

**PITTSGROVE TOWNSHIP COMMITTEE**  
**ANNUAL REORGANIZATION**  
**JANUARY 3, 2017**  
**6:00 P.M.**

This meeting was called to order by the Municipal Clerk Marie M. Marlor, RMC who welcomed the audience to the 2017 Reorganization Meeting for Pittsgrove Township. She stated that this meeting was properly advertised in accordance with Public Law 75, Chapter 231 and asked the attendees to join her in a flag salute.

The Invocation was delivered by Reverend Erik Ostrow from the Olivet United Methodist Church, Pittsgrove, New Jersey.

The Oath of Office was administered to the newly elected Committeeman, Thomas G. Hickson Jr., by Freeholder Lee Ware. He was accompanied by his fiancé, Val Fleming. After a brief recess for photos, he took his seat on the dais.

The Oath of Office was administered to the newly elected Committeeman, Jeffrey T. Ridgway, Jr. by his father, Jeffrey T. Ridgway, Sr. He was accompanied by other members of his family and after a brief recess for photos, he took his seat on the dais.

Municipal Clerk Marie M. Marlor, RMC took Roll Call as follows:

Present: Fiore Copare, Kirk Craver, Thomas Hickson, Jeffrey Ridgway, Francesca Spinelli

Township Clerk Marlor opened the floor for nominations for Mayor of Pittsgrove for the year 2017. Committeeman Craver nominated Fiore J. Copare, MD. Municipal Clerk Marlor called for other nominations; hearing none the nominations were closed.

Motioned by Committeeman Craver, and seconded by Committeewoman Spinelli, Fiore J. Copare was elected to the seat of Pittsgrove Mayor 2017.

Roll call: Copare – yes; Craver – yes; Hickson – yes; Ridgway – yes; Spinelli – yes; Motion carried.

The oath of office for Mayor Copare was administered by Freeholder Ben Laury, Esquire. His wife, Andrea; daughter, Sarah, and grandchildren, Gabriel and Isabelle joined in the ceremony.

Mayor Copare returned to the dais and took over the meeting from Municipal Clerk Marlor.

He thanked various local dignitaries in attendance this evening, including School Superintendent Henry Bermann, Assemblyman Burzichelli, School Board President Dominic Miletta, former Township Committeeman and Mayor Wojculewski.

Mayor Copare opened the floor for nominations for Deputy Mayor of Pittsgrove for the year 2017. Committeewoman Spinelli nominated H. Kirk Craver. Mayor Copare called for other nominations; hearing none the nominations were closed.

Motioned by Committeewoman Spinelli and seconded by Committeeman Ridgway, H. Kirk Craver was elected to the seat of Deputy Mayor 2017.

Roll call: Copare – yes; Craver – yes; Hickson – yes; Ridgeway – yes; Spinelli – yes; Motion carried.

The Oath of Office for Deputy Mayor was administered to Freeholder Ben Laury. Deputy Mayor Craver was accompanied by his son Matthew.

Mayor Copare gave the Mayor’s welcome address as follows:

*Thank you very much, good evening, and Happy New Year.*

*Welcome family, friends, neighbors, former township Mayors, former Township Committee members, Superintendent of Schools, Freeholders, School Board members, and State Police.*

*Once again, I want to thank the residents of Pittsgrove Township who we represent, and the committee and for electing me as Mayor for a third year. It is a privilege and honor to represent all of you this evening and to present and congratulate our newly elected deputy mayor, Kirk Craver, our second term outstanding committee woman Francesca Spinelli, and newly elected first term members Thomas Hickson Jr, and Jeffrey Ridgeway Jr. Though she could not be here tonight, I wanted to thank Linda Dubois, for her 27 years of service to our community and who was honored by the South Jersey League of women for her service to Pittsgrove Township and Pittsgrove Township schools. A former Mayor, and a Mayor Emeritus at the conference of mayors she helped establish our shared service with the court system, Pittsgrove Day, and the Agriculture Advisory Board to mention a few.*

*We would also like to recognize our township staff, who both in the Township building itself and in our maintenance complex have performed their duties admirably with many successes with only the best interest of the township residents in mind.*

*Tonight is the time to celebrate the past, present, and future through the township’s collective leadership, the new school board, fire chiefs and staff, emergency management, ambulance squads and state police. This a time to enjoy our families and focus on how we will move forward in the new year.*

*We will continue to maintain an in-depth dialogue to determine the future of smart growth, development, and preservation of farm land; while maintaining a quality of life we enjoy and helping to keep it affordable for all. We recently completed the Master Plan review, corrected deficiencies and created necessary ordinances.*

*Moving forward will take the initiative of not one person, but everyone working together. We would like to*

*take the opportunity to acknowledge all of the residents who volunteer to serve on committees, boards, and commissions. They take time out of their busy lives to become involved in township government, to preserve and improve our quality of life and bring our community together. The RAC advisory committee has successfully implemented, the Easter Egg Hunt, National Night Out, Trunk or Treat for Halloween, and Christmas holiday events. Our MAPSA committee, the municipal alliance for the prevention of substance abuse, partners with the RAC to help educate parents and our children alike.*

*JFK once said, "A nation's strength lies in the well-being of its people." And we believe that Pittsgrove's strength lies in the well-being of its community. Educating our youth, providing safe places to gather and becoming involved in township activities is necessary. We created the position of associate member of the Environmental Commission to allow a high school student interested in the sciences or environment to participate. We should support all public services that keep us safe through their continued vigilance, including our partnership with the Neighborhood Watch organization and the NJ State Police LT. Bumbara, and our certified OEM chief, Tom Hayes.*

*We need to develop a budget, keep the tax rate down, maintain infrastructure, provide safe neighborhoods, and attract tax rateable's. Taxes are the greatest concern to all the residents, especially to our retired seniors. We have taken an approach that can save taxpayer dollars without sacrificing services. We have successfully entered into shared service agreements with our school district which has lowered both township and school costs. We successfully passed agreements that permits our school buses to park at the municipal garage when necessary at no added cost to the taxpayer; school mechanics may repair our vehicles if needed at a reduced cost, school custodial services are shared, and we have partnered with the school in a shared internet system between both school and Township that will make communication with the public much more efficient and easier to use, and a cost savings occurred.*

*Development is the key to success and economic growth. Over the past 3 years we have successfully entered into a sale with Atlantic City Electric of 186 acres. Additional growth includes a NAPA store, CJ's Bus Service, expanding the Daytop facility and Pittsgrove Power Equipment, and the large expansion of B and B poultry. Without tax abatements, these endeavors would not have been possible. In keeping with our open space initiatives, we have a plan in place that almost doubles the size of potential lands to be preserved. Our Ag Advisory Board has successfully assisted in the preservation of over 100 acres of farm land the past 3 years and continues to encourage landowners to do so.*

*Expansion of shared services with other municipalities is absolutely necessary to maintain the financial health of Pittsgrove Township. We have agreements with Salem County, sharing salt in the winter, and the senior bus service. We provide construction permits, inspection, and oversight to Elmer and Upper Pittsgrove Township. We initiated a combined Cumberland/Salem regional municipal court, which includes over eight municipalities. Shared services have saved thousands of dollars in new taxes.*

*We completed phase I demolition of the Grain Mill in Norma, and have received word that Phase 2 grant has been approved. Hopefully this eyesore will be cleaned up and make it sellable to an investor. Big Oak road has a new surface, as does 7.5 miles of roads in our town. This Represents 2 years of work completed in 1 year.*

*Other accomplishments for 2016 include:*

1. *Reduced health care expenses:  
Reduced the cost of health insurance waivers by 61% for a savings to the Township of \$19,581  
Joined the Coastal HIF (Health Insurance Fund) to obtain lower health insurance premiums with a savings of \$9,165 in the first 13 months*
2. *Re-appropriated funded Bond Ordinances to **utilize existing capital funds** and complete the following projects **using no new money:**  
Comprehensive upgrade of the hardware and infrastructure of the telecommunication system in both the municipal and public works buildings and upgraded the data communication systems in the municipal building for improved internet service, wireless internet service, and enhanced firewall security  
Installed digital signage in the municipal building foyer to provide enhanced messaging to Township residents.*
3. *Painted the municipal building cupola and upgrading doors and windows.*
4. *Adopted the 2016 Budget and completed the 2015 Audit well in advance of statutory deadlines.*
5. *Revised several Township ordinances but most significantly adopted 07-2016 addressing vacant and abandoned properties. This ordinance not only serves to reduce the number of vacant or abandoned properties, but has the potential to generate a new revenue stream in excess of \$50,000 in the first year (2017). That number may increase in ensuing years.*
6. *Re-established an ad-hoc committee, which serves as liaisons to the school board, and pursued additional opportunities for sharing services.*
7. *Entered into a PPA (Power Purchase Agreement) with Synnergy LLC for a solar initiative. This agreement will save the Township a minimum of 43% on electric cost at the municipal building, and equates to a savings of over \$8,050 in year one and almost doubles to \$15,983 in year fifteen. This project should be completed by March, 2017.*
8. *Even with labor negotiations, we reduced legal expenses in 2016. As of November CFO financial reports, we spent \$20,446 less than the 2015 total expenditure and \$102,557 under the amount we budgeted in 2016.*
9. *Budget, Audit and Best Practices documents were all completed ahead of time.*
10. *Pittsgrove Day is fully funded by donations not tax dollars*

*As a Physician, I know this is a prescription for continued success. I would like to close by thanking my wife, Andi. We moved to Pittsgrove because of the people, the schools, and the open spaces. Our eight children were educated and have graduated from Pittsgrove Township schools. I was fortunate to be a school board member for 18 years, 9 of which I was president. I was blessed to give hundreds of graduating seniors their diplomas, including all of my children. We all have a great deal to be thankful for and I look forward to serving the residents of Pittsgrove Township as Mayor.*

Mayor Copare continued the meeting portion of the evening.

Mayor Copare reviewed the procedure for a consent agenda to adopt Resolutions 1-2017 through 41-2017. He stated that all matters listed on the consent agenda are necessary and considered to be routine in nature and will be enacted by one motion; but first we will motion to vote by consent agenda and then motion to adopt by consent agenda. He also added that any item requiring any expenditure will be supported by a "Certification of Availability of Funds." He asked if any member would like to remove any item from the consent agenda and it will be treated it as a separate matter.

### **RESOLUTIONS/CONSENT AGENDA**

- 1-2017** Resolution Adopting the Temporary Budget of the Township of Pittsgrove
- 2-2017** Annual Designation of Municipal Holidays
- 3-2017** Annual Schedule of Meetings
- 4-2017** Designation of Official Newspaper for the Publication of Legal Notices for the Township of Pittsgrove
- 5-2017** Annual Appointments
- 6-2017** Resolution Appointing a Contact Person for the Employment Practices Liability Attorney Consultation Service as Authorized by the Statewide Municipal Joint Insurance Fund
- 7-2017** Resolution Appointing a Banking and Depository Services Provider for the Township of Pittsgrove
- 8-2017** Appointing Marie M. Marlor, RMC as the Designated Public Agency Compliance Officer
- 9-2017** Establishing Rules of Order and Conduct for All Meetings in the Township of Pittsgrove for the Year 2016
- 10-2017** Authorizing and Approving the Renewal of a Petty Cash Fund in Accordance with Regulations Concerning Same Pursuant to N.J.S.A. 40A:5-21 with the State of New Jersey Department of Community Affairs, Division of Local Government Services Officer
- 11-2017** Cash Management Plan
- 12-2017** Authorizing Investment of Idle Funds and Fund Transfers
- 13-2017** Resolution Authorizing Contract with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A: 11-12a
- 14-2017** Resolution of Pittsgrove Township Committee per N.J.S.A. 54:4-67 and 54:5 et. al., Fixing Delinquency Rate and Penalty and Enforcement on Delinquent Taxes and Assessments
- 15-2017** Resolution Authorizing the Award of a Non Fair and Open Contract to Provide Labor Attorney Services for the Township of Pittsgrove
- 16-2017** Resolution Authorizing the Award of the Risk Management Consultant for Statewide Insurance Fund
- 17-2017** Resolution Authorizing the Award of a Contract Pursuant to a Fair and Open Process to Provide Township Planner for Affordable Housing Services to the Township of Pittsgrove
- 18-2017** Resolution Authorizing the Award of a Contract to Provide Animal Control Officer Services for the Township of Pittsgrove
- 19-2017** Resolution Authorizing the Award of a Contract to Provide Animal Shelter Services

- for the Township of Pittsgrove
- 20-2017** Resolution Authorizing the Award of a Contract Pursuant to a Fair and Open Process to Provide Auditing Services for the Township of Pittsgrove
  - 21-2017** Resolution Authorizing the Award of a Contract Pursuant to a Fair and Open Process to Provide Bond Counsel Services for the Township of Pittsgrove
  - 22-2017** Resolution Authorizing the Award of a Contract Pursuant to a Fair and Open Process to Provide Engineering Services for the Township of Pittsgrove
  - 23-2017** Resolution Authorizing the Award of a Contract Pursuant to a Fair and Open Process to Provide Township Solicitor Services for the Township of Pittsgrove
  - 24-2017** Resolution Authorizing the Award of a Fair and Open Contract Appointing an Attorney to Assist in Matters Pertaining to Council on Affordable Housing and Conflict Matters of the Township of Pittsgrove
  - 25-2017** Resolution Authorizing the Award of a Contract Pursuant to a Fair and Open Process to Provide for Planning Consultant Services to Assist Pittsgrove Township with Respect to Grants and the Affordable Housing Obligations of the Township of Pittsgrove
  - 26-2017** Resolution Authorizing the Award of a Contract Pursuant to a Fair and Open Process to Provide Township Planning Services to the Township of Pittsgrove
  - 27-2017** Appointments to the Environmental Commission
  - 28-2017** Appointments to the Planning Board
  - 29-2017** Appointments to the Recreation Advisory Committee
  - 30-2017** Appointments to the Economic Development Committee
  - 31-2017** Appointments to the Agricultural Advisory Committee
  - 32-2017** Appointments to the Rent Control Board
  - 33-2017** Resolution Appointing Fund Commissioner for the Statewide Insurance Fund
  - 34-2017** Resolution Authorizing the Award of a Contract to the Township of Pittsgrove Rent Control Board Solicitor Pursuant to a Fair and Open Process
  - 35-2017** Resolution Authorizing the Award of a Contract Pursuant to a Fair and Open Process to Provide Health Insurance Brokerage Services to the Township of Pittsgrove
  - 36-2017** Resolution Appointing Jack Heritage to the Position of Deputy Municipal Emergency Management Coordinator Pittsgrove
  - 37-2017** Payment of Bills -manual bill list attached
  - 38-2017** To Accept the Resignation of Part-Time Interim Administrator Robert Campbell
  - 39-2017** Resolution Forming an AD Hoc Committee for Collective Bargaining in the 2017 Year on Behalf of Pittsgrove Township
  - 40-2017** Resolution Authorizing the Adoption of a Facilities Use Policy for Township Owned Facilities
  - 41-2017** Resolution Authorizing Appointment of an Interim Zoning Officer/Housing Officer

Craver motioned and Spinelli seconded to vote on Resolutions 1-2017 through 41-2017 by Consent Agenda.

Roll call: Copare – yes; Craver – yes; Hickson – yes; Ridgeway – yes; Spinelli – yes; Motion carried.

Craver motioned and Spinelli seconded to adopt Resolutions 1-2017 through 41-2017 by Consent Agenda.

Roll call: Copare – yes; Craver – yes; Hickson – yes; Ridgeway – yes; Spinelli – yes; Motion carried.

## **PUBLIC SESSION**

Mayor Copare announced that anyone wishing to speak should please stand, approach the microphone, state their name and the municipality in which you live for the record, and in five (5) minutes or less briefly state your comments to the Township Committee.

On a motion by Craver and seconded by Spinelli, the meeting was opened to the Public.

Vote: All in favor

Mayor Copare seeing no one wishing to speak asked for a motion to close the Public Session.

On a motion by Craver and seconded by Spinelli, the meeting was closed to the Public.

Vote: All in favor

## **ADJOURNMENT**

There being no further discussions, a motion was made by Craver and seconded by Spinelli to adjourn the meeting at 7:00pm.

Vote: All in favor

Respectfully submitted,

Marie M. Marlor, RMC  
Municipal Clerk