

**BOROUGH OF FOLSOM
COUNCIL MEETING
MINUTES
March 6, 2018**

MEETING CALLED TO ORDER: 6:33PM

SALUTE TO THE FLAG LED BY Mayor DeStefano

OPENING STATEMENT: Adequate notice of this meeting has been given in accordance with the directives of the "Open Public Meetings Act", pursuant to Public Law 1975, Chapter 231. Said notice of this meeting has been advertised in the Hammonton Gazette and has been posted on the Borough Hall bulletin board showing the time and place of said meeting.

ROLL CALL: Councilpersons: Smith, Jantz, Pagano, Arena, Hoffman and Schenker

ABSENT: Councilman Pagano

Also present: Mayor Lou DeStefano, Attorney Brian Lozuke, Engineer Mark Herrmann and CFO Dawn Stollenwerk

Mayor DeStefano asked everyone for a moment of silence for Hammonton resident Sal Valerdi

APPROVAL OF THE WORKSHOP MINUTES FROM February 13, 2018

A motion to approve the minutes was made by Councilman Arena and seconded by Councilman Smith

There was a roll call vote with ayes all.

APPROVAL OF THE REGULAR COUNCIL MEETING MINUTES FROM February 13, 2018

A motion to approve the minutes was made by Councilman Smith and seconded by Councilman Jantz

There was a roll call vote with ayes all.

MEETING OPEN TO PUBLIC: None

CLERK'S CORRESPONDENCE:

Free Rabies Clinic will be held on March 17, 2018 at Borough Garage from 9:00am until 11:00am. We will be renewing dog/cat licenses at the Clinic.

Borough Hall Offices will be closed on Friday, March 30, 2018 in observance of Good Friday.

Reminder: The Clerk's office is opened until 7:00PM on Monday evenings.

ORDINANCES: (Adoption/Second Reading)

**BOROUGH OF FOLSOM
ORDINANCE 01-2018**

AN ORDINANCE ESTABLISHING AND FIXING SALARIES FOR VARIOUS OFFICIALS AND EMPLOYEES OF THE BOROUGH OF FOLSOM, COUNTY OF ATLANTIC, STATE OF NEW JERSEY

BE IT ORDAINED by the Mayor and Borough Council of the Borough of Folsom, County of Atlantic, State of New Jersey, as follows:

SECTION 1. The annual salaries and compensation for the various Borough officials, officers, and employees of the Borough of Folsom, listed below, shall be as follows for calendar year 2018:

| | | | |
|---|-----------|---|---------------------|
| <u>Salaried Positions</u> | | | |
| Borough Clerk | \$25,000 | - | \$50,000 |
| Chief Financial Officer | \$4,000 | - | \$16,000 |
| Council Member | \$1,700 | - | \$3,000 |
| Code Enforcement | \$1,800 | - | \$5,000 |
| Court Administrator | \$20,000 | - | \$50,000 |
| Deputy Emergency Management Coordinator | \$500 | - | \$1,500 |
| Deputy Borough Clerk | \$15,000 | - | \$50,000 |
| Emergency Management Coordinator | \$500 | - | \$1,500 |
| Judge (based on 24 sessions annually) | \$1.00 | - | \$12,000 |
| Additional sessions (maximum 4) | \$350 per | | Session |
| Mayor | \$2,200 | - | \$3,900 |
| Municipal Administrative Assistant | \$15,000 | - | \$50,000 |
| Tax Assessor | \$6,500 | - | \$15,000 |
| Tax Collector | \$6,500 | - | \$17,000 |
| Zoning Official | \$1,800 | - | \$5,000 |
| | | | |
| <u>Hourly Positions:</u> | | - | |
| Deputy Court Administrator | \$8.50 | - | \$14.50 |
| Municipal Administrative Asst | \$25.00 | - | \$75.00 per session |
| Part-time Laborer | \$9.00 | - | \$12.50 |
| Public Works Laborer | \$9.00 | - | \$20.00 |
| Superintendent of Public Works | \$10.00 | - | \$26.00 |

SECTION II. The salaries and wages hereby established shall be on a bi-weekly basis with the exception of Mayor and Council, which shall be quarterly, unless otherwise specified.

SECTION III. The provisions of this Ordinance shall be retroactive to January 1, 2018, and shall apply to employees continually employed since January 1, 2018.

SECTION IV. Any Ordinance or part of an Ordinance inconsistent with this Ordinance is hereby repealed to the extent of such inconsistency.

SECTION V. This Ordinance shall become effective immediately upon final passage and publication according to law.

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced and passed on the first reading at a regular meeting of the Borough Council in the Borough of Folsom, County of Atlantic and State of New Jersey, held on February 13, 2018. Said Ordinance was approved for final adoption at a public hearing held in the Borough of Folsom Municipal Building, 1700 12th St., Folsom, NJ on March 13, 2018 at 6:00 P.M.

A motion to approve was made by Councilman Schenker and seconded by Councilman Hoffman

NO PUBLIC COMMENT

There was a roll call vote with ayes all.

(Final adoption/second reading)

**BOROUGH OF FOLSOM
ORDINANCE 03-2018**

CALENDAR YEAR 2018

**AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S.A. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Borough Council of the Borough of Folsom in the County of Atlantic finds it advisable and necessary to increase its CY 2018 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Borough Council hereby determines that a 3.5 % increase in the budget for said year, amounting to \$10,370 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Borough Council hereby determines that any amount authorized herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Folsom, in the County of Atlantic, a majority of the full authorized membership of this governing body

affirmatively concurring, that, in the CY 2018 budget year, the final appropriations of the Borough of Folsom shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$1,121,197 and that the CY 2018 municipal budget for the Borough of Folsom be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced and passed on the first reading at a regular meeting of the Borough Council in the Borough of Folsom, County of Atlantic and State of New Jersey, held on February 13, 2018 and said Ordinance was approved for final adoption at a public hearing held in the Borough of Folsom Municipal Building, 1700 12th St., Folsom, NJ on March 13 2018 at 6:00 P.M.

NO PUBLIC COMMENT

A motion to approve was made by Councilman Arena and seconded by Councilman Smith

There was a roll call vote with ayes all.

RESOLUTIONS:

**BOROUGH OF FOLSOM
RESOLUTION 2018-45**

**A RESOLUTION APPROVING PARTICIPATION IN THE MUNICIPAL AERIAL MOSQUITO
SPRAYING**

WHEREAS, the Council of the Borough of Folsom has determined that aerial mosquito spraying should be instituted with Atlantic County.

WHEREAS, to be in compliance with section 9.10 of the New Jersey Pesticide Control Code (N.J.A.C. Title 7, Chapter 30). The Atlantic County Dept. of Public Works, Office of Mosquito Control will be applying pesticides for the control of adult populations on an area-wide basis, as needed, throughout Atlantic County during the period of April 2018 through November 2018.

NOW THEREFORE, by the Council of the Borough of Folsom that the mosquito is declared to be a public nuisance and can act as a vector or transmitter of diseases to humans and animals this application will be authorized.

A motion to approve Resolution #2018-45 was made by Councilman Smith and seconded by Councilman Arena

There was a roll call vote with ayes all.

**RESOLUTION 2018-46
BOROUGH OF FOLSOM**

A RESOLUTION TO ADOPT AND READ THE BUDGET BY TITLE ONLY

WHEREAS, the local municipal budget for the year 2018 was approved on the 6th day of March, 2018; and

WHEREAS, the it is the desire of the Borough of Folsom governing body to read the budget by title only, and

WHEREAS, the public hearing on said budget has been held April 10, 2018 as advertised; and

NOW, THEREFORE BE IT RESOLVED, this Resolution was approved for final adoption at a public hearing held in the Borough of Folsom Municipal Building, 1700 12th St., Folsom, NJ on the 10th day of April, 2018 at 6:00pm.

A motion to approve Resolution #2018-46 was made by Councilman Arena and seconded by Councilman Schenker

There was a roll call vote with ayes all.

RESOLUTION 2018-47

**RESOLUTION EXCLUDING PUBLIC PARTICIPATION WITHIN A
PORTION OF A MEETING OF THE BOROUGH COUNCIL
PURSUANT TO N.J.S.A. 10:4-12**

WHEREAS, meetings of the Mayor and Borough Council are subject to the provisions of a Statute entitled the "Open Public Meetings Act" codified within N.J.S.A. 10:4-12, et. seq.;

WHEREAS, the said Act provides for public participation within all meetings, except those meetings or business which involve certain enumerated activities of a public body as further set forth in the said Statute; and

WHEREAS, the Borough Council desires to discuss and act upon matters subject to the exclusions of said Act under the provisions of N.J.S.A. 10-4-12, et seq.; and

WHEREAS, the Act hereinabove recited provides that a public body may exclude public participation within any meeting wherein such matters may be discussed or acted upon provided that a Resolution be adopted at a meeting to which the public is admitted;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Folsom, as follows:

A. The public shall and will be excluded from that portion of a meeting conducted by the Borough Council on Tuesday, March 6, 2018, pertaining to matters contemplated in N.J.S.A. 10:4-12 et seq., and to specifically include a personal matter under N.J.S.A.10:4-12(b)(8).

B. Directing the Clerk to separately record the minutes of that portion of the aforesaid meeting dealing with such matters and retain same within a confidential file until such time that those matters have been fully acted upon by the Township Committee.

A motion to approve Resolution #2018-47 was made by Councilman Hoffman and seconded by Councilman Arena.

There was a roll call vote with ayes all.

**RESOLUTION 2018-48
BOROUGH OF FOLSOM**

**A RESOLUTION SETTING THE SALARIES OF THE EMPLOYEES AND OFFICIALS OF
THE BOROUGH OF FOLSOM**

WHEREAS, the Council of the Borough of Folsom has adopted a salary ordinance setting salary ranges for the various positions in the Borough; and

WHEREAS, each employee and official of the Borough will receive compensation within that range; and

WHEREAS, it is necessary for the Borough to formally approve the salary rate for each employee and official of the Borough.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom that the following employee and official salaries are hereby approved for the year 2018, retroactive to January 1, 2018 for all employees continually employed by the Borough.

| <u>Employee</u> | <u>Salaried Positions</u> | |
|-------------------------|-----------------------------------|----------|
| All Members of Council | Council Member | \$3,000 |
| Destefano, Louis | Mayor | \$3,900 |
| Cappuccio, Bertha | Tax Collector | \$16,571 |
| Carroll, Susan | Deputy Clerk | \$25,500 |
| DeYoung, Catherine | Court Administrator | \$47,234 |
| Gatto, Patricia | Borough Clerk | \$45,722 |
| Ingemi, Joseph | Tax Assessor | \$15,012 |
| Bauer, Alexander | Zoning Officer & Code Official | \$4,330 |
| Smith, Kyle | Emergency Management Coordinator | \$700 |
| Louis J. DeStefano, III | Deputy Emergency Mgmt Coordinator | \$300 |

| | | |
|----------------------------|-----------------------------|----------|
| Raso, Frank | Judge | \$10,239 |
| Stollenwerk, Dawn | Chief Financial Officer | \$16,000 |
| <u>Hourly Rates</u> | | |
| LaPollo, John | Superintendent Public Works | \$26.37 |
| Stadtmueller, Kevin | Public Works Laborer | \$17.34 |
| Thompson, Shaun | Public Works Laborer | \$17.34 |

A motion to approve Resolution #2018-48 was made by Councilman Arena and seconded by Councilman Smith.

There was a roll call vote with ayes all.

Fire Chief's Report: Councilman Smith stated that there is no report this evening but Chief Donnelly wanted to thank the Public Works Department for their assistance during the storm.

Solicitor's Report: Brian Lozuke updated Mayor and Council on the tax revaluation.

ENGINEER'S REPORT: (Mark Herrmann)

ACTION ITEMS

No action items for the month of March.

INFORMATIONAL ITEMS
CURRENT/NEW PROJECTS

BOROUGH ENGINEER TRANSITION

Our office has been in contact with Gary Auer and Vince Polistina from Polistina Associates regarding the transition to our office as Borough Engineer. Polistina has provided our office with some information via email, and is preparing additional information to be transmitted on a CD. We are still awaiting the CD.

NJDOT FY2018 MUNICIPAL AID APPLICATIONS

The Borough submitted an application for the 2018 Road Program, which consists of the following scope of work:

- Resurfacing of 14th Street from Mays Landing Road to the Hammonton Municipal Boundary;
- Resurfacing of 15th Street from Mays Landing Road to Backline Road;
- Resurfacing of Backline Road from 15th Street to Memory Lane.

The NJDOT has awarded the Borough **\$282,000** for the 2018 Road Program. I would like to work with the Borough to develop a project timeline and ensure that the Borough has the funds set aside for engineering, construction and management costs.

FY 2018 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Ms. Gatto forwarded a letter from Dennis Levinson, requesting Municipal representation at a meeting on February 20, 2018, to be held by the Atlantic County Urban County Committee. At this meeting, the

Atlantic County Improvement Authority provided program information, applications for funding, and a timeline for the Program's implementation. The grant amounts are currently being determined, but the Borough can expect a funding amount typical of years past, which is \$15,000. Based on the CDBG history provided at this meeting, Folsom may have \$39,362.67 of remaining funds, although it is not clear if this money was spent on the most recent project at the Borough Hall.

If the Borough wishes to make an application to the ACIA for CDBG funds, I am available to meet with the appropriate subcommittee and representatives to discuss potential projects and the application process.

*Applications are due by **March 27, 2018.***

MASTER PLAN REEXAMINATION

I attended the kick-off meeting with Mr. Lozuke, Ms. Gatto, members of the Borough Master Plan Subcommittee, and representatives from the Department of Community Affairs (DCA) Local Planning Services (LPS) division. Our office will provide support to this effort as needed. Currently, the LPS has requested information regarding the most current tax and zoning GIS information.

LEGACY PROJECTS

NJDOT MUNICIPAL AID PROGRAM: 14TH STREET

The project is complete. The pavement cores are in and are acceptable. The damaged corrugated metal pipe has been repaired, and the trench will be repaired using infrared restoration techniques. I have requested a digital copy of the Construction Plans and Specifications from Polistina for our records. Since the project is completed, our office has no objection to having Polistina handle the closeout procedures with the NJDOT

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM: BOROUGH HALL IMPROVEMENTS

The project is complete. As such, we have no objection to having Polistina handle the closeout procedures with the Atlantic County Improvement Authority. 8TH STREET BRIDGE REPAIR

This work is being performed by Atlantic County. According to Polistina, this work has been rescheduled numerous times. I will contact the County for a status update.

DOLLAR GENERAL/DUNKIN DONUTS PROJECT

According to Polistina, it was agreed that they would finish the construction oversight and inspection of this project. It appears that the majority of the civil site work been completed. We have no objection to this arrangement, if desired by Mayor and Council.

MAYOR'S REPORT: Mayor DeStefano wished everyone a Happy Easter. Mayor DeStefano thanked Public Works for their work during the storm. Mayor DeStefano reported that the Governor's office declared a State of Emergency starting an 8PM this evening.

COUNCIL MEMBER'S REPORTS:

Councilman Kyle Smith: reported that he spoke with the Engineer regarding the double yellow lines in front of the School and Mark will contact the state. Kyle announced that June 2 is Community Day and National Night out is going to be August 7. Kyle asked for anyone who wants to volunteer to contact him or the Borough Clerk. Kyle stated that he and the Mayor talked about streaming our Council meetings on our website and if anyone has experience in this to please contact him or the clerk.

Councilman Ken Jantz: congratulated Councilman Smith, Councilman Arena, Mayor and ex-Councilwoman Veneziani for being on top of trees that were knocked down on the electric line and getting it repaired.

Councilman Pagano: absent

Councilman Arena: reported that the Green Team is in place for the Community Garden and the first meeting is coming up. Charlie also reported that the FAA is interested installing batting cages near the senior field. Charlie stated that he spoke with the Engineer regarding the ADA equipment for the Park.

Councilman Hoffman: reported that he and Superintendent of Public Works John LaPollo met with the contractor to get a price on the water conditioner and to replace the plumbing. Jim thanked the fire company for the invite to the dinner.

Councilman Schenker: thanked Dawn for her diligent work on the Budget.

PUBLIC COMMENTS OR QUESTIONS ON COUNCIL MEMBER REPORTS ONLY:

OPEN TO THE PUBLIC: No comments

PAYMENT OF BILLS IN THE AMOUNT OF: \$222,457.40

Councilman Jantz reported that the school was a \$155,000.00 dollars of the total bill amount.

A motion to approve payment was made by Councilman Smith and seconded by Councilman Hoffman.

There was a roll call vote with ayes all.

Mayor and Council entered into Executive Session at 6:57PM.

Mayor and Council returned from Executive Session at 7:43PM

Mayor DeStefano reminded the public that all other monthly reports are on file in the minute book and to please visit the Borough website with updated information along with the Folsom Borough Facebook Page.

The next regular meeting of Mayor and Council will be held on Tuesday, April 10, 2018 starting with the workshop meeting at 6:00 pm and continuing immediately thereafter with the regular meeting at Borough Hall, 1700 12th Street, Folsom, NJ.

With no other discussion the meeting was adjourned at 7:45PM.

Respectfully submitted,

Patricia M. Gatto
Municipal Clerk

