

Holmdel Township Committee Organization Meeting – January 2, 2018

**AGENDA**

Meeting called to order by Clerk.

Statement read by Clerk:

I hereby announce pursuant to Section 5 of the Open Public Meetings Act that adequate notice of this meeting has been provided in the notice which was mailed to the Asbury Park Press, the Courier, the Independent and the Two River Times and posted on the bulletin board in Township Hall, and filed in the Township Clerk's Office on December 17, 2017.

Invocation Rabbi Shmaya Galperin

Pledge of Allegiance

Administration of Oath of Office of Holmdel Township Committee to Gregory Buontempo

Administration of Oath of Office of Holmdel Township Committee to Rocco Pascucci

Roll Call

Gregory Buontempo, Township Committeeman  
Thomas Critelli, Township Committeeman  
Eric Hinds, Township Committeeman  
Michael Nikolis, Township Committeeman  
Rocco Pascucci, Township Committeeman

Election of Mayor for 2018

Installation of Mayor

Election and Installation of Deputy Mayor for 2018

Remarks by Mayor

Appointments:

**RESOLUTION - Professional Services**

WHEREAS, the Township of Holmdel has a need for audit services, legal services, appraisal services, engineering services, and planning services, Township Attorney as professional contracts awarded pursuant to the fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.2 et. seq., and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the services will exceed \$17,500.00; and

WHEREAS, the anticipated term of the contract is one (1) year; and

Jennifer Beahm	Township Planner
Maser Engineering	Consulting Engineers
Robert Oliwa	Township Auditor
William Antonides	Registered Municipal Accountant
Citta, Holzapfel & Zabarsky	Prosecutor
Raymond Raya	Public Defender
Gibbons, PC	Special Legal Services
Matthew O'Donnell	Special Legal Services
Andrew Bayer	Special Legal Services
Clifford Gibbons	Special Legal Services
Steven Rogut	Special Legal Services
Robert Merryman	Special Legal Services
Anthony Iovino	Township Architect
Russell Sterling	Appraisal Services
Gagliano & Company	Appraisal Services
Declan O'Scanlon	Cell Tower Consultant
North American Insurance Management Corporation	Risk Management Consultant

WHEREAS, the above named professionals have completed and submitted a Business Entity Disclosure Certification which will remain on file with this Resolution and which certifies that these professionals have not made any reportable contributions to a political or candidate committee in the Township of Holmdel in the previous one (1) year and that the contract will prohibit these professionals from making any reportable contributions through the term of the contract.

BE IT FURTHER RESOLVED that notice of the adoption of this resolution shall be published in the Asbury Park Press as required by law within 10 days of its passage.

Motion to Adopt Resolution

**RESOLUTION – Township Attorney**

WHEREAS, the Township of Holmdel has a need to acquire the services of a Township Attorney as a professional contract awarded pursuant to the fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.2 et. seq., thereby assuring that the party awarded the contract will continue to be restricted in its political contributions under the State Pay to Play law; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the services will exceed \$17,500.00; and

WHEREAS, the anticipated term of the contract is one (1) year; and

WHEREAS, Michael L. Collins, Esq. has submitted a proposed contract; and

WHEREAS, Michael L. Collins has completed and submitted a Business Entity Disclosure Certification which will remain on file with this Resolution and which certifies that Michael L. Collins has not made any reportable contributions to a political or candidate committee in the Township of Holmdel in the previous one (1) year and that the contract will prohibit Michael L. Collins from making any reportable contributions through the term of the contract.

Motion to Adopt Resolution

**RESOLUTION – Township Engineer**

WHEREAS, the Township of Holmdel requires Professional Engineering Services for 2018; and

WHEREAS, the Township requires the current Professional Services Agreement with T&M Associates, along with the current billing rates to remain unchanged and in full force and effect.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the Township hereby approves the Engineer of Record for Professional Engineering Services for 2018 shall be designated as Francis W. Mullan of T&M Associates and reconfirms the current Professional Service Agreement with T&M Associates shall remain in full force and effect.

Motion to Adopt Resolution

## **MAYOR'S APPOINTMENTS**

### **RESOLUTION – Planning Board Class II**

BE IT RESOLVED that Jeff Ackerson be and hereby is appointed as Planning Board Class II Member for a one-year term effective January 1, 2018.

### **RESOLUTION – Planning Board Class IV**

BE IT RESOLVED that Brian Foster and Robert Reina be and hereby are appointed as Planning Board Class IV Member for a four-year term effective January 1, 2018.

### **RESOLUTION – Planning Board Alternate #1**

BE IT RESOLVED that Mark Wassef be and hereby is appointed as Planning Board Alternate #1 to fill the Brian Foster's unexpired term. Said term is set to expire December 31, 2018.

### **RESOLUTION – Planning Board Alternate #2**

BE IT RESOLVED that Bill Kastning be and hereby is appointed as Planning Board Alternate #2 for a two year term effective January 1, 2018.

### **RESOLUTION – Zoning Board of Adjustment**

BE IT RESOLVED that Anthony Pesce and Don Hern be and hereby is appointed to the Zoning Board of Adjustment for a four year term effective January 1, 2018.

### **RESOLUTION – Zoning Board of Adjustment**

BE IT RESOLVED that William Nemcik be and hereby is appointed to fill the unexpired term of Frank Aniello. Said term is set to expire on December 31, 2020.

### **RESOLUTION – Zoning Board of Adjustment Alternate #1**

BE IT RESOLVED that Chris Briamonte be and hereby is appointed to the Zoning Board of Adjustment as Alternate #1 for a two-year term effective January 1, 2018.

### **RESOLUTION – Zoning Board of Adjustment #2**

BE IT RESOLVED that Victor Giamanco be and hereby is appointed to the Zoning Board of Adjustment as Alternate #2 to fill the unexpired term of William Nemcik. Said term is set to expire on December 31, 2018.

**RESOLUTION – Environmental Commission Chairman**

BE IT RESOLVED that David Wolff be and hereby is appointed as Environmental Commission Chairman for a one-year term effective January 1, 2018.

**RESOLUTION – Environmental Commission**

BE IT RESOLVED that David Wolff, and Anthony Salerno, Jr. be and hereby are appointed as Environmental Commission Member for a three-year term effective January 1, 2018.

**RESOLUTION – Environmental Commission Alternate #2**

BE IT RESOLVED that Peter Velagotos be and hereby is appointed as Environmental Commission Member Alternate #2 for a two-year term effective January 1, 2018.

**RESOLUTION - Yearly Appointments**

Utility Revenue Collector	1 year	Chief Financial Officer
Community Development		
Block Grant Coordinator	1 year	Township Administrator
Alternate	1 year	Denise Fluck
Fire Hydrant Examiner	1 year	David Olsen
Fire Inspector	1 year	David Olsen
JIF Fund Commissioner	1 year	Township Administrator
Alternate	1 year	Denise Fluck
JIF Safety Delegate	1 year	John Mioduszewski
Alternate	1 year	Frank Allocco
Monmouth County Office		
On Aging Coordinator	1 year	Michael Pigott
Recycling Coordinator	1 year	Victor Stevens
Code Enforcement Officer	1 year	Loni Lucina
Environmental Officer	1 year	Anthony Salerno
Assistant	1 year	David Wolff
Zoning Officer	1 year	David Olsen

Motion to Adopt Resolution

**RESOLUTION – Agreement of Confidentiality**

WHEREAS, the Open Public Meetings Act permits certain items coming before a local governing body to be discussed in executive session in order to assure confidentiality of sensitive material, among which are the following:

1. Personnel
2. Litigation, pending or threatened
3. Discussion of potential purchase of property with public funds
4. Attorney/Client privilege matters; and

WHEREAS, the Revised General Ordinances of the Township of Holmdel, Article XII, Code of Ethics, sets ethical standards for Holmdel Township; and

WHEREAS, the governing body is elected to represent the best interests of the Township and its people; and

WHEREAS, under the Open Public Meetings Act, a majority of the Township Committee may determine to discuss permissible items in executive session so that confidentiality will be maintained; and

WHEREAS, over the years confidential matters have been kept confidential even though a minority of its members may disagree with the majority; and

WHEREAS, in order to have stability and for the work of the people to go forward, one or two Committeepersons should not circumvent the decision of the majority, because the Township Committee acts as a whole and not as individuals.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that each member hereof affirms that he/she will not divulge confidential matters until release is authorized by a vote of the majority or until state law directs that confidentiality is no longer appropriate.

Motion to Adopt Resolution

**RESOLUTION – Rules of Order**

WHEREAS, the Township Committee serves as the governing body of the Township of Holmdel; and

WHEREAS, it is the desire of the Township Committee to provide for effective and productive public meetings by conducting the large volume of township business within the time constraints available at public meetings and in an orderly manner; and

WHEREAS, the Township Committee welcomes public comments, and to that end, provision is made for a public comment period at each meeting; and

WHEREAS, pursuant to N.J.S.A. 10:4-12, the Township Committee is permitted to establish rules governing the public comment period.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holmdel that the following provisions shall govern meetings of the Committee for the calendar year 2018:

Regular Meetings of the Township Committee shall be held on the second and fourth Tuesday of each month at Holmdel Town Hall, unless otherwise noticed in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

The Order of Business at Meetings of the Committee shall be as follows:

1. Announcement of Meeting (Open Public Meetings Act Notice)
2. Roll Call
3. Salute to the Flag
4. Consent Agenda
5. Introduction/Hearings on Ordinances
6. Approval of Minutes
7. Department Reports
  - Administrator's Report
  - Chief Financial Officer
8. Professional Reports
  - Township Engineer
  - Township Attorney
9. Board/Committee Reports
10. Business From the Committee
11. Public Comment
12. Adjournment

Matters listed on the Consent Agenda are considered to be routine and may be enacted by one motion and one roll call vote. If discussion is desired by a Committee Member, the item will be removed from the Consent Agenda and considered separately. All Consent Agenda items will be reflected in full in the minutes.

The Order of Business may be suspended at the discretion of the Mayor or Committeeperson acting as the Mayor.

BE IT FURTHER RESOLVED that the that the following public comment protocol for Meetings of the Holmdel Township Committee is established and adopted for use at meetings of the Township Committee for the calendar year 2018, with the same

incorporated by reference into the agendas for all meetings of the Township Committee for the calendar year 2018:

1. The Mayor or other Committeeperson acting as the Mayor shall act as the Chair.
2. Any persons desiring to speak on an ordinance or during the public comment period shall raise their hand and be recognized by the Chair before approaching the microphone.
3. Each speaker shall state his or her full name and address for the record before making comments.
4. As to the public comment period, each person recognized to speak may speak once for a maximum of three minutes.
5. Any speaker who exceeds the time limit shall be ruled out of order and subject to removal. Each three-minute period is personal to each speaker and may not be ceded to another person. No profanity shall be permitted, any person who uses profanity may be ruled out of order and subject to removal.
6. Questions or comments of the public should be directed to the Township Committee. If appropriate, the Chair may direct and recognize a staff employee or professional of the Township to respond. The Chair may request that any question asked of the Township Committee or its staff or professionals which, due to its complexity or need for research or factual investigation cannot be answered immediately, be placed in writing and directed to the appropriate Township official so that an answer may be provided as soon as possible.
7. Any aspect of this protocol may be suspended for a particular matter by vote of a majority of the Township Committee present at the meeting.

**CONSENT AGENDA** – Note: All matters listed under item designated Consent Agenda are considered routine by the Township Committee and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired of any item, item will be considered separately.

**RESOLUTION** – Agricultural Advisory Committee

BE IT RESOVED that D.J. Lucarelli, Kim Casola, Victoria Flynn, Ryan Kaplan, \_\_\_\_\_ DePalma, and Rocco Pascucci be and hereby are appointed to the Agricultural Advisory Committee for one year terms effective January 1, 2018.



**RESOLUTION – Americans with Disabilities Coordinator**

BE IT RESOLVED that the Township Administrator be and hereby is appointed as Holmdel Township's Americans with Disabilities Coordinator for a one-year term beginning January 1, 2018.

**RESOLUTION – Bayshore Regional Sewerage Authority**

BE IT RESOLVED that Marcy McMullan be and hereby is appointed as a Commissioner to the Bayshore Regional Sewerage Authority for a five-year term effective February 1, 2018.

**RESOLUTION – Board of Education Liaison**

BE IT RESOLVED that the Township Administrator and the Eric Hinds be and hereby are appointed as Board of Education Liaisons effective January 1, 2018.

**RESOLUTION – Deputy Emergency Coordinators**

BE IT RESOLVED that the Township Administrator, Chief of Police, and Construction Official, Nicholas Rybakowski, Charles Hancock, Steven Winters, Rocco Pascucci, Evaristo Stanziale, and Brian McGraw be and hereby is appointed as Holmdel Township Deputy Emergency Management Coordinator for a one-year terms effective January 1, 2018.

**RESOLUTION – Financial Advisory Committee**

BE IT RESOLVED that Michael Valentino, Evaristo Stanziale, Brian Teevan, Sudarshan Ahluwaila, Jason Buerkle, Walter Daszkowski, Assad Samra, and Michael Nikolis be and hereby are appointed as Members of the Financial Advisory Task Force for one-year terms effective January 1, 2018.

**RESOLUTION – Grant Applications**

BE IT RESOLVED that the Township Administrator be and hereby is authorized to apply for Grants on behalf of the Township.

**RESOLUTION – Green Team**

BE IT RESOLVED that Janet Jackel, Janet Berk, Maureen Funcheon, Vanessa Merhi, Sabrina Conlan, Chimin Hu, Alec Goldberg, Randy Goldberg, Julia Hamwi, Surekha Collur, Elizabeth Wilson, Robert Wilson, Gita Movva, and Steve Wolkovitz be and hereby are appointed to the Green Team for one-year terms effective January 1, 2018.

**RESOLUTION - Holmdel Alliance**

BE IT RESOLVED that Barbara Hilliard, Coordinator, Stephanie Zielaznicki, Sherry Katz, and Ruth Patras be and hereby are appointed as members of Holmdel Drug and Alcohol Alliance for one-year terms effective January 1, 2018.

**RESOLUTION – Local Emergency Planning Committee (LEPC)**

BE IT RESOLVED that the OEM Coordinator, Deputy OEM Coordinator, OEM Liaison, Public Safety Chair, Fire Department Chief, First Aid Captain, Superintendent of Holmdel School District, Board of Education Buildings & Grounds Administrator, Bayshore Community Hospital Representative, CERT, Salvation Army Representative, American Red Cross Representative, Bell Works Representative, Information Technology Representative be and hereby are appointed to the Local Emergency Planning Committee for one-year terms effective January 1, 2018.

**RESOLUTION – Local Management Planning Committee – Township Employees**

BE IT RESOLVED that the Township Administrator, Construction Official, Fleet Maintenance Manager, Board of Health Rep. Director of Infrastructure, Township Fire Official, First Aid Representative, Police Chief, and Police Captain be and hereby are appointed to the Local Management Planning Committee for one-year terms effective January 1, 2018.

**RESOLUTION – Municipal Lien Tax Officer**

BE IT RESOLVED that Jeanette Larrison be and hereby is appointed as Municipal Lien Tax Officer for a one-year term effective January 1, 2018

**RESOLUTION – Municipal Housing Liaison**

BE IT RESOLVED that Denise Fluck be and hereby is appointed as Municipal Housing Liaison for a one-year term effective January 1, 2018

**RESOLUTION - Planning Board Class I Member**

BE IT RESOLVED that Rocco Pascucci, Mayor's Designee, be and hereby is appointed as Class I Member of the Planning Board for a one-year term effective January 1, 2018.

**RESOLUTION – Planning Board Class III Member**

BE IT RESOLVED that Michael Nikolis be and hereby is appointed as Class III Member of the Planning Board for a one-year term effective January 1, 2018.

**RESOLUTION – Public Agency Compliance Officer**

BE IT RESOLVED that the Township Administrator be and hereby is appointed as Holmdel Township's Public Agency Compliance Officer for a one-year term beginning January 1, 2018.

**RESOLUTION – Purchasing Agent**

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that Barbara Kovelesky be and hereby is appointed as Holmdel Township Purchasing Agent for a one-year term scheduled to expire on December 31, 2018.

**RESOLUTION – Recreation Advisory Council**

BE IT RESOLVED that Holmdel Football Representative, Holmdel FC Representative, HYAA Representative, Mavericks Representative, Representative of Senior Citizens throughout Holmdel through the Half Century Club, Board of Education Representative, Resident Representative Mary Corrigan, Resident Representative Rocco Impreveduto, Alternate Member Michael Kapsos, and Alternate Member William DiMeao be and hereby are appointed to the Recreation Advisory Council for one-year terms effective January 1, 2018.

**RESOLUTION – Stormwater Program Coordinator**

BE IT RESOLVED that Loni Lucina be and hereby is appointed as Holmdel Township's Stormwater Program Coordinator for a one-year term beginning January 1, 2018.

**RESOLUTION – Subcommittees**

BE IT RESOLVED that the following are Subcommittee Appointments for the year 2018:

Administration Chair	Thomas Critelli
Community Development Chair	Rocco Pascucci
Finance Chair	Michael Nikolis
Public Safety Chair	Gregory Buontempo
Public Works	Eric Hinds

**RESOLUTION – Township Historian**

BE IT RESOLVED that Rhonda Beck-Edwards be and hereby is appointed as Township Historian for a one-year term effective January 1, 2018.

Administration of Oath of Office to all appointees

**Temporary Budget**

Approve Bills Payable

Adopt Resolution Establishing Township Committee Meeting Dates for 2018

Adopt Holmdel Township Cash Management Plan

Resolution Authorizing Contracts With Certain Approved State Contract Vendors for Contracting Units Pursuant To N.J.S.A. 40a:11-12a

Adopt Resolution Designating Banks as Depositories/Financial Institutions for Holmdel Township

Adopt Resolution Authorizing Chief Financial Officer to Invest and Reinvest Funds for Holmdel Township

Adopt Resolution Setting Interest Rates on Delinquent Taxes or Other Unpaid Municipal Charges

Adopt Resolution Approving the Fee for Tax Sale Certificate Redemption Calculations as Permitted by NJSA 54:5-54

Adopt Resolution Appointing the Township Clerk as the Assessment Searcher

Adopt Resolution Authorizing Actions to be Taken by Special Council Throughout 2018

Adopt Resolution Authorizing Various Actions to be Taken Throughout 2018 by the Assessor

Adopt Resolution Authorizing Various Actions to be Taken Throughout 2018 by the Tax Collector

Adopt Resolution Authorizing Tax Collector to Conduct Tax Lien Sale

Adopt Resolution Designating Official Newspapers for the Year 2018 for Holmdel Township

Adopt Resolution Authorizing Agreement with Employee Consulting Associates for Employee Assistance Services for 2018

Adopt Resolution Appointing Bloodborne Pathogen & Right to Know Consultant for 2018

Motion to Adopt Resolutions

**Public Portion**

**Adjournment**