

**REGULAR COUNCIL MEETING  
BOROUGH OF WOODBURY HEIGHTS  
500 ELM AVENUE, WOODBURY HEIGHTS, NJ 08097  
MARCH 18, 2015 7:30 P.M.**

Mayor Robbie J. Conley called the meeting to order with the following note: Adequate notice of this meeting has been provided by adopting a schedule of meetings for 2015 which was faxed to the South Jersey Times and Courier Post on January 5, 2015 and posted on the bulletin board in the Municipal Building conforming to the directives of the "Open Public Meetings Act".

Mayor Conley led everyone in the Pledge of Allegiance.

The call of roll showed the following to be present: Councilman William Packer, Councilwoman Cara Witasick, Councilman Harold "Hap" Pye, Councilman Duane Pheasant, Councilman Richard Gambale and Councilman Eshia "Jake" Jacob. Also in attendance were Borough Solicitor Barry Lozuke, Borough Engineer Mark Brunermer, Vikki Holmstrom, CTC/CMFO and Janet Pizzi, Clerk/Administrator.

CLERK'S REPORT: For the month of February, 2015, the Borough Clerk reported total receipts in the amount of \$1,478.12. Of this amount, \$815.21 was turned over to the Treasurer and \$612.00 was deposited into the Dog Fund.

PROCLAMATION: Mayor Conley presented a Proclamation proclaiming the celebration of the Borough's 100<sup>th</sup> Anniversary inviting residents and friends to a Historical Council Meeting on April 6, 2015 at 7:00 p.m. at the First Presbyterian Church, 335 Elm Avenue, the actual site of the Borough's original town hall.

PUBLIC PORTION: Mayor Conley opened the public portion of the meeting and upon hearing no questions or comments, closed same.

ENGINEER'S REPORT: Mark Brunermer reported that final reading for the ordinance to reconstruct Oak Avenue is on the agenda tonight. The submission of a Water Conservation and Drought Management Plan is a requirement of the Borough's current water allocation permit; therefore, a proposal for plan preparation and coordination with NJDEP was submitted. A motion to approve the Sickels & Associates' Water Conservation Plan Scope of Work Proposal was made by Councilman Pye and seconded by Councilwoman Witasick. A roll call vote in favor was unanimous. The proposal was approved.

SOLICITOR'S REPORT

## **ORDINANCES**

### **FINAL READING/PUBLIC HEARING**

#### **ORDINANCE 2-2015**

**AN ORDINANCE OF THE BOROUGH OF WOODBURY HEIGHTS COUNTY OF GLOUCESTER AND STATE OF NEW JERSEY AMENDING CHAPTER 101 ENTITLED CONSTRUCTION PERMIT FEES**

Solicitor Lozuke read Ordinance 2-2015 by title only. Mayor Conley opened the public hearing for this ordinance. Rose Yerka asked if the fees were for the Construction Department in Deptford. Solicitor Lozuke replied that they are for Woodbury Heights. Upon hearing no further questions or comments, Mayor Conley closed the public hearing for Ordinance 2-2015. A motion to approve Ordinance 2-2015 was made by Councilman Pye and seconded by Councilman Jacob. A roll call vote in favor was unanimous. Ordinance 2-2015 was approved.

**ORDINANCE 3-2015**

**ORDINANCE FOR THE ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE**

Solicitor Lozuke read Ordinance 3-2015 by title only. Mayor Conley opened the public hearing for this ordinance. Rose Yerka asked for an explanation. Mayor Conley explained that the Borough is adopting the latest edition of the Property Maintenance Code. Upon hearing no further questions or comments, Mayor Conley closed the public hearing for Ordinance 3-2015. A motion to approve Ordinance 3-2015 was made by Councilman Pye and seconded by Councilwoman Witasick. A roll call vote in favor was unanimous. Ordinance 3-2015 was approved.

**ORDINANCE 4-2015**

**ORDINANCE OF THE BOROUGH OF WOODBURY HEIGHTS, COUNTY OF GLOUCESTER AND STATE OF NEW JERSEY ESTABLISHING A JOINT MUNICIPAL COURT FOR THE BOROUGH OF WOODBURY HEIGHTS, PITMAN, WENONAH, AND THE TOWNSHIP OF MANTUA, AND APPROVING A JOINT MUNICIPAL COURT SHARED SERVICE AGREEMENT FOR THE OPERATION OF THE MANTUA JOINT MUNICIPAL COURT**

Solicitor Lozuke read Ordinance 4-2015 by title only. Mayor Conley opened the public hearing for this ordinance. Rose Yerka asked for the savings and Councilman Pheasant responded, "approximately \$40,000". Upon hearing no further questions or comments, Mayor Conley closed the public hearing for Ordinance 4-2015. A motion to approve Ordinance 4-2015 was made by Councilman Pheasant and seconded by Councilman Pye. A roll call vote in favor was unanimous. Ordinance 4-2015 was approved.

**ORDINANCE 5-2015**

**AN ORDINANCE APPROPRIATING THE SUM OF \$90,500 TO BE USED FOR ACQUISITION OF PICKUP TRUCK FOR THE FIRE DEPARTMENT AND RECONSTRUCTION OF OAK AVENUE AND FOURTH STREET IN THE BOROUGH OF WOODBURY HEIGHTS, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY**

Solicitor Lozuke read Ordinance 5-2015 by title only. Mayor Conley opened the public hearing for this ordinance and upon hearing no questions or comments, Mayor Conley closed same. A motion to approve Ordinance 5-2015 was made by Councilman Pheasant and seconded by Councilman Pye. A roll call vote in favor was unanimous. Ordinance 5-2015 was approved.

**FIRST READING/INTRODUCTION**

**ORDINANCE 6-2015**

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

Solicitor Lozuke read Ordinance 6-2015 by title only. A motion to approve Ordinance 6-2015 on first reading was made by Councilman Pye and seconded by Councilman Jacob. A roll call vote in favor was unanimous. Ordinance 6-2015 was approved on introduction.

## RESOLUTIONS

### RESOLUTION 39 – 2015

**RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF MANTUA, THE BOROUGH OF PITMAN, THE BOROUGH OF WENONAH AND THE BOROUGH OF WOODBURY HEIGHTS TO ESTABLISH A JOINT MUNICIPAL COURT TO BE KNOWN AS THE MANTUA JOINT MUNICIPAL COURT**

Solicitor Lozuke read Resolution 39-2015 by title only. A motion to approve this resolution was made by Councilman Pheasant and seconded by Councilman Pye. A roll call vote in favor was unanimous. Resolution 39-2015 was approved.

### RESOLUTION 43 – 2015

**RESOLUTION AMENDING THE EMPLOYEE HANDBOOK DATED APRIL 2012, TO ESTABLISH A REVISED TRANSITIONAL DUTY POLICY**

Solicitor Lozuke read Resolution 43-2015 by title only. A motion to approve this resolution was made by Councilwoman Witasick and seconded by Councilman Pheasant. A roll call vote in favor was unanimous. Resolution 43-2015 was approved.

### RESOLUTION 44 – 2015

**RESOLUTION AUTHORIZING COLLECTIVE BARGAINING AGREEMENT**

Solicitor Lozuke read Resolution 44-2015 by title only. Solicitor Lozuke recommended to Mayor and Council to table this resolution as he has not yet received ratification notice from the PBA. A motion to table this resolution was made by Councilman Pheasant and seconded by Councilman Packer. A roll call vote in favor was unanimous. Resolution 44-2015 was tabled.

### RESOLUTION 45 – 2015

**RESOLUTION APPOINTING A CHIEF, DEPUTY CHIEF, AND ASSISTANT CHIEF OF THE WOODBURY HEIGHTS FIRE DEPARTMENT**

Solicitor Lozuke read Resolution 45-2015 by title only. A motion to approve this resolution was made by Councilman Pheasant and seconded by Councilman Pye. A roll call vote in favor was unanimous. Resolution 45-2015 was approved.

**OATHS OF OFFICE:** Mayor Conley administered the Oath of Office to Fire Chief Paul DeFrancesco and Deputy Fire Chief Thomas Radcliff. Assistant Chief Steve Mower was not in attendance.

### RESOLUTION 46-2015

**INTRODUCTION OF THE 2015 MUNICIPAL BUDGET**

Solicitor Lozuke read Resolution 46-2015 by title only. Vikki Holmstrom, CFO gave a brief synopsis of the highlights of the 2015 introduced budget and stated that the increase to the average taxpayer home (assessed at \$177,930) will be \$67.24 per year. Except for reserve for uncollected taxes, the budget shows a decrease in expenditures of \$4,500 and, as well, a decrease in revenues. A big decrease in revenue this year is interest on taxes because the Borough has collected most of the delinquent taxes. Another decrease is bank interest. Although appropriations are down, with decreased revenues a basic increase to the taxpayer is necessary. A motion to approve the introduction of the 2015 Municipal Budget was made by Councilman Packer and seconded by Councilman Pheasant. A roll call vote was unanimous. Resolution 46-2015 was approved. The public hearing for the 2015 budget will be held at the next regular meeting of Council scheduled April 15, 2015.

**COMMITTEE REPORTS**

**Finance & Administration:** Councilman Packer reported that the budget was introduced tonight. All accounts are reconciled. The finance report will be on file in the Clerk's office.

**Water & Sewer:** Councilwoman Witasick reported that as soon as the weather improves, there are a couple of projects scheduled for spring.

**Streets & Roads:** Councilman Pye reported its pothole season so roads are being repaired.

**Public Safety:** Councilman Pheasant stated that last month the Fire Department moved into their new building. Councilman Pheasant presented the Police report and stated that a copy will be on file in the Clerk's office.

**Property & Insurance:** Councilman Gambale reported that the Borough received \$2,950 from JIF for employee safe performance in 2014. JIF made a recommendation that personal vehicles should not be utilized by employees for work related functions. JIF has also advised that community service workers are covered with the purchase of an additional medical rider. The Borough must notify JIF when and the number of hours they will be utilized. The Home & School Association Playground Committee is fundraising for new playground equipment. They have raised approximately \$25,000 but need \$40,000 to complete the project. The Borough has \$26,000 to repair the Athletic Association building. Two options are being considered at this time. The first option is to repair the entire building. If that cannot be accomplished with the money available, the second option is to repair the bathroom facilities, take down the rest of the building and purchase a storage shed. The Commemorative Council meeting will be held on April 6 at 7:00 p.m. at the First Presbyterian Church, the site of the original Town Hall.

**Recreation & Civic:** Councilman Jacob noted that grant money was used to make the Athletic Association bathroom facilities handicap accessible and because of this they need to be replaced to code. Councilman Jacob stated that National Day of Prayer is the first Thursday in May. Woodbury Heights has the largest ceremony in the County. Councilman Gambale stated that he received a call from Rev. Shedwick today about having a breakfast before the ceremony at Saint Margaret's gym. This year's movie will be Box Trolls on Friday, July 10 at 7 p.m. at the Community Center on Helen Avenue.

Mayor Conley received a letter from the County stating that they have contracted with a company for the management of abandoned and foreclosed properties. Councilman Gambale will attend a meeting on March 25 at 10 a.m. at the County Administration Building to obtain more information on any opportunities for shared services with the County for vacant property registration.

**BILL LIST:** A motion to approve the bill list as presented was made by Councilman Packer and seconded by Councilman Pye. A roll call vote in favor was unanimous. The bill list was approved.

**REGULAR COUNCIL MEETING  
MARCH 18, 2015  
PAGE FIVE**

**PUBLIC PORTION:** Mayor Conley opened the public portion for questions or comments.

**Kate McKelvey:** Mrs. McKelvey stated that the Egg Hunt will be held at Glen Lake on Saturday, March 28 at 1:00 p.m. Rain date is March 29.

**Rose Yerka, Stratford Avenue:** Mrs. Yerka asked Councilman Pheasant if any of the arrests noted in the Police Report were related to the recent burglaries in our area. Councilman Pheasant replied "no". Mrs. Yerka stated that on Saturday, June 13 the Lake Association would like to hold the Fishing Derby and immediately following, the Anniversary Committee would like to host an old fashioned picnic fun day. Mrs. Yerka also advised that the second week in October will be Fall Fishing and a Fall Fun Day with the Municipal Alliance Committee. There will also be a craft day at the Community Center.

**Harry Elton, Jr., Mayor Emeritus,** asked if there are plans for the Fire House alarm/siren. Fire Chief Paul DeFrancesco replied that it is going back on. Mayor Conley noted that a 3<sup>rd</sup> set of alarm sounds are being added for Emergency Management.

Upon hearing no additional questions or comments, Mayor Conley closed the public portion of the meeting.

**ADJOURNMENT:** A motion to adjourn was made by Councilman Pye and seconded by Councilman Pheasant. All of Council agreed. The meeting adjourned at 8:17 p.m.

**Respectfully submitted,**

**Janet Pizzi, Clerk/Administrator**