

February 12, 2009

The meeting was called to order at 7:00 p.m. by Mayor Docimo. The meeting was advertised in the following manner:

1. Posting written notice on the Official Bulletin Board in the Township Municipal Building on January 6, 2009.
2. Mailing written notice to The Gloucester County Times and the Courier Post on January 6, 2009.
3. Filing written notice with the Clerk of West Deptford Township on January 6, 2009.

Roll Call:

Mr. Daws, Mr. Garrison, Ms. Szymborski, Mr. Cobb and Mayor Docimo were in attendance for this meeting.

Open Meeting to the Public:

Mayor Docimo opened the meeting to the public.

Ms. Elaine Flanigan questioned the Committee regarding agenda items #6 (Resolution Supporting New Jersey Senate Bill S1556 and New Jersey Assembly Bill A2599) and #11 (Resolution Authorizing Tax Anticipation Notes in the amount of \$2,750,000). Mr. Daws and Mr. Campo explained the resolution supporting Senate Bill S1556 and its companion Assembly Bill A2599 would allow municipal host communities to impose impact fees in certain instances on petroleum processors. Mr. Giuliani responded to her question regarding the resolution authorizing tax anticipation notes and confirmed that the township was borrowing money.

Mr. Sam Cianfarini, Greenfields Village, addressed the Committee and questioned when the information would be available that he had requested at the last Township Committee meeting. Mayor Docimo directed him to complete a request for access to government records, which can be completed on the township's website. He claimed he had sent an email to Mr. Campo two days ago and had not received a response. Mr. Campo checked his emails and stated it had not been received. Mr. Campo asked Mr. Cianfarini to resend his email the following day and follow up with a phone call to confirm it was received.

Joseph Rando addressed the Committee regarding prior discussion regarding the township's website. Mayor Docimo advised him the township is presently getting quotes for website services. He requested copies of the proposals and offered his assistance to the township. Mr. Szymborski gave Mr. Rando information regarding our current providers and offered to meet with him to discuss the matter further. Mayor Docimo said Mr. Rando should be included in the meeting regarding updating our current system.

As no one wished to address the Committee further, Mr. Cobb motioned to close the public portion of the meeting. His motion was seconded by Mr. Daws and approved unanimously by the Committee.

Bill List:

Ms. Szymborski questioned one item on the bill list; Mr. Totten rendered an explanation. The Bill List and the additions were approved in a motion given by Mr. Daws, seconded by Mr. Cobb, and approved by the entire Committee.

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BILL LIST RESOLUTION

WHEREAS, the Township Committee of the Township of West Deptford had received and reviewed the "Bill List" as prepared by the Township Treasurer and the Purchasing Officer for the monthly period ending February 10, 2009.

NOW, THEREFORE, BE IT RESOLVED that said "Bill List" as prepared by the Township Treasurer and the Purchasing Officer be approved and said Officials are authorized to render payments to each vendor appearing on the attached "Bill List."

ADOPTED at a meeting of the Township Committee of the Township of West Deptford on February 12, 2009.

Engineer's Report:

ENGINEER'S REPORT
TOWNSHIP OF WEST DEPTFORD
February 6, 2009

1. MUNICIPAL SEARCHES

All Municipal Search Improvement requests are up-to-date. The Engineer received no municipal assessment searches in January 2009.

2. VERGA FIRE STATION

Handicap Accessibility Upgrades

Project continues to be on hold pending receipt of comments from the Fire Department.

3. RIVERWINDS AT WEST DEPTFORD APPROVALS

Waterfront Development

The revised site plans for the hotel site continue to be on hold by the developer.

No Further Action Letter from NJDEP

We will be preparing a revised Remedial Action Plan for submission to NJDEP once the site plans for the balance of the site are finalized. We anticipate that the residential areas will require a two (2) foot soil cap.

RiverWinds Hotel Conference Area Site – No activities to report.

4. THE POINT

NJDOT has agreed to process the final payment for engineering services and close out this project. The voucher and payment request were submitted to NJDOT on January 16, 2009 in the amount of \$104,992.92.

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5. SHERWOOD UTILITIES

Sherwood Green

Minimal punch list repairs, to be done by the Township crew remain on this project. It is our understanding that reimbursement vouchers have been submitted to the NJDEP. Otherwise, this project is complete.

Speed Humps in Sherwood Green

All speed humps have been installed and painted last month. Only the completion of sign installation by Township crews remains on this project.

Sherwood West

Township changed out inlet heads and frames last month. Some inlet repairs were made, as inlet repairs and reconstructs will continue this month as weather permits. Materials for the spot repairs on existing sanitary and sewer lines have been ordered, and those repairs are scheduled to be made by the Township Crews in the next several weeks.

Contract 16 for replacement of curb, driveway aprons and portions of sidewalk, along with milling and grading of the roads in Sherwood West, has been forwarded to NJDEP for review. We expect to receive their comments by mid-February, and advertise for bid by the end of the month. We anticipate expect actual construction to start in mid-April 2009.

6. PUBLIC WORKS GARAGE HVAC/EMERGENCY GENERATOR

The revised preliminary project scope of improvements of probable construction costs was submitted to the Township for review and comment upon receipt of authorization we will begin the project.

7. MOORE PROPERTY

Yang Cao, the NJDEP grant coordinator indicated that the technical scope of work for the remediation is under review by the case manager.

8 RIVERWINDS COMMUNITY CENTER – EMERGENCY GENERATOR

The Township has received confirmation that a \$200,000.00 grant has been issued to help defer costs for the installation of an emergency power backup generator for the facility. The project cost are projected to be about \$475,000.00, which includes engineering and a construction contingency.

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The generator will supply power to the entire Community Center with the exception of the Aquatic Center. We are exploring the possibility of submitting this project as an economic Stimulus Application.

9. COMMUNITY CENTER ALTERNATIVE ENERGY SOURCES

T&M has conducted an investigation of alternative energy sources to help defray utility costs being incurred to operate the Community Center. Our study assessed the site constraints, review alternatives, investigate grants and prepare construction cost estimates with operating costs for the installation of solar panels. The pay back period is nine (9) years. We are exploring other financing options to reduce the pay back period. One option may include funding through Sunoco, Supplemental Environmental Projects Program, in partnership with

USEPA. A meeting was held with Sunoco in August. Sunoco representative will speak with NJDEP about the projects and report back to the Township. Another option is to combine the project with the RiverWinds generator project, explore options available from PSE&G loan program or a possible grant as part of the proposed economic stimulus program to be announced in 2009.

10. ROAD PROGRAM – COLUMBIA AVENUE

Plans and Specifications were sent to NJDOT for review and approval. The project will be advertised for bids later this month. NJDOT has authorized us to proceed.

11. NJDOT TRANSPORTATION ENHANCEMENT PROGRAM

Bicycle Route Grant

The preliminary plans are near completion.

12. 2009 NJDOT TATUM STREET PROJECT

The field survey is completed and preliminary design is started.

13. CENTER STREET (2005 STATE AID PROGRAM)

Plans and specifications for sidewalk improvements will be completed by February 10, 2009. NJDOT has notified us that the remainder of the grant (\$75,000.00) can be used for additional improvements on Center Street. We will set up a meeting with Ed Phelps to discuss and review project. We would like to receive bids on the same day we received bids for Columbia Avenue.

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14. NJ ENVIRONMENTAL INFRASTRUCTURE TRUST – ECONOMIC STIMULUS PROGRAM

We are preparing the engineering and applications for the replacement of pump stations 1, 6 and 10. This program is a loan program at potentially 0% interest. There is also a possibility that the principle will be fully or partially forgiven as part of the Federal Economic Stimulus Program. The applications and resolution are required to be submitted on February 27, 2009.

PLANNING BOARD

The status of on-going Planning Board projects is as follows:

- a. Tilden Court – The Maintenance Bond is still pending submission by the developer. All punch-list items have been inspected and corrected. A letter of recommendation for performance escrow Letter of Credit release was issued on November 10, 2008.
- b. Kings Crossing – Project currently on a two (2) year maintenance bond.
- c. Eagle View Estates – Project currently on a two (2) year maintenance bond.
- d. The Reserve at RiverWinds – Project currently on a two (2) year maintenance bond.
- e. Kings Woods, The Village – Sections 1.1 and 4.3 (Active Adults) are currently on a (2) year Maintenance Bond. The \$28,000.00 escrow posted for the sidewalk repairs was released after the repair work was inspected and found to be acceptable. The sidewalks are now included in the current maintenance bond.
- f. Kings Woods, The Grande – Sections 1.2, 2.1 and 4.1 (Single Family), are currently on a two (2) year maintenance bond. T&M and D.R. Horton re-inspected the properties with outstanding drainage complaints of the Worcester Dr. homes in Section 4.2 after a 24 and a 48-hour heavy rain event. No ponding was noticed on the rear yards, the grass had continued to grow and coverage had improved. T&M confirmed with a homeowner that the improvement was due to work done by the homeowners themselves. Top paving, striping and signage was completed to the parking and streets in Sections 2.2, 2.3, 4.4, 4.5 and 4.6 (Condos). These sections were inspected and a punch-list was developed. D.R. Horton informed that they will complete some items and the remaining items will be corrected after the winter. There is a pending issue with the access to the storm water management basin “D” near Grove Road. The access detailed in the project drawings was obstructed by the fence installed by the homeowners with permission of the oil fuel pipe company that owns the pipe easement. An alternate access may be provided from Grove Road through the County right of way.

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- g. Pelican Place – Project is currently on a 2 year Maintenance Bond.
- h. Sheppard's Farm – Project is currently on a two (2) year Maintenance Bond for landscaping.
- i. Nottingham Estates – No additional C.O. inspections were made during this period. Six (6) C.O.'s have been recommended to date.
- j. Paradise Estates – No new certificates of occupancy were recommended during this period. Construction of new homes was stopped due to the national economic situation, which reflects poor new home sales.
- k. Elite Construction – Jessup Road – The corrections to the aprons noted on the T&M inspection punch-list were completed. The maintenance bond escrow in the form of a Letter of Credit was recommended for release in December 23, 2008.
- l. Victorian Walk – Contractor completed the placement of concrete for the remaining sidewalks. The top paving is pending. A bond reduction inspection was performed for sanitary sewer & concrete curb and a letter of recommendation was issued previously.
- m. ARM Building Addition – The project is completed. All concrete restorations have been completed; all sidewalks have been removed and replaced. CO has been recommended.
- n. Norwood Construction, Union Ave. – The project is completed and under Maintenance Bond.
- o. RiverWinds Restaurant – The front entrance base paving and the parking lot's paving is not complete. The curbs are complete. The contractor's attention remains on the building construction.
- p. RiverWinds Apartments – Sanitary sewer laterals were installed to the apartment building and connected to the sanitary sewer main previously installed. An 8" domestic water line and a 6" fire water line ductile iron water pipes were previously installed. All work was stopped for the winter months.
- q. Dunkin Donuts Sanitary Sewer Extension – Material submittals have been reviewed and approved. The sewer line layout was revised due to an existing gas utility line. The revised drawings were submitted, reviewed and a letter of recommendation was issued.

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Mr. Cobb questioned Mr. Steck regarding the resolution authorizing the submission of a loan application to the New Jersey Environmental Infrastructure Trust for upgrades to pumping stations #1, #6 and #10. Mr. Steck explained that the application must be submitted to the state by March 2nd, and there is hope that the federal stimulus package may provide some funds in this regard. Therefore, we wish to have our application in place. Submission of an application does not obligate the township to go forward with the project. A motion to adopt was given by Mr. Garrison, seconded by Mr. Cobb, and approved by the entire Committee.

**RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD, GLOUCESTER COUNTY,
STATE OF NEW JERSEY, AUTHORIZING SUBMISSION OF A
"LOAN APPLICATION" AND "DESIGN DOCUMENTS" TO THE
NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST
FOR THE INCLUSION IN THE 2009 FINANCING PROGRAM
FOR THE REPLACEMENT (UPGRADES) OF
PUMP STATIONS #1, #6, AND #10 PROJECT**

A resolution supporting New Jersey Senate Bill No. S1556 and Assembly Bill No. A2599 was moved by Mr. Cobb. His motion was seconded by Mr. Daws and approved unanimously by the Committee.

**RESOLUTION OF THE WEST DEPTFORD TOWNSHIP COMMITTEE
SUPPORTING NEW JERSEY SENATE BILL NO. S1556
AND NEW JERSEY ASSEMBLY BILL NO. A2599**

Approval of a resolution for the removal of water and sewer charges was motioned by Mr. Garrison, seconded by Mr. Cobb, and approved unanimously by the Committee.

RESOLUTION FOR THE REMOVAL OF WATER AND SEWER CHARGES

A resolution for the refund of various fees for RiverWinds Community Center was approved in a motion by Mr. Cobb, second by Ms. Szymborski, and unanimous approval of the Committee.

**RESOLUTION FOR THE REFUND OF VARIOUS FEES
FOR THE RIVERWINDS COMMUNITY CENTER**

An ordinance establishing an abandoned property list, designating a public officer and authorizing the public officer to designate qualified rehabilitation entities within the township, was introduced by Mr. Daws. The ordinance will be advertised and a public hearing held thereon on March 12th. Mr. Garrison seconded this motion, which received unanimous approval of the Committee.

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**ORDINANCE OF THE TOWNSHIP OF WEST DEPTFORD
ESTABLISHING AN ABANDONED PROPERTY LIST,
DESIGNATING A PUBLIC OFFICER, AND AUTHORIZING
THE PUBLIC OFFICER TO DESIGNATE QUALIFIED REHABILITATION
ENTITIES OF THE CODE OF THE TOWNSHIP OF WEST DEPTFORD,
COUNTY OF GLOUCESTER, STATE OF NEW JERSEY**

Mr. Daws introduced for first reading an ordinance establishing and adopting the Abandoned Property Rehabilitation Act (N.J.S.A. 55:19-78 et seq. This ordinance will be advertised and a public hearing held thereon on March 12th. Ms. Szyborski seconded this motion, which received unanimous approval of the Committee.

**ORDINANCE OF THE TOWNSHIP OF WEST DEPTFORD
ESTABLISHING AND ADOPTING THE
ABANDONED PROPERTY REHABILITATION ACT
(N.J.S.A. 55:19-78, ET SEQ.)**

Mr. Daws moved a resolution authorizing the issuance of tax anticipation notes in the amount of \$2,750,000. Mr. Garrison seconded this motion, which received unanimous approval of the Committee.

**RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMOUNT
NOT TO EXCEED \$2,750,000 IN AGGREGATE PRINCIPAL AMOUNT
OF TAX ANTICIPATION NOTES OF 2009
OF THE TOWNSHIP OF WEST DEPTFORD
COUNTY OF GLOUCESTER, NEW JERSEY;
AND MAKING CERTAIN AUTHORIZATIONS,
DETERMINATIONS AND COVENANTS IN
CONNECTION WITH THE FOREGOING**

A resolution authorizing a closed session to discuss personnel matters was put forth in a motion by Ms. Szyborski, seconded by Mr. Cobb, and approved by the entire Committee.

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**RESOLUTION (VERBAL) AUTHORIZING CLOSED SESSION
TO DISCUSS PERSONNEL MATTERS
AND MATTERS OF NEGOTIATION**

Closed Session:

The Committee discussed the proposal being developed for catering at RiverWinds concerts. It was decided to raise the minimum bid from \$5,000 to \$7,500.

Mr. Campo explained he, Mayor Docimo and Mr. Giuliani had gone before the Local Finance Board on February 10th to lay out our financial plan. They did not give the Township ultimate approval at that time, but they seemed to like the plan as presented. The Board suggested the Township restructure some departments and make significant budget cuts, targeting \$1,000,000 in cuts. The Township has shown them the possibility of about \$700,000 in cuts thus far. He advised the Committee they should keep in mind when making suggestions that we need to shave another couple hundred thousand dollars off the budget.

Mr. Daws suggested we also need to look beyond this year and questioned what the shortfall was for next year. Mr. Giuliani advised we are holding some things back for next year and the LFP was pleased with that. Mr. Campo said the shortfall for next year is \$2.4 million. Mr. Giuliani advised the LFB is looking at \$200,000 to \$300,000 they would approve for waivers.

The Committee reviewed the employee list by department. No changes to be made to Administration, Purchasing or Finance at this time. The position of Administrative Clerk, currently held by Dolores Seas, cannot be eliminated at this time as Ms. Seas is on disability leave. Regarding the Tax Assessor's Office, the position of Assessing Clerk, currently vacant, is to be eliminated. No changes to Tax Collection or Buildings and Grounds at this time.

Discussion regarding the Planning, Zoning and Construction Department. The possibility of cutting Building Inspector staff numbers was discussed. The fact of full licenses and the difficulty of replacing were pointed out. Mr. Daws suggested Mr. Campo discuss the department's needs and expectations with Sandi Rost and Phil Zimm before any changes made. Mr. Giuliani reminded the Committee that department is self-sufficient from the fees they collect and they cannot show a profit. If they collect more than they expend, the state would make us lower our fees.

Discussion regarding Police Department. No action to be taken at this time. The Committee questioned the position of Computer Technician. It was explained this is a position held by a law enforcement official; Wallace has necessary clearances. Mr. Campo to check further into his duties. Mr. Daws questioned whether we currently have any police officers on loan to the county.

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We do not, and Mr. Giuliani explained that if we did their salary would be reimbursed to the township by the county. The township will be experiencing savings due to retirements, as new officers will be hired at lower rate of pay.

Discussion regarding Public Works Department and road program. Mr. Campo advised he had discussed with Ed Phelps, Public Works Manager, the vacant Public Works Dispatcher position. Mr. Phelps was advised he can fill this position with other employees, but that leaves the department one short. This position will not be filled at this time. The Committee will continue to assess whether this position should be eliminated.

Discussion regarding renegotiating contract with Public Works employees. Mr. Giuliani advised the 3 1/2% increase contracted for this year would cost the township \$61,509. Solicitor Maria DeTitto suggested the possibility of furloughs or going to a 35-hour workweek.

The Recreation Department was discussed. Mayor Docimo advised that the recreation groups are to be told of the township's budget shortfall a next week's meeting of the Recreation Commission. The possibility of cutting back ranger's hours was discussed. Discussion regarding increasing productivity, responsiveness, and accountability of recreation department. Mr. Campo was directed to remove the Director's blackberry immediately, and Mr. Giuliani was directed to remove his blackberry computer access. Mr. Campo is to set out in writing the Township's expectations of the Recreation Department's Director. A log is to be maintained in the Administrator's Office, and Mr. Ley is to be required to sign in and out, advising the Administrator's Office of his location. Mr. Campo will set forth the Township's expectations in writing.

Following discussion, it was decided to move sale of discount recreation tickets to the RiverWinds Community Center.

Discussion regarding elimination of compensatory time for salaried department heads. Mr. Giuliani questioned the legality of this practice. Maria DeTitto, Solicitor, was asked to provide a legal opinion in this regard. She advised the personnel ordinance would have to be amended and the employee must fit the criteria for an exempt employee. Mr. Campo said he has already told some department heads not to claim comp time where appropriate.

Mayor Docimo advised she wants to sit on the meeting with the Park Rangers set for next week.

No action to be taken regarding the Public Library.

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No action to be taken regarding the Municipal Court.

No changes to be made at this time regarding the Water Utility or Water and Sewer Maintenance at this time.

Discussion regarding the status of the Water Project, including the number of laborers. The project is expected to be completed by the end of this year. Mr. Giuliani advised the state Wastewater Trust audits expenses on a monthly basis and we need to keep all laborers until the end of the project.

Discussion regarding the RiverWinds Community Center management positions. Mr., Campo was directed to advise Joseph DeSimine, RiverWinds Director, that he must cut his budget yet fill all shifts. They also directed that Joseph DeSimine's home access to the RiverWinds video monitoring system was also to be removed immediately.

Discussion regarding the position of accounting assistant and what the job entails. Discussion regarding profitability of classes at RiverWinds. Mr. Daws requested a breakdown by class, instructor, cost and profit. Mr. Cobb had questions regarding outside vendors and instructors who use our facility and make a profit.

Discussion regarding possibility of cutting lifeguarding hours. They are needed to provide full coverage; lifeguard hours were cut last year resulting in pool hours being cut, and complaints were received.

Discussion regarding RiverWinds building maintenance workers. It was calculated that approximately \$235,000 was paid in wages last year to maintain the building. Mr. Campo to meet with Mike Douglas, Maintenance Foreman, to discuss needs and job responsibilities.

Mr. Cobb recommended we increase promotion of room rentals. Questions and discussion and regarding the duties of the Recreation Specialist and possibility of her also doing some marketing for use of the community room to bring in more revenue. Discussion regarding consolidation or coordination of duties of Recreation Specialist and Coordinator of Arts and Senior Services with the front desk to give Recreation Specialist more time to do some public relations.

Discussion regarding the restructuring of director's and managers positions at RiverWinds and possibility of eliminating director's position and dividing responsibilities between Night Manager and Assistant Director. Discussion regarding eliminating Accounting Assistant position and giving responsibility to employees at RiverWinds front desk. It was reported they currently do much of the work. Mr. Cobb suggested the Recreation Specialist could report to Mr. Campo and perhaps help him with some of his RiverWinds responsibilities.

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The following organizational restructuring was suggested and approved:

1. Director's and assistant director's positions to be eliminated.
2. Two top managerial positions to be held by Cristin Veit as Day Manager and Gregory Black as Night Manager.
3. Next level of management to be equally divided among:
 - a. Coordinator of Senior Services/Arts
 - b. Aquatics Coordinator
 - c. Front Desk Managers (2: one day manager, one night manager)
 - d. Aerobics Coordinator
 - e. Recreation Specialist

Questions directed to Solicitor regarding legality of changing people's titles. Ms. DeTitto advised the Township can restructure and retitle. The Assistant Director's title is being eliminated, so she is to be so advised and then offered the position of Manager at the same salary. It was noted both Veit and Black are presently at the top of their salary ranges. There will not be a designation of "night" or "day" manager. Other Coordinators will step up to fill in when managers are off, as is the current practice.

Discussion regarding when changes would become effective and severance packages. Change should be immediate.

Discussion regarding salary of Township Clerk. No changes to be made.

At this time, the meeting was opened to the public in a motion by Ms. Szymborski, a second by Mr. Garrison, and unanimous approval by the Committee.

A verbal resolution was made by Mr. Garrison authorizing the restructuring of RiverWinds to include the elimination of three positions and the addition of one position and continued review of other positions for cost saving measures. The Township Administrator was authorized to negotiate final severance packages. Other positions to be eliminated are Public Works Dispatcher and Assessing Clerk. Effective date of this action is immediate pending legal review by the solicitor. This motion was seconded by Mr. Cobb and approved by the entire Committee.

**RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD
AUTHORIZING THE RESTRUCTURING AND REORGANIZATION
OF RIVERWINDS AND THE DEPARTMENTS WITHIN THE
TOWNSHIP OF WEST DEPTFORD**

There being no further business to discuss this evening, Mr. Daws made a motion to adjourn. His motion was seconded by Mr. Cobb and approved unanimously by the Committee.

Respectfully submitted,

Marjorie Rowand
Deputy Clerk