

**MINUTES
WORKSHOP MEETING
BOROUGH OF SEA BRIGHT**

FEBRUARY 16, 2023 (Thursday) SEA BRIGHT, NEW JERSEY

TO ATTEND THIS MEETING REMOTELY PLEASE USE THE FOLLOWING:

<https://meet.goto.com/374382957>

OR DIAL: (872) 240-3212

Access Code: 374-382-957

Mayor Kelly called the meeting to order at 8:30 a.m. and requested those present to join in the Pledge of Allegiance.

Mayor Kelly read the following Compliance Statement:0

COMPLIANCE STATEMENT (N.J.S.A. 10:4-18)

Good Morning Ladies and Gentlemen. This Meeting Is Now Called to Order: In Line With The Borough Of Sea Bright's Longstanding Policy Of Open Government, And In Compliance With The "Open Public Meetings Act" I Wish To Advise You That Adequate Notice Of This Regularly Scheduled Meeting Was Sent to the Asbury Park Press and other local newspapers on January 10, 2023. In each instance, the Date, Time, And Location of This Meeting Were Provided in the Notice. This Meeting Is Open to The Public."

PRESENT: Mayor Brian P. Kelly
Councilmember's Erwin Bieber, Jefferey M. Booker, Sr.,
Heather Gorman, William J. Keeler, John M. Lamia, Jr.

ABSENT: Councilmember Samuel A. Catalano

OTHERS: Administrator Joseph L. Verruni, Attorney Richard Shaklee
Engineer Gregory Blash, Clerk Christine Pfeiffer

REMARKS FROM THE AUDIENCE: (limited to 3 minutes)

The Public Comment portion of this meeting allows members of the audience to bring their concerns or comments to the Mayor and Council's attention. Pursuant to Borough Ordinance 3-2011, a member of the public who wishes to speak shall give his/her name and address for the record and may have up to three minutes to state his/her comments to the Mayor and Council as a Body. If additional time or information is requested, an appointment can be made with the Administrator's office during regular business hours.

No one wished to be heard.

ITEMS FOR DISCUSSION:

SUBJECT: Capital Projects Update

ACTION: Administrator Verruni reported he received a proposal for engineering services for the 2023 transportation trust fund municipal aid road program (Island View Way, Garden Way, and Longview Way) from Borough Engineer, Greg Blash (Avakian) and recommends awarding him the contract as he is very familiar with these roads. Remington & Vernick is currently under contract for the 2021 and 2022 road projects. He also stated that Avakian had a geophysical investigation report done for 19 River Street in anticipation of a potential pole barn or storage area for Public Works. Mr. Blash explained there are a lot of underground utilities in that location but believes they can fit a 6 bay garage if JCP&L allows them to relocate some lines. Mayor Kelly believes that is the best location for Public Works to have a storage garage. Mr. Blash also stated that we will have space between the garage and the river for dumpsters – he just needs to figure out how often we have to get in and out of there to empty them in order to come up with a footprint. Mr. Verruni would like to discuss this project further at our upcoming 5-year capital plan meeting.

SUBJECT: Public Safety Update (Chiefs of Police and Fire)

ACTION: Police Chief Friedman reported there were various calls for service last month, including 155 motor vehicle stops - overall a very busy month. The Chief explained that they are looking to get a new fuel tank as the current one was obtained right after Sandy and is ready to fall apart – Police, Beach and OEM are willing to split the cost. The streetlights that are out have been called in to JCP&L and the pedestrian walkway signs have been installed. Chief Friedman stated that he is very concerned about losing the Church Street employee parking lot. They are in the process of hiring another Police Officer and want to take their time to find the right candidate. Lt. McCue provided an update on our parking – the Superior Court signed off on our fee schedule so he anticipates that our court will be operating with our new fees by the summer.

Fire Chief Murphy reported 28 calls for service for the month of January which is average. They are doing preventative maintenance on all three firetrucks and will get a punch list of all items that will need repairs. They have completed their recertification process for the year and have 49 certified members plus 2 additional people they just brought on last week. Seasonal applications are coming in and will be looking to get some more members approved at upcoming meetings. Deputy Chief Rivera reported that the Fireman's Fair dates are now schedule for May 11th - 14th which is the weekend before paid parking starts.

EMS Captain Kevin Morey reported they have responded to 24 emergency calls with 0 missed calls and 5 calls for mutual aid assistance so far this year. They are working on 2 projects for the spring: 1) CPR class for the community, and 2) scheduling a blood drive.

SUBJECT: NJDOT mid-block crosswalk improvements

ACTION: Mr. Verruni explained that it has been a few years since the DOT visited Sea Bright to conduct a survey of our midblock crosswalks – this was a study of the entire State. They sent us what their preferred alternatives are for our midblock crosswalks and have proposed a meeting to discuss their proposal which includes additional lighting and signage. This is only a conceptual plan so it may be a while until we see improvements. Councilman Keeler stated that he would like to meet with them specifically to express his safety concerns at the foot of the Highlands bridge. Councilman Bieber questioned where the funding is coming from and Mr. Verruni explained that State funds will be used for these projects.

SUBJECT: 2023 Sewerage Rate Increase

ACTION: Mayor Kelly explained that this sewer rate increase was proposed by the Borough Auditor a few years ago and we are currently in a 5-year plan to increase the rate 4% each year to make up for the deficiencies in our sewer utility. A resolution will be prepared for the February 21st meeting authorizing the increase.

SUBJECT: 5G Small Node Network

ACTION: Mayor Kelly stated that we previously adopted an ordinance to regulate the installation of 5G small nodes throughout the Borough. Attorney Shaklee added he has met with representatives from Verizon and MuniSite – both have recommended revisions to the ordinance to align more closely with their vision and needs. Follow up meetings are scheduled with both entities.

SUBJECT: Bulkhead Ordinance Update

ACTION: Councilman Bieber reported good progress has been made and explained Greg Blash, Borough Engineer has been preparing an engineering and cost assessment for the bulkhead initiative. Previously they were looking at damaged bulkheads but have now included completely missing bulkheads and those that are too low - this substantially increased the number of effected properties and costs. As a result, we have now compiled a 3-phase plan for the town which would start in the downtown and has the potential to mitigate and alleviate flooding. We have a significant benefit of complementary projects going on in the town – the Haven redevelopment project will be installing bulkheading, JCP&L will be installing a bulkhead, and the Sea Bright/Rumson bridge project includes a new bulkhead as well. That leaves us with a small portion in the downtown that would need to be completed. With the installation of check valves and bulkheads we can fundamentally change the flooding risk in the town – an 80 % reduction of nuisance flooding. Engineer Greg Blash is preparing a report and cost estimate for the project which will be ready next month.

SUBJECT: Jr. Lifeguard Program – 2023 Fee

ACTION: Mayor Kelly reported that the next agenda will include a resolution with new dates and fees for the 2023 Junior Lifeguard program.

SUBJECT: Summer parking – old school lot

ACTION: Mayor Kelly stated that we are losing our Church Street parking lot for employee parking this summer and asked Council if there is interest in having Administrator Verruni reach out to the owner of the old school lot to rent for additional parking. Mr. Verruni explained that it is smaller than the current lot we use but will help. Council agreed to have Mr. Verruni reach out to the owner.

SUBJECT: Street Sweeping Shared Service with Highlands

ACTION: Mayor Kelly stated that we are looking to renew our shared service agreement with the Highlands for street sweeping services. Director of Public Works Dave Bahrle explained that he may need to utilize C&L Sweepers for emergency sweeping if necessary. A resolution will be prepared for the February 21st meeting authorizing the shared service.

SUBJECT: Purchasing Manual Update

ACTION: Mayor Kelly explained that there have been updates made to our purchasing manual which will no longer require Council to sign vouchers. Mr. Verruni added that currently we do not have a QPA but if we get one, we can amend the manual to include the new approval process. An ordinance to adopt the new manual will be prepared for the February 21st meeting for introduction.

Borough Engineer Greg Blash provided an update that they are making progress with the property owners in the north end of town regarding the installation of check valves on Ocean Avenue – this is a state project.

SUBJECT: Amending Chapter 9 of the Borough Code – “Claims Approval”

ACTION: Mayor Kelly explained that we are amending Chapter 9 “Claims Approval” at our next meeting – adding a clause mandating the timely submission of invoices and other housekeeping items.

SUBJECT: Resolutions

1. Resolution – Beach Badge Donations
 2. Certification of Compliance with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"
 3. Authorizing the Borough of Sea Bright Through the Sea Bright Police Department to Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable the Sea Bright Police Department to Request and Acquire Excess Department of Defense Equipment
 4. Appointing Class I Special Police Officer
 5. Appropriation Reserve Transfers (will be forthcoming)
 6. Shared Service Agreement for The Provision of Emergency Dispatch Services by The County of Monmouth, Through the Monmouth County Sheriff's Office, Communications Division
- ACTION:** The above resolutions will be prepared for approval at the February 21st meeting.

Council Committee Chairs – 2023 Plans and Priorities

Regarding finance and insurance, Councilman Booker stated that he will continue to work with CFO Mike Bascom and his team to ensure fiscal responsibility. We have contracted with Millennium Strategy to provide grant services to additional resources for Borough projects and improvements. Councilman Booker said he will be attending the upcoming JIF's annual training for municipal officials.

Councilman Bieber reported the priorities of the Administration and Shared Services committees. The top priorities and objectives include: 1) develop, propose, and implement a new bulkhead ordinance 2) develop a long-term view of Municipal staffing plan 3) continue to identify shared services opportunities for efficiency improvements and potential cost savings 4) conduct a cross department assessment of Borough vehicles to verify need and costs incurred. Finally, he is holding a meeting to evaluate and make a recommendation to the Mayor and Council regarding our smoking ordinance.

Councilman Keeler reported he is focusing on working with the Chief of Police on safety issues specifically truck deliveries/parking on Ocean Avenue, pedestrian crosswalks, and the timing of traffic lights. Most importantly, his focus is the foot of the Highlands bridge as it is a very dangerous spot. He is also working on improving accessibility behind the storefronts on Ocean Avenue especially for first responders. Another area of focus is bike rider safety throughout town – to encourage wearing helmets, reflective gear, lights, etc. He is working with the JIF to see if there are actions we can put in place. The Fire Department is in need of turnout gear as we have an increased amount of volunteers. The First Aid Squad is very pleased with the number of calls they are making but are in need of a new auto-lift stretcher. We also may want to consider an assistant for our Court Clerk especially in the summer months and a part time clerk for our Police Department to help alleviate the amount of paperwork and time spent on processing body camera footage.

Councilman Lamia is looking to enhance performance and efficiency in the Department of Public Works and wants our residents feel that we are getting the job done. He is meeting with the employees to determine if we have any gaps or if additional training is needed. He wants to get to know the employees to understand how they see our town. He also wants to see how we can address customer satisfaction and is working with DPW Director Dave Bahrle to compile items for the upcoming capital plan meeting. Councilman Lamia is contacting the Green Team Committee members to see who is still interested in participating and will work with Deputy Clerk Michelle Ketcham on updating the Sustainable Jersey application. Regarding beautification our goal is to enhance the quality of life in our community and so far only one member wishes to remain on the committee. He is planning to reestablish the team and hold regular meetings. Right now we are waiting on the weather to repair the outside of old Borough Hall – he has some artist renderings of paint colors and a possible mural which he will share when we get closer. Recreation Director Don Klein has done a good job at utilizing the gym for programs.

Councilwoman Gorman reported the Library Committee has not met since the Fall Festival but they intend to get together shortly to develop program recommendations given the endowment funding source. They are exploring instituting an after-school tutoring program in the library guided by honor students from surrounding schools. Regarding Recreation, 2023 will be the first year in about 12 years the recreation center will be open all year for residents – will confirm community advisory members and will hold quarterly meetings for the committee to explore new ideas. Councilwoman Gorman investigate new programs and provide open space and integrate an online scheduling system by mid-April and create a policy for non-resident use of the building. Mr. Verruni stated that it is difficult to come up with a proper fee structure but he will work with Councilwoman Gorman on it to ensure that it can be self-funding. Would like to have an open house at the recreation center to invite residents to explore the space and is looking at hosting a winter farmers market in the gym to bring people into the town in the off season. Continue to host and run events - the Easter egg hunt, Fireman's Fair, Trunk or Treat (and a potential "haunted Rec house"), holiday lighting, Memorial Day events, concerts/movies on the beach and would like to consider

other self-funding opportunities. For Public Relations, Councilwoman Gorman want to make Sea Bright Borough information easy to find, is also looking to optimize our website for mobile users and is working with Departments to ensure the information is current - our website should be the central hub for all information. Would like to explore continuing our quarterly newsletter, create a social media policy, increase our press exposure, develop a policy for what goes on the electronic sign and official spokespersons. Councilman Bieber asked if she has connected with the Historical Society and incorporate them into a potential open house event – she is happy to connect with them.

EXECUTIVE SESSION:

Councilmember Bieber offered a motion to enter in to Closed Session; second by Councilmember Gorman:

WHEREAS, Section 8 of the Open Public Meeting Act, N.J.S.A. 10:4-12 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, it is recommended by the Borough Attorney and Administrator that the Borough Council go into executive session to discuss matters set forth hereinafter which are permissible for discussion in executive session.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that they meet in closed session to discuss the issues as herein set forth:

- 1. Personnel
- 2. Potential Litigation

BE IT FURTHER RESOLVED, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public; and

BE IT FURTHER RESOLVED, that the Mayor and Council may come back into Regular Session to conduct additional business.

Roll Call:	Bieber,	Booker,	Catalano,	Gorman,	Keeler,	Lamia
	Yes	Yes	Absent	Yes	Yes	Yes

***Councilman Keeler left the meeting at 10:20 am.**

***Councilwoman Gorman left the meeting at 10:45 am.**

ADJOURNMENT:

Councilmember Bieber offered a motion to Adjourn the Workshop meeting; seconded by Councilmember Lamia:

Roll Call:	Bieber,	Booker,	Catalano,	Gorman,	Keeler,	Lamia
	Yes	Yes	Absent	Absent	Absent	Yes

Respectfully submitted,

Christine Pfeiffer
Borough Clerk