

REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF KENILWORTH HELD ON WEDNESDAY EVENING, APRIL 8, 2020. MAYOR LINDA KARLOVITCH PRESIDED. (Virtual Meeting)

Mayor Karlovitch read the requirements of the Open Public Meetings Act.

The Salute to the Flag was led by Mayor Karlovitch.

ROLL CALL

Roll Call at 8:00 P.M. showed the following Council Members present: Kaye Ceceri, Larry Clementi, Gerry Laudati, Daniel Lopez and Robert Schielke. Mark David was absent.

MINUTES – None Presented

COMMUNICATIONS AND PETITIONS

- NJSLOM Notices (emailed to all)

Department Reports: Department reports for March 2020 from Clerk's Office, Court, Finance Department, Fire Department, Planning & Zoning, Police Department and Public Works (emailed)

It was moved by Councilman Laudati, seconded by Councilwoman Ceceri and carried that the above communications be received and filed, and any money amounts indicated be spread over the minutes. All in favor.

MAYORS REPORT

Mayor Karlovitch reported that we currently have 47,437 cases of Covid-19 in New Jersey, 4,831 cases in Union County and 61 cases in Kenilworth. Governor Murphy has ordered all State and County Parks closed and all of our parks will be closed to the public. Public safety is and continues to be our highest priority. There has been a high amount of latex gloves and masks in recycling, these masks are not considered household recycling and should be properly disposed of as trash. Under the advice of the CDC please use of masks/ face coverings along with gloves when you are out in public for your safety and for the safety of those around you. Please dispose of these items after each use in trash cans as well. There have been many of these items littered in parking lots and sidewalks. Union County Covid-19 test center is located at Kean University and is open, free of charge to all Union County residents, first responders and health care professionals who live and work in Union County. Covid-19 symptoms include fever, cough and shortness of breath. Patients can call 908-373-5105, 24 hours a day, 7 days a week to be connected to a nurse who will triage and access symptoms. Persons receiving appointments can proceed to the testing center at their scheduled time. No other prescription is required. The primary election has been extended from June 7th to July 7th. With the holiday season upon us, I'm sure many of you are feeling disappointed that we cannot celebrate in the ways we are accustomed to. Many places of worship are live streaming services on social media. In compliance with the Governor's request, Mayor Karlovitch urged our residents to please celebrate the holidays with only the family members that you live with. We all understand the difficulty of this sacrifice, however this is necessary to avoid the Coronavirus. Please count yourself in the Census, Kenilworth is counted at 53.4%. As always, the Mayor extended gratitude to our first responders, who are out there selfishly serving our community every day. Also a big thank you to all workers showing up, putting themselves at risk so that we can get the supplies we need. Thank you to our Borough employees who are working hard under difficult conditions to keep our Borough running smoothly and our Borough Clerk, Laura Reinertsen and our CFO, Joe Deiorio for working so hard to make

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this virtual meeting a reality and streaming it live for our residents on u-tube. A shout out and big thanks to our employees who are doing wellness checks on our senior citizens to let them know that they are not alone and to make sure they have what they need. The Mayor wished everyone a joyous holiday and to all the children in the Borough the Easter Bunny is a designated essential worker. She said she is grateful and honored to serve our amazing community. She said to everyone stay safe and well, be kind to others, we are in this together and we will get through this together.

REPORT OF COMMITTEES

FINANCE DEPARTMENT

Councilman Lopez reported that the Finance and Tax Office continues to work remotely during this state of emergency. The staff meets once a day through Zoom video conferencing and includes various other departments as needed. All Tax and Finance payments, PTR Forms, PD-5 forms and other forms should be mailed to 567 Boulevard, Kenilworth, NJ 07033. Please do not send cash payments. If you would like a receipt, please enclose a self-addressed stamped envelope. Because of the current pandemic, the state has placed a hold on all Homestead Credits at this time. This Monday, the State Senate will be voting on a bill to extend the time in which property tax payers can pay taxes without penalty. The current law does not allow municipalities to extend grace periods except when a natural disaster occurs. The state has not defined the coronavirus pandemic as a natural disaster. The state has also postponed the introduction of municipal budgets to April 28th or the next following meeting of the governing body, In the case of Kenilworth, that date is May 13th. This will allow municipalities the opportunity to consider additional expenses as well as anticipated losses in revenue in their municipal budgets as a result of COVID-19. The Chief Financial Officer is monitoring potential loss of revenues from construction fees and municipal court fines. This information will help determine the best course of action with revenues and municipal budget expenditures overall. CFOs and Tax Collectors in Union County and surrounding towns have been in constant communications via email about these and other financial matters. As new information arises, our CFO will let us know.

DEPARTMENT OF PUBLIC WORKS

Councilman David was absent. Councilman Clementi reported that DPW crews are working on alternate work weeks as a precaution for the Covid-19 outbreak. The DPW is performing the normal sanitation schedule and there are no interruptions in any of the services. They are cleaning the Boulevard, cutting grass, cleaning the parks and picking up brush. They are still providing a 24-hour emergency sewer service. The bulk pick-up has been cancelled.

REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF KENILWORTH HELD ON WEDNESDAY EVENING, APRIL 8, 2020. MAYOR LINDA KARLOVITCH PRESIDED. (Virtual Meeting)

PUBLIC SAFETY

Councilman Clementi said that in the middle of this crisis, he just wanted to personalize for a moment some of the courageous people in our community. He personally thanked our Chief of Police, John Zimmerman, who has been commanding the Police Department every day, working long hours to provide the public safety. The Chief is leading the crisis and he thanked the Chief for keeping our town safe. The Chief is constantly looking and securing supplies for the Department and to date there have been no absences to the police force due to the virus. The Chief has received some contributions from residents. He said if you hear sirens on your street, it may not be an emergency, the Police Department, the Fire Department and Rescue Squad have done at least 3 drive-by's to wish children happy birthdays. The Chief wants everyone to be aware of the Coronavirus frauds, there is hoarding and price gouging that is going on so if anyone is feeling like they have been approached by someone looking for their personal information, you can call 866-720-5721 or you can email disaster@leo.gov. He personally thanked the Borough Clerk and her staff and Joe Deiorio for keeping the town running and keeping us posted about everything that is going on every day. He said let's make sure we are supporting our local food establishments who provide take-out services, we need to keep our downtown alive during this epidemic.

DEPARTMENT OF PLANNING, ZONING & ORDINANCES

Councilman Schielke said Planning and Zoning Report, the staff continues to do the best they can while the building is closed. The Planning Board has cancelled the meeting for tomorrow night, and we will meet at the regularly scheduled time next month.

DEPARTMENT OF RECREATION AND FIRE

Councilwoman Ceceri reported that he received a report from Fire Chief Krueger and the Rescue Squad is doing an awesome job attending to calls and offering their help with their services and they are really doing an awesome job and the Chief is very proud of them. The supplies are starting to run low, they will be obtaining more supplies later. Engine 63 is now in service. The Easter Egg Hunt will take place on people's front porches. The night before Easter the eggs will be dropped off and they will be filled with candy and goodies so that families can at least have a celebration. All parks are closed and playgrounds have been roped off.

DEPARTMENT OF HEALTH, EDUCATION & HUMAN SERVICES

Councilman Laudati said they are trying to come up with alternatives for graduation services at the High School. The Library is closed but you can go on www.kenilworthlibrary.org for information.

CONSENT AGENDA

Resolutions No. 1 thru 4 are listed on Consent Agenda and will be enacted by one motion in the form listed below. All items will be recorded individually in full in the minutes.

Councilwoman Clementi moved that all items under the Consent Agenda be approved, seconded by Councilman Schielke. All in favor.

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RESOLUTION NO. 1

BE IT THEREBY RESOLVED that all bills be paid when properly audited and funds are available.

RESOLUTION NO. 2

BE IT HEREBY RESOLVED:

WHEREAS, N.J.S. 40A:4-19 of the Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the Budget), temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided; and

WHEREAS, Resolution #5 was approved on January 3, 2020 for the 2020 Temporary Budget; and

WHEREAS, the Resolution #2 (Jan. 22, 2020), Resolution #2 (Feb. 12, 2020), Resolution #2 (Feb. 26, 2020), Resolution #2 (March 11, 2020) and Resolution #2 (March 25, 2020) was approved for an amendment to the 2020 Temporary Budget; and

WHEREAS, the total temporary budget attached does not in amount exceed 26.25% of the total appropriations in the 2019 Budget (exclusive of any appropriations made for Debt Service, Capital Improvement Fund and Public Assistance (Relief); now therefore,

BE IT HEREBY RESOLVED, that the appropriations below be amended and a certified copy of this resolution be transmitted to the Municipal Finance Officer for his records.

Account#	Account	Amount
TO:		
Clerk -S/W	0-01-20-701-010	20,000
Finance – S/W	0-01-20-705-010	50,000
Payroll & HR -O/E	0-01-20-706-020	10,000
Assessor S/W	0-01-20-710-010	3,000
Legal – O/E	0-01-20-712-019	20,000
Construction Code – S/W	0-01-22-725-010	20,000
Plumbing Inspector – S/W	0-01-22-727-010	1,000
Insurance – Employees	0-01-23-733-020	300,000
Police S/W	0-01-25-745-010	300,000
Library	0-01-29-800-000	100,000
Celebration of Public Events	0-01-30-420-203	20,000
Utilities – RVSA	0-01-31-774-000	321,678
Social Security	0-01-36-837-000	20,000
Police O/E	0-01-25-745-025	60,000
Traffic Safety – O/E		20,000
Fire Department – O/E		60,000
	Total this amendment	\$1,325,678
Total Appropriations for the 2020 Temporary Budget As of 4/8/2020		\$3,803,165

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RESOLUTION NO. 3

WHEREAS, there are two (2) sanitary manholes in need of immediate repair; and

WHEREAS, the Borough Engineer solicited three (3) quotes and one quote was received for said project; the borough engineer recommends **Messercola Excavating** at their quote of fourteen thousand nine hundred dollars; and

WHEREAS, the Municipal Treasurer has certified as to the availability of funds for this purpose; and

WHEREAS, the Local Public Contracts Law (NJSA 40A:11-1 et seq.) requires that the Mayor and Council pass a resolution authorizing the award of contracts.

NOW THEREFORE BE IT RESOLVED, as follows:

1. The Borough of Kenilworth hereby awards a contract to **Messercola Excavating, 549 E. Third Street, Plainfield, NJ 07060** , whose total proposal amounted to **\$14,900.00**
2. The Mayor and the Borough Clerk are hereby authorized to execute all documents to effectuate the purposes herein above expressed.

CERTIFICATION OF FUNDS
APPROPRIATION:

JOSEPH DEIORIO, TREASURER

RESOLUTION NO. 4

WHEREAS, the Mayor and Council of the Borough of Kenilworth have determined that there is a need for a Borough Administrator; and

WHEREAS, the Borough of Kenilworth finds and determines that Laura Reinertsen meets all qualification requirements for said position and responsibilities; and

WHEREAS, the Mayor and Council, have found the immediate need for an administrative response for the COVID-19 Pandemic; and

WHEREAS, based on the foregoing, the governing body of the Borough of Kenilworth has determined that Laura Reinertsen be appointed as the Kenilworth Borough Administrator in accordance with Chapter 5-43 of the Borough Code at a pro-rated starting salary of \$25,000.00 per annum.

BE IT FURTHER RESOLVED, the responsibilities and duties commenced upon Governor Murphy's declaration of a State of Emergency and therefore this appointment is effective as of March 9, 2020.

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Proposed Ordinance No. 2020-04 was read for a second reading as follows: Copy can be found in 3/11/20)

**ORDINANCE NO. 2020-04
AN ORDINANCE ADDING CHAPTER 5-43 ESTABLISHING ADMINISTRATOR FOR THE
BOROUGH OF KENILWORTH, COUNTY OF UNION, STATE OF NEW JERSEY**

Mayor Karlovitch said purpose of this ordinance is to establish an Administrative position in the Borough of Kenilworth.

Motion made by Laudati, seconded by Ceceri to open the hearing on Ordinance No. 2020-04. All in favor.

No one wished to speak.

Motion made by Clementi, seconded by Schielke to close the hearing on Ordinance No. 2020-04. All in favor.

RESOLUTION NO. 5

Introduced by Laudati, adoption moved by same

Seconded by Ceceri. Upon roll call all in favor.

BE IT HEREBY RESOLVED that the ordinance #2020-04 entitled:

**ORDINANCE NO. 2020-04
AN ORDINANCE ADDING CHAPTER 5-43 CREATING AN ADMINISTRATOR POSITION WITHIN THE
BOROUGH OF KENILWORTH, COUNTY OF UNION, STATE OF NEW JERSEY**

Was introduced and approved on first reading, at the regular meeting of the Borough Council on March 11, 2020 approved for final passage at the regular meeting of the Borough Council of April 8, 2020 after all persons interested were given an opportunity to be heard concerning said ordinance.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized and directed to publish said ordinance according to law with a notice of its final adoption.

MEETING OPEN TO THE PUBLIC

Motion was made by Councilman Schielke, seconded by Councilwoman Ceceri to open the meeting to the public. All in favor.

No one wished to speak.

Motion was made by Councilman Clementi, seconded by Councilman Schielke to close the meeting to the public. All in favor.

REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF KENILWORTH HELD ON WEDNESDAY EVENING, APRIL 8, 2020. MAYOR LINDA KARLOVITCH PRESIDED. (Virtual Meeting)

GENERAL BUSINESS

ADJOURNMENT

There being no further business to come before the Council, it was moved by Councilman Laudati, seconded by Councilwoman Ceceri and carried, that the meeting be adjourned to the call of the chair.

9:00 P.M.

Respectfully submitted

Kathleen Moschitta
Deputy Borough Clerk