

**BOROUGH OF LAUREL SPRINGS
MAYOR AND COUNCIL WORK SESSION
MONDAY SEPTEMBER 12, 2016 - 7:00 P.M.
MAYOR THOMAS A. BARBERA PRESIDING
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SALUTE TO THE FLAG AND MOMENT OF SILENCE was led by Mayor Barbera

OPEN PUBLIC MEETINGS LAW – Mayor Barbera stated that adequate notice of this meeting was given by emailing the Central Record and the Courier-Post on January 6, 2016 and posting on the website and bulletin board in the Borough Hall, also on Borough's website.

ROLL CALL recorded as present: Letts, McCunney, Mochel, DiGregorio, Cruz and Redstreak; absent: none.

MATTERS REQUIRING OFFICIAL ACTION

- **APPROVAL OF MINUTES**- Regular Meeting of August 8, 2016 – the motion to approve by Councilman Redstreak, was seconded by Councilwoman Mochel, with Letts, Mochel, DiGregorio and Redstreak, in favor, McCunney and Cruz abstaining and none opposed.
- **ORDINANCES – Second Reading, Public Hearing and Adoption**
 - **#805-2016- AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 76 OF THE CODE OF THE BOROUGH OF LAUREL SPRINGS ENTITLED, “ANIMALS”**
 - Mayor Barbera opened the meeting to the public for questions and comments. Hearing none, he closed the meeting to the public.
 - Motion to Introduce by Councilman Redstreak was seconded by Councilwoman Mochel with Letts, McCunney, Mochel, DiGregorio, Cruz and Redstreak in favor, none opposed and no abstentions.
- **RESOLUTIONS**
 - **#073-2016- REAFFIRMING THE BOROUGH OF LAUREL SPRINGS' CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

WHEREAS, it is the policy of the Borough of Laurel Springs to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law Against Discrimination, the Americans With Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the Governing Body of the Borough of Laurel Springs has determined that certain procedures need to be established to accomplish this policy.

NOW, THEREFORE, BE IT ADOPTED by the Governing Body of the Borough of Laurel Springs that:

SECTION 1. No official, employee, appointee or volunteer of the Borough of Laurel Springs by whatever title known, or any entity that is in any way a part of the Borough of Laurel Springs shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough of Laurel Springs' business or using the facilities or property of the Borough of Laurel Springs.

SECTION 2. The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough of Laurel Springs to provide services that otherwise could be performed by the Borough of Laurel Springs.

SECTION 3. Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

SECTION 4. The Clerk shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

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SECTION 5. No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

SECTION 6. The Clerk shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough of Laurel Springs as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

SECTION 7. The Clerk shall establish a system to monitor compliance and shall report at least annually to the Governing Body the results of the monitoring.

SECTION 8. At least annually, the Clerk shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough of Laurel Springs. This communication shall include a statement from the Governing Body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough of Laurel Springs' website.

SECTION 9. This resolution shall take effect immediately.

SECTION 10. A copy of this resolution shall be published in the official newspaper of the Borough of Laurel Springs in order for the public to be made aware of this policy and the Borough of Laurel Springs' commitment to the implementation and enforcement of this policy.

- The motion to approve by Councilman Redstreak was seconded by Councilwoman Mochel with Letts, McCunney, Mochel, DiGregorio, Cruz and Redstreak in favor, none opposed and no abstentions.

▪ **#074-2016- ADOPTING PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, it is the policy of the Borough of Laurel Springs to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Mayor and Council of the Borough of Laurel Springs has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Mayor and Council of the Borough of Laurel Springs that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all municipal officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by municipal employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Council of the Borough of Laurel Springs.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the municipality shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Municipal Clerk and all managerial/ supervisory personnel are responsible for these employment practices. The Deputy Clerk and the Borough

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Attorney shall assist the Municipal Clerk in the implementation of the policies and procedures in this manual.

- The motion to approve by Councilman Redstreak was seconded by Councilwoman Mochel with Letts, McCunney, Mochel, DiGregorio, Cruz and Redstreak in favor, none opposed and no abstentions.

- **#075-2016- AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$75,000 OF SPECIAL EMERGENCY NOTES OF THE BOROUGH OF LAUREL SPRINGS; MAKING CERTAIN COVENANTS TO MAINTAIN THE EXEMPTION OF THE INTEREST ON SAID NOTES FROM FEDERAL INCOME TAXATION; AND AUTHORIZING SUCH FURTHER ACTIONS AND MAKING SUCH DETERMINATIONS AS MAY BE NECESSARY OR APPROPRIATE TO EFFECTUATE THE ISSUANCE AND SALE OF THE NOTES**

BACKGROUND

WHEREAS, the Local Budget Law, Chapter 169 of the Laws of the State of New Jersey, as amended and supplemented ("Local Budget Law") authorizes, inter alia, municipalities to adopt ordinances authorizing special emergency appropriations for, among other things, the preparation and execution of the revaluation of real property; and

WHEREAS, the Borough Council of the Borough of Laurel Springs, County of Camden, New Jersey ("Borough") has duly and finally adopted ordinance 804-2016 ("Ordinance") appropriating the sum of \$75,000 to pay such costs as further described in the Ordinance ("Project"); and

WHEREAS, Section 55 of the Local Budget Law, N.J.S.A. 40A:2-55, authorizes the Borough to issue special emergency notes to finance the costs of the Project; and

WHEREAS, it is the desire of the Borough to issue its special emergency notes in the principal amount of up to \$75,000, as further described in Exhibit "A"; and

WHEREAS, pursuant to the Local Budget Law and the ordinance, it is the intent of the Borough Council to hereby authorize, approve and direct the issuance and sale of such special emergency notes, to ratify and confirm certain actions heretofore taken by or on behalf of the Borough, and to make certain related determinations and authorizations in connection with such issuance and sale.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Laurel Springs, County of Camden, New Jersey (not less than two-thirds of the members thereof affirmatively concurring), pursuant to local budget law, as follows:

- The motion to approve by Councilman Redstreak was seconded by Councilwoman Mochel with Letts, McCunney, Mochel, DiGregorio, Cruz and Redstreak in favor, none opposed and no abstentions.
- RESOLVED TO PAY \$406,667.71 FROM CURRENT ACCOUNT AND \$25,303.38 FROM TRUST AND CAPITAL ACCOUNTS
- The motion to approve by Councilman Redstreak was seconded by Councilwoman Mochel, with Letts, McCunney, Mochel, DiGregorio, Cruz and Redstreak in favor, none opposed and no abstentions.

COMMITTEE REPORTS

- DIRECTOR OF PUB WORKS, BOARDS, SERVICES/PRESIDENT OF COUNCIL- Councilman Redstreak reported that all is well with Public Works. He read the Sewer Report for the month of August, 2016 a copy of which is on file and available for review.
- DIRECTOR OF PUBLIC BUILDINGS & GROUNDS – Councilman McCunney had no report
- DIRECTOR OF MUNICIPAL COURT – Councilwoman DiGregorio read the Court Report for the months of August, 2016 copies of which are on file and available for review.

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- DIRECTOR OF ADMINISTRATION AND FINANCE – Councilman Letts read the CFO’s report for the month of July, a copy of which is on file and available for review.
- DIRECTOR OF RECREATION – Councilman Cruz read the Recreation Commission Report from their meeting of Wednesday, September 7, 2016 a copy of which is on file and available for review. There was discussion of the menu for the upcoming Recreation Commission Family Dinner and the details of the upcoming music festival.
- DIRECTOR OF PUBLIC SAFETY – POLICE AND FIRE – Councilwoman Mochel read the Police Report for the months of August, 2016 copies of copy of which are on file and available for review.
- MAYOR’S REPORT – Mayor Barbera read the Mayor’s Report for the month of August, 2016 a copy of which is on file and available for review.

OLD BUSINESS

- Laurel Lake Dam Inspection Report – a copy was posted on the Council table for review. There was discussion of the three borough ownership it lists, which is not accurate. The conversation segued into attempts in the past to obtain assistance from neighboring
- Laurel Springs Well #10 Groundwater Contamination – Mayor Barbera clarified that Well #10 is off line and not used. However, the investigation of past reporting problems is required and ongoing. There is nothing to worry about for public consumption.

NEW BUSINESS - none.

CORRESPONDENCE

- From Atlantic City Electric regarding rate increase – the announcement of rate of increase was posted. The Borough has entered into agreements to allow for electric bidding competitively for residential service. Residents must opt in, and could realize a \$100 savings.
- From New Jersey State League of Municipalities regarding Conference – the material for various meetings have been distributed, with the deadline to indicate attendance Monday, September 26, 2016.

ITEMS RECEIVED AFTER THE AGENDA WAS PRINTED

- Solar Power Authority – Information has been presented regarding the installation of solar panels on borough buildings at no cost to the municipality. There was discussion of who pays if the roof needs to be replaced or something happens, which will need to be looked at. There was discussion of a change in the law that now allows to generate electricity at one place, use it in another, and feed it back into the system.
 - **#076-2016- AUTHORIZING ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR SOLAR PANEL INSTALLATION ON BOROUGH BUILDINGS**
 - WHEREAS**, the Borough of Laurel Springs values its municipal buildings and has various location of buildings; and
 - WHEREAS**, the Borough is now desirous of receiving proposals for a Solar Panel installation on Municipal Buildings at various locations within the Borough of Laurel Springs; and
 - WHEREAS**, after due deliberation and discussion with the Mayor and Council of the Borough of Laurel Springs has determined that it is appropriate to authorize the advertisement and creation for installation of solar panels on various municipal buildings within the Borough of Laurel Springs; and

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NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Laurel Springs, County of Camden, State of New Jersey, the Borough Administrator is authorized to proceed with the creation and advertisement of Request for Proposals for installation of Solar Panels on Municipal Buildings at various locations within the Borough of Laurel Springs.

- The motion to authorize the creation and distribution of a Request for Proposals for installation of solar panels on Borough Buildings by Councilman Redstreak was seconded by McCunney with Letts, McCunney, Mochel, DiGregorio, Cruz and Redstreak in favor none opposed and no abstentions.

COMMENTS FROM THE PUBLIC –

- **Roy Kane- 510 Park Avenue-** There was discussion of a miscommunication of the Lowering of flag on 9/11.

ANNOUNCEMENTS

- Whitman Stafford Meeting, Tuesday, September 13th @ Farmhouse @ 7 pm
- Combined Land Use Board, Thursday, September 15th @Borough Hall @ 7 pm
- Family Dinner Night, Saturday, September 17th @ Recreation Center @ 5 pm
- Ordinance Review/Economic Improvement, Tuesday, September 20th @Borough Hall @ 4 pm
- Town Wide Campout @Ballfield @ 6 pm
- Laurel Green (Sustainable Jersey), Monday, September 26th @ Borough Hall @ 6 pm
- Work Session Meeting, Monday, September 26th @ 7 pm @ Borough Hall

ADJOURNMENT –There being no further business a motion was made by Councilman Redstreak which was seconded by Councilwoman Mochel to adjourn at 7:36 pm with all in favor and none opposed.

Respectfully submitted,

Dawn T. Amadio, RMC, Municipal Clerk