

BOROUGH OF PENNS GROVE
MAYOR AND COUNCIL
MARCH 10, 2020
SPECIAL MEETING
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.

RESOLUTIONS:

2020-3-47 – RESOLUTION TO HIRE GRANT MANAGER/ADMINISTRATOR

WHEREAS, the Borough of Penns Grove is in need of Grant Management/Administrative Services for NJDCA Small Cities Public Facilities Grant Funding for Infrastructure Improvements to Liberty Fire Station; and

WHEREAS, the Borough of Penns Grove published Requests for Proposals relative to this position pursuant to N.J.S.A. 40A:11-4.1 which were due on March 2, 2020; and

WHEREAS, Triad and Associates is the only company that responded to the Requests for Proposals; and

WHEREAS, Triad's proposal was scored, in accordance with the provisions of the Request for Proposals and it was determined that they meet all of the necessary qualifications and criteria for this position. NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Triad and Associates is hereby appointed Grant Manager/Administrator for NJDCA Small Cities Public Facilities Grant Funding for Infrastructure Improvements to Liberty Fire Station.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

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

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

2020-3-48 – RESOLUTION TO HIRE MUNICIPAL ENGINEER

WHEREAS, the Borough of Penns Grove is in need of Engineering Services for NJDCA Small Cities Public Facilities Grant Funding for Infrastructure Improvements to Liberty Fire Station; and

WHEREAS, the Borough of Penns Grove published Requests for Proposals relative to this position pursuant to N.J.S.A. 40A:11-4.1 which were due on March 2, 2020; and

WHEREAS, Sickels and Associates is the only company that responded to the Requests for Proposals; and

WHEREAS, Sickels and Associates' proposal was scored, in accordance with the provisions of the Request for Proposals and it was determined that they meet all of the necessary qualifications and criteria for this position.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Triad and Associates is hereby appointed Engineer for NJDCA Small Cities Public Facilities Grant Funding for Infrastructure Improvements to Liberty Fire Station.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

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

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

2020-3-49 – RESOLUTION TO HIRE MUNICIPAL SOLICITOR

WHEREAS, the Borough of Penns Grove is in need of a Municipal Solicitor; and

WHEREAS, the Law Office of Louis Guzzo (Edward Hill, Esq.) has satisfied the criteria necessary for this position; and

WHEREAS, the Mayor has appointed the Law Office of Louis Guzzo (Edward Hill, Esq.) for the position of Municipal Solicitor and the Council has provided its' consent.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that the Law Offices of Louis Guzzo (Edward Hill, Esq.) is hereby appointed as Municipal Solicitor for the Borough of Penns Grove for the term set forth in the Professional Services Contract.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

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

Oliver expressed opposition, suggesting continuing with the current professionals until the end of the year.

Mayor stated the need to make the change, suggesting moving forward with new professionals.

Bercute requested the Mayor to explain her choice.

Mayor stated that they come highly recommended from Logan and Lawnside.

Washington, Jr. also suggested continuing with the current professionals until the end of the year. Washington also expressed a desire to meet with the Mayor's selection as he has not had the opportunity.

Oliver stated his desire to appoint Telsey & Telsey, Triad Associates, and Sickels and Associates.

Motion to table by Mincey; second Bercute. All in favor.

Motion to hold over all professionals until April 7, 2020 by Oliver; second Bercute. All in favor.

ORDINANCE:

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

WHEREAS, the Borough of Penns Grove has determined that the day-to-day demand of administrative and governmental affairs has grown to the extent that it has become increasingly difficult for the Mayor and Council to devote adequate time to the discharge of such duties; and

WHEREAS, the public interest in the economical and efficient administration of Borough business requires the creation of the position of Business Administrator; and

WHEREAS, the Business Administrator will provide the Mayor and Council necessary assistance in management of the administrative affairs of the Borough of Penns Grove.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Penns Grove that Chapter 5 of the Code of the Borough of Penns Grove shall be created as follows:

1. Chapter 5 shall be titled, "Business Administrator, Borough of Penns Grove."
2. Chapter 5 shall contain the following

§ 5-1. Preamble.

The public interest in the economical and efficient administration of Borough business requires the creation of the position of Business Administrator. The Business Administrator will provide the Penns Grove Borough Council necessary assistance in the prompt day-to-day administrative affairs of the Borough of Penns Grove, coordinate the activities of the various departments within the municipality and assist in planning and execution of governmental efforts in those areas where a continuous and sustained effort is required.

§ 5-2. Establishment of position.

Pursuant to N.J.S.A. 40A:9-136 et seq., the position of Business Administrator for the Borough of Penns Grove is hereby established.

§ 5-3. Appointment and service; Acting Administrator.

A. The Business Administrator shall be appointed by majority vote of the Borough Council.

B. During the absence or disability of the Administrator, the Borough Council may appoint an Acting Administrator to perform the duties of the office.

C. Upon removal or resignation of the Administrator, the Borough Council may, by resolution, appoint an Acting Administrator to serve at its pleasure or until a Business Administrator is appointed. Removal of an Acting Administrator shall be by majority vote of the Borough Council.

§ 5-4. Compensation.

A. A Part time hourly rate shall be determined by the Borough Council upon approval of the Department of Community Affairs, if applicable.

B. Borough Council, by resolution, shall provide compensation for the Acting Administrator during his/her service as Acting Administrator, however, such compensation shall not exceed the maximum

salary provided in the salary ordinance for the position of Administrator and shall require approval of the Department of Community Affairs, if applicable.

§ 5-5. Qualifications and residence.

A. The Business Administrator shall possess such qualifications as the Borough Council deems necessary for the management and administration of the Borough of Penns Grove.

B. The Business Administrator shall not be required to be a resident of the Borough of Penns Grove at the time of hire, however, he/she shall establish residency in the Borough of Penns Grove within twelve months of the date of hire.

§ 5-6. Removal from office.

The Borough Administrator may be removed from office only by a 2/3 vote of the Penns Grove Borough Council in accordance with N.J.S.A. 40A:9-138.

§ 5-7. Participation in political campaigns.

The Business Administrator shall not engage in any organized political campaigns within the Borough of Penns Grove.

§ 5-8. Duties and responsibilities.

A. The Business Administrator shall be the chief administrator of the Borough of Penns Grove and shall, under the supervision and control of the Penns Grove Borough Council, perform the following duties:

1. Serve as chief administrator of the Borough of Penns Grove.
2. Attend all meetings of the governing body of the Borough of Penns Grove, with the right to participate in all discussions.
3. Advise the Borough of Penns Grove governing body on policy recommendations.
4. Execute all laws of the State of New Jersey and ordinances and resolutions of the Borough of Penns Grove.
5. Establish and maintain effective personnel practices and maintain appropriate records of all employees.
6. Negotiate contracts, subject to the approval by the Penns Grove Borough Council.
7. Make recommendations concerning the nature and location of Borough improvements.
8. Receive and reply to all inquiries and complaints concerning Borough business and provide information and assistance in respect thereto.
9. Carry out all policies and directives promulgated by the governing body of the Borough of Penns Grove.
10. Coordinate the efforts of all municipal entities, including but not limited to the Borough of Penns Grove Planning Board, Sewerage Authority and Housing Authority.
11. Perform such other duties as may be required by ordinance, resolution or direction of the Borough Council.
12. Ensure all laws and all acts of the governing body, subject to enforcement by him/her or by officers and employees and also subject to his/her direction and supervision are faithfully executed.
13. Submit to the governing body and make available to the public a condensed report of finances and administrative activities of the Borough as required by the governing body of the Borough of Penns Grove.
14. Keep the governing body fully advised as to the current financial condition and future needs of the Borough and to make such recommendations to the governing body concerning the affairs of the Borough as he/she deems appropriate.
15. Study and recommend the procedure and policy of the governing body for requisition, purchase, inspection, receipt, storage, distribution, internal transfer and disposal of, and standards, specifications and payment for, supplies, materials and equipment, after consultation with department heads.
16. Prepare and present to the governing body an annual report of the Borough affairs, which shall include a report from each department head.
17. Act as a liaison between the Borough and the various state, county and federal agencies with respect to all applications for funds or services needed or required by the Borough.
18. Review and supervise the Borough's insurance program and policies.
19. Receive and review any complaints concerning the functions and obligations of the Borough made by any of its residents or taxpayers and to maintain a permanent record of all complaints and the disposition of said complaints.
20. Receive and reply to all inquiries and complaints concerning Borough business and provide information and assistance in respect thereto.
21. Organize and chair a committee for Economic Development of the Borough of Penns Grove.
22. Perform such other duties as may be required by the Mayor and Council.

Washington expressed opposition to creating the position and the salary.

Pasquale stated his favor of the position, further stating that Carneys Point Township has an Administrator.

Washington stated that Carneys Point Administrator manages 62 employees to Penns Grove's 5, further stating the position is not warranted.

Oliver stated his opposition as the number of employee's does not warrant the position. Oliver also expressed concern for the employees who have not had salary increases the past few years.

Mayor addressed the duties of the Administrator, citing duties such as preparing the Borough for the 2020 Census, and preparation of abandoned property list.

Motion to adopt by table only by Bercute; second Mincey. Roll call. Bercute-yes, Mincey-yes, Oliver-no, Pasqaule-yes, Scott-no, Washington, Jr.-no. Mayor-yes.

NEW BUSINESS:

Mayor addressed the need to sanitize the Borough buildings due to COVID-19; further stating that she has contacted a company. Motion to move forward as needed by Oliver; second Mincey. All in favor.

Mayor addressed the need for a backup generator for Straughn's Lane.
Oliver suggested contacting Triad Associates for grant assistance.

Mayor addressed the need to create a committee of three council persons for economic development. Washington expressed his interest to sit on the committee, further stating that he has been contacted regarding a potential supermarket.

Williams advised Mayor and Council of the importance of attending the Incident Command System Overview for Executive/Senior Officials.

Williams advised of Suntuity Solar regarding the removal of tree, planted in the sidewalk in front of a home located at Dixie Drive. Williams also advised that, per the Zoning Official, the removal of the tree would not be conducive to the sidewalk directly across the street.

Consensus of council to contact Suntuity regarding just trimming the tree.

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

Irene Scarpaci, Railroad Avenue, suggested developing criteria for interviewing the professionals.

Samantha Sierra, Helms Cove Lane, addressed property located at Cumberland Avenue. Ms. Sierra expressed concern regarding a number of violations and fines imposed on her regarding a fence. Ms. Sierra also stated that, per the realtor, the property was zoned commercial, thus the fence and use would be permitted.

Washington suggested that council chair speak with the Housing and Zoning Official.

Carol Millis, Delaware Avenue, expressed concern regarding the appearance of the Riverwalk, specifically, broken glass.

Millis was advised that the matter will be resolved.

Motion to close meeting to the public by Washington; second Mincey. All in favor.

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

Respectfully Submitted,

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