

**MINUTES OF THE
BOROUGH OF CLEMENTON
March 1, 2016
CAUCUS MEETING
OF THE MAYOR AND COUNCIL**

OPENING: Mayor Thomas Weaver called the meeting to order at 7:01PM.

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT: Mayor 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, Administrator/Municipal Clerk, called the roll, which resulted in the following members present: Mayor Thomas Weaver; Councilwoman Carol Andrews; Councilman Mark Armbruster; Councilman Jonathan Fisher; Councilwoman Meghan Milano; Councilwoman Christine Nucera; Councilman Gordon Schaeffer. Also present was Solicitor George Botcheos.

SALUTE TO THE FLAG: Mayor Weaver 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: There were no comments from the public during the privilege of the floor.

ADMINISTRATOR/COUNCIL REPORTS:

Jenai Johnson stated that she had nothing to report at the current time, as all matters were presented upon the agenda, or would be discussed during new business.

Councilwoman Andrews stated that she had nothing to report.

Councilman Schaeffer stated that he had nothing to report at present.

Councilman Armbruster stated that the door had been installed at the community center, which lead into the kitchen area, and walls had been put into place for the creation of a coatroom. Councilman Armbruster also reported that the beer meister was set up and functioning, and the bar sink operational. Councilman Armbruster stated that the oven had been purchased, and would be installed after the painting was complete.

Councilman Fisher inquired if there would be additional costs imposed for the rental of the community center to cover the costs of the new items available for use. Councilman Armbruster suggested that the additional items be offered as "add ons", with a separate fee tacked on for use of the beer meister, the oven and any other extras. Councilman Fisher stated that a clean up fee should be imposed for those that utilize the kitchen. Councilman Armbruster stated that the rental cost for the kitchen could include a clean up fee. Councilman Armbruster suggested the matter be further discussed with the committee and brought back to council for a decision.

Councilman Armbruster reported that the public works department was diligently attempting to locate a water leak, and had also been out chipping, making the department operate thinly at present. Councilman Armbruster stated that there were circumstances which could lead to the ability to hire another full time individual in the department in the coming months.

Councilwoman Christine Nucera- Councilwoman Nucera reported that she had been working with Clementon Park to plan the Annual Clementon Day, tentatively set for May 21st.

Councilwoman Meghan Milano- Councilwoman Milano reported that she had been advised that Marjorie Huff would be resigning from the Chairman of the Senior Affairs Committee, and that a list of membership would be provided. Jenai Johnson requested that a copy of the list be provided to her for her records.

APPROVAL OF MINUTES:

MINUTES OF THE NOVEMBER 10, 2015 CAUCUS/COUNCIL MEETING

MINUTES OF THE DECEMBER 15, 2015 CAUCUS/COUNCIL MEETING

Councilman Armbruster motioned to approve the minutes of November 10th and December 15th as presented, seconded by Councilwoman Andrews and motion was carried upon the call of roll.

Ayes: Andrews; Armbruster; Fisher; Nucera. Abstain: Milano; Schaeffer.

MINUTES OF THE JANUARY 2, 2016 REORGANIZATION MEETING

MINUTES OF THE FEBRUARY 2, 2016 CAUCUS MEETING

MINUTES OF THE FEBRUARY 16, 2016 COUNCIL MEETING

Councilman Armbruster motioned to approve the minutes of January 2nd, February 2nd and February 16th as presented, seconded by councilwoman Nucera and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Milano; Nucera; Schaeffer.

ORDINANCES AND RESOLUTIONS:

INTRODUCTION/FIRST READING

ORDINANCE 2016-04 AMENDING AND SUPPLEMENTING CHAPTER 13 OF THE CODE OF THE BOROUGH OF CLEMENTON ENTITLED, "CLAIMS APPROVAL". Mayor Weaver read by title. Councilwoman Nucera motioned to approve on first reading, seconded by Councilwoman Andrews and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Milano; Nucera; Schaeffer.

RESOLUTION R16-57 AUTHORIZING REFUND OF OVERPAYMENT OF PROPERTY TAXES FOR BLOCK 132, LOT 2, OTHERWISE KNOWN AS 31 WAUSEON AVENUE. Mayor 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; Milano; Nucera; Schaeffer.

RESOLUTION R16-58 AUTHORIZING CANCELLATION OF INTEREST CHARGED FOR REMOVAL OF VETERAN DEDUCTION FOR BLOCK 135, LOT 7, OTHERWISE KNOWN AS 10 BIRCH ROAD. Mayor Weaver read by title. Councilwoman Andrews motioned to approve, seconded by Councilman Schaeffer and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Milano; Nucera; Schaeffer.

RESOLUTION R16-59 AUTHORIZING REFUND OF HOMESTEAD REBATE FOR BLOCK 54, LOT 2, OTHERWISE KNOWN AS 148 OHIO AVENUE. Mayor Weaver read by title. Councilman Armbruster motioned to approve, seconded by Councilwoman Nucera and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Milano; Nucera; Schaeffer.

RESOLUTION R16-60 APPROVING ISSUANCE OF MERCANTILE LICENSE TO D AND D MANAGEMENT TEAM LLC FOR D-BOYS BOXING & FITNESS CENTER LOCATED AT 1 BERLIN ROAD IN THE BOROUGH OF CLEMENTON. Mayor Weaver read by title. Councilman Armbruster motioned to approve, seconded by Councilwoman Milano and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Milano; Nucera; Schaeffer.

RESOLUTION R16-61 AUTHORIZING OFFER OF EMPLOYMENT AND HIRE OF BRETT HUNTER CONTINGENT UPON ACCEPTANCE OF PROPOSED TERMS OF EMPLOYMENT. Mayor 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; Milano; Nucera; Schaeffer.

RESOLUTION R16-62 AUTHORIZING OFFER OF EMPLOYMENT AND HIRE OF DANIEL KREBS CONTINGENT UPON ACCEPTANCE OF PROPOSED TERMS OF EMPLOYMENT. Mayor Weaver read by title. Councilwoman Milano motioned to approve, seconded by Councilman Armbruster and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Milano; Nucera; Schaeffer.

RESOLUTION R16-63 AUTHORIZING APPROVAL OF USE OF THIRD PARTY DISBURSEMENT SERVICE ORGANIZATION FOR PAYROLL PURPOSES AND AUTHORIZING MAYOR AND MUNICIPAL CLERK TO EXECUTE AGREEMENT. Mayor Weaver read by title. Councilman Armbruster motioned to approve, seconded by Councilman Schaeffer and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Milano; Nucera; Schaeffer.

RESOLUTION R16-64 AUTHORIZING ADJUSTMENT OF HOURLY RATES FOR CERTAIN EMPLOYEES OF THE PUBLIC WORKS DEPARTMENT. Mayor Weaver read by title. Councilwoman Nucera motioned to approve and motion was seconded by Councilman Armbruster. Councilwoman Andrews stated that she had issues with this action, due to the fact that one of the hourly increases within the resolution authorized a \$4 per hour raise. Councilwoman Andrews noted that it was her belief that the budget was tight and taxes should not be increased. Councilwoman Andrews requested that her opposition for those reasons be placed upon the record. Councilman Armbruster stated that the increases had been discussed for the past 8-9 months. Councilman Schaeffer requested confirmation that the funds were available in the budget that had been discussed. Councilman Armbruster reported that the funds were available in the public works salary line, and no increases were being proposed at present for that budget line. Hearing no further comments, motion was carried upon the call of roll. Ayes: Armbruster; Fisher; Milano; Nucera; Schaeffer. Nays: Andrews.

RESOLUTION R16-65 DESIGNATING RECIPIENTS FOR THE CAMDEN COUNTY IMPROVEMENT AUTHORITY HOUSING REHABILITATION PROGRAM AND AUTHORIZING CAMDEN COUNTY IMPROVEMENT AUTHORITY AS ADMINISTRATIVE AGENT. Mayor 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; Milano; Nucera; Schaeffer.

UNFINISHED BUSINESS:

SIDEWALK REPAIRS- Councilman Armbruster stated that the Borough needed to move forth on the repair of sidewalks at various Borough owned locations, as well as the replacement of plantings of the butterfly garden that were damaged during the previous wind storm. Councilman Armbruster stated that he wished to obtain approval for the expenditure of \$20,000 or less of Open Space Trust Funds for the acquisition of benches and landscaping improvements at various parks. The improvements would be performed by either the public works department, or an outside contractor as deemed necessary. Councilman Armbruster motioned to authorize the expenditure of open space trust funds in an amount not to exceed \$20,000.00 for the acquisition of benches and equipment, including landscaping improvements, at various Borough owned parks

and playgrounds. Motion was seconded by Councilwoman Nucera and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Milano; Nucera; Schaeffer.

(MEMORIALIZED BY RESOLUTION R16-66)

A brief discussion occurred regarding utilizing the year 38 CDBG Funding for the replacement of Borough owned sidewalks within town, and the possibility of doing a bond ordinance for the remainder of the necessary funds for the repairs. Jenai Johnson stated that the project description resolution for year 38 CDBG funding would be presented for approval at the succeeding council meeting.

Councilwoman Milano inquired about unsightly conditions on Erial Road near the embankment. Chief Randall Freiling stated that the Code Enforcement Department had an open file on the property. Councilwoman Andrews wished to obtain clarification on what "an open file" entailed. Chief Freiling stated that an open file indicated that the property had been cited and progress had been witnessed toward rectifying the outstanding issues. Chief Freiling stated that he would continue to follow up on the property and ensure that the issues were addressed.

NEW BUSINESS:

UNIFORM VOUCHERS- Brief Discussion occurred regarding the need for improvement in the uniform regulations for public works employees. It was noted that the employees were no longer a represented unit and not entitled to any annual allowance. It was determined that the Borough would allow public works employees to purchase uniforms through a voucher system at an approved vendor. Councilman Fisher motioned to authorize the purchase of uniforms and boot items through a voucher system for employees of the public works department, in an amount individually not to exceed \$500.00, seconded by Councilman Schaeffer and motion was carried upon the call of roll. Ayes: Andrews; Armbruster; Fisher; Milano; Nucera; Schaeffer.

(MEMORIALIZED BY RESOLUTION R16-67)

It was noted that the public works committee would work with the director and administrator to produce a uniform policy, which all Public Works employees would be required to abide by. Councilman Fisher noted that coherence to uniform policy would be required of supervisors of the department of public works as well.

Councilman Fisher stated that he wished to obtain confirmation that all downed tree reports were submitted to Mel. Chief Freiling stated that he was correct, and that was proper procedure.

Councilman Armbruster stated that he had been informed that ISO ratings only affected the insurance for industrial properties, and not personal properties as had been previously indicated by Chief Randall Freiling. Chief Freiling stated that he had only relayed the information that he had been provided and would look into the matter. Councilman Armbruster stated that this fact could significantly reduce the amount of equipment needed for Clementon Fire Rescue, without costing the residents additional premiums.

PRIVILEGE OF THE FLOOR: There were no members of the public who wished to comment.

EXECUTIVE SESSION: There were no discussions for executive session.

ADJOURNMENT: Councilman Schaeffer motioned to adjourn at 7:52PM, seconded by Councilwoman Nucera and hearing none opposed, motion was carried.

Respectfully Submitted,



Jenai L. Johnson,

Administrator/Municipal Clerk