

**THE COMMON COUNCIL OF THE CITY OF BEVERLY**  
**COUNCIL MEETING**  
**OCTOBER 22, 2013**  
**7:00PM**

**MINUTES**

**CALL TO ORDER**

The meeting was Called to Order at 7PM by Council President Bancroft.

**OPEN PUBLIC MEETINGS ACT STATEMENT**

Mr. Bancroft read the following statement into the Minutes: *In compliance with the Open Public Meetings Act, NJSA 10:4-6, this is to announce that Adequate Notice of this meeting was provided in the following manner: On January 8, 2013, advance written notice of this meeting was posted on the Official Bulletin Board in the City Hall, was emailed to THE BURLINGTON COUNTY TIMES for publication and emailed to the CAMDEN COURIER POST for advise, was filed with the Municipal Clerk, and was mailed to all persons who requested and paid for such notice. The proceedings of all meetings are electronically and manually recorded, and the Minutes will be on file in the office of the Municipal Clerk.*

**FLAG SALUTE**

Mr. Bancroft led those present in the Flag Salute.

**MOMENT OF SILENCE**

Council President Bancroft requested a Moment of Silence for the recent passing of Beverly City resident John Schoen who served the City of Beverly for many years as a member of the Rotary, the Housing Authority, and as Housing Inspector. He will be missed and long remembered.

**ROLL CALL**

**Present:**

Mayor: Randy H. Miller

Council President: Robert H. Bancroft

Council Members:

Lawrence F. Carlbon

Robert E. Lowden, Jr.

Robert D. Thibault

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

Municipal Clerk: Donna F. Snyder, RMC/CMR/CPM

Administrator/Director of Public Safety: Richard A. Wolbert

Solicitor: Brian Guest - Parker, McCay, P.A.

**Absent:**

Council Member: Luis M. Crespo

**MINUTES**

The Regular Session Council Minutes from 10/8/13 (no Executive Session was held) were Approved with a Motion by Thibault; Second by Lowden. Roll Call Vote - All Ayes, except Carlbon-Recuse; Lowden-Abstain. Motion Carried.

**RESOLUTIONS****RESOLUTION 2013-162**

A Resolution approving Change Order Number 2 and Pay Estimate Number 2 to **Curb-Con, Inc.** for the Northwest Roads Improvement Project, Phase I. The Change Order represents a net increase of \$19,355.52 from the original contract amount of \$119,715.00 for an adjusted contract price of \$139,070.52. This is an increase of 16% from the original contact amount. The increase includes the addition of the stone pad at the end of Wheatley Avenue and as-built quantities of the various pay items. The invoice is in the amount of \$139,070.52 less a previous payment of \$101,114.05 and less 2% retainage of \$2,781.41 which leaves a balance of **\$35,175.06** owed to said Contractor at this time, based on Certification of Funds by the Beverly City CFO. Motion to Approve by Thibault; Second by Lowden. Roll Call Vote - All Ayes. Motion Carried.

**RESOLUTION 2013-163**

A Resolution approving refund of overpayment of taxes in the amount of \$449.93 on Block 1280/Lot 7 to Dovenmuehle Mortgage, Inc., based on Certification of Funds by the Beverly City CFO. Motion to Approve by Thibault; Second by Carlbon. Roll Call Vote - All Ayes. Motion Carried.

**OLD BUSINESS**

The Administrator advised that he is working with the Solicitor relative to staying on schedule with the Comcast Franchise Renewal process.

**NEW BUSINESS**~ Planning Board of Adjustment Secretary - Position Replacement

The Administrator reminded Council that Dottie Jones had resigned from the position as Planning Board Secretary this past June, and that we're trying to work with the Board to find a replacement to take over the responsibilities of the job. He also stated that he has reached out to our Engineering firm, ERI, regarding their handling of the Completion Review for a flat fee. This would lighten the load on the Secretarial end. A Job Description has been done, at \$100 per meeting. Discussion was had re increasing pay for this position in order to attract a qualified applicant. Council was also reminded that the Master Plan review is in progress. Additionally, we must consider that the City is under the confines of State Transitional Aid. The Clerk will check with other towns relative to any interest as well as rates of pay and review same with the Administrator to hopefully have input for Council's November 13, 2013 meeting.

~ **BURLCOJIF:** Elected Official's Liability Seminar -

Wednesday, March 12, 2014, Charlie's Other Brother,  
Eastampton; Registration 5:30P/Dinner 6P

Council was reminded to review their handout and mark their calendars for the March 12, 2014 Elected Officials Liability Seminar through the JIF which affords the opportunity for each Council Member along with the Administrator to obtain \$250 credit towards the City's 2014 MEL Assessment.

Managerial/Supervisory Training Seminar -

Thursday, November 14, 2013, Nicolosi Caterers,  
West Deptford; 8:30A-11:30A or 12:30P-3:30P.

-and-

Thursday, January 23, 2014; Charlie's Other Brother,  
Eastampton; 8:30A-11:30A or 12:30P-3:30P.

Administrator Wolbert advised that he will attend the November 14, 2013 Training Seminar with Municipal Clerk Donna Snyder. Public Works Supervisor Dan Schoen will attend the January 23, 2014 session.

**BILL LISTS**

Upon discussion, Motion to Approve the October 21, 2013 Bills List was made by Thibault; Second by Lowden. Roll Call Vote - All Ayes.  
Motion Carried.

**CORRESPONDENCE**

*(Note that all Correspondence will be handled/filed by and in the Office of the Municipal Clerk.)*

Mayor Miller read the following Correspondence to those present.

~ Burlington County Health Department:

Beverly City Recycle Center Checklist - In Compliance (10/11/13)

~ BURLCOJIF - Retrospective Program Update was reviewed by the Administrator.

**COMMENTS/REPORTS**

Mayor - Nothing at this time.

Council

Mr. Thibault advised that Halloween flyers will be sent home through the school for the event on Saturday, October 26, 2013, from 6-8PM at eh Basketball Court. Set-up will take place at 3PM.

Mr. Carlbom advised that our Recycling Grant amounted to \$3,562. A special "thank you" goes out to Ryan Atkinson who put the City's Tonnage Report together.

The City's "Clean Communities" cleanup was a great success. Special "thanks" to Jackie Bryan, Loretta Kimber, and Georgine Sarros for their invaluable assistance, and to Ryan Atkinson for monitoring the dumpster and gathering all Electronics for drop-off to the Landfill for Tonnage credit for the City. Additionally, a Poster Contest was held at Beverly School which all the children enjoyed with winners being chosen from each grade.

Administrator/Public Safety Director

Mr. Wolbert advised that, relative to the Northwest Roads Project, the street sweeper would be out tomorrow to remove all debris/dirt on Nichols Avenue.

Regarding the Detwiler ponding issues, the pavement will be reheated and re-rolled to get the water to move along.

The old Public Works truck was sold. \$1,956 was received. To be resolved now is the issue that eighteen years ago the City received the wrong Title for the vehicle! Lucas Ford is working on this with the Ford Motor Company and we will be advised.

Two new tires were purchased for the Public Works truck at \$215 each, plus \$25 each for Mount and Balance, and \$45 Service Fee.

On October 14 we had an armed robbery. Three officers responded and a suspect was arrested. During the search, one of the officers injured a shoulder and needs surgery due to a tear in the tendon. All went well, and once released to Light Duty he will be in the Police Office on desk duty. The officer thanks everyone for their well wishes.

The Tax Collector and Administrator's computers contracted viruses and Networks Plus was called in. We need an anti-virus package for the Server. We will obtain a quote on this package as well as a Firewall for next year's Budget.

The State Fiscal Monitor was in the office on October 10 regarding our Memorandum of Understanding (MOU). Suggestions were given to move things along. The Mayor was also in attendance.

We are working on our RFP's for 2014. We will require a package for Auditing services; our price will go up. The Annual Debt, Financial, and Budget Statements must be done by a different person.

A Master Plan meeting was held on October 9 with Ed Fox from the County in attendance. Assignments were given for the next meeting.

The City has several Tort Claims. We have completed one with a good resolve.

The BURLCOJIF Insurance Retrospective is a quarterly snapshot. No additional dollars are being charged to the City. Our claims look-back should go down for next year.

The City website has been updated. To be in compliance with our insurance coverage, we have added an Internet Posting Policy, as well as info re Links outside our website.

There have been some issues in the City's Rental Registration process that appear to have been lost in translation. Letters have gone out to the various landlords and an article has been placed in the Beverly Bee relative to this effort.

We are looking at costs for a Boiler Service Contract. Initial figures are \$350 annually, and we would have to purchase our fuel oil from them.

We have received Service Contract info from Morpho in the amount of \$2,633.69 annually for the membership and updates, or \$350 per hour. We are now time and material until next year.

The Web Portal for viewing your taxes is up now. Within the next several weeks you will be able to pay online by Credit Card, Debit, or Check.

On Saturday, the trailer from behind City Hall was removed. Many thanks to Rick Knudson and Jeff Iaia, it was a true team effort.

City Hall has been having problems with their phone system. Our current company hasn't been handling the town's needs as well as we expected. We are switching to Line Systems, Inc. (LSI) to bring costs down.

Property Taxes have not been coming in as quickly as expected. Hopefully we should have word on our State Aid within the next two weeks.

Municipal Court is tomorrow at 8:30AM.

Professionals - Solicitor Guest had nothing at this time.

Clerk - Nothing at this time.

Court Administrator - September 2013 Report

This report was reviewed by the Administrator with an explanation of disbursements.

**PUBLIC COMMENT** - 7:40PM

***Please state you name and address clearly for the record.***

Public Comment was had by Ron Paice, Mary Ellen Knudson, Rick Knudson, and Mark Schwedes.

Topics covered included a personal statement of appreciation for a "thank you" received for Community Day assistance; explanation of the Housing Registration process; current Budget status relative to the hopeful upcoming receipt of State Transitional Aid; an explanation of the Master Plan Review process along with the Route 130 Corridor Plan, Designated Centers, and the good and bad associated with the Light Rail; City phone bills and current systems; additional clarification of the September 2013 Court Report and, relative to same, the typo indicating that the month of September has 31 days.

There being no further business, Public Session was closed at 8PM.

**EXECUTIVE SESSION** - There was No Executive Session.

**Resolution 2013-** \_\_\_\_\_ :

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:

- \_\_\_\_\_ **Attorney Client Privilege**
- \_\_\_\_\_ **Contractual Matters**
- \_\_\_\_\_ **Current and/or Possible Litigation**
- \_\_\_\_\_ **Personnel Matters**
- \_\_\_\_\_ **Review of Executive Session Minutes**

**ACTION TAKEN AFTER EXECUTIVE:**      \_\_\_\_\_ YES      \_\_\_\_\_ NO        X   N/A

**ADJOURNMENT**

There being no further business, Motion to Adjourn at 8PM was made by Crespo; Second by Lowden. All in Favor. Motion Carried.

Respectfully submitted,

\_\_\_\_\_  
Donna F. Snyder, RMC/CMR/CPM  
Municipal Clerk

\_\_\_\_\_  
Date

**APPROVED:**

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

\_\_\_\_\_  
Date