

**MINUTES OF THE  
BOROUGH OF CLEMENTON  
JULY 21, 2015  
CAUCUS/COUNCIL MEETING  
OF THE MAYOR AND COUNCIL**

**OPENING:** Council President Thomas Weaver called the meeting to order at 7:00PM.

**OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT:** Council President Weaver read the following statement, "This meeting has been properly advertised and posted pursuant to N.J.S.A. 10:4-6, the Open Public Meetings Act."

**ROLL CALL:** Jenai Johnson, Municipal Clerk/Administrator, called the roll, which resulted in the following members present: Council President Thomas Weaver; Councilwoman Carol Andrews; Councilman Mark Armbruster; Councilman Thomas Fisher. Absent: Mayor John J. Nicholson, Jr.; Councilwoman Meghan Milano; Councilwoman Christine Nucera.

**SALUTE TO THE FLAG:** Council President Weaver led in the salute to the flag.

**ACCEPTANCE OF RESIGNATION OF JOHN J. NICHOLSON JR. FROM THE OFFICE OF MAYOR & NOMINATION TO FILL VACANCY FOR REMAINDER OF UNEXPIRED TERM, UNTIL DECEMBER 31, 2015.** Council President Weaver read the resignation of Mayor John J. Nicholson.

Council President Weaver stated that the Republic Committee had submitted the following nominees to fill the vacancy in the Office of Mayor, for an unexpired term until December 31, 2015:

Lynn Brewin Lofland

Fred Busch

Keith Cybulski

Councilwoman Andrews motioned to accept the resignation, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

**ENGINEER REPORT:** Wayne Roorda of Bach Associates was in attendance and submitted a written report which has been filed in the appropriate manner. Mr. Roorda verbally reported on the following items:

*REHABILITATION OF WELL NO. 9 (NJEIT)*-Mr. Roorda reported that his office had received a technical and administrative review letter from NJDEP dated July 17, 2015. Mr. Roorda stated that the plans and specifications will be revised as indicated and resubmitted to NJDEP. Mr. Roorda added that this update was also true of the Rehabilitation of Gibbsboro Road Water Main project.

*EMERGENCY GENERATOR AT FIRE HALL/COMMUNITY CENTER*- Councilman Fisher stated that he had been greatly disappointed that the newly installed generator did not properly function during the recent storm. Mr. Roorda stated that he had contacted Mike McGuire relating to the issue and was not certain of the status of the matter. Councilman Armbruster stated that he had spoken to the Director of Public Works, and the issue experienced was due to a switch not being in the proper position. Councilman Armbruster noted that the contractor was responsible for any problems for a two year period. It was determined that the Governing Body desired training on the equipment, and that the generator required weekly cycling to maintain proper battery function. Jenai Johnson indicated that she would schedule the requested in house training for those who wished to attend.

*TROUT AVENUE DRAINAGE IMPROVEMENTS*- Councilman Armbruster inquired about the status of the Trout Avenue Project. Mr. Roorda stated that Beth Pugh had recently returned from leave at the Camden County Improvement Authority, and he would be working with her to schedule the project. Mr. Roorda also noted that there was uncertainty relating to which checks had been received for the project. Mr. Roorda stated that he would contact the Administrator to clarify the issue.



**PRIVILEGE OF THE FLOOR FOR A TOTAL TIME NOT TO EXCEED 10 MINUTES FOR ITEMS APPEARING ON THE AGENDA ONLY:**

*Keith Cybulski, Clementon Borough-* Mr. Cybulski stated that Resolution R15-125 reference Year 2012 Safe and Secure Funding, and inquired if this was a mistake. Jenai Johnson informed Mr. Cybulski that the resolution was correct, and that it related to year 2012 funding. Mr. Cybulski asked the Governing Body if the vacancy in the office of mayor would be discussed and filled at the current meeting. Councilman Armbruster stated that the matter would be discussed, and it was likely that a special meeting would be held to fill the vacancy. Councilman Weaver stated that any special meeting held would be open to the public. Councilman Armbruster stated that it may be beneficial to speak to the nominees prior to making a selection. Councilwoman Andrews stated that she felt it was appropriate to make a selection and fill the vacancy at the current meeting. Councilman Armbruster stated that not all members of Council were present and that the matter should be discussed at a later time. It was determined that a special meeting would be held early the following week, and proper notice would be posted and provided to the public. Hearing no further comments from the public, the floor was closed.

**APPROVAL OF MINUTES:**

MINUTES OF THE JUNE 16, 2015 CAUCUS/COUNCIL MEETING- Councilman Armbruster motioned to approve the minutes as presented, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

MINUTES OF THE JUNE 16, 2015 EXECUTIVE SESSION- Councilman Armbruster motioned to approve the minutes as presented, seconded by Councilwoman Andrews and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

**APPROVAL OF THE BILL LIST:** Councilwoman Andrews motioned to approve the bill list as presented, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

**ORDINANCES AND RESOLUTIONS:**

*INTRODUCTION/FIRST READING*

ORDINANCE 2015-09 AMENDING AND SUPPLEMENTING CHAPTER 214 OF THE CODE OF THE BOROUGH OF CLEMENTON ENTITLED, "PROPERTY MAINTENANCE". Council President Weaver read by title. Councilman Armbruster motioned to approve, seconded by Councilwoman Andrews and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

*INTRODUCTION/FIRST READING*

ORDINANCE 2015-10 AMENDING AND SUPPLEMENTING CHAPTER 155 OF THE CODE OF THE BOROUGH OF CLEMENTON ENTITLED "HOUSING STANDARDS". Council President Weaver read by title. Councilwoman Andrews motioned to approve, seconded by Councilman Armbruster and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

RESOLUTION R15-111 EMERGENCY APPROPRIATIONS PURSUANT TO NJSA 40A:4-48. Council President Weaver read by title. Councilman Armbruster motioned to approve, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Armbruster; Fisher; Weaver. Absent: Andrews. Absent: Milano; Nucera.

RESOLUTION R15-112 AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO EXECUTE A MAINTENANCE/SERVICE CONTRACT WITH RFP SOLUTIONS INC. Council President Weaver read by title. Councilwoman Andrews motioned to approve, seconded by Councilman Armbruster and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

RESOLUTION R15-113 AUTHORIZING COUNCIL PRESIDENT THOMAS WEAVER AND MUNICIPAL CLERK JENAI JOHNSON TO EXECUTE ADDENDUM TO THE DECEMBER 13, 2010 SETTLEMENT AGREEMENT AND GENERAL RELEASE OF THOMAS MULLER. Council President



Weaver read by title. Councilman Armbruster motioned to approve, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

RESOLUTION R15-114 ACCEPTING 2014 MUNICIPAL AUDIT. Council President Weaver read by title. Councilwoman Andrews motioned to approve, seconded by Councilman Armbruster and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

RESOLUTION R15-115 APPROVING CORRECTIVE ACTION PLAN FOR FINDINGS AND RECOMMENDATIONS SET FORTH IN 2014 MUNICIPAL AUDIT. Council President Weaver read by title. Councilwoman Andrews motioned to approve, seconded by Councilman Weaver and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

RESOLUTION R15-116 APPROVING RENEWAL OF VARIOUS LIQUOR LICENSES IN THE BOROUGH OF CLEMENTON FOR THE 2015-2016 LICENSE TERM. Council President Weaver read by title. Councilwoman Andrews motioned to approve, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

RESOLUTION R15-117 AUTHORIZING CANCELLATION OF PROPERTY MAINTENANCE CHARGE FOR BLOCK 140, LOT 6, OTHERWISE KNOWN AS 32 INDIAN SPRINGS ROAD. Council President Weaver read by title. Councilwoman Andrews motioned to approve, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

RESOLUTION R15-118 AUTHORIZING TEMPORARY PART TIME HIRE OF JAMES MEYERS AND XAVIAR SLOAN TO THE POSITION OF LABORER IN THE DEPARTMENT OF PUBLIC WORKS FOR A PERIOD NOT TO EXCEED 6 MONTHS. Council President Weaver read by title. Councilman Fisher motioned to approve, seconded by Councilwoman Andrews and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

RESOLUTION R15-119 AUTHORIZING THE COUNCIL PRESIDENT AND MUNICIPAL CLERK TO EXECUTE AGREEMENT WITH PHOENIX ADVISORS, LLC. FOR CONTINUING DISCLOSURE AGENT SERVICES. Council President Weaver read by title. Councilwoman Andrews motioned to approve, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.

Councilman Weaver read the following Resolutions by title:

RESOLUTION R15-120 APPOINTING ALBERT SEXTON AS DEPUTY EMERGENCY MANAGEMENT COORDINATOR.

RESOLUTION R15-121 AUTHORIZING MEMBERSHIP IN MUTUAL AID AND ASSISTANCE AGREEMENT WITH PARTICIPATING UNITS

RESOLUTION R15-122 AUTHORIZING REMOVAL OF WATER CHARGES FOR BLOCK 130. LOT 13, OTHERWISE KNOWN AS 42 CHEWS LANDING ROAD

RESOLUTION R15-123 PROCLAIMING SEPTEMBER OVARIAN AWARENESS MONTH

RESOLUTION R15-124 CONFIRMING EXTENSION OF GRACE PERIOD FOR THE 2015 THIRD QUARTER TAX BILLS

RESOLUTION R15-125 AUTHORIZING PARTICIPATION IN SAFE AND SECURE COMMUNITIES PROGRAM AND APPOINTING POLICE CHIEF RANDALL FREILING AS PROGRAM COORDINATOR FOR YEAR 2012

RESOLUTION R15-126 CONFIRMING CANCELLATION OF PROPERTY TAXES DUE TO 100% DISABLED VETERAN STATUS

Councilwoman Andrews motioned to approve Resolutions R15-120 thru and including Resolution R15-126, seconded by Councilman Armbruster and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Weaver. Absent: Milano; Nucera.



**UNFINISHED BUSINESS:**

There were no matter for discussion regarding unfinished business of the Borough of Clementon.

**NEW BUSINESS:**

**BOROUGH HALL HOURS OF OPERATION-** Jenai Johnson reported that the Borough Hall hours of operation were amended in June to a 4 day work week for a trial period. Ms. Johnson stated that a determination needed to be made regarding the continuation of the 4 day work week or reversion to a five day week. Ms. Johnson stated that it was her opinion that the extended daily hours had been successful and it appeared that an energy savings would come to fruition. It was the consensus of the governing body that the amended four day work week would remain in place.

**REQUESTS FROM EMERGENCY MANAGEMENT COORDINATOR-** Jenai Johnson reported that Sheila Freiling, the newly appointed Emergency Management Coordinator, had requested approval for the purchase of a Borough Issued cell phone, specifically a larger model display, as well as a laptop computer. Councilwoman Andrews stated that she had not been made aware of the need for the requested purchases and stated that requests of this nature should be discussed with her prior to making any decisions. Councilman Fisher noted that it was his belief that the Emergency Management Department should fall within the reigns of the Public Safety Committee. Councilman Armbruster stated that he believed the Borough should arrange for the Borough Officials to participate in ICS 402 Training for Emergency Management. Jenai Johnson was asked to look into the possibility of hosting a training session. Councilman Fisher stated that the Borough needed to take measures to be more prepared in future emergencies. He stated that the generator did not function as expected when the power outage was experienced at the fire hall. Councilman Fisher also noted that there was not bottled water for the volunteers at the Borough Hall during the emergency. Councilman Fisher stated that he recognized that an increase in the budget for Emergency Management was necessary. Councilman Fisher also stated that Shaila and Carol should begin to hold monthly meetings, inclusive of drills and the like. Councilman Fisher stated that he had set up an account with Crystal Springs for the Borough, and ordered a pallet of water to be better prepared for unanticipated disasters. It was determined that the requests for the purchase of equipment for Emergency Management would be tabled until Councilwoman Andrews was able to meet with the OEM Coordinator and discuss the matters being presented.

**OVERDOSE AWARENESS CEREMONY-** Councilman Fisher stated that National Overdose Awareness Ceremony was being scheduled for September 12<sup>th</sup>. Councilman Fisher stated that the event had been a huge success the previous year. Councilman Fisher stated that he would provide the confirmed date and time to the members of the Governing Body once the plan was finalized.

**PRIVILEGE OF THE FLOOR:**

**Diane Wilkins, Winslow Township-** Ms. Wilkins stated that she previously lived on Palmetto Drive and was looking at a property on which she wished to demolish the existing structure and build. Ms. Wilkins stated that she had questions relating to requirements to keep portions of the old structure as a footprint. Solicitor Botcheos stated that the matter appeared to be an issue which she would need to address with the Planning and Zoning Board. Councilman Armbruster suggested that she obtain an experienced land use attorney.

Hearing no further comments from the public, the floor was closed.

**EXECUTIVE SESSION:**

**RESOLUTION R15-127 AUTHORIZING EXECUTIVE SESSION FOR DISCUSSION OF CONTRACT NEGOTIATION BETWEEN THE BOROUGH OF CLEMENTON AND POLICE LIEUTENANT AND POLICE DEPARTMENT PERSONNEL MATTERS.** Council President Weaver read by title. Councilwoman Andrews motioned to enter executive session at 8:06PM for an anticipated period of twenty minutes, seconded by Councilman Armbruster and hearing none opposed, motion was carried.

Councilman Armbruster motioned to reenter open session at 8:57PM, seconded by Councilwoman Andrews and hearing none opposed, motion was carried.

There was no action as a result of Executive Session.

**ADJOURNMENT:**

Councilman Armbruster motioned to adjourn the meeting at 8:58PM, seconded by Councilwoman Andrews and hearing none opposed, motion was carried.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read 'Jenai L. Johnson', with a long horizontal flourish extending to the right.

Jenai L. Johnson,  
Municipal Clerk/Administrator