

MINUTES

BEVERLY CITY COMMON COUNCIL Meeting of December 13, 2011

7PM

CALL TO ORDER

Council President Luis Crespo called the meeting to order at 7:03PM **at the Beverly Housing Authority Building, 101 Magnolia Street, Beverly, NJ 08010.** As previously advertised and posted, Council and Planning Board Meetings will be held at this location until completion of the ADA Renovations to the City Hall Court Room area, at which time all meetings will take place at City Hall.

OPEN PUBLIC MEETINGS ACT (NJSA 10:4-6)

Mr. Crespo read the following statement into the Minutes: *In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: On January 4, 2011 advance written notice of this meeting was posted on the public bulletin board in the City Hall; was mailed to THE BURLINGTON COUNTY TIMES and to the CAMDEN COURIER POST; was filed with the City Clerk and was mailed to all persons who requested and paid for such notice. **The proceedings of all meetings are typically electronically recorded; however, while at the Housing Authority location Minutes will be manually recorded due to lack of workable recording devices for this location. Minutes will be on file in the office of the City Clerk.***

FLAG SALUTE

Mr. Crespo led those present in the Flag Salute.

SWEARING-IN OF COUNCIL MEMBER MARTIN BASS, III TO A 1 YEAR UNEXPIRED TERM.

Council Member Bass was sworn-in by Solicitor Al Marmero, with congratulations extended by Council.

ROLL CALL

Present:

Council President: Luis Crespo.

Council Members: Scott Williams, Martin Bass, Brian Perkins, Hal Robertson, Alfred Desjardins, Barbara Kelly

Solicitor: Albert K. Marmero

Administrator: Ken Gerber, CPM

Municipal Clerk: Donna Snyder, RMC/CPM

Absent:

Engineer: Bill Kirchner - The Engineer's presence was not required this Evening.

Mayor: Mayor Cook was absent due to illness.

MINUTES

All will be completed and submitted for approval by Council's 12/27/11 meeting.

RESOLUTIONS

RESOLUTION 2011-263

A Resolution of the Common Council of the City of Beverly authorizing Transfer of Budget Appropriations. Motion to Approve by Williams; Second by Bass. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2011-264

A Resolution of the Common Council of the City of Beverly authorizing cancellation of Outstanding Checks relative to the Municipal Court. Motion to Approve by Desjardins; Second by Robertson. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2011-265

A Resolution of the Common Council of the City of Beverly authorizing an **Interlocal Government Services Agreement** between the City of Beverly and Delanco Township for use of Delanco's Municipal Court Facility until completion of Beverly City Hall's ADA Renovations. Motion to Approve by Williams; Second by Bass. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2011-266

A Resolution of the Common Council of the City of Beverly authorizing Change Order #1 to Grassbusters Landscaping Company, Inc. relative to the City Park at Lauinger Field Project. Motion to Approve by Williams; Second by Bass. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2011-267

A Resolution of the Common Council of the City of Beverly authorizing Payment Estimate #2 and a Voucher for Payment Estimate #2 as adjusted for the City Park at Lauinger Field Project to **Grassbusters Landscaping Company, Inc.** in the amount of \$20,401.35. Motion to Approve by Perkins; Second by Bass. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2011-268

A Resolution of the Common Council of the City of Beverly approving the Beverly Sewerage Authority request for the re-appointment of **Mr. Ned Heron** for a five-year term on the Beverly Sewerage Authority.

NOTE: THIS RESOLUTION WAS "TABLED" TO COINCIDE WITH THE SEWER AUTHORITY'S FEBRUARY 2012 REORGANIZATION. SOLICITOR MARMERO WILL ALSO REVIEW THE AUTHORITY'S BYLAWS RELATIVE TO NUMBER OF YEARS FOR APPOINTMENT.

RESOLUTION 2011-269

A Resolution of the Common Council of the City of Beverly authorizing Approval of the **MUNIDEX Software Systems Animal Licensing Program** in the amount of \$1,975 for the Software License and on-site professional service training. Annual support for year one will be \$250.00 with years two through five at \$300.00 annually. Included in said proposal is one full year of unlimited telephone, fax, and/or modem support. Funding for same is available and will be provided from our Dog Licensing Account. Motion to Approve by Robertson; Second by Bass. Roll Call Vote - All Ayes. Motion Carried.

BILLS LIST

The 12/13/11 Bills List was reviewed with Motion to Approve by Robertson; Second by Bass. Roll Call Vote - All Ayes. Motion Carried.

CORRESPONDENCE

Unless otherwise noted, all Correspondence is reviewed by Council and filed accordingly. Correspondence is available for review in the Clerk's Office.

1. **Beverly United Methodist Church "Meals of Love"**, 12/19/11, 4-6PM.
2. **Burlington County Freeholders:** No Change is Recycling Collection Schedule for Christmas 2011 or New Year's 2012.
3. **Burlington County Recycling:** County is offering free disposal of Christmas Trees to municipalities or their residents at the Resource Recovery Complex on Columbus Road in Mansfield Township. Trees must be brought to the landfill free of all decorations, garland, ornaments, etc. No artificial or flocked trees will be accepted. Updates will be forthcoming.
4. **Burlington County Freeholders:** Solid Waste/Recycling Proposed Amendment to the Burlington County District Solid Waste Management Plan. Public Hearing set for Wednesday, December 14, 2011 at 7PM in the Freeholder Board Room, County Administration Building, 49 Rancocas Road, Mount Holly, NJ.
5. **Burlington County Feral Cat Initiative Program Update** - Progress Report for Year End 2010.
6. **First Annual Statewide Holiday Blood Drive Campaign** - Request to host a workplace blood drive before the end of the year, or planning a drive for 2012.
7. **NJ Department of Agriculture:** Re Sponsors for Summer Food Service Program.
8. **NJDEP/Division of Parks and Forestry:** Re "Tree City USA" application.

9. **ANJEC** (Association of New Jersey Environmental Commissions): Re Membership.
10. **NJLOM: Re Sustainable Jersey Webinars** - Getting Ready for Certification and Beyond.
11. **BURLCOJIF: Budget Hearing Notice for the Fund's Proposed 2012 Budget.** Hearing will be held Tuesday, December 20, 2011 at 4PM at the Medford Township Public Safety Building, 91 Union Street, Medford, NJ.
12. **NJDEP: Notice of Administrative Completeness** for the Treatment Works Approval Application No. 11-0334, Beverly Sewer Treatment Plant.
13. **Burlington County Public Employee Charitable Campaign:** Thank you to the Municipal Clerk for coordinating this year's Campaign for the employees of Beverly City.

COMMENTS/REPORTS

ADMINISTRATOR

Mr. Gerber advised of the meetings with the Architect regarding the ADA Renovation Project underway. The City has established a Shared Services Agreement with Delanco for the use of their Court Facility during our Renovations. We have had good feedback on applications relative to the Part-time Court Administrator position. Regarding Neighborhood Services: The properties involved have gone from 57 problem homes to 9 needing completion. These remainders will go to "Cut and Lien". Our Roof Repair is still holding. Payment is pending relative to the surety of the job. Installation of Downspouts will be held off until ADA work is completed on that side, and the project has been discussed with Bill Kirchner. Additionally, there are several Employee time "buy-back" requests that will go on for the next Council Meeting.

SOLICITOR

The Solicitor's comments are reserved for Executive Session.

COUNCIL MEMBERS

Hal Robertson advised that we now have a process in place for abandoned and derelict homes that flows from the Inspector to the Administrator to the Council.

Scott Williams advised regarding a Resident's request that a street light be installed at Pine and Lee. The area was read by light meter and it doesn't register. Public Service was contacted regarding the pole number. Scott said he will work with PSE&G on this and that a light will most likely be added. Mr. Robertson pointed out a similar area on Laurel near Warren that was now but didn't used to be dark - it was like a flood light turned

off. It was felt that this was probably requested by a private party who was paying for same, or perhaps a storefront. Mr. Robertson recalled that the liquor store pays for that light - about six of them. He thinks that Public Service puts them up, but the citizen pays for same. Mr. Perkins advised that there is another spot on Second and Broad that is being complained about as well. These will all be looked into.

Mr. Williams also spoke to the County Highway Department regarding Warren on the Burlington side of Five Points. They'll also look at this area perhaps in the Spring.

Mr. Williams then related to correspondence sent to all Council Members from the Municipal Clerk regarding an email she received from a Resident's Daughter. The Daughter reported that her Mother had fallen on the sidewalk on Warren in front of the Church Rectory. The County inspects County Roads; the Homeowner must take care of their sidewalk; at City Hall we do our sidewalks. It is the Church's responsibility in this instance. The resident broke her elbow when she fell. Mr. Williams has been in contact with the Daughter.

Barbara Kelly thanked everyone at City Hall, the Emergency Squad, the Fire Department and all who had a hand in helping with the Holiday Party and the Christmas Tree Lighting.

CLERK

No comment at this time.

PUBLIC COMMENT - 7:59PM

*This portion of the meeting provides the public with an opportunity to ask questions of City Council concerning the City, or to address questions to the Administrator/Director of Public Safety. **Please state your name and address for the record.***

Public Comment was had by the following Residents/Property Owners: Barbara Russell; Loy Ellsworth; Amy Bent. Topics covered included safety concerns relative to the scheduling of Police Officers; status of the Domestic Violence Room; Edgewater Park Public Works vehicles going too fast through town and blowing all of the piled leaves all over—since they were contacted re same, they've been slowing down and all is fine now; thank you to the Emergency Squad for their expertise and their seven minute response time. Road issues were discussed regarding why at Railroad track and Cooper it can't be fixed; the drain at Cooper and Pine is plugged again; a thank you for the addition to the end of Pine. Responses included the fact that Cooper and the Gateway Project is still being worked on. Contact info for the County Meetings will be given for attendance, as we don't want to spend City money to fix a County road. The water that stands on Railroad Avenue at the beginning of Elizabeth where the drain is - this is an integrity issue and will be looked at. Additional comments were made relative to repair of the

Leaf Machine and copies of a schedule for same. Lastly, the Redevelopment Attorney will be handling request for access to the American Water property re testing.

There being no further comment, Public Session was closed at 8:19PM with a Motion for Executive Session made by Robertson; Second by Kelly. All in Favor. Motion Carried.

EXECUTIVE SESSION

Resolution 2011-271:

A Resolution of the Common Council of the City of Beverly to hold Executive Session in accordance with the Open Public Meetings Act, P.L. 1975, Chapter 231, permitting the exclusion of the Public from a meeting in certain circumstances which the Governing Body deem now exist: Discussion to be had on Personnel, Litigation, and Contractual matters.

Motion to come out of Executive Session and back into Open Session made by Williams; Second by Bass. All in Favor. Motion Carried.

ACTION AFTER EXECUTIVE SESSION: YES____ (See below) NO__X__

ADJOURNMENT

There being no further business, Motion to Adjourn at 8:45PM made by Williams; Second by Robertson. All in Favor. Motion Carried.

Respectfully submitted,

Donna Snyder, RMC/CMR/CPM

Date

APPROVED:

Council President Luis Crespo

Date

Governor's Best Practices Toolbox:

"Prospective" Items for Continued Discussion, Monitoring, and Update:

1. Does your municipality maintain an up-to-date municipal website containing, but not limited to:

Past 3 years adopted Budgets.

Current year proposed Budget including the full adopted Budget for current year when approved by the Governing Body.

Most recent Annual Financial Statements and Audits.

Notifications for Solicitation of Bids and RFP's.

Employee Contact Information.

Governing Body, Boards, and Commission Meeting Dates, Minutes, and Agendas.

2. Is your municipality's computer information backed up regularly, pursuant to a written backup policy and is data stored offsite.

NOTE: Offsite Backup contracted with Networks Plus. Policy in progress

3. Are Ordinances codified on an annual basis and made available electronically and/or in an existing Ordinance book for the public.

4. If your municipality is a member of the SHBP, have you transitioned from Chapter 88 (lifelong retirement benefits & Medicate Part B payouts) to Chapter 48 (healthcare cafeteria and select cost-saving provisions for all current and future employees).

****Note "No" Items for Monitoring:**

Is your municipality's Police Department accredited by the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA), or have Senior officers had advanced training through professional agencies/academies.