

**MINUTES OF THE  
BOROUGH OF CLEMENTON  
APRIL 16, 2019  
CAUCUS/COUNCIL MEETING  
OF THE MAYOR AND COUNCIL**

**OPENING:** Mayor Weaver called the meeting to order at 7:04PM.

**OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT:** Mayor Weaver read the following statement, "This meeting has been properly advertised and posted pursuant to N.J.S.A. 10:4-6, the Open Public Meetings Act."

**ROLL CALL:** Jenai Johnson, Municipal Clerk/Administrator, called the roll which resulted in the following members present: Councilman Melvin Applegate; Councilman Mark Armbruster; Councilman Jonathan Fisher; Councilwoman Meghan Milano. Councilwoman Holly Strobl arrived at 7:13PM. Absent: Councilman Thomas Shaw. Also present were Mark Basehore of Bach Associates and Solicitor George J. Botcheos.

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

**ENGINEER REPORT:** Mark Basehore of Bach Associates provided a written report which has been followed in the appropriate manner and verbally reported on the following items:  
Asset Management Plan Assistance- Mr. Basehore reported that the initial field survey and drafting of valves and fire hydrants was complete and they were coordinating with Adam Norcross regarding the fire hydrant data base and the completeness of the field survey. Mr. Basehore stated that the plan would be finalized in the immediate future.

Borough Garage UST- Mr. Basehore stated that Bach Associates had met with Pennoni Associates on March 26, 2019 to review the case and were currently awaiting a proposal for LSRP services.

Water Tank Inspections- Mr. Basehore stated that Preferred Tank and Tower Maintenance Division, Inc. had inspected the tanks on March 26, 2019 and Bach Associates assisted the Borough with coordinating the inspection. Mr. Basehore reported that they had received draft copies of the report and were reviewing for mandated repairs versus recommended repairs.

Camden County Open Space and Farmland Preservation- Mr. Basehore reported that the Governing Body had authorized an application submission for a walking path, coordinated with efforts of Anthony Lafferty for the Nicole Williams Memorial Project at Albertson Avenue Park. It was noted that the Department of Public Works was moving forward with the plans to install a water main at the location regardless of the funding award by the Camden County Open Space Program.

Lake Avenue Phase 2- Carver Avenue and Naylor Avenue/NJDOT FY2019- Mr. Basehore reported that NJDOT had announced that the application had been successful and Clementon had received \$340,000.00 for construction costs and inspection services for Carver and Naylor and Lake Avenues. Mr. Basehore stated that the original request was for \$636,566 in funding. Mr. Basehore stated that he had met with the engineering committee and it was their recommendation that Lake Avenue Phase II take priority over Carver Avenue and Naylor Avenue. Mr. Basehore stated that his firm would evaluate Lake Avenue funding and prepare a proposal outlining the anticipated costs of the project. Mr. Basehore noted that Phase 1 of Lake Avenue would be out to bid while Phase 2 is in the design phase.

Cherry Lane Improvements-Camden County CDBG FY2018- Mr. Basehore stated that the project for Cherry Lane Improvements had been awarded to R. Mosolwksi Excavating in the amount of \$125,245.00 and the contracts had been prepared. Mr. Basehore stated that the Borough was awaiting an insurance certificate and Performance and Payment Bonds prior to the preconstruction meeting.

NJDOT FY2017 Brand Avenue- Mr. Basehore stated that Bach Associates was scheduling a meeting with Charles Marandino, LLC to review the punch list and review additional paving limits. Mr. Basehore stated that he had met with the representatives to renegotiate the additional paving.

NJDOT FY2016 Ohio Avenue Phase II- Mr. Basehore stated that there was approximately \$10,000.00 of remaining CDBG funds available. As requested by the engineering committee, Bach Associates had obtained a quote from Gambale to install additional sidewalk on Ohio Avenue and the contractor had agreed to hold unit costs. It was noted that the Borough would be

able to install sidewalk on the north side of Ohio Avenue from Trout Avenue to the culvert and replace the old sidewalk on the southern side of Ohio Avenue in the same area. Mr. Basehore stated that Change Order #1 already approved by council will not be final as Change Order #2 would be required for final closeout to include the additional sidewalk quantities.

Municipal Building Underground Storage Tank- Mr. Basehore stated that Bach Associates met with Pennoni Associates on March 26, 2019 to review the case and noted that Bach was currently awaiting an update proposal for LSRP services.

Well Pump VFDs- Mr. Basehore stated that Bach Associates was in receipt of as-built documentation from Willier Electric and would be making a recommendation for release of retainage after receipt of closeout documents from the contractor.

Barry Place- Councilman Armbruster recommended that the Borough move forward with drainage improvements on Lake Avenue, but noted that the Borough would likely need to bond the funding because it would not be covered by the NJDOT funding. Councilman Armbruster also noted that the Borough would need to bond funding for the end of Sitley Avenue improvements. Mayor Weaver stated that the end of Sitley Avenue was shared by the Borough of Clementon and Borough of Pine Hill. Councilman Armbruster noted that it was his belief that the area in issue was occupied by Clementon residents. Mr. Basehore was instructed to visit the site to contemplate the potential solutions. Mayor Weaver inquired if fire/rescue equipment was able to access the location. Chief Freiling stated that Clementon Fire Rescue was currently able to get two fire vehicles to the location.

**PRIVILEGE OF THE FLOOR FOR A TOTAL TIME NOT TO EXCEED 10 MINUTES FOR ITEMS APPEARING ON THE AGENDA ONLY:**

Brenda Franks, Clementon Borough- Mrs. Franks stated that she was looking over the budget and the Borough continued to budget \$26,500 for the fire department.

**APPROVAL OF THE BILL LIST:** Councilman Armbruster motioned to approve the bill list upon proper review and certification, seconded by Councilwoman Strobl and motion was carried upon the call of roll. Ayes: Applegate; Armbruster; Fisher; Milano; Strobl. Absent: Shaw.

**ORDINANCES AND RESOLUTIONS:**

**INTRODUCTION/FIRST READING**

ORDINANCE 2019-06 AMENDING AND SUPPLEMENTING CHAPTER 70 OF THE CODE OF THE BOROUGH OF CLEMENTON ENTITLED "ALCOHOLIC BEVERAGES". Mayor Weaver read by title. Councilwoman Milano motioned to approve on first reading, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Applegate; Armbruster; Fisher; Milano; Strobl. Absent: Shaw.

RESOLUTION R19-74 AUTHORIZING LOCAL EXAMINATION OF THE 2019 MUNICIPAL BUDGET. Mayor Weaver read by title. Councilman Fisher motioned to approve, seconded by Councilwoman Milano and motion was carried upon the call of roll. Ayes: Applegate; Armbruster; Fisher; Milano; Strobl. Absent: Shaw.

RESOLUTION R19-75 AUTHORIZING TO READ BUDGET BY TITLE ONLY. Mayor Weaver read by title. Councilwoman Milano motioned to approve, seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Applegate; Armbruster; Fisher; Milano; Strobl. Absent: Shaw.

**PUBLIC HEARING 2019 MUNICIPAL BUDGET.**

Mayor Weaver opened the floor for the public hearing of the municipal budget.

*Brenda Franks, Clementon Borough- Mrs. Franks wished to obtain clarification on the COLA ordinance, which stated she recalled stating that the Borough would exceed the CAP, but contained two differing figures. Debra DiMattia, Chief Finance Officer of the Borough, explained that the \$42,000 figure was the amount which the Borough could exceed the CAP if necessary.*

Hearing no further comments from the public, Mayor Weaver closed the public hearing.

RESOLUTION R19-76 AUTHORIZING ADOPTING OF 2019 MUNICIPAL BUDGET. Mayor Weaver read by title. Councilman Fisher motioned to approve, seconded by Councilwoman Milano and motion was carried upon the call of roll. Ayes: Applegate; Fisher; Milano; Strobl. Nays: Armbruster. Absent: Shaw.

RESOLUTION R19-77 AUTHORIZING MAYOR AND MUNICIPAL CLERK TO EXECUTE AMENDMENT TO AGREEMENT BETWEEN PUBLIC WORKS PROVISIONAL SUPERVISOR, ADAM NORCROSS, AND THE BOROUGH OF CLEMENTON. Councilman Applegate motioned to approve, seconded by Councilman Armbruster. Councilman Fisher stated that he had questions and wished to discuss the matter in closed session. Consideration of the matter was delayed until further discussion was able to occur.

RESOLUTION R19-78 AUTHORIZING LATERAL TRANSFER OF DANIEL KREBS TO THE CAMDEN COUNTY SHERIFFS DEPARTMENT EFFECTIVE MAY 20, 2019. Mayor Weaver read by title. Councilman Fisher motioned to approve, seconded by Councilman Armbruster and motion was carried upon the call of roll. Ayes: Applegate; Armbruster; Fisher; Milano; Strobl. Absent: Shaw.

RESOLUTION R19-79 AUTHORIZING PRECISE SALARIES OF OFFICERS AND EMPLOYEES OF THE BOROUGH OF CLEMENTON. Mayor Weaver read by title. Councilwoman Milano motioned to approve, seconded by Councilman Applegate and motion was carried upon the call of roll. Ayes: Applegate; Fisher; Milano; Strobl. Absent: Shaw. Abstain: Armbruster.

RESOLUTION R19-80 AUTHORIZING APPOINTMENT OF JEFFREY WATSON TO THE OFFICE OF COMMISSIONER OF THE CLEMENTON HOUSING AUTHORITY FOR A TERM OF FIVE YEARS, EFFECTIVE JULY 1, 2019. Councilman Armbruster motioned to approve seconded by Councilman Fisher and motion was carried upon the call of roll. Ayes: Applegate; Armbruster; Fisher; Milano; Strobl. Absent: Shaw.

RESOLUTION R19-81 TO ADJUST CERTAIN WATER ACCOUNTS IN THE BOROUGH OF CLEMENTON. Mayor Weaver read by title. Councilman Armbruster motioned to approve, seconded by Councilman Applegate and motion was carried upon the call of roll. Ayes: Applegate; Armbruster; Fisher; Milano; Strobl. Absent: Shaw.

RESOLUTION R19-82 AUTHORIZING ISSUANCE OF MERCANTILE LICENSE TO DUSTIN M. REBECCA FOR OPERATION OF 13<sup>TH</sup> DIMENSION TATTO AND ART GALLERY AT 13 GARFIELD AVENUE IN THE BOROUGH OF CLEMENTON. Mayor Weaver read by title. Councilman Armbruster motioned to approve, seconded by Councilwoman Milano and motion was carried upon the call of roll. Ayes: Applegate; Armbruster; Fisher; Milano; Strobl. Absent: Shaw.

RESOLUTION R19-83 AUTHORIZING ISSUANCE OF MERCANTILE LICENSE TO MICHAEL SARLO FOR OPERATION OF EVERLASTING MEMORIALS LOCATED AT 8 BRAND AVENUE IN THE BOROUGH OF CLEMENTON. Mayor Weaver read by title. Councilman Armbruster motioned to approve, seconded by Councilwoman Milano and motion was carried upon the call of roll. Ayes: Applegate; Armbruster; Fisher; Milano; Strobl. Absent: Shaw.

#### **UNFINISHED BUSINESS:**

Councilman Fisher reported that the Nicole Williams Park dedication would be rescheduled to a date in June that was feasible for the family.

Councilman Fisher stated that he had requested the attendance of the Fire Chief, Randall Freiling, at the meeting to review the expectations of the department for the remainder of the year. Councilman Fisher stated that the Governing Body had granted a trial period for Clementon Fire Rescue and their Officers to establish a self-sufficient and safe department by the close of 2019. Councilman Fisher noted that it had been determined that the Public Safety Committee would meet with the Chief and other departments included in the Laurel Lake Alliance to review progress on or about June 1, 2019 and September 1, 2019. Councilman Fisher stated that the alliance members had agreed to reduce the temporary shared service agreement to \$2,000 monthly beginning with the May contribution. Councilman Fisher advised Chief Randall Freiling, who was in attendance, that all purchases for Clementon Fire Rescue would need to be presented to Councilman Shaw for approval prior to expenditure of any funds. Councilman Fisher also noted that he wished to ensure that the Chief had been made aware of the new minimum training requirements for the membership, which had been amended to 50% for all in house training and 50% of all alliance training. Chief Freiling stated that Saturday training would be offered to allow members to make up weekday training that was missed if necessary, due to work schedules. Councilman Fisher emphasized that all members must meet the 50% mark for alliance training in addition to the in house requirement. Councilman Fisher inquired if all fingerprinting had been completed for the active membership. Chief Freiling stated that he was working with the Police Chief to reschedule printing for several members. Councilman Fisher inquired if all online training had been completed by the members, and Chief Freiling stated that it had, with the exception of five members.

Councilman Fisher stated that he believed the Borough needed to further discuss the Borough's position related to lateral transfers from the Police Department to other outside governmental units. Councilman Fisher voiced concern that the Borough may wish to employ a policy of non-participation in lateral transfers to conserve the staffing in the department. Councilman Fisher stated that he wished to further discuss the matter at a future meeting date.

Councilman Mark Armbruster reported that residents Christopher Hammond and Brenda Franks had previously inquired related to the installation of trash receptacles at Rowand's Pond and Silver Lake, to alleviate trash and littering issues. Councilman Armbruster stated that he wished to work with the County or State to ascertain the possibility of having trash cans installed at the locations. Councilman Armbruster stated that the Borough Public Works, if necessary, could install and maintain the trash receptacles. It was noted that an application had been submitted to the NJDEP for approval.

Brenda Franks stated that she also was noticing a problem with trash on Van Horn Avenue. Councilman Applegate noted that it was his belief that the issue on Van Horn was a result of illegal dumping by residents, specifically in regard to paint cans and other difficult to dispose of materials. After brief discussion it was determined that there was no objection to submission of the application for placement of cans at the location, and it was noted that inquiry could be made to the trash company to determine if they would be able to include in weekly pickup if the cans were located near the curb.

#### **PRIVILEGE OF THE FLOOR:**

Mayor Weaver opened the floor to the public.

Brenda Franks, Erie Avenue- Mrs. Franks stated that she wanted to clarify the conclusion of the discussion on the installation of trash cans at Rowand's Pond. Mayor Weaver stated that it had been decided that the Borough would apply for the required special permit and speak to Public Works about the installation of cans at Silver Lake. Mrs. Franks also asked if anyone had spoken to Clementon Park/Splash World about the entrance and construction in the vicinity. Chief Grover noted that the Borough had communicated with the park manager, and they were aware. Chief Grover also stated that the projected completion date was late July or early August.

Christopher Hammond, Higgins Avenue- Mr. Hammond reported that he had collected a significant amount of recycling and trash during the recent Clean Communities event.

Hearing no further comment from the public, Mayor Weaver closed the public portion of the meeting.

#### **EXECUTIVE SESSION:**

DISCUSSION REGARDING PERSONNEL ISSUES RELATED TO PUBLIC WORKS DEPARTMENT(HELD IN OPEN SESSION AT REQUEST OF EMPLOYEES- Jenai Johnson stated that the discussion slated for executive session would be held in the open portion of the meeting. The possibly affected employees were provided a RICE notice and provided responsive documentation that it was their desire to have the matter discussed in open session.

Councilman Applegate stated that it was his recommendation that the Borough consider dividing the Public Works into two segregated divisions. Councilman Applegate stated that one division would be responsible for the Departments of Water and Sewer, while the other would be responsible for Roads, Parks, Buildings and Grounds. Councilman Applegate noted that this recommendation came as a result of the need for additional dedication of resources to infrastructure. Councilman Applegate stated that activities such as leaf collection, chipping and other routine maintenance had swallowed all of the resources of the department and left infrastructure ignored. Councilman Applegate also noted that this would provide an opportunity for staff to specialize in specific fields, and their expertise dedicated to certain areas. Councilman Armbruster stated that each department needed dedicated staff to learn and gain skills specific to water, sewer and roads. Councilman Armbruster also noted that the Public Works Department used to consist of roads, parks and facilities, while the Water and Sewer Utilities were a separate department. Councilman Fisher noted that he had concern that this may create problems with the newly enacted union representation. Mayor Weaver inquired what would constitute the two divisions. Councilman Applegate stated that the water and sewer department would be responsible for the pump stations, sewer stations, stormwater and other related items. Councilman Applegate stated that the Public Works Department would be responsible for buildings and grounds in the municipality, as well as other related services including trash and recycling. Councilman Fisher stated that it was his belief that the Borough would need to hire more qualified employees in order to make cross training successful. Robert Freiling stated that if he was given direction from the Mayor and Council, he would be able to assign those duties to specific employees. Councilman Applegate stated that the main concern was the dire need to have individuals who had specialized skills in the areas of water and sewer. Mayor Weaver stated that he was in agreement with the desire to separate the department responsibilities and noted that the current structure was not working and benefiting the town. Councilman Armbruster motioned to approve the separation of the Water and Sewer Department from the Public Works Department, and the promotion of Adam Norcross to the position of provisional supervisor assigned to the department of Water and Sewer, with

Robert Freiling remaining as the Supervisor of Public Works. Motion was seconded by Councilman Applegate and carried upon the call of roll. Ayes: Applegate; Armbruster. Absent: Shaw. Nays: Fisher; Milano. Abstain: Strobl.

**ADJOURNMENT:** Councilman Armbruster motioned to adjourn at 8:20PM, seconded by Councilman Applegate and hearing none opposed, motion was carried.

Respectfully Submitted,



Jenai L. Johnson

Municipal Clerk/Administrator