

**REGULAR COUNCIL MEETING/JOINT MEETING WITH
THE WOODBURY HEIGHTS PLANNING/ZONING BOARD
BOROUGH OF WOODBURY HEIGHTS
500 ELM AVENUE, WOODBURY HEIGHTS, NJ 08097
NOVEMBER 24, 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 email to the South Jersey Times on November 11, 2015 with publication on November 13, 2015. Adequate notice was also provided by adopting a schedule of meetings for 2015 which was faxed to the South Jersey Times and Courier Post on January 5, 2015 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 Solicitor Brian Lozuke, Mark Brunermer, Borough Engineer and Janet Pizzi, Clerk/Administrator.

Planning Board Chairman Harry W. Elton, Jr. called the Combined Planning/Zoning Board to order. Anne Deeck, Planning Board Secretary called roll showing members Deeck, Farrell, Holmstrom, Pheasant, Conley and Elton in attendance. Also in attendance were Planning Board Solicitor Michael Borelli and Planner Tiffany CuvIELLO.

PRESENTATION: COMMUNITY CHAMPIONS representative Andrew Hohensee provided a presentation on the services that will be provided by Community Champions for abandoned/vacant home registration.

PLANNING/ZONING BOARD: Planning Board Solicitor Michael Borelli gave background information stating that a couple of years ago the Borough was obligated to adopt a master plan which had to cover certain specific elements. The Borough is also obligated to do a reexamination of that master plan periodically. The Borough can also make additions or changes along the way if deemed necessary or beneficial to the community. The Borough Planner, Tiffany CuvIELLO, is recommending a vacant land adjustment. Solicitor Borelli turned the meeting over to Ms. CuvIELLO who began by reiterated to the audience that the Borough adopted a housing element and fair share plan to address its affordable housing obligations. That plan was for Round 1 and Round 2. There is also a Round 3 and soon afterwards there will be a Round 4. The Borough did not do anything for Round 3 because the Court has overthrown the Growth Share requirements for Round 3. Subsequently, the Court said it is time to start addressing future obligations and so the Borough filed a motion in court. Ms. CuvIELLO went on to say that there is no Affordable Housing Obligation set for Round 3. The numbers that were created were never adopted by COAH and now the Court has taken over. A Fair Share Housing Advocacy Group has estimated the Borough's obligations. There are other consultants preparing estimates for every municipality in New Jersey. Under the regulations that the Court is accepting, the Borough can apply for a vacant land adjustment. We could not do this for Rounds 1 and 2 because we had the ability to address those obligations. Ms. CuvIELLO prepared an analysis and stated that the Planning Board has a resolution to consider tonight to approve a vacant land adjustment indicating that there is no additional vacant land to accommodate any affordable housing obligation above the current plan of 55 units. If this vacant land adjustment is acceptable to the court, the Borough may be compliant in its affordable housing obligation and may not be required to do anything further for any future obligations.

PLANNING/ZONING BOARD (CONTINUED)

PUBLIC PORTION: Chairman Elton opened the public portion of the Planning/Zoning Board meeting for questions or comments and upon hearing none, closed same.

A motion was made to approve Resolution 2015-12 of the combined planning/zoning board of adjustment of the Borough of Woodbury Heights adopting a vacant land adjustment as an addendum and amendment to the housing element of the master plan and fair share plan and seconded. A roll call vote in favor was unanimous. Resolution 2015-12 was approved.

With no further business, a motion was made and seconded to adjourn the meeting of the Planning/Zoning Board. All members were in favor. The Planning/Zoning Board adjourned at 8:11 p.m.

REGULAR COUNCIL MEETING

MINUTES: A motion to approve the minutes of the October 21, 2015 meeting was made by Councilman Pye and seconded by Councilwoman Witasick. A roll call vote in favor was unanimous. The minutes were approved.

CLERK'S REPORT: The Borough Clerk reported total receipts in the amount of \$187.47. Of this amount, \$106.07 was turned over to the treasurer and \$29.00 was deposited into the Dog Fund. Report was received.

PUBLIC PORTION: Mayor Conley opened the meeting to the public for questions or comments.

Robert Yerka, 601 Stratford Avenue: Mr. Yerka stated that there will be updates on the Lake Association website and the time capsule is scheduled to be buried the first or second week of December with the location in Veterans Park to be determined by Councilman Jacob. It is projected to be opened in 50 years.

Upon hearing no additional questions or comments, a motion to close the public portion was made by Councilwoman Witasick and seconded by Councilman Pye. All of Council agreed. Motion carried.

ENGINEER'S REPORT: Mark Brunermer reported that the project at 4th & Oak is complete. The Central Avenue pump station is up and operational. To finalize the plans to go to GCUA and NJDEP, there is a resolution on the agenda tonight authorizing the execution of a treatment works approval permit application for the route 45 pump station improvements project.

SOLICITOR'S REPORT

RESOLUTIONS

RESOLUTION 94-2015

RESOLUTION OF THE BOROUGH OF WOODBURY HEIGHTS, GLOUCESTER COUNTY, NEW JERSEY ENDORSING AN ADDENDUM TO THE APPROVED HOUSING ELEMENT OF THE MASTER PLAN AND FAIR SHARE PLAN DATED NOVEMBER 4, 2013

Solicitor Lozuke read Resolution 94-2015 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 94-2015 was approved.

RESOLUTIONS (CONTINUED)

RESOLUTION 95-2015

**RESOLUTION AUTHORIZING SURPLUS UTILIZATION POLICY
RESPECTING THE ACCOUNTING PRACTICES OF THE BOROUGH OF
WOODBURY HEIGHTS**

Solicitor Lozuke read Resolution 95-2015 by title only. A motion to approve this resolution was made by Councilman Packer and seconded by Councilman Pye. A roll call vote in favor was unanimous. Resolution 95-2015 was approved.

RESOLUTION 96-2015

**RESOLUTION AUTHORIZING AGREEMENT WITH THE COUNTY OF
GLOUCESTER (MAC)**

Solicitor Lozuke read Resolution 96-2015 by title only. A motion to approve this resolution was made by Councilman Jacob and seconded by Councilman Pye. A roll call vote in favor was unanimous. Resolution 96-2015 was approved.

RESOLUTION 97-2015

**RESOLUTION AUTHORIZING CHANGE ORDER NUMBER 1 AND FINAL
PAYMENT FOR THE RECONSTRUCTION OF 4TH STREET & OAK AVENUE
PROJECT**

Solicitor Lozuke read Resolution 97-2015 by title only. A motion to approve this resolution was made by Councilwoman Witasick and seconded by Councilman Pye. A roll call vote in favor was unanimous. Resolution 97-2015 was approved.

RESOLUTION 98-2015

APPROVAL OF THE 2014 ANNUAL AUDIT

Solicitor Lozuke read Resolution 98-2015 by title only. A motion to approve this resolution was made by Councilman Packer and seconded by Councilwoman Witasick. A roll call vote in favor was unanimous. Resolution 98-2015 was approved.

RESOLUTION 99-2015

**RESOLUTION AUTHORIZING A CORRECTIVE ACTION PLAN
RESPECTING THE ACCOUNTING PRACTICES OF THE BOROUGH OF
WOODBURY HEIGHTS**

Solicitor Lozuke read Resolution 99-2015 by title only. A motion to approve this resolution was made by Councilman Packer and seconded by Councilman Pye. A roll call vote in favor was unanimous. Resolution 99-2015 was approved.

RESOLUTION 100-2015

**RESOLUTION APPROVING PARTIAL PAYMENT NO. 2 FOR THE CENTRAL
AVENUE PUMPING STATION IMPROVEMENTS PROJECT**

Solicitor Lozuke read Resolution 100-2015 by title only. A motion to approve this resolution was made by Councilman Pye and seconded by Councilwoman Witasick. A roll call vote in favor was unanimous. Resolution 100-2015 was approved.

RESOLUTIONS (CONTINUED)

RESOLUTION 101-2015

RESOLUTION AUTHORIZING GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FISCAL GRANT CYCLE JULY 1, 2016-JUNE 30, 2017

Solicitor Lozuke read Resolution 101-2015 by title only. A motion to approve this resolution was made by Councilwoman Pye and seconded by Councilman Pheasant. A roll call vote in favor was unanimous. Resolution 101-2015 was approved.

RESOLUTION 102-2015

RESOLUTION AUTHORIZING AGREEMENTS WITH THE COUNTY OF GLOUCESTER FOR THE PROVISION OF PUBLIC SAFETY RADIO COMMUNICATIONS EQUIPMENT

Solicitor Lozuke read Resolution 102-2015 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 102-2015 was approved.

RESOLUTION 103-2015

RESOLUTION AUTHORIZING THE EXECUTION OF A TREATMENT WORKS APPROVAL PERMIT APPLICATION FOR THE ROUTE 45 PUMP STATION IMPROVEMENTS PROJECT

Solicitor Lozuke read Resolution 103-2015 by title only. A motion to approve this resolution was made by Councilwoman Witasick and seconded by Councilman Pye. A roll call vote in favor was unanimous. Resolution 103-2015 was approved.

RESOLUTION 104-2015

RESOLUTION AUTHORIZING REFUND OF ESCROW BALANCES

Solicitor Lozuke read Resolution 104-2015 by title only. A motion to approve this resolution was made by Councilwoman Witasick and seconded by Councilman Pye. A roll call vote in favor was unanimous. Resolution 104-2015 was approved.

COMMITTEE REPORTS

Finance and Administration: Councilman Packer reported that the 2014 Audit was approved this evening with one corrective action noted for the Borough's fixed asset accounting. Departmental budgets are being worked on.

Water and Sewer: Councilwoman Witasick reported that water/sewer bills were due on November 1. Delinquent notices will be sent out after November 30.

Streets and Roads: Councilman Pye reported that there will be no recycling on Friday due to the Thanksgiving Holiday.

Public Safety: Councilman Pheasant presented the Fire Department and Police Department monthly reports. A copy of each will be on file in the Clerk's office.

Property, Environmental and Insurance: Councilman Gambale reported that he attended a JIF meeting on Monday and the close out meeting will be held on December 21 at 4 p.m.

Recreation and Civic: Councilman Jacob reported that the Tree Lighting ceremony will be held on December 5 with a visit from Santa. The Veterans Day ceremony was well attended. Councilwoman Witasick attended the Senior Citizens luncheon on November 16.

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

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

Amy Collins, Central Avenue: Mrs. Collins asked who is the Borough's accountant and what were they doing that we needed a corrective action plan. Councilman Packer responded that the Borough CFO, Vikki Holmstrom is the Borough's accountant and the corrective action plan is a result of the Borough not having a fixed asset plan, which he explained, is not uncommon in municipalities. It's not a very high risk item but is something that needs to be done. Mrs. Collins next asked if the full resolutions are posted on the website and Mayor Conley responded that they are on the website. Mrs. Collins asked who is on the committee to replace the retiring Public Works Director. Mayor Conley stated that the Borough is in the process of advertising for this position. Mrs. Collins asked what is the process to fill this position. Mayor Conley replied that it is an appointment of the Mayor but he is in the process of putting together a committee to interview. At this point, Mayor Conley stated looks like the committee will be himself, Councilwoman Witasick, Councilman Pye and Vikki Holmstrom. Mrs. Collins asked where the ad will be posted and she was advised the South Jersey Times, the Courier Post, the League of Municipalities and the Public Works Association of NJ.

Upon hearing no additional questions or comments, a motion to close the public portion was made by Councilman Pye and seconded by Councilwoman Witasick. All of Council agreed. Motion carried.

ADJOURNMENT: A motion to adjourn was made by Councilwoman Witasick and seconded by Councilman Packer. All of Council agreed. Motion carried. The meeting adjourned at 8:36 p.m.

Respectfully submitted,

Janet Pizzi, Clerk/Administrator