

Minutes of the AGENDA Meeting of the Township Committee of the Township of Commercial, held on Tuesday, February 17, 2015, at the Township Hall, 1768 Main Street, Port Norris, NJ

Those present:

Judson Moore	Mayor
Fletcher Jamison	Committee
Ronald L. Sutton Sr.	Committee
Thomas Seeley	Solicitor
Hannah E. Nichols	Township Clerk
Clint Miller	Road Supervisor
Heather Sparks	Deputy Clerk

Those absent:

Edward Dennis	Engineer
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Mayor Moore presided with the announcement that meeting had been advertised, that it was being electronically recorded and being held in full compliance of the Open Public Meeting Act.

Mayor said we do not have any officials present and the changing of our Monday night agenda meeting to Tuesday, created a conflict for Engineer, Ed Dennis for this evening and he could not be in attendance but sent items for the committee's consideration are:

1. Proposal from RVW for USDA Search Grant Project (\$30,000 covered by grant)  
This is the New Jersey Future Grant by Nick Graviano. Mayor Moore said we have a proposal from Ed Dennis and I reviewed it along with Nick and he suggested that we don't pay the money out until the job is complete and we get reimbursed for the grant which might be a good idea, I'll have to talk with Ed Dennis about that.  
Decision: Mayor said put on the agenda for motion to approve the contract at regular meeting.
2. Proposal from RVW for tax map services for tax map services as required by the tax assessor's office, The proposal for 2015 is \$7,500 which is a reduction of \$2,500 from last year.  
Decision: Mayor said to put on the regular meeting as a motion to approve.
3. Proposal from RVW for an "Official Map" is \$2,500.  
Decision: Mayor Moore said he had requested a price for an "Official Map" which would show all of our roads, it would list the properties that the state owns under several state organization. He said he would like to discuss this further.  
Decision: Mayor said to hold off on this for now.
4. Proposal from RVW for GIS mapping, proposal would be per map.  
Mayor said he had requested this proposal but he would like to discuss the matter with Kevin Zilinsky before making a commitment.  
Decision: Mayor Moore said to hold off on this proposal until he can obtain additional information.
5. Approving payment for Asphalt Paving Systems Inc., for piping that has been installed for Raymond Drive, Phase II  
Decision: Approve for payment on regular meeting bill list.

Committeeman Sutton said he went on an inspection of a house and there was a big deep in the road, he asked what caused it.

Mr. Clint Miller said it took place about seven, eight years ago when they had to take out a massive tree and it left a big dip in the road, he said we dug it up and tried to repave it but it keeps sinking. He said he would have to take a look at it.

Committeeman Jamison said they would probably have to fill it with dirt, pack it and then put blacktop on it and you're going to have to seal it.

Mayor Moore said we have correspondence and we have a letter to the committee from Erick Goldman, FEMA representative who would like to meet with the committee to discuss National PrepareAthon Day, April 30, 2015. He would like to hold a meeting to discuss opportunities for implementation and collaboration of the program for the township.  
Decision: Mayor and committee said they would be willing to meet with Mr. Goldman prior to March 16<sup>th</sup> agenda meeting and for clerk to contact him to see if he would be available.

Mayor Moore said we have a letter from Tinton Falls, NJ requesting that committee adopt a resolution Supporting, Recognizing and Honoring the Service of Law Enforcement Officers.  
Decision: Committee said to put the resolution on for the regular meeting and forward copies to municipalities and counties and to forward one directly to Tinton Falls.

Mayor said we have received a letter from Robert Geiger, of Wells Fargo, he wants to know if the committee would accept property donation at 221 Olive Road, Laurel Lake, Block 47, Lots 6020, 6021, 6022, 60X100, it has a dwelling on it.

Committeeman Sutton said he did an inspection of the property and he feels that the committee should accept it and we can put it up for sale in the land sale this year. He said he did not inspect the inside but the outside if not bad at all. He suggested that we accept the property.

Mayor Moore said he had been contacted by Wells Fargo, that he has not seen the property and didn't know if the township would want to accept. He said at his church they have accepted such donations in helping people with low to moderate income get housing and it has worked out well.

Committeeman Sutton said he feels township should accept it and he asked Clint Miller, Road Supervisor to check it out and see what the inside looks like.  
Decision: Committee to look into it and accept it at the regular meeting.

Mayor said committee has received a memo from Heather Sparks, Deputy Clerk, regarding the recycling program. That the class is full at this time, there is only one class each year, it takes 21 weeks, the class runs from September 2015 thru May of 2016. She has been told that the next class has 47 applicants and that the instructor can only take 35, so even the next class does not look promising. She has requested that the township allow Maurice River Township's Recycling Coordinator to sign off on Heather's yearly report since she is certified and she signs off for Downe and Lawrence Townships also.  
Decision; Committee said to put resolution on the agenda for the regular meeting appointing Maurice River Township's Louann Carr as our recycling coordinator until Heather can get certified at the cost of \$250.

Mayor Moore said we have a letter from Commercial Township Emergency Services Association requesting donation for the annual awards banquet on April 25, 2015 honoring the untiring service and dedication of its members.

Mayor Moore asked if committee would be willing to donate \$500.00, same as last year.

Committeeman Sutton said he thought that \$1,000 was donated last year and he feels that for the job that they do that \$1,000 was not out of line.

Committeeman Jamison said he felt that \$500 was proper.

Decision: Mayor Moore said put item under motions for regular meeting and that he felt \$500 donation was generous.

Mayor said we have received letter from Patti Gross, Deputy Mayor, Maurice River Township inviting committee to Bayshore Recovery Summit on March 3, 2015.

Decision: Mayor said he has been attending the meetings but would be unavailable. He said he would contact Mrs. Gross. Take item off agenda.

Mayor said we have request from Port Norris Rotary to approve a resolution regarding their Walkathon/5K Run on April 4, 2015, they have submitted Certificate of Insurance.

Decision: Resolution for the regular meeting on the 19<sup>th</sup>. approving Walkathon.

Letter to committee from Michael Guccio, Attorney for Unimin that the final phase of the Soccerfield Subdivision of Block 179, Lot 17 and 17.01 will be before the land use board on February 25<sup>th</sup>, 2015.

Decision: Mayor and committee said this point of information, remove from agenda.

Committee received letter from Cumberland County Cooperative Pricing System #181-CCCPs regarding purchasing of Rock Salt from Oceanport LLC, the lowest bidder at \$77.65 per ton

Public Works Supervisor said price was good and township should go with Oceanport.

Decision: Mayor Moore said to put a resolution to award contract for rock salt from Oceanport on regular meeting agenda.

Committee received letter from the City of Millville requesting that they support Senate Bill @2642 and Assembly Bill A3952 which dedicates 30% of all Urban Enterprise Zone Sales Tax Revenue to respective UEZ Accounts.

Decision: Mayor Moore said Commercial Township is not included in the Enterprise Zone, but we can support Millville in their efforts, put resolution on the regular meeting agenda in support.

Mayor Moore said we have several items to discuss and decide if we want them on the regular meeting agenda.

Mayor Moore said he feels that the committee and road supervisor need to perform an inspection of the municipal facilities and decide what items needs repairs, ones that are immediate, ones that can wait until next year. He said we need to do a survey, estimate the cost and insert funding into the 2015 municipal budget.

1. Road Supervisor, Clint Miller, stated that the township needs to put a handicap ramp for the Main Street Entrance. The curb is very high, also the door is very heavy but because of its age there isn't an adjustment that would make it easier to open so possibly a new automatic door. Mr. Miller stated there is a handicap ramp at the Memorial Avenue entrance but some seniors feel that they have to walk all the way to the front of the building to do business and that it is too far, they want ramp to front door. Mr. Miller said the senior center is going to need a new roof. He said foyer by court office needs attention, take out wall where we had several leaks before and replace with windows.

Decision: Committee said after inclement weather they can schedule a thorough inspection of municipal facilities and make determinations of necessary repairs. Off of agenda.

2. Overview of 2015 Budget.

Decision: Mayor said he wanted to hold off on this, there were some minor changes but there would be zero tax increase for 2015.

3. Pet Smart Grant Application. Mayor said he had filed an application but they did not accept our township EIN number. He obtained correct numbers but has decided that at this time he is not going to file the application.

Decision: Pet Smart Application off the agenda.

4. EMS Meeting with Fire Districts and Chiefs. Mayor Moore said he wanted to schedule a meeting with all three fire districts to discuss ambulance services to all the residents of Commercial Township. He said there are times when it takes too long for outside contractors to get on the scene.

Committeeman Sutton and Committeeman Jamison both expressed their opinions that since the fire districts hold their own elections, their budgets are voted in by the residents, their commissioners are voted in by the residents, that the Mayor would be overstepping his authority. Both Sutton and Jamison said this is a sore subject with the districts and Mayor should stand down.

Decision: Mayor said he felt very seriously about this issue and the people that might need help and he wants the medical equipment to arrive in the shortest possible time. He said he would take the committee's recommendation into consideration.

5. Mayor Moore said Heather Sparks has started clerk's classes, she pays for the course and when she passes the test she is reimbursed. There are six classes does she have to come before the committee each time to get approval to attend.

Decision: Committee said no, this is an automatic continuance. To put on the regular meeting agenda as a motion.

6. Committeeman Sutton said he would like to have executive session after agenda meeting to discuss personnel issues.

Decision: A motion was made and seconded to go into executive session immediately following the agenda meeting.

7. Mayor said he would like to appoint Megan Wren to Serve as FEMA Flood Coordinator.  
Decision: Regular meeting, motion.

8. Mayor said Commercial Township is dissolving shared joint court services with Downe Township and we need resolution on the regular meeting agenda to do so.

Decision: Mayor Moore was going to call Carol Cummings, of state to see if really necessary.

9. Clint Miller said he feels committee members should be plowed out in severe storm incase emergency occurs, employee gets hurt. Mayor said he really wasn't in favor, Committeeman Sutton said he plows his own, Mr. Jamison said he didn't feel necessary.

Decision: Committee only plowed if governor declares state of emergency. Resolution.

10. Mayor said road supervisor has items no longer needed for public use.

Decision: Resolution for regular meeting listing everything to be put up on GovDeal.

11. Mayor said we have had several meeting regarding union contract, we will need resolution to approve. He said he had one or two items to review, he questioned shop steward on wording and was satisfied everything was in order. Committeeman Sutton and Jamison said we have delayed this long enough.

Decision: Resolution on the agenda of regular meeting on the 19<sup>th</sup>.

12. Approve contract of municipal solicitor.

Decision: Mayor said he wanted this off of the agenda, he wanted to review solicitor's contract before passing resolution. Committeeman Sutton and Jamison said they thought it had been finalized at the last executive session. Mayor said I just have some items to review.

13. Mayor said he wants to file an application for grant funding from NJ Recycling for recycling containers.  
Decision: Committee said to approve by motion at regular meeting.
14. Mayor Moore said he wanted to amend ordinance regarding signs in Commercial Township.  
Decision: Mayor said he would review what we have and have an amendment ready for the regular meeting.
15. Mayor Moore said chief financial officer wanted to setup a trust fund/or reserve account for municipal alliance donations.  
Decision: Committee said Resolution authorizing same regular meeting.
16. Mayor Moore said he wants to appoint Tim Lazarus to Land Use Board.  
Decision: Committeeman Jamison said he would contact Mr. Lazarus because he didn't think he was interested any more. He said he would let the clerk know prior to regular meeting.
17. Mayor Moore said State Police have offered a new lease agreement and a possible to buy.  
Decision: Mayor was going to contact treasury department on leasing and set up a meeting to discuss township's options regarding state police building.
18. Mayor said he would like to see an ordinance regarding animals being left out in the cold.  
Decision: Committeeman Sutton said animals left out in the cold is something that needs to be turned in to the SPCA, act of cruelty, not the township. Item taken off agenda.
19. Mayor Moore said township received a \$147,000 grant from the County Empowerment Zone for Main Street Riverfront Strategic Vision Plan and he feels the project needs to be halted and the balance of the monies returned.  
Committeeman Sutton and Jamison felt that Engineer should be consulted before making that decision and since he was not present tonight that it be held off until Mayor had a chance to discuss the matter with him.  
Decision: Mayor said he would discuss it with Ed Dennis at Thursday nights meeting.
20. Mayor said he wanted to contact individuals to do a dog and cat census.  
Committeeman Sutton stated that Mayor was wasting money, it has been proven fact that doing census does not increase the number of licenses that are purchased and that the cost is very expensive. He said possibly mayor could get someone like Carol Hickman to do it, but it is going to cost money. He said also if complaints have to be signed, it will have to be up to the Animal Control Officer to sign them and take them to court.  
Decision: Mayor Moore said he still wanted a motion on the agenda for regular meeting He said he would look into it because many people are not getting their animals rabie shots and are not registering them.
21. Mayor Moore said he and Maurice River Township are going to push for state and federal funding for erosion control at the mouth of the river. He said both Maurice River and Commercial Township will be in serious trouble if something is not done soon. Mayor said he has a meeting scheduled with LoBiondo and Army Corp of Engineers.  
Decision: Mayor said he would prepare resolution for adoption at regular meeting on 19<sup>th</sup> and Committeeman Jamison and Sutton gave him their support in going after the funding and state and federal support in securing the mouth of the river.
22. Mayor said he wants to prepare a resolution for adoption at regular meeting to Encourage the Cumberland County Freeholders to change requirements on Open Space

Funding to include Recreation and Historical Open Spaces for all municipalities. He said many municipalities no longer have farmland that they can acquire and we all pay a lot of money into this program without benefits from it.

Decision: Both Committeeman Jamison and Sutton were in agreement with this proposal and supported the Mayor's endeavors and to have resolution on regular meeting agenda.

23. Mayor Moore said he wants resolution on the agenda to change banking facility to Newfield Bank for township. He said our current banking institution is costing us a lot of money and that with Newfield Bank the township could save a lot of fees.

Committeeman Sutton asked if he had talked with CFO, was she in favor, had he talked with employees, how will this effect their municipal accounts; did he discuss it with our current firm to see if they could come up with a better offer. Mr. Sutton stated do you realize how difficult it is for a township to change banks, every office has accounts, have checks they have to write, all of the signature cards. He said he would like to hear what Newfield has to offer before approving a change, he also would like to talk with CFO to see if she is in favor of this move.

Decision: This matter was removed from agenda until a meeting could be set up with CFO, Newfield Bank, Current Bank.

24. Mayor said Lalli's Liquor Store wants to amend their liquor license to include the sale of snack items, ice, soda, mixers and water, apparel, wine accessories and miscellaneous items, tobacco projects and ATM machine.

Decision: Committeeman Jamison and Sutton said they thought they already sold those items, they did not have problem with it, approval will be at regular meeting on 19<sup>th</sup>.

Mayor Moore said we have the following ordinances for second reading and public hearing on February 19<sup>th</sup>.

ORDINANCE TO CANCEL UNUSED AND REIMBURSED BALANCE OF ROAD IMPROVEMENT ORDINANCE #2014-554 AND RETURN BALANCES TO THE CAPITAL IMPROVEMENT FUND

AN ORDINANCE OF THE TOWNSHIP OF COMMERCIAL, COUNTY OF CUMBERLAND, NEW JERSEY, PROVIDING FOR THE FULLY FUNDING OF MOLD REMEDIATION AND REPAIRS AT THE TOWNSHIP OWNED POLICE BARRACKS LOCATED AT 8861 HIGHLAND STREET, PORT NORRIS, NEW JERSEY AND APPROPRAITING \$74,029.85 AVAILABLE IN THE CAPITAL IMPROVEMENT FUND AND INSURANCE REIMBURSEMENT IN THE AMOUNT OF \$47,916.15 FOR SUCH PURPOSE.

CALENDAR YEAR 2015

ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40a: 4-45.14)

Mayor Moore said we will have introduction of 2015 Salary Ordinance:

AN ORDINANCE FIXING THE SALARIES AND WAGES OF CERTAIN OFFICIALS OF THE TOWNSHIP OF COMMERCIAL IN THE COUNTY OF CUMBERLAND, PROVIDING THE TERMS OF PAYMENT THEREOF AND REPEALING ORDINANCES INCONSISTANT HEREWITH.

Mayor Moore said we will have several resolutions on the agenda from the items previously discussed and chief financial officer has requested resolution to be placed on the regular meeting agenda, Waiver Of Self-Examination of 2015 Budget.

Mayor Moore asked for reports of officials, he said he had attended a couple of meeting but had nothing to report. Committeeman Jamison and Sutton said they had nothing to add.

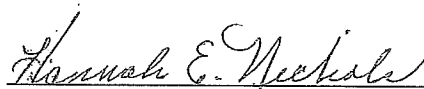
Mayor asked for motion to open to public, no comments were made and a motion was made and seconded to close the public portion and to go into executive session.

Mayor Moore told audience that committee was going into executive session and that they would have to go outside meeting room, if anyone wanted to stay they could have a seat in the foyer and once the meeting was adjourned they would reconvene the agenda meeting and state what had been determined.

Mayor Moore asked for motion to reconvene the agenda meeting to disclose what had transpired at the executive session.

Solicitor Seeley said regarding personnel, there were some protocol issues discussed and a memo would be given to each employee reminding them of the proper procedure in the use of vacation, sick and personal days. It was determined that Deputy Clerk, Heather Sparks, would not have to request permission to take future clerk's classes and that once she passes the course test, she could file for reimbursement for the cost of each class. Regarding plowing of committee's yards, it would be done only when governor declared state of emergency. Regarding union contract, it was decided that committee would take copy, review it and any questions would be addressed at an executive session after the regular meeting.

Mayor Moore asked if there was anything further to add and being none asked for motion to adjourn and it was so moved.

  
Hannah E. Nichols, Township Clerk