

FLORENCE TOWNSHIP COUNCIL EXECUTIVE SESSION

August 10, 2011

8:10PM

CALL TO ORDER & FLAG SALUTE

Council President Dennis O'Hara called the meeting to order and led the Salute to the Flag.

SUNSHINE STATEMENT

The Opening Statement was read: Notice of this meeting has been given in accordance with the Open Public Meetings Act. Notice was published in the Burlington County Times on January 2, 2011 and on January 16, 2011; given to the Register News for information; posted on the municipal bulletin board.

ROLL CALL

Present: Frank Baldorossi, Sean Ryan, David Woolston, Dennis O'Hara

Note: Jerry Sandusky absent due to a work commitment.

Also Present: Mayor William Berry (8:15PM); Richard A. Brook, Township Administrator; Thomas Sahol, Assistant Municipal Administrator; Dante Guzzi, Township Engineer; William J. Kearns, Jr., Township Solicitor; Joy M. Weiler, Township Clerk

PUBLIC COMMENT

Joe Csik, 45 E. Fifth Street, stated that he has a friend that received a notice from the township regarding high grass on his property.

NOTE: 8:15PM Mayor Berry present.

Mr. Csik noted other areas in the township with high grass, such as an abandoned property and the area along the railroad tracks by his house. Council Member Ryan explained the procedure for residential property maintenance, which is to notify the property owner providing a date by which to comply and if they do not comply a citation to municipal court will be issued. Ultimately, the municipality can rectify the property maintenance issue and send an invoice to the responsible party. Administrator Brook has noticed the abandoned property and will make sure that gets taken care of. He will look at the railroad tracks area. Council President O'Hara pointed out some other properties that are overgrown. Assistant Administrator Sahol stated that the township is aware of those violations and they are being addressed. He will check on the status and report back.

Jerry Cohen, 7 Barbee Court, asked if there has been any movement on the snow plowing issue at Greenbriar Horizon? Administrator Brook is working on and will report back to Greenbriar Horizon.

All residents having an opportunity to be heard, MOTION by Ryan; seconded by Woolston to close the public portion of the meeting. All ayes - motion carried.

TOWNSHIP AUDITOR: REVIEW 2010 AUDIT

John J. Maley, Jr., Township Auditor, reviewed the 2010 Audit. He discussed the following:

- Assets of General Funds
- Liabilities of General Funds
- Fund Balance
- Revenues for the year

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- Expenditures for the year
- Surplus
- Added Assessments
- Trust Fund
- General Capital Debt
- Water & Sewer Fund Balance
- Water & Sewer Revenues and Expenditures

Mr. Maley discussed his findings and recommendations. Council is required to approve a Resolution to be filed with the DCA indicating that they are familiar with the findings and recommendations. He stated that the town is not heavily in debt and is in generally good shape.

The finding that the professional service contract notices are required to include the amount of the contract and the finding that purchases through the use of State of New Jersey, Division of Purchase and Property (state contracts) must be authorized by a resolution of the governing body have been agreed upon by administration.

The township's notices of professional service contract awards did not specifically include the contract amounts. Further, the purchase of gasoline under the use of state contracts was not authorized by a resolution of the governing body. They were oversights.

The corrective action plan will agree with the findings and will address the issues. The Township Clerk has prepared the notice as suggested and it has been published. The town will annually prepare a Resolution for the purchase of gas through state contract as noted.

The governing body thanked Mr. Maley.

TOWNSHIP WATER AND SEWER ENGINEER

TWA and Bureau of Safe Drinking Water Permits: Haines Industrial Center, 230 & 250 Daniels Way

Russell Trice, Township Water and Sewer Engineer, stated that these are the properties that are in Burlington Township that Florence Township agreed to provide water and sewer service. Because Florence Township is providing the water and sewer service, the township has to sign off on the permits. Mr. Trice recommended that the governing body authorize the Mayor to sign off on the permits so they can be submitted to NJDEP. Authorization will be done by Resolution at the Regular Session meeting following the Executive Session meeting.

TOWNSHIP ENGINEER

Shoppes at Mallard Creek, Phase I: Release Maintenance Bond

Dan Guzzi, Township Engineer, reviewed and recommended release of the Maintenance Bond. A Resolution has been prepared for the Regular Session following this evening's Executive Session.

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Wawa: Deny Maintenance Bond Release Request

Mr. Guzzi reviewed and recommended denying release of the Maintenance Bond. A punch list of items to be completed before release of the bond was prepared and provided to the developer. A Resolution to deny the release has been prepared for the Regular Session following this evening's Executive Session.

Greenbriar Horizon, Section 3 & 5: Maintenance Bond Release

Mr. Guzzi reviewed and recommended denying release of the Maintenance Bonds. Extensive punch lists were prepared and includes items from the Homeowner's Association and Shade Tree Commission. A Resolution to deny release of the bonds has been prepared for the Regular Session following this evening's Executive Session.

Mr. Guzzi stated that the township is also holding Cash Guarantees for certain items that were left over from the Performance Bond. Administrator Brook explained that he will reach out to Lennar and if they do not do the work, the township will take the cash bonds and do the work, which is what the cash bonds are for.

Administrator Brook noted that the Homeowner's Association has been kept aware of all that transpires.

2012 Municipal Aid Package

Mr. Guzzi stated that the applications for municipal aid are due September 23, 2011. There are three (3) categories: Roads, Bikeways and Safe Streets to Transit. In the past, Florence Township has been successful in obtaining these grants. Discussion followed regarding sidewalk on Route 130 to the NJ Transit Light Rail Station, continuing the bikeway in the country and portions of Main Street that have not been done yet. Mr. Guzzi stated that tying into an existing bikeway will score higher and increase the probability of receiving the grant. He noted that a decision needs to be made soon because the applications need to be prepared and a Resolution will need to be approved. Information will be sent to the governing body to be discussed at the September 7, 2011 meeting.

RECREATION FACILITIES: FAAD PARK

Administrator Brook reported that there was an issue with a resident where the individual forged the approval of the FAAD Park by signing an employee's name and brought to the police department to pick up the key on a Saturday, which the police department provided to him. The resident came in after the fact and paid the fee, that is when it was apparent that the employee's signature was forged. The resident has requested to use the park again. Administrator Brook does not believe that resident is fit to rent municipal property again. He noted that he did speak to the Police Chief regarding the matter, who suggested language to add to the application to protect the municipality in the future. Council Members are in agreement to deny future use of the building to this individual unless he can prove that the form is not forged. Solicitor Kearns is comfortable with that decision. Administrator Brook will notify the resident in writing.

TAX APPEALS

Administrator Brook stated that there were some tax appeals where residents did receive lower assessments for the year 2010. He explained that the municipality has 60 days to make the refund. He stated that Council does not meet again until September 7, 2011 and asked if the refunds can be made to the residents in the appropriate manner in accordance with state statutes and put on the September 7th bill list as a supplemental? Council Members were in agreement to issue the checks in advance of the September 7th meeting.

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BEST PRACTICES WORKSHEET

Administrator Brook explained that the State of New Jersey has come up with a checklist with approximately 50 questions. The overall goal of the checklist is to improve efficiency and communication with the public. He provided a draft copy for Council to review, which has to be submitted by the end of the month. The municipality is required by the State of NJ to review at a formal meeting. Administrator Brook explained that the state provides a breakdown on the responses and the responses dictate the percent of funding the township receives. He reviewed the draft with the governing body. He stated that Florence Township's answers are in the range of receiving 100% of state funds. Council President O'Hara noted that it was an excellent report.

Administrator Brook asked if any members of the public had any questions. Richard Lotter, 3 Walnut Court, stated that it was a very informative report.

MISCELLANEOUS

Nothing at this time.

9:35PM MOTION by Baldorossi, seconded by Ryan to adjourn to Regular Session. Roll call vote – all ayes.

ADJOURNMENT

9:35PM: Meeting adjourned.

Respectfully submitted,

JOY M. WEILER, RMC/MMC
Township Clerk

/mab