BOROUGH OF RIVERTON

**REGULAR MONTHLY MEETING**

**January 21, 2020 at 7:00 P.M.**

Mayor Cairns Wells called the meeting to order, saluted the Flag, and the following statement “Public notice of this meeting, pursuant to the Open Public Meetings Act, has been given in the following manner:

**Open Public Meetings Act Statement**

“Public notice of this meeting, pursuant to the Open Public Meetings Act, has been given in the following manner:

1. Having written notice published in the Burlington County Times Friday January 10, 2020
2. Forwarding written notice to the Courier Post for informational purposes only on Monday January 6, 2020
3. Posting written notice on the Official Bulletin Board on Monday January 6, 2020”

**ROLL CALL**

Mayor Suzanne Cairns Wells present Councilwoman Laura Major present

Council President Bill Corbi present Councilman Ken Mills absent

Councilman Hank DeGeorge present Councilman Jim Quinn absent

Councilman Kirk Fullerton present

Other Borough Officials Present: Solicitor Steven Raymond, Esquire (on behalf of Tom Coleman, Esquire,) Police Chief John Shaw, Finance Clerk Ms. Nicole Chicone Shively, Public Works Manager Mr. Keith Adams, and Borough Clerk Michelle Hack.

**APPROVAL OF MINUTES/CLERK REPORT**

Minutes from the December 17, 2019 Regular Meeting were submitted for approval, as were the January 2, 2020 Reorganization Meeting minutes. Motion made by Mr. Fullerton to approve the minutes as submitted. His motion was seconded by Mr. DeGeorge. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**TREASURER’S REPORT, FINANCE/TAX REPORT & BILL LIST**

Mr. Fullerton asked for a motion to approve the reports and bill list, which closed on January 21, 2020. Mr. Corbi seconded the motion. The full bill list is on file for inspection in the clerk’s office. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**PUBLIC COMMENT**

The Mayor opened the floor for Public Comment however, no one came forth to speak therefore closing the public portion.

**SOLICITORS REPORT**

Mr. Raymond advised that Mr. Coleman is in receipt of the date of March 10, 2020 for the Courts Final Approval for the Affordable Housing Plan. The Court Master’s report is due March 5, 2020. With final approval, the Borough is covered through 2025.

**DECEMBER 2019 PUBLIC WORKS REPORT**

**DPW**: Brush collected twice entire town. All brush was picked up before the holiday- 2 brush dumpsters (year-end total of 53); Crew completed leaf schedule before the holiday. Completed inspections of storm drains; Patched potholes; 736 miles were swept in 2019; County was billed for 8 storms in 2019. Total for the year was $1,725.00; Three new trashcans were installed: Bank and Penn, the borough office, and war memorial; Annual safety training was completed: confined space, lock out tag out, blood borne pathogens, and fire extinguisher training. **PARKS**: Cleaned up leaves in the park; Applied grass seed on soccer areas. **SEWER**: 11 sewer calls: all home owners’ problems. Frank and I measured manhole for dishes and installed some that we had for the water infiltration problem. Influent pumps are now in operation. All that is left to do is remove bypass pipe and the punch list.

**RESOLUTION # 24-2020**

**A Resolution to Authorize Aqua Aerobics to perform a MECHANICAL and ELECTRICAL Assessment AT RHE RIVERTON WASTEWATER TREATMENT PLANT**

**(Full Resolution in Resolution Book)**

Mr. Corbi read the resolution by title only and motioned for approval. Mr. Fullerton seconded his motion. This resolution provides for a consultant review of the mechanical upgrades at the sewer plant and is needed to moved forward with Phase III. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 25-2020**

**A Resolution to Authorize Payment #2 to Arawak for MA 00598**

**(Full Resolution in Resolution Book)**

Mr. Corbi read the resolution by title only and motioned for approval. Mr. Fullerton seconded his motion. This is representative of the road project identified in the title also known as Beechwood/Homewood. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 26-2020**

**A Resolution to Authorize Change Order 2 to Arawak for MA2017 - 00598**

**(Full Resolution in Resolution Book)**

Mr. Corbi read the resolution by title only and motioned for approval. Mr. Fullerton seconded his motion. This is representative of the road project identified in the title also known as Beechwood/Homewood. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 31-2020**

**A Resolution to Authorize the County of Burlington to Conduct Mosquito Spraying IN THE BOROUGH OF RIVERTON**

**(Full Resolution in Resolution Book)**

Mr. Corbi read the resolution by title only and motioned for approval. Mr. DeGeorge provided the second. Mr. Corbi will research and provide an update to the compound used for spraying. This information will be placed on the Borough website and social media pages. Spraying shall only occur at pre-announced. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 15-2020**

**A Resolution to Appoint a Municipal Human Law Enforcement Officer for 2020**

**(Full Resolution in Resolution Book)**

Mr. Corbi read the resolution by title only and motioned for approval. Mr. Fullerton provided the second for this motion. This is a requirement of the State of New Jersey and Officer Matthew Plisak shall be named in the resolution. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 16-2020**

**A Resolution to Appoint CERT Team Officers for 2020**

**(Full Resolution in Resolution Book)**

Mr. Corbi read the resolution by title only and motioned for approval. Mr. DeGeorge seconded the motion. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 27-2020**

**A Resolution Adopting the Burlington County Hazard Mitigation Plan**

**(Full Resolution in Resolution Book)**

Mr. Corbi read the resolution by title only and motioned for approval. Mr. Fullerton provided the second for this motion. Ms. Hack shall send a certified copy pf this resolution to the Office of Emergency Management for the County of Burlington. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 30-2020**

**A Resolution to Authorize the Transfer of an Abandoned Vehicle**

**(Full Resolution in Resolution Book)**

Mr. Corbi read the resolution by title only and motioned for approval. Mr. DeGeorge provided the second. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

Mr. Corbi shared the current Vacant Property Report which is on file at the Borough Hall.

**December Municipal Court Report**

Tickets Issued: 74 YTD 1628 Tickets Disposed: 98 YTD 2047

Complaints Issued: 23 YTD 342 Complaints Disposed: 223 YTD 530

Total Disbursements: $6,621.51 Riverton Treasurer: $3,568.05 YTD $149,037.95

**November 2019 EMS Report**

Total EMS Responses: 268 Responses to Riverton: not captured due to New World issues

December 2019 report due

**Fire Department December 2019**

Fires: 13 YTD: 198 Drills: 2 YTD: 24

Chief Shaw provided a three-year comparison of the overall department reports. He also gave an update that the New World software is still failing and is effecting their reports due to the State Police. A letter was sent to the County providing for an opt-out.

**Police December 2019:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description:** | **Current Month:** | **Last Month:** | **Year to Date:** |
| Vehicle Mileage: | 2062 | 1922 | 27269 |
| Juvenile Arrests: | 0 | 0 | 4 |
| Adult Arrests:  a) Contempt  b) Possession of CDS / Drug Para  c) DWI  These figures represent people who were arrested and the charges against them. | 15  10  6  1 | 20 | 339 |
| Motor Vehicle Accidents: | 4 | 4 | 35 |
| Motor Vehicle Stops: | 199 | 145 | 2454 |
| Motor Vehicle Summonses: | 81 | 94 | 1729 |
| Motor Vehicle Warnings: | 118 | 51 | 543 |
| Alarms: | 14 | 13 | 143 |
| Asst. to other Agencies: | 17 | 21 | 232 |
| Animal Complaints: | 7 | 7 | 51 |
| Fire Calls: | 2 | 1 | 37 |
| EMS Calls: | 22 | 22 | 283 |
| Unattended Deaths: | 1 | 1 | 3 |
| Criminal Cases: | 17 | 24 | 284 |
| Domestics: | 0 | 3 | 14 |
| Thefts: | 0 | 3 | 26 |
| Burglaries: | 0 | 0 | 10 |
| Assaults: | 0 | 0 | 2 |
| Criminal Mischief: | 0 | 0 | 3 |
| Incidents: | Unknown | Unknown | 3,207 |

Mr. Fullerton stated that earlier today he received a phone call from the Borough’s insurance agent, Mr. Latimer at Barclay. Mr. Latimer just had gotten word from Selective, the Borough’s carrier, they could increase the current Umbrella Liability coverage from $5 million to $10 million, which has been a recommendation however the quotes had been high. This was a nominal increase at $3,384 annually and which shall be split over the remaining installments. The current $5 million umbrella (over the base $1 million liability coverage) is $12,946. Mr. Latimer advised it was in the Borough best interest to act on this immediately. Therefore Mr. Fullerton gave a preliminary yes and asked the Governing Body for their approval by way of a motion, which Ms. Major second the motion. This shall be formalized by resolution at the February 18, 2020 regular meeting. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

Mr. Fullerton also set a reminder that the Borough’s budget workshop meeting is scheduled for March 7, 2020 at 9:00 o’clock in the AM at the Borough Hall and he has started to meet with department heads.

**RESOLUTION # 17-2020**

**A Resolution to Reestablish the Borough’s Petty Cash Account for the Year 2020**

**(Full Resolution in Resolution Book)**

Mr. Fullerton read the resolution by title only and motioned for approval. Mr. Corbi provided the second for this motion. This resolution provides for $250.00 to be placed in petty cash. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 29-2020**

**A Resolution to Authorize Transfers in the First Three Months**

**(Full Resolution in Resolution Book)**

Mr. Fullerton read the resolution by title only and motioned for approval. Mr. Corbi provided the second for this motion. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

Ms. Major updated that the Economic Development Committee has a meeting scheduled Monday January 27, 2020. She is working with Ms. Vetter to coordinate the calendar of events. She is excited to take this lead with the Economic Development Committee.

**RESOLUTION # 28-2020**

**A Resolution to Award Shade Tree 2020 Removal Program contract to Hyperion**

**(Full Resolution in Resolution Book)**

Mr. DeGeorge read the resolution by title only and motioned for approval. Mr. Corbi provided the second for this motion. This contract is in the amount of $12,000. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 23-2020**

**A Resolution to Authorize Zaun and SciarOtta Summer Day Camp Dates and Times AT RIVERTON MEMORIAL PARK**

**(Full Resolution in Resolution Book)**

Mr. DeGeorge read the resolution by title only and motioned for approval. Mr. Corbi provided the second for this motion. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 14-2020**

**A Resolution to Ratify the Official Holidays for the Borough of Riverton for THE CALENDAR YEAR OF 2020**

**(Full Resolution in Resolution Book)**

Mayor Cairns Wells read the resolution by title only and called for approval. Mr. Fullerton moved to approve and Mr. DeGeorge seconded the motion. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 18-2020**

**A Resolution to Authorize the Appointment of the Resident Liaison for Finance**

**(Full Resolution in Resolution Book)**

Mayor Cairns Wells read the resolution by title only and called for approval. Mr. Fullerton motioned for approval and Mr. Corbi seconded his motion. This resolution provides for the appointment of Mr. Michael Kinzler to provide assistance and guidance for the 2020 Municipal Budget. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 19-2020**

**A Resolution to Authorize the Appointment of the Resident Liaisons for Push Button Project**

**(Full Resolution in Resolution Book)**

Mayor Cairns Wells read the resolution by title only and called for approval. Mr. Fullerton moved to approve and Ms. Major seconded his motion. This resolution provides for the appointment Ms. Renee Azelby and Ms. Robin McGinness to communicate with New Jersey Transit and answer concerns for the project. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 20-2020**

**A Resolution to Celebrate the 100th Anniversary of the Woman’s Suffrage**

**(Full Resolution in Resolution Book)**

Mayor Cairns Wells read the resolution by title only and called for approval. Mr. DeGeorge moved to approve and Ms. Major seconded his motion. Mayor Cairns Wells will decorate the Gazebo area with purple lights and will use the #njwomenvote and #njlm in coordination with the NJ League of Municipalities celebration of the ratification’s 100-year old anniversary. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 21-2020**

**A Resolution to Authorize the Appointment of Various Borough Officials for THE CALNEDAR YEAR OF 2020**

**(Full Resolution in Resolution Book)**

Mayor Cairns Wells read the resolution by title only and asked for a motion to approve. Mr. Corbi motioned for approval and Mr. DeGeorge seconded the motion. This ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 22-2020**

**A Resolution to Waive Late Fees for Dog and Cat Registration for the Year 2020**

**(Full Resolution in Resolution Book)**

Mayor Cairns Wells read the resolution by title only and asked for a motion to approve. Mr. DeGeorge motioned for approval and Ms. Major seconded the motion. This resolution is an attempt to drive up the animal registration which is a requirement with N.J.S.A 4:19-15.2. Mayor Cairns Wells will make posters and advertise this throughout the Borough. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 32-2020**

**A Resolution to Authorize the Appointment of the Certified**

**Municipal Finance Officer**

**(Full Resolution in Resolution Book)**

Mayor Cairns Wells read the resolution by title only and asked for a motion to approve. Mr. Fullerton moved to approve and Mr. DeGeorge seconded his motion. This resolution is effective January 1, 2020 to reappoint Ms. Dawn Bass for a tenured appointment of our current Certified Municipal Finance Officer. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 33-2020**

**A Resolution to Authorize the Appointment of the Fire Subcode Official**

**(Full Resolution in Resolution Book)**

Mayor Cairns Wells read the resolution by title only and asked for a motion to approve. Mr. DeGeorge motioned for approval and Ms. Major seconded his motion. This resolution is effective January 1, 2020 to reappoint Mr. Robert Yearly for a tenured appointment of Fire Subcode Official ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 34-2020**

**A Resolution to Authorize the Appointment of the Electrical Subcode Official**

**(Full Resolution in Resolution Book**)

Mayor Cairns Wells read the resolution by title only and asked for a motion to approve. Mr. Fullerton moved to approve and Ms. Major seconded the motion. This resolution is effective January 1, 2020 to reappoint Mr. Anthony Saccomanno for a tenured appointment of Electrical Subcode Official. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 35-2020**

**A Resolution to Authorize the Appointment of the Fire Official (3-year Term)**

**(Full Resolution in Resolution Book)**

Mayor Cairns Wells read the resolution by title only and asked for a motion to approve. Mr. Fullerton motioned for approval and Ms. Major seconded his motion. This resolution is effective January 1, 2020 ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**RESOLUTION # 36-2020**

**A Resolution to Authorize the Reimbursement of Funds for Holiday Decorations**

**(Full Resolution in Resolution Book)**

Mayor Cairns Wells read the resolution by title only and asked for a motion to approve. Mr. Corbi motioned for approval and Mr. Fullerton seconded his motion. ROLL CALL: Mr. Corbi aye, Mr. DeGeorge aye, Mr. Fullerton aye, Ms. Major aye.

**PUBLIC COMMENT**

Mayor Cairns Wells opened the floor for a second public comment session however no one spoke therefore closing this session.

**ADJOURNMENT**

With no additional business to discuss, Mr. Corbi made a motion to adjourn the meeting and Ms. Major seconded his motion. All voted in the affirmative.

Next meeting of the Governing Body is scheduled for February 18, 2020.

Respectfully submitted,

Michelle Hack, RMC

Borough Clerk

****

****