

## **FLORENCE TOWNSHIP COUNCIL EXECUTIVE SESSION**

**January 11, 2012**

**8:00PM**

### **CALL TO ORDER & FLAG SALUTE**

Council President Sandusky called the meeting to order and led the Salute to the Flag.

### **SUNSHINE STATEMENT**

The Opening Statement was read by the Township Clerk: Notice was sent to the Register News for information on 1-5-12; posted on the municipal bulletin board on 1-5-12 ; placed on the web-site; sent on 12-21-11 to the Burlington Co. Times for publication on 1-8-12, but due to the newspaper's error, the notice was not published until 1-11-12. (The 48 hour requirement was met.)

### **ROLL CALL**

Present: Frank Baldorossi, Ted Lovenduski, Paul Ostrander, David Woolston, Jerry Sandusky

Also present: Mayor Craig H. Wilkie (8:30pm); Richard A. Brook, Township Administrator; Thomas A. Sahol, Assistant Administrator; Anthony H. Ogozalek, Jr., Township Solicitor; Joy M. Weiler, Township Clerk

### **PUBLIC COMMENTS**

Council President Sandusky opened the meeting to the public. No comments at this time.

A Motion was made by Woolston, seconded by Baldorossi to close the public comments. Roll call vote – all ayes.

### **BUSINESS**

#### **Township Water & Sewer Engineer**

Administrator Brook explained that in an effort to save money, township professionals will not be required to attend meetings if there is nothing complicated to be reported. In their absence, township administration will present their reports and recommendations.

#### **Harkins Lane: Release Performance Bond**

Administrator Brook explained that this project is on the southbound side of Route 130 near Cedar Lane. The Water and Sewer Engineer recommended releasing the bonds. Administrator Brook advised that this is not a release of the site performance bond because there are still some issues to be dealt with. A resolution will be prepared for the next meeting to release the bonds.

Administrator Brook said that Council will be getting further into water and sewer issues once it starts working on the budget. He invited the new members to contact David Lebak, Director of Water & Sewer to find out more about the treatment plant and what the department does.

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**Township Engineer**

**Christmas Tree Shops: Release Maintenance Bond**

The site is located in the Hanes Industrial Complex. Administrator Brook presented a report from Dan Guzzi, Township Engineer, that all the site improvements are complete and he recommended release. A resolution will be prepared for next week's meeting releasing the bond.

**Diamond Construction, Pedestrian Safety Project: Current Estimate #3**

Clerk Weiler explained that this item was put on the agenda as a courtesy to the contractor with the understanding that additional paperwork would be provided, but it was not received before the meeting. Administrator Brook noted that the work is almost done and for the most part, there were no problems. Once the final paperwork is received, it will be placed on the agenda for consideration.

**Assistant Township Administrator**

**Pet Licenses: Fees - Pets Through Shelters and Adoption**

Assistant Administrator Sahol explained that a resident, Joseph Varga, told him about an idea of waiving licensing fees for adopted pets. Assistant Administrator Sahol suggested that the initial local license fee for animals in the Township be waived for adopted pets. Subsequent licenses would be at regular price. It would only apply to the first license. The state fee can not be waved. A resident must show proof of the adoption to receive the discount. Clerk Weiler advised Council on the price of pet licenses. Assistant Administrator Sahol will prepare a proposal to present to council.

**Water & Sewer Connection Fees**

Assistant Administrator Sahol explained that annually the municipality must look at the amount of water used against the capital infrastructure cost of the utility. There is a specific formula that is applied by the Township Auditor. This year, the Auditor has indicated that the fees are not covering the actual cost of connecting to water and sewer. This is not a rate increase; it only applies to new connection fees. An ordinance will be prepared for introduction at the next meeting.

**Water and Sewer Chemical Bids**

There are two chemical bids coming due for the water and sewer department. The amount exceeds the bid threshold so the township is obligated to go out for bid for the chemicals. Assistant Administrator Sahol and the Director of Water & Sewer along with the Township Attorney have worked together in the past to prepare the bid specifications and collect the bids. Once all of the bids are reviewed by the Township Attorney, Council can award to the lowest responsible bidder. Assistant Administrator Sahol explained that the chemicals are not on state contract, they are very specific chemicals. He said he even reached out to other communities, but utilities use all different amounts and types of chemicals. A resolution authorizing soliciting bids for the chemicals will be prepared for next week.

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### **Certified Recycling Professional Shared Services w/Fieldsboro**

Fieldsboro Township does not have a Certified Recycling Professional. There is a requirement from the State of NJ effective this year that in order to submit your tonnage report and receive your tonnage grant check, you need someone with this certification. Assistant Administrator Sahol explained that Fieldsboro inquired if he would perform that service for them. He would not be responsible for submitting their report; he would oversee their report and sign off on it.

Council President Sandusky stated that he would like any costs associated with the Agreement to be the responsibility of Fieldsboro; they are seeking help from us. Councilman Baldorossi agreed with the Council President.

Township Solicitor Ogozalek suggested Fieldsboro write up the Agreement and handle any costs for advertising. He said Florence Township should not have to do anything for the Agreement except pass the Resolution accepting it.

### **Auction: Surplus Municipal Property**

Assistant Administrator explained that in the near future there will be a Schedule "A" for an on-line auction. The list will contain items that the municipality no longer uses. The list for the next auction is not ready, but will include: old printers, computers without hard drives, a 1999 Impala, scrap air conditioner units and items to be taken from the Duffy School before it is demolished. The auction is held on GovDeals as in the past, they have been very successful.

### **Public Comments**

Council President Sandusky opened the meeting to the public.  
No comments at this time.

Council President Sandusky noted that within our community there are many Homeowner Associations and he would like to meet with the Associations during Executive Sessions to see what the community would like to share with Mayor and Council. It would be a traveling meeting. Council Members are in agreement. Council President asked that a letter be sent to the various Associations to see if they are receptive to the idea.

**Note:** Mayor present – 8:30pm (due to a work commitment).

### **Review Ordinances, Resolutions and Appointments**

#### **Economic Development Committee Ordinance**

Mayor Wilkie explained that currently there are fourteen (14) members on the committee; he understands that attendance has been an issue and the committee is to be a working committee. He hopes to reduce the size of the committee to seven (7) members; one member would be a Council Representative and six (6) be appointed by the Mayor with Council's

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consent. There are two current members of the committee that have been serving for about forty (40) years each.

The Mayor would like these members to be named Emeritus members; they would be appointed for life. If they are away, the attendance will not be an issue; but they will participate during meetings. The Mayor believes that this will make for a more workable committee. He stated that it is a compromise to what the committee was in the past.

A MOTION was made by Baldorossi, seconded by Woolston to have an Ordinance prepared. All ayes – motion carried. The Ordinance will be prepared for next week’s introduction.

#### **Recreation Committee**

The Mayor said that the Recreation Ordinance has not been changed for many years. He said he understands there have been some legal opinions about the actual authority of the Committee. His vision is that the committee should oversee recreation in the Township; if there is an issue it should only come to Council as a last resort. He would like to see what other municipalities have in place and create a Committee that has more authority to control and operate the Recreation Department.

The Mayor said he held off on the Recreation Committee appointments until after this conversation was held. He noted that the Recreation Committee Ordinance requires the appointment of a Recreation Coordinator, with a one year term expiring December 31, 2012. He appointed:

- Thomas Sahol, Assistant Administrator, Coordinator, one year term
- Anne Bartz, Mayor’s Representative, Class 2, one year term
- David Luthke to a regular five year term, expiring 12-31-16
- Donna Sadler to a regular five year term, expiring 12-31-16
- Rodney Roberson, Jr. to the unexpired term ending December 31, 2015

A MOTION was made by Baldorossi, seconded by Lovenduski to accept the Mayor’s appointments. Roll call vote – All ayes. Motion carried.

#### **Environmental Commission**

Mayor Wilkie stated that this is a statutory board, and over the years there were subcommittees created by resolution such as the Committee on Landfill Matters and the Green Team, which was created as part of the Sustainable New Jersey initiative. The website for that organization states that an Environmental Commission can also be considered the “Green Team”. He stated that the subcommittees are not needed unless the Environmental Commission asks for the support. He believes the Environmental Commission should handle the environmental issues that arise. The Mayor said he will discuss his ideas with members of the Environmental Commission.

#### **PUBLIC COMMENTS**

Council President Sandusky opened the meeting for comments.

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No comments at this time.

8:40 PM MOTION by Woolston, seconded by Lovendusky to adjourn to Closed Session.  
Roll call vote – all ayes.

**ADJOURNMENT**

8:40 PM: Meeting adjourned.

Respectfully submitted,

JOY M. WEILER, RMC/MMC  
Township Clerk

/aek