

NOVEMBER 16, 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:

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.

There wasn't any public participation.

Councilman Stevenson moved and Council President Kidd seconded to close the floor to the public at 7:02 p.m. All were in favor of the motion.

R. #206.15: RESOLUTION PROVIDING FOR THE TRANSFER OF FUNDS FROM CERTAIN ACCOUNTS TO OTHER ACCOUNTS IN THE 2015 BUDGET.

Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #206.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

R. #207.15: 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. #207.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti,

Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. Motion carried.

R. #208.15: RESOLUTION PROVIDING FOR THE CANCELLATION & TRANSFER OF CERTAIN UNUSED CAPITAL BALANCES. Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #208.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. Motion carried.

R. #209.15: RESOLUTION OF THE BOROUGH OF PAULSBORO AUTHORIZING THE ACQUISITION OF A F-550 22 PASSENGER BUS THROUGH THE GLOUCESTER COUNTY TRANSPORTATION INVESTMENT PROGRAM. Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #209.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. Motion carried.

R. #210.15: RESOLUTION OF THE BOROUGH OF PAULSBORO AUTHORIZING APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE RECONSTRUCTION OF HOFMANN AVENUE AND WEST AVENUE ROADWAY PROJECT. Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #210.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. Motion carried.

Receipt of Bids: Case 580N Backhoe:

| | |
|---|-------------|
| Farm-Rite, Inc. | \$75,025.00 |
| Jesco | \$92,827.00 |
| Groff Tractor of New Jersey, LLC | \$78,990.00 |
| Hoffman International of New Jersey, Inc. | \$84,642.00 |

Council President Kidd moved and Councilman Giovannitti seconded to receive, file and spread the bids in the minutes. All were in favor of the motion.

Administrator's Report:

CFO/Administrator Boyer stated the Borough has received and opened the bids for the backhoe. There were four (4) bids received. Upon the Governing Body's approval, she will send the bids to the Attorney for review and she will give a recommendation.

CFO/Administrator Boyer reported that the locks for the concession stand and the bathrooms at the Damminger Complex are being changed and they will not be able to be duplicated. There will be four (4) sets of keys. Two (2) sets will be kept in the Administrator's Office, one (1) set will be provided to the Public Works Supervisor and there will be one (1) set of key for the Leagues to share.

Councilwoman Turner suggested if anyone is to lose the keys, they are to pay for them.

CFO/Administrator Boyer stated yes and suggested the Recreation Committee sit down with her to establish a written policy for the use of the keys. She further stated prior to any of the League's starting, they are to sit down with her to establish rules and regulations.

CFO/Administrator Boyer further reported there has been a time clock installed in the Water and Sewer building which having the additional time clock will save time for the employees of the Water and Sewer Department when clocking in and out.

CFO/Administrator Boyer stated the Borough's Policy and Procedure manual must be reviewed, updated if necessary and adopted by Resolution. This is a requirement of the Joint Insurance Fund. Once the manual is approved, copies will be made for the employees and they will have to sign off upon receiving and reviewing the manual.

Council President Kidd stated this was already adopted March 19, 2012.

CFO/Administrator Boyer stated it has to be reviewed and updated.

Chief Marino stated it was adopted as a boilerplate and had to be updated then. There is a lot of stuff in the manual that has to be updated.

CFO/Administrator Boyer stated she will get with the Chief and the Borough's Attorney, Stephen Glickman.

Council President Kidd stated he is glad this is moving forward.

CFO/Administrator Boyer also stated she will be having another department head meeting in the next few weeks. Each Department Head will be given a copy of their budget to review for next year. She will go over responsibilities of the Department Heads for their budgets as well as expectations for the 2016 budget year. All Department Heads should always be included in the budget process. In

the end of January, she will begin budget meetings which will include council liaisons.

Police Chief's Report:

Memo from Chief Vernon R. Marino regarding request to hire Police Chaplains. Council President Kidd moved and Councilman Giovannitti seconded to receive and file the memo. Chief Marino recommended the appointment of Pastor Kevin Davis from the St. Paul's United Methodist Church and Pastor Cynthia Holloway from the Vision Christian Center. All were in favor of the motion.

R. #211.15: RESOLUTION OF THE BOROUGH OF PAULSBORO AUTHORIZING THE APPOINTMENT OF POLICE CHAPLAINS FOR THE BOROUGH OF PAULSBORO POLICE DEPARTMENT. Council President Kidd moved and Councilman Giovannitti seconded to adopt R. #211.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway recused himself from this vote, Councilman Stevenson, Councilwoman Turner. Nays: None. Motion carried.

Chief Marino introduced Pastor Kevin Davis.

Pastor Davis stated he is from the St. Paul's United Methodist Church at Broad and Delaware Streets and has been the Pastor for eight (8) years. He has been retired for 22 years in Law Enforcement. He is a First Responder since 1982. He welcomes the opportunity in working with the community and the Police Department.

Memo from Chief Vernon R. Marino regarding resignation of Crossing Guard. Council President Kidd moved and Councilman Giovannitti seconded to receive and file the memo. All were in favor of the motion.

Memo from Chief Vernon R. Marino regarding request to hire Alternate Crossing Guards. Council President Kidd moved and Councilman Giovannitti seconded to receive and file the memo. Chief Marino recommended the appointment of Carlotta Goldman, Carola Kessler, Barbara Koko and Traci Dyess as Alternate Crossing Guards.

R. #212.15: RESOLUTION APPOINTING ALTERNATE CROSSING GUARDS. Councilman Stevenson moved and Councilman Giovannitti seconded to adopt R. #212.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. Motion carried.

Emergency Management Coordinator Report: Report for 06/23/2015 storm
FEMA Disaster #4631.

EMC Alfonso Giampola reported there are two (2) categories that the Borough applied for reimbursement. Category A was for debris removal work which the Borough was eligible for \$48,954.00 and received a check in the amount of \$41,610.90. Category B was for Emergency Protective Measures which the Borough was eligible for \$9,523.74 and the Borough received a check in the amount of \$7,142.81.

Councilman Giovannitti gave a status report regarding the Code Committee Meeting that was held on Thursday, November 12, 2015. He thanked EMC Giampola for all the hours he put in during the storm.

Councilman Giovannitti welcomed Pastors Davis and Holloway.

Councilman Giovannitti reported the Borough has adopted the ordinance for abandoned properties which ties into with Gloucester County. There is another Ordinance that Mayor Maley of Collingswood had discussed with the Committee that would allow the Borough to identify properties that no one is claiming and the Borough would receive those properties, tear them down and re-sell them but if the Borough takes the properties, it would have to budget for them. He is looking to adopt this ordinance in the beginning of the year.

Councilman Giovannitti has reached out to Assemblyman Burzichelli regarding the Landlord Licensing issue.

Councilman Giovannitti also stated the Committee discussed having the Code Office fall under the realm of the Police Department next year. This would allow the Code Committee access to certain records that it currently doesn't have.

Chief Marino stated it is a work in progress and he will put something together for the Mayor and Council's review.

Councilman Giovannitti stated if there are any questions regarding the above to reach out to the Committee. This idea would give the Code Office more tools to work with.

Councilman Giovannitti stated the Code Office is now wearing uniforms and the Committee is also looking into a car as the Code car is in bad shape. He further stated he would like to see the Trash and Recycling Guide updated as it should be adopted yearly.

Councilman Giovannitti stated he has talked with the Chief and the Code Committee regarding a policy for block parties. He also has a concern regarding halfway houses coming into town. He thanked the Committee and he will bring the issue regarding the Code Office under the Police Department back in January.

Council President Kidd asked if anyone saw the article in the NJ Municipalities Magazine regarding the Landlord Tenant issue. He asked the Committee to be awful cautious as everyone's middle name is "sue" and Council should be careful. He will cut out the article and give all of Mayor and Council a copy.

Councilman Gatewood discussed the position of Water and Sewer Superintendent. He met with Acting Water and Sewer Superintendent Mike Reed to negotiate the action approved by Mayor and Council. Acting Water and Sewer Superintendent Reed has no concerns with his promotion to Water and Sewer Superintendent as of January 1, 2016 at a salary of \$90,000 with the realization that he would not be receiving overtime upon his promotion.

R. #213.15: RESOLUTION OF THE BOROUGH OF PAULSBORO PROMOTING MICHAEL REED, SUPERINTENDENT FOR THE BOROUGH OF PAULSBORO WATER AND SEWER DEPARTMENT. Councilman Giovannitti moved and Councilman Stevenson seconded to adopt R. #213.15. Roll call: Ayes: Council President Kidd, Councilman Gatewood, Councilman Giovannitti, Councilman Holloway, Councilman Stevenson, Councilwoman Turner. Nays: None. **Motion carried.**

There wasn't any further Borough business.

Councilman Stevenson moved and Councilman Giovannitti seconded to adjourn the meeting at 7:40 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 November 16, 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