

**** MINUTES ****

July 9, 2025

6:30 Executive Session 7:00 Public Session

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

15 Main Street, Englishtown, New Jersey 07726.

Meeting Called to Order and Roll Call:

The public portion of the meeting was called to order by Mayor Francisco at 7:00 P.M.

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

Absent: None

Also Present: Municipal Deputy Clerk Nicole Snyder, Borough 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.

Salute to the Flag - Led by Mayor Francisco

Committee Reports

C/Sharkey- Stated on the record, that it's believed that repeatedly sending out a last minute agenda violates the Open Public Meetings Act and that this is pattern of public trust and remains a challenge for the Boro. He will be receiving outside guidance and filing a complaint with local government.

C/Reque- The Boro and Timothy will be conducting a lead and copper water sampling. It will only be affecting roughly about 10 houses, and these letters of notice will be hand delivered to those houses. This report is done every 3 years.

C/Sarti- We have hired a Code Enforcement Officer and they are in the background process, as long as everything passes, they will hit the ground running. The Police Department took it over a little over a year ago, they were a little more reactive, where as the new Code Enforcement Officer will be more proactive and invest some time in the town.

Under OEM, Office of Emergency Management, it has been neglected for sometime and we have been working with Deputy Kole, to get an emergency operation plan to be put in place for the Boro.

We will also be discussing a Shared Services Agreement with the local Fire Department.

C/Alite- No update.

C/Fierro- No update.

C/Leonardis- Reached out to Manalapan DPW regarding the up keeps of the Boro building with possibly painting parts of the building, taking care of rusted doors, etc. A ticket was put in, just waiting to hear back.

Mayor Francisco- Discussed the farmers market from the previous weekend and announced the next one to take place Saturday, July 19. Mentioned possibly looking into doing a food truck festival in town. It was also brought to his attention by local businesses would like to do a fundraising wiffle ball tournament with the Police Department, it was discussed to possibly take place sometime in the Fall.

Submitted into record of correspondence from Joe Miczak, who is on the board for Monmouth Historical Society, who runs the Village Inn, that their building was struck by a truck again. Miczak made a request with a sample resolution to ban trucks and large vehicles of a certain size from being on the sidewalk. Mayor Francisco mentioned he wasn't sure of the legalities of it all, but will keep it on record and have the council review and see what is considered.

C/Sarti- Brought up that he would like the Deputy of OEM to come up and briefly explain what the Emergency Operation Plan is about.

John Kole- Explained how the plan itself is how the town, police and fire departments, and building officials should handle certain emergencies. It is broken up by different annexes and is a general plan for different emergencies that can arise and how to handle each situation.

Mayor Francsico- Thanked Deputy Kole for coming up to speak.

Touched based on the Street Sign Auction that took place Saturday, July 5. Thanked all who came out, donated, and bought signs. Sold around 70 street signs and raised \$475. Shouted out the Calise family who purchased the Woodruff Ct sign and donated it to Jack Carlos. Shouted out the Demonte family who bought a few signs, including South Main Street and donated it to the Fire and Police Departments. Shouted out Jeff Appel who purchased a great number of signs. If there is interest in the four remaining signs, the Boro would have to hold another auction and advertise for such event.

Approval of Minutes

Mayor Francisco requested a motion to approve the July 9, 2025 executive and public minutes. Motion was made by C/Sarti and seconded by C/Alite.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		x	x		
Fierro			x		
Leonardis			x		
Reque			x		
Sarti	x		x		
Sharkey			x		
Mayor Francisco	tie vote only				

Public Comment on Agenda Items Only

Mayor Francisco requested a motion to open public comment. Motion was made by C/Alite and seconded by C/Reque. All in favor.

C/Alite- Stated he would like to officially censor C/Sharkey for openly giving someone the Boro's bid price to and outside source.

C/Sharkey- Asked for clarification to what exactly C/Alite was referring to.

C/Alite- Referred to C/Sharkey giving financial information out when they are offering financial support for the Boro, felt it was going against the town, and giving the outside professional the price so they could bid below or above it.

Mayor Francisco- Requested clarification before the discussion continued, is this something that should be done during the agenda and not during public comment.

Mr. Cohen- Gave clarification on what the agenda is supposed to do, such as explain big ticket items, matters that the council will vote on, etc. Members of the council can request motions under Roberts Rule of Order any time throughout the meeting. It may not be an agenda item, but if one member wishes to bring it to the table, they just need consent from the Mayor to have the forum and request for a motion. Once getting the motion and second, they are permitted to go forward.

Mayor Francisco- Stated he will step back and let the council discuss the matter at hand.

Mr. Cohen- Explained in details of the situation, describing how when the previous clerk had left at the end of May, the Boro has to decide how to replace them. The Boro looked into several options, such as doing a Shared Services Agreement(SSA) with Keyport, which would allow us to gain a Business Administrator(BA), along with a Clerk, Mr. Barrett the current CFO via a private contractor, offered his services stepping into the BA role and bringing in the clerk from Spring Lake Heights to assist with the clerk's position. Allegedly, during the negotiation process with Mr. Barrett, C/Sharkey gave out certain information that would put Mr. Barrett's services at an advantage to compete against Keyport. Mr. Cohen suggested giving the council members a chance to explain their defense of the situation at hand.

The Council Members explained themselves, debated about the topic, and brought up various reasonings as to why they believed C/Sharkey should be censored.

C/Alite requested a motion to censor C/Sharkey for providing pricing information to an outside professional service. Motion was made by C/Alite and seconded by C/Fierro. C/Alite, C/Fierro, C/Leonardis, and C/Sarti voted aye. C/Reque and C/Sharkey voted to abstain.

Mayor Francisco- Declared the public portion for agenda items only was still open.

Joanne Damante, Heritage Drive- Expressed she wasn't what had just happened, nor how to follow it, but asked if it was something necessary to do, stating it was unprofessional. She then had several questions regarding the agenda – for the resolution regarding re-fencing Boro property, where is it located and how much is being replaced?

C/Leonardis- Replied it was on Boro property along Weamaconk Drive, and only a small section is being replaced.

Joanne Damante- Wanted more information regarding the SSA with the Fire Department.

C/Sarti- Explained that the Fire Department is a private entity, hired by the board of fire commissioners. The fire department is responsible for providing fire corrections to the town and a contract has to be done to provide those services.

Mr. Cohen- Explained that this specific Fire District doesn't have paid fire fighters, so they don't have a payroll system. One of the things they get from the SSA with us is the ability to have a Fire Marshal because of the fire code.

Joanne Damante- Pointed out the ordinance regarding the hours of operations time change for cannabis businesses was confusing.

Mayor Francisco- Explained it was a continuation of when it was introduced at the last council meeting. It went to the planning board, and is now back to council to possibly adopt. The ordinance states the start time is changing from 10am to 9am. There was a slight typing error, which will be fixed.

Joanne Damante- Requested for the full agenda packets to be added to the website ahead of time, as reading them at the meeting is overwhelming.

Mayor Francisco- Stated we try our best to get as much on the website as possible ahead of time.

Joanne Damante- Askes for clarification regarding the resolution hiring a BA.

Mayor Francisco- Explained the situation of the initial SSA with Keyport, but now looking to just hire individuals.

Jerry Leonardis, Weamaconk Drive- Expressed C/Sharkey sat on the planning board and there were issues, and now experiencing the same with him sitting on council.

Jeff Appeal, Victory Drive- Had a question regarding resolution 128 and if the paperwork will come in the mail before the august date stated.

Mr. Cohen- Explained that this resolution was added last minute by the tax collector and we will have to touch base with them to get clarification.

Hearing no further comments Mayor Francisco requested a motion to close public comment. Motion was made by C/Alite and seconded by C/Leonardis. All in favor.

OLD BUSINESS:

BOROUGH OF ENGLISHTOWN ORDINANCE NO. 2025-06

AN ORDINANCE AMENDING CHAPTER 620 OF THE BOROUGH CODE TO ESTABLISH A COMMERCIAL OVERLAY ZONE AS §620-18.1 AND TO AMEND THE BOROUGH ZONING MAP CONSISTENT WITH THE 2025 MASTER PLAN REEXAMINATION REPORT

WHEREAS, the Borough of Englishtown adopted a Periodic Reexamination of its Master Plan on March 18, 2025, which identified the need to incentivize mixed-use infill and redevelopment in the vicinity of Main Street to stimulate economic activity and enhance the Borough's downtown core; and

WHEREAS, the Reexamination Report recommended the creation of a Commercial Overlay Zone encompassing properties in Blocks 11 and 12 between Center Street and Hamilton Street, including portions of Main Street, Pine Street, and Harrison Avenue; and

WHEREAS, the Ordinance Committee delegated the task by the Council has recommended that an Ordinance be adopted to incorporate the recommendation from the Reexamination Report;

WHEREAS, the Mayor and Council find that establishing such a zone and updating the Borough Zoning Map accordingly is in the public interest and consistent with the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.);

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, as follows:

SECTION 1. Addition of §620-18.1.

A new §620-18.1 is hereby added to the Borough Code, immediately following §620-18 (C-2, Commercial, General Zone), to establish a new zoning overlay district as follows:

§620-18.1. COMMERCIAL OVERLAY ZONE (C-O)

A. Purpose.

The purpose of the Commercial Overlay Zone (C-O) is to support targeted redevelopment and infill by allowing flexible mixed-use and commercial development in a defined area of the Borough's central corridor, while preserving the underlying zoning.

B. Applicability and Location.

This overlay zone applies to properties within Blocks 11 and 12, generally bounded by Center Street to the west and Hamilton Street to the east, and fronting on Main Street, Pine Street, and Harrison Avenue. The specific properties subject to this overlay shall be as depicted on the amended Borough Zoning Map on file with the Borough Clerk.

C. Permitted Principal Uses (in addition to uses permitted in the underlying zone):

1. Mixed-use buildings with ground-floor commercial use and residential use above;
2. Retail shops and boutiques;
3. Professional offices and co-working spaces;
4. Restaurants, cafés, wine bars, and tasting rooms (excluding drive-thrus);
5. Artisan studios, maker spaces, and craft production;
6. Specialty food and beverage establishments (e.g., bakeries, coffee houses);
7. Art galleries and display venues.

D. Permitted Accessory Uses:

1. Outdoor dining areas, patios, and rooftop terraces;
2. Shared parking and consolidated access drives;
3. Signage consistent with Planning Board-adopted design standards.

E. Bulk and Design Standards.

1. The bulk standards of the underlying zone apply unless modified herein.
2. Maximum height: 3 stories or 40 feet.
3. Residential uses shall only be located above permitted nonresidential uses.
4. Off-street parking may be reduced or waived by the Planning Board in appropriate circumstances.

F. Review Requirements.

1. Site plan approval shall be required for all development utilizing overlay provisions.
2. Applications relying on overlay zone standards shall be treated as permitted uses, not as use variances.

SECTION 2. Zoning Map Amendment.

The Borough Zoning Map is hereby amended to reflect the boundaries of the Commercial Overlay Zone (C-O) as described in §620-18.1(B). A copy of the revised Zoning Map shall be filed with the Borough Clerk and made available for public inspection.

SECTION 3. Notice and Referral Requirements.

This ordinance constitutes a zoning map amendment affecting more than 10 properties. Accordingly, and in accordance with N.J.S.A. 40:55D-15 and 40:55D-62.1:

A. Written notice of the public hearing shall be provided to:

1. All owners of property within the proposed overlay area and within 200 feet thereof;
2. The Clerk of Manalapan Township;
3. The Monmouth County Planning Board; and
4. Any other required parties.

B. Notice shall also be:

1. Published in the official newspaper of the Borough at least 10 days prior to the hearing; and
2. Filed with the Monmouth County Planning Board at least 10 days in advance of the hearing.

C. This ordinance shall be referred to the Unified Planning and Zoning Board of Adjustment for review and report pursuant to N.J.S.A. 40:55D-26.

SECTION 4. Severability.

If any section, paragraph, or provision of this ordinance shall be adjudged invalid by a court of competent jurisdiction, the remainder shall not be affected and shall remain in full force and effect.

SECTION 5. Effective Date.

This ordinance shall take effect upon final passage and publication as required by law, and upon filing with the Monmouth County Planning Board.

DATE OF INTRODUCTION May 14, 2024

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		x	x		
Fierro	x		x		
Leonardis			x		
Reque			x		
Sarti			x		
Sharkey			x		
Mayor Francisco	tie vote only				

DATE OF ADOPTION July 9, 2024

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite	X		X		
Fierro		X	X		
Leonardis			X		
Reque			X		
Sarti			X		
Sharkey			X		
Mayor Francisco	tie vote only				

**BOROUGH OF ENGLISHTOWN
ORDINANCE NO. 2025-09**

****NOT ADOPTED****

**AN ORDINANCE OF THE BOROUGH OF ENGLISHTOWN, COUNTY OF
MONMOUTH, STATE OF NEW JERSEY, AMENDING CHAPTER 568, "CANNABIS**

TAX AND LICENSING," ARTICLE I, TO MODIFY PERMITTED HOURS OF OPERATION FOR CANNABIS CLASS USES

WHEREAS, the Mayor and Council of the Borough of Englishtown wish to expand the permitted hours of operation for cannabis class uses in the Borough in response to customer demand and to support local business growth; and

WHEREAS, the Borough's current restrictions were originally adopted as part of a compromise that is no longer viewed as necessary;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that Chapter 568, Article I of the Borough Code is hereby amended as follows:

Section 1. Amendment to § 568-2.

§ 568-2. Hours of operation.

Cannabis class uses are permitted the following hours of operation: Monday through Sunday 10:00 a.m. to 10:00 p.m. [Amended to change opening hour from 10:00 a.m. to 9:00 a.m.]

Section 2. Referral to Unified Board.

If required by the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., or by applicable provisions of the Borough's land use procedures, this ordinance shall be referred to the Unified Planning/Zoning Board for review and comment prior to final adoption.

Section 3. Repealer.

All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 4. Severability.

If any section, subsection, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the remaining portions of this Ordinance.

Section 5. Effective Date.

This Ordinance shall take effect immediately upon final passage and publication as required by law.

First Reading:

This ordinance was introduced and passed upon first reading at a meeting of the Mayor and Council of the Borough of Englishtown, held on June 17, 2025, and will be further considered

for final passage at a meeting to be held at a date to be determined in 2025, at Englishtown Borough Hall, at which time and place all persons interested will be given an opportunity to be heard concerning this ordinance.

STATEMENT OF PURPOSE:

The purpose of this Ordinance is to expand the permitted opening hour for cannabis class uses from 10:00 AM to 9:00 AM, while maintaining the existing closing hour of 10:00 PM.

DATE OF INTRODUCTION June 11, 2025

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite					X
Fierro	X	X			
Leonardis		X			
Reque	X	X			
Sarti		X			
Sharkey		X			
Mayor Francisco	tie vote only				

DATE OF ADOPTION July 9, 2025

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite					
Fierro					
Leonardis					
Reque					
Sarti					
Sharkey					
Mayor Francisco	tie vote only				

Ordinance 2025-09 failed with no votes being made.

CONSENT AGENDA:

Mayor Francisco requested a motion to approve consent agenda. Motion was made by C/Leonardis and seconded by C/Sarti. All in favor.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2025-121**

**RESOLUTION AUTHORIZING PURCHASE AND INSTALLATION OF FENCING ON
BOROUGH-OWNED PROPERTY (BLOCK 18, LOT 14)**

WHEREAS, the Borough of Englishtown requires the replacement of fencing along the rear perimeter of Borough-owned property designated as Block 18, Lot 14, located across from homes on Weamaconk Drive; and

WHEREAS, the total cost of the fencing project is below the bid threshold established under the Local Public Contracts Law, N.J.S.A. 40A:11-3; and

WHEREAS, in accordance with N.J.S.A. 40A:11-6.1(a), the Borough obtained three written competitive quotations for the proposed work; and

WHEREAS, Mr. Fence submitted the most advantageous quote, taking into account price and other factors; and

WHEREAS, the Borough's Qualified Purchasing Agent has reviewed the procurement and confirmed that the purchase may proceed without public bidding; and

WHEREAS, the Chief Financial Officer has certified the availability of funds for this purchase;

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

1. The purchase and installation of fencing on Borough-owned property designated as Block 18, Lot 14, in accordance with the quote submitted by Mr. Fence, is hereby authorized.
2. A duly qualified Borough representative is authorized to take all necessary administrative steps to effectuate the purchase.
3. This Resolution shall take effect immediately.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		X			
Fierro		X			
Leonardis	X	X			
Reque		X			
Sarti	X	X			
Sharkey		X			
Mayor Francisco	tie vote only				

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held July 9, 2025.

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2025-122

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZING THE PAYMENT OF BOROUGH BILLS**

WHEREAS, the Mayor and Council have carefully examined all vouchers presented to the Borough for the payment of claims; and

WHEREAS, after due consideration of the said vouchers, the Mayor and Council have approved payment of same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, as follows:

1. The said approved vouchers amounting to the sum of \$399,926.29 are hereby authorized to be paid on July 9, 2025.
2. The Borough Clerk is hereby directed to list on the page in the Minutes Book following the minutes of this meeting all of the said vouchers hereby authorized to be paid.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		X			
Fierro		X			
Leonardis	X	X			
Reque		X			
Sarti		X			
Sharkey		X			
Mayor Francisco	tie vote only				

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held July 9, 2025.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2025-123**

**RESOLUTION AUTHORIZING THE BOROUGH OF ENGLISHTOWN TO ENTER
INTO A SHARED SERVICES AGREEMENT WITH THE WESTERN MONMOUTH
ACTIVE SHOOTER TRAINING GROUP FOR THE PERIOD JULY 1, 2025 THROUGH
JUNE 30, 2026**

WHEREAS, the Borough of Englishtown seeks to promote and participate in coordinated law enforcement training efforts to better prepare local police departments for active shooter scenarios and related emergency response situations; and

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., municipalities are authorized to enter into shared services agreements to provide or

receive any service that each participating local unit is empowered to provide within its own jurisdiction; and

WHEREAS, the Borough of Englishtown wishes to enter into a Shared Services Agreement with the Western Monmouth Active Shooter Training Group, effective July 1, 2025 through June 30, 2026, under which Freehold Township shall serve as the lead agency and provider, coordinating equipment procurement and training activities on behalf of participating municipalities; and

WHEREAS, the Borough of Englishtown’s total financial contribution under this agreement shall be \$154.00, based on the prorated number of officers as set forth in the cost breakdown provided;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that the Mayor and Municipal Clerk are hereby authorized and directed to execute the Shared Services Agreement with the Western Monmouth Active Shooter Training Group for the period of July 1, 2025 through June 30, 2026; and

BE IT FURTHER RESOLVED that a copy of the fully executed Agreement shall be kept on file in the office of the Municipal Clerk and made available for public inspection.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		X			
Fierro		X			
Leonardis	X	X			
Reque		X			
Sarti	X	X			
Sharkey		X			
Mayor Francisco	tie vote only				

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held July 9, 2025.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2025-124**

**RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A SHARED SERVICES
AGREEMENT WITH FIRE DISTRICT NO. 1 FOR FIRE PREVENTION SERVICES**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes local units of government to enter into agreements for the provision of shared services in order to promote efficiency and reduce costs; and

WHEREAS, the Borough of Englishtown has designated the Bureau of Fire Prevention within Fire District No. 1 as its local enforcing agency for purposes of administering the Uniform Fire Safety Act and Uniform Fire Code, as codified in Chapter 363 of the Borough Code; and

WHEREAS, the Borough and Fire District No. 1 have reached agreement on the terms and conditions of a new four-year Shared Services Agreement for the continuation of such fire prevention services, effective August 1, 2025 through July 31, 2029; and

WHEREAS, the Borough of Englishtown desires to authorize the Mayor to execute said agreement on behalf of the municipality;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, as follows:

1. The Mayor is hereby authorized to execute a Shared Services Agreement with Fire District No. 1 for fire prevention services for the term August 1, 2025 through July 31, 2029, in a form substantially similar to that presented to the Governing Body and subject to such modifications as may be deemed necessary by the Borough Attorney.
2. The Deputy Municipal Clerk is hereby authorized to attest to the Mayor's signature and affix the municipal seal upon execution of the Agreement.
3. A copy of the fully executed Agreement shall be maintained in the offices of the Borough Clerk and made available for public inspection.
4. This Resolution shall take effect immediately.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		X			
Fierro		X			
Leonardis	X	X			
Reque		X			
Sarti	X	X			
Sharkey		X			
Mayor Francisco	tie vote only				

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held July 9, 2025.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2025-125**

AUTHORIZING REFUND OF TAX SALE CERTIFICATE

WHEREAS, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to K'S HAIR LOUNGE, LLC.

Tax Sale Certificate No. 24-00020
Block 25, Lot 23
11 Main Street
in the amount of \$323.96
premium of \$900.00
total of **\$1,223.96**

WHEREAS, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$1,223.96.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes payment in the amount of \$1,223.96 to K'S HAIR LOUNGE, LLC, 1538 FLATBUSH AVE, BROOKLYN, NY 11210.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to the Borough's Tax Collector and Chief Financial Officer.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		X			
Fierro		X			
Leonardis	X	X			
Reque		X			
Sarti	X	X			
Sharkey		X			
Mayor Francisco	tie vote only				

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held July 9, 2025.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2025-126**

AUTHORIZING REFUND OF TAX SALE CERTIFICATE

WHEREAS, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to K'S HAIR LOUNGE, LLC.

Tax Sale Certificate No. 24-00009
Block 6, Lot 14
24 Oxford Court
in the amount of \$2,059.37
premium of \$1,200.00
total of **\$3,259.37**

WHEREAS, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$3,259.37.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes payment in the amount of \$3,259.37 to K'S HAIR LOUNGE, LLC, 1538 FLATBUSH AVE, BROOKLYN, NY 11210.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to the Borough's Tax Collector and Chief Financial Officer.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		X			
Fierro		X			
Leonardis	X	X			
Reque		X			
Sarti	X	X			
Sharkey		X			
Mayor Francisco	tie vote only				

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held July 9, 2025.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2025-127**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
ENGLISHTOWN, COUNTY OF MONMOUTH, STATE OF NEW JERSEY,
AWARDING A PROFESSIONAL SERVICES CONTRACT TO ARH ASSOCIATES
FOR DESIGN, BIDDING, CONSTRUCTION ADMINISTRATION, AND INSPECTION
SERVICES RELATED TO THE PARK AVENUE AND STATION STREET ROADWAY
IMPROVEMENTS PROJECT**

WHEREAS, the Borough of Englishtown was awarded funding through the New Jersey Department of Transportation (NJDOT) Fiscal Year 2024 Municipal Aid Program in the amount of \$152,526.00 to fund improvements to Park Avenue and Station Street; and

WHEREAS, the Borough is engaging its appointed Borough Engineer, ARH Associates, to perform professional engineering services related to this project, including design, bidding assistance, construction administration, inspection, and project close-out services; and

WHEREAS, ARH Associates has submitted a proposal dated June 24, 2025 (ARH Proposal No. P2025.0443), outlining a fixed fee in an amount not to exceed Thirty-Five Thousand Five

Hundred Dollars (\$35,500.00), which includes both design phase and construction phase services; and

WHEREAS, the Borough Chief Financial Officer has certified that funds are available for this project in the amount of \$35,500.00 and the Borough is not obligated to expend the entire amount if not necessary; and

WHEREAS, ARH Associates is a professional engineering firm licensed in the State of New Jersey and has provided the required documentation in accordance with N.J.S.A. 40A:11-5(1)(a)(i), permitting the award of contracts for professional services without competitive bidding;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that the proposal submitted by ARH Associates for professional engineering services related to the Park Avenue and Station Street Roadway Improvements Project is hereby accepted and approved, and that the Mayor and/or Borough Administrator are authorized to execute the agreement and any related documentation on behalf of the Borough.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to ARH Associates and kept on file with the Borough Clerk along with all necessary contractual documentation.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		X			
Fierro		X			
Leonardis	X	X			
Reque		X			
Sarti		X			
Sharkey		X			
Mayor Francisco	tie vote only				

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held July 9, 2025.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2025-128**

**RESOLUTION EXTENDING THE GRACE PERIOD FOR AUGUST 2025 PROPERTY
TAX PAYMENTS**

Offered the following resolution and moved its adoption:

WHEREAS, the tax rate or bills were not received in time to meet the statutory mailing and due dates, the grace period for the third quarter of 2025, which is usually ten days, will be extended to twenty-five days to meet the statutory requirements as per N.J.S.A 54:4-66.3d.

WHEREAS, the 2025/2026 property tax bills have not been printed and mailed to the property owners of the Borough as of this date; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Council of the Borough of Englishtown establishes the following grace period for the August 2025 taxes (third quarter).

1. Effective upon passage of this resolution the grace period for the August 2025 property tax bill (third quarter) will be extended to twenty-five days from the date of mailing after which interest will be retroactive to August 1, 2025.

BE IT FURTHER RESOLVED that the Clerk provides a copy of this Resolution to the Township Auditor, Township Administrator, Finance Director, and the Tax Collector.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		X			
Fierro		X			
Leonardis	X	X			
Reque		X			
Sarti	X	X			
Sharkey		X			
Mayor Francisco	tie vote only				

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held July 09, 2025.

NEW BUSINESS:
BOROUGH OF ENGLISHTOWN
ORDINANCE NO. 2025-10

**AN ORDINANCE AMENDING § 555-1 OF THE BOROUGH CODE OF THE
BOROUGH OF ENGLISHTOWN TO PERMIT WAIVERS FROM THE FIVE-YEAR
MORATORIUM ON EXCAVATING NEWLY PAVED ROADS**

WHEREAS, § 555-1 of the Code of the Borough of Englishtown currently imposes a five-year moratorium on opening or excavating newly paved roads, without exception; and

WHEREAS, the Mayor and Council of the Borough of Englishtown recognize the importance of preserving the integrity of newly paved roadways, but also acknowledge that certain municipal,

utility, or public improvement projects may require flexibility when no feasible alternatives exist; and

WHEREAS, the Mayor and Council find it to be in the public interest to provide a procedure whereby limited waivers from the five-year moratorium may be granted upon the recommendation of the Borough Engineer and subject to appropriate safeguards;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, as follows:

SECTION 1.

§ 555-1 of the Borough Code is hereby amended and supplemented to read as follows (new text underlined):

§ 555-1. Five-year moratorium on newly paved roads.

No newly paved road shall be excavated or opened for a period of five years from the date of paving, *except as follows*:

- A.** In the event of an emergency as determined by the Borough Engineer; or
- B.** Upon written recommendation of the Borough Engineer and approval by resolution of the Governing Body, provided that such approval shall be conditioned upon compliance with applicable road restoration standards, posting of a performance bond or escrow if required, and such other conditions as the Governing Body may impose.

SECTION 2.

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

SECTION 3.

This ordinance shall take effect upon final passage and publication as required by law.

First Reading:

This ordinance was introduced and passed upon first reading at a meeting of the Mayor and Council of the Borough of Englishtown, held on July 9, 2025, and will be further considered for final passage at a meeting to be held at a date to be determined in 2025, at Englishtown Borough Hall, at which time and place all persons interested will be given an opportunity to be heard concerning this ordinance.

STATEMENT OF PURPOSE:

The purpose of this Ordinance is to authorize Cannabis Consumption Areas in the Borough's commercial zones as an accessory use to a licensed Class 5 cannabis retailer, subject to site plan approval and compliance with applicable State and local regulations.

DATE OF INTRODUCTION July 9, 2025

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite		X	X		
Fierro			X		
Leonardis			X		
Reque	X		X		
Sarti			X		
Sharkey			X		
Mayor Francisco	tie vote only				

Public hearing will be scheduled for July 23, 2025.

Mayor Francisco requested a motion to place Resolution 2025-129 at the end of the agenda so council can go into a second executive to discuss the contract further. Motion was made by C/Leonardis and seconded by C/Alite. All in favor.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2025-130**

**RESOLUTION APPOINTING KIMBERLY HUMPHREY AS PART-TIME BOROUGH
ADMINISTRATOR**

WHEREAS, pursuant to N.J.S.A. 40A:9-136, the Borough of Englishtown is authorized to appoint a municipal administrator and define the duties and compensation of that position by ordinance or resolution; and

WHEREAS, the Borough has experienced recent turnover in key municipal positions and has historically operated without centralized administrative oversight; and

WHEREAS, the Mayor and Council believe the Borough would benefit from the leadership of a qualified public servant to support day-to-day operations, coordinate interdepartmental functions, and contribute to long-term planning; and

WHEREAS, Kimberly Humphrey is an experienced professional whose qualifications make her well-suited to serve as part-time Borough Administrator; and

WHEREAS, the Borough's salary ordinance provides for compensation for this position consistent with the salary set forth below;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, that:

1. Kimberly Humphrey is hereby appointed as Part-Time Borough Administrator at an annual salary of \$21,500, effective upon execution of an employment agreement approved by the Mayor and Council;
2. The terms and conditions of employment, including duties, reporting structure, and any applicable separation provisions, shall be governed by the executed employment agreement;
3. A certified copy of this resolution shall be provided to Kimberly Humphrey, the Chief Financial Officer, and the Municipal Clerk for their information and implementation.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite	X	X			
Fierro		X			
Leonardis		X			
Reque		X			
Sarti	X	X			
Sharkey		X			
Mayor Francisco	tie vote only				

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held July 9, 2025.

Public Portion:

Mayor Francisco requested a motion to open public comment. Motion was made by C/Sarti, and seconded by C/Reque. All in favor.

Joe Carlucci, McDonald Way- Questioned who is in charge of the street conditions within town, such as paving, possible sinking sewer drains, overgrown weeds in streets.

C/Leonardis- Chairperson of Public Buildings and Grounds, mentioned since Englishtown is in charge of the care of its streets, she made arrangements to come by and take a look at the conditions with the resident.

Wayne, Lasatta Ave- Wanted to put his name out there for interest in being part of Planning Board in the future.

Hearing no further comments motion was made to close public comment by C/Leonardis and seconded by C/Reque. All in favor.

Mayor Francisco requested a motion for council to break into a second executive meeting to discuss Resolution No. 2025-129. Motion was made by C/Leonardis, seconded by C/Reque. All in favor. C/Sharkey excused himself for remainder of meeting. Time 8:16PM.

Mayor Francisco requested a motion for regular meeting to continue. Motion was made by C/Leonardis, seconded by C/Alite. All in favor. Time 9:25PM.

Mr. Cohen- Explained how Resolution No. 2025-129 will be amended to say salary pay of 55k, with a 90-day probationary period with an evaluation done by the BA, with a 1-year appointment term.

Motion to amend the resolution changes made by C/Alite, seconded by C/Sarti.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2025-129**

**RESOLUTION APPOINTING CRYSTAL CALISE AS ACTING MUNICIPAL
CLERK FOR A ONE-YEAR TERM PURSUANT TO N.J.S.A. 40A:9-133(c)**

WHEREAS, the Borough of Englishtown is required by law to have a Municipal Clerk pursuant to N.J.S.A. 40A:9-133; and

WHEREAS, the Borough's previously appointed Municipal Clerk resigned effective May 28, 2025, creating a vacancy in the office of Municipal Clerk; and

WHEREAS, *N.J.S.A.* 40A:9-133(c) authorizes a governing body to appoint an Acting Municipal Clerk for a term not to exceed one (1) year when the appointee does not hold a Registered Municipal Clerk (RMC) certificate; and

WHEREAS, Crystal Calise is presently enrolled in the Registered Municipal Clerk certification program and, upon information and belief, has successfully completed the first of five required courses; and

WHEREAS, the Mayor and Council find that Crystal Calise is qualified and willing to serve, and her appointment as Acting Municipal Clerk will serve the best interests of the Borough and ensure continuity of services; and

WHEREAS, the Borough understands that Crystal Calise must obtain her Registered Municipal Clerk Certificate to be eligible for reappointment beyond the one-year term and that any subsequent reappointment will require approval from the Division of Local Government Services;

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

1. Crystal Calise is hereby appointed as Acting Municipal Clerk for the Borough of Englishtown pursuant to *N.J.S.A.* 40A:9-133(c), for a one-year term commencing as of May 29, 2025, and expiring May 28, 2026.
2. Ms. Calise shall receive an annual salary to be negotiated by the Borough for her service in this role that will fall within the range set out in the salary ordinance.

3. This appointment is made with the understanding that Ms. Calise is actively pursuing her RMC certification and must obtain her RMC certificate to be eligible for reappointment beyond this term.
4. A copy of this Resolution shall be provided to the Division of Local Government Services for informational purposes, and to Crystal Calise, the Borough Administrator (if any), and the Chief Financial Officer.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alite			X		
Fierro			X		
Leonardis		X	X		
Reque	X		X		
Sarti			X		
Sharkey					X
Mayor Francisco	tie vote only				

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held July 9, 2025.

Adjournment:

There being no further business a motion to adjourn was offered by C/Alite, seconded by C/Leonardis. All in favor. The time being 9:30 P.M.

Date Approved

Municipal Deputy Clerk