

DOWNE TOWNSHIP COMMITTEE
SPECIAL MEETING & WORK SESSION
JANUARY 27, 2016

The Downe Township Committee met in the Meeting Room of the Municipal Complex on Wednesday, January 27, 2016 at 9:00 a.m. Mayor Robert G. Campbell presided. Committee members present were Larry Jordan, Sr. (Deputy Mayor), Stephen Byrne and Edward Bart. Committeeman Cook was absent. Municipal Solicitor, John Carr, was also present.

CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE / STATEMENT REGARDING COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

Mayor Campbell called the meeting to order; led the Pledge of Allegiance and read the Open Public Meetings Act Statement.

ROLL CALL

Present – Jordan, Byrne, Bart, Campbell

Absent - Cook

PUBLIC COMMENTS

A motion was made by Byrne and seconded by Jordan to open the meeting for Public Comments. There was no one present to comment.

A motion was made by Byrne and seconded by Jordan to close the public comment portion.

Vote: All in favor

WORK SHOP SESSION

PROPERTIES WITH CLEANUP ISSUES

Mr. Jordan stated we should start with a couple of properties that are an eyesore to the Township. There is one on Methodist Road. Township residents have been complaining for months about the condition of the property. There is a property on Landing Road at the blinker light and another down further. The property further down on Landing Road is far more of an issue than the one at the blinker light. We have to be careful to make sure that we will not be accused of selective enforcement. Mr. Carr commented because the township has received complaints about the property it is not selective enforcement. We are responding to a complaint. Mayor Campbell suggested sending out a letter to the property owners asking them all to clean up their properties. We will start with the three properties we have received numerous complaints about. Mayor Campbell stated we should include the house that was destroyed by fire. The township needs to do something about that property. It was agreed by all to send a letter to the four properties allowing the timeframe and procedures outlined in the Township Ordinance.

NEW ALARM SYSTEM

Mr. Bart stated we have received three quotes for a new alarm/security system. Option Two of the NEC quote is our recommendation after review of all the quotes. NEC is proposing an intercom system on both doors. There is a push button access system in three locations in the office. There are two options for entry; one is a card swiping system and the other is a numerical code entry system. There is an override system on both doors to be used on meeting days that will allow both doors to be open for full access. There will be a camera on both doors so you can see who is there before buzzing them in. Mr. Jordan asked if the doors would be open during regular business hours. Mr. Bart answered the locks can be open or locked. During the day we can use the override system but after hours the doors will be locked and you will have to be buzzed in. The offices will have monitors to be able to see who is at the door. The override system will lock both doors or one door. The new system also has two cameras on the garage building and two cameras and a monitoring system at the convenience center. The monitor will be bolted to the wall and in a locked box for security. The price is approximately \$13,000 and we have funds available in the bond ordinance to cover the cost. Mr. Bart continued there is a need to get the system installed. The office building has shown many signs of vandalism. Mr. Jordan stated this is something we need to consider. It looks like everything has been covered in the proposal. Ms. Lockley explained that Option One is for a numeric keying system. Option Two is a mag card swiping system. Discussion continued about which Option is preferred. Mayor Campbell is in favor of the mag card system they are used everywhere in today's society. Mr. Jordan stated if all are in agreement this item should be put on the agenda for a regular meeting. Mayor Campbell comments we should prepare a resolution to pass and move forward. It is under the bid threshold. Mr. Bart stated the CFO informed him that a resolution was not needed because this is a purchase under the Bond Ordinance. Mr. Carr commented we should double check that information before moving forward. Mr. Carr stated it is important this topic be discussed as an agenda item. A resolution would make since just to highlight what we are doing. Everyone was in agreement.

Mr. Jordan requested that all documents prepared for the work session along with a copy of the CD of the meeting be left in Mr. Cook's mailbox so he can review the information discussed today and be ready to discuss at the meeting. All were in agreement.

NEW COMPACTOR

Mr. Jordan stated he and Mr. Bart have discussed this issue a few times in the past. Mr. Jordan stated when he was on the committee a few years back he had a compactor on the table with the committee and after he left office the committee decided to not move forward with the purchase. It was discussed when the first compactor was purchased that a second compactor is needed. The compactor is slower at processing than the trash truck and could be the cause of a waiting line forming. Mr. Bart took the lead on getting pricing for an additional compactor unit. Mr. Bart stated he is stilling looking at a few different type of compactors and we are still waiting on a couple of quotes at this time. We are also looking at reconditioned compactors. Mr. Jordan committed the current compactor was a reconditioned one that we purchased. Mayor Campbell asked if the compactor we purchased came with a maintenance program. Mr. Jordan answered yes, but the maintenance program has expired. Mr. Bart stated our trash truck is in dire need

of repair and cannot continue at this same pace for much longer. This piece of equipment should be taken off the road and evaluated for repairs. Mr. Jordan stated he is in support of proceeding with the acquisition of another compactor. He would like to move forward and see whether we need to put the compactor out for bid or find one that we can purchase as long as it is under the threshold. If it is determined that it will need to be bid, we can make a decision at the next meeting to prepare bid specifications and move forward. Mr. Carr stated he has seen these processes go bad when everything is not included in the bid specifications. It is important to include everything in the specifications, for instance electric service installation, if not in the bid specs it will be an extra cost to the township. Mayor Campbell stated he would like to encourage Mr. Bart to move full speed ahead. Mr. Bart stated this is a purchase under the bond ordinance also. Mr. Jordan stated this has to be done soon, if not, we are going to be in trouble. Once we get the compactor the next part of his vision was to put a roof (pole barn type) over that whole section. That way when the people pull up and the weather if not good the roof will hang over the area where they will be unloading. Mayor Campbell stated that is a great idea. Mr. Jordan stated the roof will protect the residents, staff and our equipment. It can also be used to park the trash truck under in the summer months when it smells so bad. With the new security system we won't have to worry about vandalism. Mayor Campbell asked if a resolution should be prepared authorizing the bid specification process. Mr. Carr answered yes you may want to prepare that resolution. Mr. Bart stated he thinks we will be able to find a compactor under the bid threshold. Mr. Carr talked about a situation he dealt with when the specifications were not all inclusive.

Mr. Bart asked if he could go off the agenda to ask a question of the solicitor. Mr. Bart stated we hired a contractor to paint the roof of the garage about a year ago. We have problems with the work. The contractor was supposed to come back and re-paint the roof. The contractor came back to work on fixing the problem. He had some equipment issues while working. He left and said he would be returning to finish the job and we have not been able to get in touch with him since. Mr. Carr sent a letter to the contractor and I would like to know what the status is. Mr. Carr stated the contractor has ignored his correspondence as well. The next step would be to bring suit against him. To move forward with a suit I would advise you to have our engineer evaluate the work and provide his opinion. Mayor Campbell asked what the contract amount was. Mr. Bart replied approximately \$16,000. Mr. Jordan commented in order for the contractor to be awarded the job, he had to have insurance. We need to have someone look at the job and provide a written opinion. Mr. Bart asked if everyone is in agreement with moving forward with a lawsuit. Everyone was in agreement.

BAYVIEW BRIDGE – ENGINEERS MEETING

Mayor Campbell stated he has been at the site a few times with our engineer and representatives from the County. The bridge deck is bad. I have been told by the County the structural part underneath is fine. We need to complete our bulkhead project. The issue is the approach to the bridge. In the next month or so all of the dynamics will change. Once we have completed the bulkhead we can reach out to the County to see what the next step will be.

HOUSING AND ZONING OFFICE

Mr. Bart stated he spoke with the Zoning Officer. He is unable to give the Township more hours. He stated he would like to continue to work with Downe Township. If the Township feels the need to hire an Enforcement Officer he has no problem working together with him to solve the issues. We could look for an enforcement officer who can work 20 hours per week. Mr. Jordan asked are we talking about hiring an enforcement officer in addition to the Zoning Officer. Or are we talking about hiring someone who can do both jobs and give us 10-12 hours per week. Mr. Bart continued maybe we should look for a constable type who would be able to assist us with policing the beach front areas also. It makes no sense to continue to work on the beachfront without having someone who can give citations, etc., and follow up on issues. Mr. Jordan added he is in favor of enforcement but not in favor of parking meters right now. In two years from now he may be in support of the beachfront changes we have been talking about but not right now. Mayor Campbell stated we have to face reality. The more work we do to fix up those areas and the more people come here to use our beachfront areas, we need a management plan, revenue plan and an enforcement plan. We can't afford to continue sending guys down there to clean up the mess and cover all the expenses. We need to come up with a plan to generate revenue from the outsiders. Mr. Jordan continued we have been too relaxed on enforcement and we really have to get serious about it. Mr. Bart asked Mr. Jordan what duties fall under a constable. Mr. Jordan answered anything from traffic to housing and zoning officer inspections, court and township meetings. Mayor Campbell stated we only need a seasonal officer for the beachfront area. Mr. Jordan stated he completed a training program and was certified as a constable. At one point the state required a town to have a police chief in order to have a constable so the township abolished the constable position. Mr. Carr stated he would check into the current requirements for a town to hire a constable. He doesn't believe a certification is required but the committee will have to authorize the position. Mr. Jordan continued he doesn't believe we need someone to handle traffic (ticket) issues. Mr. Bart continued an enforcement officer for our township will be spending a lot of time in court. Discussion continued about a number of other property owners who need to be contacted about the conditions of their properties.

KUBOTA LEASING

Mayor Campbell stated our lease is up in May and we have about a \$5400 balance. It was set up as a \$100 buyout lease. FEMA doesn't want that done. There has been no kickback from that complaint letter on the FEMA side. We should look at having Nadine contact the leasing company and arrange to turn the Kubota in early and find out what the buyout amount is and proceed to buy the piece of equipment for the township. Mr. Carr stated the Public Works department should provide information to the committee justifying the need for the equipment. Mr. Jordan stated the Kubota was the most used piece of equipment for the recent storm cleanup. Discussion continued on how useful the Kubota is to the township because of its size and what it can be used for. Mayor Campbell asked if the committee was in agreement with moving forward with the buyout process. All committee members present were in agreement.

RESOLUTIONS

R-34-2016 *Authorizing the Payment of Bills*

R-35-2016 *Authorizing Executive Session*

A motion was made by Jordan and seconded by Byrne to adopt Resolution No. R-34-2016 *Authorizing the Payment of Bills* in the total amount of \$32,164.60.

Roll Call: Aye – Jordan, Byrne, Bart, Campbell
Nay – 0
Absent - Cook

A motion was made by Jordan and seconded by Byrne to adopt the aforementioned Resolution No. R-35-2016.

Roll Call: Aye – Jordan, Byrne, Bart, Campbell
Nay – 0
Absent - Cook

Vote: All in favor

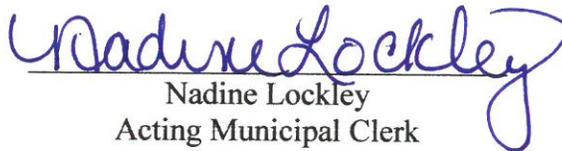
NEXT MEETING

The next meeting of the Downe Township Committee will be held on Monday, February 8, 2016 at 7:00 p.m. in the Meeting Room of the Municipal Complex.

ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Byrne and seconded by Jordan.

Vote: All in favor


Nadine Lockley
Acting Municipal Clerk