

# **AGENDA**

**BOROUGH OF PEAPACK AND GLADSTONE  
REGULAR MEETING  
REVISED APRIL 26, 2016 6:30 P.M.**

The Meeting is called to order by Mayor Muller.

The adequate notice statement is read by the Deputy Borough Clerk.

**SALUTE TO THE FLAG**

**ROLL CALL:**

CAMINITI, CORIGLIANO, LEMMA, SIMPSON, SMITH, SURIANO

**EXECUTIVE SESSION**

Litigation

**NON-AGENDA ITEMS**

Opportunity for public to inquire if matters they would like discussed but which do not appear on the agenda will be discussed this evening.

**MINUTES**

Mayor, I move that the reading of minutes be dispensed with and that the minutes of the Regular Meeting of April 12, 2016, stand approved as submitted by the Borough Clerk to the Mayor and Borough Council.

Mayor, I move that the reading of minutes be dispensed with and that the minutes of the Executive Session of April 12, Parts 1 & 2, 2016, for content only, stand approved as submitted by the Borough Clerk to the Mayor and Borough Council.

**PETITIONS AND COMMUNICATIONS**

A request has been received from the Recreation Commission for Park Avenue and Lackawanna Avenue road closures during Community Day on June 11<sup>th</sup>. Rain date will be June 18<sup>th</sup>. In addition, assistance from the Public Works Department has been requested for this event.

**REPORTS OF BOROUGH OFFICERS:**

CHIEF OF POLICE: March report has been filed with the Borough Clerk.

CONSTRUCTION OFFICIAL: No report has been filed with the Borough Clerk.

ZONING OFFICIAL: No report has been filed with the Borough Clerk.

PUBLIC WORKS/SANITARY SEWER: No report has been filed with the Borough Clerk.

FIRE CHIEF: March report has been filed with the Borough Clerk.

JUDGE: No report has been filed with the Borough Clerk.

LIBRARY ADVISORY BOARD: February 1st report has been filed with the Borough Clerk.

TAX COLLECTOR/CFO: January & February reports have been filed with the Borough Clerk.

BOARD OF HEALTH: No report has been filed with the Borough Clerk.

LAND USE BOARD: No minutes have been filed with the Borough Clerk.

HISTORICAL PRESERVATION COMMISSION: Minutes have not been filed with the Borough Clerk.

ENVIRONMENTAL COMMISSION: February 22<sup>nd</sup> minutes have been filed with the Borough Clerk.

GREEN TEAM ADVISORY COMMITTEE: No minutes have been filed with the Borough Clerk.

SHADE TREE COMMISSION: February 22<sup>nd</sup> minutes have been filed with the Borough Clerk.

OFFICE OF EMERGENCY MANAGEMENT: No report has been filed with the Borough Clerk.

RECREATION COMMISSION: No minutes have been filed with the Borough Clerk.

OPEN SPACE COMMITTEE: No minutes have been filed with the Borough Clerk.

TRAILS ADVISORY COMMITTEE: April 13<sup>th</sup> minutes have been filed with the Borough Clerk.

FARMLAND PRESERVATION AND AGRICULTURAL COMMITTEE: No minutes have been filed with the Borough Clerk.

IT ADVISORY COMMITTEE: No minutes have been filed with the Borough Clerk.

Council comments on the reports:

**COMMITTEE REPORTS**

**FINANCE:** (Suriano/Corigliano)

**ORDINANCE NO. 1023**

**AN ORDINANCE TO SET THE COMPENSATION OF THE MAYOR, BOROUGH COUNCIL MEMBERS, DEPARTMENT HEADS AND MUNICIPAL EMPLOYEES**

**1. Introduction**

A motion to adopt this Ordinance on **first** reading by Cm. \_\_\_\_\_, 2nd by Cm. \_\_\_\_\_.

**ROLL CALL:**

CAMINITI, CORIGLIANO, LEMMA, SIMPSON, SMITH, SURIANO

The Hearing Date is set for May 10, 2016.

**SANITATION/SEWER:** (Lemma/Smith)

**RESOLUTION NO. 082-16**

**RESOLUTION TO CANCEL SEWER CHARGES ON BLOCK 1, LOT 4.06, ACCOUNT #936-0**

**RESOLUTION NO. 083-16**

**RESOLUTION TO CANCEL SEWER CHARGES ON BLOCK 1, LOT 4.07, ACCOUNT #937-0**

**BOROUGH PROPERTY:** (Simpson/Smith)

**RESOLUTION NO. 080-16**

**INTERIOR RENOVATION OF THE 2<sup>ND</sup> FLOOR OF THE FIRE HOUSE**

**FIRE/INFORMATION SYSTEMS:** (Lemma/Caminiti)

No formal report as of now, but matters may arise for discussion during the meeting.

**POLICE:** (Corigliano/Simpson)

Discussion of the Lynch Report

**ROADS/TRANSPORTATION:** (Caminiti/Suriano)

Review/approval of the draft letter to NJDOT requesting a feasibility study for improvements to Rt.206/Pottersville Rd.-Holland Ave. intersections.

**LEGAL:** (John E. Bruder, Esq.)

No formal report as of now, but matters may arise for discussion during the meeting.

**MISCELLANEOUS COUNCIL BUSINESS**

**BOROUGH OF PEAPACK & GLADSTONE  
ORDINANCE NO. 1020**

AN ORDINANCE AMENDING CHAPTER IX ENTITLED “PERSONNEL POLICIES” APPENDIX ENTITLED “BOROUGH OF PEAPACK & GLADSTONE PERSONNEL POLICIES, PROCEDURES, AND REGULATIONS” ARTICLE VI ENTITLED “HOURS OF WORK, HOLIDAYS, VACATIONS, SICK LEAVE, HOSPITALIZATION INSURANCE AND OTHER BENEFITS” SECTION 3 ENTITLED “VACATION FOR FULL-TIME EMPLOYEES” SO AS TO AMEND THE VACATION POLICY FOR EMPLOYEES DURING THEIR FIRST YEAR OF EMPLOYMENT AND SECTION 15 ENTITLED “PERSONAL DAYS: SO AS TO SO AS TO AMEND THE PERSONAL DAY LEAVE POLICY FOR EMPLOYEES DURING THEIR FIRST YEAR OF EMPLOYMENT

- 1. Public Hearing
- 2. Final Adoption

**COMMENTS FROM THE PUBLIC:**

Motion to close the Hearing presented by Cm. \_\_\_\_\_, 2<sup>nd</sup> by Cm. \_\_\_\_\_ at \_\_\_\_\_.

A motion to adopt this Ordinance on **final** reading by Cm. \_\_\_\_\_, 2<sup>nd</sup> by Cm. \_\_\_\_\_.

**ROLL CALL:**

CAMINITI, CORIGLIANO, LEMMA, MULLER, SIMPSON, SURIANO

**ORDINANCE NO. 1022**

**AN ORDINANCE APPROPRIATING CERTAIN MONIES HELD BY THE BOROUGH OF PEAPACK & GLADSTONE FOR THE ACQUISITION OF A LANDSCAPE TRAILER**

- 1. Public Hearing
- 2. Final Adoption

**COMMENTS FROM THE PUBLIC:**

Motion to close the Hearing presented by Cm. \_\_\_\_\_, 2<sup>nd</sup> by Cm. \_\_\_\_\_ at \_\_\_\_\_.

A motion to adopt this Ordinance on **final** reading by Cm. \_\_\_\_\_, 2nd by Cm. \_\_\_\_\_.

**ROLL CALL:**

CAMINITI, CORIGLIANO, LEMMA, MULLER, SIMPSON, SURIANO

Discussion of the Mayor and Council blog

**PUBLIC COMMENTS**

**AUDITING OF CLAIMS**

Mayor, I move that the payment of Interim Claims be approved and that all vouchers submitted this date, as per voucher list, be paid after proper audit.

**ADJOURNMENT:** TIME: \_\_\_\_\_

**BOROUGH OF PEAPACK AND GLADSTONE**  
**RESOLUTION NO. 081-16**

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Peapack and Gladstone that in compliance with N.J.S.A. 10:4-7 et seq, this meeting will be closed to the public to discuss the following matters:

- **LITIGATION**

The matters considered in this Executive Session can be released to the public when the reasons for discussing and acting on it in closed session no longer exist.

<b>Introduced</b>	<b>Seconded</b>	<b>Borough Council</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
		Gian-Paolo Caminiti				
		Mark Corigliano				
		Donald Lemma				
		T. William Simpson				
		Royal Smith				
		Anthony Suriano				

Adopted: April 26, 2016

finance

**BOROUGH OF PEAPACK & GLADSTONE**

**ORDINANCE NO. 1023**

**AN ORDINANCE TO SET THE COMPENSATION OF THE MAYOR, BOROUGH COUNCIL MEMBERS, DEPARTMENT HEADS AND MUNICIPAL EMPLOYEES**

BE IT ORDAINED by the Mayor and Council of the Borough of Peapack & Gladstone, County of Somerset and State of New Jersey, as follows:

1. The minimum and maximum annual salaries, wages or compensation to be paid to the following officers and employees of the Borough of Peapack & Gladstone shall be fixed and determined from time to time by resolution of the Borough Council of the Borough of Peapack & Gladstone at amounts, or rates, not to exceed the respective amounts or rates hereinafter set forth:

Mayor	\$3,500	
Borough Council Member	\$2,000	
	<u>Minimum</u>	<u>Maximum</u>
<b>Clerk/Administrative</b>		
Borough Clerk	29,000	100,000
Borough Administrator	8,000	65,000
Borough Registrar	877	989
Qualified Purchasing Agent	3,000	10,000
Tax Assessment Search Officer	1,000	2,500
Deputy Borough Clerk	18,200	60,000
Deputy Borough Registrar	1,240	1,400
Recycle Coordinator	1,000	5,000
Community Communication Coordinator	370 per issue	380 per issue/2,000
Assist Clerk/Administrator	6,000	10,000
<b>Finance/Revenue</b>		
Chief Financial Officer/Treasurer	21,000	35,000
Collector of Taxes	11,000	60,000.
Tax Search Officer	1,300	5,000
Public Utility Clerk	4,200	10,000
Deputy Treasurer	1,200	20,000
Purchasing Clerk	2,500	25,000
Purchasing Agent	5,000	10,000
Assistant Collector of Taxes	2,424	2,733
Assistant Public Utilities Clerk	2,000	4,000
Payroll Clerk	2,000	25,000
Deputy Collector	1,200	20,000
Deputy Public Utilities Clerk	2,000	9,000
Assistant Treasurer	5,000	20,000

Escrow Coordinator	750	1,500
<b>Information Technology</b>		
IT Coordinator	2,500	3,500
<b>Assessor</b>		
Assessor of Taxes	5,000	35,000
Secretary to the Assessor	hour/9,000	30 per hour
<b>Construction</b>		
Construction Official	10,000	50,000
Building Sub-Code Official	6,000	10,000
Fire Protection Sub-Code Official	1,500	10,000
Fire Prevention Official	2,000	15,000
Fire Inspector	10 per session	30 per session/1,000
Plumbing Sub-Code Official	4,200	15,000
Electrical Sub-Code Official	5,000	15,000
Building Inspector	10 per hour	30 per hour
Construction Secretary	10 per hour	30 per hour/18,500
<b>Zoning</b>		
Zoning Officer	5,500	15,000
Deputy Zoning Officer	2,500	10,000
<b>Land Use Board</b>		
Land Use Board Clerk	10 per hour	30 per hour/8,500
<b>Department of Public Works</b>		
Public Works Manager	48,000	100,000
Assistant Superintendent	30,000	80,000
Foreman - Roads/Bldgs. Grounds	1,500	2,500
Public Works Employees	28,000	70,000
Mechanic	5,000	25,000
Equipment Operator	2,000	6,621
Safety Director	1,000	5,000
Part-Time Laborer	10 per hour	15 per hour/12,500
DPW Secretary	25,000	45,000
Municipal Building Manager	25,000	45,000
Assistant Complex Custodian	8 per hour	20 per hour/21,000
Deer Management Coordinator	1	20
<b>Police Department</b>		
Chief of Police	50,000	125,000
Police Secretary	17,000	50,000
Matron	10 per hour	20 per hour/1,000
Class II Special Police	18 per hour	25 per hour/24,000



**Emergency Management**

OEM Coordinator	600	1,000
Deputy OEM Coordinator	300	600

**Municipal Court**

Deputy Municipal Court Administrator	14,000	60,000
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**Recreation**

Recreation Director	15,000	40,000
General Clerk/Secretarial	10 per hour	20 per hour
Senior Van Driver	7 per hour	15 per hour

Additional annual compensation to be paid to employees of the Department of Public Works (other than the Public Works Manager and Assistant Superintendent of Public Works) who possess license issued by the Department of Environmental Protection as follows:

Class S-3	\$385
Class S-2	\$298
Class S-1	\$210
Class C-1	\$210
Class C-2	\$298
Class C-3	\$385

Employees who hold the title of Municipal Building Manager, who possess a license issued by the Department of Labor, Mechanical and Inspection Bureau, shall receive annually the additional compensation set forth below:

Black Seal License	\$235
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This Ordinance shall take effect upon publication following final adoption as provided by law.

Introduced: April 12, 2016  
Adopted: April 26, 2016

sewer

**BOROUGH OF PEAPACK AND GLADSTONE**

**RESOLUTION NO. 082-16**

**RESOLUTION TO CANCEL SEWER  
CHARGES ON BLOCK 1, LOT 4.06, ACCOUNT #936-0**

**WHEREAS**, the owners of Block 1, Lot 4.06, Fallon Group LLC, have requested a review of their sewer billing for 2016, and

**WHEREAS**, the owners have not completed construction on this lot nor have they received a Certificate of Occupancy, and

**WHEREAS**, the construction is expected to be completed in July of 2016, and

**WHEREAS**, the sewer committee has found this to be sufficient reason for reducing the 2016 sewer billing by two quarters from a total of \$530.00 to a new total of \$265.00, and

**WHEREAS**, this reduction caused an over billing in the amount of \$265.00 for the 2016 sewer charges,

**NOW, THEREFORE BE IT RESOLVED**, that the 2016 sewer charges in the amount of \$265.00 are hereby cancelled against Block 1, Lot 4.06, Account #936-0 and that the Tax Collector is authorized to apply this credit and be relieved of the collection of same.

<b>Introduced</b>	<b>Seconded</b>	<b>Borough Council</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
		Gian-Paolo Caminiti				
		Mark Corigliano				
		Donald Lemma				
		T. William Simpson				
		Royal Smith				
		Anthony Suriano				

Adopted: April 26, 2016

**BOROUGH OF PEAPACK AND GLADSTONE**

**RESOLUTION NO. 083-16**

**RESOLUTION TO CANCEL SEWER  
CHARGES ON BLOCK 1, LOT 4.07, ACCOUNT #937-0**

**WHEREAS**, the owners of Block 1, Lot 4.07, SP Gladstone V, LLC, have requested a review of their sewer billing for 2016, and

**WHEREAS**, the owners have not started construction on this lot which has been confirmed by the Borough's Construction Official, and

**WHEREAS**, the construction is not expected to be completed until next year, and

**WHEREAS**, the sewer committee has found this to be sufficient reason for cancelling the entire 2016 sewer billing total of \$530.00, and

**WHEREAS**, this cancellation caused an over billing in the amount of \$530.00 for the 2016 sewer charges,

**NOW, THEREFORE BE IT RESOLVED**, that the 2016 sewer charges in the amount of \$530.00 are hereby cancelled against Block 1, Lot 4.07, Account #937-0 and that the Tax Collector is authorized to apply this credit and be relieved of the collection of same.

<b>Introduced</b>	<b>Seconded</b>	<b>Borough Council</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
		Gian-Paolo Caminiti				
		Mark Corigliano				
		Donald Lemma				
		T. William Simpson				
		Royal Smith				
		Anthony Suriano				

Adopted: April 26, 2016

property

**BOROUGH OF PEAPACK AND GLADSTONE**

**RESOLUTION NO. 080-16**

**INTERIOR RENOVATION OF THE 2<sup>ND</sup> FLOOR OF THE FIRE HOUSE**

**WHEREAS**, the Borough of Peapack and Gladstone, advertised and received bids on March 16, 2016 for “Interior Renovation of 2<sup>nd</sup> Floor of Fire House”; and

**WHEREAS**, sufficient monies have been provided in Bond Ordinances of the Borough of Peapack and Gladstone to cover the cost of the low bid; and

**WHEREAS**, the bids have been reviewed by the architect and the Borough Attorney, and they have both recommended award to the low bidder.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Peapack and Gladstone, County of Somerset, State of New Jersey that the contract be awarded to the low bidder, Edge Property Maintenance, Inc., 10 W. Thomas Street, Wharton, New Jersey 07885 for the contract price of \$74,899.49 in accordance with the terms of the Contract.

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized to sign any and all documents pertaining to said contract.

<b>Introduced</b>	<b>Seconded</b>	<b>Borough Council</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
		Gian-Paolo Caminiti				
		Mark Corigliano				
		Donald Lemma				
		T. William Simpson				
		Royal Smith				
		Anthony Suriano				

Adopted: April 26, 2016

miscellaneous

**BOROUGH OF PEAPACK & GLADSTONE  
ORDINANCE NO. 1020**

AN ORDINANCE AMENDING CHAPTER IX ENTITLED “PERSONNEL POLICIES” APPENDIX ENTITLED “BOROUGH OF PEAPACK & GLADSTONE PERSONNEL POLICIES, PROCEDURES, AND REGULATIONS” ARTICLE VI ENTITLED “HOURS OF WORK, HOLIDAYS, VACATIONS, SICK LEAVE, HOSPITALIZATION INSURANCE AND OTHER BENEFITS” SECTION 3 ENTITLED “VACATION FOR FULL-TIME EMPLOYEES” SO AS TO AMEND THE VACATION POLICY FOR EMPLOYEES DURING THEIR FIRST YEAR OF EMPLOYMENT AND SECTION 15 ENTITLED “PERSONAL DAYS: SO AS TO SO AS TO AMEND THE PERSONAL DAY LEAVE POLICY FOR EMPLOYEES DURING THEIR FIRST YEAR OF EMPLOYMENT

**NOW THEREFORE, BE IT ORDAINED**, by the Borough Council of the Borough of Peapack & Gladstone in the County of Somerset and State of New Jersey that Chapter 9 of the Borough Code of the Borough of Peapack & Gladstone, appendix entitled “Borough of Peapack & Gladstone Personnel Policies, Procedures, and Regulations,” Article VI Entitled “Hours of Work, Holidays, Vacations, Sick Leave, Hospitalization Insurance and Other Benefits,” Section 3 Entitled “Vacation” and Section 15 Entitled “Personal Days” is hereby amended so as to amend the vacation policy for employees during their first year of employment and amend the personal day leave policy for employees during their first year of employment, as follows:

**All additions to Section 3, of Article VI of the Appendix of Chapter 9 are set forth in boldface; all deleted language is set forth lined out, in brackets and italics; pre-existing language and fees are not highlighted in any way**

**ALL DELETED LANGUAGE IS REFLECTED IN BRACKETS AND ITALICS**

3. Vacation for Full-Time Employees.
  - (a) Employees shall be entitled to vacation leave with pay based upon length of continuous and uninterrupted service as a full-time employee. Vacation days per calendar year\* are:

*[To the end of the first calendar year  
in which service began] ————— 0 days]*

**Newly hired full-time employees will receive no vacation for the first three calendar months of employment (regardless of what date within the month they start work).**

**Starting at the beginning of the 4<sup>th</sup> calendar month, newly hired full-time employees will receive an accrual of vacation, awarded on the**

**first day of each month, for 1 vacation day for each month of the remainder of the calendar year.**

Commencing on January 1 of the next calendar year until December 31 of the fifth year of service	10 days
More than 5 years but less than 15 years	15 days
More than 15 years but less than 21 years	20 days
More than 21 years but less than 22 years	21 days
More than 22 years but less than 23 years	22 days
More than 23 years but less than 24 years	23 days
More than 24 years but less than 25 years	24 days
More than 25 years of service	25 days

**All additions to Section 15, of Article VI of the Appendix of Chapter 9 are set forth in boldface; all deleted language is set forth lined out, in brackets and italics; pre-existing language and fees are not highlighted in any way**

15. Personal Days.

All Full-Time employees are entitled to three personal days per calendar year~~[+]~~, **during an employee's first year of employment, employees starting in the calendar months of January, February and March will be entitled to three personal days; employees starting in April, May and June will be entitled to two personal days; and employees starting in July, August, and September will be entitled to one personal day. Employees starting in October, November and December will not receive any personal days.**

**SECTION II**

This ordinance shall take effect upon final passage and publication according to law.

**SECTION III**

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency, by specific action of the Council.

**SECTION IV**

If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to this section, paragraph, subdivision, clause or provision and the remainder of this ordinance shall be deemed valid and effective.

Introduced: March 22, 2016

Adopted: April 26, 2016

**BOROUGH OF PEAPACK & GLADSTONE**

**ORDINANCE NO. 1022**

**AN ORDINANCE APPROPRIATING CERTAIN MONIES HELD BY THE BOROUGH OF PEAPACK & GLADSTONE FOR THE ACQUISITION OF A LANDSCAPE TRAILER**

WHEREAS, the Mayor and Borough Council of the Borough of Peapack and Gladstone have determined that there is a need to appropriate certain monies for the purchase of a landscape trailer for the Department of Public Works.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Borough Council of the Borough of Peapack & Gladstone that there is hereby appropriated the following monies to be fully funded by the Capital Improvement Fund (CIF):

Landscape Trailer	\$ 7,000
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This Ordinance shall take effect immediately upon final adoption and publication in accordance with law.

Introduced: April 12, 2016

Adopted: April 26, 2016