

MINUTES OF THE BOROUGH OF CLEMENTON CAUCUS MEETING
January 8, 2008 @ 7:00 P.M.

OPENING: Mayor Mark Armbruster called the Caucus Meeting of the Council of the Borough of Clementon to order at 7:00 P.M.

OPEN PUBLIC MEETING NOTICE: Mayor Armbruster stated that the meeting had been properly advertised and posted pursuant to N.J.S.A. 10:4-6, the Open Public Meetings Act.

SALUTE TO THE FLAG: Mayor Armbruster led in the salute to the flag.

ROLL CALL: Linda Schaeffer, Administrative Clerk, called the roll which resulted in the following members present: Mayor Mark Armbruster; Councilwoman Carol Andrews; Councilman Bauer, Councilwoman Busch, Councilman William Dougherty; Councilman Weaver. Councilwoman Weil was not present.

OTHERS PRESENT: Jodi Kahn, CFO; George Botcheos, Jr., Municipal Attorney; William Fleming, Borough Engineer; David Kunkel, Police Chief; Gene Richards, Code Enforcement; Mel Applegate, Public Works Director; JoAnn Watson, Tax Collector, Fire Chief John Busch, Mrs. Swanson, Asst. Librarian was absent.

PRIVILEGE OF THE FLOOR:
No comments from the public were heard.

ENGINEER'S REPORT: William Fleming, Churchill Engineers, submitted a written report, which has been filed in the appropriate manner and contained the following:

1. Annual report was submitted – any questions please contact him. Me. Fleming did point out the NJDOT aid program denied our funding for 2008 for Brand or Silver Lake Drive.
2. Plans and specs are done for the Glenn Avenue storm drainage project and we hope to have it completed by the end of Spring.
3. Senior Center CDBG project, air conditioner/heater unit, is in place and operational. There are a few things to be done to finish it up and will do so by the end of next week.
4. The Lincoln Avenue contractor has completed all the concrete work and the repairs to the trench. He will be back in the beginning of Spring to mill and pave it. The County does not have the funds available to continue across Garfield Avenue.

COMMENTS FROM THE COUNCIL AND DEPARTMENT HEADS:

Dave Kunkel, Police Chief- Chief Kunkel reported that the Polaris is built and is in New York getting all the extras put on. When complete it will be shipped here. All information regarding an ordinance for use with the Polaris has been forwarded to Mr. Botcheos.

Gene Richards, Code Enforcement/Zoning- Mr. Richards reported that with the help of the Police and Public Works departments 3 homeless shelters built in the are woods have been removed. Two hunting stands with fresh kill remnants are scheduled to be removed by Public Works tomorrow. Lastly, a letter was received from Mr. Lorrington's attorney, owner of the Signal Hill property that he is willing to sell. Mr. Richards requested guidance from Council. The property is currently appraised at \$132,000. Councilman Dougherty stated he has a meeting scheduled with Jack Zaworski and is planning on requesting more Green Acres Funding. Mayor Armbruster

suggested that this would have to be researched further. He requested Mr. Richards to get an estimate on an appraisal of the property.

Jodi Kahn, CFO - Mrs. Kahn stated that she is almost completed rolling the system over. She will be contacted the department heads in the next few weeks as she prepares the 2008 budget.

Mel Applegate, Public Works- Mr. Applegate reported that the leave truck, the tag along is off the road now. The bearings and shaft went and will cost \$500. There is a possibility that it is defected from the manufacturer and we could be reimbursed for the part. He also reported that they are 3 to 4 weeks behind. He also reported that the Senior Center work is complete including the concrete. They also reported that where the thermostat is it is short cycling. The contractor suggest moving the thermostats out to the center. Mayor Armbruster instructed Mel to get a change order and have it completed.

JoAnn Watson, Tax Collector- Mrs. Watson stated she had nothing to report.

John Busch, Fire Chief – Chief Busch inquired about the background checks for the pending applicants for the department stating that it had been 9 weeks so far. He stated that all the applicants came from other fire departments with recommendations and are losing interest. Mayor Armbruster requested Chief Kunkel to assist with this. It was approved by the Governing Body that a local background check be done in house and then the new applicants can respond to fire calls but are not permitted inside houses.

Dina Bove, Fire Safety – Ms. Bove stated that she was able to retrieve most of the information in their computer. There was a lot of things that were lost but needed changing anyway. She reported that she will have the new fire registration forms finished for borough businesses within a week or two.

Mrs. Swanson, Asst. Librarian – Was not in attendance.

William Dougherty, Councilman - Councilman Dougherty stated that he has a meeting with the County 1/9/08 concerning the bike path with 9 other surrounding towns. He requested anyone interested in sharing input concerning this meet with him after the council meeting.

Carol Weil, Councilwoman - Councilwoman Weil was not present.

Brian Bauer, Councilman - Mr. Bauer stated he had nothing to report at this time. Conversation occurred in reference to the improvement of the borough's website.

Eva Busch, Councilwoman- Councilwoman Busch stated that everyone should have received on top of the policy and procedures a copy of policy regarding educational reimbursement. Mr. Botcheos informed Council that the policy/procedure should be discussed during open. Mrs. Busch requested Council input before the next meeting so it may be completed. Mayor Armbruster stated he will work on the drug policy portion. The first Wednesday of each month after budget completion she will be having department meetings with the personnel committee at 7:00 PM at the borough.

Tom Weaver, Councilman – Mr. Weaver reported that he had attended a meeting in Trenton with the Department of Community Affairs on 1/7/08 in reference to Smart Growth Grants. Clementon could possibly be qualified for. Community Visioning would be one we could be eligible to apply because I attended the meeting. The application has to be file on the Sage System by 2/29/08

electronically. It was decided to table this idea for now due to the work load everyone has at this time. Mayor Armbruster asked the opinion of Phil Rowan, Economic Development Applicant present at the meeting. Mr. Rowan stated that the Envisioning Process was a Risk vs. Reward that is extremely difficult. He also noted that few get approved after much time and expense of preparing the application. Mr. Weaver also stated that it was recommended by Mel to hire 2 of the temp employees to file the vacant positions in Public Works and to make the cleaner a permanent position. Mayor Armbruster questioned how much time was remaining on the temp positions and Mel stated just under 2 months. It was decided to wait until after the personnel issue at the end of the month. Mr. Weaver said we still have 2 positions available. Mr. Applegate stated that they were in need of labors. Councilwoman Busch requested it be held off until the personnel committee has a chance to go over the budget.

Carol Andrews, Councilwoman- Councilwoman Andrews stated that she had nothing to report at this time.

Mark E. Armbruster, Mayor- Mayor Armbruster stated his discussion will need to occur in executive.

ORDINANCES:

INTRODUCTION/FIRST READING

ORDINANCE NO. 2008-02. AUTHORIZING A TAX ABATEMENT AGREEMENT WITH MOUNT CARMEL LAND COMPANY, LLC FOR A SHORT TERM TAX EXEMPTION.

A motion to introduce was made by Councilwoman Andrews with a second from Councilwoman Busch.

ROLL CALL:

Ayes: Councilperson Andrews, Bauer, Busch, Dougherty, Weaver

Nays: None

Mrs. Kahn brought it to the attention of Council and Mr. Botcheos that they are in arrears in both escrow monies and taxes. Mr. Botcheos stated he will handle that matter. No further action will be taken in reference to this ordinance until said monies are paid in full.

RESOLUTIONS:

RESOLUTION NO. R08-31 APPROVING TOWING APPLICATIONS FOR DEL TOWING, S&S TOWING, ALBION TOWING AND PAUL'S TOWING FOR THE 2008 YEAR.

A motion was made by Councilman Weaver to approve with a second from Councilwoman Busch.

ROLL CALL:

Ayes: Councilperson Andrews, Bauer, Busch, Dougherty, Weaver

Nays: None

UNFINISHED BUSINESS:

A. Appointment List – Class II for Planning/Zoning – Joseph Feldman
Governor's Appt Housing Authority – Jeff Watson
Board of Health – 2 vacancies

Economic Development – 2 vacancies
Environment Commission – 1 vacancy

Mayor Armbruster suggested placing notice on Channel 19 of the vacancies and on our website. He also stated that there were quite a few vacancies on OEM. He requested that Councilwoman Andrews meet with Mr. Richards to discuss that. The other appointment needed is for Fire Official. Mayor Armbruster stated he is to meet with Ian over some issues. There seems to be some confusion and conflict regarding this matter. He suggested that a meeting be setup with the Public Safety Committee, Mr. Gill and himself to go over these issues.

NEW BUSINESS:

1. Phil Rowan, Economic Development Consultant presented his company's qualifications and experience to have continued economical growth within Clementon. Mayor Armbruster presented Mr. Rowan's proposal.
2. Mayor Armbruster stated that it has been agreed by the Governing Body that the format of the Council meetings be as they were intended. The first meeting, Caucus, be held as a work session and work as groups as needed with the department heads mandatory attendance. The department heads would only need to attend the Council meeting that involved their department. Councilman Dougherty noted that would help eliminate not being prepared for the things that are thrown at you when you walk in the door.

OTHER MATTERS:

Announcements: Mayor Armbruster read the following announcements:

1. The Next Council Meeting would be held on Tuesday, January 22, 2008 at 7:00PM at the Borough Hall.
2. Borough Hall would be closed on January 21, 2008 in observance of Martin Luther Kings' Birthday.

PRIVILEGE OF THE FLOOR:

1. Randy Freiling – Mr. Freiling stated he was here on behalf of the school board. He informed the Governing Body that they are in position of several applications for the superintendent position. He also reported that the school will be opening their bids for their solar project. Mr. Freiling questioned who the Council Liaison is now to Clementon Elementary and was informed it is Councilman Bauer. Mr. Freiling inquired in the possibility of the Borough sharing the expense of a digital sign in Hero's Park. Councilman Dougherty suggested they set up a meeting with the Public Affairs Committee.
2. Sheila Freiling – Mrs. Freiling inquired to the date of the Parks and OEM meetings. Councilwoman Andrews stated that her and Gene will be meeting Thursday to discuss this. Councilman Dougherty stated he will be attending the meeting with the County and then he will have something to the meeting next month. He will be contacting the committee members to inform them of when.

EXECUTIVE SESSION: Mayor Armbruster announced that the Governing Body would be entering Executive Session to discuss matters pertaining to the following:

- A. Discussion regarding financial agreement with Mount Carmel Land Company, LLC and the Borough of Clementon.
- B. Discussion regarding personnel policies and procedures manual and contracts.

Councilman Dougherty made a motion to enter into executive at 8:35 with a second from Councilwoman Busch and the motion carried.

Councilwoman Busch motioned to return to open session at 10:20 PM, seconded by Councilwoman Dougherty and hearing none opposed, motion was carried.

ACTIONS RESULTING FROM EXECUTIVE:

RESOLUTION NO. R08-32 – RESOLUTION AUTHORIZING THE RETURN OF JAMES CAPE TO THE CLEMENTON FIRE RESCUE.

A motion to approve was made by Councilwoman Busch with a second from Councilwoman Andrews .

Ayes: Councilpersons Andrews, Bauer, Busch, Dougherty, Weaver

Nays: None

RESOLUTION NO. R08-33 – RESOLUTION APPROVING THE APPOINTMENT OF ECONOMIC DEVELOPMENT ASSOCIATES OF GLOUCESTER CITY TO REPRESENT THE BOROUGH OF CLEMENTON FOR 2008.

A motion to approve was made by Councilwoman Andrews with a second from Councilwoman Busch.

Ayes: Councilpersons Andrews, Bauer, Busch, Dougherty, Weaver

Nays: None

Mayor Armbruster requested that by the next meeting each committee chairperson give the their meeting schedule. Mayor Armbruster also reminded the Governing Body that anything discussed during Executive Session is confidential information. It can not and shall not be discussed outside of the board members. It is for the ears of the board members only and should never leave this room until such point as they become not important anymore or contracts have been signed. Things do have to be made public by state law after a certain period of time. Also, names of employees can not be use during council meetings until they are notified in advance that we are going to talk about them and why. It was suggested that there are some good courses available pertaining to the dos and don'ts of Governing Bodies.

Councilwoman Andrews announced that the JIF insurance class is coming up in Collingswood at the end of the month. It informative concerning borough liability and for each member that goes we receive a \$250 off our yearly premium.

ADJOURNMENT OF MEETING: Councilwoman Andrews motioned to adjourn the meeting at 10:30 P.M., seconded by Councilman Dougherty and hearing none opposed, motion was carried.

Respectfully Submitted,

Linda Schaeffer
Administrative Clerk

