

**THE COMMON COUNCIL OF THE CITY OF BEVERLY**  
**July 26, 2016**  
**7:00PM**

**MINUTES**

**CALL TO ORDER**

Council President Bancroft called the meeting to order at 7PM.

**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 6, 2016 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 (published on January 11, 2016) and transmitted to the CAMDEN COURIER POST, 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 recorded electronically and manually, 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.

**ROLL CALL**

**Present:**

Mayor: Randy H. Miller

Council President: Robert H. Bancroft

**Council Members:**

Robert E. Lowden, Jr.

Mark A. Schwedes

Robert D. Thibault

Solicitor: Thomas J. Coleman, III

Raymond/Coleman/Heinold/Norman, LLP

Engineer: William H. Kirchner

Administrator/Director of Public Safety: Richard A. Wolbert

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

**Absent:**

Council Member: Lawrence F. Carlbom

**APPROVAL OF MINUTES**

The June 14, 2016 Regular Session Minutes were approved with a Motion by Thibault; Second by Schwedes. Roll Call Vote - All Ayes. Motion Carried. There was no Executive Session.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

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

**There was no Public Comment on Agenda Items.**

**RESOLUTIONS**

RESOLUTION 2016-120

A Resolution appointing Mayor Randy H. Miller as the Fair Housing Officer for the City of Beverly. Motion to Approve by Thibault; Second by Lowden. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2016-121

A Resolution authorizing the City of Beverly to apply to the New Jersey Department of Community Affairs (NJDC) for a Small Cities Housing Rehabilitation Grant of up to \$200,000 to carry out a program to address code violations in homes of low and moderate-income residents. Motion to Approve by Thibault; Second by Lowden. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2016-122

A Resolution approving the Grant Management Plan prepared for its Small Cities CDBG Grantee application. Motion to Approve by Thibault; Second by Schwedes. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2016-123

A Resolution adopting a Citizen Participation Plan relative to the City of Beverly's participation in the Small Cities CDBG Program. Motion to Approve by Thibault; Second by Schwedes. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2016-124

A Resolution authorizing the Tax Collector for the City of Beverly to extend the Grace Period for 2016 Third Quarter Taxes to 25 days from the mailing of Tax Bills. Motion to Approve by Thibault; Second by Schwedes. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2016-125

A Resolution to cancel outstanding checks/stale-dated checks from the Beverly Municipal Court General Account. Motion to Approve by Thibault; Second by Schwedes. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2016-126

A Resolution approving the Rules and Regulations for the Beverly City Police Department. Motion to Approve by Schwedes; Second by Thibault. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2016-127

A Resolution adopting the Rehabilitation Assistance Policy and Procedures Manual. Motion to Approve by Thibault; Second by Lowden. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2016-128

A Resolution Certifying by Affidavit that the Common Council Members of the City of Beverly, in compliance with N.J.A.C. 5:30-6.5 have personally reviewed and are familiar with, as a minimum, the sections of the 2015 Annual Report of Audit entitled "Comments and Recommendations". Motion to Approve by Thibault; Second by Schwedes. Roll Call Vote - All Ayes. Motion Carried.

RESOLUTION 2016-129

A Resolution approving the Corrective Action Plan as submitted by the Beverly City Chief Financial Officer relative to the City of Beverly 2015 Audit Report. Motion to Approve by Thibault; Second by Schwedes. Roll Call Vote - All Ayes.

RESOLUTION 2016-130

A Resolution re-appointing Cynthia Miller to the Housing Authority of the City of Beverly for a five year period 7/1/16 through and including 6/30/21, per the attached correspondence from the Housing Authority Chairman, John Haaf. Motion by Lowden; Second by Schwedes. Roll Call Vote - All Ayes. Motion carried.

**OLD BUSINESS**

Mr. Schwedes asked for an update on the Club Liquor License Renewal for The Athletic Club. The Clerk advised that the Club has an extended Ad-Interim Permit from the State through August 10, 2016. The delay in receipt is due to the Club not being issued a 2016-2017 Tax Clearance for Renewal Certificate from the State Division of Taxation. The Division of ABC is aware that the Club is working with a Case Worker to resolve their tax issues. If there is no receipt of said Certificate, then the Club will have to apply for another Ad-Interim Permit extension with the State, and they are to advise the City of same.

Mr. Schwedes also inquired about placement of a "Truck Route" sign at Mt. Holly Road/Bridgeboro Road. Mr. Wolbert will contact the County Engineer's office, speak with Mr. Patel re same, and advise Council.

**NEW BUSINESS**

1. Discussion of "Event Fees", approval by Council, and amending Fee Ordinance. Administrator Wolbert clarified that the City cannot charge fees unless they are approved by Council; we need a

Dedication by Rider. All fees must be established by Council and placed on the Fee Schedule Ordinance, which would need to be amended. This will be reviewed and updated for placement on one of our August meeting Agendas for approval.

### **BILL LIST**

Upon the Administrator's clarification of the Bill List Addendum for an RCA prior approved expenditure which never made it to the Bills List, the July 26, 2016 Bill List was approved with a Motion by Thibault; Second by Schwedes. 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.)*

The Correspondence below was read by Mayor Miller to those present.

1. Christopher J. F. Ruggiano: Letter of thanks to Administrator Wolbert as Public Safety Director regarding the good work and dedication of the Beverly City Police Department.
2. Environmental Resolutions - 7/13/16 Letter re Re-Bid Schedule for Lauinger Field House Improvement Project.
3. Delanco Planning Board: Notice of Public Hearing on the adoption of a proposed Housing Element and Fair Share Plan.

### **COMMENTS/REPORTS**

#### Mayor

Mayor Miller encouraged all to use extreme care in this heat. Children and the elderly are very vulnerable. Check in on your neighbors as well.

#### Council

Mr. Thibault submitted the Community Events Committee July 18, 2016 meeting minutes to the Clerk. He then advised that the City's first Concert was great and well received. Another Concert will be held in August. September will bring the "Festival on Broad Street".

Mr. Schwedes had nothing additional at this time.

Mr. Lowden apologized for missing Council's last meeting as they were away. However, he reported that he was able to watch the Concert on Facebook from Florida, as a family member "live streamed" it!

#### Administrator/Public Safety Director

Administrator Wolbert advised that he is reviewing quotes for a Police Camera System and Cars, explaining differences received

from Watchguard and Panasonic. Watchguard appears to be the better of the two; they are a national company and items are made in the U.S.A. This is an excellent system, meeting both the Prosecutor and Attorney General's guidelines. Eight body cameras are included. This would be a five-year lease, with a three-year warranty on the cars, and a five-year warranty on the body cams. We would be looking at 8-12 weeks for delivery of the cars, fully outfitted. Two radios would be on us to add. Training is included. Mr. Wolbert will send the SOP on the above to Mr. Thibault. A Resolution will be prepared for Council's next meeting regarding the aforementioned.

#### Professionals

Solicitor Coleman advised that he continues to work with the Administrator on assigned projects.

Engineer Kirchner updated Council on the Lauinger Field Project and the frustrations of dealing with non-receipt of viable bids. It was felt that the scheduling re-bidding process for this fall would pick up bid submissions. Mr. Kirchner and Mr. Wolbert also discussed Storm Water Management in Beverly re storm water on Magnolia between Warren and the River re inlets, storm pipes, etc. Explanation was given relative to the mechanics of capacity in the line; numerous root intrusions in the lines; 18" terra cotta pipe; trying to interconnect Magnolia with one of the other outflows; cracked pipe is not structurally cracked. A method of fixing this problem is still in the process of being researched and the Engineer's office will keep the Administrator updated.

Mr. Wolbert further clarified that no Speed Humps are permitted by the County on "Emergency Routes" (County Roads). Additionally, if traffic totals more than 3,000 cars per day, there can be no Humps. In addition, it must be verified that 85% of the public have gone over the speed limit for the area in question. The cost is \$5,500 per Hump.

#### Municipal Clerk

Ms. Snyder had nothing additional at this time.

#### Municipal Court Administrator:

The June 2016 Court Report was accepted with a Motion by Thibault; Second by Schwedes. All in favor. Motion Carried.

#### **PUBLIC COMMENT**

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

Rick Knudson questioned Small Cities Housing Rehabilitation and duplexes. Mr. Wolbert advised that the grant would only apply to the side you live in. He also questioned the power at the Waterfront. Mr. Wolbert advised that he is on top of this and is waiting to hear back regarding the electrician's schedule.

Mr. Haaf was given clarification regarding the Athletic Club Renewal License and the monitoring of the new Family Dollar. He was advised by Mr. Wolbert that sales have exceeded expectations for the City. Mayor Miller said that he spoke with the local Manager who said that they were astonished with our citizens - their friendliness and patronage! Mr. Wolbert added that Mr. Lin advised him two weeks ago that he is re-opening the Chinese Restaurant. His family will run it. Now that Family Dollar is open, he wants "back in"!

Mary Ellen Knudson questioned Page 2 of the Bill List re payment to Parker McCay/BANS. Administrator Wolbert clarified same. She also extended thanks to Mr. Wolbert for all the work he did at the Concert.

Paula Tiexiera, EMT Squad, advised they will be having a car Wash on Saturday and the charge is \$10.00 per car as a fundraiser for the Squad.

**EXECUTIVE SESSION - RESOLUTION 2016-      NO EXECUTIVE SESSION.**

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 \_\_\_\_\_ N/A  \_\_\_\_\_

**ADJOURNMENT**

There being no further business, Motion to Adjourn at 8:25PM was made by Thibault; Second by Lowden. All in Favor. Motion Carried.

Respectfully submitted,

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

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Date