

**BOROUGH OF GLASSBORO
REGULAR WORK SESSION MINUTES
JULY 7, 2011**

The regular Work Session Meeting of Mayor and Council of the Borough of Glassboro was held on Thursday, July 7, 2011 at 6:30 P.M., in the Municipal Building, with Joseph A. Brigandi, Jr. presiding.

OPENING STATEMENT

The Municipal Clerk read the following:

Pursuant to the Open Public Meetings Act, I hereby announce that adequate notice of this meeting, as required by said act, has been provided by adopting a schedule of regular meetings for the year 2011, which schedule was posted on the Borough Hall Bulletin Board, forwarded to both the Gloucester County Times and the Sentinel of Gloucester County and filed with Borough Clerk on January 6, 2011.

FLAG SALUTE

Mr. Brigandi led the Salute to the Flag.

ROLL CALL

The following persons answered roll call:

Mayor Leo McCabe (Absent)
Mr. Cabezas
Mr. Cossabone
Mr. D'Alessandro (Arrived 6:40 P.M.)
Mr. Fiola
Mr. Malandro (Arrived 6:50 P.M.)
Ms. Simpson (Arrived 6:40 P.M.)
Mr. Brigandi
Mr. Scaffidi, Esq.

RESOLUTION R: 236 – 11

**RESOLUTION AUTHORIZING A CLOSED MEETING OF
THE MAYOR AND COUNCIL OF THE BOROUGH OF GLASSBORO**

Pulled from Agenda – No action to be taken.

PROCLAMATIONS/PRESENTATIONS

NONE

APPROVAL OF MINUTES

A motion was made by Mr. Fiola, seconded by Mr. Cabezas, to dispense with the reading of the Minutes of the Work Session Meeting of June 2, 2011 and to adopt the Minutes as written.

Motion carried

NEW BUSINESS

Mr. Brigandi advised the Governing Body that the Borough needed to go out for RFP for the Glassboro Business Park.

A motion was made by Mr. Fiola, seconded by Mr. Cabezas, to authorize the Municipal Clerk to go out for RFP for the Glassboro Business Park.

Motion carried

COMMUNICATION

NONE

DISCUSSION

1. **Update Environmental Issues**
Frank Pace and Kathy Stuart updated the Governing Body on the various environmental sites within the borough.

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2. **Downtown Glassboro Website Design**
Rob Harrington, from Manna Design, provided the Governing Body with proposed website design images for the Downtown Glassboro website.
3. **Appointment to ZBA**
Mr. Brigandi advised the Governing Body that there is a vacancy on the Zoning Board of Adjustments.
4. **Snow Removal Ordinance**
Mr. Scaffidi advised the Governing Body he is drafting an amendment for the snow removal ordinance. A draft will be provided at a later date.
5. **E-mail use by Officials**
The Municipal Clerk was made aware of revised information from the Government Records Council regarding e-mail correspondence for Governing Body members. The Borough has already amended their policy to state that all Borough business is only to be forwarded to a Borough e-mail account. This policy has been in effect for several months.
6. **Rowan Boulevard Update**
Mr. Brigandi updated the Governing Body as to the progress of the Rowan Boulevard project. A meeting with the Redevelopers is scheduled for tomorrow, so additional information will be reported at a future meeting.
7. **Congestion on East High Street**
Mr. Brigandi advised the Governing Body that he was notified of traffic congestion on East High Street. Chief Fanfarillo provided suggestions that will be discussed at a future Public Safety Meeting.
8. **Parking Plan**
Dennis Burns, from Kimley Horn, gave a brief overview on the proposed Parking Plan. Additional information will be provided at a later date.
9. **Shared/Joint Municipal Courts**
Mr. Brigandi advised the Governing Body of the differences between Shared Services and Joint Services, as they relate to the Municipal Court. Although discussions have been ongoing for several months, no decisions have been made at this time. Mr. Brigandi will provide additional information as it becomes available.

Mr. Cossabone left the meeting at 9:00 P.M.

RESOLUTIONS AND ORDINANCES

Mr. Scaffidi introduced the following Resolutions and/or Ordinances, by title only:

RESOLUTION R: 217 – 11

**RENEWAL OF LIQUOR LICENSE FOR ST. ANTHONY
(INVOKe DOCTRINE OF NECESSITY)**

Requirement for annual renewal of Liquor License

Mr. Scaffidi stated this Resolution comes about as a result of an application having been filed by St. Anthony's to renew its authority to consume alcohol on the licensed premises. The reason Council is separating this particular Resolution is that the Governing Body, other than Ms. Simpson, are actual members of St. Anthony's Beneficial Society and if they were to suggest that they have a conflict then that would create a lack of a quorum to be able to vote on this particular resolution.

Pursuant to the court decision in Allen vs. Toms River Board of Education, the Courts have recognized what is known as "the Doctrine of Necessity", and that doctrine simply says that when there are no alternative quorums which can grant the relief that is being requested, and that the Body itself would be unable to act on it if they were to have a conflict, that the Governing Body has the right to invoke the Doctrine of Necessity when it moves to pass this resolution; thereby vote on it for purposes of moving this item, which otherwise would not be able to be moved in the Borough of Glassboro. So, if Council was to make a motion to approve this Resolution by Invoking the Doctrine of Necessity, we can call upon it for a vote.

A motion was made by Mr. Malandro, seconded by Mr. Cabezas, to adopt the foregoing Resolution R: 217-11.

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ROLL CALL

For: Cabezas, D'Alessandro, Fiola, Malandro, Simpson
Against: NONE

Motion carried

RESOLUTION R: 237 – 11

**RESOLUTION TO REALLOCATE CAPITAL PROCEEDS
WITHIN THE MUNICIPAL BUDGET**

For the rehabilitation of the Historic Train Station

RESOLUTION R: 238 – 11

**AUTHORIZING SITE IMPROVEMENT BOND REDUCTION NO. 1 CAMELOT
(PHASE II) BLOCK 198, LOTS 1, 2, 3 & 7 – SECTION 1.3 FROM \$611,545.50 TO \$313,378.50**

Recommended by Engineer, upon inspection of this project

RESOLUTION R: 239 – 11

**AUTHORIZING SITE IMPROVEMENT BOND REDUCTION NO. 1 CAMELOT
(PHASE II) BLOCK 198, LOTS 1, 2, 3 & 7 – SECTION 1.4 FROM \$502,908.90 TO \$216,050.40**

Recommended by Engineer, upon inspection of this project

RESOLUTION R: 240 – 11

**AUTHORIZING POTABLE WATER AND SANITARY SEWER SITE IMPROVEMENT BOND
REDUCTION NO. 1 CAMELOT (PHASE II) BLOCK 198, LOTS 1, 2, 3 & 7 – SECTION 1.3
FROM \$166,294.80 TO \$49,888.44**

Recommended by Engineer, upon inspection of this project

RESOLUTION R: 241 – 11

**AUTHORIZING POTABLE WATER AND SANITARY SEWER SITE IMPROVEMENT
BOND REDUCTION NO. 1 CAMELOT (PHASE II) BLOCK 198, LOTS 1, 2, 3 & 7 – PUMP
STATION FROM \$319,730.70 TO \$174,871.50**

Recommended by Engineer, upon inspection of this project

RESOLUTION R: 242 – 11

**AUTHORIZING POTABLE WATER AND SANITARY SEWER SITE IMPROVEMENT
BOND REDUCTION NO. 1 CAMELOT (PHASE II)
BLOCK 198, LOTS 1, 2, 3 & 7 – SECTION 1.4 FROM \$176,712.00 TO \$53,013.60**

Recommended by Engineer, upon inspection of this project

RESOLUTION R: 243 – 11

**AUTHORIZING CERTAIN PROFESSIONAL SERVICES – SICKELS & ASSOCIATES
(ROWAN UNIVERSITY 500,000 GALLON TANK REPAIRS AND REPAINTING) \$137,800.00**

*To complete Topographic Survey, Prepare Plans and Specifications for Bid Administration,
Contract Administration and Construction Observation for Repairs and Repainting of Water Tank*

RESOLUTION R: 244 – 11

**AUTHORIZING PURCHASE OF FORD F550 DUMP TRUCK WITH CHIPPER BOX,
UNDER STATE CONTRACT FOR A TOTAL PRICE OF \$48,274.00**

For use by the Highway Department

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RESOLUTION R: 245 – 11

**RESCINDING RESOLUTION R: 207-11,
APPOINTING QUALIFIED PURCHASING AGENT**

As recommended by the State

RESOLUTION R: 246 – 11

**APPOINTING TEMPORARY PURCHASING AGENT (KARYN PACCIONE)
FOR THE TERM JULY 1, 2011 THROUGH JUNE 30, 2012**

As recommended by the State

RESOLUTION R: 247 – 11

**APPOINTING SPECIAL CLASS I OFFICERS FRANCESCO MESSINA, JR.
AND COLBY BRYSEWSKI**

To confirm appointment of these two officers

RESOLUTION R: 248 – 11

**AUTHORIZING SITE IMPROVEMENT BOND ESTIMATE AND ESCROW FEES
(GLASSBORO OFFICE BUILDING) BLOCK 75, LOTS 1, 2, 3 & 3.01**

Recommended by Engineer, upon inspection of this project

RESOLUTION R: 249 – 11

**SUPPORTING THE *OVER THE LIMIT UNDER ARREST*
*2011 STATEWIDE CRACKDOWN***

Requested by the Police Department

RESOLUTION R: 250 – 11

**APPOINTING FOR CODE ENFORCEMENT, CODE OFFICER-BOARD OF HEALTH
AND CHIEF HOUSING INSPECTOR
(RAYMOND DICLAUDIO)**

Effective 5/31/11

RESOLUTION R: 251 – 11

**APPROVING A BINGO LICENSE FOR THE SOUTH JERSEY
VIETNAM VETERANS ASSOCIATION, INC.**

To approve this application

A motion was made by Mr. Malandro, seconded by Mr. Fiola, to adopt the foregoing Resolutions R: 237-11 through R: 251-11.

ROLL CALL

For: Cabezas, D'Alessandro, Fiola, Malandro, Simpson
Against: NONE

Motion carried

PUBLIC PORTION

A motion was made by Mr. Fiola, seconded by Ms. Simpson, to open the meeting to the public.

Motion carried

There being no comments, a motion was made by Mr. Fiola, seconded by Ms. Simpson, to close the public portion.

Motion carried

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PAY BILLS

A motion was made by Mr. Fiola, seconded by Mr. Cabezas, to pay all duly authorized bills.

Motion carried

ADJOURNMENT

A motion was made by Mr. Malandro, seconded by Mr. Cabezas, to adjourn the meeting at 9:10 P.M.

Motion carried

The next Regular Work Session will be held on August 4, 2011 at 6:30 P.M.

Respectfully submitted,

Patricia A. Frontino

Patricia A. Frontino
Municipal Clerk

SINCE THESE MINUTES ARE NOT A VERBATIM TRANSCRIPT, THIS HAS BEEN A CONDENSED TRANSCRIPT OF THE MEETING.

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
11-02850	07/26/11	39734	RUSSELL R. CLARK JR.	REIMBUREMENT PHONE JULY	Open	50.00	0.00	
11-02852	07/26/11	39734	RUSSELL R. CLARK JR.	REIMBURSEMENT/GO DADDY E/MAIL	Open	143.40	0.00	
11-02853	07/26/11	18649	HBM CONTRACTING CORP.	MATERIALS/CFO OFFICE DOOR	Open	43.44	0.00	
11-02855	07/26/11	41201	BROWN & CONNERY, LLP	INVOICES 116971 & 117169	Open	4,120.39	0.00	
11-02862	07/27/11	31253	MANTUA REBUILDERS	REBUILT ALTERNATOR/SHUTTLE BUS	Open	150.00	0.00	
11-02863	07/27/11	w0326	WHITEHORSE LEISURE, INC.	PROPANE	Open	87.50	0.00	
11-02864	07/27/11	s0012	SPAETH, LORRAINE	DENTAL REIMBURSEMENT/ MARIA	Open	100.00	0.00	
11-02865	07/27/11	17286	GESIN, DAVID	PRESCRIPTION & COPAY REIMBURSE	Open	195.07	0.00	
11-02867	07/27/11	TD WEALT	TD WEALTH MANAGEMENT	CURRENT ANNUAL FEES	Open	1,050.00	0.00	
11-02868	07/27/11	55448	VERMEER NORTH ATLANTIC SALES	CHIPPER	Open	35,991.00	0.00	
11-02872	07/28/11	F0150	FORT DEARBORN LIFE INS CO	premium	Open	728.00	0.00	
11-02878	07/29/11	APPLE01	APPLE COUNSELING SERVICE,LLC	EAP INSTALLMENTS FOR 3 MONTHS	Open	2,175.00	0.00	
11-02880	07/29/11	48278	SOUTH JERSEY GAS CO	july 6/15-7/15/11	Open	600.54	0.00	
11-02881	07/29/11	66567	CONROYS CORNER	FIELD PAINT	Open	715.50	0.00	
11-02885	07/29/11	D9631	DEBORAH BARGER	REFUND U-8 TRAVEL BOYS	Open	95.00	0.00	
11-02890	07/29/11	O1TREAS	TREASURER'S ACCT.#10008537333	HEALTH INS. PREMIUM/MARTILINI	Open	665.16	0.00	
11-02892	07/29/11	ADVANZA	ADVANZA SYSTEMS INC	INVOICE #72032	Open	144.95	0.00	
11-02895	07/29/11	47609	SICKELS & ASSOCIATES, INC.	SERVICES RENDERED	Open	2,201.50	0.00	
11-02941	08/02/11	218786	IKON OFFICE SOLUTIONS.	INVOICE #85066971	Open	108.15	0.00	
11-02962	08/02/11	17197	FORD MOTOR CREDIT	INVOICE #1052183	Open	23,568.17	0.00	
11-02963	08/02/11	45700	JUSTICE FARM, LLC	PROPOSAL/CNG/FUELMAKER	Open	12,523.00	0.00	
11-02964	08/02/11	MA001	MALEY & ASSOCIATES	INV #11829	Open	1,165.50	0.00	
11-02970	08/02/11	26620	JOSEPH BRIGANDI JR	DENTAL REIMBURSEMENT	Open	200.00	0.00	
11-02988	08/02/11	48278	SOUTH JERSEY GAS CO	MONTHLY CHG	Open	226.55	0.00	
Total Purchase Orders:		74	Total P.O. Line Items:	122	Total List Amount:	347,195.13	Total Void Amount:	0.00

Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	Project Total
CURRENT FUND APPROPRIATIONS	1-01	41,320.30	0.00	41,320.30	0.00	0.00
UTILITY FUND APPROPRIATIONS	1-09	10,245.54	0.00	10,245.54	0.00	0.00
	1-13	0.00	0.00	0.00	0.00	2,201.50
Year Total:		51,565.84	0.00	51,565.84	0.00	2,201.50
CAPITAL IMPROVEMENT FUND:	C-04	40,484.44	0.00	40,484.44	0.00	0.00
WATER & SEWER CAPITAL	C-08	234,610.92	0.00	234,610.92	0.00	0.00
Year Total:		275,095.36	0.00	275,095.36	0.00	0.00
GRANT EXPENDITURES	G-01	13,920.03	0.00	13,920.03	0.00	0.00
GENERAL CAPITAL REDEVELOPMENT	R-04	1,795.44	0.00	1,795.44	0.00	0.00
OTHER TRUST FUND:	T-03	2,476.96	0.00	2,476.96	0.00	0.00
AFFORDABLE HOUSING TRUST	T-17	140.00	0.00	140.00	0.00	0.00
Year Total:		2,616.96	0.00	2,616.96	0.00	0.00
Total of All Funds:		344,993.63	0.00	344,993.63	0.00	2,201.50

Project Description	Project No.	Rcvd Total	Held Total	Project Total
416,418,420,422 AURA RD/ ETC.	DEV-G1150A	2,201.50	0.00	2,201.50
Total of All Projects:		<u>2,201.50</u>	<u>0.00</u>	<u>2,201.50</u>

ADDITIONS TO THE BILL LIST
WORK SESSION 8/4/2011

UTILITY OPERATING

TREASURER'S ACCT. (INTERFUND TRANSFER)	\$ 1,000,000.00
TD WEALTH MANAGEMENT	\$ 53,350.00
<u>TOTAL:</u>	<u>\$ 1,053,350.00</u>

CURRENT

POSTMASTER DEPTFORD	\$ 2,327.09
STEWART, SHIRLEY	\$ 533.08
TD WEALTH MANAGEMENT	\$ 67,210.00
NJ MOTOR VEHICLES	\$ 60.00
<u>TOTAL:</u>	<u>\$ 70,130.17</u>