

# MINUTES

## BEVERLY CITY COMMON COUNCIL

Meeting of October 23, 2012

7PM

### CALL TO ORDER

The meeting was Called To Order by Council President Crespo.

### 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. **Additional Notice of change in meeting location back to City Hall was so Noticed to THE BURLINGTON COUNTY TIMES on June 22, 2012; published in the same paper on June 24, 2012; and so posted. 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

Mr. Crespo led those present in the Flag Salute.

### ROLL CALL

#### Present:

Mayor: Randy H. Miller

Council President: Luis Crespo

Council Members: Barbara Kelly, Robert Thibault

Solicitor: Albert K. Marmero

Municipal Clerk: Donna Snyder, RMC/CMR/CPM

#### Absent:

Council Members: Perkins, Robertson

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

Administrator: Ken Gerber, CPM (Attending Resident meeting in Mayor's

- N/Office.)

### MINUTES

Motion by Thibault with a Second by Kelly to approve Regular session Minutes and Executive session Minutes from Council's October 9, 2012 meeting. Roll Call Vote - All Ayes. Motion Carried.

### BILLS LIST

The October 18, 2012 Bills List was reviewed with Motion to Approve by Kelly, Second by Thibault. Roll Call Vote - All Ayes. Motion Carried.

**RESOLUTIONS**

**RESOLUTION 2012-249**

A Resolution of the Common Council of the City of Beverly adopting the Burlington County Municipal Joint Insurance Fund (BURLCOJIF) Procedures and corresponding Forms for handling Tort Claims, the authority for which is found in the New Jersey Tort Claims Act, N.J.S.A. 59:8-6. Motion to Approve by Kelly, Second by Thibault. Roll Call Vote - All Ayes. Motion Carried.

**RESOLUTION 2012-250**

A Resolution of the Common Council of the City of Beverly authorizing the City of Beverly to enter into an Interlocal Service Agreement for the "Burlington County Riverline Task Force" Program. Motion to Approve by Kelly, Second by Thibault. Roll Call Vote - All Ayes. Motion Carried.

**RESOLUTION 2012-251**

A Resolution of the Common Council of the City of Beverly authorizing award of a three (3) year Contract with two (2) one (1) year options to South Jersey Sanitation, 253 N. White Horse Pike, Bldg. E, Hammonton, NJ 08037 for solid waste collection and disposal services for one (1) time per week, according to all terms and regulations of said approved Contract. Motion to Approve by Thibault, Second by Kelly. Roll Call Vote - All Ayes. Motion Carried.

**NEW BUSINESS**

10/10/12 Municipal Court In-Session Visitation - Richard E. Andronici, JMC  
This correspondence was reviewed by Council. The 8 Remaining Renovation/Security items that still need to be addressed will be reviewed with the Administrator so that these security issues can be resolved promptly. (See Judge Andronici's 10/14/12 letter to Mayor Miller and Council, and David G. Young, M.D.M.'s memorandum to Judge Andronici on 10/12/12.)

Beverly Free Library's 10/10/12 Letter of Request for a donation of at least \$2,500 from the 2013 Beverly City Budget will be reviewed during pre-Budget meetings.

**OLD BUSINESS**

2013 Budget Workshop Meeting Schedule will be forthcoming as soon as all budgetary submissions have been received by the CFO from each Department Head.

A Public Hearing for Comcast Cable Renewal will be delayed as our contract does not expire until September 28, 2014. While we will continue to remain on a timely renewal schedule, Council will be given copies of our current contract along with the Cable Franchise Renewal Guide to review relative to contract renewal.

#### **CORRESPONDENCE**

The Correspondence was read by Mayor Miller and will be processed/filed accordingly in the office of the Municipal Clerk.

#### **COMMENTS/REPORTS**

**ADMINISTRATOR** - N/A

#### **SOLICITOR**

Solicitor Marmero spoke about the "Abandoned Properties Toolkit" that he brought along with him that the Clerk had already distributed to Council. We will use this as a guide to enhance our current Housing Ordinance as we move forward in cleaning up the City and contacting Absentee Landlords and bringing them into compliance.

**ENGINEER** - N/A

#### **COUNCIL MEMBERS**

Ms. Kelly reminded all that Halloween would be held for the kids at the Basketball Court on Friday, November 2, 2012 between 5:30-8PM. Donations and Volunteers are needed. She additionally advised re the Beverly Free Library requesting to sell food as a fundraiser for the Library and further requested that the Solicitor's Fee be waived as all funds would be going to the Library. Motion was made by Thibault to wave said \$100.00 Fee conditioned upon all approvals being met, Second by Kelly. Roll Call Vote - All Ayes. Motion Carried.

**CLERK** - Nothing at this time.

**PUBLIC COMMENT** - Motion at 7:31PM by Thibault, Second by Kelly. All In Favor. Motion Carried.

*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 you name and address for the record.***

General question by Mary Ellen Knudson.

There being no further Public Comment, Motion to move to Executive Session at 7:35PM by Thibault, Second by Kelly. All In favor. Motion Carried.

**EXECUTIVE SESSION**

**Resolution 2011-252:**

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.

**ACTION AFTER EXECUTIVE SESSION:** YES\_\_X\_\_ (See below) NO\_\_\_\_\_

**RESOLUTION 2012-253**

A Resolution approving City Employee attendance at the 2012 League of Municipalities Convention, as listed below, for the purpose of obtaining qualifying CEU's for their respective licenses and certifications. Said Employees will receive their normal pay during their respective attendance.  
Donna Snyder, RMC/CMR/CPM - Municipal Clerk/Registrar - 11/13, 14, 15  
Dorothea Jones, CFO/Tax Collector - 11/13, 14  
Daniel Schoen, Public Works Supervisor - 11/14  
Ken Gerber, Dir. Pub. Safety/Administrator - 2 floating days as able.

Motion to approve by Kelly, Second by Thibault. Roll Call Vote - All Ayes. Motion Carried.

**ADJOURNMENT**

There being no further business, Motion to Adjourn at 8:14PM was made by Kelly, Second by Thibault. All in Favor. Motion Carried.

Respectfully submitted,

\_\_\_\_\_  
Donna Snyder, RMC/CMR/CPM

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Randy H. Miller, Mayor

\_\_\_\_\_  
Date

**Governor's Best Practices Toolbox-2012:**

**"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.

Updated 2/24/12