

**BOROUGH OF RIVERTON
REGULAR MONTHLY MEETING
JANUARY 19, 2021 at 7:00 P.M.**

Mayor Cairns Wells called the meeting to order and saluted the Flag. The Borough Hall was closed to the general public in accordance with social distancing guidelines in place due to the onset of COVID-19 and the meeting was held via conference call with notice for calling in provided under OPMA.

Under the guidance of the Governor's Executive Order 107, the Division of Local Government Services of New Jersey has strongly encouraged all municipalities to conduct public meetings with communications equipment to avoid a public gathering. N.J.S.A 10:4-8(b) authorizes local units to conduct public meetings through use of streaming services and other online meeting platforms until further notice is given.

Join Zoom Meeting

<https://zoom.us/j/93447182894?pwd=SVN4TjJiM3FicGFxdVduQ2xvTVRBZz09> or Dial in by

Phone: 1 646 558 8656 US (New York)

Meeting ID: 934 4718 2894

Passcode: 008658

The public may submit questions or comments via e-mail to mhack@riverton-nj.com no later than 4pm on the day of the scheduled meeting. The public may also submit public comments in written letter form via mail or drop off to the municipal building located at 505A Howard Street Riverton, NJ 08077, during business hours no later than 4pm the day of the scheduled meeting. Previously submitted public comment shall be read aloud and addressed during the public meeting that will be heard to all remote participants and the public. The Governing Body may pass over duplicate written comments; however, each duplicate comment will be noted for the record with the content summarized. The chat option in Zoom shall not be considered nor recognized as a tool for Public Comments.

OPEN PUBLIC MEETINGS ACT

Public Notice of this meeting has been given in the following manner:

- A. Having written notice published in the Burlington County Times Thursday January 7, 2021
- B. Forwarding written notice to the Courier Post for informational purposes only on Tuesday January 5, 2021
- C. Posting written notice on the Official Borough Website and on the outside door of the Borough Hall on Thursday January 7, 2021

ROLL CALL

Mayor Suzanne Cairns Wells	present	Councilwoman Julie Scott	present
Council President Bill Corbi	present	Councilman Jim Quinn	present
Councilman Kirk Fullerton	present	Councilman Edgar Wilburn	present
Councilwoman Laura Major	present		

Other Borough Officials Present: Keith Adams, Public Works Manager, Nicole Chicone Shively, Treasurer, John Shaw, Chief of Police, Solicitor Tom Coleman, Esquire and Borough Clerk Michelle Hack.

APPROVAL OF MINUTES/CLERK REPORT

Minutes from the December 15, 2020 regular meeting minutes were submitted for approval, along with minutes from December 28 special meeting and January 4, 2021 Reorganization meeting minutes. Mr. Quinn asked to amend the December 15 minutes to reflect his interpretation that no rice notice warnings were issued to him as stated on pages 4 and 7. Mr. Fullerton motioned to approve the minutes with Mr. Quinn's recommended amendments. Mr. Corbi seconded his motion. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

PUBLIC COMMENT

The Mayor opened the floor for Public Comment. Ms. Sharon Stokes of Elm Terrace commended Public Works for expediting the repair of a gas lap in front of her home. She then expressed displeasure on the substance and placing of the agenda.

Ms. Adrienne Kupper of Main Street wanted to know how she could be educated on the budget process. No one additional came forth therefore closing the public portion.

SOLICITORS REPORT

Mr. Coleman provided an overview on the Open Public Meetings Act wherein he discussed permissible gatherings, the legal definition thereof, and the best practices of the Open Public Meetings Act. Members of Council stated their views on the proper way to carry out the OPMA. Mayor Cairns Wells expressed in the best interest of transparency she will be continuing the previous practice of having no more than three members of the Governing Body at any committee meeting. There was additional conversation on limiting emails to a few members at a time could be perceived as skating around OPMA, however Mr. Coleman replied that practice is accepted and viewed as the permissible.

Mayor Cairns Wells provided an overview of effective meeting procedures. The protocol that we have gotten away from is a motion, a second and then discussion before the final vote is called. She asked for Council members to communicate about their intent to raise questions/concerns pertaining to another's agenda item prior to the meeting. This would allow Council or Borough employees ample time to come to the meeting prepared to provide an answer.

RESOLUTION #26-2021

A RESOLUTION TO AUTHORIZING THE COUNTY OF BURLINGTON FOR AERIAL MOSQUITO CONTROL

(FULL RESOLUTION IN RESOLUTION BOOK)

Mr. Corbi read the resolution by title only and motioned for approval. Mr. Fullerton provided the seconded the motion. Mosquito spraying is under the jurisdiction of the County of Burlington. Spraying occurs in a targeted are when a test reveals infectious. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

RESOLUTION #30-2021
A RESOLUTION TO AMEND THE CONTRACT WITH CENTRAL JERSEY FOR ADDITIONAL BULK PICKUP SERVICES
(FULL RESOLUTION IN RESOLUTION BOOK)

Mr. Corbi read the resolution by title only and motioned for approval. Mr. Fullerton provided the seconded the motion. This resolution is only valid for January, February and March 2021 at \$950.00 per month. On April 2, 2021 the Borough will move to one time a month pickup of bulk trash. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

DECEMBER 2020
PUBLIC WORKS REPORT

There were zero brush dumpsters in Dec. (Total for year: 83) (Total in 2019: 53); 21 trash dumpsters in 2020. (Total in 2019: 24); Leaf schedule completed before holiday. Snow storm on Dec 16: plowed and salted town twice; County was billed for 2 storms in 2020. (Total was \$862.50); Storm drain inspections were worked on for the year; Brush collected once the entire town, as well as leaves collected twice the entire town; Clean communities report was filed with the state.; Insulation is completed in Public Works garage. On December 29, the storm drain at 4th & Elm Ave. was run over by a truck and damaged, called engineer to get repair estimate and inquired with insurance company for repair coverage. New trash contractor started on January 9, 2021. (Central Jersey)

SEWER REPORT

Sludge Annual Report:

Sludge removal Jan to Jun 2020 \$31,081.05

Sludge removal Jul to Dec 2020 \$12,318.57

Total Amount 2020 Sludge \$43,399.62 Difference of = \$18,762.48 (Savings over 6mo)

Plant Permit Sampling: Quarterly DMR sampling was completed for Jan 2021; Semi Annual Sludge WCR sampling was completed for 2021; Monthly DMR reporting was completed for Dec Monthly RTR (sludge) reporting was completed for Dec. 2020 Semi Annual WCR reporting was completed for Effluent; 2020 Semi Annual WCR reporting was completed for Sludge **NJDEP**

Permitting Guidance for brewery: Will not be able to take any additional added flows until plant is upgraded and flow storage tank is built. **Plant Flow CAP program:** 28 days in Dec that exceeded 95% flow of what plant AVG daily plant flow is rated for (0.22MGD). AVG flow for month Dec was 0.231 MGD = 105% of AVG daily permitted flow. Max Daily flow for Dec was 0.313 MGD = 142% of plant AVG daily permitted flow. **Recommendation stays the same from July 2020 report:** Consult with Engineer and build a surge tank (flow storage tank) to have flow metered into plant at a steady rate to avoid rain event (spikes) and low flow conditions over night.

Repairs and Maintenance:

Pump Station: No Issues

SBR Tanks: High flows all causing tanks to go into storm mode and decant prematurely into EQ tank; Tanks cannot handle current flow capacities – this impacts permit sampling and sending a high quality effluent to the Delaware River; Mixer in SBR2 high torque fault (from rags caught on mixer); 2 Mooring cables for mixer not connected in SBR2; **Recommendations:** 1/19/21 -

Obtaining quotes of mooring cables from Aqua Aerobics (for parts) and replacement (labor) from Municipal Maint.; Obtaining quote for pulling of mixer out of both SBR tanks to have rags removed (Municipal Maint); building a surge tank for high flows due to storm events and high water tables; Have all lines in the borough televised to document infrastructure for (collapses, breaks, cracks, root intrusion)

Blowers for SBR Process 12/2 – Standby blower was turned OFF for squealing noise; Excelsior Blower will be on site tomorrow 1/20 for repair and maintenance of blowers

EQ Tank: Tank was found overflowing on Dec 28 by public works employees; DEP was contacted on 1/14/21 and a report was written; EQ tank was found leaking (pinhole leak); Municipal Maint was on site with Banks Industrial Group 1/19/2021 for inspection, quote for repair to follow. **Recommendations:** Install a pressure transducer level sensor installed in EQ tank that actuates (opens/closes) Effluent valve based off of tank levels (Aqua Aerobics was contacted for quotes)

Plant Influent Pumps: No issues.

Collection System: There were 11 calls; Palmyra was called in for 7 of them for blockages in main; 2020 stoppage calls: 43 calls/17 Palmyra called in. Minus 4 free calls, so 13 calls @ \$200 per call = \$2600 for the year. **Recommendations:** Obtain quote to subcontract out Palmyra or another Vac truck company for maintenance of sewer lines. This shall include running lines & removal of debris from all manholes in the town (sucking out, dumping and haul away)

TREASURER'S REPORT, FINANCE/TAX REPORT & BILL LIST

Mr. Fullerton asked for a motion to approve the reports and bill list, which closed on January 15, 2021. Mr. Corbi seconded the motion. The full bill list is on file for inspection in the clerk's office. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

RESOLUTION #22-2021

A RESOLUTION AUTHORIZING TRANSFERS JANUARY 2021 (FULL RESOLUTION IN RESOLUTION BOOK)

Mr. Fullerton read the resolution by title only and motioned for approval. Mr. Corbi provided the second. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

Ms. Major updated that the Economic Improvement Committee has several projects in motion, including planning of Food Truck events for 2021, Movies in the Park night, a business packet, and planning to request a website make-over. Ms. Major also announced the Craft Beer event in conjunction with the 4th of July Committee has been paused for 2021.

RESOLUTION #24-2021

A RESOLUTION TO ENDORSE THE RIVERTON HISTORIC CRITERIUM (FULL RESOLUTION IN RESOLUTION BOOK)

Ms. Scott read the resolution by title only and Ms. Major seconded her motion. The Criterium is scheduled for June 13, 2021 contingent upon COVID-19 restrictions at that time. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

RESOLUTION #25-2021

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN INDEMNIFICATION AGREEMENT FOR
RIVERTON HISTORIC CRITERIUM
(FULL RESOLUTION IN RESOLUTION BOOK)**

Ms. Scott read the resolution by title only and Mr. Corbi seconded her motion. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

<u>December Municipal Court Report</u>		<u>Year To Date:</u>
Tickets Issued:	190	940
Tickets Disposed:	78	848
Complaints Issued:	14	128
Complaints Disposed:	11	199
Total Disbursements:	\$5866.05	\$77,277.01
Riverton Treasurer:	\$3099.92	\$43,366.83

December EMS: None

December 2020 Fire Department

Fires: 8 YTD: 211 Drills: 2 YTD: 20

December Police Report	Current Month:	Last Month:	Year to Date:
Vehicle Mileage:	1739	2073	23,539
Juvenile Arrests:	0	0	4
<u>Adult Arrests:</u>	8	12	150
a) Contempt	2		
b) DWI	1		
c) Possession of CDS	3		
<small>These figures represent people who were arrested and the charges against them.</small>			
Motor Vehicle Accidents:	8	2	29
Motor Vehicle Stops:	62	109	1090
Motor Vehicle Summonses:	48	111	842
Motor Vehicle Warnings:	14	2	310
Alarms:	10	4	96
Asst. to other Agencies:	17	16	193
Animal Complaints:	6	3	73
Fire Calls:	6	7	57
EMS Calls:	9	14	221
Unattended Deaths:	0	1	2
Criminal Cases:	14	17	198
Domestics:	1	2	15
Thefts:	7	0	18
Burglaries:	0	0	4
Assaults:	0	0	2
Criminal Mischief:	0	0	7

Ms. Scott, and Mayor Cairns Wells reported on discussions that have been ongoing within the Public Safety Committee and Chief Shaw about the need for a new position in the Police Department. The proposed position would be an administrative position of Lieutenant. Council is encouraged to reach out to Chief, or the Public Safety Committee with questions or concerns. This will be discussed further in February.

Mr. Quinn voiced concerns regarding the limited hours at the Public Works Yard for resident drop off. It was explained that the hours have been shortened for various reasons all related to COVID-19 and the decision to limit the hours was made by Mr. Adams who oversees the daily operations at the yard. Mr. Quinn also discussed the benefits of having additional meetings to discuss business in advance of the meeting. There was a Council discussion which the Mayor controlled by asking Mr. Quinn to come up with a plan for Council to take action on at the February meeting.

RESOLUTION #23-2021
A RESOLUTION AWARDING A CONTRACT FOR 2021 STB REMOVALS
(FULL RESOLUTION IN RESOLUTION BOOK)

Mr. Quinn read the resolution by title only and motioned for approval. Mr. Corbi provided the seconded the motion. Hyperion was the lowest responsible bidder at \$17,000.00. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

RESOLUTION #27-2021
A RESOLUTION AUTHORIZING THE CLERK TO ADVERTISE FOR BIDS TO THE 2021 STB
PLANTING PROGRAM
(FULL RESOLUTION IN RESOLUTION BOOK)

Mr. Quinn read the resolution by title only and motioned for approval. Mr. Corbi provided the seconded the motion. This approval was for the planting of 24 trees in predetermined location by the Shade Tree Board. Ms. Hack will provide the date for the bid opening in the near future. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

RESOLUTION #21-2021
A RESOLUTION AUTHORIZING ZAUN AND SCIARROTTA USE OF THE PARK FOR A
SUMMER DAY CAMP
(FULL RESOLUTION IN RESOLUTION BOOK)

Mr. Wilburn read the resolution by title only and motioned for approval. Ms. Major provided the seconded the motion. The weekly camps are contingent upon COVID-19 restrictions at that time ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

RESOLUTION #29-2021
A RESOLUTION TO WAIVE THE LATE FEE FOR DOG AND CAT LICENSING IN 2021
(FULL RESOLUTION IN RESOLUTION BOOK)

Mayor Cairns Wells read the resolution by title only and asked for a motion to approve. Ms. Major motioned to approve the resolution and Mr. Fullerton seconded her motion. This is done

in an effort to bolster pet registration in the Borough. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

RESOLUTION #28-2021
A RESOLUTION ADOPTING RETURN TO WORK PROCEDURE AND POLICY RELATED TO
EMPLOYEE ABSENCE DUE TO COVID-19
(FULL RESOLUTION IN RESOLUTION BOOK)

Mayor Cairns Wells read the resolution by title only and asked for a motion to approve. Mr. Corbi moved to accept the resolution as read. Ms. Scott seconded the motion. This resolution promulgates the Borough's return to work policies concerning COVID-19 will mirror the State of New Jersey and the County of Burlington in accordance with CDC guidelines. ROLL CALL: Mr. Corbi aye, Mr. Fullerton aye, Ms. Major aye, Ms. Scott aye, Mr. Quinn aye, Mr. Wilburn aye.

PUBLIC COMMENT

Mayor Cairns Wells opened the floor for a second public comment session concerning the agenda. No one additional chose to spoke therefore closing this session.

ADJOURNMENT

With no additional business to discuss, Ms. Scott made a motion to adjourn the meeting and Mr. Fullerton seconded the motion. All voted in the affirmative.

Next meeting of the Governing Body is the regular meeting on February 16, 2021 at 7 o'clock p.m.

Respectfully submitted,

Michelle Hack, RMC
Borough Clerk