

March 4, 2009

The works session of the Riverton Borough Council was held on the above date. Mayor Martin presiding.

**PRESENT:** Council members Brown, Cairns Wells, Smyth & Solicitor Bruce M. Gunn

**ABSENT:** Council members Daniel, Kinzler & Cesaretti

The following statement was read by Mayor Martin:

Public notice of this meeting, pursuant to the Open Public Meeting Act, has been given by the Municipal Clerk in the following manner:

(a) Having written notification of all meetings to be held in 2009 published in the Burlington County Times on December 29, 2008

(b) Posting written notice on the official bulletin board on January 4, 2009

**Planning/Redevelopment/School & Records Items:** Ms. Cairns Wells

**Review of draft Ordinance regarding application & escrow fees.** Ms. Cairns Wells reported that there were still a few items that need to be addressed and reviewed before a recommendation is made to Council to introduce this ordinance at next week's meeting.

**Update on making the school entrance handicapped accessible for elections.** Ms. Cairns Wells reported that she has spoken in detail to Karen Trommelen, Program Supervisor for the Community Development Block Grant, about possible grant funding for this proposed project. Ms. Cairns Wells reported that the normal process would be for us to apply in the Fall of 2009, but the grant money wouldn't be available until 2010. Ms. Cairns Wells reported that there is also an option to apply for emergency funding now. A written request to Ms. Trommelen is required as well as the projected costs involved. Ms. Trommelen can then submit this emergency request to the Freeholders for their consideration. Ms. Cairns Wells also reported that state and/or federal prevailing wages must be paid. Mr. Gunn stated that when the specifications are prepared for the project, the prevailing wage requirement will be listed. Mr. Smyth stated that he thought we could ask the Bridge Commission to prepare the application at no cost to the Borough. We would still have to obtain an engineer's estimate of costs. Ms. Cairns Wells stated that this is a reimbursable grant; therefore, we would need to place the money in our budget. Ms. Cairns Wells stated that if we are going to share the costs with the school that might impact the process. Mr. Smyth stated that he would talk to a representative from Alaimo Associates to determine what they would charge for an estimate. More detailed discussion on this issue will occur at next week's budget portion of the meeting. It was the consensus of Council to move forward and send a requesting letter to the Bridge Commission for assistance with the application process for this grant.

**Records Management** Ms. Cairns Wells reported that we have an opportunity to apply for a PARIS grant as part of Burlington County's shared services element regarding records management. Ms. Cairns Wells reported that No local match, other than in kind staff services will be required. If grant monies are secured, it would assist each of the municipalities with a records purging process and would provide a draft policies and procedures manual, which we could modify to meet our needs.

#### **RESOLUTION 21-09**

### **A RESOLUTION APPROVING THE BOROUGH OF RIVERTON'S APPLICATION FOR NEW JERSEY DEPARTMENT OF STATE, DIVISION OF**

**ARCHIVES AND RECORDS MANAGEMENT, PUBLIC ARCHIVES AND  
RECORDS INFRASTRUCTURE SUPPORT (PARIS) GRANT  
PROGRAM FUNDING  
(IN FULL IN RESOLUTION BOOK)**

The above Resolution was read by title only by Ms. Cairns Wells, who moved for its adoption. This was seconded by Mr. Brown. A poll vote was then taken. Dr. Daniel absent, Mr. Brown aye, Ms. Cairns Wells aye, Mr. Smyth aye, Mr. Kinzler absent & Mr. Cesaretti absent.

**Authorizing the Waetzman Planning Group to have access to Riverton's GIS information from the County** Ms. Cairns Wells reported that the Waetzman Planning Group, who are assisting the Borough with the Downtown Revitalization Grant, will need to use Burlington County GIS data in order to perform required work for us. Ms. Cairns Wells reported that we will need to execute an addendum to the Borough's data sharing agreement with the County to permit the Waetzman Group to have access to Riverton's GIS information. It was the consensus of Council to agree with this.

**RESOLUTION 22-09**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN  
ADDENDUM TO THE BOROUGH'S DATA SHARING AGREEMENT WITH  
THE COUNTY TO PERMIT THE WAETZMAN PLANNING GROUP TO HAVE  
ACCESS TO RIVERTON'S G.I.S. INFORMATION  
(IN FULL IN RESOLUTION BOOK)**

The above Resolution was read by title only by Ms. Cairns Wells, who moved for its adoption. This was seconded by Mr. Brown. A poll vote was then taken. Dr. Daniel absent, Mr. Brown aye, Ms. Cairns Wells aye, Mr. Smyth aye, Mr. Kinzler absent and Mr. Cesaretti absent.

**Request from Quality Management Associates Re: 815 Homewood Drive.** Ms. Cairns Wells reported that we have received a request from Quality Management Associates, who recently purchased 815 Homewood Drive to be used as a group home. They are an agency which provides support and services for special needs adults in New Jersey. They have applied for funding from the Burlington County Home project for renovations to this home. They are requesting a letter from the Borough stating our awareness of their community project. This is part of their application process with the County.

Mr. Gunn reported that he has spoken to representatives from Quality Management about their request. Mr. Gunn informed them in his letter of March 4<sup>th</sup> that we would require additional information before we could respond. Mr. Gunn stated that a group home is a permitted use by statute. However, they have to be licensed. Mr. Gunn understands that before they get the license they have to do the repairs to the home. They need to show that they have the capability and facilities to handle the clientele. Mr. Gunn explained that the State first has to approve them for purchasing this home. Mr. Gunn stated that you want to make sure that they are properly licensed. Mr. Gunn stated that if we receive the additional information from Quality Management, he will help Council draft a letter in response. Ms. Cairns Wells commented that the State has specific regulations about what types of people qualify to be in that type of group home setting. Mr. Gunn commented that he would try and get a copy of the state regulations pertaining to group homes for Council to review.

**Request from School Board for representatives from Council to review their proposed budget on March 17.** Ms. Cairns Wells (Council liaison to the school) announced that she would meet with representatives of the school board to review their proposed budget. The Clerk was asked to obtain a copy of their budget prior to March 17<sup>th</sup>.

**Update Re: Energy Audit Application** Mr. Smyth explained that he has been trying to obtain information that spells out exactly what the Borough might have to incur monetarily before Council decides to move forward with this. Mr. Smyth reported that he originally thought the audit would be free. It turns out that it is not. Only the application process is free. Mr. Smyth asked that this issue be tabled until next week's meeting. Council concurred with this.

**Shade Tree Forestry Plan Grant** in Dr. Daniel's absence, the Clerk reported that the Shade Tree Commission obtained a \$3,000.00 grant for this plan. Council must do a formal Resolution authorizing a grant agreement between the Department of Environmental Protection and the Borough.

#### **RESOLUTION 23-09**

### **A RESOLUTION AUTHORIZING A GRANT AGREEMENT BETWEEN THE BOROUGH OF RIVERTON AND THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE 2009 GREEN COMMUNITIES GRANT (IN FULL IN RESOLUTION BOOK)**

The above Resolution was read by title only by Mr. Brown, who moved for its adoption. This was seconded by Ms. Cairns Wells. A poll vote was then taken. Dr. Daniel absent, Mr. Brown aye, Ms. Cairns Wells aye, Mr. Smyth aye, Mr. Kinzler absent and Mr. Cesaretti absent.

**Proposed Commercial Property Maintenance Ordinance** Mayor Martin reported that nobody from the Planning Board or Zoning Board volunteered to serve on the task force to review this proposed ordinance. Mayor Martin stated that since there isn't interest, we would table and drop the discussion of this proposed ordinance. Mayor Martin stated that it just seems like we are revisiting what was visited four years ago. We ran into resistance for this ordinance at that time. It was the consensus of Council not to proceed further with this.

**4<sup>th</sup> of July Committee request to place a banner across Main Street.** Mr. Reed reported that PSE&G will not permit us to do this anymore. The Clerk reported that she received an inquiry today from a committee member to place a banner at the War Memorial. Mayor Martin will follow through on this.

**Variety Show** Friday and Saturday is the variety show. The Martin's are having a party after the Saturday show and everyone was invited.

#### **Meeting open to the public**

**Gene Bandine** thinks it would benefit many people in town if we started enforcing the cell phone law. Chief Norcross responded that he would be putting officers at Broad & Main morning and evening to more or less ticket the offenders. There has been more than enough publicity informing the public that cell phones should not be used when driving. Mayor Martin then asked if the seat belt rule was a stoppable offense. The Chief responded yes.

**Scott Reed** commented that we need to find out if there is a different application for an emergency CDBG grant as opposed to the normal one. Ms. Cairns Wells will check this out.

**Update Re: 108 7<sup>th</sup> Street, 622 Thomas Ave & 423 Lippincott Ave.**

Mr. Gunn recommended that Council discuss 108 7th Street in closed session tonight as a potential litigation matter. Council concurred with this.

Regarding 622 Thomas Avenue, Mr. Gunn reported that we are scheduled to go to court again on Friday. Mr. Gunn has received a response from Financial Freedom. They have not foreclosed yet. Mr. Gunn reported that we are also trying to serve the estate (Booth's) which really has responsibility. We need to get from them a fairly extensive structural engineering report which shows that the chimney was fixed. Mr. Gunn thought we should also discuss this in closed session tonight.

Regarding 423 Lippincott, Mr. Gunn reported that the owner got a permit to fix the porch. He has a year to do the work. Our Construction Official can't really do anything until that year is up.

**Mayoral appointment to the Zoning Board**

Mayor Martin announced that he is appointing Robert Kennedy to serve as Alternate No. 2 for the Zoning Board of Adjustment.

**Motion to approve a request from Sacred Heart Church to hold raffles on March 21<sup>st</sup>.**

Mr. Brown made a motion to approve Sacred Heart Church's request. This was seconded by Mr. Smyth. A poll vote was then taken. Dr. Daniel absent, Mr. Brown aye, Ms. Cairns Wells aye, Mr. Smyth aye, Mr. Kinzler absent and Mr. Cesaretti absent.

**RESOLUTION 24-09**

**A RESOLUTION PERMITTING THE EXCLUSION OF THE PUBLIC FROM A MEETING IN CERTAIN CIRCUMSTANCES PER SECTION 8 OF THE OPEN PUBLIC MEETINGS ACT C. 231 P.L. 1975  
(IN FULL IN RESOLUTION BOOK)**

The above Resolution was read by title only by Mr. Brown, who moved for its adoption. This was seconded by Mr. Smyth. A poll vote was then taken. Dr. Daniel absent, Mr. Brown aye, Ms. Cairns Wells aye, Mr. Smyth aye, Mr. Kinzler absent and Mr. Cesaretti absent. It should be noted that potential litigation issues pertaining to 108 7<sup>th</sup> Street and 622 Thomas Avenue will be discussed.

At this time Ms. Cairns Wells moved that we return to public session. This was seconded by Mr. Brown. A poll vote was then taken. Dr. Daniel absent, Mr. Brown aye, Ms. Cairns Wells aye, Mr. Smyth aye, Mr. Kinzler absent and Mr. Cesaretti absent.

There being no further business to discuss, Mr. Brown moved that the meeting be adjourned. This was seconded by Mr. Smyth, with all present voting in the affirmative.

Mary Longbottom, RMC  
Municipal Clerk