

**JULY 19, 2016**

**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 and Councilman Giampola 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.

George Gellenthin, Industrial Avenue, questioned why a non-Council member was sitting at the table.

Mayor Stevenson stated because it is the Borough Solicitor.

Mr. Gellenthin stated his property was taken and he does not have a legal title. He needs a survey and property insurance for Block 135 Lot 7.

Bishop Adolphus Scott, Churches United, presented a letter to Mayor and Council requesting to hold a Tent Revival from August 17 to 21, 2016 from 6:30 to 10:00 p.m. and to use the lot at the corner of Delaware and Washington Streets. He will provide a Certificate of Insurance for the tent and Port-a-Johns. He is also asking for assistance from the Police Department and the Fire Department and any

financial assistance. The purpose of the Revival is to bring unity and harmony to the community.

Council President Giovannitti moved and Councilman Kidd seconded to grant approval for the Revival, use of the Borough lot and any financial contribution.

Councilman Giampola questioned how much to rent the tent.

Bishop Scott stated they already have the money for the tent.

Solicitor Maley stated the Borough can provide for any in-kind services but was limited on any financial contributions.

Council President Giovannitti amended his motion, seconded by Councilman Kidd, to approve the request for the Revival and to withdraw the financial contribution but authorize the Police to assist in any way they can and maybe the Fire Department could contribute water. All were in favor of the motion.

Bishop Scott stated Churches United will begin a Community Walk on July 21<sup>st</sup> at 6:30 p.m. and will be walking through all areas of town. Everyone will meet in the Borough parking lot and wear their t-shirts.

Barbara Miller, 33 Riverview Avenue, discussed the letter from the Riverside Inn requesting the restrictions to be lifted. She knows Chief Marino has recommendations and the owner is asking to lift the time restriction from 8:00 p.m. to 10:00 p.m.

Councilman Haynes recused himself from this discussion due to a conflict. He left the meeting at this time.

Mrs. Miller stated she will compromise and suggested to move the time to 9:00 p.m. as he is trying to become more like a restaurant.

Owen Haynes, Riverside Inn, stated since 1933 there have been four (4) owners of the establishment and it has always been a bar. When Mrs. Miller moved in the bar wasn't open at the time. He is asking to be able to have people sit outside until 10:00 p.m. and only during the specified times from May to September and then it would go back to the 8:00 p.m. deadline. He has a lot of patrons from out of town and he thinks he should be able to take advantage of the river view. He is asking for 10:00 p.m. in order for people to come and see the sunset.

At this time, Councilman Haynes returned to the meeting.

Carlotta Goldman, 1539 Swedesboro Avenue, stated she has put together a Puppy Food Bank and wanted to hold different events such as barbecues, dog washes, etc. to help with getting the food. She is trying to have community events for pets.

Mayor Stevenson stated Miss Goldman needs to send a letter to the Mayor and Council stating what she wanted to do, location, times, etc. The Mayor and Council don't meet in August and he suggested getting the letter to the Borough Clerk for the first meeting in September.

Jennifer Turner, 233 West Buck Street, on behalf of the Recreation Committee, questioned if anyone has received an answer to her question regarding the Recreation Committee holding a Raffle License.

Councilman Kidd suggested Solicitor Maley touch base with his son and get this straightened out.

There wasn't any further public participation.

Councilman Giampola moved and Councilman DiTonno seconded to close the floor to the public at 7:25 p.m. All were in favor of the motion.

Michael Zumpino, Triad Associates, gave a presentation regarding the Reconstruction of 1638 Swedesboro Avenue.

Mr. Zumpino stated the Borough adopted an Abandoned Property Ordinance which gives the Borough the mechanisms it needs to acquire these properties. Abandoned properties are not just a local problem but it is statewide. Triad is looking at units and strategies through the Regional Contribution Agreements and State funding. The Borough owns the property at 1638 Swedesboro Avenue which is a good starting point. He gave a brief summary of how the Borough acquired the property. They have received bids from several developers who will do sheathing, roof, etc. The end result will be a brand new house. The Borough has funds through the RCA program and that fund can be used to rehabilitate the house. The cost would be \$21,000 to \$22,000 that would come out of the RCA fund. He hoped to start work at the end of next week or by August 15<sup>th</sup>, 2016 and hold the closing in December with a sale price of \$160,000 to \$170,000. He hoped to be able to have a qualified buyer and those are the goals for this property.

Councilman Kidd questioned if anyone checked the whole place to see if this property could be rehabilitated.

Mr. Zumpino stated yes, and it is structurally sound. ServePro has been in and they are going to replace the roof, shingles and gutters. The property will come with a one (1) year home warranty.

Solicitor Maley stated the Redevelopment Agreement will be adopted at the September meeting as well as the Rehabilitation Area Resolution. He explained that Triad is the redeveloper and the Borough contracts with Triad and then Triad contracts with contractors. Bids were put out.

Mayor and Council further discussed the contractors.

Mayor Stevenson stated earlier in the year that this house would be the guinea pig. Triad reached out to Habitat for Humanity to rehab this property but they didn't want to for this property. He questioned if there was anything the Borough had to do at this point.

Solicitor Maley stated no, just go through the process and everything is contingent on the Borough approving the redevelopment resolution in September. There wasn't any action needed now but in September.

Mayor Stevenson thanked Michael Zumpino from Triad Associates.

Paul Forlenza, TRICO JIF gave a presentation regarding JIF Renewal and the overview of the JIF and its benefits to members.

Mr. Forlenza discussed the JIF which is a non-profit self-insurance fund. It has a stable 25 year history. There are 37 towns that are members of the JIF. The Borough's 6 year average loss ratio is 50% and Paulsboro's assessment is stable. The Borough is doing well as in 2015 the JIF returned \$25,182 to the Borough and a similar return is being considered for 2016. The JIF is constantly pushing the envelope on non-owned coverage for Drones, Cyber Liability and a Wellness Program. The JIF offers training with risk management programs, safety training and MEL training and there are videos available.

Council President Giovannitti questioned if the Borough adopted a format for block parties, does the JIF have any recommendations.

Mr. Forlenza stated yes and they can review the Borough's Ordinance and provide recommendations.

Mayor Stevenson thanked Mr. Forlenza for his presentation.

Mr. Joe Henry of Hardenbergh Insurance gave a presentation regarding annual "Safety on the Agenda". The purpose of this presentation is to share with the

Governing Body the Borough's 2016 JIF Safety Campaign: "A Second Can Change Your Life" and to share with the Governing Body the Borough's safety and wellness program and provide the Governing Body an opportunity to ask safety related questions. He presented three (3) different scenarios of tragic accidents that occurred in New Jersey municipalities and what should have been done using the correct proper equipment. The Borough has received \$2,925.00 Safety Incentive Award, another \$3,500.00 Optional Safety Budget and \$1,000 in Wellness Incentive Allowance. There were two (2) things the JIF asks of the Borough and that is to participate in a Wellness Program and to keep supporting the employees in their safety and wellness efforts for many lives can change in a second when making decisions. He thanked the Mayor and Council for allowing Hardenbergh Insurance Group to serve as their Risk Management Consultant.

Mayor Stevenson thanked Mr. Henry for his presentation.

**R. #139.16: RESOLUTION PROVIDING FOR THE PAYMENT OF BILLS OUT OF THE 2016 BUDGET.** Council President Giovannitti moved and Councilman DiTonno seconded to pay all bills properly signed and adopt R. #139.16. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola (abstained on all Fire Department bills), Councilman Haynes, Councilman Holloway (abstained on the bill to Matthew Wolf regarding the Ruggeri settlement), Councilman Kidd (abstained on the bill to Matthew Wolf regarding the Ruggeri settlement). Nays: None. Motion carried.

**R. #140.16: RESOLUTION PROVIDING FOR THE PROCEDURE TO PROCESS BILL PAYMENTS FOR THE MONTH OF AUGUST FOR THE BOROUGH OF PAULSBORO.** (This Resolution allows the Borough to continue to pay bills during the month of August.) Council President Giovannitti moved and Councilman DiTonno seconded to adopt R. #140.16. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None. Motion carried.

Letter from Erik Biermann, Sickels & Associates, regarding Sanitary Sewer Performance Bond Release, 34 Riverview Avenue (Block 41 Lot 8), The Riverside Inn. Councilman Giampola moved and Council President Giovannitti seconded to receive and file the letter. All were in favor of the motion except Councilman Haynes abstained.

**R. #141.16: RESOLUTION AUTHORIZING RELEASE OF THE SEWER IMPROVEMENT PERFORMANCE BOND AND ACCEPTING THE MAINTENANCE BOND FOR 34 RIVERVIEW AVENUE, BLOCK 41, LOT 8, ALSO KNOWN AS THE RIVERSIDE INN, IN THE BOROUGH OF PAULSBORO.** Council President Giovannitti moved and Councilman Giampola seconded to adopt R. #141.16: Roll call: Ayes: Council President Giovannitti, Councilman DiTonno,

Councilman Giampola, Councilman Holloway, Councilman Kidd. Nays: None. Abstained: Councilman Haynes (conflict). **Motion carried.**

Letter from Nick L. Petroni, Petroni & Associates, LLC, regarding 2015 Audit. Council President Giovannitti moved and Councilman Giampola seconded to receive and file the letter. All were in favor of the motion.

Receipt of 2015 Audit. Council President Giovannitti moved and Councilman Giampola seconded to receive and file the 2015 Audit. All were in favor of the motion.

Councilman Kidd questioned where the Auditor was to discuss the Audit.

Councilman Giampola stated Auditor Petroni will be attending the September Work Session Meeting. He had a meeting with Solicitor Maley, Auditor Petroni and CMFO/Acting Administrator Boyer today.

**R. #142.16: RESOLUTION REQUIRING THE GOVERNING BODY OF THE BOROUGH OF PAULSBORO TO ADOPT THE ANNUAL AUDIT PURSUANT TO N.J.S.A. 40A:5-4.** Council President Giovannitti moved and Councilman Giampola seconded to adopt R. #142.16. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None. **Motion carried.**

Solicitor Maley interrupted at this time to inform CMFO/Acting Administrator Boyer that the payee on the Bill List for the Ruggeri settlement should be Summit Risk Services and not Matthew Wolf.

**R. #143.16: RESOLUTION AUTHORIZING THE PREPARATION AND ISSUANCE OF REQUEST FOR PROPOSALS FOR CELLULAR ANTENNA ARRAY TO BE INSTALLED ON BLOCK 118, LOT 13.** (RFP's to lease space for telecommunication equipment on the Water Tower.) Council President Giovannitti moved and Councilman Giampola seconded to adopt R. #143.16. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None. **Motion carried.**

#### **SECOND READING AND PUBLIC HEARING:**

**O. #10.16: ORDINANCE AMENDING AND REPLACING CHAPTER 54, ARTICLE III, "MAINTENANCE REQUIREMENTS" OF THE BOROUGH CODE REGARDING REGISTRATION AND MAINTENANCE OF ABANDONED PROPERTIES.** Council President Giovannitti moved and Councilman Giampola

seconded to open the floor to the public regarding this Ordinance. All were in favor of the motion.

There wasn't any public participation.

Council President Giovannitti moved and Councilman DiTonno seconded to close the floor to the public regarding this Ordinance. All were in favor of the motion.

Council President Giovannitti moved and Councilman Giampola seconded to adopt O. #10.16 on second and final reading. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None. **Motion carried.**

Letter from Public Works Work Leader Bill Virden regarding retirement. Council President Giovannitti moved and Councilman Giampola seconded to receive, file the letter, accept the letter of resignation and present Mr. Virden a proclamation in September. All were in favor of the motion.

Letter from the Gloucester County Department of Health and Senior Services requesting the Shuttle Bus to transport the Paulsboro Senior Citizens to the Annual G.C. Senior Citizen Picnic at Red Bank Battlefield in National Park on Wednesday, September 7, 2016 (rain date September 8<sup>th</sup>) from 11:00 a.m. to 3:00 p.m. Council President Giovannitti moved and Councilman Giampola seconded to receive, file the letter, approve their request and notify the proper departments. All were in favor of the motion.

#### Police Chief's Report:

Chief Marino stated there was an incident on Billings Avenue. It is an isolated incident and there isn't any fear to the public. He could not elaborate any further.

Chief Marino reported there have been burglaries at the Sportsmen's Club, the Riverside Inn and a residence and they have arrested the individual.

Mayor Stevenson stated he has seen the bike patrol out.

Chief Marino stated there has been a lot of positive feedback from the residents regarding the bike patrol.

Chief Marino also reported there have been a couple of vehicle issues. One was a radiator and the other the fuel pump. Both cars are being fixed by the Borough Mechanic which has saved the Borough a ton of money.

Chief Marino submitted a memo from Lt. Gary Kille regarding the Paul Avenue Block Party request. There are some recommendations and some do's and don'ts. There is to be no alcohol on the street and they cannot block the street with tables or bounce houses. The Borough should have some type of Ordinance regulating block parties. He stated he can talk further about this when and if Council wants to regulate them.

Chief Marino submitted a memo regarding hiring of Police Officer and appointing SLEO Class I Officers.

Chief Marino stated he made a recommendation to hire two (2) Full Time Officers and he sat with CMFO/Acting Administrator Boyer to discuss the budget regarding this recommendation. The Borough will be able to handle the 19<sup>th</sup> Officer and a few Class I Officers. Class I Officers are not given a gun and the salary is minimal. He would like to extend the offer to a little younger group. He recommended Council hire the 19<sup>th</sup> Officer.

Council President Giovannitti agreed.

Councilman Giampola questioned CMFO/Acting Administrator Boyer on the hiring.

CMFO/Acting Administrator Boyer stated this year Council can hire but maybe not next year.

Chief Marino stated it would be a full salary and benefits next year.

Councilman Kidd this is okay but the Borough would have to lay off the officer next year. This should be discussed at the beginning of the year. He understands all the problems the Borough is having as he lives there but what about next year.

Councilman Haynes felt it was necessary and if the Borough has to tighten the belt then so be it as it is important to have another officer and then work it out next year.

Councilman Kidd questioned how many administration personnel was on day shift.

Chief Marino stated there are two (2) Administrators and two (2) Detectives but one (1) Detective works at night.

Council President Giovannitti stated with what is going on, he felt the Borough needed the manpower up and to roll the dice.

Council President Giovannitti moved and Councilman Haynes seconded to hire the Officer to start in September.

Councilman Holloway questioned if the layoff would come under the direction of the Mayor and Council due to Title 40.

Chief Marino state yes, it does. If the money isn't there then Council can layoff.

Councilman Holloway stated Council might want to wait until next year. Council should wait until the beginning of the year to hire.

Mayor Stevenson questioned if the start date would be September 5<sup>th</sup>?

Chief Marino stated yes.

Councilman DiTonno stated he is in agreement with Councilman Holloway as he didn't want to be a part of laying off an officer but if the Department needs an officer....

Council President Giovannitti stated the manpower is needed as the Officers are getting burned out and if the Chief wants to roll the dice, and then roll the dice.

Councilman Kidd stated he lives right in the middle of the issues but if they couldn't guarantee the money is there next year then Council should wait until the first of the year.

Chief Marino stated he can assure Council he will have the personnel where it is supposed to be.

Council President Giovannitti questioned if the budget was only looked at for this year?

CMFO/Acting Administrator Boyer answered yes and she questioned if with the additional Officer would the overtime go down?

Chief Marino stated overtime would stay the same but he couldn't say an extra officer would change that.

Councilman Giampola felt the Council needed to wait until they see the numbers and where the Borough is at next year.

Council President Giovannitti moved and Councilman Haynes seconded to rescind the motion to hire an Officer. All were in favor of the motion.

Chief Marino requested to advertise for SLEO I Officers. This could be handled through the Police budget.

Councilman Giampola moved and Council President Giovannitti seconded to authorize Chief Marino to advertise for SLEO I Officers. All were in favor of the motion.

At this time, 8:42 p.m., Councilman Haynes recused himself from the meeting.

Chief Marino submitted a memo regarding the Riverside Inn's request to rescind the restriction to relax the hours on his license. Upon review, the Department responded 73 times between June 2015 and June 2016, which 11 were crime related, three (3) fights and eight (8) noise complaints. After listening to Mr. Haynes and his patrons request to wanting to see the sunset, he has no problem with lifting the restriction from 8:00 p.m. to 10:00 p.m. from today until September 30<sup>th</sup>. He can then ask the Governing Body in May of 2017 to lift the restriction again. He suggested Mr. Haynes install a gate for the fence instead of leaving an opening. He further suggested Mr. Haynes place the doorman on the employee list.

Mayor Stevenson thanked Chief Marino and the only restriction the Council will be allowing is the time restriction to be outside.

**R. #145.16: RESOLUTION AMENDING THE CONDITIONS IMPOSED ON THE PLENARY RETAIL CONSUMPTION LICENSE #0814-33-008-011 OWEN C. HAYNES, SR. T/A RIVERSIDE INN.** Councilman Giampola moved and Councilman DiTonno seconded to adopt R. #145.16 to allow Mr. Haynes to have patrons outside until 10:00 p.m. from now until September 30<sup>th</sup> for this year and then it will revert back to 8:00 p.m. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Holloway. Nays: None. Abstained: Councilman Kidd. **Motion carried.**

Mayor and Council recessed the meeting at 8:52 p.m.

Mayor and Council reconvened the meeting at 8:55 p.m.

Councilman Haynes returned to the meeting.

Engineer's Report:

Mayor Stevenson's stated there is a report in Council's packet.

Councilman Giampola moved and Council President Giovannitti seconded to receive and file the engineer's report. All were in favor of the motion.

Councilman Holloway discussed Code Office safety issues and stated he had a small meeting with Chief Marino. He would like to install a reception window for safety purposes which is an easy fix and will cost \$2,900.

Councilman Giampola questioned if the Borough was allowed to install a reception window due to the handicap ramp. He didn't know if it would follow ADA or Fire Code for the path of egress. He didn't think the Court could do what they do with the ramp either.

Council President Giovannitti suggested Councilman Holloway check with Construction Official Sabetta and also ask the Court.

Mayor Stevenson suggested Councilman Holloway speak with Construction Official Sabetta and then Borough Clerk VanScoy can poll the Governing Body.

Council President Giovannitti discussed putting together a welcome packet for new residents and if interested, Council can talk about it more in September.

Council President Giovannitti stated there will be a Basketball Tournament at Loudenslager School courts starting on July 23<sup>rd</sup> at 3:00 p.m. and will be an all-day event. They have pre-approval from the School.

Mayor Stevenson stated it is a school function and the school has approved it. It is not a Borough event therefore no approvals are needed from the Borough.

Councilman Kidd discussed holding the 2017 Multi-Cultural Event. The Recreation Committee wanted to hold this event this year but was turned down and now they are asking to hold it in May 2017.

Mayor Stevenson stated the event was not turned down but the Recreation Committee was supposed to get with the Paulsboro Day Committee and they did and was told the event would not be a part of Paulsboro Day and by then it was too late to hold it.

Councilman Kidd stated the Paulsboro Day Committee and the Recreation Committee are two (2) different and separate committees and these are two (2) different events.

Mayor Stevenson stated Council just had a discussion regarding the finances to hire a Police Officer and now Councilman Kidd wants to spend money for this event. He felt Council could discuss this event in January 2017.

Councilman Kidd asked if Council would let Recreation Committee Chairperson Jennifer Turner speak. They are presenting this ahead of time.

Councilman Haynes stated Council didn't refuse the event this year.

Councilman Giampola suggested taking this under advisement until Budget time.

Mayor Stevenson asked that figures being given to the CMFO/Acting Administrator Boyer for this event.

Recreation Committee Chairperson Turner stated if it is planned timely, the Borough wouldn't have to fund as much.

Councilman Kidd discussed the Recreation Committee Summer Water Games event on Saturday, July 30, 2016 from 1:00 to 3:00 p.m. and use of the lot next to the Municipal Building at Delaware and Adams Street.

Councilman Kidd moved and Councilman Giampola seconded to approve the above event to use the lot next to the Municipal Building at Delaware and Adams Street. All were in favor of the motion.

Councilman Holloway discussed the demolition at 1731 Dayton Avenue. He stated the Department is getting quotes to demolish the building.

Councilman Giampola suggested doing a telephone poll once the quotes are in.

Councilman Giampola stated a letter was received from Susan Danson who had declined the Borough's offer of employment for the Administrator's position.

Councilman Giampola moved and Councilman Haynes seconded to re-advertise the position of Administrator with a closing date of August 10<sup>th</sup> and the Finance Committee will come back at the September meeting with recommendations. All were in favor of the motion.

Councilman Kidd stated the Administrator answers to all of Mayor and Council and not just the Finance Committee.

Councilman Haynes stated correct but the Finance Committee conducted all aspects of the Administrator hiring.

Councilman Kidd felt another vote was needed to authorize the Finance Committee to conduct the collection of resumes, review the resumes, interviews and the recommendation of three (3) or four (4) names to the Governing Body.

Councilman Giampola moved and Councilman Haynes seconded to authorize the Finance Committee to conduct the collection of resumes, review the resumes, interviews and give their recommendation of three (3) or four (4) names to the Mayor and Council. All were in favor of the motion except Councilman Holloway nayed and Councilman Kidd abstained.

Councilman Giampola discussed awarding the RFP for Financial Advisory Services and recommended the award to Acacia Financial Group.

**R. #144.16: RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH ACACIA FINANCIAL GROUP AS FINANCIAL ADVISORS.**

Councilman Giampola moved and Councilman Haynes seconded to adopt R. #144.16. Roll call: Ayes: Council President Giovannitti, Councilman DiTonno, Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd. Nays: None. Motion carried.

There wasn't any further borough business.

Councilman Giampola moved and Councilman Holloway seconded to adjourn the meeting at 9:28 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 July 19, 2016 and should not be considered a verbatim transcript of the meeting.

Respectfully submitted,

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

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Gary C. Stevenson, Mayor