

**BOROUGH OF MEDFORD LAKES
REGULAR COUNCIL MEETING
MARCH 25, 2004**

The regular meeting of the Borough Council of the Borough of Medford Lakes, New Jersey, was held on the above date in the Denby Annex of the Medford Lakes Colony beginning at 7:30pm. Mayor Woodend presided. Following the Pledge of Allegiance, Mayor Woodend read the Statement of Compliance with the Open Public Meetings Act. This is to announce that adequate notice in the form of Notice of Meetings was (1) posted on the Administration Building bulletin board, (2) mailed to The Central Record, Medford, NJ, (3) mailed to the Burlington County Times, Willingboro, NJ, (4) mailed to the Courier Post, Cherry Hill, NJ, and (5) filed with the Municipal Clerk. Advance written notice of this meeting was mailed to all persons who requested such notice according to the Clerk of the Municipality.

Answering Roll Call for Borough Council were: Mayor Gary Woodend, Councilman Timothy Casey and Councilman David Wasson. Also present were Manager Rich Knight, Deputy Clerk Mark McIntosh, Solicitor Jim Vogdes, Police Chief Frank Martine, Emergency Squad Chief Rosemary Countess, and Solicitor Bob Stewart.

PUBLIC COMMENT

There was no public comment at this time.

BUDGET

Auditor Bob Stewart attended the meeting to discuss the 2004 proposed Budget with Council and the public.

The Budget was introduced at the February 26, 2004, Regular Council Meeting, with a 4-cent tax increase.

The 2004 Budget could not be memorialized by resolution at this meeting as planned. The Borough does not use a General Ledger system, which has caused the Department of Community Affairs to delay the Budget while they examine it.

The receipt of an Energy Grant allows the tax rate to decrease from the proposed 4 cents to 3.4 cents. The Department of Community Affairs is investigating the 2004 Budget to determine if any revenue has been overstated. The express purpose of the Energy Grant is to reduce taxes; it cannot be used for any other purpose.

Manager Knight also reported he has received a grant check in the amount of \$2,400 for emergency management. The Budget will be amended to reflect the grant money.

Mayor Woodend opened the Public Meeting portion of the Budget discussion.

Joe Aromando, 285 Shingowack Trail, had several questions. He asked if the Budget would have to be re-introduced if changes were made to it; Auditor Stewart does not think so. Mr. Aromando asked how long Mr. Stewart had been the Borough's auditor and how long he had been recommending a General Ledger. Mr. Stewart has served as auditor for Medford Lakes since 1979 and has recommended the use of a General Ledger since the 1986 law requiring one. He added the General Ledger is housed in a computer program and work has already begun to implement the program in the Borough.

Mr. Aromando advised Council of his opinion that the Budget should be available for public review. He suggested it should be mailed to each household so residents could read and comment on its contents.

Council and Mr. Stewart discussed the Budget and bond sale rates. Currently, the Borough has \$69,000 in the General Capital Fund, the Department of Public Works has \$145,000, and the Fire Department has \$5,000 in theirs.

Manager Knight thanked Auditor Stewart and his staff for their work on the Budget. He also thanked Council and the Borough's department heads for their work on their respective budgets. He singled out Police Chief Martine, who under spent his 2003 Budget and reduced his 2004 budget request. All departments reduced their budgets by at least 5%.

Mayor Woodend made a motion, seconded by Councilman Casey, to schedule the Final Hearing for the Budget at the April 8, 2004, Regular Council Meeting.

VOTE TO APPROVE MOTION

Ayes: Woodend, Casey, Wasson

Nays: None

Motion is approved

Mayor Woodend discussed the position of Municipal Financial Officer; Manager Knight will become the Financial Officer and will retain the services of Inverso and Stewart for assistance and guidance. Auditor Stewart will perform a mini-monthly audit.

APPROVAL OF MINUTES

Mayor Woodend made a motion, seconded by Councilman Casey, to approve the minutes for the March 11, 2004, Regular Council Meeting, with two minor corrections.

VOTE TO APPROVE MINUTES

Ayes: Woodend, Casey, Wasson

Nays: None

Minutes are approved

ORDINANCES

There were no ordinances on the agenda for the meeting.

RESOLUTIONS

Mayor Woodend introduced the following resolution, seconded by Councilman Casey:

RESOLUTION 54-04

A RESOLUTION AUTHORIZING FIRE DEPARTMENT TO APPLY FOR 2004 FEDERAL DEPARTMENT OF HOMELAND SECURITY ASSISTANCE FOR FIREFIGHTERS GRANT PROGRAM

WHEREAS, the Borough of Medford Lakes Fire Department has the opportunity to apply for the 2004 Federal Department of Homeland Security Assistance for Firefighters Grant; and

WHEREAS, Council supports the application for the grant and acknowledges that the Borough would be responsible for a 10% cash match;

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, hereby authorizes the Medford Lakes Fire Department to apply for the Assistance for Firefighters Grant.

The money will be used to purchase three large ticket items for the Medford Lakes Fire Department. They are an industrial washer/extractor, an Automated External Defibrillator, and breathing apparatus upgrades as required by the Department of Homeland Security.

PUBLIC COMMENT: Sandy Wasson, 97 Wabun Trail, asked Fire Chief Mark McIntosh, if the washer/extractor would reduce the flame retardant nature of their uniforms. Chief McIntosh explained the retardant is inherent in the fabric the uniforms are made of, it is not added on top. The washer will not reduce their retardant ability.

VOTE TO APPROVE RESOLUTION 54-04

Ayes: Woodend, Casey, Wasson

Nays: None

Resolution 54-04 is approved

Mayor Woodend introduced the following resolution, seconded by Councilman Casey:

RESOLUTION 55-04

A RESOLUTION AUTHORIZING THE PARTICIPATION IN THE 2004 CLICK IT OR TICKET SEAT BELT CAMPAIGN

WHEREAS, the Borough of Medford Lakes Police Department has applied for the 2004 “Click it or Ticket” seat belt campaign from the New Jersey Division of Highway Traffic Safety; and

WHEREAS, the State has awarded a grant to the Borough of Medford Lakes in the amount of \$5,000.00; and

WHEREAS, the grant will pay for Police Officers to work overtime to enforce laws affecting the safety and welfare of the streets of Medford Lakes and to encourage the public on the benefits of safety belt and child passenger seat restraint use; and

WHEREAS, through continued public awareness, education and enforcement of safety belt laws to increase usage, death and serious injury can be significantly reduced;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Medford Lakes, of the County of Burlington, in the State of New Jersey hereby authorizes the Mayor and Clerk to sign the Grant Acceptance Conditions. By accepting this Grant the Borough recognizes this State wide lifesaving opportunity, and proclaims support for the 2004, “Click it or Ticket” Seat Belt Campaign for the efforts of the Police Department to increase awareness through enforcement and to increase compliance with the State occupant protection laws within our community.

The \$5,000 grant provides for a two-week police enforcement detail for compliance with New Jersey's seat belt law. The funds cover the expense of overtime officers who will work the details.

PUBLIC COMMENT: None

VOTE TO APPROVE RESOLUTION 55-04

Ayes: Woodend, Casey, Wasson

Nays: None

Resolution 55-04 is approved

Mayor Woodend introduced the following resolution, seconded by Councilman Casey:

**RESOLUTION 56-04
A RESOLUTION AUTHORIZING A TONNAGE GRANT APPLICATION**

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1987, c. 102 has established a recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection is promulgating recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including, but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling and indicate the assent of the Borough Council to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure that the application is properly completed and timely filed;

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, hereby endorses the submission of the 2003 Municipal Recycling Tonnage Grant Application to the New Jersey Department of Environmental Protection, Office of Recycling and designates Richard J. Knight, Borough Manager, Cabin Circle Drive, Medford Lakes, New Jersey, to ensure that the said Application is properly filed.

PUBLIC COMMENT: None

VOTE TO APPROVE RESOLUTION 56-04

Ayes: Woodend, Casey, Wasson

Nays: None

Resolution 56-04 is approved

Mayor Woodend introduced the following resolution, seconded by Councilman Casey:

RESOLUTION 59-04

A RESOLUTION AWARDDING A SERVICE CONTRACT FOR SOFTWARE MAINTENANCE FOR THE FIRE DEPARTMENTS NFIRS 5.0 REPORTING, PERSONNEL, TRAINING RECORDS, AND INVENTORY MAINTENANCE MANAGER.

WHEREAS, the Fire Department of the Borough of Medford Lakes is in need of a maintenance service for its NFIRS 5.0 reporting, Personnel Training Records and Inventory Maintenance Manager Software Programs; and

WHEREAS, the software being used by the Fire Department is Copyrighted to Emergency Software Products, Inc.; and

WHEREAS, the Contract Attached shall be active for the period of January 1, 2004 until December 31, 2004;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Medford Lakes, that a service contract for "Fire Department Software Maintenance" is awarded to:

1. Emergency Software Products, Inc., 2504 New Albany Road, Cinnaminson, NJ, 08077
2. The agreed to contract attached shall be for the period of 1/1/04 to 12/31/04.

The resolution memorializes an agreement for software maintenance. Solicitor Vogdes suggested removing the words "Professional Contract" from the agreement.

Mayor Woodend moved to amend the resolution, seconded by Councilman Casey.

PUBLIC COMMENT: None

VOTE TO APPROVE RESOLUTION 59-04

Ayes: Woodend, Casey, Wasson

Nays: None

Resolution 59-04 is approved

Mayor Woodend introduced the following resolution, seconded by Councilman Casey:

RESOLUTION 60-04

A RESOLUTION A RESOLUTION AWARDDING A SERVICE CONTRACT FOR INTERNET WEB PAGE HOSTING FOR THE FIRE DEPARTMENTS INTERNET WEB PAGE

WHEREAS, the Fire Department of the Borough of Medford Lakes is in need of an Internet Web Page Hosting Service for its Internet Web Page; and

WHEREAS, the Web Page is used by the Fire Department to conduct community awareness of the department and its activities; and

WHEREAS, the Contract Attached shall be active for the period of one year;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Medford Lakes, that a service contract for “Fire Department Web Page Hosting Service” is awarded to:

3. Accu-find Internet Services, 196 Moorsetown Road, Windgap, PA 18091
4. The agreed to contract attached shall be for the period of one year from contract signing.

The resolution memorializes a contract for computer web design for the Medford Lakes Fire Department.

Police Chief Frank Martine advised Council his department was also investigating a web site, and complimented Chief McIntosh on his plan.

PUBLIC COMMENT: Joe Aromando, 285 Shingowack Trail, asked why each department needed a web site. He suggested improving the Borough’s existing web site, with links to allow each Department to add their own information with the Department heads being responsible for web content. Solicitor Vogdes advised that most towns have a central person responsible for the content and data on the web site. Manager Knight will discuss the issue with Medford Township Manager Al Feit to determine how Medford manages their web site.

Lou Potter, 64 Mohave Trail, approved the idea of having each Department head be responsible for his/her own data on one Borough site.

VOTE TO APPROVE RESOLUTION 60-04

Ayes: Woodend, Casey, Wasson

Nays: None

Resolution 60-04 is approved

OLD BUSINESS

CELL TOWER – AT&T is still in the design phase for their inclusion on the tower. Nextel is still considering placement on the tower.

SMOKING ORDINANCE – Mayor Woodend received a copy of a boilerplate endorsement resolution from the League of Municipalities, which would enact municipal restrictions, if the State does not. The Borough’s ordinance is at an impasse with the Colony concerning some gray areas, including private areas in the ordinance. It is difficult for Council to enact the ordinance without Colony cooperation.

PUBLIC COMMENT: Dick Thurber, 198 Chippewa Trail, advised Council they continue to discriminate by not including the Medford Lakes Country Club in the restrictions.

MUNICIPAL BUILDING – On March 24, 2004, Council interviewed representatives from Remington/Vernick and Jim Madden from Conrad Construction Management. Solicitor Vogdes will investigate if work completed by Conrad Construction would be subject to the bidding process.

CABLE NEGOTIATIONS – the Public Hearing is scheduled for May 13, 2004.

FIRE & EMS – Councilman Casey received a copy of the mediator’s proposed Memorandum of Understanding. He has some issues with it that he would like to see resolved. Manager Knight will meet with the mediator and then report to Council.

NEW BUSINESS

There was no new business to discuss at the meeting.

REPORTS

MANAGER – Manager Knight was contacted by Al Borrell, a vice president at the Colony. Mr. Borrell discussed low interest loans for rehabilitation of the Colony's dams. They are applying for a \$250,000 loan to rehabilitate the dam at Beach 1. The application for the loan is due May 17, 2004. The Colony would like the Borough to be a "co-borrower." Mayor Woodend would like a written proposal and a guarantee agreement from the Colony concerning default procedures on the loan.

Manager Knight received a letter from Izzies Restaurant. Owners are planning to relocate to the old Farmers and Mechanics Bank site and want to hook up to the Medford Lakes sewer system. This would create cross easement and engineering issues. Councilman Wasson reported that Izzies had previously shown interest in the Borough property on which Oaks Hall sits. Mayor Woodend responded that the property is deed restricted for public use only and reverts to a member of the Todd family if not used for such purpose.

PUBLIC COMMENT: Joe Aromando, 285 Shingowack Trail, reminded Council that other existing Medford businesses already use the Medford Lakes sewer system, which generates revenue.

The out-of-service police car will be made street ready for use as a Borough vehicle. Manager Knight advised that repairs to the car are approximately \$1,100.

An issue of overnight stays at nearby class, meeting, or convention sites was raised prior to the meeting. Manager Knight reported he has already resolved it.

SOLICITOR – Mr. Vogdes received paperwork for a proposed agreement between the Borough and Cave Properties, concerning the planned sub-division off Cree Trail. The agreement is a covenant restriction. Solicitor Vogdes has suggestions and more details to incorporate in the agreement.

PUBLIC COMMENT: Joe Aromando, 285 Shingowack Trail, reported it is difficult for vehicles to negotiate Cree Trail during school hours or school activities. He suggested that Council reconsider an agreement to widen the trail so at least two cars could pass. Mayor Woodend wants Engineer Joe Augustyn to examine the property and make a recommendation.

COUNCIL

Councilman Wasson reported the striping has not been done on Lenape Trail. Police Chief Martine responded that Council must enact a resolution in order to proceed. In addition, Chief Martine received a letter from the Department of Transportation concerning striping for Mohawk Trail. Manager Knight and Solicitor Vogdes will prepare the resolution; Chief Martine will forward it to the Department of Transportation, complete with a raised seal.

Mayor Woodend made a motion, seconded by Councilman Casey, to authorize Lenape Trail to be designated as a no passing street and marked as such.

RESOLUTION 61-04 A RESOLUTION AUTHORIZING A NO PASSING ZONE WITH STRIPING

WHEREAS, the Department of Transportation required a resolution regarding a no passing zone on Lenape Trail and striping authorization;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, that:

1. the entire length of Lenape Trail is hereby designated as a no passing zone; and
2. striping consistent with such roadway being designated a not passing zone is hereby authorized.

VOTE TO APPROVE RESOLUTION 61-04

Ayes: Woodend, Casey, Wasson

Nays: None

Resolution 61-04 is approved

Councilman Wasson attended a second demonstration for a jet-vac. The Medford Lakes Wastewater Department will use both vactors and make a recommendation to Council on the one they prefer.

A proposed auction of unused vehicles is being planned.

Councilman Casey was once again pleased to have all three of his department heads in attendance. Fire Chief McIntosh reported the Fire Department held their annual banquet; it was well attended and very successful.

Police Chief Martine had nothing additional to add at this time.

Squad Chief Rosemary Countess objected to the public discussion of the Memorandum of Understanding forwarded by the mediator. She reported the Fire Department and Squad had resolved most of their disagreements and the Squad is prepared to sign the agreement. Chief Countess and Manager Knight disagreed concerning the Squads previous willingness to sign the Memorandum.

Mayor Woodend acknowledged the presence of Mindy Brooks, a representative and new liaison to the Colony. He thanked her for attending the meeting.

PAYMENT OF BILLS

Council recessed for five minutes to review the bills on the Bill List.

When back in session, Mayor Woodend made a motion, seconded by Councilman Wasson, to approve the bills on the Bill List.

Councilman Wasson questioned the bill for \$1,000 from H&D Fire; it represents the cost of having all extinguishers in the Borough checked and re-filled. The previous company used by the Borough, B&C Fire, was found to be unlicensed.

Councilman Wasson asked about the bill from Ragan Design for \$5,500; it represents the cost of re-bids and extra plans.

VOTE TO APPROVE BILL LIST

Ayes: Woodend, Casey, Wasson

Nays: None

Bill List is approved for payment

ADJOURNEMNT

Councilman Casey made a motion, seconded by Councilman Wasson, to adjourn the meeting.

VOTE TO ADJOURN
Ayes: Woodend, Casey, Wasson
Nays: None
Meeting adjourned at 9:15pm.

Respectfully submitted,

Richard Knight
Borough Manager

