

March 12, 2024

A meeting of the Township Council was held in the Municipal Building at 7:00 p.m. and was called to order at 7:00 p.m.

Township Clerk Iannarone announced adequate notice of this meeting was provided and published in the Asbury Park Press and The Ocean Star on January 12, 2024. Copies of the agenda were provided to the newspapers, posted on public bulletin boards and the township website (www.bricktownship.net)

Present

Councilman Perry Albanese
Councilwoman Heather deJong
Councilman Steve Feinman
Councilwoman Melissa Travers
Council Vice President Derrick Ambrosino
Council President Vince Minichino

Also Present

Scott Kenneally, Township Attorney
Lynnette A. Iannarone, Township Clerk
Lisa Crate, Mayor
Joanne Bergin, Business Administrator

Absent

Councilwoman Marianna Pontoriero

The meeting began with the Pledge of Allegiance followed by a moment of silence.

Motion by Council Vice President Ambrosino and seconded by Councilman Albanese to dispense with the reading of the minutes from the February 27, 2024 meeting and approve same.

All Council Members voted AYE on the Roll Call.

Presentations

Brick Memorial High School Girls Soccer Team

Mayor Crate presented the Brick Memorial High School girls soccer team Head Coach Billy Caruso and Assistant Coaches with a Mayor's proclamation for their State Championship. Certificates from the Mayor and Council were presented to each of the players.

Budget Presentations

EMS – Chief Riccio

Established in 2006 the Brick Township Emergency Medical Services Division has been serving the residents of Brick Township for 18 years. Until recently, the EMS Division was managed and under the direction of the Police Department. As of December 1, 2023, the EMS division is operating independently, managed by a Director who will report directly to Township Administration. The day-to-day operation will be managed by the EMS Chief, an EMS Deputy Chief and two EMS supervisors. The Division is currently staffed with fifty-four (54) employees. That includes, one Director, twenty-eight (28) full-time and twenty-five (25) part-time EMT's. The Division operates ten ambulances, three specialty units and is currently housed at two locations: Lanes Mill Road and Civic Plaza. We are currently in the process of finishing the construction and renovation of two new locations which, when completed, will allow us to strategically place our personnel in locations which will improve response times. The new locations are Aurora Place, in a building shared with Brick Seniors, and the Special Operations Building at Town Hall. The EMS Administrative offices which are currently situated in Civic Plaza will move to our new location in the Special Operations Building at Town Hall. In 2023 there were over 11,000 calls for service, the most the unit has ever handled in a calendar year. In addition to the variety of medical emergencies the division handles on a daily basis, a number of our EMS personnel are specially trained and act as Tactical Medics who train and respond with the police SERT team. Additionally, our EMS personnel provide services to the community which include things like conducting child seat inspections and instruction in areas such as CPR, basic first aid and the controlling of bleeding. Last year, we budgeted \$2,414,973.17 for EMS salaries and \$265,000 for overtime. This year we are asking that \$2,575,000 be budgeted for EMS salaries and that \$225,000 be allocated for EMS overtime. In 2023, the EMS Division spent \$196,368 of the overtime budget, \$68,631 less than what was budgeted. It should be noted that the scheduling of part-time personnel to fill openings on a shift is a policy we utilize to reduce overtime costs. The EMS operating budget was \$320,100.00. Of that amount, \$318,893.24 was expended, which is \$1,206.76 less than what was budgeted. This year we are asking

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that \$331,550.00 be budgeted which is a \$11,450.00 increase. The majority of the increase is in anticipation of a rise in costs associated with medical supplies, expert services and maintenance contracts. The cost to operate the EMS division in 2023 was \$2,903,428.36 which included regular salaries, overtime and capital and operating expenses. In 2023 the EMS division generated income from a number of sources which was used to offset those costs. Income sources included \$2,139,281.15 in medical billing, \$8,587.50 in extra duty assignments and \$4,042.68 from a child seat inspection grant for a total of \$2,151,911.33. That concludes the budget presentation for the EMS department. I would like to take this opportunity to thank the hardworking men and women of the Brick Township Emergency Medical Services Department who render aid to our community around the clock seven days a week. And, of course, thank you to our Mayor, members of the Council and the Business Administrator for your continued support. You are always ready and willing to provide the resources and equipment necessary to keep the EMS department fully functional and capable of providing our community with the absolute best emergency medical care.

Council President Minichino opened up for questions on the EMS budget.

There were no questions from the public.

Police Department – Chief Dave Forrester

The Department of Public Safety is comprised of several areas of responsibility. In addition to Police Services, the Department is also responsible for the management of Communication Operators (Dispatchers), Class 1 Special Law Enforcement Officers, Emergency Management, Crossing Guards and a number of community-oriented programs such as the Police Cadets, DARE program, Not Even Once Program, Lead & Seed, CERT (Community Emergency Response Team), Neighborhood Watch, as well as a number of other programs which are designed to bring our department and the community closer together. The department is currently staffed with 223 employees. That includes 141 sworn officers, 22 full-time and 3 part-time communications operators, 17 crossing guards,

18 Class 1 Special Police Officers, 1 civilian Deputy Emergency Management Coordinator, 1 radio technician, 1 fleet maintenance worker, and 17 full-time and 5 part-time civilian staff in police records and administrative roles. Part-time staff members are used to support the full-time staff members as well as to reduce overtime costs. In 2023 there were 96,432 calls for service. This included 1,786 fire calls and 11,149 EMS calls. 2023 had 1,625 more calls than in 2022 and the most in the department's history. I am pleased with our 2023 operating results. During this first year as Police Chief, I worked with department leaders to determine ways to better allocate our resources to keep costs down. We are a busy Police Department, filled with employees dedicated to Brick Township. I will now go through the department's budget and highlight any significant changes. The first area we will discuss is the main **police** budget. The salaries of our civilian and administrative personnel are also included in this line item. This year the regular salary request is \$22,420,000 and the overtime request is \$1,150,000. In 2023 we budgeted \$21,458,770 for regular salaries and spent \$20,741,118. For police overtime, we budgeted \$1,250,000 and spent \$1,015,885. In total, salaries and overtime were \$951,767 under budget. Although I do not anticipate a significant increase in overtime spending this year, I need to plan for unforeseen situations. We have managed to remain under budget for 2023 and we will look to continue that practice for years to come. The police supervision and command staff will continue to be conscientious of the need to reduce and keep overtime costs under budget. The police general operating budget includes uniforms, firearms equipment, training, accreditation, Cadets, boat and bike equipment, and radio repair expenses. In 2023 we expended \$256,876. This year we are asking for \$315,150, an increase of \$58,274 from what we spent last year due to price increases for ammunition, radio system/infrastructure & service plan, bullet proof vests with outer carriers, and the addition of cameras placed throughout the town. The next area is Class 1 **Special Law Enforcement Officers**. We currently have 18 Class 1 Special Officers who perform year-round parking enforcement, traffic details, booking officers, Municipal Court security officers and security for in-person

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Township meetings such as the Board of Adjustment, Planning Board, and Council meetings. In 2023 we allocated \$300,000 in salaries and spent \$280,187. In 2024 we are asking for \$310,000. The overtime budgeted in 2023 was \$10,000 of which we spent \$8,298. In 2024 we will be allocating \$10,000 for overtime. One other line item in the Class 1 Special Law Enforcement Officers budget is for uniforms and equipment. In 2023 we allocated \$9,500 for uniforms and equipment, and in 2024 we are requesting \$10,500 in anticipation of hiring additional officers, bringing us to a full complement of 25. The next area we will discuss is the **Communication Operators (Dispatchers)**. In 2023 \$1,714,000 was allocated for salaries and we spent \$1,470,301. This year we are requesting \$1,740,000 for salaries in anticipating of hiring additional dispatchers and allocating \$260,000 for overtime. It should be noted that last year we expended \$237,205 less in salaries and overtime costs than what was budgeted. For Operating expenses, which mainly covers training costs, we are asking for \$6,100 which remains consistent with 2023. The next budget is **Emergency Management**. Last year we budgeted \$63,270 for OEM salaries. This year we will be allocating \$67,100. It should be noted that a portion of the salary is paid for by grant monies which are received at different times throughout the year. We will be allocating \$500 for the OEM overtime budget. The only other item in the OEM budget is \$500 for training which will remain the same as 2023. The next budget is **Police Vehicles**. These monies are used to replace aging vehicles which are used by the patrol division. In most cases, the older patrol vehicles which are still serviceable are repurposed in non-patrol units within the department. In 2023 we budgeted \$399,750 and spent \$397,031. For 2024 the requested amount is \$425,750, a \$26,000 increase from 2023, due to price increases of the vehicles and equipment. The equipment installation cost has also increased. Lastly, I will discuss **crossing guards**. Last year we budgeted \$490,000 in crossing guard salaries and \$5,000 for overtime. In 2024 we are asking for \$557,000 to be budgeted for salaries and \$5,000 for overtime, it should be noted that during the summer months there are approximately 30 seasonal crossing guards employed. For the operating budget, we are asking for \$12,000 for uniforms and safety equipment such traffic vests, jackets, lighted batons and cones. That concludes the budget presentation for the Brick Township Police Department. I would like to take this opportunity to thank the Mayor, members of the Council and the business administrator for your continued support. Without your support we wouldn't be one of the best departments in the nation. This administration has always made sure that we have the resources necessary to do our job. I would also like to thank the officers in my department who work hard each and every day to protect and provide upstanding service to our community.

Council President Minichino opened up for questions on the first two budgets.

John Sluka asked if Chief Forrester's budget anticipated a 5 percent overall increase and said taxes would increase and it would be difficult for those living on fixed incomes.

Chief Forrester replied yes, there is an increase but a little less than 5 percent.

Vic Fanelli first thanked the EMS for saving his life. He asked the police chief if the number of calls are going up, maybe changes can be instituted where the police would not have to go out and have residents come in to fill out the report.

Chief Forrester said calls were up by 1600 but he does not want to deter people from reporting.

Nan Coll said the EMS are the best and have assisted her and her husband. Nan Coll replied that she has been a taxpayer since 2001 and coming to meetings since 2002 and said both she and her husband were helped by the EMS and that they are doing God's work and she thank them. Many Greenbriar II residents call and rely on the EMS.

Bob Malione asked if they are hiring 25 new officers.

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Chief Forrester said that 25 was for the total number of specials. We currently have 18 and would like to get to 25. The regular police force is at 141 but should be 146. Staffing is low right now.

Bob Malione agreed with increasing the staffing numbers especially with all the break-ins and catalytic converter thefts happening. He suggested hiring more officers and asked if they all carry tasers. He noted it's a tough job and it would lessen the load and be less stressful on them if they hired more.

Chief Forrester said he appreciated his support but there needs to be a balance within the department and adequate staffing in all areas to support the officers such as dispatch. The budget also has to include equipment and training. He said he would like to get up to 150 but feels they are adequately staffed. He said they are getting more tasers but there is also training involved with them. He added they are getting additional equipment and assistance for the break-ins and catalytic converter thefts.

Administration – Joanne Bergin

On behalf of all the Department and Division Heads represented in this report, thanks to the Mayor and members of the Township Council for your ongoing support. I will go through the division budgets that are included under administration. There are 11 budgets and hundreds of line items. I'll first start with **Administration**. Administration staff includes 4 full-time employees. Administration is the front line for all in-person and telephone inquiries that come to the Township. They also track and ensure follow-up on all email inquiries that come through the web site. Staff also handled 17,399 calls in 2022. Public relations, marketing and special events are also handled by Administration including monitoring and updating of the Township's website and social media sites including Facebook and Twitter; preparation and dissemination of press releases; and oversight of Brick Township's PEG Channel, BTV. We have won several awards for our efforts to keep the public informed. Staff also manages the Buy in Brick Program, which continues to grow and benefit the taxpayers. There was \$706,545 Buy in Brick Sales (dollars processed) in 2023. Resident tax savings in 2023 was \$41,746 with 56 participating businesses. Administration also manages constituent relations and publications such as advertisements, promotional materials, recycling brochures, event flyers, and any other publications as needed. Administration manages the design and creation of our Recreation Brochure and Senior Booklet, reducing the overall cost by bringing this work in-house. Administration staff also provides support to municipal Boards and Commissions. Administration salary and wage budget decreased 9 percent due to a staff transfer. Overtime increased by \$10,000 as we have staff out on the weekends for Buy in Brick and township events. The operating budget increased 11 percent due to increased costs for the distribution of the Township newsletter. The next budgets I'll discuss are **Mayor's Office & Council**. The Office of the Mayor includes our Mayor and one staff member. Mayor Crate is a full-time Mayor and maintains office hours throughout the day and in to the evening each week. Her active schedule includes regular meetings with groups and organizations within town and she hosts many initiatives to engage the public, such as the tremendously popular Crate Conversations. The Mayor's Teen Advisory Committee continues to engage young adults in activities and through Lounge 270, a place for teens to connect with peers and mentors in a safe, positive environment. She continues to meet regularly with the Senior Advisory Committee and readily accepts all invitations to speak at older adult communities, social service organizations, schools, businesses and wherever else she is invited. She promotes the town's interests and advocates for our needs at the State and Federal level. The Mayor's office salary and wage budget increased 10% to accommodate staff salaries and overtime for evening and weekend events and activities. The operating budget increased by \$5,000 as a result of the Township's participation in a multi-municipality study to identify possible remedies to ongoing flooding issues in many low-lying areas throughout our town and neighboring municipalities. In terms of the Council's budget, the salary and wage budget remain flat. The operating budget for the **Council** totals \$1,700. The Council budget includes items like conferences, flowers for special events, plaques, nameplates, letterhead, business cards, presentation folders, publications and miscellaneous office supplies. Council Members are very active in strategic planning and have working subcommittees including Recreation, Land Use, Public Works, Public Safety and Business and Finance. They regularly attend

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community events and represent the Township at a variety of events and activities. They meet twice monthly for Council Meetings and in 2023 they adopted 441 resolutions and 22 ordinances. The next report is for our **Purchasing** Department. It is the responsibility of the Division of Purchasing and Contracting to conduct all purchasing, the acquisition of all goods and services, in accordance with the applicable laws of the State of New Jersey, more specifically N.J.S.A. 40A:11-1, the Local Public Contracts Law. In 2023, this office processed: 4,412 Purchase Orders, 31 Bids for Goods & Services, 21 Professional Services Requests for Proposals, 10 Capital Bid Projects, 1 Competitive Contract, 11 Required Disclosure Resolutions, 23 Purchases Over Bid Threshold, 17 Formal Quotes. The above tasks were accomplished by an office staff of three (3). This office also oversees the central receiving/mail room, which includes one (1) additional staff member. The Mail Clerk has processed approximately 57,000 pieces of mail, plus delivery of approximately 11,000 pieces of mail to the post office for bulk mail projects (tax delinquent notices). He delivers mail, packages and supplies throughout the municipal complex and all off-site locations, and manages the central receiving and stockroom. Postage encompasses 92.5 percent of the operating budget. This line item includes postage for: All departments' and divisions' outgoing mail, Property tax bills — homestead benefit adjusted bills for second quarter, estimated third quarter, final tax bills and added/omitted assessment tax bills, Delinquent tax notices mailed after each quarter, Tax sale notices, Post-Tax Year Income Statements mailed every January, Chapter 75 (tax assessment notification) mailed every January, Township newsletter mailed to every resident in town, Beach badges via certified mail (when requested by the purchaser), Certified and registered mail, regular, priority and overnight postage, Additional line items in the operating budget is \$5,000 for conferences & education. All staff members are certified in the area of Public Procurement through Rutgers educational program and one is also certified through the State as a Qualified Purchasing Agent. These Certifications are required to be maintained through continuing education by attending conferences and seminars. The \$1,245 budgeted for dues includes membership dues for Stafford Township Cooperative Pricing System, Governmental Purchasing Association of New Jersey, and the Southern Jersey Chapter of the National Institute of Governmental Purchasing for every staff member. Additionally, the office added an individual membership for the National Institute of Governmental Purchasing as a trial for 2024 which provides access to recorded webinars free of charge. Memberships in these Associations also provide discounted prices for seminars and conferences, as well as a resource for bid specifications and pertinent purchasing information. Another line item is storeroom supplies at \$1,500. This office purchases and stocks frequently requested office materials and supplies requested by all departments. Items are purchased off the State, County and Stafford Township Cooperative Pricing System contracts. On a quarterly basis, the purchases are totaled and charged back to each department's budget. The purchasing budget increased 5.4% as the result of postage increases.

Human Resources is next. The HR department manages all Township employees – currently 421 full-time and 154 part-time/seasonal. During the summer months, they coordinate all hiring and employee management for the approximately 150 additional seasonal employees. They create and institute HR policies and maintain compliance with state and federal laws. HR handles all employee training including safety, the Employee Assistance Program and other workplace trainings. All health benefits are handled by Human Resources. They coordinate with our brokers for contract proposals, renewals, rate changes, fee submissions and compliance with federal guidelines. They handle required reporting as well as resolving claims issues. HR staff process all liability claims with our insurance company. They ensure compliance with safety regulations and vendor insurance.

Highlights and accomplishments from 2023 include: Continued development of UKG (payroll and HR system), implementation of additional employee training programs, medical claim oversight, updated and distributed Employee Handbook and Safety Manual, developed an annual training schedule/plan, and provided supervisor training. Projects for 2024 include continued adjustments to UKG, continued oversight of Horizon, provide specialized supervisor training, develop a new employee orientation, and update the Employee Handbook. Human Resources had a 5.6% decrease in its operating budget as expenses for expert services continues to decline.

The next department for discussion is the Office of the **Township Clerk**. The Clerk's Office is comprised of five full time staff members. The Township Clerk and Assistant Township Clerk hold Registered Municipal Clerk certifications. Every staff member is a

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Notary Public and one is fluent in English and Spanish. The office also includes a secretary for the Council and Mayor. The Division of Archives also falls under the Clerk. The Township Clerk's Office issued almost 2000 licenses, permits and services in 2023 totaling \$196,381.07 and 1,318 dog and cat licenses totaling \$25,215.00. The Office of Vital Statistics which includes all records of births, deaths and marriages issued almost 5,000 certificates and 503 marriage applications totaling \$45,854.00. Additionally, they collected \$14,664.00 in Tourism fees, processed 1715 OPRA requests, almost 200 landlord registrations, 91 Do Not Knock registrations, notarize numerous documents each week and handled almost 11,000 phone calls. The office organizes and works annual events such as Elections and the Rabies Clinic where 170 animals were vaccinated for free in 2023. The Ocean County Health Department supplies the vaccinations for the clinic each year. In 2023 the office was successful in moving toward more on-line submission forms and digitizing permits and licenses.

The Division of Archives which manages and preserves Township records has a staff of two full time employees, an Archivist who holds state and federal records management certifications, one full-time and one part-time clerk. In 2023 the Archives Division scanned 411,500 pages for a total of 1,195,780 files in 26 databases. To date, Archives has scanned over 2.78 million pages of documents, including scanning work performed by outside vendors in the past, the Alchemy system has an estimated 9 million pages of digital images for a total of 4.64 terabytes of data. They also received authorization and destroyed 198 cubic feet and received 221 boxes from the various departments. For 2024 they will continue with digital imaging, training and preparing for disaster recovery. The operating budget for **the Clerk's Office including Archives** totals \$29,425.00 down 15% from last year. Advertising (which is for all departments) and Codification of the Township Code being the largest line items; legislation is what drives those 2-line items. Brick Township has 58,875 registered voters in 57 election districts. The operation budget for **Elections** is the printing and mailing of the sample ballots for the primary election a service that is provided by the County Clerk but is billed to the Township. The budget request for this election is \$12,000.00.

Next is the **Finance** Department. The finance department consists of five full-time employees, two of whom are dedicated to payroll. The Finance Department conducts the following: Creates and signs all purchase orders (4,412 created in 2023) and checks (3,363

in Claims and Manuals created in 2023), Creates the Current (Temporary and Adopted) and Capital Fund Budgets. Posts budget at the beginning of the year and does all transfers and close out procedures at year end, creating all pertinent resolutions to process all. Agrees receivables to tax reports, ties general ledger appropriations and reserves to budget reports, balances all Inter-Funds, keeps a Cash Flow Analysis monthly and ties all cash receipts and disbursements in entry excel books to posted reports. Sends out the W9's and the W2's at year end. Keeps a Township Fixed Asset Inventory that is added to or deleted from as needed. Creates cancelation resolutions for Grants, creates Chapter 159's as needed and enters all new Grants into Edmunds. At this time there are 72 Grants open, up 14 from 2023. Analyzes monies in Capital Budget to keep track of when a BAN sale is needed and when needed to roll into Bonds, creates Supplemental Debt Statements, creates cancelation resolutions when needed, inputs capital charge-backs, creates and signs all Certificates of Availability of Funds and enters all new Capital Ordinances into Edmunds. At this time there are 40 open Ordinances. Performs 42 bank reconciliations monthly. Analyzes 947 open escrow accounts, Analyzes 171 electric accounts, 59 water/sewer accounts, 24 natural gas accounts and 32 telecommunication accounts monthly. All aspects of Payroll Processing including implementing payroll into UKG, make changes to employee's files that will need to be reflected in salary and wages such as yearly increases, longevity, steps, etc., health care contributions, pensions, direct deposit information, court subpoenaed garnishments, etc. The Township has an Aa3 rating with Moody's. The Township maintained its MIG1 rating on its notes (short-term financing) which is the highest rating offered by Moody's. In addition, the Township maintained its bond rating from Standard & Poor's of an AA. The Finance Department's salary and wage and operating budget decreased by 9% as a result of staffing changes. Next is **Data Processing (IT).**

In 2023 the IT Department worked on/completed the following projects: Installed new Hyper-V failover cluster of servers to replace older cluster. Moved and transferred all running virtual servers to new cluster. Implemented and trained employees on Cyber Security using the security company and website of KnowBe4 with regular phishing attempt campaigns. Completed wiring for phones, computers, fax and door access

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control for the new Brick Senior Services Center and EMS at 500 Aurora Place. Continued upgrading and replacing our old camera recording systems at Town Hall and parks as well as installed additional cameras at Windward Beach, Bayside Park and the new Brick Senior Service Center and EMS building at Aurora Place. Replaced/deployed over 50 desktop computers, 10 laptops, 20 tablets and 15 cellular devices. Installed a new firewall at the Brick Senior Center and changed the way this office connects for data and voice saving the Township over \$400/month. Implemented a new Help Desk Ticketing system which allows users to unlock and/or reset their own windows and email passwords. Fielded 2,428 Help Desk Tickets For 2024, we plan to: Replace entire sound system and meeting recording system used in the Court Room. Complete redesign of the Township Website. Continue deployment of additional cameras to Ocean Beach I & III, Pinewood Park, Bayside Park, Cedar Bridge Manor Park, Drum Point Sports Complex and Town Hall. Continue replacement of older Camera Recording Servers to new Axis Camera Station. Install multiple cameras in the (4) Senior Services buses. Install and replace Hyper-V failover cluster Server used by Police Department. Replace/Deploy over 50 new desktop computers and 20 laptops. Replace UPS Battery Backups systems in the IT Department and Phone Room which supply power to 90% of all servers and networking equipment. Begin running wire and setting up a network, PC's, phones, Wi-Fi, access control and security cameras for the New Police Ops Building behind Town Hall. Data processing operating budget increased 6% as a direct result of costs associated with maintenance and support contracts for various equipment and software.

The next report covers both **Tax Collector** and **Tax Assessor**. During 2023, the Tax Collector's Office collected more than \$266 million in payments through the office, more than \$2.2 million in cash, \$124 million in checks and \$139 million in electronic payments. In addition to regular collections, we sent out nearly 10,300 delinquent notices, completed more than 2,700 Senior Tax Freeze applications, handled more than 19,800 phone calls, processed \$405,000 in tax appeals and collected nearly \$2,300 in property maintenance fees. Tax Collector's 2024 operating budget request is \$53,390.00 which is an increase of \$3,750.00 from our 2023 budget request. The increase is due to the rising printing costs.

The **Tax Assessor's** office, with a staff of five, oversees almost 32,000 residential and 800 commercial properties with a total assessed value of over \$10.5 billion dollars. Last year they placed more than \$57 million of added assessed value on our tax list. Part of their responsibilities include not only maintaining a record of specifics about a property, but also monitoring all deed recordings to assure that any changes in ownership are made in our public record. Implementing tax map changes, variance reports for Planning Board meetings and defense of state and county tax appeals are also duties of the Tax Assessor's office. Brick Township has approximately 2,500 residents receiving Senior Citizen or Veteran property tax deductions which the Assessor's office manages on behalf of the Division of Taxation on a yearly basis. The Tax Assessor's office also maintains the records, correspondence, approvals and denials of over 100 exempt properties in addition to almost 250 Disabled Veteran exemptions. The Tax Assessor's office experienced a slight decrease (0.7%) in its operating budget due to mandatory mailing requirements.

Seniors - The Brick Senior Services office is staffed with 4 full time outreach workers, 2 part time employees and 1 program director. Their main focus is providing advocacy, information and assistance applying to various state benefit service programs. Staff conducts in-person evaluations in the office or at someone's home to determine eligibility for these social service programs. Full-time staff are certified State Health Insurance Counselors providing counseling on Medicare issues. Brick Senior Services moved to its new home on Aurora Place in October of 2023, and also launched a brand-new dialysis transportation program, and launched the community cafe and nutrition program. We also began a Community Lunch program at the Brick Housing Authority with a focus on providing a well-balanced hot meal to our most vulnerable residents living at the Brick Housing Authority complex. This is being funded by a grant through the American Recovery Act. We expect to serve approximately 2000 meals through this program. In 2024 the parking lot at Aurora Place will be paved and ADA compliant doors will be installed using Township CDBG funds. The operating budget for seniors decreased 67% as a result of the rental line item no longer needed thanks to their new location on Aurora Place.

The last report is for the **Municipal Court**. The Brick Municipal Court is the 2nd largest of the 33 Municipal Courts in Ocean County. Annual filings for 2023 were 10,874 which

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is a decrease from 2021 of 98 filings. This number consists of filings not only from the Brick Police Department, but also State Police, the Ocean County Prosecutor's Office, Division of Fish and Wildlife, Department of Weights and Measures, Marine Police, Animal Control, Code Enforcement, Zoning, Building and private citizens for any incidents occurring in the Jurisdiction of Brick Township. Court sessions are held every Monday, Wednesday & Thursday at 9 & 11 am. Currently the 1st & 3rd Wednesday, the 2nd and 4th Thursday and the 2nd Monday of each month are in-person court sessions. All other court sessions are virtual through the Zoom platform. In addition, we hold an in-person mediation session the 2 Tuesday of each month at 9 am. The 2nd Monday 9:30 am court session is for Code Enforcement violations only. The current staff consists of the Court Administrator, 2 Deputy Court Administrators, 4 additional full-time staff members and one part-timer. \$21,165.00 is being requested for the 2023 Operating and Expense Budget. This is a \$1,525 increase from last year. This is due to an increase in Expert Services and anticipated expenses for language interpreters. This concludes my report. Any members of the Council, or the public, that would like to go into more detail on these budgets are welcome to make an appointment with my office. Thank you again for all of your support and special thanks for the department and division heads who work so well serving the public.

Commented [L11]:

Council President Minichino opened up for questions on the Administration budgets.

Vic Fanelli questioned the monies collected in the Clerk's Office and asked why they were a lot higher last year.

Clerk Iannarone said while she did not have the figures in front of her it was probably due a large ticket item such as a liquor license.

John Sluka questioned the fact that the Township has to pay for the election ballots that are mailed by the county but paid for by the Township. He suggested that the primary ballots be paid for by the political parties. He also wanted to know the bottom line increase for all of the departments and said he would call tomorrow to get the total from Mrs. Bergin.

Clerk Iannarone said they are mailed out by the County.

Business Administrator Bergin also stated it is law – each municipality pays for their mailing. She also said costs are kept to what each department needs but she would have to tally for a total.

Nan Coll complimented Mrs. Bergin on a good presentation but said it should be done at a caucus or special meeting because it is a lot of information. She also suggested the council educate themselves with Roberts Rules.

There were no further comments.

Council President Minichino closed this portion and proceeded to the consent agenda.

Motion by Council Vice President Ambrosino and seconded by Councilman Feinman to adopt the following Resolutions:

All Council Members voted AYE on Roll Call.

Authorize Cancellation of Grant – 2022 Pumpout Boat

Councilman Feinman explained this resolution authorizes the cancellation of \$8,582.46 in appropriations reserves for the 2022 Pumpout Boat from the County of Ocean for the operation and maintenance of three pump out boats, the "Bay Saver," "Bay Defender" and a third boat coming this spring, which service the effluent discharge need of boaters in Brick Township's waters. The pump out boats provide a convenient, inexpensive and environmentally safe means for boaters to dispose of the effluent waste. In this grant, Brick operates and maintains the pump out boats and the County reimburses the Township up to \$50,000.00 for costs incurred for the three boats. The Township is not always able to spend the entire amount but remains diligent with making the necessary repairs to these boats and in staffing them as needed.

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Authorize Receipt of Bids – Liquid Deicing Agent

Councilwoman Travers stated this resolution authorizes the receipt of bids for liquid deicing agent as needed for salting township roads in icy conditions. The Township went out to bid for the purchase and delivery of deicing agent in February. Bid notices were mailed to 25 prospective bidders from the bidders list and seven picked up bid packages. No bids were received.

Authorize Rejection of Bids – Police Dept. Special Operations Garage – Mechanical/HVAC/Plumbing Installation

Council Vice President Ambrosino advised this resolution authorizes the rejection of bids for the mechanical, HVAC and plumbing installation work needed at the Police Department's Special Operations garage at Town Hall. Bid notices were mailed to 80 prospective bidders from the bidders list and one bid was submitted with prices of \$670,000.00 for the base bid and \$805,000.00 for the Base Bid plus the alternate. The bids were significantly higher than expected and they will instead search for vendors available via State Contract.

Authorize Award of Contract Purchase & Delivery of Janitorial Supplies

Councilman Albanese said this resolution authorizes an award of contract for the purchase and delivery of janitorial supplies to the following vendors in accordance with an approved schedule of prices: Central Poly-Bag; Cooper Friedman Electric Supply; General Linen & Paper Supply; Imperial Bag & Paper Co.; Plastic Express; Allen Paper & Supply Company; Unipak Corp.; and W.B. Mason. Bid notices were mailed to 46 vendors from the bidders list and 21 bidders requested bid packages. 11 bids were received.

Authorize Award of Contract – Chemical Turf Maintenance

Councilwoman deJong stated this resolution authorizes award of bid for seasonal turf application to TruGreen. The contract provides for four (4) weed control and fertilizer applications per year for approximately 71 total acres per application at 15 locations including township parks, recreational facilities and the Municipal Complex. It begins with an early spring soil test at each location to determine the proper application of each. There is an early and late spring application and an early and late fall application. This is a unit price bid with a cost per application based on the seasonal treatment not to exceed \$70,000.00 for the two-year contract period. Thirty-eight bidders were notified, of which 10 received bid packages. One bid was received from TruGreen.

Authorize Motor Vehicle Sales License – Shore Auto World, LLC.

Council President Minichino advised this resolution authorizes a motor vehicle sales license to Shore Auto World, 459 Brick Boulevard. The application has been reviewed by the Brick Township Zoning Office, Engineering Department and Fire Bureau.

Tax Collector: Business Administrator Bergin advises of the following:

- 100% DAV/Widow of Veteran Deduction – Block 990.01, Lot 12
- 100% DAV/Widow of Veteran Deduction – Block 1192.02, Lot 7
- Tax Exemption – Block 1224, Lot 636
- Tax Overpayment 2022 – Block 44.12, Lot 2
- Tax Overpayment 2023 – Block 44.12, Lot 2
- Tax Overpayments 2024 – Block 842, Lot 27; Block 1192.02, Lot 128

Council President Minichino opened the public hearing on the Resolutions.

Vic Fanelli asked who sets the costs for projects referring to the rejection of the bid for the PD special operations garage and why they only received one bid.

Business Administrator Bergin advised they are done by an engineering firm who supplies an estimate. They are always disappointed when only one bid is received and would like to see a little competition.

Nan Coll asked where the resolutions are posted.

Clerk Iannarone advised they are posted on the township website and available in the Clerk's Office.

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There were no further comments from the public.

Council President Minichino closed the public hearing on the Resolutions.

Council President Minichino opened up the public hearing on the Computer Bill Resolution.

There were no comments from the public.

Council President Minichino closed the public hearing on the Computer Bill Resolution.

Motion by Council Vice President Ambrosino and seconded by Councilwoman Travers to adopt the following Resolution:

All Council Members voted AYE on the Roll Call.

Council President Minichino abstained on Teamsters.

2024 Computer Bill Resolution in the amount of \$11,199, 457.55

Council President Minichino opened up the public hearing on the Manual Bill Resolution.

Nan Coll said the manual bill resolution should be explained.

There were no further comments from the public.

Council President Minichino closed the public hearing on the Manual Bill Resolution.

Motion by Councilman Albanese and seconded by Councilwoman deJong to adopt the following Resolution:

All Council Members voted AYE on the Roll Call.

2024 Manual Bill Resolution in the amount of \$1,974,610.02

Ordinance on First Reading

Amending Chapter 288-52 to Authorize Police Department to Enforce Title 39 Motor Vehicle Regulations in Private Property Areas

Clerk Iannarone read the Title of Ordinance into the Record.

Councilman Feinman stated most statutes that pertain to motor vehicle laws and the Motor Vehicle Commission are in Title 39 of the New Jersey States Annotated. When property located outside of a public right of way wants to enforce the provisions of Title 39, an application is made to the Township to include the property in the Township Code Section 288-52, Schedule XXII. This gives the Police the ability to enforce motor vehicle rules and regulations on private property. The sites in this ordinance have applied to the Township for inclusion in the private property enforcement areas. These sites have all been inspected by the Division of Engineering to ensure that traffic signs and markings are properly installed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). It is important to note that while the Police will have the ability to enforce motor vehicle regulations, the Township will have no liability or obligation with respect to site maintenance.

Motion by Councilwoman Travers and seconded by Council Vice President Ambrosino to Adopt the following Ordinance on First Reading and said Ordinance be published as provided by law:

All Council Members voted AYE on the Roll Call.

**AN ORDINANCE OF THE TOWNSHIP OF BRICK, COUNTY OF OCEAN,
STATE OF NEW JERSEY, AMENDING THE TOWNSHIP CODE IN SECTION 288-52
TO ADD LOCATIONS FOR THE POLICE DEPARTMENT TO ENFORCE MOTOR
VEHICLE REGULATIONS ON PRIVATE PROPERTY**

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Amending Chapter 86 to Authorize Issuance of a Non-Profit Theater Consumption License

Clerk Iannarone read the Title of Ordinance into the Record.

Councilwoman deJong advised the State authorized the issuance of a plenary retail consumption license, without regard to the usual population limits, to a non-profit corporation that regularly operates as an art-house movie theater or conducts musical or theatrical performances or concerts for which admission is charged. This type of special license is known as a Theater License. The bill amending the law was adopted in June 2023. But the amendment only extended the Theater License to include art-house movie theaters. The Theater License has been applicable to non-profit theaters that conduct musical or theatrical performances for years. Under the current law, to be eligible for a Theater License, a theater must:

- (1) Be operated by a 501(c)(3) non-profit organization; and
- (2) Have a seating capacity of at least 50 seats; and
- (3) Regularly conduct musical or theatrical performances (or under the new law, show art-house movies).

If the theater qualifies under the foregoing, then it is eligible for the issuance of a Theater License by the municipality, subject to the following conditions:

- (a) Alcohol may be served for the two hours immediately preceding a show, during a show including intermission, and in the two-hour period immediately following a show.
- (b) For theaters with capacities of 50-999 seats, alcoholic beverages may only be served during the two hours following a performance no more than 15 times per year.

The applicant must also comply with the usual requirements, such as background checks for the principals of the non-profit. This ordinance establishes the authorization to issue a non-profit theater license at a cost of \$250.00.

Motion by Council Vice President Ambrosino Albanese and seconded by Councilman Albanese to Adopt the following Ordinance on First Reading and said Ordinance be published as provided by law:

All Council Members voted AYE on the Roll Call.

AN ORDINANCE OF THE TOWNSHIP OF BRICK, COUNTY OF OCEAN, STATE OF NEW JERSEY AMENDING THE TOWNSHIP CODE OF THE TOWNSHIP OF BRICK IN CHAPTER 86 ENTITLED "ALCOHOLIC BEVERAGES" TO AUTHORIZE THE ISSUANCE OF A NONPROFIT THEATER CONSUMPTION LICENSE

Ordinance on Second Reading

Amending Chapter 225 to Establish Requirements and Fees Applicable to Lead Paint

Inspections for Rental Properties

Clerk Iannarone read the Title of Ordinance into the Record.

Council Vice President Ambrosino explained this ordinance is needed in response to the State's new Lead Based Paint Law (N.J.A.C 5:28A). This ordinance implements lead paint inspections in Brick which will be completed by Township Code Enforcement officials during the rental certificate of Occupancy (CO) process. The regulations apply to single-family rental property owners only. Once a unit is certified lead free, the Township still has to go back after 2 years in the event of chipping or peeling. Property owners have the right to get a more detailed lead-free certification at their cost. Short-term rentals have to be inspected by July 2024, then change of tenancy or two years. The State does an inspection every 5 years for multi-family dwellings. The Township applied for, and received, a grant to purchase testing materials and to send staff for training. The lead-based paint testing will be part of the rental checklist going forward. The rate set for inspections is \$25, plus an additional \$20 per unit inspected for deposit into the Lead Hazard Control Assistance Fund established pursuant to State Law. Reinspection will cost \$50, plus an additional \$20 per unit inspected for deposit into the Lead Hazard Control Assistance Fund established pursuant to State Law. The \$20 surcharge does not apply where the unit owner demonstrates that the DCA has already assessed such a surcharge.

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Motion by Council Vice President Ambrosino and seconded by Councilman Feinman to Adopt the following Ordinance on Second Reading and said Ordinance be published as provided by law:

All Council Members voted AYE on the Roll Call.

**AN ORDINANCE OF THE TOWNSHIP OF BRICK, COUNTY OF OCEAN,
STATE OF NEW JERSEY AMENDING CHAPTER 225 TO ESTABLISH
REQUIREMENTS AND FEES APPLICABLE TO LEAD PAINT INSEPCIONS
FOR RENTAL PROPERTIES IN ACCORDANCE WITH P.L. 2021, C.182.**

Council President Minichino opened the public hearing on the Ordinance.

Nan Coll said a public hearing for ordinances on first reading could be done. It is not mandatory to do so and more information could be given if there were caucus meetings. She also asked the council if they did their homework on this ordinance before they vote on it. She asked what the law was.

Council Vice President Ambrosino advised it is N.J.A.C. 5:28A as mentioned in his explanation.

John Sluka asked if this was new this year.

Attorney Scott Kenneally explained the State adopted the law in 2022 and inspections must start by June 2024. The State determined to inspect for lead paint in rental properties in accordance with N.J.A.C. 5:28A for rental properties constructed prior to 1978. Multi-family are already inspected by the State. We already inspect for rentals for C.O. There may not be that many in Brick, but homes have to be inspected and reinspected and also at a change of tenancy. If they fail, they have to do a lead paint abatement. \$25 fee and a \$20. Nominal fee for the State goes into a lead paint abatement account. He said this was considered by the Land Use Committee and Dan Newman, the Building Inspector. Two criteria – based upon children’s blood work and Brick is in the lower tier. This is a visual inspection and if blood results ever change, then it would need to have a swipe inspection.

Vic Fanelli why do you need to reinspect. It doesn’t make any sense.

Attorney Kenneally said the State is requiring it but the owner can get a certification on their own.

Business Administrator said that people may paint over paint and over time it can chip away.

Nan Coll suggested people may break the law and smuggle in lead paint.

Council President Minichino closed the public hearing on the Ordinance.

Council President Minichino opened the public hearing portion of the meeting.

Nan Coll said she is a licensed parliamentarian and said Robert Rules need to be followed. She reminded the council that they are public servants.

John Sluka read his letter dated March 7, 2024, noting that the destruction caused by the Garden State Parkway expansion has destroyed the environment and harmed the citizens with its toxins. Walls are needed to protect the health of the residents residing in areas near it. Air pollution is a harmful human carcinogen and nothing is being done. Grand openings are taking priority while noise and toxins are killing citizens.

Vic Fanelli asked if they would also be recognizing the bowling team. He noted that S1 school funding cut school aid again. He said the Governor does not like Ocean County while significant funding went to Newark. Jackson also got a large cut. He said he is not sure what the mayor and council can do but this will continue to raise taxes every year. The Governor is not helping the working middle class as he says. He also asked for

Commented [LI2]:

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copies of the budget presentations.

Charlie Bacon asked for an update on the Popeye's application by WaWa.

Business Administrator Bergin advised the NJDOT indicated a no left turn but will not install signs and it will be covered when the Popeyes is built. She said that is unacceptable and the town would prefer it be done per the site plan. She said they are working with the NJDOT, the developer and an attorney. The developer (JSM) will have to make another turn.

Charlie Bacon also asked if the specs can be revisited for the recycling cans when it comes up. They are not as heavy as the garbage cans and often get blown down and recycling debris gets dumped out. He also thanked the Mayor and Council for tonight's meeting.

There were no further comments from the public.

Council President Minichino closed the public hearing portion of the meeting.

Mayor Crate said she celebrated Read Across America events last week at the township pre-school, Herbertsville, Warren H. Wolf and Osbornville Schools. On March 7th, she celebrated Anne Marie Caruth's 100th birthday in Greenbriar II with her many friends and family. She congratulated the recently promoted two police sergeants – Koch and Zolezi. She said that two weeks ago she attended a meeting with all beach mayors to discuss ways to solve the flooding issues all the towns are dealing with. She did ribbon cuttings for Hear USA, Livoti's flagship store and C28 Bistro. She also participated in a panel for National Women's Day at Brandywine. She thanked Brandi White and the Student Advisory Committee for their efforts with the Hero Awards.

Councilman Albanese thanked everyone for their amazing budget presentations especially Mrs. Bergin. He congratulated the Brick Memorial High School Girls Soccer Team and noted that the coaches were part of the 1984 State Championship Team and they are the best and very dedicated to coaching.

Councilwoman deJong also congratulated the soccer team and thanked Mrs. Bergin, Chief Riccio and Chief Forrester for their presentations.

Councilman Feinman also thanked Chief Riccio, Forrester and Mrs. Bergin and said that Mrs. Bergin does a phenomenal job.

Councilwoman Travers congratulated the soccer team and thanked everyone for their budget presentations.

Council Vice President Ambrosino also congratulated the soccer team and thanked all for their budget presentations. He said the departments all do a phenomenal job with limited resources.

Motion by Councilwoman deJong and by Councilman Albanese to Adjourn the meeting at 9:03 p.m.

All Council Members voted AYE.

Vince Minichino
Council President

Lynnette A. Iannarone
Township Clerk