

## **BOROUGH OF BARRINGTON CAUCUS MEETING MINUTES** **TUESSDAY, OCTOBER 3, 2023, 6:00PM, MAYOR/COUNCIL CHAMBERS**

Mayor Harris called the meeting to order in council chambers at 6:00pm with the Sunshine Statement and led everyone present in the Pledge of Allegiance.

The Deputy Clerk called roll and the following were present: Councilman Cerrito, Councilman Drumm, Councilman Hanson, Councilman Ludwig and Councilman Robenolt. Councilman Beach was absent with prior notice. Also present were Secretary Eileen Holcombe and Solicitor Tim Higgins. Engineer Greg Evans was not present.

Because the engineer was not present, Mayor Harris reported we will be doing a resolution authorizing the submission and execution of the FY2024 Safe Routes to School application at council.

### **First Public Portion**

On a motion by Councilman Hanson second by Councilman Cerrito, the first public portion of the meeting was opened. Seeing no public comment, on a motion by Councilman Ludwig, second by Councilman Cerrito, the public portion was closed.

### **Administration—Deputy Clerk Moules reported on the following for Clerk Shannon**

Just a final reminder that pet licenses need to be renewed by November 30 or the late charge kicks in. Rabies clinic scheduled for November 18, 8am-10am, same day as shredding event.

Update on Community Garden—the garden will be closed for the season by November 15. All gardeners will remove their plants and prepare their plots for the next spring season.

Reminder that the November council meeting is Monday, the 13<sup>th</sup> because of the NJLM Convention.

Fair and Open selection of professionals—it is that time of year again. Resolution authorizing Fair and Open process will be on the agenda.

Updates to Personnel Policy Manual—the JIF/MEL made a few minor changes to the mandatory personnel policies. We were in compliance already with most of the language and only had to make a few changes. The minor language changes were to the sick leave policy (to comply with the Earned Sick Leave Law), the Domestic Violence policy (removes a section that only pertained to state employees), Bereavement Leave policy (to coincide with the AFSCME contract), the Probationary Policy (to correct an inconsistency with other policies in the manual) and the No Smoking policy to include vape and cannabis. A resolution authorizing the revised personnel policy manual will be on the agenda. The full manual will be distributed to all employees after the resolution is approved along with the Conscientious Employee Protection Act notice. Also, Tim is preparing the attorney checklist that the JIF requires.

### **Council agenda review**

Ordinance for introduction: Cancelling Appropriation Balances and Reappropriating (Denise will cover)

Resolutions: *(preliminary—more may be added)*

- Authorizing Fair and Open Process for selection of professionals
- Authorizing Safe Routes to Schools application
- Resolution to applying property maintenance liens
- Chapter 159 for NJDOT Grant received for Austiin Ave, Phase IV

- Cancelling capital contracts—firehouse roof and USDA sliplining
- Authorizing 2023 budget transfers
- Authorizing refund of a street opening escrow
- Adding a 2023 tax exemption for an exempt veteran
- Resolution authorizing extension in PMRS for the Austin Ave funding
- November bill list

### **CFO's REPORT**

CFO Moules reported the financial reports were distributed. The bank account balances are high because we have not paid the school or the county yet. All budget accounts are still in the black. Anticipated revenues are trending as expected. There will be a resolution to cancel some capital authorization balances and use as a reserve to pay debt.

Regarding the Best Practices Questionnaire, Terry and I went through with a fine-tooth comb. Our score was a 37 and we needed 29 to get our full state aid. The “no” answers pertained to hybrid vehicles and charging stations. They asked if we have a scoring system for capital projects and we do not but we do have a priority list regarding roads that need to be improved. They also asked if we have an anti-nepotism ordinance and we do not, but we do have it in our personnel policy manual. Overall, we did well.

### **COUNCIL REPORTS**

Councilman Robenolt—congratulations to Kyle and Vince on their re-election.

Councilman Ludwig—I also want to congratulate Kyle and Vince on their re-election.

Mayor Harris—congratulations to Kyle, Vince and Melanie on their election.

On a motion by Councilman Ludwig, second by Councilman Drumm, the second public portion was opened. Seeing no public comment, on a motion by Councilman Cerrito second by Councilman Drumm, the second public portion was closed.

On a motion by Councilman Ludwig, second by Councilman Hanson, the meeting adjourned at 6:07pm with all in favor.

Approved: Terry Shannon  
Terry Shannon, Clerk/RMC