

# Township of Hazlet

1. 7:00 P.M. Zoom Meeting ID And Instructions

## Public Access to Zoom Meeting

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Meeting ID: 889 1857 4078

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**June  
23,  
2020**

## **AGENDA**

**Regular Meeting** of the Hazlet Township Committee held at \_\_\_\_ p.m.

**Salute** to the flag and moment of silent prayer called by the Mayor.

**Mayor's Statement** – Open Public Meetings Act & Emergency Fire Exits.

In Compliance with the "Open Public Meetings Act" of the State of New Jersey, adequate notice of this meeting of the Township Committee was provided in the following manner:

(A) On May 6, 2020, advance written notice of this meeting was posted at:

1766 Union Avenue, Hazlet, New Jersey

(B) On May 6, 2020 advance written notice of this meeting was forwarded to the

Independent and published in the Asbury Park Press on May 9, 2020.

(C) On May 6, 2020, copies of advance written notice of this meeting were mailed

to all persons who requested and paid for such notices on or before January 1, 2020.

**Time will be allotted for public comment at this meeting. Each speaker will be allotted a 5 minute time limit when recognized by the Mayor. Individuals wishing to address the Committee, shall give their name and address. Although the Township Committee encourages public participation, it reserves the right, through the Mayor, to terminate remarks to and/or by an individual not in keeping with the conduct of a proper and efficient meeting. The Township Committee will not, during the public portion of this meeting, discuss matters involving any specific, prospective or current employee.**

FIRE EXITS are located in the directions I am indicating: Farther down at the end of

the room, through the doors and down the stairs, directly out the front door.

To my right is the door, make a right down the hallway which leads to the stairs and directly out the rear of the building.

If you are alerted for fire, please move in a calm and orderly manner to the nearest exit. Finally, let the record reflect that the minutes of this meeting will accurately reflect the topics addressed during this meeting but will not be a verbatim transcript of tonight's proceedings. Thank you. I direct the Municipal Clerk to enter into the minutes of this meeting these announcements.

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<u>ROLL CALL</u>	<u>PRESENT</u>	<u>ABSENT</u>
Committeeman Aagre —                    _____	_____	
Committeeman McKay —                    _____	_____	
Committeeman Sachs	_____	_____
Deputy Mayor Clark —                    _____	_____	
Mayor Glackin —                    _____	_____	

1. HEARING ON THE 2020 MUNICIPAL BUDGET.

Introduced: May 19, 2020.

Published in the Asbury Park Press, issue of May 22, 2020. Proof on file.

Posted in Town Hall – May 20, 2020.

Hearing scheduled for June 23, 2020.

Hearing:

Motion to close hearing:

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Voice vote: \_\_\_\_\_

**RESOLUTION S-1 – 2020 BUDGET AMENDMENT.**

Offered \_\_\_\_\_ 2<sup>nd</sup>  
\_\_\_\_\_

Roll Call: Committeeman Aagre \_\_\_\_\_ Committeeman McKay  
\_\_\_\_\_

Committeeman Sachs \_\_\_\_\_ Deputy Mayor Clark  
\_\_\_\_\_

Mayor Glackin \_\_\_\_\_

Action of Committee on 2020 Budget: (Adopt ) (Reject )  
(Defer )

**RESOLUTION S-2 – ADOPTION OF THE 2020 MUNICIPAL BUDGET.**

Offered \_\_\_\_\_ 2<sup>nd</sup>  
\_\_\_\_\_

Roll Call: Committeeman Aagre \_\_\_\_\_ Committeeman McKay  
\_\_\_\_\_

Committeeman Sachs \_\_\_\_\_ Deputy Mayor Clark  
\_\_\_\_\_

Mayor Glackin \_\_\_\_\_

**PUBLIC HEARING**

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**Anyone who would like to address the Township Committee regarding the below listed Resolutions on the Agenda, please come up, print your name and address on the sign in sheet. There is a five (5) minute time limit. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.**

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Voice Vote: \_\_\_\_\_

**Resolutions, Motions and Appointments:**

135. Authorizing the retention of Nicholl Field Design for Architectural Services for the Hazlet Police Station.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_  
\_\_\_\_\_

Roll Call: Committeeman Aagre \_\_\_\_\_ Committeeman McKay  
\_\_\_\_\_

Committeeman Sachs \_\_\_\_\_ Deputy Mayor Clark  
\_\_\_\_\_

Mayor Glackin \_\_\_\_\_

136. Authorizing the Municipal Clerk to advertise for the receipt of bids for renovations of the Hazlet Township Police Department.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_  
\_\_\_\_\_

Roll Call: Committeeman Aagre \_\_\_\_\_ Committeeman McKay  
\_\_\_\_\_

Committeeman Sachs \_\_\_\_\_ Deputy Mayor Clark  
\_\_\_\_\_

Mayor Glackin \_\_\_\_\_

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137. Authorizing the Special Ruling application of a Temporary COVID-19 Permit for the expansion of the licensed premises for Schaufler Franzen Post 4303 VFW.

Offered \_\_\_\_\_ 2<sup>nd</sup>  
\_\_\_\_\_

Roll Call: Committeeman Aagre \_\_\_\_\_ Committeeman McKay  
\_\_\_\_\_

Committeeman Sachs \_\_\_\_\_ Deputy Mayor Clark  
\_\_\_\_\_

Mayor Glackin \_\_\_\_\_

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138. Authorizing the Tax Collector to prepare and issue estimated tax bills for the third

installment of 2020 taxes.

Offered \_\_\_\_\_ 2<sup>nd</sup>  
\_\_\_\_\_

Roll Call: Committeeman Aagre \_\_\_\_\_ Committeeman McKay  
\_\_\_\_\_

Committeeman Sachs \_\_\_\_\_ Deputy Mayor Clark  
\_\_\_\_\_

Mayor Glackin \_\_\_\_\_

139.

Offered \_\_\_\_\_ 2<sup>nd</sup>  
\_\_\_\_\_

Roll Call: Committeeman Aagre \_\_\_\_\_ Committeeman McKay  
\_\_\_\_\_

Committeeman Sachs \_\_\_\_\_ Deputy Mayor Clark  
\_\_\_\_\_

Mayor Glackin \_\_\_\_\_

Citizens Hearing:

There is a five (5) minute time limit. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.

**Motion to close hearing:**

Offered \_\_\_\_\_ 2<sup>nd</sup>  
\_\_\_\_\_

Voice vote: \_\_\_\_\_

Motion to adjourn:

Offered \_\_\_\_\_ 2<sup>nd</sup>  
\_\_\_\_\_

Voice vote: \_\_\_\_\_

Time: \_\_\_\_\_

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CURRENT FUND: TO	FROM	
GENERAL REVENUES:		
1. Surplus Anticipated 1,208,601.00	\$ 1,200,000.00	\$
Total Surplus Anticipated 1,208,601.00	\$ 1,200,000.00	\$
Summary of Revenues:		
1. Surplus Anticipated (Sheet 4, #1) 1,208,601.00	\$ 1,200,000.00	\$
5. Subtotal General Revenues (Items 1, 2, 3, & 4) 6,571,931.62	\$ 6,563,330.62	\$
7. Total General Revenues \$21,305,759.58	\$21,297,158.58	

CURRENT FUND:

GENERAL APPROPRIATIONS:

Public and Private Programs Offset by Revenues 8,601.00	\$ -	\$
(Sheet 24) SFSP Fire District Payment		
Total Public and Private Programs Offset by 89,052.92	\$ 80,451.92	\$
Revenues: (Sheet 25)		
(H-2) Total General Appropriations for 1,894,766.92	\$ 1,886,185.92	\$
Municipal Purposes Excluded (Sheet 28)		

	FROM TO	
(O) Total General Appropriations (Items (H-1) 1,894,766.92	\$ 1,886,165.92	\$
and (O) (Sheet 29)		
9. Total General Appropriations (Sheet 29)	\$21,297,158.58	

\$21,305,759.58

Summary of Appropriations (Sheet 30)

(A) Public & Private Programs Offset by Revenues	\$	80,451.92	\$
89,052.92			

Total Operations Excluded from "CAPS"	\$	301,427.92	\$
310,028.92			

Total General Appropriations		\$21,297,158.58	
\$21,305,759.58			

BE IT FURTHER RESOLVED, that two (2) certified copies of this resolution be filed with the Office of the Director of the Division of Local Government Services for his certification of the Local Municipal Budget so amended.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township, do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 23<sup>rd</sup> day of June, 2020.

\_\_\_\_\_

Evelyn A.

Grandi

Municipal Clerk

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WHEREAS, pursuant to N.J.S.A. 40A:4-78b, the Local Finance Board has adopted rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 5:30-7.5 that Hazlet Township has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Township of Hazlet meets the necessary conditions to participate in the program for the 2020 calendar year.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hazlet, County of Monmouth that, in accordance with N.J.A.C. 5:30-7.6a & b, and based upon the Chief Financial Officer's certification, the Hazlet Township Committee has found that the budget has met the following requirements:

That with reference to the following items, the amounts have been calculated, pursuant to law, and appropriated as such in the budget:

Payment of interest and debt redemption charges;

Deferred charges and statutory expenditures;

Cash deficit of preceding year;

Reserve for uncollected taxes;

Other reserves and non-disbursement items; and

Any inclusions of amounts required for school purposes.

That the provisions relating to limitation on increases of appropriations, pursuant to N.J.S.A. 40A:4-45.2, and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq. (complies with the "cap" law) are fully met.

That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5. That pursuant to the Local Budget Law:

All estimates of revenue are reasonable, accurate and correctly stated;

Items of appropriation are properly set forth; and

In itemization, form, arrangement, and content, the budget will permit the exercise of the

comptroller function within the municipality.

The budget and associated amendments have been introduced and publicly advertised, in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification and that all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

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CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township, do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 23<sup>rd</sup> day of June, 2020.

\_\_\_\_\_

Evelyn A.

Grandi

Municipal Clerk

RESOLUTION

WHEREAS, the Township of Hazlet is in need of Architectural Design Services for Renovations to the Hazlet Police Department for an amount not to exceed \$31,900.00 for required work, amount not to exceed \$37,900.00 for additional fees, if required, as per the breakdown below:

Schematic Design Documentation and Estimate - \$4,280.00

(previously billed from a prior Resolution)

Construction Documentation - \$22,700.00

Bidding and Negotiations - \$1,200.00

Construction Administration - \$8,000.00

(billed monthly at a rate determined by the length of construction)

Below is a list of items not included in the above work

Structural Engineer's Design Work (if required) – not to exceed - \$5,000.00

Reimbursable fees, including bulk printing and transportation only

not to exceed \$1,000.00; and

WHEREAS, this contract is awarded as a professional service contract pursuant to N.J.S.A. 40A:11-5 without public bidding thereon.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hazlet, County of Monmouth, State of New Jersey that the firm of Nicholl Field Design LLC is retained by the Township of Hazlet for architectural services on this matter; and

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are authorized to execute and to attest to a professional services contract with Nicholl Field Design LLC, after review by the Township Attorney, on terms deemed to be in the best interest of the municipality.

BE IT FURTHER RESOLVED the term of the contract shall be for a period of one year.

BE IT FURTHER RESOLVED that the award of this contract does not guarantee that any work shall be assigned to Nicholl Field Design LLC or that other architectural professionals may not be retained by the Township of Hazlet during the term of this contract.

#### CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of the Township of Hazlet, do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee of the Township of Hazlet at its meeting held on the 23<sup>rd</sup> day of June, 2020.

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Evelyn A. Grandi

Municipal Clerk

RESOLUTION

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BE IT RESOLVED by the Township Committee of Hazlet Township that the Clerk is hereby authorized and directed to advertise for the receipt of bids for the Renovations to the Hazlet Township Police Department.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 23<sup>rd</sup> day of June, 2020.

\_\_\_\_\_  
Evelyn A. Grandi

Municipal Clerk



RESOLUTION

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WHEREAS, the State of New Jersey, Department of Law and Public Safety, Division of Alcoholic Beverage Control through its Acting Director, James B. Graziano, issued a Special Ruling Establishing Temporary COVID-19 Permit to Expand Licensed Premises, SR 2020-10, dated June 3, 2020; and

WHEREAS, the Temporary COVID-19 Expansion Permit will run until November 30, 2020, unless further extended by a supplementary Special Ruling; and

WHEREAS, the Special Ruling requires that the application for a Temporary COVID-19 Permit be transmitted by the licensee to the Municipal Clerk and Chief of Police; and

WHEREAS, the instructions for the permit application requires that the application be endorsed by the Chief of Police and the Clerk of the Municipality; and

WHEREAS, the application form contains a signature line for the Chief Administrative Official of the Township, that being the Township Administrator; and

WHEREAS, the Special Ruling further requires that the Division of Alcoholic Beverage Control will not take action on an application until it receives an endorsement or approval by the appropriate governing body officials, which the Township Committee interprets as requiring a resolution; and

WHEREAS, the Special Ruling and the application form require, among other things, a description of the property intended to be used for the expansion of the licensed premises and a sketch or diagram of the proposed expanded premises; and

WHEREAS, the Special Ruling and the application form require written approval or documentation from the property owner authorizing the temporary use of the expanded licensed premises; and

WHEREAS, the Special Ruling and the application form require a security plan for sale and service of alcoholic beverages on the expanded premises including prevention of pass-offs, underage drinking and over-consumption; and

WHEREAS, the Special Ruling and the application form require an acknowledgement by the licensee that it has reviewed all applicable local and state safety and social distancing guidelines including Executive Order No. 150 (2020) and the COVID-19 Outdoor Dining Guidelines for Retail Food Establishments and will operate the proposed expanded premises in accordance with those guidelines or any that may be promulgated during the term of the permit; and

WHEREAS, Schaufler Franzen Post 4303 VFW as the licensee for licensed premises at 18 Davern Avenue, Hazlet, NJ has submitted an application in conformance with the Special Ruling; and

WHEREAS, neither the Special Ruling or the application form authorizes a review of vehicular, pedestrian or patron safety of the proposed expanded premises; and

WHEREAS, this resolution is not a review, either implicitly or explicitly, of the safety of the expanded premises, but merely that the licensee has completed the

application in accordance with the Special Ruling and the application form generated by the Division of Alcoholic Beverage Control.

NOW, THEREFORE, BE IT RESOLVED that the application by Schaufler Franzen Post 4303 VFW, License No. 1339-31-022-001, 18 Davern Avenue, Hazlet Township, for a Temporary Permit for the COVID-19 expansion of its licensed premises to include a 1000 square feet wide (100 feet by 100 feet) area in the rear of the licensed premises be and hereby is approved with the following conditions:

1. The expanded licensed premises shall be operated only between the hours of Noon and 10:00 p.m.; no music, speakers, or television shall be permitted in the expanded licensed premises; no entertainment, whether live or recorded, shall be permitted in the expanded licensed premises; and there shall be no retail sales of package goods in the temporary expansion area. The licensee must obtain any and all construction permits which may be required.
2. This resolution supplements Resolution #118, previously adopted by the Township Committee of the Township of Hazlet on June 2, 2020 which temporarily allowed outdoor dining, so as to now allow outdoor liquor sales and consumption, with or without food service, for this licensed premise.
3. This resolution incorporates the conditions set forth in Resolution #118 which prohibited interference with fire lanes; which required safe and adequate pedestrian access to and from the licensed premises and to and from all other businesses on the same property or in the same center; and which required compliance with all applicable ADA regulations.

BE IT FURTHER RESOLVED that the Township Committee hereby authorizes, ratifies or endorses approval by the Chief of Police, by the Municipal Clerk, and by the Township Administrator as may be required by the Special Ruling or the application form for a Temporary COVID-19 Permit for the expansion of the licensed premises for this licensee.

## CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the above foregoing is a true copy of a Resolution was duly passed and adopted by the Township Committee at its meeting held on the 23<sup>rd</sup> day of June, 2020.

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Evelyn A. Grandi

Municipal Clerk

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RESOLUTION  
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AUTHORIZING THE TAX COLLECTOR TO PREPARE AND ISSUE ESTIMATED TAX  
BILLS FOR THE THIRD INSTALLMENT OF 2020 TAXES

WHEREAS, the State of New Jersey has delayed adoption of the State Fiscal Year 2021 Budget to September 30, 2020 and without a 2020 certified tax rate the Tax Collector cannot process the final 2020 Tax Levy; and

WHEREAS, the Hazlet Township Tax Collector in consultation with the Hazlet Township Chief Financial Officer has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and they have both signed a certification showing the tax levies for the previous year, the tax rates and the range of permitted estimated tax levies; and

WHEREAS, the estimated tax bills will enable the Township to meet its financial obligations, maintain the tax collection rate, provide uniformity for tax payments and save the unnecessary cost of interest on borrowing.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hazlet, in the County of Monmouth and State of New Jersey on this 23<sup>rd</sup> day of June, 2020 as follows:

1. The Hazlet Township Tax Collector is hereby authorized and directed to prepare and issue estimated tax bills for the Township for the Third Installment of 2020 taxes. The Tax Collector shall take such actions as are permitted and required by P.L. 1994, c. 72 (N.J.S.A. 54:4-66.2 and 54:4-66.3).
2. The entire estimated tax levy for 2020 is hereby set at \$67,541,272.78.
3. In accordance with law, the Third Installment of 2020 taxes shall not be subject to interest until the later of August 10<sup>th</sup> or the twenty-fifth calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

CERTIFICATION

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I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township, do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the

Township Committee at its meeting held on 23<sup>rd</sup> day of June, 2020.

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Evelyn A.

Grandi

Municipal Clerk

Documents:

[TC-AGENDA-A-20-06-23. REVISED DOC.PDF](#)