

JANUARY 17, 2017

PAULSBORO, N.J.

7:00 P.M.

WORK SESSION MEETING

Council Chamber:

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

Mayor Stevenson called the meeting to order.

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

Members present were: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd.

Privilege of the Floor:

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

Mayor Stevenson 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.

Milan Sledge, from a non-profit organization called "Pre-K Our Way", stated Pre-K-Our Way is a nonprofit, nonpartisan effort that helps communities bring New Jersey's high-quality Pre-K to their children. They want to expand the quality preschool model for 3- to 4-year-olds that New Jersey already has, through a law that already exists, but has never been fully implemented. Pre-K Our Way is a community-based initiative to bring New Jersey's successful preschool program to more communities so more children is prepared for school and ready for success. Pre-K Our Way is not a school and is not connected with any school. Pre-K Our Way and New Jersey law support a mixed-delivery system of public supports and public/private implementation. The community chooses: public pre-k can be implemented through public schools, community for-profit, nonprofit, or faith-based providers. Their mission is to expand New Jersey's existing high-quality preschool to more 3- to 4-year-olds in more of the State's communities, develop the public and

political will to expand New Jersey's existing, high-quality pre-k program; fewer than 40 districts, out of more than 600, have New Jersey's existing high-quality preschool program; increase access and availability: where your children live shouldn't determine whether or not they have access to pre-k; other communities have it – it's time to bring pre-k to this community. In 2008, NJ law provided pre-k to fewer than 40 school districts, but promised to expand pre-k to more communities. 50,000 NJ kids are still waiting and that is not right. She is asking the Governing Body to help spread the word about the importance of pre-k and the need to offer the program to more of the State's 3- to 4-year old children in more communities. She wanted them to be aware of this program and to tell three (3) people. This is a mutual effort between the schools and the local governing bodies. The entire community is eligible for the program.

Mayor Stevenson thanked Ms. Sledge for coming and informed her she was welcome to stay for the meeting. He asked if she had a business card so that he could call her.

There wasn't any further public participation.

Councilman Giampola moved and Councilman DiTonno seconded to close the floor to the public at 7:12 p.m. All were in favor of the motion.

R. #48.17: RESOLUTION PROVIDING FOR THE PAYMENT OF BILLS OUT OF THE 2017 TEMPORARY BUDGET. Council President Giovannitti moved and Councilman Giampola seconded to pay all bills properly signed and adopt R. #48.17. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola (abstained on all Fire Department and Emergency Management bills), Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None.
Motion carried.

R. #49.17: RESOLUTION OF THE BOROUGH OF PAULSBORO AUTHORIZING THE EXECUTION OF A COOPERATION AGREEMENT WITH THE SOUTH JERSEY PORT CORPORATION AND PAULSBORO WATERFRONT DEVELOPMENT, LLC. (This Resolution authorizes a Cooperation Agreement with the SJPC and the PWD. In order to induce PWD to agree to the Conditions and to sign the Consent Letter from BP in its current form, the Borough and SJPC have agreed to enter into a Cooperation Agreement with PWD which provides for cooperation among the parties with regard to certain actions pursuant to the BP Lease and the Paulsboro Lease.)

Councilman Kidd asked if someone could explain the above resolution.

Solicitor Michael Maley explained that the above resolution is a cooperation agreement with South Jersey Port Corporation, Paulsboro Waterfront Development

and the Borough of Paulsboro. BP owns the land and leases it to the Borough of Paulsboro. South Jersey Port Corporation leases it from the Borough and Paulsboro Waterfront Development leases it from the South Jersey Port Corporation. This removes the liability from the Borough.

Administrator Jacobucci stated originally the liability was shared in thirds and now the Borough is not liable.

Councilman Kidd questioned responsibility of the groundwater contamination.

Solicitor Maley stated it is still BP's responsibility for all environmental issues.

Council President Giovannitti moved and Councilman DiTonno seconded to adopt R. #49.17. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None. **Motion carried.**

CONSENT AGENDA:

R. #50.17: RESOLUTION AUTHORIZING THE FILING OF 2016 RECYCLING TONNAGE GRANT BY THE BOROUGH OF PAULSBORO. (This Resolution authorizes the Recycling Coordinator to submit the annual 2016 Recycling Tonnage Grant.)

R. #51.17: RESOLUTION PROVIDING FOR THE CANCELLATION OF CERTAIN BALANCES AND PENALTIES.

Council President Giovannitti moved and Councilman Giampola seconded to adopt R. #50.17 and #51.17. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway (abstained on R. #51.17), Councilman Kidd. Nays: None. **Motion carried.**

Received Firemen's Membership Application from Mark Gallagher. (All investigations have been completed.)

Received Firemen's Membership Application from Steven Nowacki. (All investigations have been completed.)

Council President Giovannitti moved and Councilman DiTonno seconded to receive, file and approve the above Firemen's applications. All were in favor of the motion except Councilman Giampola abstained.

Letter from Folake Adepoju, Glorious Light Christian Ministries, requesting waiver of the Fort Billings Park application fee for their annual family picnic on July 1, 2017 from 12:00 to 5:00 p.m. Council President Giovannitti moved and

Councilman DiTonno seconded to receive, file the letter and approve the request. All were in favor of the motion.

Received application to amend Raffles License #RL-608 from PTA Guardian Angels Regional School amending the event date from January 31, 2017 to March 22, 2017 at 7:00 p.m. Council President Giovannitti moved and Councilman DiTonno seconded to receive, file the Application and approve the Raffles Amendment. All were in favor of the motion.

Email from John Vinci, Gloucester County Utilities Authority regarding FY 17 Adopted Budget and FY 17 Rate Schedule Resolutions.

Letter from Stephanie Killeen, Gloucester County Utilities Authority regarding Resolution amending the Authority's Sanitary Sewerage Connection Fee for FY 2017.

Letter from John J. Vinci, Sr., Gloucester County Utilities Authority, regarding Annual estimated usage: FY 2017.

Council President Giovannitti moved and Councilman DiTonno seconded to receive and file the above letters. All were in favor of the motion.

Engineer's Report:

Borough Engineer Biermann stated they will be submitting the NJDOT grant application to do Pine and Spruce Streets.

Councilman Giampola questioned the part of Spruce Street from the Fire House to Moreland Avenue. This part is used by the school.

Borough Engineer Biermann stated he would look into it.

Borough Engineer Biermann also stated the Standpipe Project will be put out to bid. Wells #4 & #5 are being decommissioned. The wells will be pulled and converted to monitoring wells.

Administrator's Report:

Administrator Jacobucci discussed the professional contracts (Solicitor, Bond Counsel, Auditor, Grant Consultant and Engineer) for the USDA Application for the Thomson Avenue Project. Two sets of contracts for each professional service are required by the USDA as part of the application. These services are being paid through the grants.

R. #52.17: RESOLUTION AUTHORIZING PROFESSIONAL SERVICES AND GRANT WRITING CONSULTANT CONTRACTS FOR THE THOMSON AVENUE PROJECT AS REQUIRED BY THE USDA WATER & ENVIRONMENTAL GRANT PROGRAM.

R. #53.17: RESOLUTION AUTHORIZING PROFESSIONAL ENGINEERING SERVICES ASSOCIATED WITH THE THOMSON AVENUE PROJECT WATER AND WASTE WATER AND AS REQUIRED BY THE USDA WATER & ENVIRONMENTAL GRANT PROGRAM.

Council President Giovannitti moved and Councilman Giampola seconded to adopt R. #52.17 and #53.17. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None. **Motion carried.**

Administrator Jacobucci discussed increasing Water and Sewer rates as recommended by both the Borough Engineer and the Water and Sewer Superintendent due to the rate increases in the GCUA costs as well as offsetting the costs of the added treatment that was started in 2016. She is requesting Council introduce the Ordinance by title at this meeting and she will have a Public Works Committee Meeting to discuss the rate to be assessed. Council can then adopt the Ordinance at the next meeting.

INTRODUCTION AND FIRST READING:

O. #01.17: ORDINANCE AMENDING ORDINANCE 01.16 AND ORDINANCE 02.12 WHICH AMENDED PORTIONS OF CHAPTER 61, "SEWERS" AND CHAPTER 78, "WATER" OF THE BOROUGH CODE REGARDING WATER AND SEWER RATES. Councilman Haynes moved and Council President Giovannitti seconded to adopt O. #01.17 on introduction and first reading and schedule the second reading and public hearing on February 7, 2017. R/C: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None. **Motion carried.**

Borough Engineer Biermann stated last week he received a news article informing that NJDEP is moving forward in implementing a tough new standard on the presence of PFNA in the drinking water. Well No. 7 has filters on it that will treat PFNA. The NJDEP's has accepted a proposal by the Drinking Water Quality Institute to establish a Maximum Contaminant Limit (MCL) of 0.013 parts per billion for PFNA. He would like to discuss this further with the Public Works Committee.

Mayor Stevenson suggested sending this matter to the Public Works Committee for further discussion.

Councilman Haynes also felt this should be discussed at the Committee level and Administrator Jacobucci, Borough Engineer Biermann and Solicitor Maley should also attend.

Administrator Jacobucci stated there is to be no action at this time.

Administrator Jacobucci reported on the East Greenwich Shared Service for Construction Services. She recommended the Construction Code Services Office should be brought back to the Borough building. The Borough is required to provide a 60 day notice to East Greenwich to dissolve the shared service. There are several options:

1. Leave things as they are through East Greenwich with a loss of revenue and an inconvenience for the builders.
2. Bring back in house and hire Phil Zimm at a cost of \$30,000 with no benefits. This would be a convenience for the builders and revenue to the Borough.
3. Bring back in house with an interlocal agreement with East Greenwich and pay 1/5 (20%) of Mr. Sabetta's salary and benefits.
4. Bring back in house with an interlocal agreement with East Greenwich and pay 1/5 (20%) of Sabetta salary and benefits and hire Mr. Zimm for the electrical. This would be a convenience to the builders and the revenue will remain in Paulsboro. This would cost approximately \$14,000 plus 20% benefits (Sabetta) and Zimm plus electrical.
5. Have DCA do inspections. This would be a loss of revenue and time and inconvenience to all.

Administrator Jacobucci recommended Council talk about ending the shared service agreement, review and report back. The Borough has until May 1st to make a decision.

Councilman Giampola stated it is not as easy as saying it would cost \$30,000 and there would be underlying costs. He didn't think an analysis was done and he didn't think it has been researched enough. He also didn't think the Office had the complete forms and he also didn't think \$30,000 was realistic. There isn't enough office space. He further felt it would cost one (1) cent to the taxpayers.

Council President Giovannitti recommended looking into an employee for the office which is a better plan for the residents. He supported Administrator Jacobucci's plan.

Councilman Haynes felt this was a plus to have the residents come to Paulsboro for their Construction permits and it is more convenient for the residents.

Council President Giovannitti moved and Councilman Giampola seconded to authorize Administrator Jacobucci to begin the process. All were in favor of the motion.

Administrator Jacobucci discussed the memo of her recommendations such as meeting once a month with a Caucus before the Regular Meeting. No formal action is taken at the Caucus. She also recommended a consent agenda.

Administrator Jacobucci stated there is a new cleaning service that will be in the building on Tuesday and Friday during the day. They will have to complete a checklist.

Administrator Jacobucci stated she hasn't received any clear definition on Council Committees and she is still floundering.

Mayor Stevenson stated the Council Committees will stay as they are until the Committees are hashed out.

Police Chief's Report:

Memo from Chief Vernon R. Marino requesting Executive Session for personnel matters/Contract Negotiations. Council President Giovannitti moved and Councilman DiTonno seconded to receive and file the memo. All were in favor of the motion.

R. #54.17: RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION OF THE BOROUGH COUNCIL OF THE BOROUGH OF PAULSBORO. Council President Giovannitti moved and Councilman Holloway seconded to adopt R. #54.17. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None. **Motion carried.**

Mayor Stevenson discussed the 2017 Meeting Schedule as Council needs to decide on having one (1) or two (2) meetings a month.

Councilman Haynes stated he liked the idea of having one (1) meeting a month with a Work Session before the Regular Meeting.

Council President Giovannitti suggested trying the one (1) meeting a month and Council can always go back to the two (2) meetings a month.

Councilman Giampola questioned if all things could get done such as paying the bills with one (1) meeting a month.

Administrator Jacobucci explained paying the bills could be done like it is done in August of having the Council chairs sign off on the vouchers during the third week of the month.

Councilman Giampola suggested getting all the processes in place as he thinks this is being “piece mealed” by going to one (1) meeting a month.

Councilman Kidd stated he is satisfied with the way the meetings are. The communication is not the best now and it is important to have two (2) meetings a month. There is too much on the Borough’s plate to go back to one (1) meeting a month.

Councilman Holloway stated he understood where both Councilmen is coming from and suggested a three (3) month trial period and if it doesn’t work, then to go back to the two (2) meetings a month. He also felt Council should receive their agenda at least one (1) week prior to the meeting.

Councilman DiTonno also suggested a three (3) month trial period.

R. #02.17: RESOLUTION SETTING THE DATES, TIME AND PLACE OF THE VARIOUS MEETINGS OF THE MAYOR AND COUNCIL OF THE BOROUGH OF PAULSBORO, COUNTY OF GLOUCESTER AND STATE OF NEW JERSEY FOR THE YEAR 2017.

February 7th – Caucus 6:00 p.m. and Regular Meeting 7:00 p.m.

March 7th – Caucus 6:00 p.m. and Regular Meeting 7:00 p.m.

April 4th – Caucus 6:00 p.m. and Regular Meeting 7:00 p.m.

May 2nd – Regular Meeting 7:00 p.m.

May 16th – Work Session Meeting 7:00 p.m.

June 7th – Regular Meeting 7:00 p.m.

June 20th – Work Session Meeting 7:00 p.m.

July 5th – Regular Meeting 7:00 p.m.

July 18th – Work Session Meeting 7:00 p.m.

September 5th – Regular Meeting 7:00 p.m.

September 19th – Work Session Meeting 7:00 p.m.

October 3rd – Regular Meeting 7:00 p.m.

October 17th – Work Session Meeting 7:00 p.m.

November 8th – Regular Meeting 7:00 p.m.

November 21st – Work Session Meeting 7:00 p.m.

December 5th – Regular Meeting 7:00 p.m.

December 19th – Work Session Meeting 7:00 p.m.

January 2nd, 2018 – Reorganization and First Regular Meeting 7:00 p.m.

Council President Giovannitti moved and Councilman Giampola seconded to adopt R. #02.17. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway. Nays: Councilman Kidd. **Motion carried.**

Mayor and Council also discussed the deadline for receiving agenda items and release of the agenda.

It was felt by most of the Council that they would like to receive their agenda packets one (1) week prior to the scheduled meeting.

Borough Clerk VanScoy stated a Resolution is required to amend the previous agenda policy Resolution.

R. #55.17: RESOLUTION AMENDING R. #24.06 ESTABLISHING A POLICY FOR THE PREPARATION OF COUNCIL AGENDAS FOR THE BOROUGH OF PAULSBORO. Council President Giovannitti moved and Councilman Giampola seconded to adopt R. #55.17. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway. Nays: Councilman Kidd. **Motion carried.**

Mayor Stevenson was expecting to receive the resignation from James Scott from the Land Use Board but it has not been received therefore he is holding off on this item until it is received.

Mayor Stevenson stated the appointment of Alternate 4 Member of the Land Use Board will also be held until the receipt of Mr. Scott's resignation.

Mayor Stevenson recommended the appointments to the Recreation Committee as follows:

1. 3 Year Term – Joe McFadden – 12/31/2019
2. 3 Year Term – Larry Moran – 12/31/2019
3. 3 Year Term – Jennifer Turner – 12/31/2019

Mayor Stevenson stated there is a vacant three (3) year term that he will be getting a name to fill that position.

Council President Giovannitti moved and Councilman DiTonno seconded to confirm the above appointments. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None. **Motion carried.**

Council President Giovannitti took off the agenda the discussion of the Salary Ordinance.

Administrator Jacobucci discussed where the location of the Land Use Board files is kept and which Council Committee would she be discussing the records storage with. She also stated that when they cap the wells at the old plant, there will be storage available.

Mayor Stevenson stated to look at DocuVault, get the boxes and do inventory.

Administrator Jacobucci will also talk with Land Use Board Secretary, Alice Williams, regarding the files.

Mayor and Council recessed at 8:38 p.m.

Mayor and Council went into Executive Session at 8:43 p.m.

Mayor and Council reconvened the Work Session Meeting at 9:10 p.m.

There wasn't any further borough business.

Councilman Giampola moved and Councilman Holloway seconded to adjourn the meeting at 9:10 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 January 17, 2017 and should not be considered a verbatim transcript of the meeting.

Respectfully submitted,

Kathy A. VanScoy, RMC/CMC/CMR
Borough Clerk

Gary C. Stevenson, Mayor