

## **August 12, 2015 7:30 PM Borough of Riverton Regular Monthly meeting**

Mayor William C. Brown, Jr. was present and called the meeting to order. The following members were present: Mr. Armand Bianchini, Mr. Joe Creighton, Ms. Suzanne Cairns Wells, Ms. Renee Azelby, Mr. Mike Kinzler, and Mr. Bill Corbi. Also present was Solicitor Bruce Gunn, Ms. Ashley Mele, Treasurer, Ms. Donna Condo, CFO, Ms. Michelle Hack, RMC, Borough Clerk, Ptl. Andrew Beuschel and Mr. Fred Rodi, DPW Manager.

Mayor Brown read the following statement "Public Notice of this meeting, pursuant to the Open Public Meetings Act, has been given by the Municipal Clerk in the following manner:

- a. Having written notification of all meetings published in the Burlington County Times on December 28, 2014;
- b. Forwarding written notification of the 2015 meeting schedule to the Courier Post for informational purposes only on January 6, 2015;
- c. Posting written notice on the Official Bulletin Board on January 5, 2015.

Mayor Brown read and presented a proclamation to Mr. Gene Bandine for being an Outstanding Citizen.

Solicitor Gunn conducted the swearing in of Patrolman Michael Whalen.

Ms. Cairns Wells motioned to approve the open and closed minutes from July 8, 2015 as submitted. Ms. Azelby seconded the motion.

ROLL CALL: Mr. Bianchini aye, Mr. Creighton aye, Ms. Cairns Wells, aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye.

Ms. Cairns Wells motioned to approve the open and closed minutes from July 20, 2015 as submitted. Ms. Azelby seconded the motion.

ROLL CALL: Mr. Bianchini aye, Mr. Creighton, abstain, Ms. Cairns Wells, aye, Ms. Azelby aye, Mr. Kinzler abstain, and Mr. Corbi aye.

### **CLERK'S REPORT**

Ms. Hack reported that she is adapting well to the Clerk position and Ms. Longbotton did a fine job in training and preparing for the transition. Ms. Hack suggested changes to the agenda format and providing a timeline of when Council will receive their agendas and back up materials. Ms. Hack asked the Council to consider using Riverton email addresses for purposes of uniformity, confidence and compliance.

### **SOLICITOR'S REPORT**

Solicitor Gunn updated the Council as to the latest updates on Affordable Housing litigation status and the property at 410 Main Street, noting the fix is temporary only and a potential violation of the court order.

### **TREASURER'S REPORT**

#### **TREASURER'S REPORT, FINANCE, REPORT & BILL LIST**

Ms. Mele presented the bill list representing payments to be approved for check disbursement. There was a discussion of how this bill list differs from bill list approved by Council in the past. Ms. Mele explained there was no information available to her that would allow her to construct a Treasurer's report, however stated she expects to have one moving forward. Mr. Kinzler commented on the

practicality and asked for all future bill lists to be in this format. He then made the motion to approve as submitted, and Mr. Bianchini provided the seconded.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells (left the room), Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye.

#### **MEETING OPEN TO THE PUBLIC**

Mayor Brown opened the floor to the public. No one else came forward to speak therefore closing the public portion.

#### **RESOLUTION 69-2015**

#### **A RESOLUTION AUTHORIZING THE CANCELLATION OF CAPITAL FUND CHECK (IN FULL IN RESOLUTION BOOK)**

Mr. Kinzler read the resolution by title only and motioned to approve which authorizes the cancellation of check number 1393 in the amount of \$500.00 for work that was not needed in the renovations of the Riverton Police Department. Mr. Creighton seconded the motion.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells (left the room), Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye.

#### **RESOLUTION 70-2015**

#### **A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A SHARED SERVICE AGREEMENT WITH THE TOWNSHIP OF CINNAMINSON (IN FULL IN RESOLUTION BOOK)**

Mr. Corbi read the resolution by title only and motioned to approve. This resolution allows for the use of certain public works equipment. Mr. Kinzler seconded the motion.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells (left the room), Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye.

#### **RESOLUTION 71-2015**

#### **A RESOLUTION AUTHORIZING THE BOROUGH OF RIVERTON TO MAKE A GREEN COMMUNITIES GRANT APPLICATION FOR THE COMMUNITY FORRESTRY MANAGEMENT PROGRAM (IN FULL IN RESOLUTION BOOK)**

Mr. Bianchini read the resolution by title only and motioned to approve. This action is a repeat of last year due to the State not correctly processing the resolution Riverton Borough previously submitted for approval. Mr. Creighton seconded the resolution.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells (left the room), Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye.

#### **RESOLUTION 72-2015**

#### **A RESOLUTION AMENDING RESOLUTION 48-2015 ADOPTING A DEFERRED COMPENSATION PLAN PROVIDED BY NATIONWIDE RETIREMENT SOLUTIONS, INCORPORATED (IN FULL IN RESOLUTION BOOK)**

Ms. Azelby read the resolution by title only and motioned to approve. She explained that the previously approved resolution was deficient in certain pieces of information as required by the State of New Jersey Department of Community Affairs. Mr. Creighton seconded the resolution.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells (left the room), Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye.

**RESOLUTION 73-2015**  
**A RESOLUTION APPOINTING A PLUMBING SUBCODE OFFICIAL**  
**(IN FULL IN RESOLUTION BOOK)**

Mr. Corbi read the resolution by title only and motioned to approve. This resolution appoints Steven Rickershauser to fill the four year appointment of Plumbing Subcode Official. The said term shall run from August 1, 2015 ending August 1, 2019 Mr. Bianchini seconded the resolution.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells (left the room), Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye.

**ORDINANCE 2015-04**  
**AN ORDINANCE TO AMEND THE SALARY ORDINANCE TO PROVIDE FOR AN**  
**INCREASE IN THE SALARY RANGE FOR CHIEF FINANCIAL OFFICER**  
**2<sup>nd</sup> Reading**  
**(IN FULL IN RESOLUTION BOOK)**

Mr. Kinzler motioned to adopt the above title amendment to Ordinance 03-2015 to reflect the salary range of \$5,000 - \$18,000. This was published in full in the Burlington County Times on July 26, 2015. Mayor Brown opened the floor for public comment on this ordinance only. No one came forth to comment therefore closing the public portion. Mr. Corbi seconded the motion. Second reading and public hearing will be held

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells aye, Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye

**ORDINANCE 2015-05**  
**AN ORDINANCE TO AMEND THE SALARY ORDINANCE TO PROVIDE FOR AN**  
**INCREASE IN THE SALARY RANGE FOR AN OFFICE ASSISTANT**  
**1<sup>st</sup> Reading**  
**(IN FULL IN ORDINANCE BOOK)**

Mr. Kinzler motioned to introduce the above title amendment to Ordinance 03-2015 to reflect the salary range of \$3,000 - \$12,000. This was published in full in the Burlington County Times on August 23, 2015. Mr. Corbi seconded the motion. Second reading and public hearing will be held on September 9, 2015 at the regular monthly meeting.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells aye, Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye

**RESOLUTION 74-2015**  
**A RESOLUTION TO INCREASE THE SALARY OF FOR SUSAN WOMPIERSKI**  
**(IN FULL IN RESOLUTION BOOK)**

Ms. Cairns Wells read the resolution by title only and motioned to approve. She explained this increase was provided for in the 2015 Municipal budget; however the actions to implement the raise were never carried out. This shall be retroactive to January 1, 2015. Mr. Creighton provided the second.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells aye, Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye

**RESOLUTION 75-2015**

**A RESOLUTION TO INCREASE THE SALARY FOR PATROLMAN ANDREW BEUSCHEL  
(IN FULL IN RESOLUTION BOOK)**

Ms. Cairns Wells read the resolution by title only and motioned to approve. She explained this increase was provided for in the 2015 Municipal budget; however the actions to implement the raise were never carried out. This shall be retroactive to January 1, 2015. Ms. Azelby seconded the resolution.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells aye, Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye

**RESOLUTION 76-2015**

**A RESOLUTION TO AMEND RESOLUTION 68-2015 FOR ASHLEY MELE  
(IN FULL IN RESOLUTION BOOK)**

Ms. Cairns Wells read the resolution by title only and motioned to approve said resolution. She explained that at the July 20, 2015 special meeting it was voted to appoint Ms. Mele as the Borough Treasurer, and an additional stipend of \$2,500.00 for the role of Tax Clerk. This stipend is provided for in the 2015 Salary Ordinance and has always been awarded to the Treasurer for their work in tax collection in the absence of the Borough's part time Tax Collector. Mr. Kinzler stated that this is what is historically known as a "legacy payment" and feels that assistance with tax collection is part of the job and therefore recommends the stipend be rescinded as it was not part of the employment letter. Ms. Azelby seconded the resolution.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells aye, Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye.

**RESOLUTION 77-2015**

**A RESOLUTION  
(IN FULL IN RESOLUTION BOOK)**

Mr. Kinzler read the resolution by title only and motioned to approve said resolution and explained the need for this resolution is rescind the resolution to appoint Donna Condo as CFO. He noted that amount of money she will be receiving remains at \$15,000 total, however that funds will be payable through her appointment as CFO for \$7,500.00 and a hire as Office Assistant for \$7,500.00. The Office Assistant salary will decrease as duties and responsibilities' transfer over to the Treasurer, who in turn will receive performance reviews and related salary increases as related. Ms. Cairns Wells seconded the resolution.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells aye, Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye.

**RESOLUTION 78-2015**

**A RESOLUTION AUTHORIZING THE BOROUGH OF RIVERTON TO PREPARE AND  
ADVERTISE A REQUEST FOR UNIFORM BID SPECIFICATIONS FOR SOLID WASTER  
COLLECTIONS PROPOSAL  
(IN FULL IN RESOLUTION BOOK)**

Mr. Corbi read the resolution by title only and motioned to approve said resolution. He noted that he has provided Ms. Hack with the contact and the changes to be made. Ms. Hack will make the changes and work with Solicitor Gunn to move forward. Mr. Kinzler seconded the resolution.

ROLL CALL: Mr. Bianchini aye, Ms. Cairns Wells aye, Mr. Creighton aye, Ms. Azelby aye, Mr. Kinzler aye, and Mr. Corbi aye.

## **COMMITTEE REPORTS**

### **SCHOOL BOARD/BOARD OF HEALTH - Ms. Azelby**

- Discussed the Borough's elections being held in the Riverton School. Ms. Hack stated that she recently reviewed a file where the Burlington County Board of Elections inspected the town for alternative sites and deemed that no other venue in town is suitable therefore leaving the school as the only option. Ms. Hack also stated that the records show that the school accepted grant money from the Board of Elections for handicap accessibility under that agreement the school would remain a polling place.
- Announced that there are 6 candidates running for 3 spots for the Board of Education in the General Election.

### **SHADE TREE/ENVIRONMENTAL/ECONOMIC DEVELOPMENT – Mr. Bianchini**

- Stated that all is going smoothly on the Environmental Commission. He also stated that he sent a letter to Mr. Jendrzewski regarding the rain garden incident at Riverton School. Mr. Bianchini noted that Mr. Jendrzewski acknowledged the letter and everything is fine moving forward.
- Gave an update on Greenscape bills and invoices and stated they are no longer servicing the Borough. He will be introducing new procedures for establishing and allowing hourly rates, future payment authorizations, and talked about leadership roles should be of a Certified Tree Expert.

### **PUBLIC SAFETY/CODE ENFORCEMENT/COURT – Ms. Cairns Wells**

- Announced the Riverton Police Department's hosting on "Movie in the Park" scheduled for August 29, 2015.
- Provided an update on a meeting that was conducted with the 4<sup>th</sup> of July Chair on August 10, 2015 that was productive in making improvements to the parade line up for next year, providing a financial report, and hearing concerns facing the 4<sup>th</sup> of July Committee, such as lack of younger volunteers and acknowledgements.
- Read the report of Municipal Court accounting for of July 2015. Disbursements: 17,614.00 Received: 8,301.46.
- Read the Animal Control report and discussed specific billing items as related to recent trapping incidents in the Borough
- Asked Patrolman Andrew Beuschel to read the following Police Report: Vehicle Mileage 2078; Juvenile Arrests 0; Adult Arrests 26 (Contempt 20; Felony warrants 2; Possession of CDS 6; Hindering/Obstruction/Disorderly Conduct 2; Possession of Handgun; 2 Thefts, Burglaries 2) Motor Vehicle Accidents 2; Motor Vehicle Stops 221; Motor Vehicle Warnings 109; Motor Vehicle Summonses 146; Alarm 16; Assistance to Other Agencies 34; Animal Complaints 12; Fire Calls 3; EMS Calls 27; Unattended Deaths 0; Criminal Cases 34; Incidents 4; Domestic 1; Thefts 5; Burglaries 1; Assaults 1 Sexual Assault 0; Criminal Mischief 0; Robberies 0; Miscellaneous Calls 380 (Barking dog; Neighbor dispute; Abandon 911 Calls; Misdial 911 Calls; Motor Vehicle Lockouts; Community Policing; School Walk thru; Adopt-A-Cop; Fingerprinting; Business Checks; Property Checks; Follow up Investigations; Walk-In; Notifications for other jurisdictions; Warrant arrests for other jurisdictions; Pedestrian Stops) Total Calls Dispatched: 795, Incidents:415, Quick Calls: 380

### **STREETS/SEWER/RECYCLING – Mr. Corbi**

- Provided updates on alleyway clean up starting the week of August 17, doing in house welding to save money, recent purchase of trash cans with Clean Communities funds; clogged drain clean out and a recent positive inspection of the wastewater facility.
- Discussed the American Water main replacement project beginning October – December. This will include several streets throughout the Borough, including Bank which there is a moratorium on, so they will be expected to repair to present condition.

**PARK/PLANNING BOARD – Mr. Creighton**

- Stated he is working to obtain grant funding for the park and showed samples of a newer material used for tennis and basketball courts called Sport Court. The Council discussed the longevity of the product and asked for more research.

**FINANCE & ADMINISTRATION - Mr. Kinzler**

- Reiterated that he was happy with the bill list that was submitted in tonight's format and that he is pleased with the new hires in the Finance office.

**OLD BUSINESS:** None

**NEW BUSINESS:** Ms. Azelby informed the Council she received information on bike path grants now available and she will be looking into. Mr. Bianchini said the Council had recently submitted for this grant and was denied.

**CORRESPONDENCE:** None

**ADJOURNMENT:** With no further business to discuss Mayor Brown motioned to adjourn, to which Ms. Azelby provided the second and the Council unanimously approved in the affirmative.

Respectfully submitted,

Michelle Hack, RMC  
Municipal Clerk