Dr<br>Middlesex, NJ 08846 | $813.00 |
| Sheila Fuhrmann | $813.00 | John Giuliano | $578.40 |

| | | | |
|---|---|---|---|
| 38 Whitney Dr<br>Middlesex, NJ 08846 | | 339 Second St<br>Middlesex, NJ 08846 | |
| John A Haverstick<br>771 County Rt 16<br>Mexico, NY 13114-3193 | $867.60 | Judith Lynch<br>359 Market St<br>Middlesex, NJ 08846 | $609.00 |
| Thomas Lynch<br>359 Market St<br>Middlesex, NJ 08846 | $524.50 | Charlie Nash<br>13 Homestead Terrace<br>Scotch Plains, NJ 07076 | $783.00 |
| Jerome Nowak<br>6544 North Kennedy Ave<br>Fresno, CA 93720 | $578.40 | Arthur Roberts<br>305 Harris Ave<br>Middlesex, NJ 08846 | $578.40 |
| Erica Schaefer<br>58 Joe-Ent Rd<br>Flemington, NJ 08822 | $629.40 | Jerry Schaefer<br>58 Joe-Ent Rd<br>Flemington, NJ 08822 | $629.40 |
| Maureen Schaefer<br>58 Joe-Ent Rd<br>Flemington, NJ 08822 | $813.00 | Charles Sebastian<br>512 Clinton Ave<br>Middlesex, NJ 08846 | $768.00 |
| James Tolomeo<br>45 Myrtle Ct<br>Whitehouse Station, NJ 08889 | $629.40 | Rita Wahler<br>16 Fitzsimmons Ave<br>Middlesex, NJ 08846 | $599.40 |
| Roger Wahler<br>16 Fitzsimmons Ave<br>Middlesex, NJ 08846 | $629.40 | | |

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #292-2020**

**AUTHORIZING THE TREASURER TO REMIT THE CONDO REIMBURSEMENTS FOR 2020**

The Treasurer is hereby authorized to remit the Condo Reimbursements for 2020 to the following:

Gramercy Gardens $ 6,440.83
Midatlantic Property Mgmt
315 Raritan Avenue
Highland Park, NJ 08904

Foxhall Condo Association $ 7,020.32
Attn: Sheila Paciullo, Manager
PO Box 233
Middlesex, NJ 08846

Hanover Square Condo Association $ 5,328.25
Alliance Property Management
PO Box 2207
Morrestown, NJ 07962-2207

Wilton Avenue $ 3,064.17
99 Wilton Ave
Middlesex, NJ 08846

Middlesex Village Condo Association $ 22,898.50
C/O Regency Management Group
35 Clyde Road, Suite 102
Somerset, NJ 08873

I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

## Resolution #293-2020

## AUTHORIZING THE CANCELLING OF IMPROVEMENT AUTHORIZATIONS

WHEREAS, there are certain improvement authorizations that were funded in total or in part by proceeds of bonds issued, grants awarded or through the utilization of Capital Surplus, and

WHEREAS, there are unexpended balances of aforementioned improvement authorizations and no further expenditures will be disbursed from said authorizations.

THEREFORE BE IT RESOLVED, that the attached listing of balances of improvement authorizations be cancelled and credited to either the Capital Surplus or to reduce the Grants Receivable, as appropriate.

| Ordinance # | Improvement Description | Ordinance Date | Original Authorized Amount | Total Cancellations | | Capital Surplus | Grants Receivable |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| 1611-04 | Sanitary Sewer Improvements | 7/13/2004 | $1,800,000.00 | $176,527.28 | | $94,239.28 | $82,288.00 |
| 1687-06 | 2016 Various Improvements | 10/20/2006 | $1,358,900.00 | $3,075.53 | | $3,075.53 | $0.00 |
| 1818-12 | 2012 Various Improvements | 8/28/2012 | $1,116,450.00 | $40,026.91 | | $38,585.34 | $1,441.57 |
| 1842-13 | Fairview Ave Improvements | 8/27/2013 | $380,000.00 | $64,062.83 | | $53,424.53 | $10,638.30 |
| 1879-15 | 2015 Various Improvements | 7/19/2015 | $1,176,500.00 | $224,626.24 | | $224,626.24 | $0.00 |
| | | | | | | | |
| | | | | | | | |
| | | | | **$508,318.79** | | **$413,950.92** | **$94,367.87** |

I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

## Resolution #294-2020

## AUTHORIZING THE CANCELLING OF UNEXPENDED 2020 BUDGET APPROPRIATIONS

The Chief Financial Officer is hereby authorized to cancel unexpended balances from the 2020 Current Budget Appropriations in the amount of $340,000.00. The appropriations are as follows:

| **Budget Account Title** | **Amount** |
|---|---|
| Administration - S/W | $5,000.00 |
| Municipal Clerk - S/W | $20,000.00 |
| Joint Land Use Board - S/W | $10,000.00 |
| Police Department - S/W | $50,000.00 |
| Police Department - S/W Court Overtime | $15,000.00 |
| Police Department - S/W Overtime | $40,000.00 |
| Group Insurance | $150,000.00 |
| Roads Department - S/W | $40,000.00 |
| Solid Waste - S/W | $15,000.00 |
| Medical Transportation - S/W | $5,000.00 |
| Senior Bus Transportation - S/W | $20,000.00 |
| Recreation - S/W | $20,000.00 |
| | **$390,000.00** |

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #295-2020**

**AUTHORIZING SPECIAL ITEMS OF REVENUE AND APPROPRIATION FROM THE CARES ACT IN THE AMOUNT OF $59,665.50**

**WHEREAS,** N.J.S.A. 40A:87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such items shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS**, said Director may also approve the insertion of any item of appropriation for equal amount;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Middlesex, County of Middlesex, hereby requests that the Director of Local Government Services approve the insertion of an item of revenue in the budget of the year 2020 in the sum of $59,665.50, which item is now available as a revenue from the Coronavirus Aid, Relief & Economic Security (CARES) Act in the amount of $59,665.50;

**BE IT FURTHER RESOLVED** that the like sum of $59,665.50 is hereby appropriated under the caption of “CARES Act”; and

**BE IT FURTHER RESOLVED** that the above is a result of a Federal & State Grant of $59,665.50 from the CARES Act Reimbursement Program.

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #296-2020**

**THE GOVERNING BODY APPROVE THE ANIMAL CONTROL SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF FRANKLIN FOR A THREE-YEAR PERIOD BEGINNING JANUARY 1, 2021 - DECEMBER 31, 2023**

**WHEREAS,** the Borough of Middlesex, County of Middlesex is in need of Animal Control Services; and

**WHEREAS,** the Borough of Middlesex and the Township of Franklin's Shared Service Agreement expires on December 31, 2020 and both municipalities desire to renew the Animal Control Shared Services Agreement per N.J.S.A. 40A:65-1 et seq. for a three-year period beginning January 1, 2021 and ending December 31, 2023; and

**WHEREAS,** The Borough of Middlesex and the Township of Franklin recognize that a sharing of said services would result in a cost savings for the taxpayers in each municipality; and

**WHEREAS,** the Borough of Middlesex shall pay the Township of Franklin an annual contract fee of $33,463.00 for 2021 with a 2% increase on January 1 of each consecutive year throughout the agreement period.

**WHEREAS**, the Township of Franklin shall be the Lead Agency for the Shared Services Agreement and will maintain any needed records to reflect the terms of the Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of Middlesex, County of Middlesex, State of New Jersey, that the Mayor is hereby authorized to execute a Shared Service Agreement with the Township of Franklin for the purpose of Animal Control Services and the Borough Clerk is to attest to the Agreement.

**NOW, FURTHER BE IT RESOLVED,** that a certified copy of this resolution, together with a copy of the Shared Services Agreement, shall be forwarded to the Township of Franklin.

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #297-2020**

**AMENDING SECTION 3.E SICK LEAVE POLICY AND SECTION 4.D PAYDAY; TIMESHEETS IN THE MIDDLESEX BOROUGH PERSONNEL POLICY**

**WHEREAS,** the Borough Administrator has recommended amendments to the 2020 Middlesex Borough Personnel Policy Policies and Procedures dated January 1, 2020; and

**WHEREAS,** In Section 3.E. Sick Leave Policy should be amended to change the first line in Paragraph 6 to state "Employees absent on sick leave for **three (3)** consecutive working days must submit a doctor's verification of illness or injury"; and

**WHEREAS,** In Section 4.D. Payday; Timesheets the first paragraph which states "**Payday shall be bi-monthly. If payday falls on a holiday or weekend, the payday shall be the last working day before such holiday or weekend."** should be removed.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of Middlesex, County of Middlesex, State of New Jersey, as follows:

1. The Governing Body hereby approve the above changes in Section 3.E. Sick Leave Policy and Section 4.D Payday; Timesheets as stated above.

2. This resolution shall take effect immediately.

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #298-2020**

**AUTHORIZING THE GOVERNING BODY TO ACKNOWLEDGE THE CHANGE IN STATUS FOR CERTAIN PROPERTIES UNDER THE SENIOR CITIZEN/ DISABLED PERSON/ VETERAN TAX DEDUCTIONS**

**WHEREAS**, certain Senior Citizens/Disabled Persons/Veterans were the owners of property in the Borough of Middlesex for the year 2019, and

**WHEREAS**, once property is sold the deduction is to be removed and/or prorated to new owner; and

**WHEREAS,** the property has a recorded sale date of 9/3/2020, and;

**THEREFORE**, the Tax Collector has disallowed the following Senior Citizen/Disabled Person/Veteran deduction for the 2020 year totaling $81.51.

Name: Danyov, Nancy
Block/Lot: 262/1.01/C0039
Amount: $81.51
Reason: Sale of property 9/3/2020
Year: 2020

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #299-2020**

**AWARDING THE CONTRACT FOR HEATING AND AIR CONDITIONING PREVENTATIVE MAINTENANCE SERVICES TO ROAN AND KING, INC. OF GREENBROOK, NEW JERSEY FOR 2021**

**WHEREAS**, request for quotes were solicited on November 30, 2020 for Heating and Air Conditioning Preventative Maintenance Services for Middlesex Borough facilities;

**WHEREAS**, two (2) quotes was received, vendors listed below:

| | |
|---|---|
| Supreme | Roan and King Inc. |
| 257 Wagner Street | 139 Jefferson Avenue |
| Middlesex, NJ 08846 | Greenbrook, NJ 08812 |
| $12,020.00 | $10,500.00 |

**WHEREAS,** Roan and King, Inc., Greenbrook, NJ is the lowest responsive, responsible vendor;

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Middlesex, County of Middlesex, State of New Jersey that:

1. Based upon the recommendation of the Department of Public Works and Purchasing Agent, the governing body hereby awards the contract for Heating and Air conditioning Preventative Maintenance Services for a (1) year contract beginning January 1, 2021 and ending December 31, 2021.

**NOW FURTHER BE IT RESOLVED**, funds in an amount not to exceed $10,500.00 will be allocated form the 2021 Operating Budget.

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Caroline Benson, Treasurer

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #300-2020**

**APPROVING NAJARIAN ASSOCIATES TO PREPARE A FLOOD HAZARD OVERLAY MAP FOR MIDDLESEX BOROUGH IN AN AMOUNT NOT TO EXCEED $800.00**

The Governing Body approves the proposal from Najarian Associates for the preparation of a Flood Hazard Overlay Map for Middlesex Borough, which will allow the Borough's floodplain managers to determine whether a particular building/property is located within a FEMA Special Flood Hazard Area. The cost for this Flood Hazard Overlay Map is not to exceed $800.00.

The CFO certifies that funds in an amount not to exceed $800.00 are available in Account No. 0-01-21-187-000-138

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Caroline Benson, Acting CFO

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.

***Be it Resolved,*** by the Mayor and Council of the Borough of Middlesex, New Jersey that:

**Resolution #301-2020**

**PAY ALL CLAIMS**

THE DISBURSING OFFICERS BE AND THEY ARE HEREBY AUTHORIZED TO PAY THE ATTACHED CLAIM LIST AS PRESENTED, IF FOUND CORRECT, AND APPROVED BY THE FINANCE COMMITTEE. EXCLUDED VOUCHERS MAY BE PAID UPON BEING FOUND ACCEPTABLE.

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I Hereby Certify that the above resolution was duly adopted by the Governing Body of the Borough of Middlesex, at a meeting of said Borough Council on December 15, 2020.