MARCH 3, 2020

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.

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

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

PRIVILEGE OF THE FLOOR.

Councilman DiTonno moved 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, address and reminded everyone there was a five (5) minute time limit.

There wasn’t any public participation.

Councilman Giampola moved and Councilman DiTonno seconded to close the floor to the public. All were in favor of the motion.

Joe Henry, Hardenbergh Insurance Group, presented the annual JIF “Safety on the Agenda”. The purpose of this presentation is to share with the Governing Body the Borough’s safety program, provide the Governing Body an opportunity to ask safety related questions and to present the 2020 Safety Focus topic: Special Events = Special Attention. He reported on the 2019 results of the Borough’s safety program: The Borough was awarded $3,450.00 for their Safety Incentive Award; the Borough received $3,500.00 for the Optional Safety Budget; the Borough received $1,000.00 for their Wellness Incentive Allowance and the Borough received $2,000.00 for their EPL/Cyber Liability Allowance. Mr. Henry gave a presentation on Special Events = Special Attention. A Special event is a non-routine activity within a community that beings together a large number of people such as parades,
fireworks, athletic events, fairs, community days or celebrating milestones. With special events come new and unusual hazards and new liabilities uncommon to your municipality’s usual activities. Unless managed properly, these events can result in loss of life, destruction of property and financial loss to the municipality. Special attention is required to plan for such events. Prior to the event the municipality should create a planning committee, well in advance of the event, to review potential hazards of the event, determine outside resources needed, outline all requirements such as permits/insurance/agreements required by vendors and determine site plan and logistics. The day of the event, the municipality should ensure all are aware of the chain of command, that emergency management procedures are in place and assign specific duties to address event hazards such as parking, garbage, crowd control or weather. After the event, the municipality should conduct a review meeting to discuss any problems that occurred and develop solutions to avoid re-occurrence at future events. Mr. Henry distributed brochures out to the Governing Body entitled “Management of Special Events”.

Mayor Stevenson recommended that no candy is to be tossed out from vehicles during a parade. He thanked Mr. Henry for his attendance and presentation. He also thanked Maintenance Supervisor Schoch for his assistance in complying with the Borough’s insurance requirements.

Administrator Jacobucci stated the introduction of the 2020 Budget will be held at the April meeting. The Annual Financial Statement has to be filed electronically on the “FAST” system.

Administrator Jacobucci discussed the salary ordinance. She questioned 2% raises for part-time employees.

Councilman Giampola felt a 2% raise across the board for all full-time employees and also to the part-time employees except the Code Office Inspectors.

Councilman Kidd stated this is the first he is hearing about this but he isn’t saying he doesn’t agree.

Councilman Giampola moved and Councilman Kidd seconded to grant part-time employees the 2% raise except the Code Inspectors retroactive to January 1st. All were in favor of the motion.

Borough Engineer Biermann stated Sickels & Associates has reviewed and recommended Change Order No. 2 to South State, Inc. in the amount of $243,674.86 which is a deduction for adjustment of various quantities. They also have reviewed and recommended partial payment No. 5 to South State, Inc. in the amount of $96,423.28.
Borough Engineer Biermann stated Sickels will be submitting the Marine Terminal Water Main Project bids to the State and he would like authorization to advertise to receive the bids.

Mayor Stevenson questioned if the carbon filter has been installed.

Borough Engineer Biermann stated yes, the carbon filter has been exchanged.

Chief Kille stated he is recommending promoting two (2) Class I SLEOS to Class II as he was unable to find any Class II Officers. He is trying to get them into a class in Camden County. They will work as Class I Officers but will be Class II Officers.

Administrator Jacobucci informed Council that there is going to be an “Elected Officials Seminar” in Vineland and the Borough will receive $250.00 off their insurance for each elected official attending.

Chief Kille reported on a mishap with a patrol vehicle. The vehicle broke down on the side of Route 295 and the engine caught fire. He is waiting on the report.

Chief Kille also reported that an adjacent municipality held an operation at Bourbon and Brews liquor establishment which included a helicopter.

Mayor Stevenson stated he will be discussing the Rutgers survey presentation at the next Caucus meeting in April in order to discuss with the whole governing body being present. He asked Council to discuss the pro/cons of this survey amongst themselves.

Councilman Giampola questioned if someone could use the survey in a lawsuit.

Solicitor Maley stated having some attention might not be a bad thing.

Mayor Stevenson stated he will ask Rutgers to come back at the April Caucus meeting.

Councilman Giampola stated he has submitted his resignation as Fire Chief effective April 1st as he will be mostly down the shore starting in April but he will be back for Council meetings.

Mayor Stevenson questioned the process to fill the vacancy of the Fire Chief position.
Councilman Giampola stated the Borough will have to appoint a Fire Chief thirty (30) days from April 1st. The Deputy Fire Chief can fill the term until the end of 2020.

Mayor Stevenson thanked Councilman Giampola for his service and all that he has done as the Fire Chief.

Administrator Jacobucci informed everyone there will be a Community Clean Up day on April 25th from 9:30 a.m. to 1:30 p.m. and the Spring Shred Day will also be the same day from 2:00 to 5:00 p.m.

Councilman Giampola stated there was a Committee meeting with the churches to explain the Water and Sewer Rate Ordinance and he apologized for the lack of communication. There were about eight (8) people in attendance. He felt the meeting went very well.

Mayor Stevenson thanked Councilman Giampola for chairing that Committee.

Councilman Giampola discussed the water bill for the Fire House as it is past due. He is asking Mayor and Council to authorize the Borough to pay the Fire Company’s water bill.

Administrator Jacobucci stated the Fire Company has three (3) water meters.

Councilman Giampola questioned if the Council wanted the Fire Association charged a water bill as they donate the hall for various events.

Councilman Kidd stated this water rate only applied to the churches and he shouldn’t be the one bringing this to Council.

Mayor Stevenson felt Paulsboro Fire Association President, Larry Moran should be the one to meet with Council regarding the water bill.

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

Councilman DiTonno moved and Councilman Holloway seconded to adjourn the Caucus meeting at 6:57 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 March 3, 2020 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