

**REGULAR COUNCIL MEETING  
BOROUGH OF WOODBURY HEIGHTS  
500 ELM AVENUE, WOODBURY HEIGHTS, NJ 08097  
SEPTEMBER 19, 2012 7:30 P.M.**

Mayor Harry W. Elton, Jr. called the meeting to order with the following note: Adequate notice of this meeting has been provided by adopting a schedule of meetings for 2012 which was faxed and mailed to the Gloucester County Times and Courier Post on January 9, 2012 and posted on the bulletin board in the Municipal Building conforming to the directives of the "Open Public Meetings Act".

Mayor Elton led everyone in the Pledge of Allegiance.

The call of roll showed the following to be present: Councilman William C. Packer, Councilman Brett D. Scull, Councilman Duane Pheasant, and Councilwoman Debra A. Truhan and Councilman Eshia "Jake" Jacob. Absent was Councilman Harold "Hap" Pye. Also in attendance were Solicitor Barry Lozuke, Borough Engineer Mark Brunermer and Deputy Borough Clerk Jolyn Gregoria.

A motion to approve the minutes of the Regular Council Meeting August 15, 2012 and the Special Council Meeting August 23, 2012 was made by Councilman Brett Scull and seconded by Councilman Duane Pheasant. A roll call vote went as follows:

Packer	yes
Scull	yes
Pheasant	yes
Truhan	Abstain from Regular Council Meeting August 15, 2012 Yes Special Council Meeting August 23, 2012
Jacob	yes

The minutes were approved.

**CLERK'S REPORT:** For the month of August 2012 the Deputy Borough Clerk reported a total receipts in the amount of \$434.87 all of which were turned over to the Treasurer.

Mayor Elton opened the public portion of the meeting for questions or comments.

Jim Herbst owner of property at 403 Elm Avenue questioned the water/sewer billing for that location and being charged three times the amount for water & sewer. Mayor Elton said that address is a triplex income rental property with three dwellings. Solicitor Barry Lozuke commented - as such, it is billed according to our ordinance as three households, and our ordinance is similar to other municipalities. Mayor Elton said that if Mr. Herbst wanted to appeal it, he would have to appeal to the water sewer committee. Councilman Jacob suggested to Mr. Herbst that perhaps the cost for sewer and water that is separately metered may be passed on to the renters.

Peggy Riordan, 433 Auburn St. thanked everyone involved for what they did to improve her crossing guard post. They did a great job.

Mr. Lightcap, 739 Fairview Ave. is concerned that since the new curbing has been done, the drainage is worse now and questioned why more drains were not installed. Engineer, Mark Brunermer said the project was limited by funds from the County. He will get together with David Baresich of Public Works to go out there and come up with a cost estimate for more inlets but in the meantime will review the driveway entrances that they are having trouble with and the feasibility of other alternatives for additional pipes.

Mayor Elton asked if there were any other questions from the public and hearing none closed the public portion of the meeting.

ENGINEER'S REPORT: Mark Brunermer – The bids were collected for the first phase of Lake Avenue starting at Woodbury Glassboro Road coming down to approximately 100 feet short of Grandview. Mr. Brunermer requested authorization for his proposal to assemble the next application due October 16th to resubmit for next year's funding to the DOT to continue Lake Avenue up past Walnut up to Park. This will include adding curbing in a couple of locations, replacing the handicap ramps, as well as upgrade the pipes for that intersection that are undersized. A motion to authorize the Engineer's proposal was made by Councilman Scull and seconded by Councilwoman Truhan. A roll call in favor was unanimous. The motion was approved.

SOLICITOR'S REPORT

## **ORDINANCES FIRST READING/INTRODUCTION**

### **ORDINANCE 16 -2012**

BOND ORDINANCE AUTHORIZING THE ACQUISITION AND INSTALLATION OF A DIESEL GENERATOR FOR WELL NO. 1 IN THE BOROUGH OF WOODBURY HEIGHTS, COUNTY OF GLOUCESTER, NEW JERSEY; APPROPRIATING THE SUM OF \$150,000 THEREFOR; AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OR BOND ANTICIPATION NOTES OF THE BOROUGH OF WOODBURY HEIGHTS, COUNTY OF GLOUCESTER, NEW JERSEY, IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$150,000; MAKING CERTAIN DETERMINATIONS AND COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING

Solicitor Barry Lozuke read Ordinance 16-2012 by title only. A motion to approve this Ordinance on first reading was made by Councilwoman Truhan and seconded by Councilman Scull. A roll call vote in favor was unanimous. Ordinance 16-2012 was approved on first reading.

### **ORDINANCE 17 – 2012**

ORDINANCE AMENDING SECTION 104-29.1 (F) OF THE  
WOODBURY HEIGHTS CODE

Solicitor Barry Lozuke offered a brief explanation - this Ordinance redefines and clarifies a term in a present Ordinance called Traffic Directors. This is the Ordinance that compels the use of traffic directors in cases where the public safety may be impacted on public roadways by construction projects. It's at the request of the police department. A motion to approve this Ordinance on first reading was made by Councilman Pheasant and seconded by Councilman Scull. A roll call vote in favor was unanimous. Ordinance 17-2012 was approved on first reading.

### **ORDINANCE 18 – 2012**

ORDINANCE ESTABLISHING THE POSITION OF PURCHASING AGENT

Solicitor Barry Lozuke explained this adds the position of Purchasing Agent as a title to our administrative code in the Borough. If we have a fully qualified Purchasing Agent, which we are certainly proud to have one in Vikki Holmstrom, there are certain benefits to the Borough, such as the threshold before the requirement to invite public bids for certain matters is raised considerably; there's also certain certifications that a purchasing agent is able to help us with.

Vikki has now been fully vested with all those qualifications and this adds that position to the administrative code. A motion to approve this Ordinance on first reading was made by Councilman Scull and seconded by Councilman Jacob. A roll call vote in favor was unanimous. Ordinance 18-2012 was approved on first reading.

## **RESOLUTIONS**

### **RESOLUTION 97-2012**

#### **RESOLUTION AUTHORIZING REFUND OF TAX OVERPAYMENTS**

Solicitor Lozuke read Resolution 97-2012 by title only. A motion to approve this resolution was made by Councilman Scull and seconded by Councilman Packer. A roll call vote in favor was unanimous. Resolution 97-2012 was approved.

### **RESOLUTION 98-2012**

#### **RESOLUTION CANCELLING SEWER ACCOUNT ARREARS BALANCE**

Solicitor Lozuke read Resolution 98-2012 by title only. A motion to approve this resolution was made by Councilman Scull and seconded by Councilman Packer. A roll call vote in favor was unanimous. Resolution 98-2012 was approved.

### **RESOLUTION 99 -2012**

#### **RESOLUTION AUTHORIZING REFUND OF ESCROW BALANCES IN THE DEVELOPMENT ESCROW ACCOUNT**

Solicitor Lozuke read Resolution 99-2012 by title only. A motion to approve this resolution was made by Councilman Scull and seconded by Councilman Packer. Mayor Elton asked Vikki Holmstrom if these were old escrow balances. Vikki said they have been cleared with the Engineer, they are closed projects. A roll call vote in favor was unanimous. Resolution 99-2012 was approved.

### **RESOLUTION 100 -2012**

#### **RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 AND FINAL PAYMENT FOR THE RECONSTRUCTION OF HELEN AVENUE RECREATION CENTER PARKING LOT PROJECT**

Solicitor Lozuke read Resolution 100-2012 by title only, explaining that the change order as per documents reduces the project costs. A motion to approve this resolution was made by Councilman Scull and seconded by Councilman Jacob. A roll call vote in favor was unanimous. Resolution 100-2012 was approved.

### **RESOLUTION 101 – 2012**

#### **RESOLUTION OF THE BOROUGH OF WOODBURY HEIGHTS, GLOUCESTER COUNTY, NEW JERSEY TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE RECONSTRUCTION OF LAKE AVENUE PHASE II PROJECT**

Solicitor Lozuke read Resolution 101-2012 by title only. A motion to approve this resolution was made by Councilman Packer and seconded by Councilman Pheasant. A roll call vote in favor was unanimous. Resolution 101-2012 was approved.

Solicitor Lozuke asked Mayor Elton if he would like to defer Resolution 102-2012. Mayor Elton deferred Resolution 102-2012 until after committee reports.

**RESOLUTION 103 – 2012**  
**RESOLUTION AWARDING CONTRACT FOR**  
**THE RECONSTRUCTION OF LAKE AVENUE PROJECT**

Solicitor Lozuke read Resolution 103-2012 by title only. A motion to approve this resolution was made by Councilman Scull and seconded by Councilman Packer. A roll call vote in favor was unanimous. Resolution 103-2012 was approved.

**BEST PRACTICES:** Vikki Holmstrom explained that the State likes to look at how we are running the Borough by form questions that go to every municipality. We have more than an 80% success rate which means we get our last 5% of state aid. We are 92% successful in our operations. There were 4 questions with “No” answers, some of which are out of our control. One being – do we have a requirement to have our governing body take courses through Rutgers University? Vikki explained that statutorily you can’t require elected officials to do this, and there are financial constraints to those courses too. This was one question we were not able to answer affirmatively for the Borough.

**COMMITTEE REPORTS**

**Property:** Councilman Packer reported that a facts card from JIF was placed in council mailboxes showing assessment of costs for 2012. The Helen Avenue Parking lot work has been done. Two air conditioners at the community building were vandalized; Freon was stolen resulting in a repair bill costing over \$800.00 each. Mayor Elton said there are plans to fence in the units to protect them. The committee for the community center was looking at the possibility of sealing the floor. Vikki Holmstrom reported that a contractor was brought in to determine what kind of sealant was necessary and was informed that the floor would need to be sanded to accept any kind of sealant. At the community center meeting it was discussed if it was necessary to seal the floor as quickly as they thought since the floor is not now being affected by any kind of spills and there are plans in the future to improve the floor. The sanding and sealant would be expensive which would have to be redone in two years, so the recommendation from the committee was to not seal it at this point.

**Finance, Administration and Personnel:** Councilman Scull reported that Vikki Holmstrom did the report on Best Practices and the report will be on file with the Borough Clerk, Janet Pizzi.

**Public Safety:** Councilman Pheasant reported that it is necessary to send Rich Gambale and Jill Tarantella for training since the County is changing computer systems throughout the whole county police departments and should be up by mid-October. Reminder from Chief George Lindsay - School is now open and to pay attention to the crossing guards. Academy Avenue is one way during school hours, and parents should not double park when dropping their kids off at the elementary school.

**Water & Sewer:** Councilwoman Truhan advised that all fire hydrants have been flushed and the report from David Baresich will be on file. She also congratulated Vikki Holmstrom on her accomplishment and thanked her for giving up many Saturdays to attend classes in a very difficult course.

**Recreation & Civic:** Councilman Jacob read a proclamation from the Office of Governor Chris Christie declaring September 11, 2012 as Patriot Day and National Day of Service and Remembrance. He said the seniors had their picnic and had a very nice time. Rite-Aid had contacted him to arrange to send a clinical speaker to a senior meeting to explain about the free flu shots, shingles etc. and answer questions. If the seniors were interested he could set that up. The seniors have Paul Stankard, the glass blower, scheduled to come to one of their meetings. The County’s free flu shots are scheduled here at the elementary school on Oct. 11th, 4 – 6 P.M. The Veterans Annual Legislative Seminar will be at Gloucester County College on October 6<sup>th</sup>, 9A.M. – 12:00 Noon. Veterans can go to

Deptford Mall to obtain their DD214 cards for discounts throughout the county - discount lists available at Borough Hall. The Athletic Association is starting a new year with new people. We are going to have a Halloween party for the kids in town on October 28<sup>th</sup> at 3:00 at the community center with contests and give-a ways.

Councilwoman Truhan added that at the Annual Anniversary Party Dan Blanchard did a wonderful job with the car show and despite rain in the evening, all had a good time. Public works did a great job during the wind storm in the evening. The Annual Tree Lighting is coming up December 1<sup>st</sup>, and since the fire house fire, it will need to be decided where it will be held. Also, since this year was our 97<sup>th</sup> anniversary, we will need to start planning soon for our 100<sup>th</sup> Anniversary.

Mayor Elton mentioned a bad storm this past Tuesday night with over 40 fire calls and thanked the fire department for their ability to respond despite being housed in a temporary building. They were fully staffed and we were well protected. The fire department is still trying to get the building resolved with the insurance company. Debbie Truhan was thankful for the caring service provided to her by our ambulance when she needed it.

**BILL LIST:** A motion to approve the bill list as presented this evening was made by Councilman Scull and seconded by Councilman Jacob. A roll call vote in favor was unanimous.

**PUBLIC PORTION:** Mayor Elton opened the public portion of the meeting for question or comment, and upon hearing none, closed same.

**RESOLUTION 102 - 2012**

**RESOLUTION EXCLUDING PUBLIC PARTICIPATION WITHIN A PORTION OF A MEETING OF MAYOR AND COUNCIL PURSUANT TO NJSA 10:4-12**

The public shall and will be excluded from that portion of a meeting conducted by the Mayor and Council on September 19, 2012, pertaining to matters contemplated in N.J.S.A. 10:4-12 et seq., to consider Shared Service contract negotiations for potential construction shared service.

Solicitor Lozuke read Resolution 102-2012 by title only with the explanation for holding the closed session. A motion to approve this Resolution was made by Councilman Scull and seconded by Councilman Jacob. A roll call vote in favor was unanimous. Resolution 109-2012 was approved.

At 8:30 p.m. Mayor and Council went into closed session until 9:00 p.m., at which time they returned to open session. Solicitor Lozuke suggested a motion to not continue shared services for construction code and other related services with the city of Woodbury beyond the next anniversary date. The motion was made by Councilman Scull and seconded by Councilwoman Truhan. A roll call vote in favor was unanimous. The motion was approved. Mayor Elton asked Solicitor Lozuke to handle the notification and stated that this is in the best interest of the residents of Woodbury Heights.

Mayor Elton asked Solicitor Lozuke if there would be an add-on resolution. Solicitor Lozuke read the following add-on resolution by title.

**RESOLUTION 104 – 2012**

**A RESOLUTION WAIVING CONSTRUCTION CODE PERMIT FEES FOR DISABILITY IMPROVEMENTS OR ADDITIONS TO THAT PROPERTY AT BLOCK 40.11 LOT 3**

Solicitor Lozuke read Resolution 104-2012 by title only. A motion to approve this resolution was made by Councilman Pheasant and seconded by Councilman Scull. A roll call vote in favor was unanimous. Resolution 104-2012 was approved.

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ADJOURNMENT: A motion to adjourn was made by Councilman Scull and seconded by Councilman Packer. All of Council agreed. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Jolyn Gregoria/Deputy Borough Clerk