

**BOROUGH OF PITMAN  
COUNCIL MEETING MINUTES  
December 28, 2015**

**Call to Order**

Time: 7:03 p.m.

**Salute to the Flag/Invocation**

Councilman Razze

**Open Public Meetings Act Statement** - Pursuant to the Open Public Meetings Act, I hereby announce that adequate notice of this meeting has been provided by adopting a schedule of regular meetings for 2015, which was posted on the Borough Hall bulletin board, sent to the "South Jersey Times" and filed with the Municipal Clerk on January 4, 2015.

**Roll Call**

Councilman Austin: Present

Councilman Blass: Present

Councilwoman Higbee: Present

Council President Kelley: Present

Councilman Pierpont: Present

Councilman Razze: Present

Mayor Johnson: Present

Solicitor Eleftheriou: Present

Clerk O'Donnell: Present

**Oath of Loyalty**

Clinton Carter, III – 1<sup>st</sup> Assistant Chief, Highland Chemical Engine Company

Keith A. Tetreault, Jr. – Firefighter, Highland Chemical Engine Company

**Approval of Minutes**

**Formal Meeting Minutes of November 23, 2015**

**Work Session, Formal Meeting & Closed Formal Meeting Minutes of December 14, 2015**

Motion: Higbee

Second: Kelley

Roll Call

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson \_\_\_\_\_

**Special Meeting Minutes of December 18, 2015**

Motion: Kelley

Second: Higbee

Roll Call

Councilman Austin: Yes

Councilman Blass: Abstain

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Abstain

Mayor Johnson \_\_\_\_\_

**Committee Reports**

Council President Kelley read the following Year End Report:

Construction Office: In 2015, there were eight Certificates of Occupancy, 483 Certificates of Approval and 527 permits processed.

The office conducted 1,316 inspections for Building, Electrical, Fire, and Plumbing.

Fees collected totaled \$95,827.00

An additional \$4,550.00 in fees was collected for specialty permits and site plan waivers.

Construction Official Jeff Kier will be retiring from this office effective December 31, 2015, and John Holroyd will take over his duties effective January 1, 2016. John is already transitioning into that role as there are already some cases that will be carrying over into next year. The part time Construction Office Assistant gave two weeks' notice of resignation on December 18, and the advertisement for that position has been posted. Applications are due by January 8, 2016. It would be my recommendation to consider making that a full time position if yearly rental housing inspections are put into place by Council.

Zoning Office: In 2015, there were 131 zoning permits issued, up from 106 in 2014.

There were four Charitable Clothing Bin permits, and four POD permits issued, along with two Outdoor Eating Facility permits with a BYOB rider.

The Zoning Office investigated 43 zoning complaints and issued 11 violation letters. This is an increase from 14 complaints in 2014. Also, 21 illegal temporary signs were removed from Borough property and/or park strips. The Zoning Officer attended 11 Planning/Zoning Board meetings and 5 Historic Preservation Commission meetings.

Code Enforcement Office: There were 65 vacant properties registered this year, with fees collected totaling \$46,125.00. Additionally, the following information is for the dates from October 19 through December 24 of this year.

There are currently four court cases pending, and scheduled for January 11, 2016.

An additional twelve houses have been identified as vacant or abandoned, and listed with Community Champions. It is now the job of Community Champions to identify the owner and compel them to register the house with the Borough.

Eight properties were inspected and problems were corrected

Five properties have been cited and have ten days to remediation

Three properties have been turned over to the Construction Office for issues related to that department.

It would be my recommendation to review the salary for this office and consider increasing it due to the volume of work that is being done.

Combined Planning and Zoning Board: It was a very quiet year for this Board. There were eight New Use Waivers granted for businesses to open, mainly in the Uptown Shopping District. The Board reviewed three variances, and reviewed criteria for the C-1 zoning area, solar panels, and will be looking into signage for the 2016 year. They will be holding their next Master Plan meeting in February of 2016.

The Green Team: The Green Team was awarded a \$2,000 grant in March to be used for various activities including promoting sustainability and office expenditures. They applied for Bronze Certification but fell short of the 150 points required. However, they are optimistic they will achieve certification in 2016. At the November meeting, they outlined a plan of action for the 2016 year, which included having regular town forums to get information to the residents about sustainability practices. These will include "Mow It and Leave It" for grass cutting, Green

Cleaning Supplies, Composting, and more. They are looking for a grant that would give them the resources to tackle a large project; some ideas under consideration are an Anti-Idling Campaign, sidewalk improvements to promote walkability, dedicated bike lanes, and Shop Local campaigns.

I would also like to thank all of the volunteers on the Planning and Zoning Board, and the Green Team for their efforts on behalf of our town. These volunteers are a special part of what makes Pitman unique. I would also like to say thank you to our employees in all departments for their hard work and dedication.

Councilwoman Higbee: Councilwoman Higbee reported that Tax Collector Beth Walls collected \$3,652,198.09 during the month of November.

The Historic Commission met on November 12, and reviewed two applications. Both were approved. Their next meeting will be on January 14<sup>th</sup> at 7:00 p.m.

Councilwoman Higbee expressed her appreciation to Administrator O'Donnell for her leadership and management for the Pitman Municipal Alliance program.

Councilwoman Higbee said that she received a thank you note from Mrs. Boyle's fourth grade class at Memorial School for the Clean Communities sponsored assembly held there recently.

Councilwoman Higbee wished everyone a safe and healthy New Year.

Councilman Pierpont read the following report:

It is unfortunate, but Public Works can no longer accept the older model TV's and computer monitors in the dumpster located in the Public Works yard. These older TV's and monitors are the type with a big bulky picture tube. The reason for this is, our current vendor no longer has an outlet to dispose of them at a reasonable price point. Our current rate of six cents per pound rose to twenty-eight cents per pound. Flat panel TV's and monitors are still acceptable. We encourage any resident with an older model TV or computer monitor to take it to the county landfill in South Harrison Township where it can be disposed of free of charge. Mr. Alexander is working with county and state officials to get a solution to this problem.

Our trash and recycling numbers for the period of December 14, 2015 through December 24, 2015 are as follows:

- Nine loads of trash collected, totaling 120 tons
- Nine loads of recycling collected, totaling 43 tons
- Two loads of bulk trash collected
- Ninety loads of leaves collected

Finally, I'd like to thank the men and woman of our Public Works Department for their hard work and dedication to the residents of our community. We experienced a few setbacks with manpower and equipment, but they managed to work through them and accomplish their mission in a very professional and cost conscious manner. I know that moving forward into next year and beyond, they will continue to work hard and impress our residents with their dedication and attention to detail. Thank you.

Councilman Razze: No report

Councilman Blass: No report

**Councilman Austin:** The Pitman Police Department began using the new 700 band radios, and the Fire Department will begin using them soon.

On Wednesday, December 23, 2015, the Pitman Police Department assisted with the funeral for New Jersey State Trooper Eli McCarson.

The final preparations for the Police Officers' body cameras is underway, and they will be in use soon,

“Drive Sober or Get Pulled Over” is the National Drunk Driving Campaign that the Pitman Police Department is participating in until January 2, 2016.

Councilman Austin reminded everyone that the restriction on overnight parking in the street is suspended until January 4, 2016.

The Fire Department and Office of Emergency Management have been quiet.

The Environmental Commission's first meeting of the New Year is on January 7.

Councilman Austin wished everyone a Happy New Year and to be safe.

**Unfinished Business**

**Bond Ordinance No. 15, 2015 – Bond Ordinance of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing Supplemental Funding for the Completion of Various Improvements to the Water and Sewer Utility System in the Borough of Pitman, County of Gloucester, State of New Jersey; Appropriating the Sum of \$200,000 Therefor; Authorizing the Issuance of General Obligation Bonds or Bond Anticipation Notes of the Borough of Pitman, County of Gloucester, State of New Jersey, in the Aggregate Principal Amount of up to \$200,000 Making Certain Determinations and Covenants; and Authorizing Certain Related Actions in Connection With the Foregoing**

Second Reading – Public Hearing

Motion: Higbee

Second: Pierpont

Motion to Open to the Public: Razze

Second: Austin

Time: 7:20 p.m.

No public comment.

Motion to Close Public Comment: Razze

Second: Austin

Time: 7:20 p.m.

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson \_\_\_\_\_

**New Business**

**Resolution No. 198, 2015 - Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing Release of Performance Guarantee Escrow Funds and Accepting a Form of Maintenance Guarantee Provided by Patrick**

**DeLooff, Submitted For a Project Affecting a Parcel Known as 209 Boulevard Avenue, Block 27, Lot 10, on the Official Tax Map of the Borough of Pitman, County of Gloucester, State of New Jersey**

Motion: Higbee

Second: Pierpont

Roll Call

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson \_\_\_\_\_

**Resolution No. 199, 2015 - Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey, Authorizing the Cancellation of Tax Overpayments or Delinquent Amounts Less Than \$5.00**

Motion: Higbee

Second: Kelley

Roll Call

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson \_\_\_\_\_

**Resolution No. 200, 2015 - Resolution of the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey Authorizing a Closed Meeting**

The general nature of the subjects to be discussed shall be:

**Litigation: Anticipated Litigation**

Action may be taken upon returning to an open meeting.

Motion: Blass

Second: Austin

Roll Call

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes

Councilman Razze: Yes

Mayor Johnson \_\_\_\_\_

**Payment of Bills**

Motion: Higbee

Second: Kelley

Roll Call:

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Council President Kelley: Yes

Councilman Pierpont: Yes, Abstain to #31447

Councilman Razze: Yes

**Event Permit Application**

**Applicant: Friends of the Grove**

**Contact Person:** Michelle LaPlante

Events to be held in 2016 in the Grove or in the Grove Auditorium:

All resident meeting on March 16

Easter Egg Hunt on March 19

Monthly meetings in April, May, June, July, and October

Grove Clean up on May 7

Social Evening July 16

Grove Clean Up on October 8

Fall Festival on October 22

Christmas Concert December 10

Motion: Razze

Second: Kelley

Discussion among members of Council centered on the concern that there were no details provided on each individual event, and on the amount and type of insurance coverage that would be needed for each event. All members agreed that more details were needed from the Friends of the Grove.

Councilman Razze recommended that Council approve the application contingent upon the Friends of the Grove providing the Borough with a short narrative of each event. Councilman Razze also said that they will be required to submit a Certificate of Liability Insurance naming the Borough as Additional Insured; the certificate would be required to have all the dates and events listed on it. The only time they would have to provide another certificate would be if there were any changes pertaining to the events.

**Motion** made by Councilman Razze to amend his previous motion that Council accept this Event Permit Application contingent on receipt of proof of insurance naming the Borough as Additional Insured, and on receipt of a description of each and every event and that it is acceptable to members of Council.

Council President Kelley amended her first motion and provided the Second this motion.

Roll Call:

Councilman Austin: Yes  
Councilwoman Higbee: Yes  
Councilman Pierpont: Yes  
Mayor Johnson \_\_\_\_\_

Councilman Blass: Yes  
Council President Kelley: Yes  
Councilman Razze: Abstain

**Public Portion**

Motion to open to the public: Razze  
Time: 7:29 p.m.

Second: Kelley

No public comment.

Motion to close the public portion: Razze  
Time: 7:29 p.m.

Second: Kelley

**Closed Meeting**

Motion to enter into a closed meeting: Blass  
Time: 7:39 p.m.

Second: Pierpont

Motion to return to an open meeting: Blass  
Time: 7:42 p.m.

Second: Higbee

No action was taken as a result of discussion in the Closed Meeting upon returning to the Open Meeting.

**Miscellaneous**

Council President Kelley recommended once again that Council should consider raising the salary of the Code Enforcement Officer in 2016 due to the increased work load being experienced by that office.

**Adjournment**

Motion: Kelley

Time: 7:44 p.m.

Second: Higbee

Respectfully Submitted,

Judith O'Donnell  
Borough Clerk/Administrator