

THE COMMON COUNCIL OF THE CITY OF BEVERLY
REORGANIZATION

JANUARY 5, 2017
7:00PM

MINUTES

CALL TO ORDER BY THE MUNICIPAL CLERK

Clerk Snyder called the meeting to order at 7:05PM.

OPEN PUBLIC MEETINGS ACT STATEMENT

Ms. Snyder 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 December 11, 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 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

Ms. Snyder led those present in the Flag Salute

WELCOME

Ms. Snyder welcomed everyone to Council's 2017 Reorganization Meeting and thanked them for taking the time to attend. She then introduced Pastor Amy Vielehr who would be doing the Opening Invocation.

OPENING INVOCATION

Pastor Amy Vielehr - First Baptist Church of Beverly
All those present were silent as Pastor Vielehr gave the Opening Invocation for Council's 2017 Reorganization Meeting.

ROLL CALL

Ms. Snyder called the Roll.

Present:

Mayor: Randy H. Miller
Council Members:
Robert H. Bancroft
Lawrence F. Carlbon
Robert E. Lowden, Jr.

Mark A. Schwedes
Robert D. Thibault
Administrator/Public Safety Director: Richard A. Wolbert
Municipal Clerk: Donna F. Snyder, RMC/CMR/CPM

Ms. Snyder called for the following Nominations:

NOMINATIONS AND VOTE FOR COUNCIL PRESIDENT

Nominations: Robert H. Bancroft. No other nominations.
Motion by Thibault; Second by Carlbon.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
<u>Roll Call Vote:</u> Carlbon	X			
Lowden	X			
Schwedes	X			
Thibault	X			
Bancroft	X			

All Ayes. Motion Carried.

NOMINATIONS AND VOTE FOR COUNCIL PRESIDENT PRO-TEM

Nominations: Robert D. Thibault. No other nominations
Motion by Carlbon; Second by Schwedes.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
<u>Roll Call Vote:</u> Carlbon	X			
Lowden	X			
Schwedes	X			
Thibault	X			
Bancroft	X			

All Ayes. Motion Carried.

Mr. Bancroft stated that the last four years have been extremely productive and that, hopefully, progress will continue. The City is responding positively to our efforts.

ANNOUNCEMENT OF THE 2017 COUNCIL COMMITTEE ASSIGNMENTS

Council President Bancroft read the Council Committee Assignments into the Minutes per the attached 2017 Council Committee Assignment Listing (see attached).

WELCOMING COMMENTS - Mayor Randy H. Miller

Mayor Miller advised of an old Baptist saying, "Let the work I have done speak for me". He stated that the Administration and Staff had done admirable work well beyond the call of duty. He commented, "Well done" and thanked all for their service.

APPROVAL OF MINUTES

Approval of the January 5, 2016 Reorganization Minutes.
The January 6, 2016 Council Reorganization Minutes were approved as submitted with a Motion by Thibault and a Second by Schwedes. Roll Call Vote - All Ayes, except Lowden - Abstain. Motion Carried.

NOTE: The following Professional Contracts to be awarded by Council per Resolution 2017-1 are awarded without Competitive Bidding as "Professional Services" in accordance with NJSA 40A:11-5(1)(a), et seq. of the Local Public Contracts Law, and/or awarded in accordance with NJSA 19:44A-20.4 et seq., with Certification of Funds by the Beverly City CFO. Note that the Professionals who submitted RFP/Qs are all licensed to practice in the State of New Jersey. See attached list of submissions.

RESOLUTION 2017-1

NOMINATIONS AND VOTE FOR APPOINTMENTS FOR PROFESSIONAL SERVICES AND AUTHORIZING AGREEMENT FOR SAME FOR THE 2017 CALENDAR YEAR:
(Also see attached)

MOTION: Lowden SECOND: Thibault

SOLICITOR: Thomas J. Coleman, III
Raymond/Coleman/Heinold & Norman, LLP

CONFLICT SOLICITOR: Parker McCay P.A.

LABOR COUNSEL: Rachel M. Caruso, Esq.
Roth D'Aquanni, LLC

BOND COUNSEL: Parker McCay P.A.

ENGINEER: William H. Kirchner, PE, CME
Environmental Resolutions, Inc.

ARCHITECT OF RECORD: Keith Chambers, AIA
Chambers Architecture, Inc.

AUDITOR: Robert P. Inverso, CPA, RMA, PSA
Inverso & Stewart

NON-AUDITING: Robert p. Nehila, Jr., CPA, RMA
Bowman & Company, LLP

RISK MANAGEMENT: Hardenbergh Insurance Group

PROSECUTOR (2): Kimberly Garrigues, Esq. (AM Court)
Costa, Vetra, Larose & Costa

R. Louis Gallagher, III Esq. (PM Court)

PUBLIC DEFENDER: Timothy S. Farrow, Esq.
Dash Farrow, LP

REDEVELOPMENT ATTORNEY: Thomas J. Coleman, III Esq.
Raymond/Coleman/Heinold & Norman, LLP

ROLL CALL VOTE:

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Carlbon	X			
Lowden	X			
Schwedes	X			
Thibault	X			
Bancroft	X			

All Ayes. Motion Carried.

RESOLUTION 2017-2A

Consent Agenda to include Resolutions 2017-2 through 2017-14 and 2017-17 through and including 2017-22. Motion by Lowden; Second by Schwedes. All in Favor. Motion Carried.

RESOLUTION 2017-2

A Resolution Adopting the 2017 Temporary Budget.

RESOLUTION 2017-3

A Resolution authorizing the Beverly City CFO/Treasurer to Deposit Premium Lien Monies to the "Miscellaneous Revenue Not Anticipated" Account.

RESOLUTION 2017-4

A Resolution Adopting the 2017 Cash Management Plan.

RESOLUTION 2017-5

A Resolution fixing the Rate of Interest to be charged for non-payment of Taxes, Assessments, and/or other Municipal Charges per NJSA 54:4-67 for the 2017 Calendar Year.

RESOLUTION 2017-6

A Resolution establishing a Petty Cash Fund in the amount of \$300.00 and designating the Municipal Clerk as Custodian of same for the 2017 Calendar year.

RESOLUTION 2017-7

A Resolution authorizing execution of a Payroll Services Agreement with CASA Payroll Services for the 2017 Calendar Year.

RESOLUTION 2017-8

A Resolution authorizing investment of Idle Funds and Fund Transfers by the Beverly City CFO for the 2017 Calendar Year.

RESOLUTION 2017-9

A Resolution for the 2017 Calendar Year authorizing the Beverly City CFO to pay the following Bills as indicated contractual or otherwise prior to insertion on the Bill List, the holding of which, due to meeting schedules, deadlines, or the like would cause financial harm to the City of Beverly: Payroll, Insurance, State/County/School Payments, Landfill Charges, Public Utilities, Approved Grant Application Fees, Contractual Payments, and Debt Service.

RESOLUTION 2017-10

A Resolution authorizing the Beverly City Tax Collector, per New Jersey State Statute, to cancel tax balances under ten dollars (\$10.00) in the 2017 Calendar Year.

RESOLUTION 2017-11

A Resolution renewing the Lease between the City of Beverly and the Beverly Sewerage Authority for the 2017 Calendar Year at the annual fee of \$9,000.00.

RESOLUTION 2017-12

A Resolution authorizing the payment of \$60.00 per person for services rendered in conducting the City of Beverly's 2017 Free Rabies Clinic, as follows: Donna F. Snyder, Elaine B. Kennedy, Sheldon Merritt, Vicki Sereduk, and Leticia Merritt with Certification of Funds by the Beverly City CFO.

RESOLUTION 2017-13

A Resolution authorizing the payment of \$180.00 to Julie Rabin, D.V.M., Willingboro Veterinary Clinic, P.A., upon completion of her services for the City of Beverly's 2017 Free Rabies Clinic, to be held on January 21, 2017 with Certification of Funds by the Beverly City CFO.

RESOLUTION 2017-14

A Resolution making the following Annual Appointments in the City of Beverly for the 2017 Calendar Year:

Richard A. Wolbert

Administrator/Public Safety Director
Public Information Officer
Certifying Officer - Supervisor (PERS PFRS, and DCRP)
BURLCOJIF Fund Commissioner - Primary
BURLCOJIF Safety Coordinator - Secondary
BURLCOJIF Claims Coordinator - Primary
BURLCOJIF EPL Hotline Contact - Secondary

Donna F. Snyder, RMC/CMR/CPM

Municipal Public Agency Compliance Officer
Municipal Assessment for Improvements Search Officer
BURLCOJIF Alternate Fund Commissioner
BURLCOJIF Safety Coordinator - Primary
BURLCOJIF Claims Coordinator - Secondary
BURLCOJIF EPL Hotline Contact - Primary

Elaine B. Kennedy, RMC/CMR

Deputy Clerk

Yvonne Bullock, CMFO/QPA

Treasurer
Certifying Officer (PERS, PFRS, and DCRP)
Qualified Purchasing Agent (QPA)

Shari Lynn Phillips, CTC

Municipal Tax Search Officer

Theodore Evans

Rental Unit Inspector

Victoria Sereduk, CTACO

Technical Assistant to the Construction Official
Code Enforcement Officer

Crossing Guards

Wayne Boyte
Cindy Dreher - Substitute
Nara Durant
Susan Milliner - Substitute
Josette Mushinski
Patrick Richards

Susan Milliner

On-Call Police Matron

Lawrence F. Carlbon

Recycling Coordinator

Ryan Atkinson

Recycling Facilitator

Daniel Schoen

Indoor Air Quality Officer

Susan Szychoski

Housing Secretary

RESOLUTION 2017-17

A Resolution designating the Beverly City Official Newspapers for the 2017 Calendar Year as the Burlington County Times (Primary) and the Courier Post (Secondary).

RESOLUTION 2017-18

A Resolution authorizing the Beverly City Tax Assessor, per the duties and requirement of his office, to file with the Burlington County Board of Taxation such Appeals/Adjustments/Stipulations of Settlement as may be necessary to maintain accuracy and equality in the Assessment List of the City of Beverly for the 2017 Calendar Year.

RESOLUTION 2017-19

A Resolution authorizing the execution Shared Services Agreements with Willingboro Township for the following services for the 2017 Calendar Year:

- Animal Control Services
- Certified Recycling Professional Services
- Vehicle Maintenance Services
- Public Works Services

RESOLUTION 2017-20

A Resolution accepting Maintenance Bond #80136255 from Boos-Beverly, LLC, in the amount of \$28,092.26 for the "Family Dollar" retail store located at 246 Warren Street, Beverly, NJ 08010.

RESOLUTION 2017-21

A Resolution applying to the Department of Community Affairs/Division of Local Government Services for continuation of the five-year Exemption from the Requirement to Appoint a Principal Public Works Manager per N.J.S.A. 40A:9-154.6G et seq.

RESOLUTION 2017-22

A Resolution re-appointing Community Grants, Planning & Housing, LLC to the position of Regional Contribution Agreement (RCA) Administrator/Municipal Administrative Agent for the 2017 Calendar Year.

Motion to Approve Consent Agenda Resolutions 2017-2 through 2017-14, and Resolutions 2017-17 through and including 2017-22: Motion by Lowden; Second by Schwedes.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
<u>Roll Call Vote:</u> Carlbon	X			
Lowden	X			
Schwedes	X			
Thibault	X			
Bancroft	X			

All Ayes. Motion Carried.

MUNICIPAL CLERK'S APPOINTMENT

Per New Jersey Codes Title 26, Health & Vital Statistics, Section 8-17, Beverly City Municipal Clerk Donna F. Snyder hereby re-appoints Elaine B. Kennedy as Deputy Registrar for the 2017 Calendar Year.

RESOLUTION 2017-15

A Resolution appointing **Robert E. Lowden** as Beverly City **PLANNING BOARD CLASS III MEMBER** for the 2017 Calendar Year. (Per NJSA 40:55D-23 Class III is a member of the Governing Body to be appointed by it.)

Motion: Schwedes Second: Carlbon

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
<u>Roll Call Vote:</u> Carlbon	X			
Lowden	X			
Schwedes	X			
Thibault	X			
Bancroft	X			

All Ayes. Motion Carried.

RESOLUTION 2017-16

A Resolution establishing Meeting Dates, Times, and Locations for the Common Council for the 2017 Calendar Year and for the 2018 Reorganization Meeting.

Motion to Approve by Schwedes; Second by Thibault. There was then Council discussion regarding the Professional's request for a time change for 2017 Council Meetings from a 7PM start to a 7:30PM start. Motion by Lowden and Second by Thibault to Approve a 7:30PM start for all Council Meetings.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
<u>Roll Call Vote:</u> Carlbon	X			
Lowden	X			
Schwedes	X			
Thibault	X			
Bancroft	X			

All Ayes. Motion Carried.

OLD BUSINESS

There was no Old Business at this time.

NEW BUSINESS

There was no New Business at this time.

BILL LIST

Upon review and clarification re \$500 for the Beverly Free Library to be on the January 24, 2017 Bill List, Motion to Approve the January 5, 2017 Bill List as submitted was made by Thibault; Second by Carlbon. Roll Call Vote - All Ayes. Motion Carried.

COMMENTSMayor

Mayor Miller advised that it is a fundamental responsibility of each citizen to work towards the good of their community, and we have had a good year. Volunteer Mary Ellen Knudson and her "assistant" are moving shortly from Beverly City...God speed, your presence will be missed, and be sure to come back to see us!

Council

Mr. Thibault advised that 2016 was a good year, building on what we have already achieved. Council and the Administration are working together and our City is being run better than ever. He thanked all for attending the Reorganization Meeting.

Mr. Carlson gave congratulations to our returning Professionals and wished everyone a productive and safe year.

Mr. Schwedes stated that the New Year is upon us, and we will be continuing to find solutions for the City's issues.

Mr. Lowden advised that he is looking forward to 2017 and working together. He mentioned developing the Waterfront as well as working to sell the Beaunit property to help our tax base. He thanked Mr. Bancroft for again accepting the Council President position.

Mr. Bancroft thanked all for attending and thanked Council for their confidence in him in re-appointing him as Council President, joking that he will gladly step down if he slips-up!

Administrator/Public Safety Director

Mr. Wolbert wished all a very Happy New Year. He stated that the clutch is gone on the leaf machine, so we will not be picking up loose leaves only bagged leaves on Mondays and Fridays. He also advised Council re a very good 2016 Vacant Properties Report with 36 Summonses issued, with \$20,400 in Registration fees and \$7,726 in Fines that were collected through the Court and \$262 collected from Property Maintenance invoices. These monies offset the cost for our Code Enforcement Officer.

Mr. Wolbert advised that DCA has Small Cities Funding available. CGP&H will do the application, but it will still come before Council. This is a "Match", with leverage dollars from the RCAs. Check the Website for further info.

Professionals

Solicitor Coleman thanked Council for his re-appointment and said that he enjoyed working with everyone this year. He also thanked Council for accommodating the time change for Council meetings.

Engineer Kirchner thanked Council for the re-appointment and said he hopes to be seeing more of everyone this year!

Risk Management Representative Chris Fifis thanked Council for their re-appointment and said he looked forward to working with everyone again this year.

Court Administrator

Court Administrator Wojculewski invited all of Council to attend a Court session Wednesdays at 8:30AM and Mondays 5:30PM per the Court Schedule. There has been real improvement in the Beverly Police Department. Additionally, both the Court and the Police Department are in the process of learning a new Bail Reform system. Everything is new. Please remember to support the Police.

Clerk

Municipal Clerk Snyder thanked Council for their time in working through City issues this year. She commended Mr. Wolbert for his leadership and guidance since the day he accepted his positions of Administrator/Public Safety Director. She stated that it has been a delight to come to work and complete assignments and share ideas. She thanked all of the Staff for their dedication to the teamwork that makes the City a unified operation as we all continue to work together to move the City into the future. She then reminded everyone of the Free Rabies Clinic to be held on Saturday, January 21, 2017 at City Hall from 10AM-12NOON. Payment for Pet Tags for 2017 can be made in cash (exact amounts only as there will be no change on that day), check, or money order. Dr. Rabin will be with us again this year from Willingboro Veterinary Clinic.

Deputy Clerk

Deputy Clerk Kennedy thanked Council for her re-appointment saying that she loved the City.

PUBLIC COMMENT

Please state your name and address clearly for the record.

Mary Ellen Knudson questioned Resolution 2017-5, which was clarified for her by Administrator Wolbert.

Becky Carlbon advised that a nice job was done with our Home Page on the Website.

John Haaf thanked Council for doing a nice job. Council has done well and accomplished a lot. A fine job is being done, so keep at it and everyone should remember to ask questions.

CLOSING INVOCATION

Pastor Amy Vielehr - First Baptist Church of Beverly
Pastor Vielehr gave the Closing Invocation for blessings on our
Community with safety for all and continued success of the Beverly
City Community so that we may be a beacon of light to all.

ADJOURNMENT

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

NOTE

***COUNCIL'S NEXT MEETING WILL BE HELD ON
TUESDAY, JANUARY 24, 2017 AT 7:30PM AT BEVERLY CITY HALL.***

Respectfully submitted,

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

Date