

**SEPTEMBER 15, 2015**

**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.

Mayor Hamilton called the meeting to order.

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

Members present were: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Absent: Councilwoman Turner (Excused).

Privilege of the Floor:

Council President Kidd moved and Councilman Holloway seconded to open the floor to the public at 7:05 p.m. All were in favor of the motion.

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

Cheryl Scott, 1645 Swedesboro Avenue, thanked Mayor and Council on behalf of the churches for supporting the churches with the Crusade event.

There wasn't any further public participation.

Councilman Stevenson moved and Councilman Giovannitti seconded to close the floor to the public at 7:07 p.m. All were in favor of the motion.

**R. #171.15: RESOLUTION PROVIDING FOR THE PAYMENT OF THE BILLS OUT OF THE 2015 BUDGET.** Council President Kidd moved and Councilman Giovannitti seconded to pay all bills properly signed and adopt R. #171.15.

Council President Kidd questioned a bill on the 3<sup>rd</sup> page, Voucher #15-01578 to A&P Plumbing regarding the Ambulance Building.

Fire Chief Giampola stated the bill was to pay to fix the hot water heater as it went bad and two pipes broke, replaced faucets and replaced valves in the wash tub basin.

Council President Kidd stated he questioned the Property Committee Chair and she wasn't aware of the bill.

Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Nays: None. **Motion carried.**

Memo from Members of AFSCME Local #3303 regarding request to exchange Election Day for Christmas Eve. Councilman Stevenson moved and Councilman Giovannitti seconded to receive, file the memo and approve the request.

Councilman Stevenson stated this has been approved before in previous years and he felt the employees should spend time with their families for the holidays.

Mayor Hamilton questioned if the Public Works Department would still be working.

Acting Water/Sewer Superintendent Reed stated the Water and Sewer Department works 365 days a year.

Councilman Giovannitti stated the Street and Highway Department would be off.

Councilman Gatewood questioned why it is swapped every year.

Councilman Stevenson stated the Departments are in a Union and it is not in their contract as the days are different every year and they have to request which days.

All were in favor of the above motion.

CFO/Acting Administrator's Report:

CFO/Acting Administrator Boyer discussed the Cell Tower Leases. She has retained the services of NW Financial to look into the sale of the Borough's cell tower leases. She had a meeting last week and gave them all of the necessary information they need to give their opinion. They had just finished a report for another municipality for the same thing so they have the necessary experience. Nick Petroni, Auditor, recommended that the Borough have them look over the Bonds and Notes. He recommended looking into permanent financing and the financial advisor could give the Borough their options and tax impact on the

Borough. She is asking Mayor and Council to give her permission to have them look at this once the tower lease work is completed.

CFO/Acting Administrator Boyer reports that residents can now view their taxes and water/sewer payment right on the Borough's web-site. In the future, she will be adding the ability to pay their taxes on line. She stated there has been a great deal of changes going on and she would like to take things one step at a time. She further stated the Tax Sale will be held on Tuesday, October 13<sup>th</sup>, 2015. She had a meeting with Tax Collector Widener and Water/Sewer Clerk Costenbader to find out how the sale is handled and what assistance they will need. The Finance Department is ready and all employees are willing to help make the sale go as smoothly as possible.

CFO/Acting Administrator Boyer stated after collecting all the documents from the previous Administrator, there were many items which needed immediate attention. There were about eight (8) letters from the Division of Pensions which had second and third requests. She is in the process of taking care of these items. The most important letter from the Division of Pensions was for Chief Wachter. They had requested several times for his salary rates dating back to 2009. Pensions had also sent her a fax on August 10<sup>th</sup>, once again requesting this information. They said if the information was not completed immediately, the Chief would retire at a reduced pension rate. After meeting with the Chief, the paper work was completed and sent back to Pensions. The retro pension spreadsheet from the audit has not been started. She is working on this at home and when she has time at work and she is making progress. The information from when the retros were done is a bit confusing which is why it is not yet completed.

CFO/Acting Administrator Boyer also stated the Municipal Alliance Grant reports for the 2<sup>nd</sup> quarter of 2015 were due on June 30<sup>th</sup>. She received a call from the County Coordinator and gave her the necessary information to complete the paper work. Had she not completed this report, the Borough would have lost the grant. This is around \$10,000 a year which is used explicitly for drug and alcohol programs for the community.

CFO/Acting Administrator Boyer further stated she has been working with Borough Foreman Tinder with many projects around the Borough. They have taken care of all of the necessary paper work to obtain the new Chipper for the Borough. The specifications are in the Mayor and Council's packets and they will be ordering this within the next couple of weeks. She is requesting Council approve the resolution to purchase the chipper through National Cooperative purchasing. Another major item she is working on with Borough Foreman Tinder is the issue with the trash. With all of the complaints the Borough has been receiving from the residents, they are trying to keep the trash collector's in the Borough collecting. The problem is the Borough doesn't have a contract. The contract ran out in March

of this year, there isn't a month to month contract and nothing was done to put a new bid out. She found a 2007 copy of the trash bid specifications and Borough Foreman Tinder and herself modified it to fit the present needs. The Trash Bid Specifications were sent over to the Solicitor today for him to review prior to putting it out to bid. The new contract will start in January 2016. The Borough is experiencing many issues with the trash company, but at this point, the Borough has to be grateful they are still coming since there isn't a contract. Other contracts that have expired are the postage machine and the copier maintenance contract. She has the copier maintenance contract taken care of and a meeting is set up with the company for the postage machine. Both of these contracts expired on June 30<sup>th</sup> of this year.

CFO/Acting Administrator Boyer reported that in Mayor and Council's packets, there are also the quotes for many other projects. She is requesting Council to make a motion to move on these projects which have been needed for quite some time. These are the projects from the Bond Ordinance which had a second reading at the September 1<sup>st</sup> Council meeting. She would like Council to give their approval for the following projects:

Permission to move forward on the sound system for the Clerk and the Court Offices.

Permission to move on the replacement of the air conditioning units. (Borough Foreman Tinder and herself have a meeting with the contractor who did the roof on September 25<sup>th</sup> to see how much of a credit the Borough will receive.)

Permission to move forward on the roof repairs for the Getz Building and the Highway Garage roof.

CFO/Acting Administrator Boyer stated the Water/Sewer Department has a request to enter into a contract with Sickle and Associates for Back up Operator for Water/Sewer Acting Superintendent Michael Reed. The State requires every municipality to have a back-up. Unfortunately, the Borough is a Level T-4 and there aren't any municipalities in the County who have or need this level of training. The contract is for \$225.00 a month and is something the Borough really needs to do.

CFO/Acting Administrator Boyer stated she had a meeting with Steve Anuszewski who handles the employee health benefits. She said the Borough will have an increase in the group health insurance and he will let her know as soon as possible how much it will be. She had a meeting scheduled with Triad Associates on Wednesday, September 23<sup>rd</sup> to go over the projects in progress and what is coming up in future months. Triad needed to schedule the meeting in the morning, so she will either switch her day that she goes to Deerfield or go in the afternoon

instead. She received a call from Ray Jordan at T & M Associates. Councilman Holloway spoke to him about the NJDOT project for Spruce Street and the possibility of doing the whole street. The Borough has the funds from the recent Bond Ordinance for roads. T & M are getting ready to put this project out to bid. Mr. Jordan would like authorization as soon as possible as to whether the Borough wants the whole street completed from Broad Street to Monroe Street so the specifications can be modified. Finally, she will be away from Wednesday through Friday this week. She will be attending the Government Finance Officers Conference in Atlantic City. CMFO's must maintain their certification by having 30 credits (hours) of classes every two (2) years. QPA's must have 20 credits (hours) every three (3) years. Many of her credits can be used for both certifications, but there are differences. She is comfortable leaving the Finance Office as well as the other departments while she is at the conference. She will be able to be reached on her cell phone and she can return calls between classes. She will also have her personal lap top with her to take care of any other business necessary.

**R. #172.15: RESOLUTION APPROVING THE PURCHASE OF GOODS OR SERVICES THROUGH THE USE OF NJPA CONTRACT – NATIONAL COOPERATIVE CONTRACT.** Council President Kidd moved and Councilman Holloway seconded to adopt R. #172.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Nays: None. Motion carried.

Council President Kidd moved and Councilman Holloway seconded to authorize CFO/Acting Administrator Boyer to move forward with the purchases of the sound systems for the Clerk and the Court Office, the air conditioning units and the roof repairs at the Getz Building and the Borough Garage. All were in favor of the motion.

**R. #173.15: RESOLUTION OF THE BOROUGH OF PAULSBORO APPOINTING SICKELS AND ASSOCIATES AS THE BACKUP OPERATOR TO MIKE REED IN THE PAULSBORO WATER AND SEWER DEPARTMENT.** Council President Kidd moved and Councilman Holloway seconded to adopt R. #173.15: Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Nays: None. Motion carried.

**R. #174.15: RESOLUTION OF THE BOROUGH OF PAULSBORO AUTHORIZING THE BOROUGH OF PAULSBORO TO MOVE FORWARD IN PAVING ALL OF SPRUCE STREET.** Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #174.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Nays: None. Motion carried.

Council President Kidd moved and Councilman Giovannitti seconded to authorize CFO/Acting Administrator Boyer to move forward with the trash bid

specifications and to advertise. All were in favor of the motion.

Police Chief's Report:

Memo from Chief Vernon R. Marino regarding request to hire part-time Crossing Guards. Council President Kidd moved and Councilman Stevenson seconded to receive and file the memo. All were in favor of the motion.

Chief Marino recommended two (2) names for the part-time Crossing Guard positions and they are Debra Raively and Theodore Garretson.

**R. #175.15: RESOLUTION APPOINTING ALTERNATE SCHOOL CROSSING GUARDS.** Councilman Giovannitti moved and Councilman Stevenson seconded to adopt R. #175.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Nays: None. **Motion carried.**

Memo from Chief Vernon R. Marino regarding Resolution providing for participation with LESO. Councilman Stevenson moved and Councilman Giovannitti seconded to receive and file the memo. All were in favor of the motion.

**R. #176.15: RESOLUTION AUTHORIZING PARTICIPATION IN SECTION 1033 PROGRAM FOR PROCUREMENT OF FEDERAL SURPLUS PROPERTY FROM THE DEPARTMENT OF DEFENSE AND DELEGATING AUTHORITY FOR LOCAL ADMINISTRATION OF PARTICIPATION IN THE PROGRAM.** Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #176.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Nays: None. **Motion carried.**

Memo from Chief Vernon R. Marino regarding Liquor Law violations re: Riverside Inn License #0814-33-008-0110, 34 Riverview Avenue. Councilman Stevenson moved and Council President Kidd seconded to receive, file the memo and add this discussion in Executive Session. All were in favor of the motion.

Memo from Chief Vernon Marino regarding recommendation for Liquor License renewals for 2015-2016 for the following:

Carmel S. Morina Lodge #2580 Sons of Italy in America  
Greater Paulsboro Lodge 575 I.B.P.O.E. of W., Inc.  
Marilyn T. Hess T/A Alibi Inn  
Jolly Raj  
Billingsport Spirits, Inc. T/A Benny's on the Rail  
Owen C. Haynes, Sr. T/A Riverside Inn  
Lawrence-Shacklock Enterprises, Inc. T/A The Office Bar and Grill

Chief Marino is recommending the renewal for all the establishments as well as keeping the current conditions on the Riverside Inn and Benny's on the Rail.

Councilman Stevenson moved and Councilman Giovannitti seconded to receive and file the memo. All were in favor of the motion.

**R. #177.15: RESOLUTION PROVIDING FOR THE RENEWAL OF A CLUB LICENSE #0814-31-024-002 CARMEL S. MORINA LODGE #2580 SONS OF ITALY IN AMERICA. (Councilman Giovannitti abstained.)**

**R. #178.15: RESOLUTION PROVIDING FOR THE RENEWAL OF A CLUB LICENSE #0814-31-017-001 GREATER PAULSBORO LODGE 575 I.B.P.O.E. OF W., INC.**

**R. #179.15: RESOLUTION PROVIDING FOR THE RENEWAL OF A PLENARY RETAIL CONSUMPTION LICENSE #0814-33-006-009 MARILYN T. HESS T/A ALIBI INN.**

**R. #180.15: RESOLUTION PROVIDING FOR THE RENEWAL OF A PLENARY RETAIL CONSUMPTION LICENSE #0814-33-009-005 JOLLY RAJ, INC.**

**R. #181.15: RESOLUTION PROVIDING FOR THE RENEWAL OF A PLENARY RETAIL CONSUMPTION LICENSE #0814-33-010-004 BILLINGSPORT SPIRITS, INC. T/A BENNY'S ON THE RAIL (With current conditions.)**

**R. #182.15: RESOLUTION PROVIDING FOR THE RENEWAL OF A PLENARY RETAIL CONSUMPTION LICENSE #0814-33-008-011 OWEN C. HAYNES, SR. T/A RIVERSIDE INN. (With current conditions.)**

**R. #183.15: RESOLUTION PROVIDING FOR THE RENEWAL OF A PLENARY RETAIL CONSUMPTION LICENSE #0814-33-011-004 LAWRENCE-SHACKLOCK ENTERPRISES, INC. T/A THE OFFICE BAR & GRILL.**

Council President Kidd moved and Councilman Stevenson seconded to adopt R. #177.15 to R. #183.15 with the same conditions as last year on R. #181.15 Benny's on the Rail and R. #182.15 Riverside Inn. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti (abstained on R. #177.15), Councilman Holloway, Councilman Stevenson. Nays: None. **Motion carried.**

Councilman Giovannitti discussed the Ordinance of the Borough of Paulsboro Amending Chapter 69: Streets and Sidewalks of the Code of the Borough of Paulsboro.

Solicitor Angelini explained Chapter 69-37 will be deleted.

**INTRODUCTION AND FIRST READING:**

**O. #09.15: AN ORDINANCE OF THE BOROUGH OF PAULSBORO AMENDING CHAPTER 69: STREETS AND SIDEWALKS OF THE CODE OF THE BOROUGH OF PAULSBORO.** Councilman Giovannitti moved and Councilman Stevenson seconded to adopt O. #09.15 on introduction and first reading and schedule the second reading and public hearing on October 6, 2015. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Nays: None. **Motion carried.**

Councilman Giovannitti discussed an Ordinance of Paulsboro Creating Article\_\_\_ of Chapter\_\_\_ of Paulsboro Code of Ordinances, to be entitled “Abandoned Real Property”; providing for purpose, intent and applicability of the Ordinance; requiring the registration and maintenance of certain real property by Mortgagees; providing for penalties and enforcement, as well as the regulation, limitation and reduction of abandoned real property within the Paulsboro; providing for severability, repealer, codification and an effective date.

**INTRODUCTION AND FIRST READING:**

**O. #10.15: AN ORDINANCE OF PAULSBORO, CREATING ARTICLE \_\_\_ OF CHAPTER \_\_\_ OF PAULSBORO CODE OF ORDINANCES, TO BE ENTITLED "ABANDONED REAL PROPERTY"; PROVIDING FOR PURPOSE, INTENT AND APPLICABILITY OF THE ORDINANCE; REQUIRING THE REGISTRATION AND MAINTENANCE OF CERTAIN REAL PROPERTY BY MORTGAGEES; PROVIDING FOR PENALTIES AND ENFORCEMENT, AS WELL AS THE REGULATION, LIMITATION AND REDUCTION OF ABANDONED REAL PROPERTY WITHIN THE PAULSBORO; PROVIDING FOR SEVERABILITY, REPEALER, CODIFICATION, AND AN EFFECTIVE DATE.** Councilman Giovannitti moved and Councilman Stevenson seconded to adopt O. #10.15 on introduction and first reading and schedule the second reading and public hearing on October 6, 2015. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Nays: None. **Motion carried.**

Councilman Giovannitti discussed a Resolution Authorizing Execution of a Shared Service Agreement between the Borough of Paulsboro and the County of

Gloucester for the participation in a County-wide Registration Program for Abandoned Properties.

**R. #184.15: RESOLUTION AUTHORIZING EXECUTION OF A SHARED SERVICE AGREEMENT BETWEEN THE BOROUGH OF PAULSBORO AND THE COUNTY OF GLOUCESTER FOR THE PARTICIPATION IN A COUNTY-WIDE REGISTRATION PROGRAM FOR ABANDONED PROPERTIES.**

Councilman Giovannitti moved and Councilman Stevenson seconded to adopt R. #184.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Nays: None. **Motion carried.**

Councilman Giovannitti stated the Committee is reviewing another Ordinance regarding Abandoned Properties that will give more teeth to the Ordinance. He gave “kudos” to Code Enforcement Officer Bender and Solicitor Angelini.

Council President Kidd questioned if Mayor Maley from Collingswood would be attending a meeting to explain the above additional Ordinance.

Councilman Giovannitti stated yes at a future meeting.

**R. #185.15: RESOLUTION AUTHORIZING AN EXECUTIVE SESSION OF THE BOROUGH COUNCIL OF THE BOROUGH OF PAULSBORO, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY.** Council President Kidd moved and Councilman Stevenson seconded to adopt R. #185.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson. Nays: None. **Motion carried.**

Mayor and Council went into Executive Session regarding potential litigation in reference to the Riverside Inn and the Landlord Licensing Ordinance.

Mayor and Council recessed at 7:41 p.m.

Mayor and Council went into Executive Session at 7:45 p.m.

Mayor and Council reconvened the Work Session Meeting at 8:07 p.m.

Councilman Giovannitti moved and Councilman Holloway seconded to authorize Chief Marino to move forward with charges with New Jersey Division of Alcoholic Beverage Control regarding the Riverside Inn. All were in favor of the motion.

Councilman Giovannitti recommended sending a letter to the State Legislators requesting assistance with reinstating fees for the Landlord Licensing Ordinance.

Councilman Giovannitti moved and Councilman Stevenson seconded to send a letter to the State Legislators regarding the above. All were in favor of the motion except Councilman Gatewood abstained.

Councilwoman Turner arrived for the meeting at 8:10 p.m.

Chief Marino asked if everyone was getting their emails. There have been three (3) separate shootings and he is confident all three (3) suspects will be arrested. They have already made two (2) arrests. All three (3) shootings were isolated incidents. The Police Department has identified the suspect in the third incident on East Adams Street but they aren't receiving any cooperation from the victim or the witnesses.

Chief Marino reported they have done three (3) search warrants and one (1) search warrant was done at the corner store called Pearl's Girls. The Police Department seized a couple thousand dollars in forfeiture money.

Chief Marino further reported they have stepped up patrols and moving people along. This past weekend was very quiet. They have recovered an assault rifle, AK-14 but haven't identified the owner yet but it is off the street.

There wasn't any further Borough business.

Councilman Giovannitti moved and Councilman Stevenson seconded to adjourn the meeting at 8:14 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 September 15, 2015 and should not be considered a verbatim transcript of the meeting.

Respectfully submitted,

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Kathy A. VanScoy, RMC/CMC  
Borough Clerk

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W. Jeffery Hamilton, Mayor