

February 7, 2013

The meeting was called to order at 7:00 p.m. by Township Clerk, Amy Leso. The meeting was advertised in the following manner:

- A. Posting written notice on the official Bulletin Board in the Township Municipal Building on January 7, 2013
- B. Faxing and mailing written notice to The South Jersey Times and The Courier Post on January 7, 2013
- C. Filing written notice with the Clerk of West Deptford Township on January 7, 2013

Roll Call:

Mr. Cianfarini, Ms. DiCarlo, Deputy Mayor Kilpatrick and Mayor Chintall were in attendance for this meeting. Ms. Szymborski was absent.

Correspondence:

Mr. Kilpatrick made a motion to approve the following items. It was seconded by Ms. DiCarlo. The vote was as follows:

Mr. Cianfarini	Y
Ms. DiCarlo	Y
Ms. Szymborski	A
Deputy Mayor Kilpatrick	Y
Mayor Chintall	Y

- Raffle Licenses for West Deptford Little League for April 20th
- Yearly License for Pull Tabs for Robert H. Jordan VFW Post 7125 for April 2013-2014
- 3 Raffle Licenses for West Deptford High School Booster Club for March 23rd
- Social Affair Permit for West Deptford High School Booster Club for March 23rd
- 6 Raffle Licenses for Holy Angels Parish for June 18th-22nd
- Social Affair Permit for Holy Angels Parish for June 18th-22nd

Mayor Chintall welcomed the residents in attendance and then opened the meeting to the public.

Mr. Russell Babb outlined his history here in West Deptford Township and asked the committee what can be done to lower the taxes. He said that people are suffering. Mayor Chintall responded and told him that the committee is doing all they can do to minimize the budget increase.

Mr. Kilpatrick made a motion to close the meeting to the public. It was seconded by Ms. DiCarlo and approved by the entire committee.

Mr. Kilpatrick made a motion to authorize the township to enter into a Letter of Agreement with the County of Gloucester for Participation in the Alliance to Prevent Alcoholism and Drug Abuse Program. His motion was seconded by Mr. Cianfarini. Mr. Campo explained that this is an annual agreement. The vote was as follows:

Mr. Cianfarini	Y
Ms. DiCarlo	Y
Ms. Szymborski	A
Deputy Mayor Kilpatrick	Y
Mayor Chintall	Y

February 7, 2013

#40 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING THE TOWNSHIP TO ENTER INTO A LETTER OF AGREEMENT WITH THE COUNTY OF GLOUCESTER FOR PARTICIPATION IN THE ALLIANCE TO PREVENT ALCOHOLISM AND DRUG ABUSE PROGRAM

Mayor Chintall appointed John C. Novak to the RiverWinds Advisory Board to fill an unexpired term due to a resignation.

Mayor Chintall appointed Jennifer A. Kilpatrick to the Library Commission to fill an unexpired term due to a resignation.

Mayor Chintall stated that the New Jersey League of Municipalities has a book club for children and he will be meeting with West Deptford Superintendent of Schools, Kevin Kitchenman, to start a program to engage the first graders in reading.

The New Jersey League of Municipalities has a Scholarship Competition where graduating seniors write an essay on the topic "What the Mayor and Governing Body Did Best." Mayor Chintall stated that a committee will be formed to review the essays that are submitted and select the best one.

Mayor Chintall is hoping to start an "Adopt a Park" program where local businesses will take on the responsibility of maintaining the local parks. The cost of maintaining them is putting a strain on municipal resources as well as a strain on the workers in the Recreation Department.

Mayor Chintall also gave a preface to the budget process – "A State of the Town." He said that the town cannot rely on the status quo and that the committee needs to cut costs without cutting services. He spoke about the current debt service payments and said that he has had a frank discussion with Senator Sweeney. He also identified his five "Cs" – Collaboration, Cooperation, Collective Thinking, Common Sense, and Communication.

Mr. Kilpatrick addressed the committee regarding a request made by the Midget Football Program to install a six foot high partial fence around the existing football field at the RiverWinds Complex. Additional fencing would be rented on occasion to completely enclose the field. The fence is needed in order for the group to host championship games. The fence would be green so it would be less visible and the football program would be responsible for the cost. Mr. Cianfarini asked if an analysis was done on the number of people who would attend these events. Mr. Ley said that it is about 300 people. Mr. Cianfarini thinks that if there is no cost to the taxpayers and the events would bring people to the town who would patronize the businesses then it is a positive idea. Mr. Kilpatrick is also in favor of the idea. Mayor Chintall asked if this would be permanent and Mr. Campo confirmed that it would be permanent on three sides - six feet tall. Mayor Chintall is concerned about emergency access and also about the upkeep of the fence. He would like a "photoshop" picture of the fence for the next meeting.

Mr. Kilpatrick then gave an overview of the Summer Concert Series. Mayor Chintall said that he is not opposed to the concerts as long as there is no additional cost to the township including that for the police. He added that since many people who attend the concerts are from out of town, perhaps the Freeholders can offer some support. Mr. Cianfarini agreed that the concerts are an asset to the town as long as there is no burden to the taxpayers. He would be supportive of a vote from the committee if there would be a commitment from the sponsors for the costs of the concerts. Mr. Cianfarini asked Mr. Ley how Active Marketing responded to the concerts. Mr. Ley explained. Mr. Ley is concerned about guaranteeing sponsorships. One meeting was held with Active Marketing with all department heads. Mr. Cianfarini said that they are trying to find avenues of income that have not yet been explored. He added that the other costs needed to be considered; the investment to build the amphitheatre and the debt owed on it. A detailed analysis

needs to be done to be sure the concerts will pay for themselves. Mr. Kilpatrick said that the concert series needs to be voted on soon so that sponsorships can be secured. Ms. DiCarlo agreed with Mr. Kilpatrick that they needed to approve the concert series and then work as hard as possible to secure the donations. Mr. Cianfarini said that last year he went into the concert series knowing that they lost a little bit of money on them the year before. This year it is the same thing. He wants to know that the township is not going to lose money on this event for the people of the town. He suggested making the caterer the “master” and charge him the regular rental fee of \$750.00 and then he would be responsible for all costs for the concerts. Ms. DiCarlo said that she does not want anyone deciding on police coverage except for the Police Chief. She does not want that role taken away from the township or the police chief especially when alcohol is served –it makes her uneasy. Mayor Chintall believes that they should look for additional funding to pay for the ancillary charges and asked Mr. Ley to begin planning for the 2014 season before the 2013 season is over. Ms. DiCarlo asked for the time frame to act on this and was told it needed to be done by the first meeting in March. Mayor Chintall suggested charging an additional fee to the sponsors to offset the costs of police, etc. Mr. Cianfarini reiterated that he agrees with the concerts as long as they do not cost the taxpayers of the town. He would really like to see them make money for the town.

Mr. Cianfarini then asked Mr. Campo if there was an update from the Financial Planner. Mr. Campo said a meeting will be set in Mid-February. Mr. Cianfarini requested that they be prepared to present the debt situation to the people of the town at a meeting in March. Mayor Chintall then asked Greg Ley to give an update at the first meeting in April on the status of the concert donations. The committee then discussed giving the mayor the authority to execute a contract with Anderson Entertainment for the Summer Concert Series. Mr. Cianfarini asked if the township is committing money without the commitment of donations. Mr. Ogozalek said that the township is committing 50% of the contract. Mr. Campo explained that what drives the sponsorship is a particular band. Ms. DiCarlo asked what the cost to cancel would be. She was told that it is 50% of the cost of the band. Mr. Ley informed her that the amount varies based on the band. Mr. Cianfarini asked if the township could put out a preliminary list of bands with a sponsor letter before committing to those bands. Mr. Frank Annunziato, from Anderson Entertainment, was called to the microphone to speak. He said that the RiverWinds venue is very special and that he has been working with the township for ten years and believes there is tremendous potential at RiverWinds. He thinks that the key is to get started planning a bit earlier in the year. The bands that perform at RiverWinds have a big following, locally. He further explained that the music industry has become more seasonal and that the bands cannot afford to sit home on a Friday night. The longer the township waits to book the bands, the more they risk losing the popular bands and getting a “lesser product.” Mr. Cianfarini asked that since there is a relationship between the township and the bands couldn’t there be consideration for an “a la carte” idea, (booking the bands as sponsorships come in) Mr. Cianfarini added that the committee thought that they were starting this process early. Mr. Annunziato explained that in the future that could be done (after Labor Day) for the following year. A larger list of bands could be sent and more bands could be booked and it could create revenue. If the township waits for sponsors to come in, it may lose the band that was going to be sponsored.

Mr. Kilpatrick then made a motion to move forward to authorize the mayor to execute contracts with Anderson Entertainment for the 2013 Summer Concert Series. His motion was seconded by Ms. DiCarlo. Mr. Cianfarini asked why it could not be amended to reflect an a la carte option.

The vote was as follows:

Mr. Cianfarini	N (with regard to committing 50% with no commitment of funding)
Ms. DiCarlo	Y
Ms. Szymborski	A
Deputy Mayor Kilpatrick	Y
Mayor Chintall	Y

**#41 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD TO
AUTHORIZE THE MAYOR TO EXECUTE CONTRACTS WITH ANDERSON**

February 7, 2013

ENTERTAINMENT FOR THE 2013 SUMMER CONCERT SERIES

Ms. Di Carlo reported that she and Mr. Kilpatrick will be meeting with Johnson Matthey and Solvay Solexis to discuss the details of their Day of Community Service.

Mr. Cianfarini made a motion to not raise nor otherwise impose in this year's Township Municipal Budget the \$.02 Open Space Levy previously authorized by the voters of West Deptford Township. His motion was seconded by Mr. Kilpatrick. Mr. Cianfarini explained the purpose. The vote was as follows:

Mr. Cianfarini	Y
Ms. DiCarlo	Y
Ms. Szymborski	A
Deputy Mayor Kilpatrick	Y
Mayor Chintall	Y

#42 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD TO NOT RAISE NOR OTHERWISE IMPOSE IN THIS YEAR'S TOWNSHIP MUNICIPAL BUDGET THE \$.02 OPEN SPACE LEVY PREVIOUSLY AUTHORIZED BY THE VOTERS OF WEST DEPTFORD TOWNSHIP

Mr. Cianfarini made a motion to approve fixing the Rate of Interest and Year-End Penalty. His motion was seconded by Mr. Kilpatrick. Mr. Cianfarini explained that this penalty is 8% on the first \$1500.00 and 18% on the remaining amount and Mayor Chintall added that these amounts are set by state statute. The vote was as follows:

Mr. Cianfarini	Y
Ms. DiCarlo	Y
Ms. Szymborski	A
Deputy Mayor Kilpatrick	Y
Mayor Chintall	Y

#43 RESOLUTION FIXING THE RATE OF INTEREST AND YEAR-END PENALTY

Mr. Cianfarini made a motion to approve fixing the Rate of Interest and Year-End Penalty on Water & Sewer. His motion was seconded by Mr. Kilpatrick. Mr. Cianfarini reiterated that this penalty is 8% on the first \$1500.00 and 18% on the remaining amount. The vote was as follows:

Mr. Cianfarini	Y
Ms. DiCarlo	Y
Ms. Szymborski	A
Deputy Mayor Kilpatrick	Y
Mayor Chintall	Y

#44 RESOLUTION FIXING THE RATE OF INTEREST AND YEAR-END PENALTY ON WATER & SEWER

Mr. Cianfarini made a motion to authorize the cancellation, application and/or refund of taxes. His motion was seconded by Mr. Kilpatrick. The vote was as follows:

Mr. Cianfarini	Y
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February 7, 2013

Ms. DiCarlo	Y
Ms. Szymborski	A
Deputy Mayor Kilpatrick	Y
Mayor Chintall	Y

#45 RESOLUTION FOR THE CANCELLATION, APPLICATION AND/OR REFUND OF TAXES

Mr. Cianfarini made a motion to approve adopting a Cash Management Plan for the Township of West Deptford, County of Gloucester. Mr. Kilpatrick abstains from all items pertaining to TD Bank because he is an employee. Mr. Cianfarini's motion was seconded by Ms. DiCarlo. The vote was as follows:

Mr. Cianfarini	Y
Ms. DiCarlo	Y
Ms. Szymborski	A
Deputy Mayor Kilpatrick	Y
Mayor Chintall	Y

#46 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD ADOPTING A CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF WEST DEPTFORD, COUNTY OF GLOUCESTER

Mr. Cianfarini made a motion to appoint Ms. Brenda Sprigman as Acting CFO from February 1, 2013 through December 31st, 2013. He stated that he spoke with the Financial Consultant who had high praises for her work. He said that she has completed Bank Reconciliations for 2012 and that there is a structured General Ledger in place. Ms. DiCarlo asked if the committee was disregarding the resumes that were received. Mr. Cianfarini said that they were not and that they were primarily for the position of Assistant Treasurer. They can review and then evaluate who is best for the job. Ms. DiCarlo stated that she has reviewed the resumes and many of those who have applied have municipal experience and are applying for the position of CFO. She believed that they were going to schedule interviews. She said that Ms. Sprigman is doing a great job but she does not have any municipal experience. Mr. Cianfarini said that she is doing a great job and the township needs to have a team in place to get the objectives done. He then asked Ms. Sprigman to speak. She explained how the problems of last year will have an impact in next year's budget. Ms. DiCarlo said that if the position of Assistant Treasurer had been filled, these problems would have been caught in the bank reconciliation. Ms. DiCarlo asked Mr. Campo if one or two job descriptions were posted. Mr. Campo said that two were posted. Ms. DiCarlo said that Ms. Sprigman's appointment could be extended through the interview process but the resumes should be reviewed. She again added that she has heard that Ms. Sprigman is doing a great job. Mayor Chintall added that he has personal experience with the hiring process and said that Ms. Sprigman may shine through the interview process. Mr. Kilpatrick made a motion to amend Mr. Cianfarini's original motion to extend Ms. Sprigman's appointment through April 30th, 2013. Mr. Cianfarini said that Ms. Sprigman is taking the classes to get certified for this job and that small windows set up for failure. Mayor Chintall said that there is a process and that there are more than 20 applicants. Ms. DiCarlo added that someone coming in for the position of Assistant Treasurer should know who his/her boss would be. Mr. Cianfarini said that he thinks this is wrong for the town, but he will agree to it. The vote was as follows:

Mr. Cianfarini	Y
Ms. DiCarlo	Y
Ms. Szymborski	A
Deputy Mayor Kilpatrick	Y
Mayor Chintall	Y

February 7, 2013

**#47 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD APPOINTING
AN ACTING CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF
WEST DEPTFORD**

Mr. Cianfarini informed the committee that the Environmental Commission met for the first time, is now up and running and will hold monthly meetings.

Engineer:

No report.

Solicitor:

No report.

Administrator:

No report.

Open Meeting to the Public:

Mayor Chintall opened the meeting to the public.

Mr. Don Sechora, asked the committee to create an ordinance that would prohibit smoking within 20 feet of any public building. He said that it exists in Delaware. He also stated that Johnson Matthey gave the West Deptford Seniors \$350.00 and they are looking for a suggestion for a way to spend the donation. Anyone with a suggestion should contact Jean McClusky. He suggests purchasing a printer and supplies for the senior center at RiverWinds.

Mr. Eric Agren asked how long it takes to get the certification needed for the CFO position. Ms. Sprigman told him that it would take approximately one year depending on when the courses are offered.

Mr. Bill Mohnacs said that the concert series plays a major role in the township. When popular bands play, getting out of the parking lot is difficult and he asked if the police chief could assist with this problem.

Mr. David Sileo believes that the concert series is an asset and asked if the township has considered a car fee for the concerts (for those who live out of town). Mayor Chintall told him that it has been considered; however they are hoping that the county can help with some of the costs. Mr. Sileo also said that he hopes that Ms. Sprigman gets the consideration for the position for the work that she has done. He also said that the Environmental Commission met and has some great ideas and that the township needs to enforce the codes.

Mr. Kilpatrick made a motion to close the meeting to the public and it was seconded by Ms. DiCarlo. The motion carried unanimously.

Mayor Chintall called for a motion to adjourn. Mr. Kilpatrick made a motion; a second was given by Ms. DiCarlo and approved by the entire committee.

Respectfully Submitted,

February 7, 2013

Amy Leso, RMC
Township Clerk