

**CITY OF SALEM
MINUTES OF THE COMMON COUNCIL MEETING
OF APRIL 18, 2016**

A regular meeting of the Common Council of the City of Salem was called to order by Council President Karen Roots. The meeting took place in the Municipal Building located at 1 New Market Street at 7:00 p.m. The meeting was opened with the Pledge of Allegiance. Present: Council President Karen Roots, Councilpersons, Ruth Carter, Earl Gage, Vaughn Groce, Charles Hassler, Horace Johnson, and Lydia Thompson. Council President announced that a quorum was present. Also in attendance were Mayor Charles Washington, Jr., Solicitor David Puma, CFO David Crescenzi and City Clerk Kathleen L. Keen. Councilwoman Kellum was absent.

STATEMENT OF THE OPEN PUBLIC MEETINGS ACT

NOTICE OF THE REGULAR MEETINGS OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF SALEM, AS REQUIRED BY N.J.S.A. 10:4-6 ET SEQ., THE “OPEN PUBLIC MEETINGS ACT”, HAS BEEN PROVIDED BY THE PUBLIC ADVERTISEMENT OF A SCHEDULE ADOPTED BY RESOLUTION ON JANUARY 1ST, 2016 SETTING FOR THE TIME, DATE AND PLACE OF ALL THE REGULAR MEETINGS OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF SALEM.

INVOCATION Pastor Everett Dickinson of the 1st Methodist Church of Salem delivered the invocation.

APPROVAL OF PAYMENT OF BILLS

It was moved by Councilman Hassler to approve the bill list, Councilman Gage seconded and all were in favor. Motion carried 7-0.

APPROVAL OF MINUTES

It was moved by Councilman Hassler, seconded by Councilman Johnson to adopt the minutes of the April 4, 2016 Council Meeting and Closed Session. Motion carried 7-0.

INTRODUCTION OF ORDINANCES FOR SECOND READING/PUBLIC HEARING

**ORDINANCE NO. 1606
AN ORDINANCE AMENDING THE CITY CODE TO CREATE A
DEPARTMENT OF COMMERCE**

BE IT HEREBY ORDAINED, by the Common Council of the City of Salem, County of Salem, and State of New Jersey that the City Code is hereby amended to include new Chapter 11 entitled “Commerce Department” which shall read as follows:

**Chapter 11
COMMERCE DEPARTMENT**

11-1. Establishment.

There is hereby established within the Office of Mayor, a Department of Commerce in and for the City of Salem.

11-2. Administration/Oversight.

The Executive Director of the Commerce Department shall report to the Mayor and who shall be a member of the Mayor's cabinet. The City Council's Committee on Commerce (hereinafter in this Chapter referred to as "the Committee") shall also have oversight over the Commerce Department. The Mayor shall direct and empower the Director of Commerce, to set forth all Commerce and Economic policies in addition to all policies, procedures and compliance measures for all departments contained therein, inclusive of governmental and non-governmental partners and/or designees in the areas under the jurisdiction of the Department of Commerce and Economic Development. The Mayor and the Director of Commerce and Economic Development shall have authority over all reporting and compliance procedures related to all Commerce and Economic activities and Offices therein contained. This shall apply to non-governmental partners and/or City services designees as well.

11-3. Purpose.

The Department of Commerce and Economic Development shall have authority over all matters relating to Commerce and Economic Development in the City of Salem and shall serve as the City's apex Economic Development Organization and as such, is authorized to oversee, recommend, implement, and enforce policies approved by the Mayor and Council which are designed to: promote economic growth, coordinate and manage all economic activities in the City inclusive of commercial corridors; interface with existing businesses both large and small to encourage growth, expansion and retention; attract new business, commerce and industry to locate or relocate within the City; and increase minority-owned businesses and contracting opportunities.

11-4. Authority over Departments, Agencies, Offices, Boards and Commissions

The Office of Commerce and Economic Development shall contain and/or coordinate with the following two Authorities: the Salem Port Authority and Salem Housing Authority; and six Offices: (i) the Office of Policy and Management; (ii) the Office of Housing and Community Development; (iii) the Office of Planning and Redevelopment; (iv) the Office of Transportation, Energy and the Environment; (v) the Office of Neighborhood and Business Services; (v) the Office of Culture, History and the Arts. The following Boards and/or Commissions are under the authority of and/or shall receive City represented coordination through the Commerce Department: Historic Commission, Commission on Youth, Commission on seniors, Faith-Based Commission, Commission on Veterans Affairs, and the Commission on Homelessness. The Offices shall perform the functions set forth herein with respect to each Division.

11-5. Coordination with other departments, agencies, and groups.

The Commerce Department shall serve as the City's "umbrella organization" for all economic development activity and related funding in the City and is authorized to manage and coordinate all works of related offices, agencies, partners and initiatives covering business expansion, job creation, international trade, transportation, planning, public-private partnerships, job training, redevelopment, housing development, intergovernmental relations and cultural development. In this regard the Commerce Department is authorized and empowered to use such processes as are necessary to establish and maintain a direct link to City, County, State, Non-Profit, Faith Based departments, agencies and groups that are or can foster economic and/or community development within Salem City.

11-6. Executive Director.

There is hereby created the title of "Executive Director" of the Commerce Department for the City of Salem. The Mayor shall appoint the Executive Director subject to the advice and consent of City Council; however if City Council fails to act on the nomination within 30 days of the Mayor's nomination presented at a City Council meeting, the Mayor's nominee shall be deemed approved without further vote of the Council. The Executive Director shall serve at the pleasure of the Mayor and accordingly may be removed with or without cause by the Mayor. The City Council shall fix the budget for the Department and the compensation related to the position of Executive Director.

11-7. Function.

The Commerce Department through the Executive Director, and subject to the oversight and directions of the Mayor and Committee, shall have authority to:

- A. Manage, guide and implement action plans designed to achieve the purpose of the Department.
- B. Serve as chief compliance officer in matters related to commerce and economic development on behalf of the City to Offices, Agencies, Representatives, Boards and Commissions under the jurisdiction of the Department of Commerce and Economic Development;
- C. Design and implement campaigns approved by the Mayor and Committee to attract industrial, commercial, and other economic development into the City.
- D. Undertake an inventory and the securing and promotion of sites whose development is in line with the policies of government and to the economic benefit of the City.
- E. Manage, arrange, and coordinate City services necessary for specific economic development projects.
- F. Keep appropriate statistics and data to indicate trends in economic development and make evaluations and recommendations concerning the same.
- G. Review and make recommendations concerning economic development and planning for the Comprehensive Master Plan of the City.
- H. Manage, coordinate, and ensure compliance on the City's economic development efforts with those of other governmental bodies and agencies.

- I. Administer, coordinate, and ensure compliance on federal, state, county, and local aid programs pertaining to economic development in the City, except as otherwise provided.
- J. Serve as the chief conduit for the business community and City government relating to economic and community development projects and issues.
- K. Conduct regular management meetings with departments, agencies, and groups as referenced in 11-4 above.
- L. Recommend economic development strategies, actions, grant opportunities and other actions to the Mayor and Committee.
- M. Manage, implement and ensure compliance with, economic development plans approved by the Mayor and City Council.
- N. Maintain regular contact with the Mayor and meet semi-annually with the Committee.
- O. Prepare proposed short and long-term action plans for the Department for review by and approval of the Mayor and the Committee.
- P. Submit a monthly written report to the Mayor and the Committee.
- Q. Perform such other function as may from time to time be determined by the Mayor and/or City Council.
- R. The Port of Salem and, and the rates and charges for the use thereof;
- S. The Salem Housing Authority coordination function for City government;
- T. Jurisdiction and oversight as the City's representative, on Special purpose, Economic Development and Redevelopment Zones and Districts.
- U. Matters relating to celebrations, parades, and other similar functions, and acting as liaison for City government with volunteer organizations sponsoring such events within the City.
- V. All matters relating to the promotion of commerce, economic development, and employment within the City.
- W. When authorized by the Mayor and City Council, solicitations and/or expenditures of Federal and State funds for the promotion of Commerce and economic development related activities and employment within the City.
- X. All matters related to international relationships, international commerce, international visitors, international business, global marketing, and investments from overseas.
- Y. All matters related to foreign governments and overseas entities, cultural exchanges, trade missions, global collaborating and strategic alliances.
- Z. All matters related to developing and promoting Salem's creative/innovative economy.

THIS ORDINANCE shall take effect according to law.

Introduced: March 21, 2016

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
R. Carter			X			
E. Gage	X		X			
V. Groce				X		
C. Hassler		X	X			
H. Johnson			X			
S. Kellum			X			
L. Thompson						X
K. Roots			X			

City Clerk Keen declared the public hearing open on Ordinance No. 1606. Ms. Joy Coleman asked what the purpose of the ordinance is. Mayor Washington explained how the Department of Commerce would work, and the benefits of the city operating under “one umbrella” with regard to federal funding. With no further public comments, it was moved and seconded by Councilpersons Hassler and Johnson that the public hearing be closed. Motion carried 7-0. It was moved and seconded by Councilpersons Hassler and Gage that Ordinance No. 1606 be adopted on second reading. The roll call vote was as follows:

Final Adoption: April 18, 2016

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
R. Carter			X			
E. Gage			X			
V. Groce		X	X			
C. Hassler	X		X			
H. Johnson			X			
S. Kellum						X
L. Thompson			X			
K. Roots			X			

Introduced: March 21, 2016

Published: March 29, 2016

Public Hearing: April 18, 2016

Final Adoption: April 18, 2016

Final Publication: April 22, 2016

INTRODUCTION OF RESOLUTIONS FOR CONSIDERATION

RESOLUTION 2016-80

A RESOLUTION AUTHORIZING THE 2016 BUDGET BE READ BY TITLE ONLY

WHEREAS, N.J.S. 40A:4-8, as amended by Chapter 259, P.L. 1995 provides that the budget may be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body, providing that at least one week prior to the date of hearing, a complete copy of the budget has been made available for public inspection, and copies have been made available by the Clerk to persons requesting them; and

WHEREAS, these two conditions have been met;

NOW, THEREFORE, BE IT RESOLVED, that the budget shall be read by title only.

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
R. Carter		X	X			
E. Gage			X			
V. Groce			X			
C. Hassler	X		X			
H. Johnson			X			
S. Kellum						X
L. Thompson			X			
K. Roots			X			

PUBLIC HEARING AND ADOPTION OF THE 2015 MUNICIPAL BUDGET

City Clerk Keen explained the Budget process regarding the Budget being “Read by Title Only” and the Municipal Budget Notice advertising the public hearing scheduled for April 18, 2016. A motion was made by Councilman Hassler and seconded by Councilman Johnson to open the Public Hearing for the 2016 Municipal Budget. CFO Crescenzi explained the budget process; noting tax collections have been down, the market values of properties are down, the city has applied for transitional aid and needs state assistance. A resident asked where the state aid goes to. Rod Miller of W. Broadway asked what the tax rate is now. CFO Crescenzi discussed the tax rates, Councilman Gage stated the city has a revenue issue, not a spending issue; noting the budget is lower than it has been in previous years, and the numerous revenue losses the city is enduring with Ardaugh closing and the PSEG tax appeal. SallyAnn Orlich stated she moved to the city two years ago for its history and architecture, and is restoring her home though she is concerned she made a mistake. Mayor Washington stated what drew her to the city is what everyone else needs to see; the history, architecture, location, and endless potential within the city. With no further comments or questions from the public, it was motioned and seconded by Councilmen Hassler and Johnson respectively to then close the public portion. Councilman Hassler motioned to Table the Adoption of the 2016 Municipal Budget, Councilman Johnson seconded the motion. A roll call vote was taken to Table the Adoption of the 2016 Municipal Budget, the vote was as follows:

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
R. Carter			X			
E. Gage			X			
V. Groce			X			
C. Hassler	X		X			
H. Johnson		X	X			
S. Kellum						X
L. Thompson			X			
K. Roots			X			

COMMITTEE REPORTS

Administration: President Roots reported the Circus is coming to town on June 27th at the HS Football Fields, she will be the contact person. Financial Disclosure notices were sent out, and phone calls are being made to those who did not accept their certified mail. The demolition application/project was discussed and the CFO briefed the committee on the financial status of the city. City Clerk Keen informed everyone the new model personnel policy was received and will be sent via email to all council to review. The next meeting on May 9th 8:30am at 17 New Market.

Public Safety: Councilman Gage reported the committee met with Chief Pelura and Lt. Pew regarding “summer activities” in the city. The next meeting will be May 9th 5:00pm at 17 New Market Street.

Public Works: Councilman Groce reported the committee meeting was cancelled due to a water emergency, the next meeting will be April 29th.

Human Services: Councilman Hassler reported Future Systems has been in town compiling a list of vacant properties.

City Property/Capital: Councilwoman Carter reported she will be May 9th 9:45am at 17 New Market Street.

Redevelopment: Councilman Groce had no report, the committee will meet next week.

Neighborhood Initiatives/Community Services: Councilwoman Thompson reported the committee is working on a city wide yard sale for June 4th. Councilman Johnson reminded everyone of the city wide clean up on April 23rd. President Roots reported the committee will be meeting with the school with regard to the pool. The next meeting will be Monday May 9th 9:15 am at 17 New Market Street.

MAYORAL COMMENTS

Mayor Washington thanked council for adopting Ordinance 1606. He spoke of a recent meeting with representatives of Rowan University noting it was a good meeting with great dialogue. He reported on a meeting with Senator Booker's office also, stating it was a good meeting regarding the cities vision for the port.

NEW BUSINESS

City Clerk Keen reminded everyone of the Circus coming to town on Monday June 27th, and the City-wide yard sale on Saturday June 4th. Mr. Steve Walsh of Remington & Vernick Engineers addressed council about the Floodplain Damage Ordinance. He explained the ordinance, the NJDEP guidelines for approval and the timeframe for final adoption.

PUBLIC PORTION:

Rod Miller of W. Broadway questioned resolution 2016-82 regarding the water plant and why it has taken so long to do this. Solicitor Puma explained the request for proposal process. Mr. Miller then asked who was being "put on" the Commerce Department. City Clerk Keen explained the ordinance was to establish the department.

Lucille Simon of Kent Street spoke of the ongoing trash throughout her neighborhood and on the streets. She said trash even shows up in her mailbox. She continually cleans up, but is very frustrated. Council President Roots said she understands her frustration, she herself cleans up her neighborhood. This is a city wide problem, "no littering" signs need to be erected, and enforced.

Robert Orlich of Market Street said between 4:30am and 7:00am cars are speeding past his house on Market Street, he also noted the property at 55 Market Street has been broken into lately.

Joy Coleman of Van Meter Terrace said she had a "rough" weekend, her family does not want her living in the city but it is her home and she is not leaving. She feels the city has great potential and residents should be encouraged to come to city meetings and cooperate with the police "See Something Say Something" should be the city motto.

Shirley Beasley of Cook Avenue asked why Java Dog moved out of the city to Mannington, and why the city didn't help them to stay here. Councilman Hassler said there was help offered for other locations in the city, it just did not work out.

With no further requests for public comment, Councilman Hassler made a motion to close the Public Portion of the meeting. Councilman Johnson seconded the motion and all were in favor. Councilman Hassler motioned to convene into Executive Session, Councilman Johnson seconded the motion and all were in favor. The regular portion of the meeting ended at 8:15pm.

RESOLUTION 2016-83
A RESOLUTION AUTHORIZING A CLOSED SESSION OF THE COMMON COUNCIL
OF THE CITY OF SALEM

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12b permits a public body to go into a closed session during a public meeting to discuss certain matters;

WHEREAS, the City Council has determined that it is necessary to go into a closed session to discuss certain matters relating to the items as permitted by N.J.S.A. 10:4-12b

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Salem that the Council will go into closed session to discuss the following, in accordance with the aforesaid provisions of the Open Public Meetings Act, after which it will reconvene in the public:

- a. CONTRACTS**
- b. PERSONNEL**

BE IT FURTHER RESOLVED that the minutes of the closed session will be made available to the public when the need for privacy no longer exists

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
R. Carter			X			
E. Gage			X			
V. Groce			X			
C. Hassler	X		X			
H. Johnson		X	X			
S. Kellum						X
L. Thompson			X			
K. Roots			X			

With a Motion by Councilman Hassler, seconded by Councilman Johnson, and all in favor, Council came out of Closed Session at 8:55pm. The following business took place:

RESOLUTION 2016-84
A RESOLUTION OF THE CITY OF SALEM AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

WHEREAS, the City of Salem has determined to move forward with the EMEX Reverse Auction in order procure electricity for **the City’s electric meters** and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the “Act”) authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, the City of Salem will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and be it

RESOLVED, that a certified copy of the within Resolution be forwarded by the City Clerk to the following: [List of agencies and individuals to receive a copy of resolution]; and

FURTHER RESOLVED, that the CFO/Tax Collector of the City of Salem be and [he/she] hereby is authorized to execute on behalf of the City of Salem any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction.

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
R. Carter			X			
E. Gage			X			
V. Groce			X			
C. Hassler	X		X			
H. Johnson		X	X			
S. Kellum						X
L. Thompson			X			
K. Roots			X			

RESOLUTION 2016-85
A RESOLUTION AUTHORIZING THE HIRING OF TREENEE THOMPSON AS PAYROLL CLERK FOR THE CITY OF SALEM

WHEREAS, the Common Council of the City of Salem has determined there is a need for a Payroll Clerk; and

WHEREAS, the Common Council of the City of Salem, hereby wishes to appoint Trenee Thompson to the position of Payroll Clerk Civil Service Code #01268 effective May 2, 2016 at the salary set forth in the Union Contract of \$28,318 per year; and

WHEREAS, said appointment and employment with the City of Salem is subject to Civil Service Regulations and contingent upon the passing of a background check.

NOW THEREFORE BE IT HEREBY RESOLVED by the Common Council of the City of Salem, County of Salem, and State of New Jersey, that Trenee Thompson is hereby appointed as Payroll Clerk for the City of Salem

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
R. Carter			X			
E. Gage			X			
V. Groce			X			
C. Hassler	X		X			
H. Johnson		X	X			
S. Kellum						X
L. Thompson			X			
K. Roots			X			

RESOLUTION 2016-86

A RESOLUTION AUTHORIZING THE HIRING OF CYNTHIA EDWARDS AS KEYBOARDING CLERK 1 FOR THE CITY OF SALEM

WHEREAS, the Common Council of the City of Salem has determined there is a need for a Keyboarding Clerk 1; and

WHEREAS, the Common Council of the City of Salem, hereby wishes to appoint Cynthia Edwards to the position of Keyboarding Clerk 1 Civil Service Code #02634 effective immediately at the salary set forth in the Union Contract of \$24,973 per year; and

WHEREAS, said appointment and employment with the City of Salem is subject to Civil Service Regulations and contingent upon the passing of a background check.

NOW THEREFORE BE IT HEREBY RESOLVED by the Common Council of the City of Salem, County of Salem, and State of New Jersey, that Cynthia Edwards is hereby appointed as Keyboarding Clerk 1 for the City of Salem.

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
R. Carter			X			
E. Gage			X			
V. Groce			X			
C. Hassler	X		X			
H. Johnson		X	X			
S. Kellum						X
L. Thompson			X			
K. Roots			X			

Councilman Hassler motioned to authorize Remington & Vernick Engineers to proceed with the writing the Floodplain Ordinance, Councilman Johnson seconded the motion and all were in favor.

With no further business before Council, Councilman Hassler motioned to adjourn the meeting, Councilman Gage seconded. Motion carried unanimously. The council meeting ended at 9:00pm.

Respectfully submitted:

Approved: May 2, 2016

Kathleen L. Keen
Kathleen L. Keen, RMC City Clerk