

**MINUTES OF THE  
BOROUGH OF CLEMENTON  
OCTOBER 7, 2014  
CAUCUS MEETING  
OF THE MAYOR AND COUNCIL**

**OPENING:** Mayor John J. Nicholson, Jr. called the meeting to order at 7:05PM.

**OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT:** Mayor Nicholson 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 called the roll, which resulted in the following members present: Mayor John J. Nicholson, Jr.; Councilman Mark Armbruster; Councilman Thomas Avellino; Councilman Jonathan Fisher; Councilwoman Christine Nucera; Councilman Thomas Weaver. Absent: Councilman Thomas Williams. Also present was Solicitor George J. Botcheos.

**SALUTE TO THE FLAG:** Mayor Nicholson led in the salute to the flag.

**PRIVILEGE OF THE FLOOR FOR A TOTAL TIME NOT TO EXCEED 10 MINUTES FOR ITEMS APPEARING ON THE AGENDA ONLY:** Mayor Nicholson opened the floor to the public. Hearing no comments from the public, the floor was closed.

**APPROVAL OF MINUTES:**

**MINUTES OF THE SEPTEMBER 16, 2014 COUNCIL MEETING-** Councilman Armbruster motioned to approve the minutes of the September 16, 2014 Council meeting as presented, seconded by Councilwoman Nucera and motion was carried upon the call of roll. Ayes: Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams.

**ADMINISTRATOR/COUNCIL REPORTS:**

Jenai Johnson, Administrator/Municipal Clerk, submitted a written report to the Governing Body, which has been filed in the appropriate manner, and verbally reported on the following items:

*Halloween Curfew-* Ms. Johnson reported that it was necessary to approve a resolution implementing a temporary curfew of 8PM during the period beginning Monday, October 27<sup>th</sup> until Sunday, November 2<sup>nd</sup>, due to the celebration of Halloween. Ms. Johnson stated that this curfew was recommended by Chief Randall Freiling. It was noted that the curfew would be in effect for anyone under the age of 18, and not accompanied by an adult. Ms. Johnson requested that the governing body approve by resolution if there were no objections to the matter. Councilman Armbruster motioned to approve the proposed 8pm temporary Halloween Curfew, seconded by Councilwoman Nucera and motion was carried upon the call of roll. Ayes: Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams. (Memorialized by Resolution R14-138)

*2014 League of Municipalities Conference-* Ms. Johnson reported that the annual League of Municipalities Conference was being held in Atlantic City on November 18, 19 and 20. Ms. Johnson stated that a decision was needed relating to the costs of hotel accommodations for those department heads and officials who planned to attend. Ms. Johnson noted that sufficient funds were available in the 2014 operating budget for this purpose. Councilman Armbruster stated that the Governing Body had required elected officials to attend the JIF sponsored training at past conferences as a condition of providing hotel accommodations. It was noted that attendance at the seminar provided credits in the amount of \$250 toward the 2015 liability premium for each attendee. It was noted that this stipulation would be included in the approval of payment for hotel rooms for Mayor and Councilmembers attending the conference. Councilman Armbruster motioned to approve payment of hotel accommodations for Department Heads and Governing Body Members attending the Annual League of Municipalities Conference, with the stipulation that members of the Governing Body would be required to attend the JIF/MEL elected officials training. Motion was seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams. (Memorialized by Resolution R14-137)



*Solid Waste Collection Schedule Amendment-* Jenai Johnson reported that she had received correspondence from a potential bidder regarding the recently issued bid specifications for solid waste and recycling collection. Ms. Johnson stated that Republic Service of NJ had requested that the Borough entertain bids with scheduled pickup on various weekdays, as opposed to the strict Friday pickup designated within the bid specifications. After brief discussion, it was determined that the bid specs would be revised to allow the bidder to determine which day of the week the collection would be scheduled. Ms. Johnson stated that she would draft, publish and distribute the addendum to the bid specifications as required. Councilman Armbruster stated that this may allow additional bidders to submit bids for the project, possibly allowing the Borough to obtain a more competitive contract price. Ms. Johnson stated that she had provided additional items within her report for information purposes only, which could be reviewed by the Governing Body at their leisure.

Councilman Thomas Avellino- Councilman Avellino stated that he had received a monthly report from the construction department, and was able to review and provide details to any councilperson interested.

Councilman Jonathan Fisher- Councilman Fisher stated that he had no items to report at the current time.

Councilman Thomas Weaver- Councilman Weaver stated that he had no matters to report.

Councilwoman Christine Nucera- Councilwoman Nucera reported that the Special Events Committee would be hosting the Trunk or Treat event this year. Councilman Armbruster noted that the Borough would be running the event slightly different than past Trunk or Treat Events. Councilman Armbruster stated that the event would be all inclusive to Borough residents, and that proof of residency would be the only requirement for participation. Councilwoman Nucera stated that the information and registration forms, for decorated vehicles, would be placed on the website, distributed at Clementon Elementary School, and placed on the electronic sign.

Councilman Mark Armbruster- Councilman Armbruster reported that he had spoken with the Public Works Director regarding the improvements currently being done at Princeton Avenue Park. Councilman Armbruster stated that an issue with stormdrains had been uncovered during the paving improvements underway, and noted that Bellmawr Borough had provided a price for the additional work under the current shared services agreement. Councilman Armbruster stated that the anticipated cost was estimated to be approximately \$3,000.00. Councilman Armbruster requested that approval be given to authorize a change order to the project, based on availability of funds within the operating budget or capital funds. Councilman Armbruster motioned to authorize the additional stormdrain improvements in an amount not to exceed \$3,000.00, based upon confirmation of availability of funding, seconded by Councilwoman Nucera and motion was carried upon the call of roll. Ayes: Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams. (Memorialized by Resolution R14-139).

## **ORDINANCES AND RESOLUTIONS:**

### ***INTRODUCTION/FIRST READING***

ORDINANCE 2014-14 AMENDING AND SUPPLEMENTING CHAPTER 214 OF THE CODE OF THE BOROUGH OF CLEMENTON ENTITLED "PROPERTY MAINTENANCE". Mayor Nicholson read by title. Councilwoman Nucera motioned to approve on first reading, seconded by Councilman Weaver and motion was carried upon the call of roll. Ayes: Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams. It was noted that the public hearing for Ordinance 2014-14 would be held on November 17, 2014.

RESOLUTION R14-130 AUTHORIZING CORRECTION OF WATER ACCOUNT FOR BLOCK 90, LOT 11, OTHERWISE KNOWN AS 231 BERLIN ROAD IN THE BOROUGH OF CLEMENTON. Mayor Nicholson read by title. Councilman Weaver motioned to approve, seconded by Councilman Armbruster and motion was carried upon the call of roll. Ayes: Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams.



RESOLUTION R14-131 AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO EXECUTE A MUTUAL AID AND ASSISTANCE AGREEMENT BETWEEN PARTICIPATING UNITS. Mayor Nicholson read by title. Councilman Armbruster motioned to approve, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes; Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams.

RESOLUTION R14-132 AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO EXECUTE 2014-2015 MUNICIPAL ALLIANCE AGREEMENT WITH THE COUNTY OF CAMDEN IN CONJUNCTION WITH THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE. Mayor Nicholson read by title. Councilman Weaver motioned to approve, seconded by Councilwoman Nucera and motion was carried upon the call of roll. Ayes; Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams.

RESOLUTION R14-133 AUTHORIZING AWARD OF CONTRACT TO AROLD CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF \$67,740.00 FOR SANITARY SEWER REPAIRS, PURSUANT TO NJSA40A:11-1 ET SEQ. Mayor Nicholson read by title. Councilwoman Nucera motioned to approve, seconded by Councilman Weaver and motion was carried upon the call of roll. Ayes: Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams.

RESOLUTION R14-134 APPROVING GRANT APPLICATION SUBMISSION AND EXECUTION OF GRANT AGREEMENT WITH NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE RECONSTRUCTION OF OHIO AVENUE PHASE II PROJECT. Mayor Nicholson read by title. Councilman Weaver motioned to approve, seconded by Councilman Armbruster and motion was carried upon the call of roll. Ayes; Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams.

RESOLUTION R14-135 APPROVING MERCANTILE LICENSE FOR NASSAU'S EXTREME CUTS, LOCATED AT 328 WHITE HORSE PIKE IN THE BOROUGH OF CLEMENTON. Mayor Nicholson read by title. Councilman Armbruster motioned to approve, seconded by Councilman Weaver and motion was carried upon the call of roll. Ayes; Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams.

RESOLUTION R14-136 AUTHORIZING WAIVER OF INTEREST ON WATER/SEWER BILLING FOR BLOCK 47, LOT 2, OTHERWISE KNOWN AS 20 FRANKLIN AVENUE IN THE BOROUGH OF CLEMENTON. Mayor Nicholson read by title. Councilman Weaver motioned to approve, seconded by Councilwoman Nucera and motion was carried upon the call of roll. Ayes; Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams.

#### **UNFINISHED BUSINESS:**

There were no discussions regarding unfinished items of business.

#### **NEW BUSINESS:**

**PUBLIC SAFETY COMMITTEE-** Councilman Armbruster reported that several collective bargaining units would begin negotiations with the Borough, and noted his belief in the importance of continuity during the process. Councilman Weaver stated that the anticipated length of negotiations for the Police Contract would require negotiations to continue into 2015, and recommended that Councilman Fisher be included on the police negotiations with the expectation that he would chair the committee the following year. Councilman Armbruster motioned to amend the Public Safety Committee to include Councilman Jonathan Fisher. Motion was seconded by Councilwoman Nucera and carried upon the call of roll. Ayes: Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams. (Memorialized by Resolution R14-142). Councilman Armbruster also requested that the AFSCME Contract Negotiations be placed on the agenda for discussion during executive session at the November meeting. Councilman Armbruster requested that Jenai Johnson provide members of the Governing Body with a copy of the current contract for review.

**DANIEL DOUGHERTY SPORTS COMPLEX IMPROVEMENTS-** Councilman Fisher stated that he wished to install a handicap parking spot at the complex, and had obtained quotes for the installation. Councilman Fisher stated that the lowest quote obtained was provided by CNR Customs in the amount of \$2,600.00. Councilman Fisher motioned to authorize expenditure of open space trust funds in an amount not to exceed \$3,000.00 to install the handicap parking spot and become ADA compliant, seconded by



Councilman Armbruster and motion was carried upon the call of roll. Ayes: Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams.

*OVERDOSE AWARENESS EVENT-* Councilman Armbruster stated that he wished to recognize Councilman Fisher for all of his efforts in the Overdose Awareness Event recently held at Hero's Park. Councilman Armbruster stated that Councilman Fisher placed his heart and soul into the event and attracted a significant turnout. Councilman Armbruster noted that speakers ranged from those who lost family members to the issue, and those who were currently battling the addiction.

*BUTTERFLY GARDEN IMPROVEMENTS-* Councilman Armbruster stated that he had been provided with a quote for Butterfly Garden Improvements by Tom Steinert of the environmental commission. Councilman Armbruster stated that there are continuous issues with the upkeep of the vegetation at the property, and the proposed improvements would assist with alleviating those issues. Being proposed were an irrigation system, and replacement of edging and walkway stone. The lone quotes obtained were as follows:

Irrigation System- \$1,400.00

Replacement of Edging and Stone- \$4,000.00

Councilman Armbruster noted that open space trust funds could be utilized to fund this project. Councilman Fisher inquired whether the property was officially designated as a park in the Borough, Councilman Armbruster stated that it was. Brief discussion occurred regarding consideration of placement of a barrier or fence to section off the garden. It was determined that Councilman Armbruster would direct Tom Steinert of the Environmental Commission to obtain 3 quotes for the improvements, and submit to the governing body for consideration.

*LAND SURVEY OF DANIEL DOUGHERTY SPORTS COMPLEX/INSTALLATION OF SOCCER FIELDS, CAMDEN COUNTY OPEN SPACE GRANT-* Mayor Nicholson reported that a survey was necessary on the property prior to approval of plans for installation of a soccer field at the Daniel Dougherty Sports Complex with Camden County Open Space Funds. Mayor Nicholson stated that a survey inclusive of topography, boundaries, grading and drainage needs would be required, and that the survey would be completed by Bach Associates. The cost of the survey was anticipated to be approximately \$6,000.00. Councilman Fisher motioned to approve expenditure of Open Space Funds in an amount not to exceed \$7,000 to Bach Associates for completion of a survey at Daniel Dougherty Sports Complex related to the installation of soccer fields. Motion was seconded by Councilman Armbruster and carried upon the call of roll. Ayes; Armbruster; Avellino; Fisher; Nucera; Weaver. Absent: Williams. (Memorialized by Resolution R14-141).

*DOWNTOWN AREA IMPROVEMENTS-* Councilman Avellino stated that he wished to obtain information regarding the availability of funding for improvements to the Downtown area, specifically installation of appealing lamps in the area. Councilman Armbruster stated that this matter had been discussed with the engineer, who would be reaching out to the County to ascertain if there were any long term possibilities for funding. It was noted that the Master Plan had designated a "center of town business district", and that improvements would likely encourage businesses to open within that area.

#### **PRIVILEGE OF THE FLOOR:**

*Fred Bush, Clementon Borough-* Mr. Bush stated that Council had made a significant mistake by hiring the wife of a councilmember to the position of Deputy Municipal Clerk. Mr. Bush stated that there had been several relationships involving democratic elected officials within the Borough, and noted that this most recent hire exemplified nepotism. Mr. Bush stated that he had reviewed all the laws relating to nepotism, and while the hire of Councilman Armbruster's wife may not have been illegal, it was absolutely unethical. Mr. Bush stated that the hiring of a spouse of a councilman would have a chilling effect at the Borough, much like the previous hire of Sue Vietengruber to the position of administrator. Mr. Bush stated that a negative effect would be felt on morale, and noted that Councilman Armbruster would now be unable to vote upon crucial items such as the policies and procedures, as well as the salary ordinance. Mr. Bush urged the Governing Body to correct their mistake.

*Marion Mumie, Clementon Borough-* Mrs. Mumie thanked Councilwoman Nucera for involving the Clementon History Museum in the Clementon Day Event. Mrs. Mumie stated that she was supportive of the introduced ordinance related to abandoned properties within the municipality. Mrs. Mumie stated that she would be submitting a written request for a wooden planter and flags in the downtown area, to replace flags that she had previously purchased and had blown away. Mrs. Mumie noted that the brackets for the flags still remained. It was noted that the wooden planter could be paid for by Open Space Trust Funds. Mrs. Mumie was directed to meet and discuss the flags with Councilwoman Nucera, who offered to assist her with the purchase of said flags with Special Event funds. Mrs. Mumie estimated the replacement cost of the flags to be in the range of \$250.00.

*Keith Cybulski, Van Horn Ave-* Mr. Cybulski inquired relating to the knowledge of the Mayor and Council of future improvements to the bridge on Berlin Road, located near the Senior Center. Mayor Nicholson advised Mr. Cybulski that he was aware of the impending improvements. Mr. Cybulski stated that he had heard rumblings regarding the possibility of the county extending the paving project to include Warsaw to Garfield due to an increased budget. Mayor Nicholson stated that he had spoken to Bach Engineer, who was not yet certain of the scope of the County Project. Mr. Cybulski suggested that the need for additional improvements be relayed to the County, and may be incorporated in the project. Councilman Armbruster stated that the concerns of the local municipality are not always included. Mr. Cybulski stated that he also wished to speak upon the need for additional funding, material and equipment to the John Leshner Senior Center. Mr. Cybulski stated that the Borough provides the seniors with a building, and nothing else. Councilman Fisher noted that he had personally provided the group with juice, cups, coffee and various other items, noting that funding the center had continued to be budgetary issues over the past several years. Mr. Cybulski stated that other towns support their senior organizations and buildings, noting that the group reported operating with a current deficit of almost \$1,100.00. Councilman Armbruster and Solicitor Botcheos advised Mr. Cybulski that the Borough had provided the group with suggestions on raising their own funds, collecting donations and other fund raising efforts.

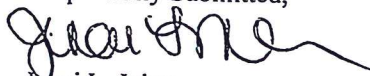
Hearing no further comments from the public, Mayor Nicholson closed the floor to the public.

**EXECUTIVE SESSION:**

There were no matters for discussion in executive session.

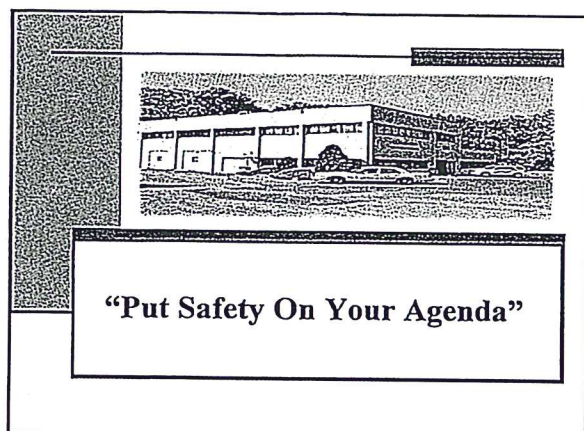
**ADJOURNMENT:** Councilman Weaver motioned to adjourn at 8:28PM, seconded by Councilwoman Nucera and hearing none opposed, motion was carried.

Respectfully Submitted,



Jenai L. Johnson,  
Municipal Clerk/Administrator

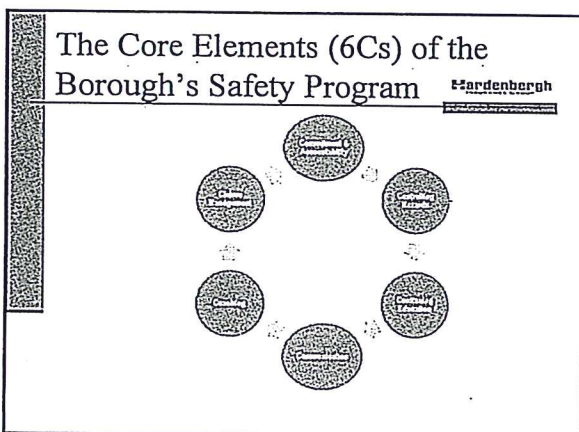




## Purpose of the Presentation

Hardenbergh

- ▣ Share with the Governing Body the Borough's safety program;
- ▣ Provide the Governing Body an opportunity to ask safety related questions; and
- ▣ Present 2014's Safety Focus Topic:  
*Special Events = Special Attention*



## Core Leaders of the Borough's Safety Program

Hardenbergh

All employees are part of the safety program however, the following employees are leading the effort:

- ▣ Borough's Safety Coordinator – Rob Freiling
- ▣ Borough's Claims Coordinator – Jenai Johnson
- ▣ Borough's Fund Commissioner – Lorraine Boyer

### Supporting the leaders are:

- ▣ Camden County Municipal JIF
  - Borough's Insurer and Safety Consultant
- ▣ Hardenbergh Insurance Group
  - Borough's Risk Management Consultant

## 2013 Results of the Borough's Safety Program

Hardenbergh

Congratulations!!!

Borough of Clementon received the Camden JIF  
2013 Safety Incentive Award of \$900



Under the leadership of your safety team and by adhering to the Core Elements, the Borough provided a safe environment for employees and the public.

The Borough is on track to earn the same award for 2014!

## 2014 Focus Topic

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Special Events = Special Attention

## What is a Special Event ?

Hardenberg

A special event is a non-routine activity within a community that brings together a large number of people.

Typical events include:

- ▣ Parades
- ▣ Fireworks
- ▣ Athletic Events – 5K runs, soccer tournaments
- ▣ Fairs, Community Days
- ▣ Celebrating milestones

## Why do municipalities have a special event?

Hardenberg

- ▣ Entertain residents
- ▣ Celebrate Accomplishments/Milestones
- ▣ Raise Revenue
- ▣ Promote Goodwill
- ▣ Promote Community Unity



## Why do they need special attention?

Hardenberg



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 your municipality.

## Special Events Mishaps

Hardenberg

- ▣ MISHAP: Vendor failed to inspect site for unexploded aerial shells after fireworks display resulting in large fire.
- ▣ Preventative Measure: Adhering to the MEL Bulletin 14-08 checklist, which requires the vendor to be responsible for inspection after a show.
- ▣ MISHAP: At Community Day, a food vendor's butane cylinder exploded, injuring 3 people.
- ▣ Preventative Measure: Ensuring the municipality conducted an inspection of butane lines prior to event.
- ▣ MISHAP: At Community Day, a bounce house flew away because it was not secured sufficiently for the winds that occurred that day.
- ▣ Preventative Measure: Assessing weather conditions on the day of the event and not permitting the inflatable to be used.
- ▣ MISHAP: Uninsured vendor caused food poisoning which resulted in several people being sent to E/R. Municipality was financially responsible.
- ▣ Preventative Measure: Provide municipality with evidence of insurance which includes the municipality as an additional insured.

## What is Special Attention?

Hardenberg

- | Planning   | Planning | Planning |
|--|----------|----------|
| ▣ Prior to event   |          |          |
| <ul style="list-style-type: none"> <li>• Create a planning committee, well in advance of the event, to review potential hazards of the event.                             <ul style="list-style-type: none"> <li>• A Hardenberg Insurance Group representative can serve on the Committee.</li> </ul> </li> <li>• Determine outside resources needed.</li> <li>• Outline all requirements (permits/insurance/agreements) required by vendors.</li> <li>• Determine site plan and logistics.</li> </ul> |          |          |
| ▣ Day of the event   |          |          |
| <ul style="list-style-type: none"> <li>• Ensure all are aware of the chain of command.</li> <li>• Emergency Management procedures are in place.</li> <li>• Assign specific duties to address event hazards (parking, garbage, crowd control, weather).</li> </ul>  |          |          |
| ▣ After event  |          |          |
| <ul style="list-style-type: none"> <li>• Conduct a review meeting to discuss any problems that occurred and develop solutions to avoid re-occurrence at future events.</li> </ul>  |          |          |

## Planning Pays Off

Hardenberg

Catastrophes avoided by planning include:

- ▣ EMTs equipped with AEDs along 5K race routes have resuscitated runners.
- ▣ Adult spotters along parade routes to hand out candy to children have eliminated injuries.
- ▣ Communication with neighboring towns' emergency responders regarding closed streets due to parade routes enabled them to find clear alternate routes to hospitals.
- ▣ Communication with local hospitals alerting them that the town was having fireworks, ensured the hospital remained fully staffed and on alert if any injuries occurred from fireworks accident.





## How will Hardenbergh Insurance Group help?

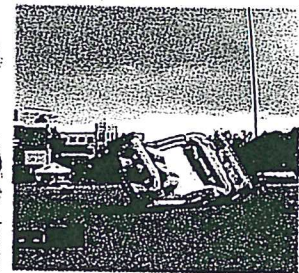
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- The JIF's Special Event Safety Checklist
- MELJIF Community Safety Leadership - Management of Special Events
- MELJIF Bulletin 14-08 – Fireworks Displays/Amusement Ride Requirements
- Review vendors' insurance
- Engage J.A. Montgomery when needed



## Special Events=Special Attention

Hardenbergh



Thank you for allowing  
Hardenbergh Insurance Group  
to serve as your  
Risk Management Consultant

Hardenbergh