

**BOROUGH OF BUENA
REGULAR COUNCIL MEETING
AGENDA
APRIL 10, 2017**

**MEETING CALLED TO ORDER: P.M.
MEETING ADJOURNED: P.M.**

CALL MEETING TO ORDER: Flag Salute

ROLL CALL OF ATTENDANCE:

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA				
WALKER				
BAKER				
MANCUSO				
ALVAREZ				
MCAVADDY				

SUNSHINE LAW: This meeting is being held in compliance with the Open Public Meetings Act and notices of this meeting have been provided to The Press of Atlantic City, The Daily Journal and The Atlantic County Record, as well as having been posted on the bulletin board at Borough Hall.

MAYOR'S REPORT: First order of business.

PUBLIC PORTION OF THE MEETING:
Anyone wishing to address Mayor and Council only, please step forward and give your name and address for the record.

DISCUSSION: 2017 MUNICIPAL BUDGET

ORDINANCE 644 NEED MOTION TO OPEN THE PUBLIC HEARING ON:

AN ORDINANCE AMENDING ORDINANCE 635 THE SALARIES AND WAGES RANGES OF MUNICIPAL OFFICIALS AND EMPLOYEES OF THE BOROUGH OF BUENA FOR THE YEAR 2017
M _____ S _____

BE IT ORDAINED by the Council of the Borough of Buena, in the County of Atlantic and State of New Jersey, that the following salary and wage ranges are hereby established for municipal officials and employees in the Borough of Buena,

Mayor	\$ 8,112.00 - \$ 8,773.00
Councilpersons	\$ 4,161.00 - \$ 4,501.00
Administrator	\$20,000.00 - \$30,900.00
Borough Clerk/Tax Collector Part Time	\$50,000.00 - \$87,550.00
Borough Clerk – Full Time	\$38,000.00 - \$56,650.00
Tax Collector – Full Time	\$38,000.00 - \$56,650.00
Deputy Municipal Clerk/Clerk 1 Full Time	\$27,000.00 - \$39,140.00

Chief Financial Officer	\$38,000.00 - \$56,650.00
Acting Chief Municipal Financial Officer	\$28,000.00 - \$39,140.00
Tax Assessor	\$ 7,902.00 - \$ 8,547.00
Assessing/Search Clerk	\$20,395.00 - \$22,058.00
Land Use/Construction Code/Fire Secretary	\$32,000.00 - \$39,140.00
Zoning Officer	\$ 4,500.00 - \$ 7,210.00
Enforcement Officer	\$ 6,500.00 - \$ 9,270.00
Construction Code Official	\$ 1,800.00 - \$ 3,090.00
Building Sub-Code Official	\$ 9,000.00 - \$11,330.00
Plumbing Sub-Code Official	\$ 6,500.00 - \$ 9,270.00
Electrical Sub-Code Official	\$ 6,500.00 - \$ 9,270.00
Fire Sub-Code Official	\$ 3,200.00 - \$ 4,635.00
Fire Official	\$ 4,000.00 - \$ 6,180.00
Occupancy Inspector	\$ 3,000.00 - \$ 4,120.00
Road Supervisor	\$50,000.00 - \$72,100.00
EMS Supervisor	\$40,000.00 - \$66,950.00
EMS Captain	\$63,000.00 - \$68,950.00
Director Public Safety - Full Time	\$40,000.00 - \$52,950.00
Director Public Safety – Part Time	\$20,000.00 - \$27,038.00
Director Emergency Management	\$ 492.00 - \$ 541.00
Police Records Clerk	\$33,109.00 - \$35,808.00
Clerk 1- Full Time	\$25,000.00 - \$27,810.00
Clerk 2 - Full Time	\$30,000.00 - \$38,213.00
Clerk 3 - Full Time	\$40,000.00 - \$51,243.00
Clerk 1- Part Time	\$ 12.50 - \$ 16.00
Confidential Assistant – Part Time	\$ 15.00 - \$ 20.00
Land Use Board Chairman	\$ 30.00 - \$ 33.00
Land Use Board Members	\$ 25.00 - \$ 28.00
Senior Part-Time EMS	\$ 14.57 - \$ 17.00
EMS – Part Time	\$ 12.48 - \$ 15.00
Police Officer – Part Time	\$ 14.84 - \$ 17.00
Special Law Enforcement Officer	\$ 14.26 - \$ 16.00
Acting Fire Official	\$ 25.00 - \$ 35.00
Crossing Guard – Part Time	\$ 8.84 - \$ 11.00

Streets & Roads Laborer 1	\$	16.00 - \$	28.00
Laborer Recreation	\$	10.50 - \$	14.00
Part-Time Road Laborers-Skilled	\$	10.00 - \$	15.00
Part-Time Road Laborers-Unskilled	\$	9.00 - \$	14.00

	AYE:	NAY:	ABSTAIN:	ABSENT:
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WALKER				
BAKER				
MANCUSO				
ALVAREZ				
MCAVADDY				

DISCUSSION:

NEED MOTION TO CLOSE THE PUBLIC HEARING:

M _____ S _____

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA				
WALKER				
BAKER				
MANCUSO				
ALVAREZ				
MCAVADDY				

ORDINANCE NO. 644 ADOPTED:

M _____ S _____

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA				
WALKER				
BAKER				
MANCUSO				
ALVAREZ				
MCAVADDY				

ORDINANCE 647

NEED MOTION TO OPEN THE PUBLIC HEARING ON:

CALENDAR YEAR 2017

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION
LIMITS AND TO ESTABLISH A CAP BANK**

(N.J.S.A. 40A: 4-45.14)

M _____ S _____

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 0.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain

exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Borough Council of the Borough of Buena in the County of Atlantic finds it advisable and necessary to increase its CY 2017 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Borough Council hereby determines that a 3.0% increase in the budget for said year, amounting to \$108,076.64 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Borough Council hereby determines that any amount authorized Herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Buena, in the County of Atlantic, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2017 budget year, the final appropriations of the Borough of Buena shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$126,089.41, and that the CY 2016 municipal budget for the Borough of Buena be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

	AYE:	NAY:	ABSTAIN:	ABSENT:
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DISCUSSION:

NEED MOTION TO CLOSE PUBLIC HEARING:

M _____ S _____

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ORDINANCE NO. 647 ADOPTED:

M _____ S _____

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MAROLDA				
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RESOLUTION 51-17 A RESOLUTION OF THE BOROUGH OF BUENA ACCEPTING THE GRACIOUS DONATION OF A 14' X 60' MOBILE HOME FOR USE AS AN OFFICE FOR THE PUBLIC WORKS DEPARTMENT

M _____ S _____

WHEREAS, the current mobile home being used as an office for the Public Works Department is in deplorable condition; and

WHEREAS, a much newer version is needed for its replacement; and

WHEREAS, Pineview Terrace (Debra A. Skipper, Owner) has offered an excellent replacement; a 14' x 60' Broadmore, Model 2642K, Serial Number 55145;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Buena that the donation of the replacement be graciously accepted from Pineview Terrace Manufactured Housing Community (Debra A. Skipper, Owner) and a letter of thanks sent with a copy of this executed resolution.

	AYE:	NAY:	ABSTAIN:	ABSENT:
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**RESOLUTION 52-17 RESOLUTION ESTABLISHING A NEW PETTY CASH FUND AND
 RESCINDING THE POLICE PETTY CASH FUND
 M S**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a petty cash fund in any county or municipality by application and resolution, and,

WHEREAS, it is the desire of the Borough of Buena, County of Atlantic to establish such a fund for the use of small miscellaneous purchases in the amount of \$200.00; and

WHEREAS, the custodian for this fund is, Cynthia LoGuidice, CFO, who is bonded for the amount of \$1,000,000; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

WHEREAS, it is the desire that the petty cash fund for the Police Department of the Borough of Buena, County of Atlantic be rescinded.

NOW, THEREFORE BE IT RESOLVED that the Council of the Borough of Buena hereby authorizes such action and that two copies of this resolution be filed with the division of local Government Services, New Jersey Department of Community Affairs for approval.

	AYE:	NAY:	ABSTAIN:	ABSENT:
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ALVAREZ				
MCAVADDY				

PERSONNEL:

ADMINISTRATORS' S REPORT:

This will be my final formal report to Council. I promised then Mayor Baruffi three years and it has been four and a half. There were two main goals (and many smaller ones) when I arrived here; to get our staff to work together more effectively and to correct the financial issues (I estimated then that we were 13 months from being out of money at the time). Staff is working together and we, collectively, have solved and are solving many of the needs of the Borough.

I think that the best way to organize this is to summarize the projects that have been completed, the projects that are currently ongoing, and the projects that, in my estimation, still need to be addressed. Each of these projects is not the result of one person but the collaborative work of many. The staff at Buena Borough is exemplary. Many place the improvement of the Borough above personal desires, and have the best interest of this Borough as a number one goal. I would be remiss at this point if I did not mention Bill Nimohay, Cindi LoGuidice, and Pam Johnston.

Accomplishments

1. Rental Registration Fee-the fee was increased to reflect the increased cost of providing the service and consideration given to the fees charged by neighboring municipalities. An automatic increase was built in to this fee, so that Council does not need to consider it annually, only when it appears too low or too high.

2. General Nuisances Ordinance-this was modified to require minimum mandatory fines and increasing fines for second, third, and subsequent offenses.
3. Dog Licenses-this ordinance was modified to cap the number of dogs, eliminate multiple dog charges, and included annual increases.
4. Police Contracts-Negotiated and settled two four-year Police contracts, ending almost five years without a contract.
5. Convenience Center-revised fees.
6. 530 Forest Grove Road-purchased the property and demolished the structure, placing the property in Green Acres inventory.
7. State Contracts-wrote and adopted a resolution to allow Buena Borough to participate in all New Jersey State Contract programs.
8. Cable issues-removed all excess wiring, from old systems that were previously removed, from plenum areas in ceilings.
9. Computer wiring-rewired all computer cables in Borough Hall using CAT 5e cables, separating completely the Police and Administrative networks. This is required by law and ended long periods of time every week when the system was "down".
10. Time Off-established a uniform system for requesting time off, that backs up time sheets and give record of approved absences.
11. Fueling-created a standard, Borough controlled, fueling system for Gasoline and Diesel that is purchased through the State Contract system.
12. Training-established a practice of training and cross-training staff to eliminate closed offices and disgruntled citizens.
13. CCTV-installed Closed Circuit Television recording of the Administrative Area of Borough Hall. Within weeks of its installation, it was instrumental in the apprehending of a suspect in the burglary of the offices.
14. Fire Detection-replaced the marginally operational fire detection system at Borough Hall with state-of-the-art components.
15. Water Heater-replaced the aged tank style water heater with an on-demand tankless system, creating an instant savings in gas.
16. Sealing of Windows and Doors-all caulk that was originally applied when Borough Hall was constructed was professionally replaced with state-of-the-art product. In a number of cases we had areas where you could see out through the old dried caulk.
17. Roof of Borough Hall-the roof of the building was cleaned, resealed, and new aluminum flashing added to all projecting walls. Previously, these uncovered wall served to soak up water in rainstorms and transmit it into the facility.
18. Leveling of sidewalks-the sidewalks around Borough Hall were leveled, and in some cases replaced to reduce trip hazard and liability.
19. Rear entrance cover-a new cover was placed over the rear entrance to allow visitors an area to shake of umbrellas and shoes, reducing trip hazards due to wet floors.
20. Hallways-we painted the public hallways of Borough Hall, installed new vinyl tiles and created the beginnings of a display of "Old Buena Borough".
21. Exterior walls-the exterior walls of Borough Hall were waterproofed to prevent moisture infiltration. This should be done periodically.
22. License Plate Reader-A license plate reader was purchased for the Police Department. Although rarely used, it is a viable way to get unsafe drivers off of our roads and a secondary source of revenue for the Police.
23. Computer updates-a tower for updated police servers was installed, the server for Administration replaced, and a regular program of replacing dated computer implemented.

24. Records retention-the vault was emptied, with great assistance from the Clerk, repainted and new files installed. Aged record storage was created in storage sheds behind the offices.
25. EMS Building-the building was properly sealed and fresh air intake created to eliminate the pepper smell created by the business next door.
26. EMS vehicles-both ambulances were re-chassied and updated, creating two "virtually new" vehicles.
27. Senior Center bathrooms-the men's and ladies rooms were painted and had their floors replaced. Both bathrooms were restored to handicapped accessibly standards.
28. Aberdeen Avenue -regraded and filled.
29. Collection Window-the collection window for the tax collector and clerk was upgraded to provide improved safety for staff handling cash. A side benefits are that it just looks more professional and functions better.
30. Tax bill readers-tax bill readers were installed in two locations to speed up processing of tax bill payments.
31. Public Works Office-A new office trailer was donated to the Borough. The only cost was moving the unit from Browns Mills.

Projects Underway

1. Senior/Handicapped Exercise Area-using CDBG funds we will be installing a safe surface and approved apparatus near the current play area in the park. This is currently under the care of Bob Smith of R&V.
2. Additional Children's Playground-Former Mayor Baruffi was able to get us a play set at really low cost. It is to be installed by our staff in the area adjacent to the new children's baseball field.
3. Kennedy Drive-this parcel of land has belonged to the Borough since its inception. The MUA pump is on this property, and technically belongs to the Borough. Five compliant lots have been drawn from this parcel (all with water, sewer, electric, and gas). The "fly in the ointment" here is that they are in the Pinelands and we must jump their hurtles. I will bring this as far as I can and keep Valerie Jones and Rick Tonetta up to date with my progress. Using the same process as above, and the same restrictions, the Borough could realize at least \$125,000 for the lots and gain ratables within three years.
4. 700 Central Avenue-This is in the hands of our solicitors. We should become the owners. If I could recommend something, I would try to place this in the Redevelopment Zone before it is sold so that the Borough has a say in the type of development that occurs here. Without careful planning, someone could buy this property and do nothing to develop it. They would then only realize taxes on undeveloped property.
5. Gas Conversion-Bill Nimohay is currently working to convert the Borough Public Works Garage from oil to natural gas. This would provide a significant savings every year.
6. Fencing and Clean-Up at the Convenience Center- Bill Nimohay is currently working to install fencing and closed circuit surveillance for the Convenience Center using recycling funds.
7. Master Plan-currently in the hands of R&V. Funds are available in the bond for a revision of our Master Plan to create additional business and commerce friendly zones. This is a High Priority item for the future of the Borough
8. Senior Access to the park-we are in the process of creating a safe walkway from the senior living area to our park. Sidewalks have been installed. Signage and crosswalks are still in process. Bill Nimohay is the point person on the project.

9. Louis Drive-Two easements for a 30 foot drainage channel have been verbally approved. The Solicitor is working to make these happen on paper. When these are complete, we have a neighbor willing to allow an easement across his property for a buried drainage pipeline. I would suggest that this neighbor be paid for the easement and his property restored to great condition following the installation.

Future Projects

1. Resale Inspection-I would suggest that the Borough create a Resale Inspection with fee similar to a rental inspection, to ensure that when properties change hands they are safe and taxable changes have not been made to the property.
2. Liquor License Fees-Review necessary of our current amount and should we have a built-in escalator?
3. HVAC at Borough Hall-these are well aged, and along with their controls, should be part of long-range planning. It would be terrible to have to close the offices for lack of heat. Financially, this should be planned.
4. Drainage at Borough Hall-the downspouts on the front of Borough Hall dumps water against the building. Drainpipe should connect these to the curb to keep the water from infiltrating the building. This is damaging walls and floors.
5. Painting-Interior offices at Borough Hall wear their original paint and it is deplorable. These and the interior of the Senior Center need a painting program.
6. Generator-Borough Hall is equipped with a generator that only covers a small portion of the power needs. Additionally, the diesel fuel must be added from within the building and the air intake and exhaust are not weather tight. This is a tremendous energy waste.
7. Public Transportation-The Borough needs additional public transportation. Having regular transportation could enable us to receive \$100,000+ in additional road money annually.
8. South Boulevard-upon the completion of Forest Grove Road, the Borough might consider using its state aid for roads on South Boulevard, a qualifying road that is much in need of restoration.
9. Reassessment-tax burdens are not distributed evenly due to the last reassessment being at the height of the market. The Borough loses money annually in tax dollars and many residents are overpaying.
10. Money savers-MUA, Police, and the combining of the two fire departments would realize long-term savings for taxpayers.
11. Public Works Staff-additional staff is necessary to keep up with the needs of the Borough and the desires of Council and the Public.
12. Replacement of Fence-the wooden fence that separates the park is quickly deteriorating to the point of being unsafe. The Borough owns sufficient galvanized steel guard rail to replace it. This is really a job that is too large for the current Public Works staff to undertake. It needs an outside contractor.
13. Solar Energy-I would suggest that we investigate the possibility of Solar Panels that become carports at Borough Hall to offset electric costs. Also, we could power park lighting using solar alternatives if incentives are available.
14. EMS-we should consider a fee be charged for EMS calls that refuse transportation. It is likely that some are using us as private medical service without and remuneration to the Borough.

Again, these are not all solely my accomplishments but suggestions and the good work of your employees. These people have been phenomenal, making something great while using little. It has been my honor to serve this community and a small portion of it will always remain in my heart. I will be available at a normal schedule through the 28th. I would be happy to provide history and guidance to my successor, at no cost to the

Borough. Just ask. I thank all for their support, expressions of caring, and for making me look good on many occasions. THANK YOU!

Sincerely,
Paul

ENGINEER'S REPORT

FY2015 NJDOT Municipal Aid Project - Resurfacing of Plymouth Street

We are awaiting approval of the permit for the culvert replacement from the NJDEP. We anticipate receiving the permit in the next couple of weeks. That project will then be advertised for public bid. Our office is planning to advertise for public bids for the roadway resurfacing component of the project during the week of April 10, 2017 to meet the NJDOT contract award deadline.

Melini Park Senior Recreation Facility - CDBG Project

Our office has completed a draft set of the project plans.

Kimberly Lane Speed Study

The automatic traffic recorders were installed on April 5, 2017.

SOLICITOR'S REPORT:

COMMITTEE REPORTS:

ROADS/RECYCLING..... CHAIRMAN JEFFREY MAROLDA
JOSEPH MANCUSO, GREG MCAVADDY

ECONOMIC DEVELOPMENT.....CHAIRMAN MATTHEW WALKER
JOSEPH MANCUSO, ROSALIE M. BAKER

RECREATIONCHAIRWOMAN ROSALIE M. BAKER, JORGE
ALVAREZ, MATTHEW WALKER

FINANCE.....CHAIRMAN JOSEPH MANCUSO, ROSALIE M.
BAKER, MATTHEW WALKER

PUBLIC SAFETY/STREET LIGHTS.....CHAIRMAN JORGE ALVAREZ, GREG
MCAVADDY, JEFFREY MAROLDA

BLDGS/GROUNDS/IMPROVEMENTS.....CHAIRMAN GREG MCAVADDY,
MATTHEW WALKER, JORGE ALVAREZ

CLERK'S REPORT:

Minutes of the regular meeting of March 13, 2017. If no corrections or additions, entertain a motion to approve M _____ S _____

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA				
WALKER				
BAKER				
MANCUSO				
ALVAREZ				
MCAVADDY				

Minutes of the regular meeting of March 27, 2017. If no corrections or additions, entertain a motion to approve M _____ S _____

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA				
WALKER				
BAKER				
MANCUSO				
ALVAREZ				
MCAVADDY				

UNFINISHED BUSINESS:

NEW BUSINESS:

BILLS PAID AS LISTED: M _____ S _____

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA				
WALKER				
BAKER				
MANCUSO				
ALVAREZ				
MCAVADDY				

NEXT MEETING: April 24, 2017

MEETING ADJOURNED: M _____ S _____

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA				
WALKER				
BAKER				
MANCUSO				
ALVAREZ				
MCAVADDY				