

**TOWNSHIP OF COLTS NECK
TOWNSHIP COMMITTEE MEETING
SEPTEMBER 9, 2015
7:30 P.M. AT TOWN HALL**

The meeting of the Colts Neck Township Committee was called to order at 7:30 p.m. by Mayor Schatzle followed by a salute to the flag. The following statement was read by Registered Municipal Clerk, Ms. Kara: "The notice requirements of the New Jersey Public Meetings Law have been satisfied by forwarding a News Release to the Asbury Park Press on December 20, 2014 stating that a regular meeting of the Colts Neck Township Committee would be held September 9, 2015 at 7:30 p.m., Colts Neck Town Hall, 124 Cedar Drive, Colts Neck, New Jersey. The notice requirements have been posted on the Township website and a copy is on file in the Office of the Township Clerk."

Roll call by Ms. Kara indicated the following:

Present: Mayor James Schatzle, Deputy Mayor Thomas Orgo; Committeemen Jarrett Engel, Michael Fitzgerald and Russell Macnow

Also Present: Interim Township Administrator Thomas Antus; Registered Municipal Clerk Beth Kara; and Township Counsel John O. Bennett, III, Esq.

Absent: None

- 1. APPROVAL OF MINUTES:** MEETING OF AUGUST 19, 2015. Mr. Orgo made a motion to approve, seconded by Mr. Macnow and carried by Messrs. Schatzle, Orgo and Macnow; Mr. Fitzgerald abstained for all but the portion of the meeting he participated in via telephone (Ordinance 2015-13)*, and Mr. Engel abstained.

RECORD OF VOTE						
Committeeman	M	S	Yes	No	NV	Ab
Mayor Schatzle			X			
Deputy Mayor Orgo	M		X			
Engel					X	
Fitzgerald			X*		X*	
Macnow		S	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent						

- 2. PRESENTATION:** REQUEST TO APPROVE VARIANCE, 40 CLOVER HILL ROAD, BLOCK 7.02, LOT 32 (PAULUS) Mr. David Kostka, Environmental Commission Chair, advised the homeowners are present this evening and are seeking Township Committee approval to install a residential fence through the 20 foot wide drainage easement along the westerly side of their property, as per the plan provided. Three 20 foot wide gates and 4 foot high fencing along the street and down each side of the property to the middle of the house, with 6 foot high fencing from the middle of the house down each side and the rear of the property would be installed and gates and fence posts will be hand dug to avoid pipe damage. No trees are to be removed during the installation of the fences through the drainage easement, and the gates must remain unlocked at all times to ensure Public Works unencumbered access 24/7 to the drainage easement. Mr. Orgo made a motion to approve the proposed plan, seconded by Mr. Fitzgerald and unanimously carried.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Schatzle		X			
Deputy Mayor Orgo	M	X			
Engel		X			
Fitzgerald	S	X			
Macnow		X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

3. **RESOLUTION 2015-101:** RESOLUTION CONFIRMING APPOINTMENT OF TOWNSHIP ADMINISTRATOR, KATHLEEN M. CAPRISTO was read by title by Mayor Schatzle. Mayor Schatzle summarized Ms. Capristo's background noting her strong background in human resources with 20 years of management experience in both the private and public sector. Mayor Schatzle advised the filling of this position included interviews with 51 well qualified applicants. Mayor Schatzle stated Ms. Capristo's experience, combined with her strong organizational and communications skills her a perfect fit for Colts Neck. Mr. Fitzgerald noted the great measure of a new hire is who shows up at the swearing in, and he then thanked Administrators Theresa Casagrande, Brian Dempsey, Robert Bowden, Thomas Antus, and Police Chief Kevin Sauter for being here this evening. Mr. Macnow stated the selection process was very deliberate, and he thanked the public for their patience. Mr. Macnow thanked Mr. Antus for staying on for the duration of the process. Mr. Engel made a motion to approve, seconded by Mr. Fitzgerald and unanimously carried.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Schatzle		X			
Deputy Mayor Orgo		X			
Engel	M	X			
Fitzgerald	S	X			
Macnow		X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

4. **RESOLUTION 2015-102:** RESOLUTION CONFIRMING APPOINTMENT OF DEPUTY MUNICIPAL CLERK, KATHLEEN M. CAPRISTO was read by title by Mayor Schatzle. Mr. Fitzgerald made a motion to approve, seconded by Mr. Macnow and unanimously carried.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Schatzle		X			
Deputy Mayor Orgo		X			
Engel		X			
Fitzgerald	M	X			
Macnow	S	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

5. **SWEARING IN OF TOWNSHIP ADMINISTRATOR/DEPUTY MUNICIPAL CLERK, KATHLEEN M. CAPRISTO.** Mayor Schatzle administered the Oath of Office to Ms. Kathleen M. Capristo, as the Township Administrator and Deputy Municipal Clerk. Ms. Capristo received a standing ovation and photographs were taken.

6. **RESOLUTION 2015-103:** RESOLUTION CONFIRMING APPOINTMENT OF MUNICIPAL CLERK, BETH KARA, was read by title by Mayor Schatzle. Mayor Schatzle noted Ms. Kara was appointed as Deputy Municipal Clerk in 2005, received State certification in 2007, and has been performing the duties of the Municipal Clerk in the Clerk's absence since her appointment. As the Governing Body member who has known and worked with Ms. Kara the longest, Mayor Schatzle relinquished the gavel and made a motion to approve, seconded by Mr. Engel and unanimously carried.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Schatzle	M	X			
Deputy Mayor Orgo		X			
Engel	S	X			
Fitzgerald		X			
Macnow		X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

7. **SWEARING IN OF MUNICIPAL CLERK, BETH KARA.** Mayor Schatzle administered the Oath of Office to Ms. Beth Kara, as Municipal Clerk, while former Township Administrator Robert Bowden held the bible. Ms. Kara received a round of applause and photographs were taken.
8. **RESOLUTION 2015-104:** RESOLUTION AUTHORIZING AWARD OF BID, DISPOSAL OF LEAVES (\$2.70 PER CUBIC YARD) was read by Mayor Schatzle. Mayor Schatzle advised three bids were received, and the bid was awarded to the lowest bidder, Overbrook Farm of Colts Neck, for \$2.70 per cubic yard, 18,000 cubic yards estimated, for a cost of \$48,600 for the two-year award (2015 and 2016). Mr. Fitzgerald made a motion to approve, seconded by Mr. Orgo and unanimously carried.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Schatzle		X			
Deputy Mayor Orgo	S	X			
Engel		X			
Fitzgerald	M	X			
Macnow		X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

9. **RESOLUTION 2015-105:** RESOLUTION AUTHORIZING THE OPTIONAL 12-MONTH EXTENSION TO THE TWO-YEAR CONTRACT FOR RECYCLING SERVICES FOR THE YEAR 2016 was read by title by Mayor Schatzle. This resolution exercises the optional 12-month extension to the current two-year contract for recycling services to Sakoutis Brothers Disposal, Farmingdale, at an annual cost of \$67,500 for the year 2016. Mr. Engel made a motion to approve, seconded by Mr. Fitzgerald and carried by Messrs. Schatzle, Orgo, Engel and Fitzgerald; Mr. Macnow abstained.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Schatzle		X			
Deputy Mayor Orgo		X			
Engel	M	X			
Fitzgerald	S	X			
Macnow				X	
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

10. **RESOLUTION 2015-106:** RESOLUTION AUTHORIZING THE OPTIONAL THIRD YEAR TO THE TWO-YEAR CONTRACT FOR PRIVATE SNOW PLOWING SERVICES (DECEMBER 15, 2015 TO DECEMBER 14, 2016) was read by title by Mayor Schatzle. Mayor Schatzle advised this resolution exercises the optional third year of the two-year contract with Pine Tree Landscaping Systems, Colts Neck, for snow plowing services. Mayor Schatzle noted Public Works plows half the Township and the contractor plows half the Township. Mr. Fitzgerald made a motion to approve, seconded by Mr. Engel and carried by Messrs. Schatzle, Engel, Fitzgerald and Macnow; Mr. Orgo abstained.

RECORD OF VOTE						
Committeeman	M	S	Yes	No	NV	Ab
Mayor Schatzle			X			
Deputy Mayor Orgo					X	
Engel		S	X			
Fitzgerald	M		X			
Macnow			X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent						

11. **MOTION TO APPROVE CONSENT AGENDA:**

All items listed on the "Consent Agenda" are considered routine by the Township and are adopted or approved collectively by a single motion and roll-call vote of a majority of the Township Committee. If discussion is desired on any item, it is considered separately.

***RESOLUTION 2015-107:** RESOLUTION AUTHORIZING EXECUTION OF "A-1" CONSENT FORM, PLANNING BOARD APPLICATION NO. 718, (ST. MARY'S CHURCH) FOR NEW SEPTIC SYSTEM

***RESOLUTION 2015-108:** RESOLUTION AUTHORIZING ACCEPTANCE OF PERFORMANCE GUARANTEE AND INSPECTION FEES, PLANNING BOARD APPLICATION NO. 718 (ST. MARY'S CHURCH)

***RESOLUTION 2015-109:** RESOLUTION AUTHORIZING RELEASE OF APPLICATION FEES, ZONING BOARD APPLICATION NO. 945 (HAAF)

***RESOLUTION 2015-110:** RESOLUTION AUTHORIZING RELEASE OF INSPECTION FEES, PLANNING BOARD APPLICATION NOS. 646 AND 703/703A, BLOCK 46, LOTS 13 AND 14 (ORCHARDS SHOPPING CENTER)

***RESOLUTION 2015-111:** RESOLUTION AUTHORIZING RELEASE OF INSPECTION FEES, PLANNING BOARD APPLICATION NO. 387 (WILT-CAR BUILDERS)

***RESOLUTION 2015-112:** RESOLUTION AUTHORIZING RELEASE OF MAINTENANCE GUARANTEE AND INSPECTION FEES, ZONING BOARD APPLICATION NO. 509, BLOCK 51, LOT 1 (COWDREY WOODS)

***RESOLUTION 2015-113:** RESOLUTION CONFIRMING APPOINTMENT OF COMMUNITY DEVELOPMENT REPRESENTATIVE (KATHLEEN M. CAPRISTO)

***RESOLUTION 2015-114:** RESOLUTION CONFIRMING APPOINTMENT OF PUBLIC AGENCY AFFIRMATIVE ACTION COMPLIANCE OFFICER (KATHLEEN M. CAPRISTO)

***RESOLUTION 2015-115: RESOLUTION CONFIRMING APPOINTMENT OF MID JERSEY JOINT INSURANCE FUND COMMISSIONER (KATHLEEN M. CAPRISTO)**

Mr. Fitzgerald made a motion to approve, seconded by Mr. Macnow and unanimously carried.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Schatzle		X			
Deputy Mayor Orgo		X			
Engel		X			
Fitzgerald	M	X			
Macnow	S	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

12. **ADMINISTRATIVE REPORT:** Mr. Antus stated he had nothing to add to the Administrative Report.

Mr. Antus congratulated Kathleen Capristo on her appointment this evening noting Colts Neck is a great place to work, and she will be a great Administrator. Mr. Antus thanked Beth Kara for her invaluable assistance these past months. Mr. Antus reported he met with Gordon Boak, a member of the Shade Tree Commission, and Commission members have been trimming vines at the core site arboretum. Six trees were identified for removal and the Public Works Department has removed them. Mr. Antus reported he met with Township staff and Steve Warendorf, Rockfest organizer, and Greg Calderaro, CNBA, to discuss Rockfest requirements. Steve will need to apply for a Special Use Permit from the Clerk's Office for use of the park. In addition, he will be paying a fee of \$200 to the Township to offset Township costs. Steve will be hiring an off duty Police Officer for the time the public is present at Rockfest. In addition, Steve is to work with the Fire Marshall if a bonfire is planned. The Health Officer will be inspecting the six food vendors. Steve must provide a Certificate of Insurance naming the Township as Additional Insured. Mr. Antus advised Steve is seeking Township Committee approval for the consumption of alcohol in the park during the Rockfest event. Mr. Antus noted this will be the 8th year Rockfest is held in Colts Neck, and prior years had no incidents at this family oriented local music event. Mr. Macnow made a motion to approve the consumption of alcohol in the park by legal age Rockfest attendees, seconded by Mr. Fitzgerald and unanimously carried by voice vote.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Schatzle		X			
Deputy Mayor Orgo		X			
Engel		X			
Fitzgerald	S	X			
Macnow	M	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

Mr. Antus reported the Health Department is providing water conservation tips on the Township website and through the Swift 911 phone alert system. Mr. Antus stated Code Enforcement issued 40 Notices of Violation last week pertaining to brush, property maintenance, and unregistered rental properties, with abate dates (usually seven days). Summonses will be issued on the day following the abatement date if not corrected.

Mayor Schatzle noted the Township Engineer has provided estimates for two projects proposed for the 2016 NJDOT grant application: Laird Road from Cross Road to SH 34, and Five Point Road from the Howell Township border to the Route 18 overpass bridge. The Engineer recommended the Five Point Road project and Mayor Schatzle concurred. Mr. Macnow stated the Engineer reported Five Point Road has a higher traffic volume, five intersecting streets tied into it (Laird Road has none), a larger roadway, and it is an arterial road (Laird Road is a collector road). All Governing Body members agreed with the selection of Five Point Road. Mayor Schatzle requested the Township Engineer be advised of the decision and prepare the grant application.

13. MOTION TO APPROVE VOUCHERS: Mr. Fitzgerald reviewed the vouchers, and he recommends approval as follows:

Animal Control	\$79.69
Capital Fund	\$22,723.57
COAH	\$362.50
Construction Trust	\$9,688.45
Current Fund	\$262,498.74
Escrow	\$891.00
Grant Fund	\$3,050.04
Tax Collectors Trust	\$155,664.69
Trust Fund	\$12,656.10
TOTAL:	<u>\$467,614.78</u>

Mr. Fitzgerald noted the bills list includes a payment for volunteer insurance in the amount of \$200 for insurance coverage for Fair volunteers and other occasional volunteers. Mr. Macnow made a motion to approve, seconded by Mr. Engel and unanimously carried. Mayor Schatzle abstained from approving payments to T&M Associates*

RECORD OF VOTE						
Committeeman	M	S	Yes	No	NV	Ab
Mayor Schatzle			X*		X*	
Deputy Mayor Orgo			X			
Engel		S	X			
Fitzgerald			X			
Macnow		M	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent						

14. TOWNSHIP COMMITTEE REPORTS

Mr. Fitzgerald reported the Planning Board is reviewing a seven lot subdivision at Lakeside and CR 537.

Mr. Macnow urged those not receiving the recent Reverse 911 notice about the drought to sign up for emergency notifications. Mr. Macnow reminded residents not to leave the key in the car or the fob close enough to the car to be activated, and to remind neighbors cars are being stolen.

Mr. Macnow discussed the number of deer incidents and noted a 10 percent increase of deer taken. Mr. Macnow compared August 2014 statistics (10 motor vehicle incidents, and 12 other deer related incidents) to August 2015 statistics (0 motor vehicle incidents and 5 other deer related incidents), advising deer incidents will continue to be monitored.

Mr. Macnow reported COAH is very active and all municipalities throughout New Jersey are in litigation regarding affordable housing. Builders remedy lawsuits are stayed until December 8, and the Township cannot be sued. In the interim a draft plan was finalized and submitted to the judge. Once the report is finalized, it will be shared.

Mr. Macnow reported the Library re-carpeting is completed, the walkway pavers have been levelled, the Library re-opened Tuesday, and those involved did a good job. Mr. Macnow advised September is library card sign up month. As part of the Monmouth County Library System, the Colts Neck Library is a good resource for all ages on-site, and e-books, newspapers and magazines are available for downloading.

Mr. Engel recognized Mayor Schatzle and Mr. Macnow for making tonight possible, stating both expended a great deal of time with the process before tonight's appointment of Township Administrator could be made. Mr. Engel thanked Mayor Schatzle and Mr. Macnow and asked that a round of applause be given to Mayor Schatzle and Mr. Macnow, which followed.

Mr. Engel reported the Colts Neck Fair was a big fair with large rides this year and more people at the gate than last year.

Mr. Orgo reported the State is visiting a farmland applicant today, and the Township will be advised of the results.

Mr. Orgo reported the Colts Neck Business Association is having their annual Pig Roast at Bucks Mill Park September 21, 2015, 6:00 p.m., and invited all to attend.

Mr. Orgo noted three more wells went dry during this rainless period, and he urged residents to avoid unnecessary watering.

Mayor Schatzle reported the Colts Neck Woman's Club is hosting a mental health awareness seminar tomorrow at 11:00 a.m. in the Library. Mayor Schatzle invited all to attend and spread the word.

Mayor Schatzle reported the First Aid Squad and Fire Department responded well to all the emergencies in Town this past month.

Mayor Schatzle reported the Health Department is doing a lot of work related to the lower water tables impacting Township wells. Mayor Schatzle noted the flu shot clinic will be held October 14, from 9:00 a.m. to 10:30 a.m. in the Court House for Colts Neck residents that are age 62 and older.

Mayor Schatzle reported Soccer Opening Day is scheduled for this Saturday, September 12, with 100+ children, and he is coaching again.

Mayor Schatzle commented on the clear rain-free weather at the Fair this year. Mayor Schatzle thanked the many Fair volunteers for their countless hours, noting this was well done.

Mayor Schatzle spoke of the loss on September 11th and the community being brought together and establishing the 9/11 memorial at Town Hall. Mayor Schatzle suggested visiting the memorial location, as there is a lot of significance remembering those who were lost that day.

15. COMMENTS FROM THE PUBLIC

Hearing no further comments, Mayor Schatzle opened the meeting to public comment.

Mr. Jeffrey Sauter, a resident, noted Mr. Engel had missed previous meetings, is selling his house, and questioned if he was just moving within Town or leaving as a Committeeman. Mr. Schatzle noted the two summer meetings were changed by a week's time from the previous schedule, and personal schedules are set by the annual schedule of meetings. Mr. Engel stated if his house is for sale, would that impact his serving as Committeeman, and the answer is obviously no. Mr. Engel noted he thinks very seriously about this Town and will continue to do so. Mr. Sauter questioned the status of the capital roads project. Mayor Schatzle stated millions of dollars were spent to pave Township roads these past nine years, and Mayor Schatzle has spoken about road paving more than most. Mayor Schatzle stated roads have been prioritized; however there is one additional project (the Police/Court building) that must be considered before allocating a dollar figure to roads this year. Mr. Macnow stated the Township Committee is awaiting a report from the expert on the building, noting as many roads as possible will be done within funding constraints.

Mr. Vince Domidion, a resident and Monmouth County Planning Board Chair, stated he agrees with Five Point Road as the project for the 2016 NJDOT grant application, noting as the eastern bypass, this is the most heavily traveled municipal road. Mr. Domidion commended the Health Department for their proactive notices of the declining water levels, which should be considered throughout the fall. Mr. Domidion commented at a moment of transition to a new Administrator, having Beth Kara and Tom Antus here will ensure a smooth flow.

Theresa Casagrande, Fair Haven Administrator, thanked the Township Committee for their selection of Kathleen Capristo, noting Ms. Capristo is one of the most efficient and effective individuals she has worked with. Ms. Casagrande noted there are outstanding Administrators within Monmouth County that will collaborate with Kathleen going forward.

Mr. Fulton Wilcox, a resident, questioned the bills list, noting there are missing line item descriptions. Mayor Schatzle stated each bill presented does have a supporting invoice attached. Mr. Fitzgerald noted the 20 character field available may be difficult to include the details, and stated he is the third or fourth approval on all bills presented for payment.

Ms. Susan Wilcox, a resident, commented on residents watering lawns while she is conserving water. Mayor Schatzle commented when the State mandates water conservation, the mandate will be enforced. Now water conservation is recommended, not mandated.

Ms. Ruth Bender, a resident and First Aid Squad member, stated the record of her comment at the June 10 meeting needed correction to reflect she was commending Mayor Schatzle for being a training officer. Ms. Bender stated she does not appreciate attacks at meetings.

Mr. Michael Viola, a resident, is thankful for Colts Neck's beauty and questioned the status of abandoned properties. Mr. Macnow noted according to State statute, seven properties were identified as abandoned and property owners were notified. Of the seven, one property has been abated and is on the market and one owner is appealing tomorrow. Mr. Macnow went through the time line process. Mr. Viola spoke of overnight parking on Township streets. He was advised to call the Police to report and they will handle the issue.

Ms. Debbie Evankow, resident and President of First Aid Squad, questioned the payment for volunteers insurance on tonight's bill list. Mr. Fitzgerald noted this is a small policy for coverage of occasional volunteers, not Fire or First Aid volunteers.

Ms. Elaine Mann, a resident, thanked Chief Sauter for getting the excess vehicles for the Township.

Hearing no further comments, Mayor Schatzle closed the public comment portion of the meeting.

16. **RESOLUTION 2015-116:** EXECUTIVE SESSION was read by title by Mayor Schatzle. Mr. Fitzgerald made a motion to approve, seconded by Mr. Engel and unanimously carried by voice vote.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Schatzle		X			
Deputy Mayor Orgo		X			
Engel	S	X			
Fitzgerald	M	X			
Macnow		X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

The meeting adjourned at 8:35 p.m.

Motion by Mr. Macnow, seconded by Mr. Engel and unanimously carried to adjourn Closed Session.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Schatzle		X			
Deputy Mayor Orgo		X			
Engel	S	X			
Fitzgerald		X			
Macnow	M	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

Motion by Mr. Macnow, seconded by Mr. Fitzgerald and unanimously carried to reconvene in public session and adjourn meeting.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Schatzle		X			
Deputy Mayor Orgo		X			
Engel		X			
Fitzgerald	S	X			
Macnow	M	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

The meeting adjourned at 9:20 p.m.



 Beth Kara, Municipal Clerk