

**\*\* MINUTES \*\***

**November 12, 2025**

**6:30 Public Workshop    7:00pm Executive Session    7:30 Public Session**

**REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF  
ENGLISHTOWN**

15 Main Street, Englishtown, New Jersey 07726.

Public Workshop- Censure of C/Sharkey and removal from finance chair position.

\*\*\*Executive Session: 7:00pm\*\*\*

\*\*\*Regular Meeting\*\*\*

Meeting Called to Order and Roll Call:

The public portion of the meeting was called to order by Mayor Francisco at 7:30 P.M.

Roll Call            Present: C/Fierro, C/Leonardis, C/Reque, C/Alite, C/Sarti, C/Sharkey

Also Present:    Acting Municipal Clerk Crystal Calise, Attorney Jonathan Cohen

**Statement of Compliance with Sunshine Law**

Mayor Francisco announced that pursuant to N.J.S.A. 10 4-6 notification of this meeting has been (1) Published in the Asbury Park Press and the News Transcript the Official Newspapers of the Borough, (2) Posted to the Public at Borough Hall, (3) Copy has been filed with the Municipal Clerk, (4) Copy of this agenda and the Sunshine Statement has been filed with the Mayor and Council. The meeting was deemed in compliance with the Open Public Meetings Act.

- Volunteer Recognition for Community Event

- Layann and Sophia, students from Manalapan High School, were recognized for exceptional service at the Inaugural Pumpkins event.

Council member committee reports

C/Sharkey: nothing

C/Reque: Water Meter Reading Issues and Upgrade Plan

- Question raised about unreadable water meters in the context of rehabilitation/redevelopment ordinances.
- Response: Timothy has prepared a plan with pricing to fix and convert meters to remote-read.

C/Sarti: Public Safety and OEM Training for Elected Officials

- Police Department activity noted; detailed report expected next meeting.
- OEM: Director training for elected officials and senior management.

Code Enforcement Reporting and Legal/Ordinance Issues

- Inquiry about code report; plan to include it with the Police Chief's end-of-month report.
- Discussion on enforcing tickets against LLC-owned properties; question about need for a resolution.
- Process underway to submit outdated and updated ordinances to the state for replacement.
- Activity update (approx. last 90 days):
  - 15 tickets written; 71 violation notices issued.
  - Of 78 landlord registrations sent, 40 paid; 400+ rental properties remain.
  - Approximately 600+ existing homes need CCOs.
- Ordinance update process initiated; code enforcement workload and gaps documented; further coordination required.

C/ Alite: nothing

C/Fierro: nothing

C/Leonardis: Recycling Bins and Seasonal Decorations; Police Area Renovation

- Yellow recycling bins remain available for \$10 each as per resolution.
- DPW liaison in Manalapan will install Christmas decorations on schedule.
- Police area renovation planned for December; coordination among Alan, Trevor, and Alex to minimize disruption.

Administrator's Report K Humphrey Dial-in

- Greenhold Regional High School District property: borough received formal legal notice regarding acquisition of former school property on 8th Street.

- Downtown commercial district: coordination with planning board through October to complete statutory designation as an area in need of rehabilitation.
- Temporary Disability Insurance: clarified third-party handling; backlog addressed; on track for 2020 (noted as cleanup of administrative backlog).
- Budget process: Councilman Sharkey proposed YTD versus appropriations reports; advised to wait until completion of annual municipal audit; Mayor noted limited discretionary spending and emphasized operational improvements over workshops.
- Requisitions: Transition from paper/confirmed POs to electronic requisition system with two-tier approval (Department initiates; Finance final approval), due to limited departments.
- HR/Compliance: Reviewed vacation time policies; updated DCRP pension enrollment status.
- Records Management: Coordination with police and county (document systems since 2015); internal meeting with county reps to review scanning/cataloging/storage in county systems; acting clerk authorized to request a scanning device; funding identified in budget.
- Two-tier electronic requisition approval structure adopted.
- Records scanning initiative moving forward pending device procurement.

C/Leonardis: Clarification on Finance Roles and Part-Time Clerk

- Question raised about hiring a part-time clerk.
  - Clarified distinction between requisitions person and finance clerk; finance clerk handles bills.
  - No development yet on part-time clerk hiring; resumes/applications being collected.
- Approval of Minutes (Oct 22, 2025)
    - Motion C/Fierro, second C/Sarti, and roll call C/Alite, yes, C/Fierro, yes, C/Leonardis yes, C/Sarti yes, C/Sharkey yes.

Ordinance 2025-14 – Redevelopment Plan (Block 12, Lot 10.01)

Public hearing opened and closed; no public comment.

- Redevelopment counsel summary: MERS property studied and designated in need of redevelopment; plan reviewed by planning board and found consistent with master plan; second reading and final adoption requested.
- Mayor Francisco asks for a motion to adopt ordinance. ordinance adopted. Motion C/Fierro, second C/Sarti, and roll call C/Alite, yes, C/Fierro, yes, C/Leonardis yes, C/Sarti yes, C/Sharkey no. Ordinance 2025-14 adopted on second and final reading.

Ordinance 2025-15 – Procedural Adjournment

- Required to consult planning board again before second reading.

- Public hearing opened; motion passed to adjourn hearing to next meeting, pending planning board review scheduled for Friday.
- Clerk to re-advertise (since November 26 is the day before Thanksgiving, the borough will be holding the next Council Meeting on Monday, November 24. Since the Planning Board meeting is on Friday, November 14, and we need 10 days to publish in Asbury Park Press, this will be heard on **December 15, 2025**).
- Hearing adjourned to December 15

Ordinance 2025-16 – Rental Property Registration Amendments (First Reading)

- Amends §400-3 to establish annual deadlines, adjust fees, and enforcement for non-compliance.
- First reading and introduction approved; public hearing at next meeting. Motion 1 C/Sarti, motion 2, C/ Fierro. Roll call- C/Alite, yes, C/Fierro, yes, C/Leonardis yes, C/Sarti, C/Sharkey no
- Introduced on first reading.

Ordinance 2025-17 – Cannabis Tax and Licensing Updates (First Reading)

- Amends Chapter 568: updates licensing admin and penalties; no new licenses or businesses added.
- First reading and introduction approved.
- Introduced on first reading; full hearing to follow at next meeting.

Consent Agenda

Mayor Francisco asked for a motion to adopt the consent agenda. Motion C/Fierro and second motion C/Sarti; Roll call- C/Alite, yes, C/Fierro, yes, C/Leonardis yes, C/Sarti, C/Sharkey no

Mayor asked for a motion to open to public comments. Motion 1 C/Fierro, Motion 2, C/Sarti. All in favor aye.

Public Comment – Sidewalk Connection to Manalapan and Solid Waste Contract

- Former Mayor Tom Reynolds raised safety concern: sidewalk extension at McDonald on Tenant Avenue into Manalapan; prior discussions stalled; seeks connection to trails/fields to improve pedestrian safety.

Public Comment – Permit Parking on Hamilton Street and Speeding

- Resident reported misuse of a permanent reserved parking spot near 3 Hamilton; requests better enforcement and moving the reserved spot closer due to medical hardship.
- PD reported one violation issued; day shift monitoring; businesses informed; more permit applications incoming; two-hour parking violations enforced.
- Council to explore updated signage with Manalapan vendor and potential swap to closer spot, coordinating via clerk; advised residents to call PD immediately when violations occur; cones not permitted.

- Ongoing speeding complaints at specific times; PD has not yet observed but will continue monitoring.

Public Comment – Clerk Process for Marriage License and Social Media Conduct

- Resident raised concerns about marriage license processing errors
- Mayor invited resident to share evidence via email for follow-up discussions with relevant individuals.

Mayor asked for a motion to close public portion. Motion 1, C/Sarti, motion 2, C/Fierro, all in favor aye.

Mayor asked for a motion to adjourn the meeting. Motion 1, C/Leonardis, motion 2, C/Sarti. All in favor aye.