

June 15, 2020

Note: This meeting was held by teleconference.

Minutes of the public meeting of the Mayor and Council of the Borough of Dunellen held on June 15, 2020.

Mayor Jason F. Cilento called the meeting to order at 7:00 p.m. and he led the Pledge of Allegiance.

Municipal Clerk William Robins read the Sunshine Statement and called the Roll.

Present: Jason Cilento, Kenneth Bayer, April Burke, Jessica Dunne, Stacy Narvesen, Trina Rios and Daniel Sigmon

On the motion of Mrs. Rios and seconded by Mrs. Narvesen it was moved to accept the Minutes of the Meeting of June 1, 2020.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mrs. Burke and seconded by Mr. Bayer it was moved to accept the following:

06-15-2020: #1

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

The bills, as per the attached list, are hereby authorized for payment.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Dr. Dunne and seconded by Mrs. Rios it was moved to accept the following:

06-15-2020: #2

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

The attached job description for the Public Works Manager is hereby approved.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mr. Bayer and seconded by Dr. Dunne it was moved to accept the following:

06-15-2020: #3

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

Alexander Miller is hired as the Public Works Manager for a probationary period of sixty days at an annual salary of \$15,000.00, effective July 1, 2020. Upon satisfactory completion of the probationary period, the term of this appointment will be for one year, ending on June 30, 2021.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mrs. Burke and seconded by Mrs. Narvesen it was moved to accept the following:

06-15-2020: #4

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

The salary of Deborah Ritchey, Police Department Administrative Assistant, is prospectively adjusted to \$17.99 per hour, effective with the July 3rd payroll period.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Dr. Dunne and seconded by Mrs. Narvesen it was moved to accept the following:

06-15-2020: #5

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

Richard Herkert, a Laborer in the Dunellen Department of Public Works, is appointed Mechanic effective July 1, 2020, at a salary as set forth in the current collective bargaining contract.

Dr. Dunne noted that now most of the mechanic work in the borough will be done by the Mechanic. The scheduling will go through Mr. Miller as the Public Works Manager and we will be monitoring this to ensure that it is working and efficient and any observations and feedback is appreciated.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mrs. Burke and seconded by Mr. Bayer it was moved to accept the following:

06-15-2020: #6

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

The Municipal Clerk is hereby authorized to issue a mobile food vendor license to the following establishment:

Bridgeville Ice Cream (Alice's Crew, Inc.)
713-C East Main Street, Bridgewater, NJ

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mrs. Burke and seconded by Mrs. Rios it was moved to accept the following:

06-15-2020: #7

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

Whereas, in 2018, the Borough of Dunellen completed a state-mandated revaluation of all real property in the Borough, due in part to the ratio of assessed value to market value dropping to below 25%; and

Whereas, by resolution 12-04-2017: #5, the contract for the revaluation was awarded to Appraisal Systems, Inc. at a cost not to exceed \$138,525.00; and

Whereas, the Tax Assessor has recommended the Borough perform Annual Reassessments of 20% of the parcels in the Borough as a method of maintaining the ratio of assessed value to market value near 100% and at a considerable cost savings compared to a revaluation; and

WHEREAS, the Governing Body of the Borough of Dunellen must award the contract for this service and this award must be approved by the New Jersey State Department of the Treasury by August 1 of the second year following the completion of a revaluation; and

WHEREAS, the companies that can provide this service must be approved by the State of New Jersey, Division of Taxation, Property Administration; and

WHEREAS, the Tax Assessor has sought proposals from those companies that have been approved by the State of New Jersey; and

WHEREAS Professional Property Appraisers, Inc., 101 Route 130 N, Suite 301, Cinnaminson, NJ 08077 has provided a proposal for annual reassessment inspections, which includes:

- mailing of a Reassessment Letter to any property that will be inspected in 2020 as part of the annual reassessment
- inspection of 100% of the exteriors of same, and where possible, interior inspections
- digital photographs and detailed sketches into the Computer Assisted Mass Appraisal program (CAMA) for commercial and improved exempt properties, and

WHEREAS, these services will be provided at a cost of

- \$30 per property, regardless of property class
- \$50 per parcel for all new residential construction

NOW, THEREFORE BE IT RESOLVED, that a one-year contract for Annual Reassessments with an option to extend for an additional 2 years be awarded to Professional Property Appraisers, Inc. at the per unit rates listed above and in an amount not expected to exceed \$10,000 per year.

BE It FURTHER RESOLVED, that \$9,342.50 be charged to the Reserve for Revaluation General Ledger account 0-01-277-55-000-000 with additional funds of \$657.50 charged to Budget account 0-01-20-150-000-205.

Dr. Robins explained that under a NJ State plan, after we have done a full revaluation, which we did in 2018, we must undertake at least a 20% per year continuing revaluation. This company was recommended by our Tax Assessor and our Chief Financial Officer. The program is beneficial to the borough because it helps us maintain as near an accurate and 100% valuation on our properties as we can.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mr. Bayer and seconded by Mrs. Rios it was moved to accept the following:

06-15-2020: #8

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

The Mayor of the Borough of Dunellen is authorized to sign the Multi-Party Utility Agreement between the Borough of Dunellen, the County of Middlesex, and Brudner Redevelopment Partners Urban Renewal LLC, regarding the installation of a sanitary sewer force main from 100 South Washington Avenue to the gravity sewer approximately 55 feet North of the intersection of Second Street and the replacing of the existing sanitary sewer force main along North Washington Avenue from the Borough's Washington Avenue Pumping Station approximately 175 feet North to the municipal boundary between the Borough of Dunellen and the Township of Green Brook.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mr. Sigmon and seconded by Mrs. Burke it was moved to accept the following:

06-15-2020: #9

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

Be it resolved by the governing body of the Borough of Dunellen, New Jersey, that:

The Treasurer is hereby authorized to issue the following checks to Windels Marx Lane & Mittendorf, LLP., from the Interim Cost Agreement Escrow Account for work done toward “**528 North Avenue LLC**” redevelopment, subject to the refunding of the Account:

<u>Windels Marx File Number</u>	<u>Bill Number</u>	<u>Amount</u>
0305764-0000004	38508	\$2,925.00
	Total	<u>\$2,925.00</u>

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mr. Sigmon and seconded by Mr. Bayer it was moved to accept the following:

06-15-2020: #10

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

Be it resolved by the governing body of the Borough of Dunellen, New Jersey, that:

The Treasurer is hereby authorized to issue the following checks to Windels Marx Lane & Mittendorf, LLP., from the Interim Cost Agreement Escrow Account for work done toward **Dunellen Stations** redevelopment, subject to the refunding of the Account:

<u>Windels Marx File Number</u>	<u>Bill Number</u>	<u>Amount</u>
0305764-0000001	31609	\$4,592.79
0305764-0000001	35440	\$3,414.33
0305764-0000001	38507	\$6,334.50
	Total	<u>\$14,341.62</u>

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mr. Bayer and seconded by Dr. Dunne it was moved to accept the following:

06-15-2020: #11

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

Be it resolved by the governing body of the Borough of Dunellen, New Jersey, that:

The Treasurer is hereby authorized to issue the following checks to Windels Marx Lane & Mittendorf, LLP., from the Interim Cost Agreement Escrow Account for work done toward **Dunellen Stations** redevelopment, subject to the refunding of the Account:

<u>Windels Marx File Number</u>	<u>Bill Number</u>	<u>Amount</u>
0305764-0000001	36500	\$15,595.00
	Total	<u>\$15,595.00</u>

Dr. Robins explained that #11 and #12 are Council approval of disbursements in anticipation of the account being refunded by the developer later in the week. All the work by the professionals has been done and vetted.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mrs. Rios and seconded by Mr. Sigmon it was moved to accept the following:

06-15-2020: #12

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

Be it resolved by the governing body of the Borough of Dunellen, New Jersey, that:

The Treasurer is hereby authorized to issue the following checks to CME Associates, from the Interim Cost Agreement Escrow Account for work done toward Dunellen Stations redevelopment, subject to the refunding of the Account:

<u>CME Associates</u>	<u>Purpose</u>	<u>Amount</u>
0239021	Redevelopment	\$1,240.00
0240039	Redevelopment	\$714.75

0253798	Redevelopment	\$3,378.50
0254568	Redevelopment	\$4,253.75
0254832	Redevelopment	\$4,084.50
0260219	Redevelopment	\$2,904.50
	Total	<u>\$16,576.00</u>

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

On the motion of Mrs. Rios and seconded by Mr. Sigmon it was moved to accept the following:

06-15-2020: #13

BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN, NEW JERSEY, THAT:

The Mayor of the Borough of Dunellen is authorized to sign the Software License Agreement between the Borough of Dunellen and BRT Technologies LLC, for the provision of tax assessment software, at a cost not to exceed \$200.00 per month.

Dr. Robins explained that this product is recommended by our Tax Assessor. It is both less expensive and more user friendly than our current software package.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon

Reports:

Mayor Cilento: I wish to begin my report this Council meeting by requesting a moment of silence for Loretta Pasko, a lifelong Dunellen resident who sadly passed away today at 100 years of age. Loretta had been active with many Dunellen organizations for many years, and most notably to us, the Dunellen Senior Club.

As always, I want to extend thank you to our local emergency services, teachers, school administration, IT staff, municipal staff, essential workers and all volunteers who have been on the frontline day in and day out serving our residents during COVID-19.

Congratulations to Alex Miller for starting the Public Works Manager position beginning July 1st; I know this will be a great thing for the DPW and will be an improved organizational structure and will work well in conjunction with Ron Safar, our DPW Supervisor. And I want to congratulate Richard Herkert in becoming our DPW Mechanic.

I received correspondence from Jane Leary, former Chief William Leary's wife, thanking the borough for the flowers for Chief Leary's passing, and shared that she and her husband had wonderful memories in Dunellen.

Today begins Phase 2 of the State of New Jersey's Reopening Plan and therefore the first day of Dunellen's Downtown Reopening Strategy. I enjoyed lunch today at the Dunellen Hotel and Rathskeller and I look forward to enjoying more meals and shopping outdoors under our current outdoor dining and retail display plan. The owners of the Dunellen Hotel wanted to extend their gratitude to the governing body and thank the town for the support and the encouragement and creativity of our plan. I would remind everyone to please continue practicing social distancing and wearing of the masks to ensure we keep the curve flat here in Dunellen and across the State. We need to do this for our own health, but also for those around us. Let's support our downtown businesses, but let's be smart in the process.

Other State news as of today by Governor Murphy: Organized Sport Guidance—on June 22nd, Low-risk sports may resume competitions, medium-risk and high-risk sports may resume non-contact drills and practices. We anticipate resuming: competition for medium-risk sports on 7/6 and full practices and competitions for high-risk sports on 7/20. As per the Governor's office today, playgrounds are still closed, and basketball courts can be opened. Therefore, basketball courts in Morecraft and Gavornik Parks are open, but playgrounds are still closed.

Today, I am happy to report the third day of zero confirmed cases. That keeps our cumulative local numbers at 197 confirmed cases, 8 total deaths; for Middlesex County the totals are cumulatively 16,458 confirmed cases, 1,083 total deaths; for the State of NJ cumulatively 167,109 confirmed cases and 12,676 total deaths.

COVID-19 Information: Middlesex County Public Health Department is the lead Agency in all investigations regarding confirmed COVID-19 cases, including all close contacts. If residents should have questions regarding COVID-19, you may call the Middlesex County Health Department 24/7 at (732) 745-3100. You may also visit the New Jersey COVID-19 Information Hub at: www.covid19.nj.gov.

If you are in need of assistance due to a mental health crisis or domestic violence, here are contact numbers for you: the crisis text line by texting "NJ" to 741741; call the family helpline at 1-800-843-5437; the domestic violence hotline at 1-800-572-7233; or the mental health line at 1-866-202-4357. We encourage you to utilize these resources during this challenging time. You matter, and we want you to be safe.

Eat Local Fridays! I want to give a "shout-out" to Councilwoman Burke for working with me on this. Every Friday, eat local, shop local, support our local businesses.

Community Initiatives: McCoy Park Baseball use for local fitness businesses, 3 times for the week of May 31st; 3 times for the week of June 7th. Food Shopping for Senior Citizens: I thank Alex Miller for helping to coordinate this. 11 weeks shopped 38 times. Thank you to Stacy (helped each week) also supported by Councilwomen Rios & Burke, and Councilman Sigmon. Pop-up Food Drive: June 6th, we helped 37 households and 130 individuals; distributed 40 \$10.00 vouchers to Tropical Supermarket; June 6th -- Staff Thank you: Pastor Roy Carryl and the living Hope Church, Council: Stacy, Trina, Cole and Jessica, Flip McGuane, Athelia Vigilante, Karl Geiger, Laura Murray, Theresa Ratner, Rob Puckett, and Cate Walsh. 4 Pop-up Food Drives: we took in 254 food drop off donations - monetary donations; we distributed 288 \$10.00 vouchers

from Tropical Supermarket (\$2,880.00); we have helped 134 households in need and served 460 individuals.

Census 2020: Remember to respond to our federal government's request for Census 2020 information. It is very important to do so to ensure we get accurate representation and funding from Washington.

Capital Projects:

1. Columbia Park Synthetic Turf Field Improvements – complete with exception of minor corrective work and some runway striping
2. Grove Street Road Improvements – received comments from DOT and preparing response to be issued this week. Expect authorization to bid shortly thereafter.
3. South Madison Ave – working on site plans, will present soon.
These roads are scheduled to be paved by August before start of School.
4. Art Color Redevelopment Site – offsite sewer work is anticipated in late summer.

NJ Transit: After speaking with NJ Transit a few months back, and following up late last week, I was notified that Dunellen is part of Group B in modernization of the Train Station. It was unclear what this meant. I will report back to Council once I receive definite timelines and funding.

QUESTION TO COUNCIL: Comfort level of going back to an in-person council meeting on our July 6th Council meeting? Hybrid Council – limit number of individuals in Council Chambers and allow a portion to be placed on virtual meeting?

Mr. Bruder noted that from a legal perspective we need to be in conformity to current Governor's Executive Orders and we must keep the meeting open to the public. Dr. Dunne agreed with Mr. Bruder and advised that we all wear masks and maintain social distancing. The rest of the Council expressed that they were fine with it. Mr. Bruder agreed with Mr. Bayer that we could have gone back tonight, but he also noted that we must make accommodations for the public which will involve working remotely. This is called a hybrid model. Dr. Dunne said that we should look to the future in having some level of remote participation for those people who cannot attend meetings or do not feel comfortable. Mayor Cilento noted that we appear to have a consensus and that we will work on something before the next meeting.

Mrs. Rios: 1) Dunellen Public Library will be opening next week with limited hours. It will be contactless pick-up. Patrons will be able to call for outside pick-up; 2) the Municipal Alliance will be placing a graduation sign at Washington Memorial Park. They are asking if they could move the banner to Columbia Park one day prior to graduation. Mayor Cilento saw no issue with such a move.

Mrs. Burke: 1) Kudos to local restaurants on their outdoor dining; 2) a thank you to Homer for organizing the meeting last week with the County OEM—very informative; 3) she had a question about the bike trail between Jefferson and Rock Avenue. Who controls it? Mayor Cilento thought it might be the responsibility of the municipality through which it runs. She wants to contact someone to address the overgrown trail. Mrs. Burke will contact the Plainfield Business Administrator.

Mr. Bayer: no report.

Dr. Dunne: 1) the Roads Committee looks forward to working with Alex in his new role and with Rich Herkert in his new position; 2) she wants to re-iterate what Mayor Cilento said: to maintain our adherence to rules; those states which opened up too early are now seeing a resurgence. We should continue to wear masks and keep social distancing; 3) regarding the reopening of Morecraft Park, if the playgrounds are still off-limits, but the basketball courts are open, how do we enforce this? Any suggestions? Mayor Cilento responded that we have been putting caution tape which has been torn off by children or the weather. So, he has been in contact with the Governor's Office, specifically about basketball courts, and the answer he has received has been unclear. Regarding playgrounds, the Governor's Office said no to playgrounds. The representative said it is local enforcement and you know your towns best. It is a frustrating situation, especially as parents are at a loss as to what to say to their children when they see some children playing and they want to, but it is still prohibited by the Governor. Council, how do you want to move forward regarding playgrounds? Mr. Bayer suggested storm fence. Mrs. Burke asked about guidance from our JIF? Mr. Bruder noted that there are no liability concerns, except for children getting injured. Opening under the current guidelines is within the Council's discretion. Chief Smith recommends to open. Day Cares are open, and they all have playgrounds. Mr. Miller noted that playgrounds will likely be open within a week and leave it as it is. Dr. Dunne asked that if we do open playgrounds, will we be doing any kind of cleaning of the equipment? Homer noted we do have the signs posted and thinks playgrounds will soon be opened. Just leave the signs there until we officially open them. People need to comply. We try to tell the people what to do but enforcement would be a nightmare. Mr. Bruder reiterated that it is up to a municipality's discretion on levels of opening; 4) she has attempted to contact businesses regarding setting up in the Train Station parking lot but has had only limited success. She will make one more attempt, but it seems that we are nearing opening.

Mr. Sigmon: no report.

Mrs. Narvesen: 1) Recreation Summer Camp will start on July 6th and run until August 13th, Monday through Thursday, morning hours only, following CDC and NJ Department of Health guidelines, with a maximum of 15 campers; 2) Tennis Camp information will be out this week; 3) Spring Baseball will now be in July through early August; 4) the Dunellen Downtown Management Organization Dine in Dunellen Restaurant Week is happening now; 5) Board of Education had a meeting today and was able to ask her question regarding the budget decrease from the State and they did not have an answer for her, but they were working on it. She will ask again at the next meeting.

PUBLIC PORTION

Tremayne Reid, 721 Walnut Street, asked about the South Madison Avenue repaving. Mayor Cilento responded that the paving is hoped to be done in August.

Jeff Best, 401 Madison Avenue, stated that last weekend we had three families who lost their homes and he is grateful for all the Dunellen support in offering aid to them.

Terri Albertson, 412 New Market Road, noted that there is the Carol Fund to help those families, along with Dunellen Neighbors Helping Neighbors, Dunellen 411, and the Dunellen PTO. She can be contacted for more information on how to help these families.

Homer Mosley, 113 Pearl Place, advised everyone to make sure their smoke detectors were working, and we all have fire extinguishers in our homes.

On the motion of Mrs. Rios and seconded by Mr. Bayer it was moved to accept the following:

06-15-2020: #14

**BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF DUNELLEN,
NEW JERSEY, THAT:**

The Dunellen Borough Council Meeting of June 15, 2020 is adjourned.

Yes: Bayer, Burke, Dunne, Narvesen, Rios and Sigmon
