

NOVEMBER 6, 2019

PAULSBORO, N.J.

6:00 P.M.

CAUCUS MEETING

Council Chamber:

Mayor Stevenson presided at the caucus 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 (arrived at 6:05 p.m.), Councilman Giampola, Councilman Haynes, Councilman Holloway, Councilman Kidd.

PRIVILEGE OF THE FLOOR.

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

There wasn't any public participation.

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

Administrator's Report:

Administrator Jacobucci reported the Borough has saved on healthcare. She presented Council with a chart showing the savings between last year and this year which resulted in a 7% savings. The Borough will be saving \$117,000 +/- towards next year's insurance premium.

Administrator Jacobucci discussed the term of the appointment of the Insurance Broker. The Local Public Contracts law provides an exception for the term of an Insurance Broker for three (3) years. The Borough will go out for RFP's this year and then decide if they would like to appoint for three (3) years.

Administrator Jacobucci also reported the Code Office has brought in \$70,023 which meets the salaries of the department.

Administrator Jacobucci further reported the Borough held the annual Tax Sale and there was more than one (1) bidder. The Collection rate has gone up.

Administrator Jacobucci asked Council to hold the Transfer Resolution until the December meeting.

Administrator Jacobucci stated she has advertised the Full-Time Public Works position. She received 30 applications and she has the two (2) top candidates. She would like to have Council adopt a Resolution authorizing her to hire one of those two candidates. The salary is \$35,000 and once they receive their CDL, the salary will increase to \$37,500. The Committee will be interviewing the two (2) candidates next week. She is asking to fill in the name for the Resolution retroactively and give the authority to the Administrator to hire the individual. Both individuals are Paulsboro residents. Administrator Jacobucci, Councilman Haynes and Maintenance Supervisor Schoch will conduct the interviews next Wednesday.

Administrator Jacobucci discussed the sale of the "Alestra" property at \$15,000 to Steve Kappra.

Mayor Stevenson stated the Borough was going to spend \$25,000 to rehab the property. The Borough can now use the \$25,000 to demolish other properties.

Administrator Jacobucci stated the Solicitor has prepared Ordinance #14.19 regarding a five (5) year tax abatement program.

Solicitor James Maley explained this Ordinance as it is an incentive for the residents and for commercial properties; the abatement would be a slow increase. The program will not penalize the residents for fixing up their properties.

Administrator discussed naming a Street in between Berkley Road and South Delaware Street ("Access Road"). This is for the Office of Emergency Management reason.

Mayor Stevenson stated the Borough will not take ownership with the naming of the road.

Consensus of the Council was to name the road "295 Bypass Road".

Administrator Jacobucci stated there isn't any heat in the Municipal Building as the boiler is gone. Engineer Biermann is working on specifications for a new boiler. South Jersey Gas is putting in a gas line for free but they ran into a problem. In

the meantime, Horton Heating will take off the wrapping of the boiler to see where the boiler is leaking.

Councilman Kidd questioned if this has to be put out to bid.

Administrator Jacobucci stated it would depend on how much money it would cost. The Borough could declare it an emergency which would require the Engineer declaring an emergency and then the Borough would have to memorialize by Resolution the emergency at the next meeting.

Engineer's Report:

Engineer Biermann stated there are two (2) action items needed tonight which are the payment to South State in the amount of \$902,000 and the request by South Jersey Gas to approve a road opening permit to install approximately 8,220 lineal feet of replacement gas main and approximately 120 new and/or replacement services along South Commerce Street, Wood Street, Alley, Chestnut Street, Madison Street and Mantua Avenue. They are recommending South Jersey Gas post \$34,227.45 in escrow fees for engineering review and inspection and a restoration bond in the amount of \$684,549,000 and held until released by the Borough following the one-year anniversary inspection by the Borough Engineer. The fee for the Road Opening Permit will cost a total of \$26,285.00. He is requesting the Borough approve and establish the restoration bond, inspection escrow and application fees for the referenced gas main installation project.

Borough Engineer Biermann reported on the Maden Property and the contractor went there last week to do the work but the homeowner informed the contractor they would rather be reimbursed for the work as they don't want the contractor to do it. They have proposed it would cost \$10,050.00 for this work and R.E. Pierson has approved the reimbursement. There should be a hold harmless waiver or release.

Police Chief's Report:

Chief Kille stated he is recommending promotion to next salary level of Officer Pierce to Patrolman Fifth Class.

Councilman Kidd discussed the ordinance regarding Trap Neuter Return of cats. This Ordinance is up to all of Mayor and Council. He will talk with both the Fire Company and the Police Department.

Mayor Stevenson discussed the issue of the Churches water bills. He asked the Committee to get together in the next week and report at the December meeting. He would like a resolution by the 1st of the year.

Councilman Giampola discussed the Port and they are building on land that they need to get permits for. The Borough did not waive the permits.

Solicitor Maley stated he could send something to the Port Corp. regarding the permits and fees.

Mayor Stevenson suggested having a meeting with the Port Corp.

Solicitor Maley will write to the Port Corp. and the GCIA.

Councilman Giampola suggested a “cease and desist” letter.

Mayor Stevenson asked Council President Giovannitti to work with Administrator Jacobucci to pull the files from East Greenwich Construction and have this rectified by the December meeting.

Administrator Jacobucci stated the Borough will be holding their annual holiday event for the employees on December 20, 2019.

There wasn't any further business for the Caucus Meeting.

Councilman DiTonno moved and Council President Giovannitti seconded to adjourn the Caucus meeting at 6:43 p.m. All were in favor of the motion.

This is a brief summary of the Caucus Meeting of the Mayor and Council of the Borough of Paulsboro held on November 6, 2019 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