

OCTOBER 20, 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, Councilwoman Turner.

Privilege of the Floor:

Council President Kidd moved and Councilman Holloway seconded to open the floor to the public. All were in favor of the motion.

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

Larry Haynes, 401 DuPont Avenue, stated there is a group or agency making phone calls to residents, claiming they are from the IRS and are asking for payment of back taxes. They claim they are in the process of sending agents to the residents' house unless they receive \$1,500. He had someone call the IRS and the IRS specifically states they will not solicit by phone or by email. The taxpayer would receive something by mail. He asked everyone to be careful and to let the Senior Citizens know that this is a scam.

Mayor Hamilton suggested placing a warning on the Borough's website.

Council President Kidd suggested notifying the Senior Citizens' of this scam.

Chief Marino stated he had addressed this a few months ago through the Police Department's Facebook account but he will address it again.

Acting Administrator/CFO Boyer stated she will also address it.

There wasn't any further public participation.

Councilman Stevenson moved and Councilman Holloway seconded to close the floor to the public at 7:05 p.m. All were in favor of the motion.

R. #195.15: 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. #195.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

R. #196.15: RESOLUTION ESTABLISHING PETTY CASH FUNDS FOR THE POLICE CHIEF FOR THE YEAR 2015. Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #196.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

R. #197.15: RESOLUTION PROVIDING FOR CHANGE ORDER NO. 1 IN CONNECTION WITH THE MUNICIPAL BUILDING ROOF IMPROVEMENTS IN THE BOROUGH OF PAULSBORO. Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #197.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

R. #198.15: RESOLUTION PROVIDING FINAL PAYMENT NO. 4 FOR THE MUNICIPAL BUILDING ROOF IMPROVEMENTS. Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #198.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

CY2015 Best Practice Inventory Program Worksheet. Council President Kidd moved and Councilman Giovannitti seconded to receive and file the worksheet. All were in favor of the motion.

Council President Kidd stated the above worksheet is very important and he appreciated CFO/Acting Administrator Boyer checking on it and following up. He also stated CFO/Acting Administrator Boyer is doing a good job.

CFO/Acting Administrator Boyer explained there is a checklist of 50 questions every year to determine the amount of State Aid received and she went by last year's checklist. The Borough was one question away from losing 20% of their State Aid. The Borough answered "yes" to 41 of the 50 questions and scored 82%. She has certified the results of the inventory as the Chief Administrator Officer and the Chief Municipal Finance Officer. She further stated she will make sure the papers are filed and are compliant.

Memo from New Jersey Division of Taxation regarding 2015 Certified Director's Table of Equalized Valuations. Council President Kidd moved and Councilman Giovannitti seconded to receive and file the memo. All were in favor of the motion.

Mayor Hamilton asked CFO/Acting Administrator Boyer to explain the above memo.

CFO/Acting Administrator Boyer explained the State prepares the portion of the County Taxes for each municipality and this table shows that.

Police Chief's Report:

Chief Marino reported he believes the last shooting on Broad Street in front of the Liquor Store was self-inflicted.

Chief Marino also reported he has placed the 2015 uniform order. The Department used to use Oakwood Uniform for many years but they have been horrible in getting the uniforms back. He has been receiving quotes from other vendors and one came in cheaper than Oakwood. The Department was paying \$96.00 per shirt and they are now paying \$52.00 per shirt.

Chief Marino further reported Council will notice that the vehicle maintenance budget has been hit pretty hard as the Dodge cars are killing the Borough with their front ends but so far there hasn't been any problem with the Fords.

Chief Marino stated the Department distributed hand-outs on safe driving tips during "Back to School" night to the parents to give to their kids.

Chief Marino stated he has three (3) Crossing Guards that had to go out of service. Two (2) were medical and One (1) was a family emergency. The Borough only hired one (1) Alternate Crossing Guard. As of Monday, he will have two (2) posts that will be empty. The Borough will have to hire more Alternate Crossing Guards. He can enter into an interlocal agreement with Greenwich Township to utilize their Alternate Crossing Guards in the meantime.

Councilman Holloway questioned who would pay.

Chief Marino stated the Borough would pay.

Councilman Stevenson questioned if this would be considered a shared service.

Solicitor Angelini stated it would be an interlocal agreement.

Chief Marino stated the Borough already has an interlocal agreement for Emergency personnel.

Solicitor Angelini felt the Borough would be covered.

Chief Marino stated the idea is to hire more Alternate Crossing Guards but the process can't happen overnight. He is asking to advertise to hire and he will get with Borough Clerk VanScoy to place the advertisement.

Councilwoman Turner questioned the hours.

Chief Marino stated it is one (1) hour in the morning and one (1) hour in the afternoon.

Councilman Stevenson moved and Councilman Giovannitti seconded to authorize Chief Marino to advertise for additional Alternate Crossing Guards. All were in favor of the motion.

Councilman Giovannitti moved and Councilman Stevenson seconded to utilize Greenwich Township Crossing Guards. All were in favor of the motion.

Chief Marino also stated he attended the Juvenile Justice Forum this morning and a pilot program called Station House Adjustment was discussed. It is a program that the juvenile offender would be handled locally instead of in the system. There used to be 100s done this way and now there are about 10-15. The Department has a good rapport with the School. He has been asked to sit on the County Juvenile Board and he thought it was an honor to be asked.

Memo from Chief Vernon R. Marino regarding recommended Halloween Curfew 2015. Council President Kidd moved and Councilman Giovannitti seconded to receive and file the memo. All were in favor of the motion.

Chief Marino made Mayor and Council aware Saturday, October 31st is also Homecoming and kids will also be trick or treating until 8:00 p.m.

R. #199.15: RESOLUTION OF THE BOROUGH OF PAULSBORO ESTABLISHING HOURS FOR THE HALLOWEEN SEASON IN THE BOROUGH OF PAULSBORO. Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #199.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

Memo from Chief Vernon Marino regarding request to return two (2) vehicles through the LESO Program. Council President Kidd moved and Councilman Giovannitti seconded to receive and file the memo. All were in favor of the motion.

Chief Marino stated he received a call on Friday, October 2nd, 2015 from the State Coordinator of the LESO program who explained the "M35 2 ½ ton cargo truck has been re-classified and removed from the demilitarized/declassified list and relisted as classified equipment. The previous administration was misinformed as to whom, how and when these classified vehicles could be utilized by the Borough. The guidelines are specific and are as follows:

Law Enforcement Agency (LEA) Eligibility Criteria: Must be a "law enforcement activity" whose primary function is enforcement of applicable Federal, State and local laws as defined by the DLA regulation (this is referring to DLA Directive (DLAD) 4160.10 which will be superseded by the One Book) and whose compensated officers have powers of arrest and apprehension.

The custodial property rights to the general equipment transfers to the receiving LEA after 365 days. Ownership of the controlled tactical property, like vehicles, aircraft, weapons and boats, remains with the Department of Defense (DOD).

To receive equipment, a requesting LEA must provide justification and obtain the approval of both the State Coordinator and the Federal LESO Staff. The DLA has final authority to determine the type, quantity and location of excess military property suitable for use in law enforcement activities. The size of an LEA, including the number of personnel, may determine the amount of equipment the LEA is eligible to receive. NJOEM monitors the use of the acquired property for compliance with State and federal laws, guidelines, and to track the LEA's control and possession of the property. NJOEM monitors compliance with the recordkeeping requirements for LEAs in the program. The failure to maintain proper records may jeopardize the LEA's eligibility for continued participation in the program.

Vehicles acquired under the Program are demilitarized, meaning the offensive and defensive capabilities have been removed, before transfer to a LEA. Transferred vehicles may be used in emergency response, or as patrol or transport vehicles. LEAs may customize DOD vehicles; e.g., painting them or adding logos, however,

once a LEA is no longer utilizing a vehicle for LEA functions and duties, it must be either transferred to another LEA or returned to the DLA.”

Having this knowledge of the aforementioned restrictions, Chief Marino respectfully requests that he return the M35 Cargo Truck and one of the two Hummers (to be determined). Now knowing that only a law enforcement officer may operate these classified vehicles, he doesn't see the need to house the vehicles at the Borough garage which is already lacking sufficient parking.

He would like to keep the better of the two hummers for emergencies and to move the trailers that they now own since they no longer come under the abovementioned classifications.

Chief Marino also stated he received a four wheel drive vehicle with a fork lift on the front and wench on the back like a crane. This vehicle can be driven down the road and will be declassified and then the Borough can use it as they want to which he made that transaction today.

Councilman Giovannitti stated he saw the vehicle today and it looks pretty sturdy. He felt this vehicle will come in use right away.

Memo from Chief Vernon R. Marino regarding Chaplain Program – Presentation and Request to Approve. Council President Kidd moved and Councilman Giovannitti seconded to receive and file the memo. All were in favor of the motion.

Chief Marino explained the Chaplain Program. This program would create a partnership with various faith-based leaders of the community to respond and assist police and other law enforcement agencies and first responders, providing an overall better quality to the resident that they serve. This program will reach another huge portion of the community. The goal is by having the Police and Clergy working together during times of crisis or incidents such as shootings that a more comprehensive response will be given to those in need. They will perform tasks of more emotional, social or spiritual nature while the officer handles those tasks that are of a law enforcement nature. He is requesting approval to institute the Chaplain Program. The Chaplain would have to be certified by attending a three (3) day school. The Chaplain would be volunteer.

Mayor Hamilton questioned if they would have a uniform or a badge.

Chief Marino stated yes they would be issued a uniform which would consist of duty pants, long sleeve polo that says “Chaplain” and a badge.

Councilman Giovannitti felt this was an excellent idea and it would be good for the Department, churches and the residents.

INTRODUCTION AND FIRST READING:

O. #11.15: AN ORDINANCE OF THE BOROUGH OF PAULSBORO AMENDING CHAPTER 51 OF THE CODE OF THE BOROUGH OF PAULSBORO ENTITLED POLICE DEPARTMENT TO INCLUDE ARTICLE III ENTITLED “POLICE CHAPLAIN PROGRAM”. Council President Kidd moved and Councilwoman Turner seconded to adopt O. #11.15 on introduction and first reading and schedule the second reading and public hearing on November 4, 2015. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

Councilman Holloway recused himself from the above vote.

Memo from Chief Vernon Marino regarding request for Salary Change for Class II Special Officers. Council President Kidd moved and Councilman Giovannitti seconded to receive and file the memo. All were in favor of the motion.

Chief Marino stated the salaries were established in 1998 when younger individuals were appointed at SLEO Class II Special Officers. The State has opened the Class II requirements to include retired Officers. It has been a benefit to the School District and the Borough as the Police Department has appointed two (2) retired officers who are utilized for school security, and several other municipalities have followed suit. Other Police Departments pay a salary range of \$20.00 to \$30.00 per hour. He is asking for a range of \$12.00 to \$20.00 per hour. He didn't feel it was an unreasonable request. This would allow the Department to be more competitive with the retired officer program while staying fiscally responsible with untrained Class II Officers. He has spoken with CFO/Acting Administrator Boyer and she assured him the money is in the Police Department's salary budget. He also stated the younger SLEO II Officers would still get the \$12.00 per hour salary but he would like the ability to offer \$18.00 to the Class II SLEO retired officers.

Mayor and Council further discussed the range in salary for the SLEO Class II Officers.

Solicitor Angelini stated if Council wanted to include a range for the SLEO Class II Officers, they would have to amend the salary ordinance.

INTRODUCTION AND FIRST READING:

O. #12.15: AN ORDINANCE TO FURTHER AMEND AND SUPPLEMENT SALARY ORDINANCE OF THE BOROUGH OF PAULSBORO. Councilman Giovannitti moved and Council President Kidd seconded to adopt O. #12.15 on

introduction and first reading and schedule the second reading and public hearing on November 4, 2015. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

Councilwoman Turner discussed moving the Paulsboro Midget Football Organization from the Damminger Complex to the Soccer field. She did not need any action at this time but wanted to bring it up to bring to everyone's attention to get Council's feedback. She will take the feedback to the Recreation Committee.

Council President Kidd stated there is a terminal there and that road is not a Borough road. There is a safety issue as the tank trailers run in and out of the terminal all the time. He felt maybe the field could be used for practice and the cars can't park along that road. Also, right now there isn't any soccer but it is not known if the parents will want soccer again. He also felt safety is the #1 priority and he will go to the Recreation Committee Meeting and explain that.

Councilman Giovannitti stated he has spoken with Scott Mackenzie and there are 40-50 kids that play soccer in Gibbstown. They haven't used the field in years but their goal is to bring it back to Paulsboro. He felt all organizations involved should get together to talk about this. He is always looking to improve things and the field should be used for something.

Councilman Stevenson thanked Councilwoman Turner for bring this matter forward and he agreed with Council President Kidd with some issues. He also spoke with an Engineer regarding the cost to convert the soccer field into a football field. He stated a feasibility study should be done and all organizations should discuss this.

Councilman Holloway stated he personally felt soccer in Paulsboro "is dead". He felt it was an excellent move to that field and it is 100% feasible. It is a beautiful option. He further stated Paulsboro is a football, wrestling and sometimes a Little League town.

Councilman Gatewood also questioned the cost to convert the field as it would be more than lights. It would have to have bathrooms, grading of fields, etc.

Councilwoman Turner also discussed changing the locks at the Damminger Complex because everyone has keys. There are too many people who have access and that needs to be fixed.

CFO/Acting Administrator Boyer stated she can get keys that say "Do not duplicate".

Councilman Kidd suggested one (1) set of keys to pass back and forth between the two (2) organizations and the Borough has to have a set of keys.

Mayor Hamilton suggested that the Borough get locks for the Football season and locks for the Baseball season.

Councilman Stevenson stated that there is fall ball at the same time football is going on.

CFO/Acting Administrator Boyer stated she will discuss this with Borough Foreman Tinder as there are several locks at this complex.

Council President Kidd further felt one (1) set of keys was good enough to pass back and forth between the organizations.

Councilwoman Turner suggested the Presidents of each group receive a set of keys.

Councilwoman Turner discussed the Paulsboro Midget Football Organization's request for assistance towards a bus trip to Washington, D.C. for students of the Borough of Paulsboro. They are requesting assistance with communication support such as posting on the website, the cost to prepare and print flyers to distribute through the school, etc. It would cost a couple of hundred dollars.

Councilwoman Turner moved and Councilman Kidd seconded to support the funding of the printing of the flyers, etc. for the Paulsboro Midget Football Organization's bus trip. All were in favor of the motion.

Councilman Gatewood discussed the hiring of the new employee for the Water and Sewer Department. He stated at the regular meeting of July 7, 2015, the motion to appoint a candidate for the position of Repairman 3rd Grade in the Water and Sewer Department was withdrawn due to a request by the Mayor to have more than two (2) names come forward. He could not find any reference to the requirement that more than two (2) names must be submitted but he assumed it would be covered under past practice. Also, from what he could ascertain the method of submitting a name(s) is not uniformly practiced. The hiring of municipal and state employees is governed by the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquires. Under the guidelines, it is as follows:

- A. Application: all candidates must fully complete an application form or file their resume with the Municipal Clerk.
- B. Interviews: An interview committee will be formed and interviews will be conducted for those applicants that meet the job criteria. All questions must be in accordance with the NJ Div. of Civil Rights Guidelines for Pre-Employment Inquires.

- C. Job Offers: The final decision will be made by the Mayor and Council after all references and other information has been verified.
- D. Acceptance and rejections: If the first offer is rejected, the Mayor and Council will decide to hire another candidate or re-open the position.
- E. Record retention: All applications, notes made during interviews and reference checks, job offers and other documents related to the successful candidate will be placed in the employee's official personnel file and all records, documents related to other candidates must be retained for at least one (1) year.

He found the applications and interviews for the vacant Water and Sewer position. There were 21 applicants, seven (7) were selected for an interview. 14 were not considered. Of the 14 not considered, two (2) were not Paulsboro residents, which were excluded due to the practice of hiring local candidates. Of the seven (7) interviewed three (3) were part-time employees of the Borough. It is the practice to give current employees a chance to be interviewed. Of the last four (4) interviewed, one moved out of town, thereby disqualifying him, that left six (6) of the seven (7) candidates to be considered. The Committee reviewed the six (6) chosen resumes and application, rather than bring them in again for an interview. The Borough currently has three (3) employees with the Acting Water/Sewer Superintendent the only one with any certification. The other two (2) employees have taken the first level test, but have not passed them. In addition to getting an employee with the physical ability, the Borough should be looking for an employee that can pass the testing levels that is required for the position. It takes years of experience besides the ability to pass the numerous test required to get the T-4 level that Paulsboro is classified as. He stated based on the need in the Water and Sewer Department, the Committee unanimously recommended Harry Leuallen, 3rd for the position of Repairman 3rd Grade.

R. #200.15: RESOLUTION OF THE BOROUGH OF PAULSBORO APPOINTING HARRYLEUALLEN, 3RD AS REPAIRMAN THIRD GRADE FOR THE BOROUGH OF PAULSBORO. Councilman Gatewood moved and Councilman Kidd seconded to adopt R. #200.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilwoman Turner. Nays: Councilman Holloway. Abstained: Councilman Stevenson. **Motion carried.**

Councilman Gatewood discussed NJDEP permanent approval for use of Klenphos-300 – temporary approval ends January 31, 2016. The Borough has to submit a formal permit for permanent use. Sickels and Associates gave a proposal to submit the permit at a cost of \$15,000.

Councilman Gatewood moved and Councilwoman Turner seconded to accept the proposal from Sickels and Associates to submit the permit for the permanent use of Klenphos-300. All were in favor of the motion.

CFO/Acting Administrator Boyer stated she received a call today from Ray Jordan of T & M Associates that a copy of the NJDOT Local Aid Application for Hoffman Avenue has been submitted.

There wasn't any further Borough business.

Councilman Stevenson moved and Councilman Giovannitti seconded to adjourn the meeting at 8:38 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 20, 2015 and should not be considered a verbatim transcript of the meeting.

Respectfully submitted,

Kathy A. VanScoy, RMC/CMC
Borough Clerk

W. Jeffery Hamilton, Mayor