

NOVEMBER 10, 2010

**BOROUGH COUNCIL MEETING MINUTES  
NOVEMBER 10, 2010**

**Meeting called to order at 8:00P.M.**

**Pledge of Allegiance**

**Mayor Campbell announced the Opening Statement** “All the notice requirements of the Open Public Meeting Act have been complied with in full.”

**ROLL CALL:**

Present:

Councilman Gerald Bonsall  
Councilman Mitch Brown  
Councilman Michael MacFerren  
Councilwoman Anita Mancini  
Councilwoman Margie Schieber

Absent:

Councilman John Croghan

Professionals: John P. Jehl, Borough Solicitor  
Gregory Fusco, Borough Engineer

**VOUCHERS:**

Motion to dispense reading and approve vouchers in the amount of **\$539,876.22**  
Councilman Bonsall, Second Councilwoman Schieber

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Absent	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Aye

**ORDINANCES:**

**FIRST READING:** None

**SECOND READING:** None

**MEETING OPEN TO THE PUBLIC FOR COMMENT ON PENDING RESOLUTIONS**

No comment from the public.

**CLOSED TO THE PUBLIC**

**RESOLUTIONS:**

2010-11-102 RESOLUTION ESTABLISHING A PROCEDURE FOR THE AWARD OF PROFESSIONAL CONTRACTS

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WHEREAS, N.J.S.A. 19:44A-20.2 provides that no State agency in the Executive Branch shall enter into a contract having anticipated value in excess of \$17,500.00 with a business entity, except a contract that is awarded pursuant to a fair and open process, if during the preceding one-year period that business entity has made a political contribution to the local political parties; and

WHEREAS, the Borough of Gibbsboro is desirous of putting in place a fair and open process for the award of professional services contracts which shall include, but not be limited to the positions of Borough Auditor, Borough Solicitor, Borough Engineer, Borough Planner, Borough Planning Board Solicitor, and Borough Zoning Board Solicitor.

NOW, THEREFORE, the Borough will solicit requests for proposals for the above positions which shall be accepted by the Borough Clerk up until December 17, 2010. Awards of contracts will be made by the Mayor and Council at the Borough's annual reorganization meeting on January 5, 2011.

A brief description of each position and the criteria which will be used by the Mayor and Council in awarding the contract on each position will be posted on the Gibbsboro Borough website from November 12, 2010 onward.

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Edward G. Campbell, III  
Mayor

#### WEBSITE

In accordance with Resolution No. 2010-11-102 dated November 10, 2010, the Borough of Gibbsboro shall put into place for the calendar year 2011 a process for the award of professional services contracts which shall include, but no be limited to, the positions of Borough Auditor; Borough Engineer, Borough Planner, Borough Planning Board Solicitor, Borough Solicitor, and Borough Zoning Board Solicitor.

Pursuant to the resolution proposals for the positions listed will be accepted by the Borough Clerk up until December 17, 2010 at 12:00 p.m. The criteria which will be used by the Mayor and Council in awarding the contract on each position are set forth below. The contract awards will be made at the Borough's annual reorganization meeting on January 5, 2011.

**P U B L I C   N O T I C E**  
**BOROUGH OF GIBBSBORO BOROUGH**  
**NOTICE FOR SOLICITATION OF QUALIFICATIONS**  
**FOR PROFESSIONAL SERVICES UNDER**  
**A FAIR AND OPEN PROCESS**

Notice is hereby given proposals for professional services, not subject to bidding pursuant to N.J.S.A. 40A:11-5, will be received by the Clerk of the Borough of Gibbsboro Borough. The proposals must be submitted to the Borough Clerk at the Municipal Building, 49 Kirkwood Road, Gibbsboro, New Jersey on or before Friday, December 17, 2010, by 12:00 p.m.

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Proposals for the following professional services will be accepted:

Borough Attorney  
Borough Engineer  
Borough Auditor  
Planning Board Attorney  
Planning Board Engineer  
Planning Board Planner  
Borough Risk Management Consultant

**Borough Auditor**

The position is for an entity or individual to perform all auditing functions required by the Borough for the year 2011. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal auditing and accounting; past experience and familiarity with the Borough's auditing and accounting procedures. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes shall be submitted. The compensation sought by way of annual, monthly or hourly fees and/or any other types or conditions of compensation sought; primary location of business and its proximity to the Borough and availability in case of emergencies.

**Borough Engineer**

The position is for an entity or individual to perform all engineering functions required by the Borough for the year 2011. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal engineering; past experience and familiarity with the Borough's engineering procedures. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes shall be submitted. The compensation sought by way of annual, monthly or hourly fees and/or any other types or conditions of compensation sought; primary location of business and its proximity to the Borough and availability in case of emergencies.

**Borough Planner**

The position is for an entity or individual to perform all planning services required by the Borough for the year 2011. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal planning; past experience and familiarity with the Borough's planning procedures. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes shall be submitted. The compensation sought by way of annual, monthly or hourly fees and/or any other types or conditions of compensation sought; primary location of business and its proximity to the Borough and availability in case of emergencies.

**Zoning Board of Adjustment Solicitor**

The position is for an entity or individual to perform all legal services required as directed by the Gibbsboro Zoning Board of Adjustment for the year 2011. The criteria to be used include: the possession by the applicant of all necessary professional licenses; past experience in municipal

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zoning board law; past experience with and familiarity with the Borough's zoning matters. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Gibbsboro and the availability of applicant in case of emergencies.

#### **Planning Board Solicitor**

The position is for an entity or individual to perform all legal services required as directed by the Gibbsboro Planning Board for the year 2011. The criteria to be used include: the possession by the applicant of all necessary professional licenses; past experience in municipal planning board law; past experience with and familiarity with the Borough's planning matters. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicants business, its proximity to Gibbsboro and the availability of applicant in case of emergencies.

#### **Borough Solicitor**

The position is for an entity or individual to perform all legal services required and directed to be performed by the Mayor and Council for the year 2011. The criteria to be used include: the possession by the applicant of all necessary professional licenses, past experience in municipal legal services, past experience with and familiarity with the Borough's legal representation. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Gibbsboro and the availability of applicant in case of emergencies.

#### **Borough Risk Manager**

The position is for an entity or individual to perform all legal services required and directed to be performed by the Mayor and Council for the year 2011. The criteria to be used include: name and address of your firm and the corporate officer authorized to execute agreements; a brief description of your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey; the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Borough and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Borough; a listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person; a statement of your firm's insurance coverage. Firms need not provide an insurance certificate specific to the Borough in responding to this RFP. An insurance certificate will be required prior to commencing work after selection of a firm to provide services relative to a specific project; a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

2010-11-103 RESOLUTION AUTHORIZING CERTAIN TRANSFERS WITHIN THE 2010 BUDGET

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**BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that the following transfers be authorized within the 2010 Budget:

<u>FROM:</u>	<u>ACCOUNT</u>	<u>AMT.</u>	<u>TO:</u>	<u>ACCOUNT</u>	<u>AMT.</u>
0-01-20-150-099	Tax Assessment OE	\$500	0-01-20-150-011	Tax Assessment SW	\$500
0-01-22-202-020	Fire Official OE	\$500	0-01-22-202-011	Fire Subcode SW	\$500
0-01-43-490-099	Court OE	\$500	0-01-25-275-011	Prosecutor SW	\$500

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EDWARD G. CAMPBELL, III  
MAYOR

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ANNE D. LEVY, RMC  
BOROUGH CLERK

2010-11-104 RESOLUTION OF THE COUNCIL OF THE BOROUGH OF GIBBSBORO AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE 2011 RECREATIONAL TRAILS PROGRAM

**WHEREAS**, the Transportation Equity Act: A Legacy for Users (SAFETEA-LU) provides funds to the New Jersey Office of Natural Lands Management for developing trails and trail facilities; and

**WHEREAS**, the Governing Body desires to seek funds from the Program for the continuation of the Gibbsboro Bikeway and Trail system throughout the open space owned and maintained by the municipality; and

**WHEREAS**, the Governing Body desires to construct a 2000 linear feet bikeway/trail from the existing bikeway and trail at the base of Blue Berry Hill to the Pole Hill Park Recreation complex; and

**WHEREAS**, the bikeway/trail improvements have a direct relationship to transportation and will be utilized to create a character for the Borough and make it identifiable as a special and distinct place and implement the concepts of Smart Growth by creating a “walkable community”; and

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Gibbsboro, County of Camden, State of New Jersey, that the application is hereby made to the Office of Natural Lands Management in the Division of Parks and Forestry for aid under the Transportation Equity Act: A Legacy for Users (SAFETEA-LU) for the continuation of the bikeway/trail system; and

**BE IT FURTHER RESOLVED THAT:**

1 - The Borough Engineer is hereby authorized to prepare, sign and submit the application; and

2 - Any aid received as a result of this application will only be used for eligible costs for a project comprised of the improvements as stated in the application; and

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3 - That if the application is approved and accepted by the Office of Natural Lands Management in the Division of Parks and Forestry, the sponsor agrees to the agreement as stated in the application and provide the required long-term maintenance of the proposed improvements; and

4 - The Mayor and Clerk are hereby authorized to execute and attest this resolution, application and agreement.

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Honorable Mayor Edward G. Campbell, III

\_\_\_\_\_  
Date

Motion to approve Resolutions Councilman Bonsall, Second Councilman Brown

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Absent	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Aye

**MINUTES:** None

**REPORT OF MUNICIPAL OFFICERS:**

Borough Clerk	<u>  X  </u>	Police Department	<u>  X  </u>
Construction Official	<u>  X  </u>	Sewer Clerk	<u>  X  </u>
Tax Collector	<u>  X  </u>	Court Clerk	<u>  X  </u>
Treasurer	<u>  X  </u>	Welfare Director	<u>  X  </u>
Compliance/Zoning Officer	<u>  X  </u>	Engineer	<u>  X  </u>

**COUNCIL COMMITTEE REPORTS:**

**PLANNING BOARD/PUBLIC WORKS**

**COUNCILMAN BONSALL**

Councilman Bonsall reported there was nothing to report on Planning Board. Leaf collection 1<sup>st</sup> round has been completed. Gear is being prepared for winter. A new truck is being looked into at a cost of approximately \$49,000 for a 450 fully equipped diesel vehicle.

**PUBLIC EVENTS**

**COUNCILMAN BROWN**

Councilman Brown reported that placing the Christmas tree lights will be Wednesday, November 24, 2010 at 11:00 a.m. The Environmental Commission met and they discussed the new regulations regarding solar panels.

**POLICE/ENVIRONMENTAL COMMISSION**

**COUNCILMAN CROGHAN**

Councilman Bonsall reported for Councilman Croghan on the Police Department. Councilman Bonsall met with Chief Mingori and went over firearms. Vests are up to date. The Chief would like to hire one full time officer.

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RECYCLING/SANITATION/RECREATION

COUNCILMAN MACFERREN

Councilman MacFerren reported that October's recycling was 19.9 tons, trash was 91.05 tons. Residents Gus Egizi and Barbara Headley cleaned up the area around Norcross Road.

LOCAL ASSISTANCE/INSURANCE

COUNCILWOMAN MANCINI

Councilwoman Mancini reported that the JIF will not be self-serving any longer. Over the last two decades there has been a 225% increase in fees for insurance. The JIF is taking bids from private companies. The JIF budget will increase the legal fees because the program will be overseen by JIF attorneys. George Rogers will be contacted to see if safety scores for the last quarter have been corrected. John Saville was contacted for a voucher for \$250 which must be used by December.

L&I/ZONING BOARD

COUNCILWOMAN SCHIEBER

Councilwoman Schieber reported there was no zoning board meeting. The construction office issued 12 permits and the assessed value of construction was \$65,825 and \$2,003 was collected. The construction officer has been perusing the town and removing unwanted signs. The grass has been cut at 13 Cedarcroft.

MAYOR'S REPORT

MAYOR CAMPBELL

Mayor Campbell reported that the Town Crier is being prepared and will be sent out shortly. The County Open Space committee will approve the application for a \$100K trail grant. An application will be submitted for a trail from Pole Hill Park to United States Avenue. The fire house roof has been completed. John Blaker is working on the security system. The next item to complete is the Cricket Field parking lot.

Motion to put written reports on file for one year Councilman Bonsall, Second Councilman MacFerren

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Absent	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Aye

**CORRESPONDENCE:**

TO: Mayor and Council dated 11/4/10  
 FROM: Anne D. Levy, RMC  
 RE: Unused Vacation  
 ACTION: Motion made by Councilwoman Mancini granting the buying back one week vacation and carrying one week vacation into 2011 – Second by Councilman MacFerren

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
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Councilman Croghan	Absent	Councilman MacFerren	Aye
Councilwoman Mancini	Aye	Councilwoman Schieber	Aye

**OLD BUSINESS:**

1. TREE LIGHTING CEREMONY DATE & TIME

The tree lighting ceremony will be held on Friday December 10, 2010 at 7:00 p.m.

2. USE OF SENIOR CENTER

Applicant: Boy Scout Troop 127  
Date of Event: Wednesdays from 12/1/10 through 4/13/11  
Fee & Bond Paid: Request for waiver of fees

Motion to table use of the Senior Center Councilman Bonsall, Second Councilwoman Schieber

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Absent	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Aye

**NEW BUSINESS:**

1. CHRISTMAS & NEW YEAR'S HOLIDAYS

Council agreed to the following holiday schedule:  
Borough hall will be closed December 24, December 27 and December 31.

2. REORGANIZATION MEETING DATE & TIME

The Annual reorganization meeting will be Wednesday January 5, 2011 @ 7:00 p.m.

3. 2011 COUNCIL MEETING DATES & TIME

Council meeting for 2011 will be held the 2<sup>nd</sup> Wednesday of the month at 7:00 p.m.

4. USE OF SENIOR CENTER

Applicant: Greg Fusco  
Date of Event: Sunday November 21st  
Fee & Bond Paid: Yes

Motion to approve use of the Senior Center Councilwoman Mancini, Second Councilman Bonsall



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Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Absent	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Aye

**INFORMATIONAL:**

1. Next Council meeting is Wednesday, December 8, 2010

**MEETING OPEN TO THE PUBLIC**

Argun Goyal, 958 N. Broad Street, Woodbury, NJ. Mr. Goyal requested that the sewer connection fee be waived or reduced. Council advised Mr. Goyal that the fee will not be waived or reduced but that the fee may be paid before a certificate of occupancy is issued. Solicitor Jehl will prepare a resolution for the next council meeting.

**CLOSED TO THE PUBLIC**

**MOTION TO ADJOURN AT 9:05 P.M. COUNCILMAN BONSALL, SECOND COUNCILWOMAN SCHIEBER**

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Absent	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Aye

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 Anne D. Levy, RMC  
 Borough Clerk

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 Edward G. Campbell, III  
 Mayor

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