

Caucus Meeting of the
Mayor and Common Council of Gloucester City
Thursday, May 15, 2014 7:00 P.M.
512 Monmouth Street
Minutes

1. **Call to Order:** by Mayor James at 7:10 p.m.
2. **Pledge of Allegiance:**
3. **Roll Call:** Hutchinson, Johnson, Keating, Parry, Spencer and Mayor James being present. Baus arrived at 7:15
4. **Sunshine Law:** This meeting is being held in conformance with the New Jersey Open Public Meetings Act, otherwise known as the "Sunshine Law". It has been legally noticed in accordance with the law and copies have been given to those requesting the same.
5. **Public Comment Period:** The Governing Body, in accordance with P.L. 2002, c. 80, have adopted the following guidelines relative to the Public Comment Period (PCP) at Caucus, Worksession, Special and Emergency Meetings of the Mayor and Common Council of Gloucester City: The PCP shall occur at the beginning of each meeting; it shall be no longer than one half-hour in length; every person wishing to speak may do so once during the period for no longer than five minutes. No changes have been made for the PCP of the regular monthly meetings.

No one wished to speak.

6. **Minutes:** pending
7. **Reports: Committees of Council:**
 - a) Celebrations – Parry gave update on Memorial Day
 - b) Finance & Administration- Spencer gave update on Finance Meeting and EDC Meeting
 - c) Fire- None
 - d) Housing- None
 - e) Licensing- None
 - f) Police- Mayor James stated that he will be meeting with Chief Berglund to discuss a number of issues
 - g) Public Works- Parry discussed DPW Committee meeting
8. **Licenses:** None
9. **Resolutions**
 - R129 Authorizing Senior and Veterans Deductions
 - R130 Refunding Payments on Various Tax Records
 - R131 Correcting Billing Charges on Utility Records
 - R132 Resolution of the Mayor and Common Council of the City of Gloucester City, County of Camden, New Jersey Confirming the Details of the Sale of the City's General Obligation Bonds, Series 2014A and General Obligation Bonds, Series 2014B to the New Jersey Environmental Infrastructure Trust and the State of New Jersey, Acting By and Through the New Jersey Department of Environmental Protection Pursuant to the 2014 New Jersey Environmental Infrastructure Trust Financing Program
 - R133 Resolution of the Mayor and Common Council of the City of Gloucester City, County of Camden, New Jersey Confirming the Details of the Sale of the City's General Obligation Bonds, Series 2014C and General Obligation Bonds, Series 2014D to the New Jersey Environmental Infrastructure Trust and the State of New Jersey, Acting By and Through the New Jersey Department of Environmental Protection Pursuant to the 2014 New Jersey Environmental Infrastructure Trust Financing Program
 - R134 Authorizing Submittal of Grant Application and Executing Grant Contract with the New Jersey Department of Transportation for the Fifth Street Streetscape at the New Middle School Project
 - R135 Authorizing Submittal of Grant Application and Executing Grant Contract with the New Jersey Department of Transportation for the Broadway Improvements, Phase IV Project
 - R136 Awarding a Contract to Xylem Dewatering Solutions, Inc. for Portable Centrifugal By-Pass Pump and Standby Emergency GeneratorMotion by Hutchinson and 2nd by Johnson to Approve. All in favor.
10. **Ordinances:** *for first reading this evening with second reading and public hearing to be held on June 26, 2014 at 7:30 p.m., City Hall, 313 Monmouth St.*
 - O05 Amending Chapter 18 Entitled "Animals" and Chapter 43 Entitled "Dogs" (tabled previously)Motion by Parry, 2nd by Keating.
Roll Call: Baus, Hutchinson, Johnson, Keating, Parry, Spencer and Mayor James voting in the affirmative.
- O10 Establishing an Abandoned Property List and Designating a Public Officer
Motion by Keating, 2nd by Johnson.
Roll Call: Baus, Hutchinson, Johnson, Keating, Parry, Spencer and Mayor James voting in the affirmative.
- O11 Governing the Maintenance of Vacant Properties in the City of Gloucester City. Establishing Registration Requirements and Levying a Registration Fee on Owners of Vacant Properties
Motion by Keating, 2nd by Baus.
Roll Call: Baus, Hutchinson, Johnson, Keating, Parry, Spencer and Mayor James voting in the affirmative.
11. **New Business/Old Business:**
12. **Communications:**
From Mary Lou Adams –requesting Joe Hargesheimer be appointed to the Historic Preservation Commission
Unanimous agreement to appoint Joe Hargesheimer to the Historic Preservation Commission.

13. Round Table:

R137 To Enter Into Closed for the discussion of personnel, contracts, negotiations
Motion by Hutchinson, 2nd by Baus to approve. All in favor.

Trevan Houser and Jeff Dey were in attendance and distributed Remediation/Redevelopment Construction Progress Report for APRIL 201. Will continue to present reports on a monthly basis.

Motion by Hutchinson and 2nd Parry to approve March invoices in the amount of \$28,573.58 and April invoices in the amount of \$55,750.40. All in favor

After closed with the same members being present the following actions were taken:

Motion by Hutchinson, 2nd by Johnson to approve permanent appointment of Lois Riding as Principal Cashier effective 5/15/2014 All in favor.

Motion by Parry, 2nd by Hutchinson to approve appointment of Timothy Simons effective 5/5/2014. All in favor.

Motion by Keating, 2nd by Hutchinson to adjourn. Meeting adjourned at 9:00 p.m.

ATTEST

JACK LIPSETT, INTERIM CITY CLERK





**Gloucester City Economic Development Corporation
Board Meeting, May 5, 2014**

524 Monmouth Street
Gloucester City, NJ 08030

Gloucester City Urban Enterprise Zone (UEZ) Meeting

1. Called meeting to order at 5:30 PM and saluted the flag.

2. Board Member roll call

Dave Stallwood (Chairman)	Present
Frank Antico (Vice Chairman)	Absent
Bob Booth (Treasurer/Secretary)	Present
Bob Bevan	Present
Dan Spencer	Absent
Tom Monahan	Present
Patrick Healey	Present

Required quorum of 4 Board Members were present.
Colleen Simmons attended to provide administrative support to the UEZ and EDC.

3. Matters to be discussed by the public

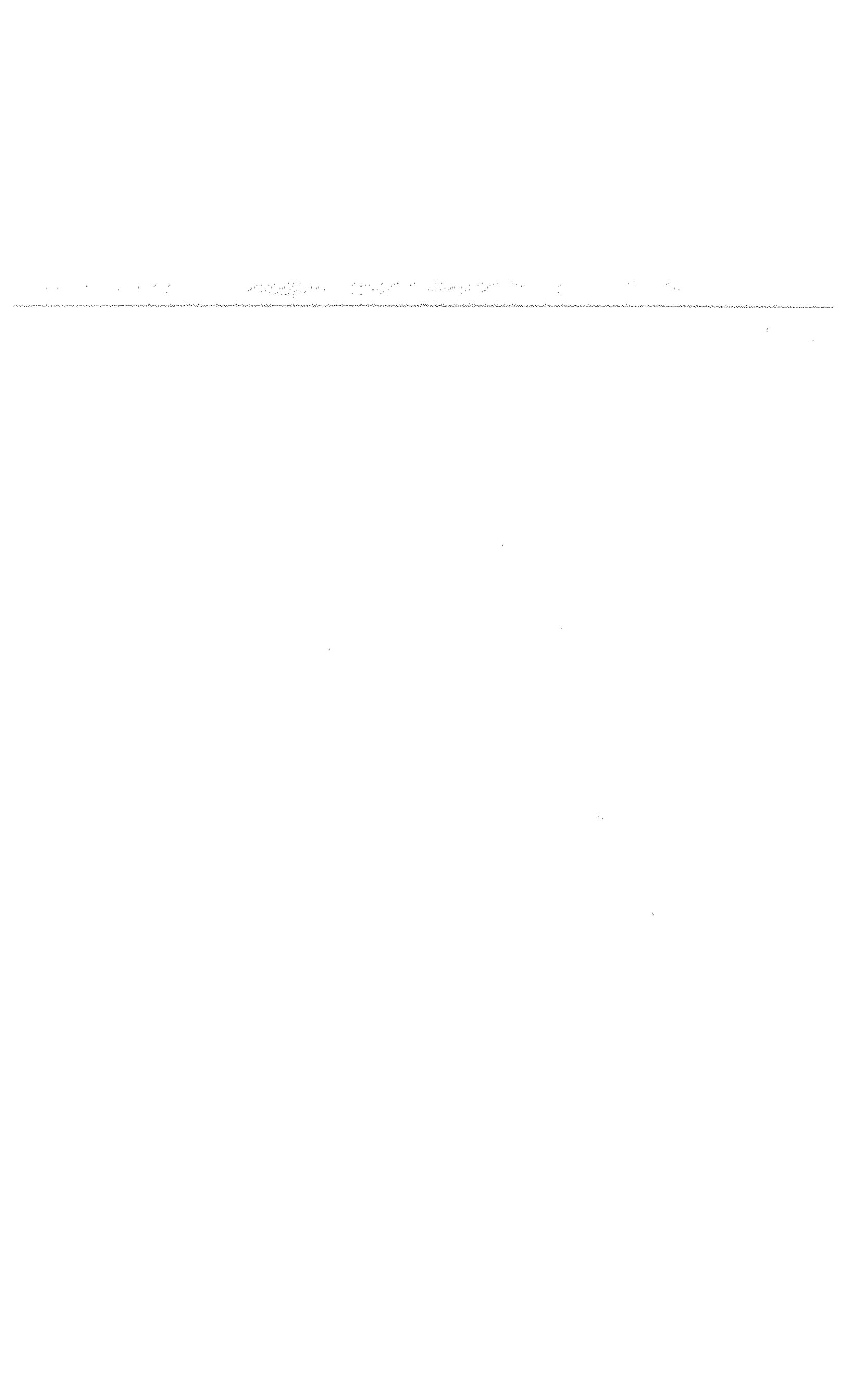
None

4. Old Business

Treasurer's Report given by Bob Booth

TD Bank Balances

UEZ 1 Checking_3285	\$213,514.02
UEZ 2 Checking_3839	<u>\$ 40,135.62</u>
Total	\$253,649.64





UEZ Bank Account Transactions

Account x3285 1st Generation

April 2014

<u>Date</u>	<u>Type</u>	<u>Description</u>	<u>Amount</u>	<u>Remarks</u>
4/1/2014	Balance		\$233,824.88	
4/14/2014	Check #1044	Longhorn Construction	\$20,000.00	Advance 520 Monmouth
4/24/2014	Check #1043	Colleen Simmons	\$320.00	Administrative Support
4/30/2014	IOD	Interest Paid	<u>\$9.14</u>	
4/30/2014	Balance		\$213,514.02	

Account x3839 2nd Generation

April 2014

<u>Date</u>	<u>Type</u>	<u>Description</u>	<u>Amount</u>	<u>Remarks</u>
4/1/2014	Balance		\$40,133.97	
4/30/2014	IOD	Interest Paid	<u>\$1.65</u>	
4/30/2014	Balance		\$40,135.62	

Total UEZ Balance

\$253,649.64

Motion to approve Treasurer's Report, including paid bills detailed above for the month of April. – Approved
All Voted Yes.

Motion to approve April 7, 2014 UEZ Meeting Minutes. – Approved
All Voted Yes

5. New Business

Bob Bevan informed the Board of the need for more Gloucester City Postcards.

Motion to approve sponsoring 500 Gloucester City Postcards for marketing purposes at a cost not to exceed \$200.00. – Approved
All Voted Yes

Motion to Adjourn Meeting – Approved.
All Voted Yes.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.



Gloucester City Economic Development Meeting

1. Same Board Members in Attendance

2. Old Business

Treasurer's Report given by Bob Booth

TD Bank Balances

EDC Checking_2156	\$ 68,898.91
EDC Savings_0616	\$ <u>1,775.48</u>
Total	\$ 70,674.39

EDC Bank Account Transactions

Account x2156

April 2014

<u>Date</u>	<u>Type</u>	<u>Description</u>	<u>Amount</u>	<u>Remarks</u>
4/1/2014	Balance		\$70,000.24	
4/4/2014	Check #214	CCMUA	\$171.00	520 Water/Sewer
4/4/2014	Check #215	CCMUA	\$171.00	526 Water/Sewer
4/10/2014	Deposit	Rent	\$700.00	526 Monmouth 1st Floor
4/11/2014	Check #217	CCMUA	\$171.00	524 Water/Sewer
4/14/2014	Check #216	Gloucester City	\$338.00	524 Plumbing Permit
4/18/2014	Check #218	Charles Wigginton	\$375.00	520 Commercial Lease
4/28/2014	Deposit	Rent	\$700.00	526 Monmouth 1 st Floor
4/30/2014	Transfer Out	520B Security Deposit	<u>\$1,275.33</u>	Into x0616
4/30/2014	Balance		\$68,898.91	

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Meeting Minutes



Account x0616

April 2014

<u>Date</u>	<u>Type</u>	<u>Description</u>	<u>Amount</u>	<u>Remarks</u>
4/1/2014	Balance		\$500.13	
4/30/2014	Transfer in	520B Security Deposit	\$1,275.33	From x2156
4/30/2014	IOD	Interest Paid	<u>\$0.02</u>	
4/30/2014	Balance		\$1,775.48	

Total EDC Balance \$70,674.39

Real Estate Assets

520 Monmouth Street	\$ 92,000
534 Monmouth Street	\$110,000
526 Monmouth Street	<u>\$ 75,000</u>
Total	\$277,000

Loans

UDAG Loan	\$400,000
UEZ Loan (First Generation)	<u>\$160,000</u>
Total	\$560,000

**Motion to approve Treasurer's Report, including paid bills detailed above for the month of April. – Approved
All Voted Yes**

**Motion to approve April 7, 2014 EDC Meeting Minutes. – Approved
All Voted Yes**

Dave Stallwood led a walk-through and provided an update on the Monmouth Street properties.



3. New Business

The 2nd floor apartment of 520 has been vacated due to eviction for nonpayment of rent. The locks were changed on April 24. Demo will begin on May 6 to make the current two bedroom apartment, which is in bad shape, into a one bedroom apartment similar to 524 and 526 Monmouth Street.

Bob Booth informed the Board that Gloucester City Pharmacy has paid their first month rent and security deposit and taken possession of the first floor of 520 Monmouth Street.

Bob Booth mentioned that a bakery is interested in 524 Monmouth Street and has toured the property.

**Motion to Adjourn Meeting – Approved
All Voted Yes**

Minutes respectfully submitted by Bob Booth (CS).

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice G. D. C. O'Connell, Chief Justice of the Supreme Court of the State of New South Wales" and "The Hon. Mr. Justice G. D. C. O'Connell, Chief Justice of the Supreme Court of the State of New South Wales".

May 5, 2014

GCBA Agenda

Member Concerns

- Income & Expense Statements for Income Producing Properties
- Gloucester City Sign on Walt Whitman Bridge

Old Business

- Review April's Membership Meeting
- Treasurer's Report
- Fund Raising Initiative / Dues Increase for 2014-2015 Fiscal Year
- New Member Update
- St. Joe's Carpenter Update

New Business

- GCBA graduating senior scholarships for 2014
- Restoration of Municipal Police Station Clock and Cupola
- Waterfront Stroll June 24 advance planning
 - Speaker - Senator Donald Norcross
 - Business Person of the Year Award
 - Taste of Gloucester City
 - Music - Fran Smith (Hooter's)

May 5, 2014

UEZ Agenda

- Financials & Treasurer's Report
- Old Business
 - Broadway Available Property Inventory
 - Monmouth Street Tree Lights
- New Business
 - Gloucester City Zoning Code Rewrite Path Forward
- Open forum

EDC Agenda

- Financials & Treasurer's Report
- Old Business
 - Monmouth Street Properties Walk-through
- New Business
 - 520 Monmouth Street - 1st Floor - Gloucester City Pharmacy
 - Eviction Process Update - 520 Monmouth Street, 2nd Floor Apartment
 - Monmouth Street Apartment Rental Prospects
- Open forum

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

May 5, 2014 Meeting



Treasurer's Report

EDC

Account x2156

April 2014

<u>Date</u>	<u>Type</u>	<u>Description</u>	<u>Amount</u>	<u>Remarks</u>
4/1/2014	Balance		\$70,000.24	
4/4/2014	Check #214	CCMUA	\$171.00	520 Water/Sewer
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4/14/2014	Check #216	Gloucester City	\$338.00	524 Plumbing Permit
4/18/2014	Check #218	Charles Wigginton	\$375.00	520 Commercial Lease
4/28/2014	Deposit	GC Water/Sewer	\$700.00	524 Monmouth St.
4/30/2014	Transfer Out	520B Security Deposit	\$1,275.33	into x0616
4/30/2014	Balance		\$68,898.91	

Account x0616

April 2014

<u>Date</u>	<u>Type</u>	<u>Description</u>	<u>Amount</u>	<u>Remarks</u>
4/1/2014	Balance		\$500.13	
4/30/2014	Transfer In	520B Security Deposit	\$1,275.33	From x2156
4/30/2014	IOD	Interest Paid	\$0.02	
4/30/2014	Balance		\$1,775.48	

Total EDC Balance

\$70,674.39

Gloucester City Economic Development Corporation
PO BOX 602
Gloucester City, New Jersey 08030

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial reporting and compliance with regulatory requirements. The text highlights that without reliable records, organizations may face significant challenges in identifying discrepancies, resolving disputes, and demonstrating their adherence to legal and industry standards.

May 5, 2014 Meeting

Treasurer's Report



Real Estate Assets

520 Monmouth Street	\$ 92,000
524 Monmouth Street	\$110,000
526 Monmouth Street	<u>\$ 75,000</u>
Total	\$277,000

Loans

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