

BOROUGH OF PENNS GROVE  
MAYOR AND COUNCIL  
FEBRUARY 4, 2020

MINUTES

This Regular Session meeting of the governing body of the Borough of Penns Grove, 1 State Street, Penns Grove, New Jersey, was called to order by Mayor LaDaena D. Thomas. Mayor Thomas made the Open Meeting Act Statement. Mayor Thomas led the Pledge of Allegiance.

Invocation by Sharon R. Williams, Clerk.

ROLL CALL: Bercute-present, Mincey-present, Oliver-present, Pasquale-present, Scott-present, Washington, Jr.-present.

EXECUTIVE SESSION:

2020-2-21 - RESOLUTION AUTHORIZING EXECUTIVE SESSION

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Penns Grove will go into closed session to discuss the following, in accordance with the aforesaid provisions of the Open Public Meetings Act, after which it will reconvene in the public:

- I. Attorney-Client Privileged pursuant to N.J.S.A. 10:4-12b(8): Discussion regarding the retention of records.

BE IT FURTHER RESOLVED that the minutes of the closed session will be made available to the public when the need for privacy no longer exists.

Motion to adopt by Oliver; second Bercute. All in favor.

Motion to reopen Regular Session by Mincey; second Oliver. All in favor.

ROLL CALL: Bercute-present, Mincey-present, Oliver-present, Pasquale-present, Scott-present, Washington, Jr.-present.

CORRESPONDENCE: Williams addressed/stated the following: Elected Officials Seminar.

MINUTES: Motion to adopt the January 7, 2020 Regular Session minutes by Bercute; second Scott. All in favor.

COMMITTEE REPORTS:

Buildings & Grounds – Pasquale stated/addressed the following: Amassing approximately 40 computers for destruction; Insurance claim to be filed as a result of damage to roof gables on the Borough Hall; Two sump pumps replaced in elevator pit; Spoke with contractor regarding releveled elevator pit floor for proper drainage; Fire Department parking lot to be repaired under a Grant; New telephone system working well and also costs saving of \$20,000.00. Motion to receive and file report by Mincey; second Oliver. All in favor.

General Government – Washington, Jr. stated/addressed the following: Municipal Clerk's report for the month of December 2019. Municipal Clerk's report for the month of January 2020. Finance Officer report for the month of January 2020. Motion to receive and file by Oliver; second Scott. All in favor.

Housing/Zoning & Planning/Shade Tree – Scott stated/addressed the following: Housing Inspector report for the month of January 2020. Motion to receive and file by Oliver; second Bercute. All in favor. Inspection fees collected for calendar year total \$15,350.00. Motion to receive and file by Oliver; second Bercute. All in favor.

Parks & Recreation/Board of Health – Bercute stated/addressed the following: Board of Health Report for the month of January 2020. Motion to attach to minutes by Oliver; second Mincey. All in favor. Borough owned properties need to be maintained; Vital Statistics report for the month of December 2019. Motion to attach to minutes by Mincey; second Pasquale. All in favor. Met with Animal Control Officer, who stressed the importance of not allowing pets to run-at-large; Animal complaints to be made directly to the Police Department; Rabies Clinic; Need for cat/dog census.

Desire to create sub-committees for revitalization and recreational events. Will contact owner of riverfront property for use of property for events. Creation of Borough sponsored sports teams.

Public Works/Streets & Roads – Oliver stated/addressed the following: Nothing to report.

Public Safety – Mincey stated/addressed the following: Spoke with Ambulance Captain, who stated construction of ambulance to commence. Met with Chief to interview candidates for Police Officer.

SOLICITORS REPORT: Telsey stated/addressed the following: Nothing to report.

FINANCE OFFICERS REPORT: Labb stated/addressed the following: Budget Status report; appropriation reserve permitting for the transfer of 2019 accounts; Need for Tax Anticipation note for \$1,400,000.00.  
Motion to approve by Oliver; second Bercute. All in favor.

CHIEF OF POLICE REPORT: Chief Riley stated/addressed the following: Interview eight candidates for the position of Police Officer. Motion to receive by Bercute; second Pasquale. All in favor.

FIRE CHIEF REPORT: Chief Hartsough stated/addressed the following: On behalf of the Ambulance Department, reported 937 calls for CY2019, with 85 as of January 20, 2020. Motion to receive and file by Bercute; second Oliver. All in favor.

RESOLUTIONS:

2020-2-22 – A RESOLUTION AUTHORIZING THE REFUND OF RECORDING FEES PAID  
BE IT RESOLVED by the Borough of Penns Grove, County of Salem that the recording fee of \$50.00 paid per lien redemption on the following property is refunded to the redeemer as the tax sale certificate was not recorded.

<u>Year</u>	<u>Block</u>	<u>Lot</u>	<u>Address</u>	<u>Certificate #</u>	<u>Redeemer</u>
2019	13	23.01	33 Turner Avenue	#19-00506	Global Title

NOW THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Penns Grove, County of Salem, a refund should be issued in the amount of \$50.00 from the Tax Collector’s Redemption Account.  
BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Tax Collector and the Chief Financial Officer for their record and guidance.  
Motion to adopt by Oliver; second Bercute. All in favor.

2020-2-23 – A RESOLUTION APPROVING AGREEMENT WITH BENECARD SERVICES, LLC  
WHEREAS, the Borough of Penns Grove requires Fixed Rate Insured Prescription Drug Management Services; and  
WHEREAS, Benecard Services, LLC provides such services and is experienced with providing administrative services in connection with prescription drug benefits for various groups, according to each group’s plan specifications; and  
WHEREAS, the Borough of Penns Grove desires that Benecard provide such administrative services for Penns Grove’s prescription drug benefits as part of an arrangement whereby Penns Grove becomes a member of the Benecard Association and a certificate holder of an excess loss insurance policy issued by the Insurance Carrier and made available to members of the Association; and  
WHEREAS, the Mayor and Council of the Borough of Penns Grove have reviewed the agreement with Benecard and found it to be acceptable; and  
WHEREAS, the Agreement with Benecard shall be effective from January 1, 2020 through December 31, 2022.  
NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove in the County of Salem and State of New Jersey that the Agreement with Benecard Services, LLC is approved and the Mayor is authorized to execute the Agreement on behalf of the Borough of Penns Grove.  
Motion to adopt by Mincey; second Pasquale. All in favor.

2020-2-24 – RESOLUTION PROVIDING FOR THE TRANSFERS OF THE 2019 BUDGET APPROPRIATION RESERVES

WHEREAS, it has become necessary to expend for certain purposes specified in 2019 Appropriation Reserves, amounts of the respective sums appropriated therefore; and  
WHEREAS, there is an excess in one or more appropriations in said 2019 Appropriations Reserves necessary to provide for the purposes of such appropriations; and  
WHEREAS, N.J.S.A. 40A:4-59: provides for the transfer of such excess amounts into the Appropriation Reserves which are insufficient;  
NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Penns Grove, County of Salem, State of New that transfers are hereby authorized to be made by and between the 2019 Appropriations Reserves.

TRANSFERS TO:	<u>TO</u>	<u>FROM</u>
OTHER EXPENSES:		
Liquidation		
TTL/Foreclosure	1,200.00	
Police Department	4,000.00	
Fire Hydrant Services	2,500.00	
Dog Regulation	2,312.00	
Electricity and Natural		
Gas	12,000.00	
Municipal Court	200.00	
Petroleum Products	2,000.00	
TRANSFERS FROM:		
SALARY & WAGES		
Other Code		
Enforcement		4,000.00
Police Department		5,000.00
Public Building and		
Grounds		1,500.00
Mayor and Council		1,900.00
OTHER EXPENSES:		
Municipal Clerk		5,000.00
Legal Services and Costs		1,200.00
Other Code		
Enforcement Functions		1,000.00
Health Insurance		
Waiver		1,000.00
Planning Board		800.00
Group Insurance Plan for Employees		1,500.00
Board of Health		800.00
Economic Development		
Agencies		512.00
Totals	24,212.00	24,212.00

Motion to adopt by Bercute; second Pasquale. All in favor.

2020-2-25 – A RESOLUTION REJECTING BIDS FOR REAL PROPERTY

WHEREAS, the Borough of Penns Grove (“Borough”) is the owner of certain lands and premises within the Borough and shown on the Penns Grove Borough tax map as follows:

1. Block 84, Lot 1, (5 Trumbull Avenue) (hereinafter referred to as the “Property”)

WHEREAS, on or about December 3, 2019, the Borough passed a resolution authorizing the sale of the Property and the receipt of bids for the property in accordance with N.J.S.A. 40A:12-13; an  
WHEREAS, bids for the Property were due no later than January 31, 2020; and

WHEREAS, the Borough has reviewed the sale of the Property and has decided to reject any and all bids received for the Property and remove the Property from the sales market.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the Mayor and Council of the Borough of Penns Grove that all bids received for the Property are hereby rejected and the Property shall not be sold at this time.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

Bercute stated that most assumed additional lots were included.

Telsey stated that In Rem Tax Sale will be final approximately in the Fall of 2020.

Motion to adopt by Pasquale; second Scott. All in favor.

2020-2-26 – A RESOLUTION APPROVING THE ISSUANCE OF REQUESTS FOR PROPOSALS

WHEREAS, The Borough of Penns Grove ("Borough") requires Grant Management/Administration Services for NJDCA Small Cities Public Facilities Grant Funding for Infrastructure Improvements to Liberty Fire Station; and

WHEREAS, in accordance with N.J.S.A. 40A:11-4.1, et seq., the Borough would like to utilize competitive contracting to receive proposals for Grant Management/Administration Services; and

WHEREAS, Requests for Proposals have been prepared and are ready to be distributed.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove in the County of Salem and State of New Jersey that the Borough shall issue and properly advertise Requests for Proposals for Grant Management/Administration Services for NJDCA Small Cities Public Facilities Grant Funding for Infrastructure Improvements to Liberty Fire Station.

Motion to adopt by Mincey; second Pasquale. All in favor.

2020-2-27 – A RESOLUTION APPROVING THE ISSUANCE OF REQUESTS FOR PROPOSALS

WHEREAS, The Borough of Penns Grove ("Borough") requires Professional Engineering Services for NJDCA Small Cities Public Facilities Grant Funding for Infrastructure Improvements to Liberty Fire Station; and

WHEREAS, in accordance with N.J.S.A. 40A:11-4.1, et seq., the Borough would like to utilize competitive contracting to receive proposals for Professional Engineering Services; and

WHEREAS, Requests for Proposals have been prepared and are ready to be distributed.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove in the County of Salem and State of New Jersey that the Borough shall issue and properly advertise Requests for Proposals for Engineering Services for NJDCA Small Cities Public Facilities Grant Funding for Infrastructure Improvements to Liberty Fire Station.

Motion to adopt by Mincey; second Oliver. All in favor.

ORDINANCE:

2020-1 – AN ORDINANCE CREATING THE POSITION OF BOROUGH ADMINISTRATOR

Oliver expressed concern regarding the language, stating further review is needed.

Mayor Thomas stated that she will meet with each council person for suggestions.

Motion to table by Oliver; second Scott. Roll call. All ayes.

OLD/NEW BUSINESS:

Acknowledgement of Black History Month

Mayor addressed the need for computer tablets for the governing body.

PAYMENT OF BILLS: Motion to pay all bills signed and audited by Oliver; second Bercute. All in favor.

PUBLIC SESSION: Motion to open meeting to the public by Mincey; second Bercute. All in favor.

Walter Hudson, Penns Grove resident, expressed concern regarding certain members of council who appear to not support the Mayor.

Jess DeVault, Carneys Point resident, questioned the status of the former Broadway Tire building.

Telsey explained Mayor and Council's desire to reject bids and rebid to include adjacent lots, which are currently in foreclosure.

Greg Martin, Penns Grove resident, addressed Oliver, expressing concern regarding Oliver's statement that the Borough is "working fine". Mr. Martin stated his favor of creating the position of Business Administrator.

Bobby Carter, Penns Grove resident, expressed concern regarding businesses who fail to maintain their property.

Bercute stated he will discuss with the Code Enforcement Officer.

Motion to close meeting to the public by Oliver; second Scott. All in favor.

ADJOURNMENT: Motion to adjourn by Oliver; second Scott. All in favor.

Respectfully,

Sharon R. Williams, R.M.C.  
Municipal Clerk