

WorkSession Meeting  
September 5<sup>th</sup>, 2012

Meeting was opened by Mayor Theresa Branella at 6:00pm. Those present were G. Gilbert, P. MacAdams, J. McCleary, M. Mevoli, and T. Branella. The Solicitor was Timothy Higgins, Esq.. J. Granstrom and T. MacAdams were absent.

This Meeting was advertised in accordance with the Open Public Meetings Act, and complies with all the laws therein

**Engineer's Report** – Update of ongoing projects by Greg Evans, Kei Associates:

1) Reconstruction of Christiana Street is holding the bidding on September 13<sup>th</sup> at 10:00am. In the same project, we are including bollards at the timber playground and sidewalk replacement at select locations. The CDBG funds allocated for the last couple of years will be used for the bollards and sidewalk. G. Evans mentioned that there is only enough money for maybe three sections of sidewalks to be replaced.

2) Mayor Branella asked about the Recreational Grant and what we are using it for. M. Mevoli told everyone that the funds are going to be used for fixing of the fence around the ball fields, grading problems along the fields, and possible placement of a sidewalk along one field to help with the erosion on the one side.

3) G. Evans spoke about the letter that was sent to the Commissioner of DOT to request more discretionary aide for the Railroad Crossing Project. We are expecting a response within the next couple weeks.

4) M. Mevoli asked why the firehouse roof bids were so overpriced. The engineer's estimates were exceeded by over \$15,000 in each bid. G. Evans explained that the bidders might have saw something on the roof that they overlooked. M. Mevoli wants to get a better estimate and talk it over with J. Granstrom, since he know more about roofs then everyone on council. G. Evans explained that he would take a closer look at the bids and see if the bidders felt they need to replace the sub-roof also. He would also talk to G. Fusco since this was his project.

Everyone thanks G. Evans for his time.

### **Open to Public**

S. Cilurso, the Fire Chief, asked for help in trying to finish the EMS Building. M. Mevoli asked the Chief what needs to be finished. S. Cilurso stated that the bathrooms need finishing, especially the shower. The light bulbs on the ceiling need to be replaced and some fixtures are not working. The cost is approximately \$60 per bulb. They also need to install a couple lights outside of the building. He stated that he has a couple of bulbs/fixtures but no way to get up there to replace them. He continued saying that they also need to put in exhaust fans in the Firehouse. He said they have money encumbered from 2011 for the fans, but hasn't used it yet. He asked if the borough electrician can do

all the work and if council would help offsetting some cost. The clerk said he would look into doing a change in vendor for the exhaust fans for the borough electrician. Mayor Branella stated that we would keep a close eye on the issues and try to help with getting the building finished.

### **Ordinance**

- # 11-12 Authorizing the Sale of Municipal Land
- First Reading
- Motion – G. Gilbert
- 2<sup>nd</sup> – M. Mevoli
- All in Favor: Carried.

### **Resolutions**

- # 124-12 Authorization to Advertise for the Repaving of Christiana Street
- # 125-12 Approval of Raffle License for American Legion Carnival
- # 126-12 Authorizing Notice of Tort Claim Form
- Motion – G. Gilbert
- 2<sup>nd</sup> – J. McCleary
- All in Favor: Carried.

### **Discussion/Committee Updates**

1) T. Branella:

Glad to see everyone back for a work session after having the summer off. We welcome P. MacAdams to his first session and explained that there will be many discussions during these meetings. She expects that everyone participate in the discussions.

The Camden County Police committee held a meeting last week to inform everyone that Camden is forming a County Police Department. The meeting was a requirement of them to notice the municipalities as per Civil Service.

On Tuesday, September 11<sup>th</sup>, she will be attending the service by the American Legion at the Methodist Church.

She is getting in touch with Rick Brown for our walkway project along the waterfront.

She informed council that Organic Diversion's plant construction is being held up by some site remediation. She says that the new building in Gloucester will generate its own power and on the roof will have an organic garden that will produce food to sell.

Senator Norcross's office called her and wanted to provide something to the American Legion Baseball team that finished 2<sup>nd</sup> in Legion World Series. M. Mevoli said that they all went back to college and will be home at Christmas time. He says the Legion Hall usually host a dinner in January. We can invite them out then or provide any certificate that Norcross's office provides.

2) G. Gilbert:

He attended the Wiffleball Tournament over the weekend for the first time. He said it was really neat to see everyone out enjoying the games.

He discussed that we need to cut the spending we do with regards to cell phones. Nextel is charging the borough over \$200 a year for cell phone usage. We have 4000 minutes and last pay period we used only 576 minutes. We have two phones for the police, two for public works, and two for administration. The clerk said that the administration office could use landlines as long as we have instance contact with other departments. G. Gilbert added that it would be cheaper to provide stipends for you own cell phone use. The clerk took on Nextel phone for a month and found the actual cost if a personal phone was used to be approximately \$5.00. Chief McKinney, Brooklawn Police, said use the phones for helping out people who may need to use it for a phone call. The chief feels that using your personal phone would give you number to the adjacent caller. M. Mevoli stated that he remembers the phones being free because of the cell towers on the top of the water tower. The clerk said he would send the contracts for the cell towers to M. Mevoli and look into reducing the cost considerably.

He spoke about getting iPads for mayor and council. We just wasted over forty pages of paper for each councilperson information packets. If we had iPads, we can share information and retrieve information faster. It's also a Green approach. The clerk stated that we do not have the money at this moment to purchase them. He also said that we would need to upgrade our telecommunication infrastructure within the building. We currently have no wireless access and use an outdated DSL line. We tabled the discussion for the November meeting.

He mentioned that we need to come up with a new URL name for our new website. After brief discussion, the name picked was <http://Brooklawnnj.com>. J. McCleary asked if we can get into our old website and at least update some of it. The clerk says that he does not have the password but will try and get it.

3) J. McCleary:

She wants the personnel files to be updated with job descriptions. She also wants to see performance evaluations done on a timely basis by the department heads. She says that she will look over the evaluation forms provided to her and see what best fits our borough. J. McCleary said that after the evaluations have been complete, they should be emailed to council as a FYI. The solicitor advised council to have the department heads get the job descriptions for their department and forward to the clerk. J. McCleary also stated that we should incorporate the employees to the projects that we do. This will give everyone goals that can be set.

In regards to marketing Brooklawn, J. McCleary wants to know what our ultimate goals are. We need to involve the residents and their families into creating that plan. We should put together a questionnaire to help come up with our ultimate goals.

4) M. Mevoli:

We are hosting a Flu Shot Clinic at the Community Center on October 17<sup>th</sup>.

The police are ready to negotiate a new contract. We need to get the committee together and discuss a plan.

In regard to code enforcement, letters were sent out to numerous properties for violating the property maintenance code. M. Mevoli feels it is embarrassing when we have borough owned properties being in violation of these ordinances. G. Gilbert stated we need someone that can follow up on a more timely matter. M. Mevoli responded that the police can only do so much. Mayor Branella asks if we can have public works do code enforcement. She says we have to get the committee together and come up with a plan to present to council.

He spoke about revisiting our nuisance ordinance and try and model Gloucester City. The solicitor will review Gloucester's ordinance and reach out to them for recommendations.

The sick-time policies need to be made uniform across departments and revisited. R. Giles said he would work to get information on current policies.

The Broadway Bridge project has been progressing nicely. He wondered if we could put a temporary ordinance in place to enforce the 8-ton limit. T. Higgins stated that it might preempt state statute. He would look into it.

We are doing the Hayride again for Halloween. He told the clerk to make sure that we ask our guys if they can ride the truck and they will be paid for their time. The trick or treat will be 3pm – 7pm. He wants the wagon to stop before the end of trick or treating.

Mayor Branella wants to point out that putting a fence around the timber playground might look like a box. She does not want to take away the openness of the area. G. Gilbert says he had a vision when he set up the project a few years ago and will show the Mayor the plans.

5) T.Higgins: Solicitor

We got a redevelopment agreement from Brookwrap II for the redevelopment of Brooklawn Shopping Center. He will review it and have something to discuss by the next work session.

6) R. Giles: Borough Clerk

He explained the assessment of a couple properties that are deemed unusable with municipal liens. He spoke about this at the previous meeting, but wanted to inform council with more details. We do not need to foreclose on the properties but we should at least consider taking their property assessment to zero. This will minimally help our collection rate and slightly reduce the reserve for uncollected taxes. It will also eliminate Council informed him they would discuss more at the next work session.

**Adjournment:**

Motion to Adjourn – G. Gilbert  
2<sup>nd</sup> – J. McCleary  
All in favor: Adjourned.

Ryan Giles  
Borough Clerk