

MINUTES

BEVERLY CITY COMMON COUNCIL

Meeting of May 8, 2012

7PM

Held at the Beverly Housing Authority Building

CALL TO ORDER

Council President Crespo called the Meeting to Order at 7:06PM

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 December 29, 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 and are also being manually recorded. The Minutes will be on file in the office of the City Clerk.***

FLAG SALUTE

ROLL CALL

Mayor: Randy H. Miller

Council President: Luis Crespo

Council Members: Barbara Kelly, Brian Perkins, Hal Robertson, Robert Thibault

Solicitor: Albert K. Marmero

Engineer: William H. Kirchner (Attendance not required this evening)

Administrator: Ken Gerber, CPM

Deputy Municipal Clerk: Donna Snyder, RMC/CMR/CPM

MINUTES

The April 24, 2012 Minutes were approved as submitted with a Motion by Robertson and a Second by Thibault. Roll Call Vote - All Ayes. Motion Carried.

BILLS LIST

The May 7, 2012 Bills List was reviewed and approved as submitted with a Motion by Thibault and a Second by Robertson. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTIONS

RESOLUTION 2012-138

A Resolution appointing **Jeanne Buffarini** as a Temporary Beverly City School Crossing Guard, in accordance with current CWA stipulations.

NOTE: RESOLUTION 2012-138 WAS REMOVED FROM THE AGENDA BY THE ADMINISTRATOR AS THE APPLICANT IS NO LONGER AVAILABLE.

CONSENT AGENDA: RESOLUTIONS 2012-139 AND 140

RESOLUTIONS 2012-139 and 140 were approved with a Motion by Thibault and a Second by Robertson. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2012-139

A Resolution appointing **Jessie Egley** as a Temporary Beverly City School Crossing guard, in accordance with current CWA stipulations.

RESOLUTION 2012-140

A Resolution appointing **Harriet Alkins** as a Temporary Beverly City School Crossing Guard, in accordance with current CWA stipulations.

RESOLUTION 2012-141

A Resolution authorizing **Release of Lien** (RCA-Mt. Laurel) on the property known as Block 57/Lot 1, 200 Cooper Street, Beverly, NJ 08010.

NOTE: RESOLUTION 2012-141 WAS REMOVED FROM THE AGENDA BY THE COUNCIL PRESIDENT FOR FURTHER RESEARCH.

NEW BUSINESS

Mr. Thibault commented on the new Clean Community Group for next year's budget, combining the old and the new. Also, a Code Enforcement and Shared Services with Willingboro would be discussed tonight in Executive Session relative to contracts. The Traffic Study for Bentley Avenue at \$1,000. Has a review still pending. Mr. Thibault stated that if we were going to attempt to sell the air-conditioning unit from downstairs that it needs to be looked at as the lines have to be sealed so as not to be worthless. He also questioned whether the dollars to be received for "Scrap Metal" would be shown as "Miscellaneous Revenue". Mr. Crespo stated that he will check with the CFO.

OLD BUSINESS

Website Update: The Clerk advised that meetings were held with Coded Systems out of Spring Lake, NJ and General Code out of Rochester, NY. Additional info is being provided so more accurate estimates can be given to the City. As soon as these are received, both proposals will be presented to Council for review.

Phone System Update: Mr. Gerber advised that the process of new phone installation would begin Friday.

CORRESPONDENCE

Correspondence was read into the Minutes by Mayor Miller. He stated that a letter from the NJ Planning Office advised that all Planning Board of Adjustment members who had taken the classes had passed with flying colors. The Mayor received a letter from DCA stating that Beverly has fulfilled the requirements for the ADA Grant for City Hall relative to all aspects of the project. Regarding the "Delanco Dunes Project", the State is continuing a claim to a portion of the property and it's in continuing in litigation.

COMMENTS/REPORTS

MAYOR - N/A at this time.

ADMINISTRATOR - See Above re Phones.

SOLICITOR

Mr. Marmero commented that other than his comments reserved for Executive Session, that this past week was "Municipal Clerks' Week" and he wished to thank Municipal Clerk Donna Snyder for a job well done.

ENGINEER - N/A

COUNCIL MEMBERS

Mr. Robertson reported on the "Clean Community Day" held in Beverly on Saturday, May 5, 2012. It was a small turnout but much was accomplished including cleanup along the Parade route, in the Parks, and around the School. Another such day will be had this coming Fall. He additionally reported that the Clerk had been in touch with two companies for the Recodification process indicating an initial "eyeball" approximate price range between \$13,000 - \$22,500.

Ms. Kelly advised that the Parade is progressing. They still need some more kid's groups to march that day. She was also advised that once the new Website is up and running, all employees and Council members will be receiving new E-Mail addresses.

CLERK - Nothing at this time.

PUBLIC COMMENT - 7:31PM

*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 Residents Mark Schwedes; Ryan Atkinson; Mary Ellen Knudson. Discussion was had relative to the Beverly School Children not being able to march in the Parade as the Teachers don't want to take the time for same; that Recodification would be posted to the new Website with the Clerk as the liaison for same; updating the old Tax Map block and lots; Parks.

EXECUTIVE SESSION - 7:50PM**Resolution 2012-142:**

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 by Perkins; Second by Robertson. All in Favor. Motion Carried.

Motion to come out of Executive Session and back into Open Session by Perkins; Second by Kelly. All in Favor. Motion Carried.

ACTION TAKEN AFTER EXECUTIVE: X YES NO

RESOLUTION 2012-143

A Resolution approving "Summer Hours" for the Clerk's Office as follows: Effective June 1, 2012 through September 1, 2012 the Clerk's Office will be opened to the Public on TUESDAYS, WEDNESDAYS, AND THURSDAYS only, from 9AM-5PM. The Clerk's Office will be closed to the Public on MONDAYS and FRIDAYS. Operating a one-person office for over a year, Municipal Clerk Donna Snyder will still be present and working at City Hall five days a week, Monday through Friday, 9AM-5PM. However, having Mondays and Fridays without Public access will allow core responsibilities to remain current, organization projects already underway to be expedited, and a variety of update to be completed. Note that all other Municipal office schedules will remain the same. Additionally, the Administrator/Director of Public Safety will be readily available should the need arise. Motion to approve by Perkins; Second by Kelly. Roll Call Vote - All Ayes, except Thibault-No. Motion Carried.

ADJOURNMENT

There being no further business, Motion to Adjourn at 8:32PM was made by Thibault with a Second by Robertson. All in Favor. Motion Carried.

Respectfully submitted,

Donna Snyder, RMC/CMR/CPM

Date

APPROVED:

Randy H. Miller, Mayor

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. YES.

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

Most recent Annual Financial Statements and Audits. YES

Notifications for Solicitation of Bids and RFP's. TBA LINC TO ENGINEER.

Employee Contact Information. TO BE UPDATED.

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

2. Is your municipality's computer information backed up regularly, pursuant to a written backup policy and is data stored offsite. YES. BEVERLY CITY IS BACKED-UP REGULARLY AND STORED OFFSITE PURSUANT TO A WRITTEN BACKUP POLICY BY NETWORKS PLUS.

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

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). YES. A "CAFETERIA PLAN" WAS ADVISED TO ALL CITY EMPLOYEES AND HAS COMMENCED.

****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.