

**WORK SHOP MEETING MINUTES
MAYOR AND COUNCIL
BOROUGH OF OCEANPORT
April 7, 2016**

The Workshop Meeting of the Oceanport Mayor and Council was called to order on April 7, 2016 at 7:00 P.M. with the Statement of Compliance with the Open Public Meetings Act given by Mayor Mahon.

"Adequate notice of this meeting has been provided by notice to the Asbury Park Press and The Link News on January 4, 2016 of this location, date and time, publication on January 7, 2016 and by the posting of same on the municipal bulletin board and Borough Web Site."

PLEDGE OF ALLEGIANCE: Mayor Coffey led the audience and members of the Council in the flag salute.

INVOCATION: Borough Chaplain Stacy Deerin gave the invocation.

MEMBERS PRESENT: Councilpersons Briskey, Cooper, Gallo, Irace, Kahle, Patti and Mayor Coffey

OFFICIALS PRESENT: Borough Clerk, Jeanne Smith, Borough Attorney, Scott Arnette, Borough Administrator Raymond T. Poerio

ADMINISTRATOR'S REPORT:

Mr. Poerio gave an introduction, thanked the Mayor and Council, staff for all their confidence and assistance getting up to speed. Mr. Poerio advised that he had made it his priority to get the tax for Social Security with the Police Department resolved. The new accountant has to redo previous accountant's work which was done with wrong rates. He thanked police for their patience. He congratulated Councilman John Patti was named super lawyer for the State of New Jersey. He advised he will be attending a production of "James and the Giant Peach" by Maple Place students at the invitation of Councilwoman Cooper, which was a wonderful production.

Councilman Patti asked for status of Open Space Fund audit. Mr. Poerio stated that he and the CFO have been working on it, and he hopes to have a report on that for the next meeting. Councilman Patti asked if there was any opinion regarding liability on the Social Security issue on the part of the Borough. Mr. Poerio responded it did not, and there is a possibility that money will be returned to the Borough.

MAYOR'S REPORT: Mayor Coffey reported he had spent time getting the BA up to speed. He spent time in Building Department, evaluated staffing, the department needs to be modernized and computerized, the public needs to be better educated on what's paperwork needs to be provided.. RFPs for architect for Municipal Complex on Fort Monmouth property have been received. Council President Irace, Councilwoman Cooper and Mayor would be evaluating them over next week and bringing a recommendation to Council next meeting. He will also be focused on getting Fort Monmouth Ad Hoc Committee back up and running.

HEALTH & HUMAN SERVICES COMMITTEE:

1. Farmer's Market – Councilwoman Kahle advised of interest to have one in town, the desire for a true farmer's market and not a resale place. She has been doing research for requirements, and was approached by woman who trains volunteers. This manager set up the Sea Bright market which was doing well. The manager will come in, set up the market, arrange for vendors, manage market, communicate with vendors, oversee operations, and promote the market. The fee for spring 2016 to fall 2016 for \$4500, most of that cost will be recouped from

fees charged to vendors. She asked for Council support for the proposal that the manager submitted. Councilwoman Cooper asked for clarification on 50% receipts versus the flat fee. Councilwoman Kahle explained 50 percent of receipts will be paid to the manager on a monthly basis until she is paid the \$4500 fee. Mayor Coffey asked how receipts were paid. Councilwoman Kahle explained that the receipts will come to the Borough by check from the vendors. Council President Irace stated that the last time the issue of a farmer's market arose, there were concerns regarding insurance and the date of the market. Councilwoman Kahle responded that insurance would depend on where the market would be held. If it's on Borough property, it would be Borough insurance. If it was on the track property, the track would be responsible for insurance. The date would be depend on vendor availability. Tuesdays from 2 p.m. to 7 p.m. is being considered.

Councilman Patti asked about the package that was provided. There was a section about items needed from the Borough. He asked who would be the point person. Councilwoman Kahle responded that she would be. He asked about liability the hold harmless clause and if she spoke to our insurance company about this. Councilwoman Kahle responded she had not. She wanted Council input first. He also asked about resident Stacy Gemma who had expressed interested in getting involved and if she was included. Councilwoman Kahle reached out to her and offered to add her to the committee but a Committee hasn't been established yet. Councilman Patti thought committee should happen first before hiring a manager and had that been considered. Councilwoman Kahle said based on conferences at State and County this was the recommended direction with a startup cost of \$1500 on opening day. There was discussion about location and how money will be received from vendors. Councilwoman Kahle responded that the vendors pay a monthly fee that would come to the Borough. Mr. Arnette discussed insurance and the possibility of a need for a rider.

After further discussion, the Mayor asked Mr. Poerio if the budget could allow for this adoption. Mr. Poerio advised the budget is tight, but perhaps open space funds could be used. He will research the Borough ordinance. He explained that if the Borough enters into a contract, the Borough has to certify that the funds to support the cost of the contract would be available. Councilman Patti expressed concern for using open space funds and any use should be brought before the Parks & Recreation Committee. Mr. Poerio offered to research the insurance issue. He recommended having a two way certificate of insurance, one by the Borough and one by the vendor. He also said other expenses to be factored in may be police presence and maintenance. Councilwoman Kahle will have the market manager at the next Council meeting.

PLANNING & DEVELOPMENT COMMITTEE:

Councilwoman Cooper promoted details for Maple Place School play and encouraged residents to attend the performances.

1. Bid Results for E. Main Street Streetscape Phase III – Councilwoman Cooper gave details on grant value, results of bids. She expressed concern for the high number for electrical. The bids came in over amount allotted for project. There was a problem with all bidders not submitting required paperwork and therefore the bids need to be rejected. Suggestions for rebid included asking for lighting on a unit price instead of a flat fee; do not separate the clearing away as a separate item but include removal of the old light fixtures if new lights are installed. Further discussion followed regarding whether the specs were faulty which Mr. Poerio stated he had reviewed and they appeared to be in order. The recommendation is to reject all bids, which requires a resolution; modify the specs and send it out to re-bid.
2. Technology Committee – Councilwoman Cooper reported that discussions are being held on the Verizon mini-cells; the attorney is reviewing the issue. Oceanport TV – She is working with Cullin Wible to institute that, both have the same ideas; to revitalize the Technology Committee. A call to service should be reposted on Facebook. Councilwoman Cooper would like to include

Shore Regional students, start with Council meetings and perhaps move to school games and other events. She investigated the cost and found out that last year, Comcast gave the Borough \$32,000 in franchise fees. Comcast advised that if they televised meetings, that would reduce the amount of the franchise fees paid to the Borough by \$5,000. Councilwoman Cooper does not have the figures on Verizon, but is working on finding those. She also found in one of the contracts that the companies have equipment available for the Borough to help with the startup. Councilwoman Kahle suggested contacting previous Technical Committee members. Councilwoman Cooper and Council President Irace will contact them. There was discussion regarding the call to service form on the Borough's website. The Clerk advised that the website form could be changed to be a direct fill in form so that one doesn't have to print, fill and email back.

- 3 Economic Re-Development Committee – Councilwoman Cooper also discussed a call to service for residents with business acumen to present ideas to revitalize and increase the economic development of businesses and vacant stores in town. There was discussion regarding the use of the former Economic Development Committee versus the renewal of the Committee at this time.
- 4 Habitat for Humanity – Councilwoman Cooper expressed concern about the delay on the COAH obligation. She brought up the sale of old borough hall. There was confirmation that any moneys received through the sale of the old borough hall would offset the amount received from FEMA. There was additional discussion on FEMA reimbursement and the deadline for a decision. There was discussion on repurposing the property. Mr. Poerio will get that information in writing.

DISCUSSION ITEMS:

1. Fort Monmouth Plan Amendment #5 – Councilwoman Cooper stated it was discussed at the Planning Board, and there is no impact on Oceanport. The Clerk asked if the Council wished to pass a resolution to support, object to or not respond to it. The Council decided to provide no comment.
2. Judgment of Repose – Mayor Coffey advised of most recent memo from Beth McManus. Mr. Arnette advised of a correction. The Affordable Housing Alliance contract has been signed. The Mayor stated it is a priority to make a decision about the 2 COAH unit obligation. There were 4 options, Pemberton, Horseneck, Myrtle and purchasing properties. Beth McManus provided a purchase analysis but the option to purchase property is no longer available. Everyone needs to put on notice and hold the public hearing and make a decision. A special meeting was suggested for May 12th, which will be discussed at the April 21st meeting.
3. RFP Results for Architectural Services – Conceptual Design for Municipal Complex. The committee will review and grade the proposals. Then they will bring a recommendation to the next meeting.

PUBLIC:

Mayor Coffey then opened the meeting to anyone from the public who wished to be heard.

Ron Sickler, 45 Morris Place, asked about the farmer's market and suggested the Council contact Monmouth Beach and Red Bank with our list of questions and see how they responded to those issues.

Hugh Sharkey, Algonquin Avenue, farmer's market should get organized, but is not a priority. He stated the Council should prioritize issues for Mr. Poerio. He suggested not to waste time on a farmer's market; issues such as Fort Monmouth, grants, social security, open space money should be foremost.

He next discussed his review of 2015 costs. He stated Millennium Strategies received over \$60,000 in fees to write applications for grants and wanted to know if the Borough received any grants from their work. Mr. Poerio stated that he was reviewing all open space, CDBG, FEMA projects in an effort to bring closure to those projects and process the necessary paperwork to obtain the grants. He will prepare a report on the status and present it to the Mayor and Council. Councilwoman Kahle read the Millennium Strategies report regarding grants received and pending. Mr. Sharkey raised the issue of the exchange of information between council members. Mr. Sharkey asked if the Mayor and Council received his March 23, 2016 letter and requested a formal response. The Mayor advised he will provide a formal response.

Diane Mackenrodt, 233 Port Au Peck Avenue, asked at the last meeting about the compost being made available. Councilman Gallo advised it needs to breakdown but would look into. She then asked about chickens as she would like to do that in her yard to control ticks. Councilwoman Kahle advised Sustainable Jersey was working on it and would be bringing a proposal to the next Workshop meeting. She also asked what can be done to help Monmouth Park. They are cutting back on races which would have a severely detrimental impact on Oceanport. Councilwoman Cooper responded most important thing was for everyone needs to attend. Council President Irace advised to contact your representatives to allow sports wagering there, to allow casinos up north and demand part of money come back to Monmouth Park. She suggested discussing twilight races with the track. Council President Irace commented that twilight racing was unsuccessful in the past. Councilwoman Kahle advised that the new restaurant will be opening shortly.

Cullin Wible, 67 Wolf Hill Ave. He commented on the Technology Committee, fixing audio at meetings, call to service, improving the Borough website, assisting Ms. Smith with some of the computer systems, Oceanport TV and other issues. He expressed support and enthusiasm for working on the Technology Committee. Council President Irace and Mr. Poerio met and discussed increasing the capital budget for technology.

On farmer's market, on behalf of Mrs. Gemma, she was spearheading a group of residents to rekindle the farmer's market. It was a community driven concept and volunteers should be running rather than the Council. The group has done some research and planned on presenting it to Parks and Recreation and the Council. The group met with First Aid with the proposal and prepared an estimated budget. They contacted some farms as part of their market research. Laurino Farms has offered to be the anchor tenant. They have offered to pay a fee defer a portion of their profit to the First Aid. He commented that he believes there should be a Committee and they should do the research for what help needed to establish the farmer's market. It needs to be done quickly or won't happen this year. Council President Irace asked if there were fees connected with Laurino Farms. Mr. Wible responded there are some fees, but there are also questions that need to be answered. Councilwoman Cooper asked if that was shared with Councilwoman Kahle. She responded that she did speak with Mrs. Gemma. Councilwoman Kahle stated her concern was that it would be more of a resale market / flea market instead of a farmer's market. She stated the farmer's market should be a community event, not a fundraiser. She suggested to Mrs. Gemma that they go forward together. Mr. Wible reasserted his position that volunteers should be used.

As there was no further business, the meeting was adjourned at 8:41 p.m. on a motion by Council President Irace and seconded by Councilman Patti and approved by Council.

Respectfully submitted,

JEANNE SMITH
BOROUGH CLERK