

**BOROUGH OF PITMAN
COUNCIL MEETING MINUTES
JANUARY 25, 2016**

Call to Order

Time: 8:03 p.m.

Salute to the Flag/Invocation

Councilman Razze

Open Public Meetings Act Statement - Pursuant to the Open Public Meetings Act, I hereby announce that adequate notice of this meeting has been provided by adopting a schedule of regular meetings for 2016, which was posted on the Borough Hall bulletin board, sent to the "South Jersey Times" and filed with the Municipal Clerk on January 3, 2016.

Roll Call

Councilman Austin: Absent
Councilwoman Higbee: Present
Councilman Razze: Present
Mayor Johnson: Present
Clerk O'Donnell: Present

Councilman Blass: Present
Council President Pierpont: Present
Councilwoman Rudley: Present
Borough Solicitor Alice: Present

Approval of Minutes

Work Session & Formal Meeting Minutes of January 11, 2016

Motion: Higbee

Second: Blass

Roll Call:

Councilman Austin: Absent
Councilwoman Higbee: Yes
Councilman Razze: Abstain to Work; Approve Formal
Mayor Johnson _____

Councilman Blass: Yes
Council President Pierpont: Abstain
Councilwoman Rudley: Yes

Budget Meeting Minutes of January 20, 2016

Motion: Higbee

Second: Blass

Roll Call:

Councilman Austin: Absent
Councilwoman Higbee: Yes
Councilman Razze: Yes
Mayor Johnson _____

Councilman Blass: Yes
Council President Pierpont: Yes
Councilwoman Rudley: Yes

Committee Reports

Councilman Blass read the following report:

The Friends of the Library tried something new this year - a Museum Pass Program. Passes could be checked out of the library by McCowan cardholders for free admission to area museums. Many people participated, making it a successful venture.

In addition to all its regular children's programming, the library once again sponsored a Summer Reading Program. They also sponsored some family evening programs, and again facilitated a seed library for area gardeners.

I was happy to help out at both the spring and fall Grove Clean-up events. I enjoy digging around in the dirt and sprucing up the gardens around the circle.

The Pitman Museum was open during the spring, summer, and fall. I was happy to serve as docent a few times. I highly recommend touring the museum, especially if you can get Councilwoman Higbee to be your docent; I learn something every time she gives a tour. The museum was excited to receive several donations this year including a C.W. Kersey Lard Tin (Kersey was a butcher in Pitman.)

The June 23 wind storm and its aftermath consumed the majority of my time this past year, as well as most of the Public Property budget. Other projects were put on hold as all resources went to removing trees that the storm brought down, or that the storm damaged. Below is a list of areas where trees needed attention as a result of the storm:

- Two large trees removed from Third Avenue alley
- Fallen tree on Ninth Avenue
- First Avenue – branches trimmed
- Trees removed from around the Grove Auditorium (several were replaced by the Environmental Commission)
- West Jersey Avenue – three trees removed
- Walton Park –several trees
- Snyder Avenue – one tree
- Dead branches trimmed from trees in Ballard Park
- Harmon Field – several trees removed
- Magnolia “field” behind the high school

The Lowe’s in Mantua Township helped out the Borough by repairing the damage at Walton Park. Through their Hero Project they fixed the broken fence, replaced the broken flag pole, replaced and painted the wood on the picnic tables, replaced railroad ties around the parking lot, upgraded the mulch around the playground from wood to rubber, and improved the area around the monument.

Councilman Razze read the following report:

I would like to talk briefly about T-ball registration for children aged 5-7, which will be held on January 28 and January 30, here at Borough Hall. A notice was also sent home through the schools. The season runs from April to June with a cost of \$25.00. Also, Little League registration will be held on Thursday and Saturday of this week. The registration will be for Little League baseball and softball.

I attended the Joint Insurance Fund Reorganization meeting this evening, just prior to this meeting. In 2016, I will again serve as the chairperson for the Coverage Committee. I also serve on the Safety Committee, and will now be a member of the MEL Committee, which is a layer above the JIF at the state level. Unfortunately, the Treasurer for the JIF was not able to be at the meeting today, but there are two checks that were approved for our Safety Incentive and our Safety Reward programs totaling \$6,079.28. We will have them as soon the approval is received by the treasurer.

I have one other piece of business that was brought up at the Claims Meeting regarding litigation involving the Borough. I would like to include that in our closed meeting tonight. It’s just to give everyone an update.

Councilman Pierpont read the following report:

Our Public Works Department was very busy in 2015. The amount of trash collected during the year totaled 3,006 tons. The amount of recycling collected totaled 1,128 tons. Not included in these amounts is the clean-up from the June wind storm totaling over 600 cubic yards of debris.

The employees of the Public Works Department continue to provide the best possible service to our residents. Below are just a few of the highlights for 2015.

- The yellow warning and blue handicap curbing as well as the crosswalk lines were freshly painted throughout town.
- The street sweeper was used more this year than any year prior and we continue to make this a priority throughout the spring, summer and fall especially in our business corridors.
- Directional signs, speed limit signs, no parking signs, and warning signs were added throughout the Borough to aide in finding businesses and parking as well as improving the safety of our neighborhoods.

This year's leaf collection was very thorough, timely, and one of the most efficient to date.

I'm not here to say there have not been obstacles and low points with our operation this year, but the accomplishments far outweigh the setbacks. This doesn't happen on its' own and is a direct reflection on the men and woman in our Public Works Department. Mr. Steve Alexander has done a commendable job and promoting Mr. Dewey Whitehouse to Supervising Foreman has contributed greatly to the department's success.

We've also kept our eye on saving taxpayer dollars. Using a shared services agreement with Glassboro we paved Adams Avenue, and we used group pricing with Gloucester County to purchase our brine and road salt for winter conditions. We also refurbished a trash truck at a savings of \$100,000 over the purchase of a new one.

Finally, the Water & Sewer Department capped a well that was drilled in the 1980's. This well wasn't used, nor recognized, by the NJDEP who mandated that we cap it.

Mr. Alexander and the employees of Public Works look forward to serving the residents of Pitman and welcome your comments and concerns. If you have any questions about any of the operations performed by Public Works, please call 589-1040.

Councilwoman Higbee read the following report:

Council End of Year Report for 2015

Municipal Alliance

The Municipal Alliance program collaborates with schools, police, residents, and other local organizations in an effort to prevent drug addiction, underage drinking, and bullying through public awareness and education programs.

Activities sponsored by Pitman's Municipal Alliance include Red Ribbon Week in all elementary schools, Youth Week activities, the Fishing Tournament at Alcyon Lake, Middle School Eighth Grade graduation dance, Summer Playground supplies and activities such as bowling, a movie, time at High Elevations, DARE program supplies, Fourth of July fireworks and entertainment,

SADD, a senior citizen luncheon, and trips to Longwood Gardens and the Candlelight Theatre, and a motivational speaker in all schools.

Activities supported by the Alliance are under the supervision of Administrator O'Donnell. I would like to offer thanks to her for her commitment to this worthwhile grant program.

Clean Communities

Clean Communities is a statewide litter and graffiti abatement program. The program is a three-fold effort that attempts to "Clean-up, Enforce, and Educate". Pitman's grant amount for 2015 was \$19,174.36, an increase of approximately \$2,300 from 2014.

Grant monies were spent on fourteen clean-ups, assemblies at our elementary and middle schools, supplies, and promotional materials.

I want to thank my husband Bruce for his help with the clean-ups.

Municipal Budget

Beginning in January, 2015, Mayor and Council held eight budget meetings. Each department has the opportunity to present their budget requests to Mayor and Council at an open public meeting.

A municipal budget is the single most important product completed by Mayor and Council. Proper funding is necessary for our Borough to insure the health, safety, and well-being of our citizens.

Our budget process remains the same for 2016. It is as follows:

Public Works: January 20

Parks and Recreation: January 25

Fire/Safety/OEM: February 8

Police: February 17

Construction: March 14

Final Meeting (hopefully): March 23

Thanks to our Chief Financial Officer, Steve Considine, who guides us through this process each year.

Historic Commission

The Historic Commission reviewed an average of six applications per month. Most applications were approved as presented. Commission members for 2015 were Chairperson Walter Madison, Vice Chairperson Michelle LaPlante, Michael Batten, Maria Riegel, Todd Townsend, Lance Eisenhart, Patti Runner, and Ginny Radcliffe.

Ginny Radcliffe resigned from the Commission after many years and we thank her for her service, and thank the entire Commission for their contribution this past year.

Several applications required the presence of our Zoning Officer, and I thank Mr. Clark Pierpont for his attendance at those meetings and his follow up concerning guideline violations.

Finance Office

I want to take this opportunity to recognize the employees of Pitman's Finance Office. Nancy Yurick, Accounts Payable and Payroll Clerk, Jessica Vernacchio, Water and Sewer Clerk, and Beth Walls, our Tax Collector. They do a terrific job every day and under any circumstance. And, Administrator O'Donnell...who keeps everything in order....she is a true friend to the people of Pitman. We are truly fortunate to have such conscientious individuals in our employ.

Councilwoman Rudley

On Monday, January 4, 2016, the Pitman Police Department began using the Taser International body worn cameras. Sgt. Owens did a fantastic job ensuring that each officer was compliant with the issuance of the equipment and the policy requiring the use of the cameras.

Due to the implementation of the body worn cameras, the Pitman Police Department has suspended their use of neckties with the winter dress uniform as there could be times when the necktie blocks the lens of the body camera.

On Monday, December 28, at 6:00 p.m. the Police Department officially made the change to the 700 band radios along with the County Communications Center. The transition period includes using the portable radio only for an extended period of time, so any quirks can be worked out.

The Pitman Police Department also was able to expand the use of the Bike Patrol further than expected due to the mild winter we began with. Several positive comments were received concerning the Bike Patrol, specifically the friendliness and the professionalism of Patrolman Peter Stefanopoulos.

Beginning next Monday, February 1, 2016, Chief Dan McAteer will begin officially using his new email address which is djm102@pitman.org.

On Friday, January 22, 2016, Sgt. Zander, Cpl. Beschen and Ptlm. Carson each completed annual Taser CED training. Cpl. Streater is also certified to carry a Taser but had completed the training earlier this year as part of his SWAT training. Cpl. Beschen has been certified as an instructor and now can train in-house in Pitman, which saves Pitman Police Department in both manpower hours and taser supplies. Patrolman Peter Stefanopoulos officially received his Basic Police Training Certificate on Monday, January 11. Ptlm. Stefanopoulos has technically been certified for a few months, but now he has the certificate in hand.

On January 19, Councilwoman Rudley attended the Board of Fire Engineers meeting, and on January 18, she attended the Highland Chemical Engine Company's annual dinner.

Duty crews were placed in both firehouses during the blizzard this past weekend. They reported at 10:00 p.m. on Friday, and they were there until 10:00 p.m. Sunday. During the course of the weekend, they responded to six calls including a house fire on Evergreen Avenue, and assisted with a call in Glassboro. The other calls were general hazard calls. The call on January 4 to Evergreen Avenue resulted in three rescues from the fire. No injuries, and minimal damage to the home was sustained due to the extremely fast response by the fire department. An arson investigation continues, and it was noted that is the same address as the fire from this past weekend. That investigation continues there as well.

On January 7, at 1:30 p.m., a fire was reported on N. Broadway. No injuries or damage was sustained to the house or its' occupants, and an arrest was made on the scene. The cause of the fire is connected to domestic violence.

Economic Development Committee

I attended the meeting on January 21, and among the things discussed were the empty buildings within our town. The election of officers of the committee was completed, and new business discussed included EDC committee member concerns about parking in town.

Councilman Razze

Councilman Razze thanked the individuals that attended the Joint Insurance Fund dinner meeting; Mayor Johnson, Councilman Austin, Administrator O'Donnell, and Councilwoman Higbee. He stated for those who were unable to attend that Administrator O'Donnell has information on how to take the online webinar. This will be available once all the dinners are complete. Anyone interested in going to dinner still may. The Borough receives a \$250.00 credit on our annual premium for each elected official who attends a dinner or completes the online course.

New Business

Resolution No. 28, 2016 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing Transfer of Real Estate

Overpayments

Motion: Higbee

Second: Blass

Roll Call:

Councilman Austin: Absent

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Pierpont: Yes

Councilman Razze: Yes

Councilwoman Rudley: Yes

Mayor Johnson _____

Resolution No. 29, 2016 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Approving Change Order #2 to the Contract With Asphalt Paving Corporation, Malaga, NJ for the Reconstruction of Highland Terrace Project

Motion: Higbee

Second: Blass

Roll Call:

Councilman Austin: Absent

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Pierpont: Yes

Councilman Razze: Yes

Councilwoman Rudley: Yes

Mayor Johnson _____

Resolution No. 30, 2016 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing the Release of Performance Guarantee Escrow Funds and Receipt of Maintenance Guarantee Provided by Joy Community Church, Submitted for a Project Affecting a Parcel Known as 309 Florence Avenue, Block 51, Lot 1, on the Official Tax Map of the Borough of Pitman, County of Gloucester, State of New Jersey

Motion: Higbee

Second: Blass

Roll Call:

Councilman Austin: Absent

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Pierpont: Yes

Councilman Razze: Yes

Councilwoman Rudley: Yes

Mayor Johnson _____

Resolution No. 31, 2016 – Removed from the agenda prior to the start of the meeting.

Resolution No. 32, 2015 - Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing a Closed Meeting

The general nature of the subjects to be discussed shall be:

Litigation: Pending/Anticipated Litigation

Personnel: New Employee Hiring

Action may be taken.

Motion: Higbee
Roll Call:
Councilman Austin: Absent
Councilwoman Higbee: Yes
Councilman Razze: Yes
Mayor Johnson _____

Second: Blass
Councilman Blass: Yes
Council President Pierpont: Yes
Councilwoman Rudley: Yes

Resolution No. 33, 2016 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Confirming Mayoral Appointments for Council Members

Motion: Pierpont
Roll Call:
Councilman Austin: Absent
Councilwoman Higbee: Yes
Councilman Razze: Yes
Mayor Johnson _____

Second: Higbee
Councilman Blass: Yes
Council President Pierpont: Yes
Councilwoman Rudley: Yes

Payment of Bills

Motion: Higbee
Roll Call:
Councilman Austin: Absent
Councilwoman Higbee: Yes
Councilman Razze: Yes
Mayor Johnson _____

Second: Pierpont
Councilman Blass: Yes
Council President Pierpont: Yes
Councilwoman Rudley: Yes

Event Permit Applications

***Applicant: Thomas Bennett**

Event: Sunday Evening Church Services

Time: See application for various times and dates

Location: Grove Auditorium

Contact Person: Thomas Bennett

Motion: Razze

Second: Blass

Roll Call:

Councilman Austin: Absent
Councilwoman Higbee: Abstain
Councilman Razze: Yes

Councilman Blass: Yes
Council President Pierpont: Yes
Councilwoman Rudley: Yes

Mayor Johnson _____

***This Permit application was approved contingent upon the completion of the Borough Facilities Use Form by the Applicant.**

***Applicant: Trisha Lore**

Event: Wedding

Date & Time: October 15, 2016 @ 4:00 p.m.

Location: Grove Auditorium

Contact Person: Trisha Lore

Motion: Razze

Second: Blass

Roll Call:

Councilman Austin: Absent
Councilwoman Higbee: Yes
Councilman Razze: Yes

Councilman Blass: Yes
Council President Pierpont: Yes
Councilwoman Rudley: Yes

Mayor Johnson _____

***This Permit Application was approved contingent upon the submission of a Certificate of Liability Insurance by the Applicant, naming the Borough of Pitman as Additional Insured.**

***Applicant: SPARC-Kids Caring Foundation**

Event: 5K Race

Date & Time: May 21, 2016 @ 8:00 a.m.

Location: See attached map of route

Contact Person: Lisa McConnell

Motion: Razze

Second: Blass

Roll Call:

Councilman Austin: Absent

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Pierpont: Yes

Councilman Razze: Abstain

Councilwoman Rudley: Yes

Mayor Johnson _____

***This Permit Application was approved contingent upon the submission of a Certificate of Liability Insurance by the Applicant, naming the Borough of Pitman as Additional Insured**

Public Portion

Motion to open to the public: Razze

Second: Blass

Time: 8:35 p.m.

Jim Fortney, 502 Carew Avenue – Mr. Fortney stated that at the Work Session Meeting earlier this evening, discussion occurred on whether local merchants should be permitted to advertise on the sign at Broadway and W. Holly Avenue. He stated his opinion that the sign should be reserved for use strictly as a public service tool, and not for business advertising.

Mr. Fortney commended Alcyon Lake Park employee John Milward on his work performance over the summer and fall of 2015. Mr. Fortney said that it was evident that Mr. Milward takes pride in his work, and that the parks looked great last summer because of his efforts.

Chief Dan McAteer – Chief McAteer stated that he had the opportunity to attend each of the celebrations hosted by Fire Company #1 and the Highland Chemical Engine Company. He said that both events were very well run, and that he enjoyed being a part of the festivities, and appreciated the invitations.

Motion to close the public portion: Razze

Second: Blass

Time: 8:39 p.m.

Closed Meeting

Motion to enter into a closed meeting: Blass

Second: Higbee

Time: 8:39 p.m.

Motion to return to an open meeting: Blass

Second: Razze

Time: 9:25 p.m.

No action was taken upon returning to an Open Meeting as a result of discussion in the Closed Meeting.

Adjournment

Motion: Razzo

Time: 9:25 p.m.

Second: Blass

Respectfully Submitted,

Judith O'Donnell
Borough Clerk/Administrator