

**November 24, 2009, CAUCUS MEETING MINUTES**  
**BOARD OF COMMISSIONERS OF THE BOROUGH OF MT. EPHRAIM**

**MEETING CALL TO ORDER:**

Mayor Wolk called the meeting to order at 3:03pm.

**SALUTE TO FLAG:**

All present pledged their allegiance to the Flag of the United States of America.

**ROLL CALL:**

**PRESENT**

**ABSENT**

Commissioner Gilmore	____x____	_____
Commissioner Greenwald	____x____	_____
Mayor Wolk	____x____	_____

**OTHER OFFICIALS PRESENT:**

Borough Solicitor – Joe Marrazzo  
Borough Engineers – Joe Federici & Doug Akin  
Rich Schwab—Borough Consultant  
PW Supervisor – Ken Jones  
Sewer Operator—John Wenner  
Zoning Officer—Chris Fitzgerald  
Police Chief – Ed Dobleman  
Marie Darlington –Tax Collector/Deputy Clerk  
Rich Holmes—Fire Company President

**“OPEN PUBLIC MEETINGS LAW” ANNOUNCEMENT:**

Mayor Wolk announced this Meeting has been advertised and notices posted in accordance with the “Open Public Meetings Act.”

**ANNOUNCEMENTS:**

None

**PUBLIC PARTICIPATION:**

None

**DEPARTMENTAL REPORTS/DISCUSSIONS:**

**Administration & Finance:**

1. Closing on 324 Davis Avenue

Joe Marrazzo and I did attend the closing on this property on October 29. Closing went well and we received a check in the amount of \$36,000 as we had received the initial \$4000 the day of the auction. Total selling price was \$40,000 which will be available to bring in as revenue in the 2010 budget.

2. **Pasta Café liquor license**

The Division of Taxation has scheduled the public auction of this liquor license for December 2 at 11am. The State will handle all advertising but they do ask that we spread the information through the community. After the delinquent tax amounts owed to the State and the IRS have been satisfied, any remaining proceeds will go back to Pasta Café. After the sale, a person-to-person transfer and probably a place-to-place transfer will be needed if the new owner intends to use the license at another location.

3. **Bids received for Streetscape Project Phase II**

Bud Concrete did agree to a 60 day extension for the contract award on this project. We have been in contact with the DOT regarding the executed paperwork on the original grant as well as the additional \$55,000 which will also require an agreement. A copy of the most recent communication from the DOT is attached.

4. **PSE&G Direct Install Program**

I have been in contact with a representative from the Direct Install Program and they are in the process of setting up the site visits to perform the energy audits. I will have them coordinate with Ken for access to the various facilities.

5. **Rabies clinic for 2010 scheduled**

We have scheduled the 2010 rabies clinic for Saturday, March 6 from 10am-noon. Dr. Self has been confirmed and Marie faxed the order for the serum to both the State and the County. This will be in plenty of time for our residents to get their dogs vaccinated in time for license renewal by March 31 before the late fee kicks in.

6. **Feral cat problem in the Borough**

Mt. Ephraim, like many neighboring towns, has an escalating feral cat problem. We are launching a public awareness campaign to inform people about the dangers of feeding feral cats. We would like to get authorization to purchase a couple of cat traps that we can deliver to residents who have a problem and are willing to allow trapping in their yards. It is important that we try to get our arms around this problem before it gets out of control.

7. **The Census 2010**

Census forms will be mailed out to homes mid-March and are due back April A second mailing will go out and if not returned, door-to-door visits will begin. The Census Bureau is launching their largest campaign to get folks to return the forms. I put a blurb in the Messenger and will prepare information for the website as well. We need to communicate to the residents that their information is secure and is also is vitally important as it

helps determine the amount of school aid, road funding and municipal aid we receive.

**Police: Chief Dobleman reported on the following items:**

**1. Parking issues at the Food Bank**

Chief Dobleman will report that there were some problems during the past week and what he has done to address the issues.

**2. Traffic cut through problems on Sartori and Remington Avenues**

**3. Outstanding Suburban Auto bills**

**4. Personnel issues—resignation of Special II; officer out due to health problem; resignation of full-time officer**

**Fire: Richard Schwab reported on the following items:**

**1. Bell Rd. Fire Station project status**

We received mixed news on the Federal funding to do the better project. While we didn't make the first round approvals, we found we did pass the qualifying test but just weren't looked at as having as much positive impact as those chosen. However, we still should wait to hear if any of those projects awarded grants can't go forward as well as whether we make the second round. We think we should hear by the end of the year. If not, we will finalize things with our architect on the alternate plans and try to get out to bids by the end of January.

New plans were devised for the drainage project. The Engineer submitted a plan to go under the tracks. We are waiting for the State's reaction on funding.

TTI Environment issued their report on asbestos and other hazardous items in both the Fire Station and 205 James St. They found some in the flooring, roofing and around a boiler. The estimate for removal is \$10-15,000 plus \$3000 in professional fees. I have asked the architect if it makes sense to do the removal separate from the general demolition plans.

We also were approved for a \$10,000 grant from the Environmental JIF towards the estimated \$25,000 for removal of the contaminated soil around the leaking underground storage tank. Thank you to our Mayor who is the Camden County Municipal JIF representative on the E-JIF Executive Committee.

We also just got the first draft of the proposed long term lease based on the concepts we agreed to. We will ask our Solicitor to review the language and advise of any recommended changes.

**2. Lambert Ave Removal of Architectural Barriers project status**

MD Remodeling has provided all the paperwork for \$65,000 project. They will start Dec. 7 and should be done by the end of February.

**Public Works, Planning and Zoning:**

**1. New Jersey Water Association grant program**

A representative from the NJ Water Association stopped in to let us know about a grant program for sewer infrastructure improvements. These are stimulus funds that provide 75% grant funds and 25% low-interest loan. Municipalities with population under 5500 and a mean annual income of less than \$49,000 per household (per the 2000 census) qualify for this funding. Mt. Ephraim does qualify. I forwarded this info to Federici and Akin for their follow-up. The paperwork indicates it may cover both sanitary sewer and storm sewer improvements.

**2. Review of E-JIF Audit**

- Underground tank—integrity testing and documentation
- Stormwater Pollution Prevention Plan monthly audits
- Spill Prevention Control plan
- Management of 55 gallon used oil drums
- Use of only ultra low sulfur diesel

**Engineer: Projects and Grants Updates**

1. **Update on stimulus funds projects**
2. **Status of Harding Ave. generator project**
3. **Status of Kingsway Station construction**
4. **Update on Cedar Avenue project, Streetscape and Delaware**
5. **Update on status of Mt. Ephraim lighting**

**Solicitor:**

1. Status of dealing with remaining outstanding water bills from out of town properties—executive session to discuss settlement offer
2. Update on ownership of Lumberyard lots

**ADJOURNMENT:**

A motion was made by Commissioner Greenwald and seconded by Commissioner Gilmore to adjourn the meeting at 4:55 for an executive session to discuss a legal matter. Following the executive session, a motion by Commissioners Greenwald and Gilmore was made to go back into open session at 5:20. The motion carried.

On a motion by Commissioners Greenwald and Gilmore, the meeting was finally adjourned at 5:20pm.

Respectfully submitted,

Terry Shannon  
Municipal Clerk