

OCTOBER 15, 2013

PAULSBORO, N.J.

7:00 P.M.

WORK SESSION MEETING

Council Chamber:

Mayor Hamilton presided at a Work Session Meeting of Council held on the above date and place.

Members present were: Council President Giovannitti, Councilman Haynes, Councilman Kidd, Councilman Stevenson, Councilwoman Turner. Absent: Councilman Giampola (excused).

Mayor Hamilton called the meeting to order.

Borough Clerk VanScoy read the opening statement regarding the Open Public Meetings Act.

Mayor Hamilton opened the floor to the public, asked to give their name and address and reminded everyone there was a five (5) minute time limit.

Linda Pilger, 600 King Street, stated she was in court Monday for the neighbor's two (2) rottweilers. She was also in court in July for four and a half (4½) hours regarding the rottweilers running loose. The Prosecutor and the Judge dismissed one (1) ticket gave two (2) \$25.00 fines. She asked if anyone could talk with the Prosecutor regarding the downgrading of the tickets and the Prosecutor also asked the defendant if the fines were okay with him.

Solicitor Angelini stated there is a limit to what can and can't tell the Judge but he can have a conversation with the Prosecutor.

Mayor Hamilton questioned if Mrs. Pilger called the Animal Control.

Mrs. Pilger stated she did not as by the time Animal Control gets out, the rottweilers are back in the house.

Elwood Hampton, Jr. questioned the status of the paper road request. He explained the property in question and stated the only people that would be affected are himself and his sister and she doesn't have any problem with his acquiring the property. He has maintained this paper road for 17 years.

Mayor Hamilton stated it will be looked into.

Councilwoman Turner stated this discussion is on the agenda. She has talked with the property committee and she asked to have the Engineer look at the property to ascertain where the property lines are located. She recommended that a professional go and look at this piece of property.

Mayor Hamilton stated the Administrator will look into this and a letter would be needed from Mr. Hampton's sister regarding the property.

Councilwoman Turner moved and Councilman Haynes seconded to have the Engineer review the paper road request and recommend to Council. All were in favor of the motion.

Rhone Carr, DocuVault, gave a presentation on DocuVault's proposal for the offsite storage, indexing and retention of the Borough's records as well as retrieval for any OPRA requests. The initial cost would be \$6,325.00 and then the monthly fee is about \$270.68. The annual cost for storage and service is \$3,398.40 (12 months x \$283.20 per month).

R. #183.13: RESOLUTION AUTHORIZING AN EXECUTIVE SESSION OF THE BOROUGH COUNCIL OF THE BOROUGH OF PAULSBORO, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY. Council President Giovannitti moved and Councilman Haynes seconded to adopt R. #183.13. Roll call: Ayes: Council President Giovannitti, Councilman Haynes, Councilman Kidd, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

The general nature of the subject to be discussed at said closed meeting shall be to discuss anticipated litigation involving Conrail, Dow Chemical, the PILOT Agreement for the Port Project and Memorandum of Understanding Agreement for the Police Chief and Captain.

At 7:35 p.m., Mayor and Council convened in Executive Session.

At 8:53 p.m., Mayor and Council returned to open session.

Solicitor Angelini stated Mayor and Council discussed the terms and conditions of the Memorandum of Understanding agreements with Chief Wachter and Captain Marino.

R. #184.13: RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE BOROUGH OF PAULSBORO AND CHRIS T. WACHTER, CHIEF OF POLICE, BOROUGH OF

PAULSBORO POLICE DEPARTMENT. Council President Giovannitti moved and Councilman Haynes seconded to adopt R. #184.13. Roll call: Ayes: Council President Giovannitti, Councilman Haynes, Councilman Kidd, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

R. #185.13: RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE BOROUGH OF PAULSBORO AND VERNON R. MARINO, CAPTAIN OF POLICE, BOROUGH OF PAULSBORO POLICE DEPARTMENT. Council President Giovannitti moved and Councilman Haynes seconded to adopt R. #185.13. Roll call: Ayes: Council President Giovannitti, Councilman Haynes, Councilman Kidd, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

Solicitor Angelini stated Mayor and Council also discussed in Executive Session their wishes to retain Bradley Campbell, Esq. for action against Conrail and Dow Chemical.

R. #186.13: RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES CONTRACT BETWEEN THE BOROUGH OF PAULSBORO AND BRADLEY CAMPBELL, ESQUIRE TO PROVIDE CERTAIN LEGAL SERVICES IN MATTERS INVOLVING CONRAIL CORPORATION AND DOW CHEMICAL CORPORATION. Council President Giovannitti moved and Councilman Haynes seconded to adopt R. #186.13. Roll call: Ayes: Council President Giovannitti, Councilman Haynes, Councilman Kidd, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

Minutes of a Work Session Meeting held on September 17, 2013 at 7:00 p.m. Council President Giovannitti moved and Councilman Haynes seconded to receive, file and adopt the above minutes. All were in favor of the motion.

R. #187.13: RESOLUTION PROVIDING FOR THE PAYMENT OF BILLS OUT OF THE 2013 BUDGET. Council President Giovannitti moved and Councilman Haynes seconded to pay all bills properly signed and adopt R. #187.13. Roll call: Ayes: Council President Giovannitti, Councilman Haynes, Councilman Kidd, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

Letter from Paulsboro High School requesting permission to conduct the annual Homecoming Parade on Saturday, October 19, 2013 at 9:00 a.m. The parade will commence at the Paulsboro Fire House and proceed down Delaware Street and end at the Paulsboro High School. Council President Giovannitti moved and Councilman Haynes seconded to receive, file the letter, approve their request and notify the proper departments. All were in favor of the motion.

Administrator's Report:

Administrator/CFO Ruggeri discussed a Resolution to withdraw from the Southern New Jersey Regional Employee Benefit Fund.

R. #188.13: RESOLUTION OF THE BOROUGH OF PAULSBORO TO APPROVE THE WITHDRAW FROM THE SOUTHERN NEW JERSEY REGIONAL EMPLOYEE BENEFIT FUND. Council President Giovannitti moved and Councilman Stevenson seconded to adopt R. #188.13: Roll call: Ayes: Council President Giovannitti, Councilman Haynes, Councilman Kidd, Councilman Stevenson, Councilwoman Turner.

Administrator/CFO Ruggeri discussed the Nassau, Lincoln and Beacon Avenues flooding issue to jet lines and get a TV from Woodbury. She has spoken with the Woodbury Administrator regarding their assistance with the lines around the water tower. She stated Woodbury will clean out the lines. She will have Borough Foreman Tinder to reach out to Woodbury. There will be no cost but Woodbury felt the Borough could help out next time with a shared service in the future.

Administrator/CFO Ruggeri discussed TA Operating v. Paulsboro. The Borough received a bill for a claim from 2008 in the amount of \$10,959 to the Municipal Excess Liability Joint Insurance Fund. She will reach out to the JIF and if it has to be paid it will be placed on the next bill list.

Administrator/CFO Ruggeri discussed the lease agreement with Frederick Plotnick, Block 42 Lot 7. She questioned if the Mayor and Council wanted to continue with the agreement. This item was held.

Administrator/CFO Ruggeri discussed the NJSLOM Conference.

Administrator/CFO Ruggeri discussed the Flexible Spending Plan (Section 125) in conjunction with instituting Chapter 78. She explained it is a plan offered by an outside company to employees in regards to their health benefits. She stated she will be bringing forth the plan and all of the companies at the next meeting.

Borough Clerk VanScoy excused herself from the meeting at 9:25 p.m.

Police Chief's Report:

Chief Wachter is asking for permission to advertise for and hire experienced SLEO II Officers. The Department is down to two (2) SLEO II Officers. He is looking for already certified Class II that already has their PTC Certification so that he doesn't have to send them to the Academy.

Council President Giovannitti moved and Councilman Stevenson seconded to authorize Chief Wachter to advertise and hire two (2) SLEO Class II Officers. All were in favor of the motion.

Chief Wachter recommended the curfew for Halloween to be 8:00 p.m. on October 30 and October 31, 2013.

Council President Giovannitti moved and Councilman Stevenson seconded to change the curfew to 8:00 p.m. on October 30th and 31st, 2013. All were in favor of the motion.

Chief Wachter stated the Captain was nominated to attend the FBI National Law Enforcement Academy in Quantico, VA Spring (April) 2014. In the law enforcement profession, this is exceptionally prestigious. Only 1% of all law enforcement officers in the United States get nominated to attend. If he is approved, the Captain will be attending classes with Police Officers from all over the world. He is the first from Paulsboro to ever get nominated to attend. Chief Wachter would like to send him and he is asking for Mayor and Council's support. It is a ten week program in Quantico, VA and it is 100% paid for by the FBI. It is very prestigious for the Borough to have an NA graduate.

Council President Giovannitti moved and Councilman Kidd seconded to send Captain Marino to the FBI Academy in April 2014 for ten weeks as per Chief Wachter's recommendation. All were in favor the motion.

Chief Wachter informed Mayor and Council that the "Chirp Grant" is done and the grant will be closed out. There is a question that the Borough did not spend it all by the due date because the Borough started almost nine (9) months too late. The Borough may have to return a little bit of the money but it is only a couple thousand in salary and he will work that out with the Administrator and the federal government.

Chief Wachter discussed the letter that was sent to the NJDOT regarding the pedestrian safety corridor. He had an inspector by the name of Jim Mentzer who is a retired Police Officer out of Monroe Township. He is working with the Police Department and it looks like the Borough is going to get some enhanced signage. He did an audit from the black bridge to Berkley Road and there were a lot of signs that were improperly placed, improper signs and missing signs and it will be redone as well as the crosswalks. There will be three (3) crosswalks at Delaware Street, Spruce Street and Pine Street, mainly because they are school crossing points. He had to talk with Dr. Quint and the school board and they are going to pass a resolution at the end of October dedicating those three (3) street crosswalks as official school crossing points and with that will come new signage as well as school crossing signs. NJDOT is also going to re-stripe the three (3) crossings. He is asking Mayor and Council if they would want the Pedestrian signs in the middle of the street. He would also like to take this philosophy and transfer it to Delaware Street on a municipal level, Broad Street to the High School as a pedestrian safety zone because this is the corridor where the kids walk. He will discuss this with the

Administrator and the Borough Foreman. He further asked Mayor and Council to start thinking about adding a couple of more crossing guards in 2014 if the money is available and possibly adding another Police Officer.

Mayor Hamilton discussed appointment of the JIF Safety Coordinator. He recommended Herman Schoch at the last meeting and it was felt it would be discussed further at this meeting.

Councilman Haynes stated he did not have any problem with the person per se but his problem is taking a subordinate to have to make meetings, do reports and delegate tasks back to a Supervisor or Department Head. He has a problem with that. He doesn't think it is proper especially when the Department Heads have to be more accountable. It should be a department head person in that position. There is going to be meetings at night time, how is he paid, overtime and if he has to attend a meeting during the day he is out of the work force for four or five hours and the Council is trying to add people to the work force and then taking that person away. He is one of the better workers and more stuff gets done with him and he felt it would hurt the Borough.

Mayor Hamilton also recommended Joan Lutz.

Councilman Haynes felt it should be someone within the Department such as one of the Department Heads.

Mayor Hamilton stated Mrs. Lutz works in the Code Office.

Councilman Stevenson also felt it should be a full time Department Head.

Mayor and Council further discussed the JIF Safety Coordinator position.

Mayor Hamilton will recommend another name.

Mayor Hamilton recommended appointing Natasha Lavard and Steven O'Leary to the Recreation Committee.

Councilwoman Turner moved and Councilman Kidd seconded to appoint Natasha Lavard and Steven O'Leary to the Recreation Committee. All were in favor of the motion.

Mayor and Council discussed the Interlocal Services Agreement between the Housing Authority of Gloucester County and the Borough of Paulsboro.

**R. #189.13: RESOLUTION OF THE BOROUGH OF PAULSBORO
AUTHORIZING RENEWAL OF AN INTERLOCAL SERVICES AGREEMENT**

WITH THE HOUSING AUTHORITY OF GLOUCESTER COUNTY FOR THE PERFORMANCE OF CERTAIN INSPECTIONS IN CONNECTION WITH THE SECTION 8 HOUSING PROGRAM. Council President Giovannitti moved and Councilman Stevenson seconded to adopt R. #189.13. Roll call: Ayes: Council President Giovannitti, Councilman Haynes, Councilman Kidd, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

Council President Giovannitti stated he saw something on the Agenda regarding flooding on certain streets that would have been through his committee and not another Council persons Committee. He respectfully asked that Council communicate with each other with issues involving other committees. He further discussed email communications between the Governing Body. He felt all electronic notification should be through email starting January 1st. This will be the official form of notifications from department heads to the members of the Governing Body. Council needs to work through department heads and item #17 should not have been placed on the agenda without going through him.

Councilman Kidd stated the most important thing is that everyone is notified.

Councilman Kidd discussed the job description of the Code Enforcement Officer. He received a copy of the job description and it should have come before Mayor and Council before it was placed on the website.

Administrator/CFO Ruggeri stated she wrote the job description. Keith left in July and she needed to get this moving so she wrote the job description. The qualifications are not mandatory, they are preferences. It was posted by all time clocks for all employees to see before it was advertised but it was probably posted only one or two days before it was advertised.

Councilman Kidd discussed flooding issues at W. Madison and Spruce Streets, W. Monroe and Spruce Streets, W. Monroe and Cox Streets, W. Monroe and Newton Streets and W. Monroe to Pennline Streets.

Mayor Hamilton informed Councilman Kidd that Woodbury stated they would help out the Borough with the flooding issues by the Water Tower and the Borough could probably get them back for these streets as well.

Councilman Kidd stated he mentioned this several meetings ago and he did not make a motion. It was more of a point of information. The reason he placed it on the agenda this time was to include it when other sections of town are done. He wasn't thinking about stepping on anyone's Committee.

Council President Giovannitti stated the Committee would look into the above.

Mayor and Council further discussed the Hampton Paper Road request.

Administrator/CFO Ruggeri stated the Engineer will look at the property.

Councilwoman Turner discussed the banners request by the Chamber of Commerce to be placed on the black poles. She stated the Chamber of Commerce want to post banners 10 feet up the lamp poles on the sidewalk side and wants the Street and Highway Department to replace them four (4) times a year. There isn't any need for special equipment to hang these banners. The banner size is 18" x 30" with a clamp on bracket nothing real fancy. He has built in money for repairs so if the brackets break, he will be able to replace them. Mr. Foley will store the banners at the Funeral Home or at Weiss True Value. Mr. Foley also said he would work with the Mayor and Council on the selection of the banners but they would be seasonal. The banners are going to be vinyl type of fabric with very generic designs. There are 32 poles and he wants to start in the winter of 2014.

Councilman Stevenson moved and Councilman Kidd seconded to comply with the Chamber of Commerce to hang banners four (4) times a year and work through the Community Betterment Committee on the design. All were in favor of the motion.

Councilwoman Turner discussed holding a public property sale.

Solicitor Angelini explained it has to be advertised in a newspaper, circulating in town which the property is located at a public auction and awarded to the highest bidder. The sale must be advertised once a week for two (2) consecutive weeks and the last publication can't be earlier than seven (7) days prior to the sale. A minimum price can be attached to the sale, retain the ability to reject all bids if the highest bid is not accepted and can place other restrictions on the properties.

Councilwoman Turner moved and Council President Giovannitti seconded to start the process to sell some Borough properties and to advertise. All were in favor of the motion.

Councilwoman Turner discussed the Soccer field property. She stated the realtor from Plains Terminal would like to buy the field and put empty trucks on it. They need an acre of land to park empty trucks and their cars. They call it a staging area.

Mayor and Council further discussed the Plains Terminal request.

Councilman Haynes stated he was not for putting it in a residential neighborhood or on South Delaware Street. He further stated to tell them to go see the individuals at the Port and maybe the Port will let them build a parking lot inside the Port area.

Councilman Stevenson stated he will talk with the Administrator regarding a purchasing procedure and will put this item on hold until the next Work Session Meeting.

Mayor and Council further discussed the lease with Mr. Plotnick at the Soccer field.

Solicitor Angelini suggested Council table this discussion until another time.

Administrator/CFO Ruggeri discussed on behalf of Councilman Giampola the Code procedures in reference to abandoned properties/high grass violations. The process is the Code Secretary receives a complaint via a message or a complaint form filled out by a resident. The complaint is handed over to the Code Enforcement Officer and in the interim the Secretary is utilizing Phil Zimm and John Batista. The complaint is verified via an inspection of the property. Notice is then sent to the property owner and two violation stickers are placed on the property. A door knocker is placed on an occupied property. The stickers will have violation noted and date of abatement. There is a ten (10) day abatement period. The process takes a little bit of time. Upon the abatement date, the Code Office will inspect the property and note if the violation has been corrected. If the violation has not been corrected then a work order will be issued for the Borough to correct the violation and a ticket will be issued. This procedure is only applied to vacant properties and tickets will only be issued to occupied properties. The Code Secretary will receive the work order and verify that all the information is correct and the work order is then turned over to the Administrator. The Administrator will get with the Borough Foreman to discuss what has to be corrected and then the Administrator will place a lien on the property to recoup the cost of the violation. No actions will be taken unless approved by the Administrator and this includes residents, department heads and council members. Everything has to go through the Administrator.

There wasn't any further Borough business.

Council President Giovannitti moved and Councilman Stevenson seconded to adjourn the meeting at 10:40 p.m. All were in favor of the motion.

This is a brief summary of the Work Session Meeting of the Mayor and Council of the Borough of Paulsboro held on October 15, 2013 and should not be considered a verbatim transcript of the meeting.

Respectfully submitted,

Kathy A. VanScoy, RMC/CMC
Borough Clerk

W. Jeffery Hamilton, Mayor