

**BOROUGH OF FOLSOM
COUNCIL MEETING
MINUTES
July 10, 2018**

MEETING CALLED TO ORDER: 7:25PM

SALUTE TO THE FLAG LED BY Mayor DeStefano

OPENING STATEMENT: Adequate notice of this meeting has been given in accordance with the directives of the "Open Public Meetings Act", pursuant to Public Law 1975, Chapter 231. Said notice of this meeting has been advertised in the Hammonton Gazette and has been posted on the Borough Hall bulletin board showing the time and place of said meeting.

ROLL CALL: Councilpersons: Jantz, Pagano, Hoffman and Schenker

Absent: Councilman Smith and Councilman Arena

Also present: Mayor Lou DeStefano, Attorney Brian Lozuke, and Engineer Mark Herrmann

APPROVAL OF WORKSHOP MEETING MINUTES FROM June 12, 2018

A motion to approve the minutes was made by Councilman Hoffman and seconded by Councilman Jantz

Councilman Schenker stated that he had the minutes from the May meeting and therefore Councilman Hoffman made a motion to adjourn until next meeting and Councilman Schenker seconded that motion. All in favor.

APPROVAL OF THE SPECIAL COUNCIL MEETING MINUTES FROM May 10, 2018

A motion to approve the minutes was made by Councilman Pagano and seconded by Councilman Schenker.

There was a roll call vote with ayes all.

MEETING OPEN TO PUBLIC: No comments

CLERK'S CORRESPONDENCE:

Our next E-Waste Day is scheduled for July 14, 2018 from 8:00AM to 1:00PM at the Borough Garage on Backline Rd.

ORDINANCES: (ADOPTION/SECOND READING)

BOROUGH OF FOLSOM

ORDINANCE NO. #05-2018

AN ORDINANCE TO AMMEND CHAPTER 9 CLAIMS PROCEDURE

9-1. Approval and payment of claims

- A. No payment will be made unless duly authorized by the owner's authorized representative and accompanied by proper documentation. Vendor certification is required only for employee reimbursements, professional services, and goods and services provided exclusively and entirely by an individual (e.g. sole proprietor).

9-3. Standard purchasing procedures

A. Requests for Purchases

- 1. The initial step in the purchasing cycle is the preparation of a request for purchase, which is a form used to request goods, materials and services. The request for purchase should be typewritten, ~~or~~ printed, or in electronic format and forwarded to the Chief Finance Officer for approval.

D. Purchases in excess of ~~\$1,000.00~~ \$2,500.00 will require approval by a majority of Borough Council members.

E. After encumbering the funds, the Chief Financial Officer shall prepare a combined purchase order and claim for payment, which shall include the following information:

- 13. Vendor's certification: signature of the vendor, if required, and the date

This ordinance will become effective after final adoption by the governing body and publication according to law.

A motion to approve was made by Councilman Pagano and seconded by Councilman Schenker

NO PUBLIC COMMENT

There was a roll call vote with ayes all.

RESOLUTIONS:

**RESOLUTION 2018-71
BOROUGH OF FOLSOM**

**A RESOLUTION RENEWING ALCOHOLIC BEVERAGE LICENSE WITHIN THE
BOROUGH OF FOLSOM**

WHEREAS, the following Alcoholic Beverage Licensees have made their application for the renewal of their respective licenses for the year 2018-2019;

0110-33-002-011	Stern Light Inn, Inc. 40 E. Black Horse Pike Folsom, NJ 08037	\$420.00
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WHEREAS, the Borough of Folsom Council have no objection to the 2018-2019 renewal of said license and is not aware of any circumstances or provisions of law or local Ordinance which would prohibit the issuance of said license.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom, that the Borough Clerk be hereby authorized to issue and deliver said license, which will become effective July 1, 2018.

A motion to approve Resolution #2018-71 made by Councilman Pagano and seconded by Councilman Schenker

There was a roll call vote with ayes all.

**RESOLUTION 2018-72
BOROUGH OF FOLSOM**

**A RESOLUTION TO AMEND RESOLUTION 2018-13 APPOINT AND CREATE
COMMITTEES FOR 2018**

2018 STANDING COMMITTEES AND ASSIGNMENTS
(CHAIRPERSON LISTED FIRST)

FINANCE: JANTZ / SCHENKER
PERSONNEL: SMITH / HOFFMAN
THE MAYOR IS EX OFFICIO MEMBER TO ALL COMMITTEES.
COUNCILPERSONS ARE RESPONSIBLE FOR THEIR OWN COMMITTEES AND APPOINTMENTS. PLEASE RESPECT YOUR FELLOW COUNCILPERSON AND CONTACT THEM WITH ANY QUESTIONS REGARDING THEIR COMMITTEES.
The Mayor is assigned to all Committees.

NOW, THEREFORE BE IT RESOLVED, that the foregoing appointments were adopted at the regular meeting of Mayor and Council on July 10, 2018 in the Borough of Folsom, County of Atlantic, State of New Jersey.

A motion to approve Resolution #2018-72 made by Councilman Pagano and seconded by Councilman Hoffman

Jantz-Y Pagano-N Hoffman-N Schenker-Abstain (Motion failed)

RESOLUTION ESTABLISHING SALARY FOR THE POSITION OF BOROUGH TAX ASSESSOR

WHEREAS, the former Borough Tax Assessor, Joseph Ingemi, heretofore submitted his resignation to the Borough Council that took effect June 30, 2018; and

WHEREAS, the Borough Council memorialized the appointment of the current Borough Tax Assessor, William Johnson, by the adoption of Resolution 2018-68 on June 12, 2018; and

WHEREAS, Resolution 2018-68 further provided for the temporary appointment of Mr. Johnson to serve as the Deputy Tax Collector due to the medical leave of absence requested by the former Tax Assessor for the period of June 12th to June 30th; and

WHEREAS, the Mayor and Borough Council desire to establish the salary and compensation for such positions.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Folsom, that the Salary for the Tax Assessor shall be the sum of **\$15,012.00** annually in accordance with the Salary Ordinance heretofore adopted by the Borough Council; and

BE IT FURTHER RESOLVED that the compensation for the Deputy Tax Assessor shall be pro-rated based upon the 2018 salary rate of the Tax Assessor for the time period of June 12th through June 30th.

A motion to approve Resolution #2018-73 made by Councilman Hoffman and seconded by Councilman Pagano.

There was a roll call vote with ayes all.

SOLICITOR'S REPORT: No report

FIRE CHIEF REPORT: No report

ENGINEER'S REPORT:

Mark stated that he received a phone call from Councilman Jantz inquiring about a Bike Path Project. A discussion ensued. Councilman Schenker asked about connecting the new proposed walking path to the 13th Street Park.

The NJDOT has awarded the Borough **\$282,000** for the 2018 Road Program. The scope consists of the following roads:

- Resurfacing of 14th Street from Mays Landing Road to the Hammonton Municipal Boundary;
- Resurfacing of 15th Street from Mays Landing Road to Backline Road;
- Resurfacing of Backline Road from 15th Street to Memory Lane;
- resurfacing of the intersection of 14th Street and Backline Road.

Our office was authorized to perform the engineering, surveying, and bidding for the project. We have begun the field work and preparation of the base mapping. We anticipate completing the construction documents within the next month.

FY 2018 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

The Borough wishes to proceed with the application as submitted in 2017. This project includes the installation of Senior and ADA compliant exercise equipment at Penny Pot Park. We have submitted a proposal for engineering and inspection services, but before we proceed, the CFO must make sure that there is sufficient funding in place to award a contract. Our fees match what the previous engineer submitted, which is \$3,100 for the preparation of the construction documents and \$2,000 for the construction inspection. We will present the proposal for the engineering and inspection of the project for consideration at the August Council meeting.

NJDOT FY 2018 TRANSPORTATION ALTERNATIVES GRANT PROGRAM

At the last workshop meeting, there was interest in pursuing a grant for a project involving the parking lot and community garden on 13th Street. Applications are due on August 23, 2018. The application requirements recommend submitting a project with an estimated construction cost between \$150,000 and \$1,000,000. Design, construction, and inspection expenses are eligible costs within the program; however, the municipality must have the capability to advance project costs prior to reimbursement. If there is interest in developing a project, we will develop a scope and submit a proposal for reparation of the application at the August meeting. We would also need a resolution from the board in support of the application.

We estimate that the cost to prepare the application documents, including a construction estimate and maps, would be approximately \$840.00.

*Folsom Borough Engineer's Report page #2
July 10, 2018*

LEGACY PROJECTS

NJDOT MUNICIPAL AID PROGRAM: 14TH STREET

Arawak repaired the roadway surface problems on May 22, 2018. They also repaired select areas along the shoulder where the asphalt was breaking away. Our office inspected the work and will continue to monitor it to confirm that the repairs were successful.

8TH STREET BRIDGE REPAIR

This work is being performed by Atlantic County. According to the Supervisor of Bridges at the County, Bridge BV-02 is next on the list, and he expects the design phase to begin sometime in the summer

MAYOR'S REPORT: Mayor DeStefano reported that National Night Out will be cancelled this year. Due to lack of participants. Mayor DeStefano stated that we hope to have it for next year. Mayor DeStefano also stated that the Borough is looking to schedule a movie night in the Fall.

COUNCIL MEMBER'S REPORTS:

Councilman Kyle Smith: No report

Councilman Ken Jantz reported on the Parks & Rec Commission. Councilman Jantz stated that the Parks Commission installed two 250 (2) gallon water tanks and hooked them up to a solar pump for the Community Garden. Councilman Jantz reported that they were having a sightline visibility problem at 13th Street Park. The Public Works Department cleared the area out. Councilman Jantz stated that he hopes they can get a pedestrian crossing in the future.

Councilman Pagano read the public works report from John LaPollo. Councilman Pagano reported that the public works department rented a lift to remove some branches which saved the Borough some money. Councilman Pagano congratulated Bill Johnson on his new position. Ben thanked everyone who came out and voted. Ben wished everyone a safe and blessed summer.

Councilman Arena: no report

Councilman Hoffman congratulated and welcomed the new Tax Assessor Bill Johnson. Councilman Hoffman reported on the air conditioner problem at Borough Hall.

Councilman Schenker welcomed Bill Johnson to Borough Hall. Councilman Schenker thanked Zoning Officer Alex Bauer for being very professional and doing a great job with the zoning position.

PUBLIC COMMENTS OR QUESTIONS ON COUNCIL MEMBER REPORTS ONLY:

OPEN TO THE PUBLIC: Greg Conway (1315 Memory Lane) asked Council to really consider safety with a new bike path in the woods that is in an unsupervised area. Mr. Conway gently reminded the Mayor that he can ask for a Councilman's resignation if they are not living up to the oath of his office.

PAYMENT OF BILLS IN THE AMOUNT OF: \$220,320.22

A motion to approve payment was made by Councilman Hoffman and seconded by Councilman Schenker

Councilman Schenker questioned a bill from ARH regarding 14th Street.

Councilman Jantz reported that \$155,935.25 of the bill list went to the School

There was a roll call vote with ayes all.

Mayor DeStefano reminded the public that all other monthly reports are on file in the minute book and to please visit the Borough website with updated information along with the Folsom Borough Facebook Page.

The next regular meeting of Mayor and Council will be held on Tuesday, August 14, 2018 starting with the workshop meeting at 6:00 pm and continuing immediately thereafter with the regular meeting at Borough Hall, 1700 12th Street, Folsom, NJ.

With no other discussion the meeting was adjourned at 7:57PM.

Respectfully submitted,

Patricia M. Gatto

Municipal Clerk

