**COLTS NECK TOWNSHIP**
**TOWNSHIP COMMITTEE REGULAR MEETING MINUTES**
**JANUARY 25, 2023, 7:00 P.M.**
**TOWN HALL**

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1. Mayor Fitzpatrick called the meeting to order at 7:00 p.m.

2. Mayor Fitzpatrick asked the American Youth Cheer Team to lead the salute to the flag.

3. Township Administrator Capristo read the following Sunshine Statement: "The notice requirements of the New Jersey Public Meetings Law have been satisfied by noticing the Asbury Park Press and the Two River Times on January 4, 2023, stating that a regular meeting of the Township Committee would be held on January 25, 2023, at 7:00 p.m., 1 Veterans Way, Colts Neck, NJ 07722, Town Hall. A copy is on file in the office of the Township Clerk."

4. Roll call by Municipal Clerk, Trina Lindsey indicated the following:

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| Present: | Mayor Sue Fitzpatrick, Deputy Mayor Frank Rizzuto, Committeewoman Tara Torchia Buss, Committeeman Michael Viola, and Committeeman J.P. Bartolomeo |
| Also Present: | Kathleen Capristo, Township Administrator, Trina Lindsey, Municipal Clerk and Meghan Bennett, Township Counsel |
| Absent: | None |

5. **Proclamation(s)**

   a. Proclamation of recognition – David Kostka

Mayor Fitzpatrick read the proclamation and presented it to Mr. Kostka. Mr. Kostka said a few words stating that he and his wife moved to Colts Neck in 1983 and their community service began almost immediately. Mr. Kostka thanked his wife, the residents of Colts Neck who donate their time to volunteer, and the Township Committee for their support.

   b. Supporting 2023 National Wear Red Day for women within Colts Neck Township

Committeewoman Buss read the proclamation and stated that she will present this to the Prevention Alliance at their next meeting.

   c. Proclamation of recognition – American Youth Cheer Team

Committeeman Bartolomeo read the proclamation and the entire Township Committee presented the proclamation to the cheer team.

6. **Approval of minutes**

   a. January 6, 2023 – Reorganization meeting

Mayor Fitzpatrick called for comments. Hearing none, Mayor Fitzpatrick called for a motion to approve all sets of minutes presented above. On a motion by Committeeman Bartolomeo, seconded by Deputy Mayor Rizzuto and a unanimous roll call vote, the minutes were approved.

| RECORD OF VOTE | | | | | |
|---|---|---|---|---|---|
| | M S | Yes | No | NV | Ab |
| Mayor Fitzpatrick | | X | | | |
| Deputy Mayor Rizzuto | S | X | | | |
| Torchia Buss | | X | | | |
| Viola | | X | | | |
| Bartolomeo | M | X | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | |

7. **Old business**

a. Ordinance 2023-1: Bond ordinance amending, and supplementing bond ordinance number 2022-4 finally adopted by the Township Committee on April 27, 2022, to increase the appropriation therein by $300,000 and to increase the authorization of bonds or notes therein by $285,714 to finance part of the additional costs thereof

Mayor Fitzpatrick read the ordinance by title for second reading/public hearing. Mayor Fitzpatrick called for comments from the Township Committee. Hearing none, Mayor Fitzpatrick called for a motion to open the public hearing. On a motion by Committee Bartolomeo, seconded by Committeeman Viola and a unanimous voice vote, the public hearing was opened. As there was no comment from the public, Mayor Fitzpatrick called for a motion to close the public hearing. On a motion by Committeeman Bartolomeo, seconded by Deputy Mayor Rizzuto and a unanimous voice vote, the public hearing was closed. Mayor Fitzpatrick called for a motion to approve. On a motion by Committeeman Bartolomeo, seconded by Committeeman Viola and a unanimous roll call vote, the ordinance was adopted.

| RECORD OF VOTE | | | | | |
|---|---|---|---|---|---|
| | M S | Yes | No | NV | Ab |
| Mayor Fitzpatrick | | X | | | |
| Deputy Mayor Rizzuto | | X | | | |
| Torchia Buss | | X | | | |
| Viola | S | X | | | |
| Bartolomeo | M | X | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | |

b. Ordinance 2023-2: Ordinance amending section 2, "Establishment of fees", of Chapter 41, "Miscellaneous" of the code of Colts Neck Township, County of Monmouth, and State of New Jersey

Mayor Fitzpatrick read the ordinance by title for second reading/public hearing. Mayor Fitzpatrick called for comments from the Township Committee. Hearing none, Mayor Fitzpatrick called for a motion to open the public hearing. On a motion by Committee Viola, seconded by Committeeman Bartolomeo and a unanimous voice vote, the public hearing was opened. As there was no comment from the public, Mayor Fitzpatrick called for a motion to close the public hearing. On a motion by Committeeman Bartolomeo, seconded by Deputy Mayor Rizzuto and a unanimous voice vote, the public hearing was closed. Mayor Fitzpatrick called for a motion to approve. On a motion by Committeeman Viola, seconded by Committeeman Bartolomeo and a unanimous roll call vote, the ordinance was adopted.

| RECORD OF VOTE | | | | | |
|---|---|---|---|---|---|
| | M S | Yes | No | NV | Ab |
| Mayor Fitzpatrick | | X | | | |
| Deputy Mayor Rizzuto | | X | | | |
| Torchia Buss | | X | | | |
| Viola | M | X | | | |
| Bartolomeo | S | X | | | |

| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent |
|---|

**8. New business**

a. Resolution 2023-36: Confirming appointment of Secretary to the Architectural Review Committee and the Shade Tree Commission

Mayor Fitzpatrick called for comments. Hearing none, Mayor Fitzpatrick called for a motion to approve. On a motion by Committeeman Bartolomeo, seconded by Deputy Mayor Rizzuto and a unanimous roll call vote, the resolution was adopted.

| RECORD OF VOTE | | | | | |
|---|---|---|---|---|---|
| | M S | Yes | No | NV | Ab |
| Mayor Fitzpatrick | | X | | | |
| Deputy Mayor Rizzuto | S | X | | | |
| Torchia Buss | | X | | | |
| Viola | | X | | | |
| Bartolomeo | M | X | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | |

b. Resolution 2023-37: Confirming appointment to the Architectural Review Committee

Mayor Fitzpatrick called for comments. Hearing none, Mayor Fitzpatrick called for a motion to approve. On a motion by Committeeman Bartolomeo, seconded by Committeewoman Buss and a unanimous roll call vote, the resolution was adopted.

| RECORD OF VOTE | | | | | |
|---|---|---|---|---|---|
| | M S | Yes | No | NV | Ab |
| Mayor Fitzpatrick | | X | | | |
| Deputy Mayor Rizzuto | | X | | | |
| Torchia Buss | S | X | | | |
| Viola | | X | | | |
| Bartolomeo | M | X | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | |

c. Resolution 2023-38: Authorizing the exercising of third year option contract for lawn and field maintenance services for the Department of Public Works of Colts Neck Township

Mayor Fitzpatrick called for comments. Committeeman Viola commented that the services received from On-Site Landscaping are great, therefore, the township wishes to extend the contract for an additional year. Hearing no further comments, Mayor Fitzpatrick called for a motion to approve. On a motion by Committeeman Viola, seconded by Committeeman Bartolomeo and a unanimous roll call vote, the resolution was adopted.

| RECORD OF VOTE | | | | | |
|---|---|---|---|---|---|
| | M S | Yes | No | NV | Ab |
| Mayor Fitzpatrick | | X | | | |
| Deputy Mayor Rizzuto | | X | | | |
| Torchia Buss | | X | | | |
| Viola | M | X | | | |
| Bartolomeo | S | X | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | |

d. Resolution 2023-39: Authorizing formal transfer of funds – 2022 budget

Mayor Fitzpatrick called for comments. Administrator Capristo stated that this is routine for this time of year. Hearing no further comments, Mayor Fitzpatrick called for a motion to approve. On a motion by Committeeman Viola, seconded by Committeeman Bartolomeo, and a unanimous roll call vote, the resolution was adopted.

| RECORD OF VOTE | | | | | |
|---|---|---|---|---|---|
| | M S | Yes | No | NV | Ab |
| Mayor Fitzpatrick | | X | | | |
| Deputy Mayor Rizzuto | | X | | | |
| Torchia Buss | | X | | | |
| Viola | M | X | | | |
| Bartolomeo | S | X | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | |

e. Resolution 2023-40: Resolution authorizing a change order to the contract awarded to Earle Asphalt Company for the FY2022 Capital Road Improvement Program Phase II, Clover Hill Road project

Mayor Fitzpatrick called for comments. Administrator Capristo commented that this change order is a reduction in cost of over $72,000. Hearing no further comments, Mayor Fitzpatrick called for a motion to approve. On a motion by Committeeman Viola, seconded by Committeeman Bartolomeo and a unanimous roll call vote, the resolution was adopted.

| RECORD OF VOTE | | | | | |
|---|---|---|---|---|---|
| | M S | Yes | No | NV | Ab |
| Mayor Fitzpatrick | | X | | | |
| Deputy Mayor Rizzuto | | X | | | |
| Torchia Buss | | X | | | |
| Viola | M | X | | | |
| Bartolomeo | S | X | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | |

f. Consent Agenda

i. Resolution 2023-41: Confirming appointment of the Recreation Committee Chairman, John Cantalupo

ii. Resolution 2023-42: Confirming hiring Colts Neck Township Department of Public Works part time employee, Zachary Browne

Mayor Fitzpatrick called for a motion to approve. On a motion by Deputy Mayor Rizzuto, seconded by Committeeman Bartolomeo and a unanimous roll call vote, the resolutions on the consent agenda were approved.

| RECORD OF VOTE | | | | | |
|---|---|---|---|---|---|
| | M S | Yes | No | NV | Ab |
| Mayor Fitzpatrick | | X | | | |
| Deputy Mayor Rizzuto | M | X | | | |
| Torchia Buss | | X | | | |
| Viola | | X | | | |
| Bartolomeo | S | X | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | |

g. Approval of Vouchers

Committeeman Viola stated that he reviewed all of the vouchers and found all to be in order.

Mayor Fitzpatrick called for a second to Committeeman Viola's motion, seconded by Committeeman Bartolomeo and a unanimous roll call vote, the bills list was approved.

Committeeman Rizzuto recuses from any bills/vouchers in connection with the Colts Neck Fire Department.

Committeewoman Buss recuses from any bills/vouchers in connection with the shared municipal court with Holmdel Township.

Committeeman Viola recuses from any bills/vouchers in connection with Best Horticultural and Joleen Landscaping.

| RECORD OF VOTE | | | | | |
|---|---|---|---|---|---|
| | M S | Yes | No | NV | Ab |
| Mayor Fitzpatrick | | X | | | |
| Deputy Mayor Rizzuto | | X | | | |
| Torchia Buss | | X | | | |
| Viola | M | X | | | |
| Bartolomeo | S | X | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | |

h. Administrator's report

None.

i. Township Committee reports

**Committeeman Bartolomeo**

- Committeeman Bartolomeo reported that the new municipal building is moving along and nearing the end of the project. Committeeman Bartolomeo stated that the final certifications are being acquired and the township is looking forward to moving the employees into the building.
- Committeeman Bartolomeo stated that the Department of Public Works has completed Christmas Tree pick up.
- Committeeman Bartolomeo reminded residents to sign up for alerts and notifications on the township website and to utilize Report a Concern to report potholes seen around the town.
- Committeeman Bartolomeo stated that the Sports Foundation has a meeting scheduled for tomorrow evening. Committeeman Bartolomeo stated that the Sports Foundation may be attending the next Township Committee meeting to present some ideas for further improvements to Five Points Park.

**Committeeman Viola**

- Committeeman Viola reported that he attended the kickoff business card exchange hosted by the Colts Neck Business Association at the General Store.
- Committeeman Viola stated that he attended the meeting in Tinton Falls for the presentation of a proclamation to the oldest serving Mayor. Committeeman Viola stated that Tinton Falls also presented a proclamation to an active fireman for his 75th year of service.
- Committeeman Viola reported that the Colts Neck Fire Department responded to 360 calls in 2022.

**Committeewoman Buss**

- Committeewoman Buss thanked the General Store for hosting the Colts Neck Business Association business card exchange. Committeewoman Buss also

thanked the CNBA for their continuous support for various things in the township.

- Committeewoman Buss stated that the Prevention Alliance is finishing up the second part of their mental health training at the library tonight.
- Committeewoman Buss reported that she attended the Board of Education meeting which was there first meeting after their reorganization meeting. Committeewoman Buss reported that the BOE has one seat available as unfortunately one candidate did not meet the requirements. Committeewoman Buss stated that the Board interviewed three potential candidates. Committeewoman Buss commented that the Township is lucky to have people who step up to volunteer.
- Committeewoman Buss spoke about a program in the Elementary and Middle School called STEAM Tank. Committeewoman Buss explained that this program gives students the chance to invent, modify or use problem solving skills to solve real world problems. Committeewoman Buss stated that ten of the Colts Neck students have been chosen to move forward with the challenge.
- Committeewoman Buss spoke about the "opt-in and opt-out" option for parents in connection with the health education curriculum. Committeewoman Buss stated that parents can visit the Board of Education website to see the curriculum and noted that the state requires that the state curriculum is also posted on the website, however, the state curriculum is not necessarily what is being taught in the classroom.

**Deputy Mayor Rizzuto**

- Deputy Mayor Rizzuto reported that he attended the Historic Preservation Committee meeting and discussed possible improvements to the Montrose School.
- Deputy Mayor Rizzuto stated that he spoke with the First Aid Squad President and reviewed some typical housekeeping items and the upcoming budget.
- Deputy Mayor Rizzuto stated that the Police Department is very close to receiving accreditation and thanked everyone involved for their hard work throughout the accreditation process.

**Mayor Fitzpatrick**

- Mayor Fitzpatrick stated that she was very pleased to see the wonderful turnout for the Township Committee annual reorganization meeting and commented that the volunteer boards are full. Mayor Fitzpatrick thanked the residents for their volunteerism and for giving back to the Colts Neck community.
- Mayor Fitzpatrick reported that she also attended the business card exchange hosted by the Colts Neck Business Association at the General Store and it was a lovely event.
- Mayor Fitzpatrick reported that the Recreation Committee had their first meeting, John Cantalupo has been appointed as Chairman, and the committee discussed upcoming events.
- Mayor Fitzpatrick stated that she also attended the proclamation ceremonies in Tinton Falls for the oldest Mayor and the fireman for 75 years of service. Mayor Fitzpatrick stated that it was nice to see Tinton Falls honoring their elders.
- Mayor Fitzpatrick stated that she attended a Zoom meeting in connection with rewriting the Natural Resources Inventory.
- Mayor Fitzpatrick stated that she will not be hosting office hours in the new municipal building until the final certificate of occupancy has been obtained. Mayor Fitzpatrick stated that notification will be posted on the website when she is able to begin office hours.
- Mayor Fitzpatrick stated that she is looking forward to attending the Colts Neck Community Church's annual Chili Cook-Off this Sunday.

9. **Public Comment:**

Mayor Fitzpatrick called for a motion to open public comment. On a motion by Committeeman Bartolomeo, seconded by Committeewoman Buss and a unanimous voice vote, public comment was opened.

Allan Ryan, resident, commented how great it was tonight to honor David Kostka for his many years of volunteer service.

Fulton Wilcox, resident, commented that the township has not posted to the website the 2022 annual audit. Mr. Wilcox commented that the township's budget is approximately $14 million of which approximately $8 million is obtained from taxes. Mr. Wilcox stated that the township is being squeezed rather than in a favorable situation and commented that the new municipal building is a dead asset.

As there were no further comments and/or questions from the public, Mayor Bartolomeo called for a motion to close public comment. On a motion by Deputy Mayor Rizzuto, seconded by Committeeman Bartolomeo and a unanimous voice vote, public comment was closed.

10. **Discussion of Public Comment:**
Committeeman Viola responded to Mr. Wilcox stating that the 2022 audit has not been conducted and will not be available until mid-year. Committeeman Viola spoke about the bond rating received for the township and stated that the township would not have received such a high bond rating unless the township was fiscally worthy.

11. **Adjournment:**
As there was no further business, Mayor Fitzpatrick called for a motion to adjourn. On a motion by Committeeman Bartolomeo, seconded by Deputy Mayor Rizzuto and a unanimous voice vote, the meeting adjourned at 7:42 p.m.

Trina Lindsey, RMC
Municipal Clerk

**APPROVED: 02/08/23**