

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

**November 9, 2015 MINUTES**

Council President Gerald Helfrich called the Regular Council Meeting of the Borough of Chatham to order on Monday, November 9, 2015 at 7:30 p.m. in the Council Chambers in the Municipal Building, 54 Fairmount Avenue, Chatham, New Jersey.

**SALUTE TO FLAG**

Council President Helfrich and the Borough Council led the assembled in the Pledge of Allegiance.

**MOMENT OF SILENCE**

Council President Helfrich asked for a moment of silence for those who have given their lives for our country. He noted that Wednesday is Veterans' Day and asked for a moment of silence to remember all veterans who have served our country.

**STATEMENT OF ADEQUATE NOTICE**

Robin R. Kline, Municipal Clerk, read the following statement of adequate notice:

Pursuant to the requirements of R.S. 10:4-10, adequate notice of this meeting has been provided by including same in the Annual Notice, copies of which were posted on the Municipal Bulletin Board on the main floor of the Municipal Building, emailed to the Independent Press, the Daily Record, the Star Ledger, the Chatham Courier, the Chatham Patch, and The Alternative Press and filed with the Borough Clerk, all on January 2, 2015.

**ROLL CALL**

On a call of the roll, the following officials were present:

Mayor Bruce A. Harris [via telephonic conference]  
Council Member James J. Collander  
Council Member James Lonergan  
Council Member John Holman  
Council Member Victoria Fife  
Council President Gerald J. Helfrich  
Council Member Alida Kass  
Robert J. Falzarano, Borough Administrator  
James L. Lott, Jr., Borough Attorney  
Robin R. Kline, Borough Clerk

Council President Helfrich asked Council Member Collander to proceed with the three resolutions appointing the probationary firefighters. He mentioned that Resolution #15-330, Resolution #15-331, and Resolution #15-332 would be acted on by one motion and vote of the Council.

Council Member Collander read Resolution #15-330.

**RESOLUTION #15-330**

**RESOLUTION APPOINTING JACKIE NOVAK AS A PROBATIONARY FIREFIGHTER FOR  
THE CHATHAM BOROUGH VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, the Mayor and Council of the Borough of Chatham recognize the valuable contributions volunteer firefighters make to our community every day of every year; and

**WHEREAS**, Jackie Novak has expressed interest in becoming a Probationary Firefighter with the Chatham Borough Volunteer Fire Department; and

**WHEREAS**, the Fire Chief and Fire Coordinator have recommended that Jackie Novak be appointed as a Probationary Firefighter to the Chatham Borough Volunteer Fire Department.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Jackie Novak is hereby appointed as a Probationary Firefighter to the Chatham Borough Volunteer Fire Department; and

**BE IT FURTHER RESOLVED**, that Jackie Novak's Application for Membership to the Chatham Borough Volunteer Fire Department is hereby approved.

Council Member Collander proceeded with Resolution #15-331.

#### **RESOLUTION #15-331**

#### **RESOLUTION APPOINTING RYAN BERLIN AS A PROBATIONARY FIREFIGHTER FOR THE CHATHAM BOROUGH VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, the Mayor and Council of the Borough of Chatham recognize the valuable contributions volunteer firefighters make to our community every day of every year; and

**WHEREAS**, Ryan Berlin has expressed interest in becoming a Probationary Firefighter with the Chatham Borough Volunteer Fire Department; and

**WHEREAS**, the Fire Chief and Fire Coordinator have recommended that Ryan Berlin be appointed as a Probationary Firefighter to the Chatham Borough Volunteer Fire Department.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Ryan Berlin is hereby appointed as a Probationary Firefighter to the Chatham Borough Volunteer Fire Department; and

**BE IT FURTHER RESOLVED**, that Ryan Berlin's Application for Membership to the Chatham Borough Volunteer Fire Department is hereby approved.

Council Member Collander proceeded with Resolution #15-332.

#### **RESOLUTION #15-332**

#### **RESOLUTION APPOINTING TRAVIS PROST AS A PROBATIONARY FIREFIGHTER FOR THE CHATHAM BOROUGH VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, the Mayor and Council of the Borough of Chatham recognize the valuable contributions volunteer firefighters make to our community every day of every year; and

**WHEREAS**, Travis Prost has expressed interest in becoming a Probationary Firefighter with the Chatham Borough Volunteer Fire Department; and

**WHEREAS**, the Fire Chief and Fire Coordinator have recommended that Travis Prost be appointed as a Probationary Firefighter to the Chatham Borough Volunteer Fire Department.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Travis Prost is hereby appointed as a Probationary Firefighter to the Chatham Borough Volunteer Fire Department; and

**BE IT FURTHER RESOLVED**, that Travis Prost's Application for Membership to the Chatham Borough Volunteer Fire Department is hereby approved.

Council Member Collander made a motion to approve Resolution #15-330, Resolution #15-331 and Resolution #15-332. The motion was seconded by Council Member Holman. A voice vote was taken and Resolution #15-330, Resolution #15-331, and Resolution #15-332 were approved unanimously.

The Borough Clerk administered the oaths of office to probationary firefighters Jackie Novak, Ryan Berlin, and Travis Prost. Fire Chief Douglas Allan was present to assist in the administration of the oaths of office.

Council Member Collander welcomed the new firefighters to the Chatham Borough Volunteer Fire Department and expressed his personal appreciation for their service to the community.

Council President Helfrich and all Members of the Borough Council applauded the three new firefighters and, on behalf of the Chatham Borough community, thanked each of them for their service.

Council President Helfrich proceeded with Resolution #15-333.

### **RESOLUTION #15-333**

#### **RESOLUTION TO ADOPT COUNCIL MEETING MINUTES**

**BE IT RESOLVED**, by the Council of the Borough of Chatham that the minutes from the following meeting are approved as prepared and shall be filed as a permanent record in the Borough Clerk's office:

October 26, 2015

**BE IT FURTHER RESOLVED**, by the Council of the Borough of Chatham that the minutes from the following Closed Session meeting(s) are approved as prepared and shall be filed as a permanent record in the Borough Clerk's office:

October 13, 2015

October 26, 2015

Council Member Lonergan made a motion to approve Resolution #15-333. The motion was seconded by Council Member Holman. A voice vote was taken and Resolution #15-333 was approved by three affirmative votes. Council Member James Lonergan and Council Member Alida Kass were absent at the October 13<sup>th</sup> Closed Session meeting and voiced their abstention on voting on the October 13, 2015 Closed Session minutes. Council Member Collander, Council Member Fife and Council Member Kass were absent at the October 26<sup>th</sup> meeting and voiced their abstention on voting on the October 26, 2015 minutes.

#### **DISCUSSION ITEMS**

**2016 Leaf Collection** – Tony Torello reported that the Department of Public Works has begun the second round of leaf collection in zones 3 and 4 and would progress to zones 5 and 6 next week. He reported that the last round of leaf collection would take place the week of November 23<sup>rd</sup> and reminded everyone that leaves should not be placed at the curb after November 23<sup>rd</sup>.

Based upon resident feedback, Mr. Torello proposed some changes to next year's leaf collection program. He proposed that the leaf collection program begin two weeks later, commencing on the week of October 24<sup>th</sup> and ending the week after Thanksgiving, which would include final leaf collection in the first week of December. Mr. Torello further proposed to eliminate the leaf collection pick up schedules and instead use three DPW crews with equipment to collect leaves simultaneously throughout the Borough. Eliminating the leaf collection zone scheduling would allow the Department of Public Works to double the number of leaf collection pickups from three (3) to six (6) throughout the Borough. Mr.

Torello mentioned that crews would be able to prioritize equipment and personnel resources to better respond to those areas requiring immediate leaf collection instead of following a set schedule. He also noted that crews could move more quickly collecting smaller piles of leaves rather than collecting massive leaf piles that accumulate and pack down over the 2-3 week period of the next scheduled pick up. Mr. Torello commented that personnel from the department's Utility Division and Fleet Services Division would be utilized to assist in leaf collection operations when needed. Lastly, Mr. Torello proposed that in 2016 the Department of Public Works would conduct an end-of-season leaf bag collection during two Tuesday's in the month of December.

Members of the Council expressed their approval to the proposed changes to the 2016 Leaf Collection program and thanked Mr. Torello and the Department of Public Works for their efforts.

**2016 Fees: Recreation, Water, Sewer, Solid Waste Collection and others** – Council Member Lonergan reported that the recreation clubs have done a good job in controlling program fees and any proposed fee increase would be referred to the Joint Recreation Advisory Committee for its review and recommendation. Secondly, Council Member Lonergan reported that a two percent (2%) rate increase would be in effect next year for water and sewer. The rate increase would help generate surplus funds needed for future infrastructure improvements. Lastly, Council Member Lonergan reported that the Solid Waste Collection Services base bid came in at a higher rate than anticipated, requiring the need to increase the solid waste collection fee to cover the increase in costs over the 5-year contract period.

Mr. Falzarano further reported that certain ancillary user-based fees would be increased in 2016 and would be comparable to fees being charged in neighboring towns. He mentioned that many of these fees, such as liquor licensing, have not been increased in several years. Mr. Falzarano commented that he would circulate the draft fee resolution to the Mayor and Council in the next few weeks.

**Monuments and Memorials Policy Update** – Council Member Fife reported that two requests for memorial benches are on hold pending approval of the Borough's Monuments and Memorials Policy.

Council President Helfrich confirmed that the Monuments and Memorials Policy has been clarified to mandate that the Borough would be obligated to maintain, repair or replace a monument or memorial once approved by the Borough Council and expressed his support.

Council Member Collander and Council Member Lonergan agreed with Council President Helfrich and voiced their support contingent, however, that a provision be included in the policy that allows future governing bodies to amend the Monuments and Memorials Policy, and subject to the Borough Attorney's review, in the event the obligation for the Borough to maintain, repair or replace an approved monument or memorial becomes a financial burden to the municipality. The Members of the Council concurred and voiced their agreement.

Council President Helfrich asked that an authorizing resolution adopting the Monuments and Memorials Policy be placed on the November 23<sup>rd</sup> agenda for Council consideration.

Council President Helfrich closed the discussion and proceeded with Public Comments.

## **MEETING OPEN TO THE PUBLIC**

### **NOTICE OF PUBLIC COMMENT TIME LIMIT**

Hearing of citizens during the Public Comment section of the Agenda is an opportunity for any member of the public to be heard about issues, which are/are not topics scheduled for Public Hearing tonight. To help facilitate an orderly meeting, and to permit all to be heard, speakers are asked to limit their comments to a reasonable length of time.

Council President Helfrich opened the meeting to the public. Seeing no one wishing to comment, Council President Helfrich closed the meeting to the public.

## **REPORTS**

### **COUNCIL COMMITTEE REPORTS**

**Budget and Finance** – Council Member James Lonergan reported that the Finance Committee is on schedule with the 2016 budget process.

**Long Range Traffic & Pedestrian Safety Planning** - Council Member James Collander requested Council input on the how the Borough could address scooter and motorcycle parking at the train station, which are utilizing bicycle slots and sidewalks for parking. He informed the Council that New Jersey Transit has begun parking enforcement on its property and has issued parking tickets to repeat offenders.

Council Member Collander suggested that the Borough might be able to create additional scooter and motorcycle parking in the south parking lot and the north parking lot without an impact on existing car spaces.

After brief discussion, the Council agreed that the Borough should investigate parking options at the train station to accommodate scooter and motorcycle parking. The Council also agreed that a modest annual fee for scooter and motorcycle parking could be charged. Council Member Collander and Mr. Falzarano would continue to investigate parking options for scooters and motorcycles and work with New Jersey Transit to address commuter parking concerns.

**Public Safety & Emergency Services** - Council Member James Collander reported that the committee has been reviewing the Police Department's organizational structure relative to the state's Attorney General Guidelines concerning internal affairs and investigative issues and has recommended adding the position of Police Captain. Superior officers in the police department would include Chief, Captain, Lieutenant, and four Sergeants.

**Personnel** - Council Member Victoria Fife reported that the committee has been busy reviewing the 2016 salary ordinance, employment contracts, and the police department restructuring. The committee had been also reviewing employee job descriptions and evaluating a request to add a new position to the Borough's administrative staff.

**Public Works Planning** - Council Member John Holman had nothing new to report.

**Shared Services & 3<sup>rd</sup> Party Agreements** - Council President Gerald Helfrich had nothing new to report.

### **MAYOR'S REPORT**

Mayor Bruce Harris congratulated Mr. Resto and Mr. Hoffman on their election to the Borough Council. He further reported that he has begun working on the Reorganization Agenda and mentioned there would be several appointments to be made to the boards, commissions and advisory committees. Mayor Harris encouraged residents to submit their volunteer applications for consideration and asked the Borough Clerk to distribute the listing of appointments expiring at the end of the year for the Borough Council's review and information.

### **ADMINISTRATOR'S REPORT**

Mr. Falzarano reported that the Chatham Borough Police Department received the AAA Award for zero fatalities in 2014. He further reported that a letter was received from a Borough resident thanking the Department of Public Works for their excellent work and professionalism shown to concerned residents

regarding a drainage improvement project on Coleman Avenue East. Lastly, he advised that the 2016 budget would be ready for Finance Committee distribution in 2-3 weeks.

Council Member Lonergan added that the Chatham Jaycees would be holding its annual Christmas Tree Sale later this month through December and are looking for volunteers to help with tree sales. Anyone wishing to volunteer their time to help are encouraged to contact the Chatham Jaycees.

Council President Helfrich asked Council Member Holman to proceed with Resolution #15-334.

## **RESOLUTION REQUIRING SEPARATE ACTION**

### **RESOLUTION #15-334**

#### **RESOLUTION AUTHORIZING NEWLY-ELECTED COUNCIL MEMBERS TO ATTEND CLOSED SESSION MEETINGS OF THE MAYOR AND COUNCIL**

**WHEREAS**, municipal government is responsible for a variety of important services, which taxpayers expect to be delivered in a cost-effective manner; and

**WHEREAS**, there are many legal, financial and administrative considerations elected officials must be keenly aware of in order to effectively govern as legislators and policymakers; and

**WHEREAS**, it is vitally important for newly elected Council Members Peter Hoffman and Leonard Resto to become acquainted and knowledgeable on a myriad of municipal government matters to better prepare themselves in undertaking the responsibility of governing and setting policy in those matters, which may include matters that are discussed in Closed Session meetings, subject to the exemptions under the Open Public Meetings Act.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that they hereby authorize newly elected Council Members Peter Hoffman and Leonard Resto to attend Closed Session meetings of the Mayor and Borough Council so that they may become acquainted and knowledgeable on matters that are discussed in Closed Session meetings.

Council Member Holman made a motion to approve Resolution #15-334. The motion was seconded by Council Member Lonergan. A voice vote was taken and Resolution #15-334 was approved unanimously.

## **CONSENT AGENDA**

The following items are considered to be routine by the Chatham Borough Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

Resolution #15-335 through Resolution #15-345 have been placed on the Consent Agenda.

#### **RESOLUTION[S] REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION AND VOTE**

None.

## **CONTRACTS**

### **RESOLUTION #15-335**

#### **RESOLUTION AUTHORIZING THE AWARD OF A FIVE (5) YEAR SOLID WASTE COLLECTION SERVICES CONTRACT TO SUBURBAN DISPOSAL, INC.**

**WHEREAS**, the Borough of Chatham solicited bid proposals from qualified bidders interested in providing solid waste collection services for a five (5) year contract term commencing on March 30, 2016 and ending on March 30, 2021, in accordance with the terms of the Borough's Bid Specifications and N.J.A.C. 7:26H-6 et seq.; and

**WHEREAS**, bid proposals were received from B&B Disposal, LLC and Suburban Disposal, Inc. and were publicly opened by the Borough Clerk and Borough Attorney on October 20, 2015; and

**WHEREAS**, the bid proposals and accompanying documents were reviewed by the Borough Attorney to ensure compliance with all statutory, regulatory, and Bid Specification requirements; and

**WHEREAS**, the Mayor and Borough Council have determined that it is in the best interests of the Borough and its residents to award the base bid as set forth in the Bid Specifications; and

**WHEREAS**, it was determined that the bid submitted by Suburban Disposal, Inc., 54 Montesano Road, Fairfield, NJ, is the lowest responsive and responsible bidder with an aggregate base bid of \$1,498,000 and base bid for each contract year as follows:

Base Bid	Year 1	\$287,000
	Year 2	\$292,000
	Year 3	\$298,000
	Year 4	\$307,000
	Year 5	\$314,000

And,

**WHEREAS**, the Chief Financial Officer has provided a certification of availability of funds for the subject contract, pending the adoption of future municipal budgets, in the amount not to exceed the amounts specified in the Solid Waste Collection Services contract for Years 1 through 5.

**BE IT RESOLVED** by the Mayor and Council of the Borough of Chatham that Suburban Disposal, Inc. is hereby awarded a five (5) year contract under the base bid of the Bid Specifications for Solid Waste Collection Services in the aggregate amount of \$1,498,000.00 subject and contingent to Suburban Disposal, Inc.'s compliance with all other terms and conditions of N.J.A.C. 7:26H-6 et seq., the public bidding laws, and the Bid Specifications; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized to execute the five (5) year Solid Waste Collection Services contract with Suburban Disposal, Inc.; and

**BE IT FURTHER RESOLVED**, all other Borough officials and employees are hereby authorized and directed to take all action and execute all documents necessary and appropriate to effectuate the terms of this Resolution.

### **RESOLUTION #15-336**

#### **RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT FOR THE INSTALLATION OF ENERGY SAVING WINDOWS AT BOROUGH HALL TO H. G. EDWARDS & COMPANY IN THE AMOUNT NOT TO EXCEED \$20,785.00**

**WHEREAS**, there is a the need to replace all 101 windows in Borough Hall with energy saving windows; and

**WHEREAS**, Resolution #15-317, adopted by the Borough Council on October 13, 2015, authorized the purchase of 101 replacement energy saving windows for Borough Hall; and

**WHEREAS**, the Borough Engineer solicited quotes for the installation of 101 replacement energy saving windows; and

**WHEREAS** two quotes were received and the Borough Engineer has reported that H. G. Edwards & Company, 24 Franklin Place, Summit, New Jersey provided the lowest price quote for the installation of all 101 replacement windows in Borough Hall in the amount of \$20,785.00; and

**WHEREAS**, the Borough Engineer has recommended that the contract for the installation of 101 replacement energy saving windows in Borough Hall be awarded to H. G. Edwards & Company, 24 Franklin Place, Summit, New Jersey; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this contract in account C-04-55-915-405.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that they hereby authorize an award of contract for the installation of 101 replacement energy saving windows in Borough Hall to H. G. Edwards & Company, 24 Franklin Place, Summit, New Jersey in the amount not to exceed \$20,785.00; and

**BE IT FURTHER RESOLVED**, that the Mayor and Borough Clerk are hereby authorized to execute the contract with H. G. Edwards & Company for said services; and

**BE IT FURTHER RESOLVED**, all other Borough officials and employees are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this Resolution.

## **FINANCE**

### **RESOLUTION #15-337**

#### **RESOLUTION TO APPROVE PAYMENT OF VOUCHERS**

**WHEREAS**, vouchers for payment have been submitted to the Borough Council by the various municipal departments.

**BE IT RESOLVED**, by the Borough Council of the Borough of Chatham that all vouchers approved by the Finance Chairman be paid subject to the certification of the availability of funds by the Chief Financial Officer.

### **RESOLUTION #15-338**

#### **RESOLUTION AUTHORIZING TRANSFERS BETWEEN CERTAIN BUDGET APPROPRIATIONS IN THE 2015 CURRENT FUND BUDGET PURSUANT TO N.J.S.A. 40A:4-58**

**WHEREAS**, N.J.S.A. 40A:4-58 provides that transfers may be made between appropriation accounts in the General Budget in the last two months of the fiscal year; and

**WHEREAS**, such transfers are made to cover expenses in accounts in excess of that anticipated and from accounts having expenses in lesser amounts than anticipated; and

**WHEREAS**, these transfers do not affect the total of the operations budget as originally approved in the 2015 Current Fund Budget.



**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham, in the County of Morris, State of New Jersey, that the Chief Financial Officer is hereby authorized to make the following line-item transfers in the 2015 Current Fund Budget with an effective date of November 9<sup>th</sup>, 2015 in accordance with N.J.S.A. 40A:4-58:

Account Name	Account Number	Transfer To	Transfer From
<u>TO</u>			
Wastewater NJEIT 2015 - Principal	5-01-45-955-000	\$28,684.68	
Wastewater NJEIT 2015 - Interest	5-01-45-956-000	\$2,893.33	
Fire Safety OE	5-01-25-266-201	\$500.00	
Tax Assessor OE	5-01-20-150-200	\$10,000.00	
Legal OE	5-01-20-155-201	\$30,000.00	
DPW S&W - OT	5-01-26-290-010	\$5,000.00	
DPW OE - Road Materials	5-01-26-290-200	\$20,000.00	
Electricity	5-01-31-430-200	\$6,000.00	
Human Resources OE	5-01-20-105-200	\$10,000.00	
Natural Gas OE	5-01-31-446-200	\$3,500.00	
<u>FROM</u>			
Zoning Board OE	5-01-21-185-200		\$3,500.00
Planning Board OE	5-01-21-180-200		\$10,000.00
Liability Insurance	5-01-23-210-000		\$38,000.00
Police S&W	5-01-25-240-001		\$20,000.00
Police OE	5-01-25-240-200		\$27,500.00
Recreation S&W	5-01-28-370-001		\$3,000.00
Community Service OE	5-01-20-115-201		\$3,328.01
Street Lighting	5-01-31-435-200		\$7,500.00
Contingent	5-01-35-470-000		\$3,750.00
Totals		\$116,578.01	\$116,578.01

And,

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution adopted by not less than a two-thirds (2/3) vote of the full membership of the governing body shall be forwarded to the Borough Administrator and to the Chief Finance Officer/Treasurer.

## **BOARDS, COMMISSIONS & COMMITTEES**

### **RESOLUTION #15-339**

#### **RESOLUTION APPROVING AND CONFIRMING A MAYORAL APPOINTMENT TO THE LIBRARY OF THE CHATHAMS BOARD OF TRUSTEES**

**WHEREAS**, there exists a trustee vacancy on the Library of the Chathams Board of Trustees; and

**WHEREAS**, N.J.S.A. 40:54-9 sets forth that the Mayor shall appoint members to the free public library with the consent of the Council; and

**WHEREAS**, Susan Allen has expressed interest in being appointed as a trustee on the Library of the Chathams Board of Trustees; and

**WHEREAS**, Mayor Bruce Harris wishes to appoint Susan Allen as a trustee on the Library of the Chathams Board of Trustees to fill a vacancy of an unexpired 5-year term, with such term expiring December 31, 2018.

**BE IT RESOLVED**, by the Borough Council of the Borough of Chatham that it hereby approves and confirms the Mayoral appointment of Susan Allen as a trustee on the Library of the Chathams Board of Trustees to fill a vacancy of an unexpired 5-year term, with such term expiring December 31, 2018.

## **PERSONNEL**

### **RESOLUTION #15-340**

#### **RESOLUTION ACCEPTING THE RESIGNATION OF DONNA RUSSO FROM THE CHATHAM BOROUGH VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, Donna Russo joined the Chatham Borough Volunteer Fire Department in May 2002; and

**WHEREAS**, the Fire Chief has advised that Donna has tendered her resignation from the Chatham Borough Volunteer Fire Department in good standing effective September 5, 2015.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that they hereby accept Donna Russo's resignation effective as of September 5, 2015 and extend their sincere and grateful appreciation to Donna for her 13+ years of volunteer service to the Borough of Chatham and wish her the very best and good health in the years to come.

### **RESOLUTION #15-341**

#### **RESOLUTION ACCEPTING THE RESIGNATION OF MARK SHADEK FROM THE CHATHAM BOROUGH VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, Mark Shadek joined the Chatham Borough Volunteer Fire Department in November 2014; and

**WHEREAS**, the Fire Chief has advised that Mark has tendered his resignation from the Chatham Borough Volunteer Fire Department in good standing effective October 29, 2015.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that they hereby accept Mark Shadek's resignation with an effective date of October 29, 2015 and extend their sincere and grateful appreciation to Mark for his volunteer service to the Borough of Chatham and wish him the very best and good health in the years to come.

## **OTHER**

### **RESOLUTION #15-342**

#### **RESOLUTION AUTHORIZING THE ROTARY CLUB TO PLACE SIGNS AT RAILROAD PLAZA SOUTH AND AT BICENTENNIAL ROTARY PARK FOR THE SALE OF CHRISTMAS LUMINARIES**

**WHEREAS**, the Rotary Club of Chatham ("Rotary Club") has requested permission to place signs at Railroad Plaza South, on the southwest corner facing east/west, and at the north side at Bicentennial Rotary Park, facing Fairmount Avenue, for the sale of Christmas luminaries.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that authorization is hereby granted for the Rotary Club to place signs for the sale of Christmas luminaries at Railroad Plaza South on the southwest corner facing east/west and at the north side at Bicentennial Rotary Park facing Fairmount Avenue.

**BE IT FURTHER RESOLVED**, that such authorization to place signs shall be granted for the period of Sunday, November 22, 2015 through Saturday, December 26, 2015 and that all signs must be removed on or before December 26, 2015.

#### **RESOLUTION #15-343**

#### **RESOLUTION AUTHORIZING THE CHATHAM ROTARY CLUB TO PLACE LIGHTED CHRISTMAS LUMINARIES AT REASONER PARK ON CHRISTMAS EVE**

**WHEREAS**, it is a holiday tradition that the Rotary Club of Chatham (“Rotary Club”) places lighted Christmas luminaries at Reasoner Park on Christmas Eve; and

**WHEREAS**, the Rotary Club has again requested permission to place lighted Christmas luminaries at Reasoner Park on Christmas Eve.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Rotary Club is hereby authorized to place lighted Christmas luminaries at Reasoner Park on Christmas Eve; and

**BE IT FURTHER RESOLVED**, that all Christmas luminaries shall be removed on Christmas Day.

#### **RESOLUTION #15-344**

#### **RESOLUTION OF THE MAYOR AND COUNCIL AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY THROUGH GOVDEALS AUCTION**

**WHEREAS**, the Borough of Chatham is the owner of surplus property which is no longer needed for public use; and

**WHEREAS**, N.J.S.A. 40A:11-36 authorizes municipalities to sell public property that is no longer needed for public use at a public sale to the highest bidder; and

**WHEREAS**, the Mayor and Borough Council are desirous of selling said surplus property in an “as is” condition without express or implied warranties.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham as follows:

1. The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at [www.govdeals.com](http://www.govdeals.com) and also available in the Borough Clerk’s office.
2. The sale will be conducted online at the auction site [govdeals.com](http://govdeals.com). The sale is being conducted pursuant N.J.S.A. 40A:11-36 and the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Notice 2008-9.
3. A list of the surplus property to be sold in an “is as” condition without expressed or implied warranties is as follows:

Item	Minimum Bid
1995 Steiner utility vehicle w/ attachments	\$ 500
2001 Ford F-250 Pickup Truck w/Plow & Power Lift Gate VIN 1FTFN21L21EC28837	\$2,500
2004 ODB LCT-600 Leaf Vac VIN #07043921	\$ 500
Ricoh MPW24000 Printer	\$ 100
Various Bicycles (qty 4)	\$ 10
Motorola Minitor Pagers Wideband VHF (qty 51)	\$ 50

4. The successful bidder(s) shall be required to pay the full amount of the sale, execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property and shall be required to make arrangements for the pick-up of sold property from the Borough of Chatham within 10 business days of the auction; and

**BE IT FURTHER RESOLVED**, that the Borough of Chatham reserves the right to accept or reject any bid submitted; and

**BE IT FURTHER RESOLVED**, the Borough Clerk shall publish a legal advertisement in the official newspapers informing the public as to the nature of items being sold and how to obtain more information on the sale as required by N.J.S.A. 40A:11-36; and

**BE IT FURTHER RESOLVED**, that all other Borough officials and employees are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this Resolution.

## **RESOLUTION #15-345**

### **RESOLUTION APPROVING THE “TROT THE MANOR” 1-MILE FUN RUN AND 5K RUN EVENT**

**WHEREAS**, the 4<sup>th</sup> Annual Thanksgiving “Trot the Manor” 1-mile Fun Run and 5K Run will be held on Thursday, November 26, 2015 from 7:30 a.m. to 10:00 a.m.; and

**WHEREAS**, the course for the Fun Run will be a 1-mile loop including Rowan Road, Kimball Street, Coleman Avenue and Jackson Avenue; and

**WHEREAS**, the course for the 5K Run will include Rowan Road, Clark Street, Dunbar Street, Vincent Street, West Coleman Avenue, East Coleman Avenue, Coleman Avenue, Kimball Street and Jackson Avenue; and

**WHEREAS**, proceeds of the event will benefit the Chatham Borough Volunteer Fire Department; and

**WHEREAS**, the event will not require the temporary closure of certain portions of Rowan Road, Clark Street, Dunbar Street, Vincent Street, West Coleman Avenue, East Coleman Avenue, Coleman Avenue, Kimball Street and Jackson Avenue for public safety; and

**WHEREAS**, the Mayor and Borough Council wish to authorize this event for the benefit of the Chatham Borough Volunteer Fire Department.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that approval is hereby given for the 4<sup>th</sup> Annual Thanksgiving “Trot the Manor” 1-mile Fun Run and 5K Run on Thursday, November 26, 2015 from 7:30 a.m. to 10:00 a.m. and for the Chatham Borough Police Department to monitor certain portions of Rowan Road, Clark Street, Dunbar Street, Vincent Street, West Coleman Avenue, East Coleman Avenue, Coleman Avenue, Kimball Street and Jackson Avenue during the event as necessary for public safety; and

**BE IT FURTHER RESOLVED**, that all Borough officials are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this Resolution.

## CONSENT AGENDA VOTE

Council Member Holman moved to approve Resolution #15-335 through Resolution #15-345. The motion was seconded by Council Member Collander. A voice vote was taken and Resolutions #15-335 through Resolution #15-345 listed on the Consent Agenda were approved unanimously.

## ADD-ON RESOLUTIONS

None.

## ORDINANCE FOR FIRST READING

Council President Helfrich asked Council Member Fife to introduce Ordinance #15-16.

Council Member Fife introduced Ordinance #15-16 by title as follows:

### **AN ORDINANCE TO AMEND THE SALARIES AND WAGES FOR CERTAIN MUNICIPAL POSITIONS OF THE BOROUGH OF CHATHAM FOR THE YEAR 2016**

Council Member Fife explained the purpose of the Ordinance and moved for introduction on First Reading.

Council Member Fife read:

**WHEREAS**, the above Ordinance was introduced and read by title at this Council meeting held on November 9, 2015.

**BE IT RESOLVED**, that at the Council meeting to be held on November 23, 2015 at 7:30 p.m. prevailing time, at the Borough Hall, the Chatham Borough Council will further consider this Ordinance for a second reading, public hearing and final passage; and

**BE IT FURTHER RESOLVED** that the Clerk is hereby requested to publish the proper notice thereof, including this Ordinance, post the Ordinance on the bulletin board in the Municipal Building and make copies available to members of the general public. And I do so move.

Council Member Collander seconded the motion.

Council President Helfrich asked the Borough Clerk for a Roll Call Vote:

Name	Motion	Second	Yes	No	Abstain	Absent
Collander		X	X			
Lonergan			X			
Holman			X			
Fife	X		X			
Helfrich			X			
Kass			X			

Council President Helfrich stated Ordinance #15-16 passed upon first reading.

Council President Helfrich asked Council Member Kass to proceed with Resolution #15-346.

Council Member Kass read Resolution #15-346 in full:

**RESOLUTION #15-346**

**RESOLUTION TO ADJOURN INTO CLOSED SESSION**

**BE IT RESOLVED**, by the Borough Council of the Borough of Chatham that it shall adjourn into closed session to discuss the following subject matter(s) without the presence of the public in accordance with the provisions of R.S. 10:4-12b:

- Litigation Matter: 1. Affordable Housing – Mr. Lott/Ms. Blickstein
- Contract Matters: 1. Professional Service Provider Evaluations – Mr. Falzarano  
2. Oliver Street Vacation – Mr. Lott/Mr. Falzarano
- Personnel Matters: 1. Administrative Personnel and 2016 Salaries  
– Council Member Victoria Fife/Mr. Falzarano  
2. Police Captain – Council Member Victoria Fife/Mr. Falzarano

**BE IT FURTHER RESOLVED**, the matter(s) discussed will be made known to the public at such time as appropriate action is taken on said matter(s), and when disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the Borough of Chatham, provided such disclosures will not violate Federal, State or local statutes and does not fall within the attorney-client privilege. The Borough Council will not return to public session after this closed session.

Council Member Kass made a motion to approve Resolution #15-346. The motion was seconded by Council Member Collander. A voice vote was taken and Resolution #15-346 was approved unanimously.

The Mayor and Council adjourned into Closed Session.

**ADJOURNMENT**

Meeting adjourned 8:30 p.m.

Respectfully Submitted:

*Robin R. Kline*

Robin R. Kline, MAS, RMC, CMR  
Borough Clerk  
BOROUGH OF CHATHAM