

**BOROUGH OF PITMAN
COUNCIL MEETING MINUTES
JANUARY 12, 2015
8:00 P.M.**

Call to Order

Time: 8:15 p.m.

Salute to the Flag/Moment of Silence

Councilman Blass

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 2015, which was posted on the Borough Hall bulletin board, sent to the "South Jersey Times" and filed with the Municipal Clerk on January 4, 2015.

Roll Call

Councilman Austin: Present

Councilwoman Higbee: Present

Councilman Pierpont: Present

Mayor Johnson: Present

Clerk O'Donnell: Present

Councilman Blass: Present

Council President Kelley: Present

Councilman Razzo: Present

Borough Solicitor Duffield: Present

Approval of Minutes

Work Session & Formal Meeting Minutes of December 22, 2014

Reorganization, January 4, 2014

Motion: Blass

Second: Higbee

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Abstained from both sets of Minutes from December 22, 2014, and voted to approve the January 4, 2015 Reorganization Minutes.

Councilman Pierpont: Yes

Councilman Razzo: Abstained from the December 22, 2014 Work Session Minutes, and voted to approve the December 22, 2014 Formal Meeting Minutes and the January 4, 2015 Reorganization Meeting Minutes.

Mayor Johnson _____

Committee Reports

Councilman Austin – Councilman Austin provided the following information in his Year End Report for 2014:

Police Department

Successfully raised \$70,000.00 in donations to start up the first K-9 unit in the Borough.

Completed a revised edition of the Personnel Rules and Regulations for the department.

Originated the Pitman Police Department's Face Book Page.

Maintained ongoing training for all officers.

Targeted illegal drug activity within the Borough.

Purchased new equipment and software required for the Police Department fingerprint system and audio system.

Created a safer work environment.

The Department added two new Patrolmen, Det. Sgt. Moore was elected Department Officer of the Year, and Chief Zimmerman was elected President for the Gloucester County Chief's Association.

Councilman Austin mentioned that all of the above activities were accomplished within the department's 2014 budget.

Fire Department

Councilman Austin thanked Borough Fire Chief Andrew Gresko and Fire Company No. 1 Chief Clark Pierpont for serving this past year. Chief Gresko will move on to become the Chief for the next two years for Fire Company No. 1. Councilman Austin congratulated Bruce Scott on his election to the position of Borough Fire Department Chief. Chief Scott will hold this position for two years.

In 2014, the Fire Department had approximately 319 responses to incidents in and out of town. There were no major fires this year, although there were three outside garage fires and one minor house fire. Councilman Austin reminded everyone that all fire department personnel are volunteers, and he expressed his appreciation for their dedication to the department and the Borough.

The Borough's Fire Official continues to inspect our local business properties, with safety being the main objective.

Office of Emergency Management

Councilman Austin thanked OEM Coordinator Jim Foley and the members of the Office of Emergency Management for revitalizing the OEM, and setting up an OEM Tactical Center. Mr. Foley also coordinated a successful hazmat drill that included Borough first responders, and some emergency responders from the county. Mr. Foley works closely with all Borough and county entities, and issues advisories to all Borough departments relating to potential emergency conditions.

Environmental Commission

The Environmental Commission had a successful Earth Day and Arbor Day celebration in Ballard Park last May. They received a grant, and coordinated with the Friends of Alcyon Lake to perform a cleanup of Betty Park and areas surrounding Alcyon Lake. The Commission also arranged to have an aquatic vegetation study performed at Alcyon Lake.

Councilman Austin also reported that the Borough has received a grant from the State of New Jersey for approximately \$29,000.00. This grant is coordinated by the Environmental Commission, and is awarded based on the amount of recyclables collected by the Borough in 2012.

Councilman Blass

Councilman Blass provided the following information in his Year End Report for 2014:

Public Property

A new office was created for the Police Administrative Secretary, and a break room for the Borough Hall office staff was also constructed. These two new spaces were formed from the area formerly occupied by the municipal court office.

Six trees that were dead and in danger of falling were removed from Borough property. The Garden Club asked to have additional sprinkler heads added to the First Avenue gardens and to the gardens around the McCowan Memorial Library.

The town clock across the street was repaired, and a contract has been awarded for the replacement of the Borough Hall roof. Councilman Blass stated that rotted trim was replaced at the Grove Auditorium, and said that this is the beginning of what he hopes to be repairs to the lattice work around the entire building. The handicapped accessible ramp was replaced at Sunset Auditorium, and the Borough's engineer has provided a list of other repairs that he hopes to address in 2015.

McCowan Memorial Library

The total number of articles in circulation in 2014 totaled 3,903. This number includes materials checked out by Pitman patrons as well as login requests that were sent Pitman patrons.

Pitman Memorabilia Museum

Routine maintenance was performed on the handicapped accessible ramp at the back of the building, and a water pipe that had broken was repaired. A fire proof cabinet has been purchased to safely store many of the original photographs and documents held by the Historic Commission.

Councilman Razzo

Councilman Razzo read the following report:

Parks and Recreation

In addition to the introduction of new programs in which we opened programs up to more participants by expanding the age requirements, we had record numbers signing up. For some of our longtime programs like t-ball, micro-mini soccer, and basketball, we averaged forty to fifty t-ball players and fifty to sixty players for micro mini soccer. This year these programs each had about 100 participants. Many families who have previously gone to other communities, took advantage of our revised programs, and kept their children in Pitman. Currently, our basketball program has added a program for first and second grade players. We currently have forty children out for this program, and for the first time we also have a traveling fourth grade team.

Youth Week: This event was a success, even with some minor changes in the format and activities offered. Our Freedom 4 Mile Road Race saw a record number of runners, and for the first time we had an online registration option that most runners took advantage of. Runners also had a light rain fall on them during the race.

Working with the Pitman Soccer Association, our Parks and Recreation Department has begun the transformation of the Dell into additional playing fields as Youth Soccer transitions to include more ages from 11 v 11 and 8 v 8, therefore requiring more playing fields.

The Pitman Athletic Association took advantage of the new covered roof installed at the press box on Hero's Field. In 2014, we also opened our athletic facilities for a small charge and on a trial basis to outside entities that applied and requested the use of our facilities. It should be noted that none of these events would be possible without the advice and assistance of the members of our Recreation Commission, our seasonal and fulltime employees at the park, and the hard work of our Recreation Director Andy Fox and Alcyon Park Superintendent Jared Harmon.

On July 3rd Hailey Migeot was crowned Miss Pitman by Mayor Johnson at our 59th Annual Miss Pitman Pageant. Since that time, Hailey has been seen at multiple events around town. Most

recently she spent time serving food at the Ronald McDonald House in Camden. Hannah Vendetta was 1st runner up and Gloria Guston was 2nd runner up. Sierra Quinn was selected by the other contestants as Miss Congeniality. Thank you to our Master of Ceremonies for the evening, Kevin Casey, and to all of our committee members.

On Friday, August 29, at dusk, and at the Sunset Auditorium, our scheduled Movie in the Park was held. There was a minor difficulty and the movie started forty-five minutes late. The movie of choice was Despicable Me Too. Thank you to the county Park and Recreation programs for allowing us to participating in this program.

As the Fund Commissioner on the Gloucester, Cumberland, Salem Counties Municipal Joint Insurance Fund, I continue to have opportunities to use my professional experience in the insurance industry to guide the Borough in insurance coverage. In 2014, I had the opportunity to serve on the Fund's Safety Committee and on the Tri Co JIF Executive Board. I am grateful to Mayor and Council for allowing me to continue to have this opportunity again in 2015.

This year I have been selected as the Chairman of the Coverage Committee. The Coverage Committee serves as the focal point on discussions on coverage, underwriting, and reinsurance. The Coverage Committee advises the Executive Committee on issues pertaining to average requirements of members of JIF, coverage issues in the insurance industry which should be addressed by JIF, and the efficiency and clarity of JIF in addressing the areas of insurance outside of its normal purview retention and reinsurance issues. I am excited to provide the Borough with a strong voice within the fund. We here in Pitman have a dedicated team of department heads and employees who work initially, and through, our Borough Safety Committee to keep our expenses down and our losses at a minimum, leading to a lower premium and greater rewards.

A handful of losses from previous years continues to effect our current program, and unfortunately, the best safety measures cannot prevent all losses. Even in lieu of these spikes in our loss history, we have been an excellent risk for the JIF. As a result, over \$7,000.00 was awarded to the Borough in 2014 to give us necessary funds to continue our safety programs, and I am happy to report we have used every dollar. We were also awarded \$37,000 in dividends in 2014, for a total of \$210,000 in dividends over the last seven years. Thank you to our RMC Len Eckman, our Safety Coordinator, Judy O'Donnell, our Claims Coordinator Nancy Yurick, and to our entire Safety Committee.

Councilman Pierpont

Councilman Pierpont read the following report:

2014 was a very busy year for our Public Works Department. As many of us remember, we started the year with significant snow storms and our plows were on the streets day and night clearing snow and salting streets.

Some of the major projects completed by our Highway Division last year are:

- Replaced the sewer main along East Holly Ave. Completely re-stoned the parking areas and alleys of the Grove to include Big Alley.
- Started an alley maintenance program. Several alleys in the Grove were filled with a crushed concrete mix, graded for drainage, rolled smooth, and then top dressed with stone. The most recent work was done on the alley between West Avenue and the tennis courts. We anticipate this as an on-going project and will continue to improve the surface in the alleys as needed in 2015.
- Hydrant installation was completed up to the number of serviceable hydrants. We currently have thirty fire hydrants on hand that we cannot install because the stem is too

tall. We are working to remedy that situation, which may cost us additional money. We have to strip down the usable parts and purchase new stems to assemble to the parts salvaged. We have approximately thirty hydrants left to install.

- Finished the resurfacing of Lexington Avenue.
- Began a curb painting program by refreshing the yellow and blue curbs. This program will continue in 2015.
- Employees:
 - Public Works Department has one full time manager and one full time secretary Water/Sewer Division has four full time employees and one part time Licensed Operator
 - Highway Division has eight full time employees and six part-timers who work 29 hrs./week
 - The Borough has one full time mechanic and one helper who works up to sixteen hours per week
 - We had one employee on military leave since June. He should be back sometime in February of 2015.

Councilwoman Higbee

Councilwoman Higbee read the following report:

End of Year Report for 2014

Clean Communities Grant

Grant amount for 2014 was \$15,767.92. Funds were spent on, or encumbered for:

Twelve clean ups around the Borough

Clean up supplies

Educational programs for school age children

A newsletter

A shredding event

Recycling containers

Promotional materials

Municipal Alliance Grant

Grant amount was \$13,893.00

The activities for the Municipal Alliance were:

Sponsor of Red Ribbon Week at all elementary schools

Youth Week activities

Pitman Police Department Community Night Out

Pitman Middle School Eighth grade graduation dance

Supplies for DARE program

Fourth of July Fireworks and DJ in Ballard Park

Pitman High School Renaissance program

SADD t-shirts

Summer Playground supplies and activities

Senior citizen luncheon and trips to Longwood Gardens and the Candlelight Theater

All activities supported by the Alliance are under the supervision of Administrator O'Donnell. Thanks to her for her commitment to this program.

Historic Commission

Commission members heard approximately five applications per month in 2014. Almost all applications were approved as presented. Applications that were not approved initially, were

approved after applicants accepted the recommendations for changes made by the Commission. The Guidelines used by the Commission were rewritten, and improved, and are in effect after being approved by Mayor and Council and the Combined Planning and Zoning Board.

At the 2015 Reorganization meeting, Walter Madison returned as Chairperson, Michael Batten was named Vice Chairman, Michelle LaPlante was named Corresponding Secretary, and Cheryl Hackney will continue as Recording Secretary. Meeting times will remain the same, the second Thursday of each month, at 7:00 in the evening.

Municipal Budget

Beginning in January 2014, Mayor and Council had eight budget meetings, with the last being held in March. Budget Preparation Worksheets are provided to each Department Supervisor, and each Committee and Commission. Each department had the opportunity to present their budget requests to Mayor and Council at an open budget 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 wellbeing of our citizens. This year, our budget process remains the same. Our first budget meeting, was this evening, at 6:30 where we looked at the Fire Safety and Emergency Management budgets.

Remaining meetings and budget topics to be discussed are as follows:

January 21 at 7:00 p.m. - Police

January 26 at 6:30 p.m. - Parks and Recreation

February 9 at 6:30 p.m. - McCowan Memorial Library

February 18 at 7:00 p.m. - Public Works

February 23 at 6:30 p.m. - Zoning/UCC

March 9 at 6:30 p.m. - Public Property

March 18 at 7:00 p.m. - Budget completion (hopefully)

Current

Borough Tax Collector, Beth Walls, reports that, for the month of December 2014, she collected \$178,792.27 in tax payments.

Council President Kelley

Council President Kelley read the following report:

Year End Report

Code Enforcement

The Code Enforcement Office was very busy this year with the increase in duties created by Ordinance No. 12, 2013, requiring the registration of vacant and abandoned properties. A total of sixty-nine properties were identified in 2014 as being vacant or abandoned, and of those properties, forty were properly registered. Thirty-two of those properties have been sent renewal registration forms for 2015, and the cost associated with the renewal is \$1000. Fifteen properties have been sold or listed for sale, and there are an additional twenty-two properties that the office is still in the process of registering. Locating the proper owners of these properties is a tedious process. The office took in approximately \$9,000 in registration fees related to this ordinance in 2014.

The Code Enforcement Officer also cited two properties that required grass cutting and cleaning services which were provided by the Borough. Those properties have had liens properly placed against them by the Borough. The Code Enforcement Officer saw to it that the property on Wildwood Avenue, behind the Episcopal Church, was cleaned. He continues to search for a solution for the vacant property on Hudson Avenue. There were six cases that went to court this

year, with one case still pending. I would like to thank our Code Enforcement Officer, Bruce Scott, for his diligence and hard work in 2014.

Zoning Office

The Zoning Office was also quite active this year. Zoning Officer, Clark Pierpont, issued three court summonses and spent sixteen hours in court. After spending sixteen months negotiating, and numerous court appearances, the Zoning Officer was able to resolve the violations at the Fazzio parking area on Elwood Avenue.

One hundred six zoning permits were issued in 2014. Also issued was a POD permit and one outdoor eating facility permit with a BYOB rider. The office issued four Charitable Clothing Collection Bin permits and three violation notices were issued for unregistered bins. One hundred eighteen people stopped by the Zoning Office during Wednesday evening hours.

The Zoning Officer investigated fourteen zoning complaints, with twelve of those complaints being resolved, and removed twenty-eight illegal temporary signs from Borough property and/or park strips. Zoning Officer Pierpont has done a great job this past year and the Borough is very appreciative of his handling of the Fazzio case.

Construction Office

The Construction Office processed 516 permits and 498 certificates in 2014. They collected \$91,001 in various fees. There were 1,237 inspections conducted for building, electric, fire and plumbing projects.

Economic Development Committee

The Economic Development Committee was able to produce brochures promoting Uptown Pitman, received approval from Borough Council to move forward with the Theater Avenue Project, and to purchase directional parking signage. They hope to have the parking signs installed with the assistance of the Public Works Department within the next two months. I would like to thank all members of the EDC for their assistance and efforts for the past two years in which I served as the EDC liaison to Council. Councilman Razze has been appointed as the liaison for 2015.

Board of Health

The Board of Health held a Reorganization meeting in January 2014 and did not meet again due to a lack of business. Their January 2015 Reorganization meeting is scheduled for tomorrow night at 7:00 p.m. in Borough Hall.

Green Team

The Green Team, created with Ordinance No. 7, 2014, held their first official meeting on September 23, 2014. The team currently consists of eight members from the Environmental Commission, Historic Commission, EDC, Planning Board, Recreation Commission, and Garden Club, plus a community at large member and two high school students. We are actively working on completing the certification process and applying for a grant to fund operational expenses. The Green Team is organized under Sustainable Jersey, a program for municipalities that want to go green, save money, and take steps to sustain their quality of life over the long term. Participation in Sustainable Jersey is a great way to promote our town and qualify for grant opportunities. They are meeting on the fourth Thursday of each month at Borough Hall. All are welcome to attend.

Combined Planning and Zoning Board

The Combined Planning and Zoning Board had a fairly quiet year. There was an application for a subdivision, fence variance, site plan with a bulk variance, and a bulk variance. They also reviewed and approved the changes to the Historic Commission Guidelines. The New Use Waiver Committee met several times to assist in reviewing applications for businesses in the Uptown Business District. The intent of this committee is to speed up the process of getting businesses open, and cut down on some of paperwork and cost associated with a full review by the Planning and Zoning Board. The committee approved ten applications for new businesses. Unfortunately, not all of these businesses opened, but the Uptown has seen nine new businesses open this year. The Planning and Zoning Board will hold their first meeting of 2015 next Tuesday at 7:00 p.m. Please note this is a change from our regularly scheduled third Monday of the month meeting.

Two additional notes:

I spoke with the realtor handling the Sony property last week. He informed me that there has been some interest in the site, but nothing definite at this time. I reaffirmed this Council’s commitment to working with any interested businesses in developing that property. Remediation work is still ongoing at the Armory. We are currently waiting on a report from Kleinfelder and the LSRP handling the cleanup.

New Business

Resolution No. 26, 2015 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Accepting the Corrective Action Plan as Submitted by the Borough’s Chief Financial Officer for Year 2013

Motion: Higbee

Second: Kelley

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson _____

Resolution No. 27, 2015 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Awarding Contract for Preventive Maintenance of the Emergency Backup Generators at Well 3 and Well 4 in the Borough of Pitman

Motion: Pierpont

Second: Higbee

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson _____

Resolution No. 28, 2015 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing Refund of Real Estate Taxes and Other Miscellaneous Refunds

Motion: Higbee

Second: Kelley

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson _____

Resolution No. 29, 2015 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing 2014 Reserve Budget Transfers

Motion: Higbee

Second: Kelley

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson _____

Resolution No. 30, 2015 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing a Tax Abatement for New Construction Located at 437 Poinsett Avenue, Block 178 Lot 32, For a Five Year Period

Motion: Higbee

Second: Kelley

Discussion followed among members of Council, Borough Solicitor Duffield, and the Borough Clerk on the necessity of this resolution. The Borough Clerk asked the Mayor for a five minute recess to confer with Solicitor Duffield.

The meeting was in recess from 8:45 until it reopened again at 8:52. At that time Solicitor Duffield explained that an application for exemption and/or abatement for the improvement, conversion or construction of a property must be authorized by a municipal ordinance before it can be submitted to the Gloucester County Tax Assessor's Office. Solicitor Duffield recommended that Resolution No. 30, 2015 be withdrawn, and an ordinance be introduced that would authorize a tax abatement agreement for the new construction located at 437 Poinsett Avenue in the Borough.

A **Motion** was made by Councilwoman Higbee to withdraw Resolution No. 30, 2015.

Second: Kelley

Council approves by voice vote to withdraw Resolution No. 30, 2015.

Ordinance No. 1, 2015 – An Ordinance of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey, Authorizing a Tax Abatement Agreement for New Construction Located at 437 Poinsett Avenue, Block 178 Lot 32, For a Five Year Period

Motion: Higbee

Second: Kelley

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson _____

Resolution No. 31, 2015 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing the Hiring of Police Officer, Eric C. Bailey, Rank of Patrolman

Motion: Austin

Second: Higbee

Discussion followed:

Council President Kelley expressed concerns about hiring another officer so early in the budget year.

Councilman Blass recalled discussing the need for one, and said that he assumed this will be included in the 2015 Police Department budget.

Councilman Austin said that the salary for the new officer it is in the budget, and believes that it was discussed in a Work Session meeting.

Mayor Johnson commented that Council authorized the Chief to move forward with the hiring process of a full time officer and a Class II officer.

Councilwoman Higbee stated that she was not in attendance at the meeting where it was discussed.

Councilman Pierpont asked if members of Council knew where the money was coming from to pay for the new officers.

Mayor Johnson stated that this new hire will allow the Police Department to put a second officer in the Detective Bureau.

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: No

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson _____

Resolution No. 32, 2015 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing the Appointment and Hiring of Peter Stefanopoulos, as a Special Law Enforcement Officer (“SLEO”), Class II

Motion: Austin

Second: Razze

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson _____

Resolution No. 33, 2015 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing Transfer of a 2004 Ford Crown Victoria Police Interceptor From the Pitman Police Department to the Pitman Fire Department for Use by the Borough of Pitman Fire Department

Motion: Austin

Second: Blass

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson _____

Resolution No. 34, 2015 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing Submission of a Strategic Plan for the Pitman Municipal Alliance Grant for the Fiscal Year 2015

Motion: Higbee

Second: Kelley

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson _____

Resolution No. 35, 2015 – Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Waiving Construction Fees Related to the Installation of a Hot Water Heater for the VFW Pitman Memorial Post #6469

Motion: Kelley

Second: Higbee

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Abstain

Councilman Razzo: Yes

Mayor Johnson _____

Payment of Bills

Motion: Higbee

Second: Kelley

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razzo: Yes

Mayor Johnson _____

Public Portion

Motion to open to the public: Razzo

Second: Kelley

Time: 9:05 p.m.

Cynthia Ventura, 162 East Avenue – Ms. Ventura inquired about the procedure to obtain a Certificate of Continued Occupancy from the Borough. She stated that the building located at 166 East Avenue has people constantly moving in and out of the building, sometimes within the same day. She feels that the owner is not having the apartments inspected between tenants as is required by Borough ordinance.

Council President Kelley responded that the premises must be inspected by the Housing Official each time there is a new occupant.

Motion to close the public portion: Razzo

Second: Blass

Time: 9:07 p.m.

Miscellaneous

Council President Kelley stated that the members of the Borough's Green Team are preparing the paperwork to apply for a \$2,000.00 grant, which, if awarded, will provide them with operating expenses to get proposed projects up and running.

Councilman Pierpont asked the Clerk if the Council Meeting Minutes were up to date on the Borough's website.

Adjournment

Motion: Higbee

Second: Kelley

Time: 9:09 p.m.

Respectfully Submitted,

Judith O'Donnell
Borough Clerk/Administrator

