

**TOWNSHIP OF PEMBERTON  
REGULAR MEETING**

**October 4, 2017  
6:30 P.M.**

**FLAG SALUTE**

Council President Cartier led the assembly in the Pledge of Allegiance, announced that notice of the meeting was given in accordance with the Open Public Meetings Act, and followed by roll call.

**ROLL CALL**

**PRESENT**

Norma Trueblood  
Jason Allen  
Donovan Gardner  
Letha Jackson  
Kenneth Cartier

**ABSENT**

Also present: Mayor David Patriarca, Business Administrator, Dennis Gonzalez; Solicitor Andrew Bayer and Township Clerk, Amy P. Cosnoski.

**CALL TO ORDER**

Council President Cartier called the meeting to order at approximately 6:30 p.m.

**CLOSED SESSION**

251-2017 Authorizes Council to go into Closed Session - Not Adopted

Council President Cartier advised that there would be no Closed Session.

**PRESENTATION**

Safety Presentation by Risk Management Consultant (Hardenbergh Insurance)

Joe Henry from Hardenbergh Insurance gave the safety presentation. Recognized both Joyce Tinnes and Michele Brown and the wonderful job that they do throughout the year. Gave a brief synopsis of what the towns safety program looks like including meetings, inspection check lists, training and the wellness program amongst other things. Stated that we did qualify again for the maximum safety award which is \$2600.00 and are on target to receive the same for 2017. Advised on the monies provided for safety related and wellness items to be purchased. Advised on OSHA and what they do in regard to safety and why they were created. Advised on the PEOSH Act, when they started and what their role is regarding safety. Noted the training that is required by PEOSH and OSHA as well as the hazard programs that must be in place. Explained how to avoid citations with communication and regular meetings which is already happening. Stressed the importance of documentation. Commented that when an inspector comes to let them in or they have the power to go to the police to obtain a warrant and that fines are also possible. Advised on the various violations and the fines that can be up to \$70,000.00. Provided photos for Council to review at their convenience. Councilman Allen asked what the E stood for in the FAME acronym that was mentioned on page 6. Mr. Henry stated he did not have that information at this time.

**PUBLIC COMMENTS**

Council President Cartier opened the meeting up to general public comments.

**Jack Tompkins - Pemberton Township - 1.** Questioned Resolution 258-2017 and for Council to elaborate on the Procurement Card Policies including who will be getting the cards and how much they are for. Council President Cartier advised that the limit would be \$1,000 per card and that he assumed it would be for the Department Heads. Mr. Tompkins questioned if this would cause an issue with the spending CAP ordinance. Mr. Gonzalez provided a more detailed explanation of the program including the limits and the strict monitoring. **2.** Mr. Tompkins asked why the flag had not been flown at half staff. Mayor Patriarca advised that the order was for the Federal building.

**America Phillips - Presidential Lakes - 1.** Noted the fence that she had mentioned two meetings ago by the Presidential Lakes Beach and that it still is not fixed. **2.** Commented that she takes care of the entrance to Presidential Lakes but that the weeds are very high and

that she had asked DPW a week ago to come and weed whack. 3. Commented on the cables missing from the Presidential Lakes Park still not being replaced after she had advised at the previous meeting. 4. Commented on Tennessee Trail being fixed and that no apron had been put in and asked why since every other street has one. 5. Questioned the status of the Presidential Lakes Firehouse. 6. Commented on the inability to see the street signs due to the lack of light at Oregon Trail and Upper Mill. Asked for a sign to be placed to direct people to Route 70. Council President Cartier stated that made sense and advised that there is no electricity out there for lights. Stated that the electric company would charge and arm and a leg to run electric from Dakota Trail to that area. Advised that it was \$1 million dollars per pole. 7. Commented on the man who has been missing in town for over two weeks and asked if the Township has gotten any people together to do a search. Council President Cartier advised that the Police Department was working on this. Ms. Phillips stated she would be willing to assist.

Seeing no other residents wishing to be heard, this portion of the meeting was closed to the public.

**Consent Agenda: All items listed with an asterisk (\*) are considered to be routine by the Township Council and will be enacted by one motion. Should a Council Member wish to discuss a consent agenda item separately, that item can be removed from the consent agenda and considered in its normal sequence on the regular agenda.**

### **CONSENT AGENDA**

#### **\*MEETING MINUTES**

Regular Meeting Minutes, September 20, 2017.

#### **\*CONSENT AGENDA RESOLUTIONS**

- 252-2017 Authorizing the use of Small Cities Community Development Block Grant Funds for Housing Rehabilitation Program for Lillian Copeland, 23 Alfred Drive, in the amount of \$16,517.00.
- 253-2017 Authorizing the release of \$588.00 to the Estate of William Wallace.
- 254-2017 Authorizes renewal of Plenary Retail Consumption License #0329-33-021-006, Kudan Corp.
- 255-2017 Authorizes the Township to submit applications to the New Jersey Department of Transportation for Fiscal Year 2018 State Aid in order to fund reconstruction of portions of Sepulga Drive and South Lakeshore Drive.
- 256-2017 Consents to the use of existing utility poles in the public right of way by Cellico Partnership D/B/A/ Verizon Wireless pursuant to agreements between Verizon Wireless and companies that have the lawful right to maintain said utility poles.
- 257-2017 Authorizes various routine refunds.

#### **NEW BUSINESS**

\*a. Purchases over \$2,000

1. Public Works - purchase of three field bleachers to replace damaged bleacher from General Recreation for the total amount of \$4,154.00.
2. Recreation & Senior Services - purchase of discount tickets for summer amusement parks made available for purchase to the public from New Jersey Recreation & Parks Association for the total amount of \$2,650.00.
3. Administration - purchase of Bitdefender Anti-Virus software from Look First in the total amount of \$3,455.00.

Motion by Trueblood and Gardner to approve the Consent Agenda. Trueblood, yes; Gardner, yes; Jackson, yes; Allen, yes; Cartier, yes. Motion carried.

### **OTHER RESOLUTIONS**

- 258-2017 Adopts procurement card program with policies and procedures.

Council President Cartier stated that he had asked for this to be placed on other resolutions due to his concerns and to give Council the opportunity to discuss it. Stated he is delighted to hear it will be restricted to two people which lessens his concerns about fraud. Commented on the control over it and the expenditure

occurring before it is reviewed. Mr. Gonzalez stated that he believed that this was a program that would allow them to limit the usability of the card as to what can be purchased and where. Councilwoman Jackson asked if pre-approval would be given prior to using the card. Mr. Gonzalez advised that the card would be limited to certain types of expenditures and the Director would need to let Administration know what was being purchased. Stated he was not going to require our employees to use their own money or credit cards to do this anymore. Council President Cartier stated this happens often in the public sector and is called employee reimbursement. Mr. Gonzalez advised he is aware of what it is called but feels it is the wrong thing to do and it is harder to manage when employees are spending their own money and coming in with reimbursement forms. Councilman Allen asked how we would track long-term transaction history. Mr. Gonzalez advised that the process would be monitored electronically by the CFO. Councilman Allen asked if something needed to be looked at 3 years from now how would it be tracked. Mr. Gonzalez advised that they are required to keep all financial records for at least 3 years. Councilman Gardner asked if it would be possible to limit this to 1 card and have it kept in the Administration office. Mr. Gonzalez advised that if someone spent money for something that was unauthorized they would be fired. A discussion ensued on the use of the card and the possible issues that could arise. Councilwoman Trueblood stated that she believes if it is only two cards she knows this program works. Noted how things were done when she worked at the college and feels this shows growth and that we are moving into the digital age. Stated that she feels this is a logical idea. It was confirmed that it would be \$1,000.00 per card and that the cards would be person specific. Mr. Gonzalez explained the limits and how they would work and noted this was authorized by DCA. Councilwoman Jackson noted that the packet Council was provided showed the items that could be purchased. Mayor Patriarca advised that they do have petty cash here but that it is limited to \$20.00. Advised that this actually had come up years ago by the previous Director of Recreation who used her credit card and often times had to wait a minimum of 2 weeks before she could get reimbursed. Stated he agreed with Mr. Gonzalez that it was unfair to ask this of employees to wait this long for their money to be reimbursed. Advised on the various things being purchased now by the employees. Stated that these were all services that the town provides and that if this is not done then they would have to cut certain services from their program. Council President Cartier explained his concerns on safeguarding the money of the town. Stated he would like to table this until they get a list of specific vendors that can be purchased from. Councilman Allen stated his main concern was the transaction history but stated he did not see anything wrong with getting a vendor list.

Motion by Cartier and Allen to table Resolution 258-2017 until the October 18, 2017 meeting. Cartier, yes; Allen, yes; Trueblood, no; Gardner, yes; Jackson, yes. Motion carried.

Council President Cartier asked that a list of suggested vendors be provided at the next meeting.

## **ORDINANCES FOR INTRODUCTION**

### **ORDINANCE NO. 25-2017**

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF TOWNSHIP PROPERTY LOCATED AT BLOCK 787, LOTS 1 AND 2 IN ADDITION TO BLOCK 187, LOTS 3 AND 4 WHICH WERE AUTHORIZED BY PREVIOUS ORDINANCE OF THE TOWNSHIP COUNCIL FOR A PORTION OF BURLINGTON COUNTY OWNED PROPERTY LOCATED IN PEMBERTON TOWNSHIP AT BLOCK 812, LOT 9.01 AS IDENTIFIED ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF PEMBERTON.

Council President Cartier asked where these properties were. Mr. Bayer noted that it is the building and the parcel to the left where the train station is located, between the creek and the train station. Mr. Bayer explained the history of the property and noted that Lots 1 and 2 were unintentionally left off of the original ordinance. It was confirmed that it is Block 787, Lots 1 and 2 and that there was a typo in the title.

Motion by Jackson and Gardner to introduce Ordinance 25-2017 with a public hearing to be held at the October 18th meeting. Jackson, yes; Gardner, yes; Trueblood, yes; Allen, yes; Cartier, yes. Motion carried.

## **REPORTS & COMMUNICATIONS**

### **a. Engineer's Report - 9/28/2017**

Council President Cartier asked if Council had any questions and Council had none.

## **BILL LIST**

Approval by Council required for payment of vouchers on bill list dated 9/29/2017.

Motion by Gardner and Trueblood to approve the Bill List. Gardner, yes; Trueblood, yes; Allen, yes with the exception of any and all bills pertaining to the NJ State Police or the Attorney General's office; Jackson, yes; Cartier, yes with the exception of any bill related to the Fire Department. Motion carried.

## **SOLICITOR'S REPORT:**

**Mr. Bayer reported:** Nothing to report.

## **MAYOR'S AND/OR BUSINESS ADMINISTRATOR'S REPORT:**

**Mayor Patriarca reported:** Noted that the paving crew is still in Country Lakes and moving on to Split Rock and then Chippewa. Commented that weather permitting they may be able to move on from that. Reminded that October 8th - 14th is Fire Prevention Week and that on the 7th from 10 p.m. - 2 p.m. the Fire Department will be at Imagination Kingdom doing their display. Advised that leaf pick up was about to begin starting November 13th and running through December 27th. Advised on the number to call with questions and stated it is also on the website. Advised that the DPW building is still underway with the concrete footings being poured today. Stated that by the end of the week they should be setting that building. Commented that they are waiting on the asbestos analysis for the building at 16 Market Street and hope to begin demolition after the asbestos work is done if it is needed. Commented that there is a car show at the American Legion on October 7th for Sammy's Voice which is a rescue organization within the township. Commented on the work done by DPW at Clubhouse Road and West Lakeshore Drive. Advised that the triangle has been cleaned up and had some help from the BMIA Association who has been planting mums. Commented that they are still working on the Presidential Lakes Firehouse and that they had met with the contractor this past Monday to work out some issues and are waiting for him to come back with some adjusted figures to move forward. Advised that they certainly recognize the horrific event that occurred in Las Vegas and that the President did order flags to be flown at half-staff but they have been advised that this should be limited to service oriented events and have always practiced that. Noted that this does not mean they do not recognize the individuals that saved as many lives as they did or those that lost their lives and the families that are suffering because of this. Advised that they have advised DPW of the fence being down in Presidential Lakes and it will be re-addressed at their meeting with them tomorrow. Stated that the cable fencing through the poles will probably not be replaced as they haven't really had any problems there. Councilwoman Jackson questioned the lowering of the flag and stated that there could have been military killed. Mayor Patriarca stated that there were some veterans that were killed and that he had been advised of flag etiquette by Mr. Irizarry. Councilwoman Jackson stated she understood not lowering it for Whitney Houston but in her opinion it could have been lowered for this. Asked if the acoustics had been fixed at the Country Lakes Clubhouse. Mayor Patriarca stated they had started working on it and they will get an update tomorrow.

**Business Administrator, Dennis Gonzalez:** Nothing to report.

## **COMMENTS BY COUNCIL MEMBERS:**

**Councilwoman Jackson** - Noted that Homecoming was on October 7th and that the game started at 2 p.m. with the tailgating starting before. Thanked all for coming out and for their comments and would see all at the next meeting.

**Councilman Gardner** - Commented on the paving crew doing a great job with the striping. Noted that the triangle does look good and asked if the striping could be redone there. Mayor Patriarca stated he did not know if they did that area and he would find out why it wasn't done. Noted that he met informally with Ms. Shakir and Ms. Johnson about the community watch to discuss some ideas. Stated his next step would be to meet with Administration and the Police Chief to discuss what they can and cannot do. Commented that in order for this to work they discussed starting it in one area and then tweaking it to

expand it to the rest of the township. Thanked everyone for coming out. Councilwoman Jackson asked if DPW could do the weed whacking outside of Presidential Lakes. Mayor Patriarca reminded that it is a State property and we cannot.

**Councilman Allen** - Thanked everyone for coming out.

**Councilwoman Trueblood** - Thanked everyone for coming out and asked for everyone to keep her island of Puerto Rico in prayer.

**Council President Cartier** - Stated he has been getting complaints about the excessive speed of the busses in his neighborhood and asked if Administration could reach out the Superintendent and ask him to discuss this with the drivers. Thanked everyone for coming out and for their comments. Asked all to have a safe trip home.

The meeting was adjourned at approximately 7:29 p.m.

Respectfully submitted by,

Amy P. Cosnoski, RMC, Township Clerk