

REGULAR MEETING  
TOWNSHIP COMMITTEE  
OCTOBER 5, 2016

Chairperson Spatola called to order a regular meeting of the Township Committee of the Township of Deerfield, County of Cumberland and State of New Jersey, at the Municipal Building, 736 Landis Avenue, Rosenhayn, at 7:00 p.m.

Chairperson Spatola led the flag salute.

The Clerk took roll call and members present included Mr. Sparacio, Mr. Laurella, Mr. Spatola, Mrs. O'Brien. Mr. Danna was unavailable this evening.

Minutes

The Clerk presented the minutes of September 7 and September 21, 2016. Mr. Sparacio made a motion, seconded by Mrs. O'Brien to approve the minutes as written. The Committee approved.

Proclamations

The Clerk presented Proclamation #2016-5 Proclaiming DiFranco Nursery As Farmer Of The Year For The Deerfield Township Harvest Festival

Ordinances

The Clerk presented Ordinance #2016-10- Second Reading And Public Hearing An Ordinance Amending Chapter 148 Entitled Property Maintenance Of The Code Of The Township Of Deerfield.

Mr. Laurella made a motion, seconded by Mr. Sparacio to open the public hearing on Ordinance #2016-10. The Committee approved.

There being no comment from the public, Mr. Laurella made a motion, seconded by Mr. Sparacio to close the public hearing on Ordinance #2016-10. The Committee approved.

Mr. Laurella made a motion, seconded by Mr. Sparacio to adopt Ordinance #2016-10. Roll Call Vote:

|              |     |              |     |
|--------------|-----|--------------|-----|
| Mr. Sparacio | Yes | Mrs. O'Brien | Yes |
| Mr. Laurella | Yes | Mr. Spatola  | Yes |

The Clerk presented Ordinance #2016-11 Second Reading and Public Hearing Reading Of An Ordinance Appropriating The Sum Of \$26,000.00 From The Capital Improvement Fund Of Deerfield Township For The Installation Of A New Roof For The Public Works Garage.

Mr. Laurella stated that at the last meeting 2 Township Committee Members voted no on this Ordinance. He further stated that he found out today that the reason was due to the cost of the roof. Mr. Laurella clarified that the cost of the roof would only be \$14,450.00 and the remainder, \$8,600 is for work done by the Engineer on the blue prints for this project.

Mr. Laurella made a motion, seconded by Mrs. O'Brien to open the public hearing on Ordinance #2016-11. The Committee approved.

There being no comment from the public, Mr. Laurella made a motion, seconded by Mr. Sparacio to close the public hearing on Ordinance #2016-11. The Committee approved.

Mr. Laurella made a motion, but did not receive a second to his motion. Solicitor Testa recommended that someone second the motion, but did not have to vote to adopt the Ordinance if that is their desire. He noted that at least the Ordinance would be voted on.

Mrs. O'Brien asked if the Ordinance could be revised and how that would be done. Solicitor Testa stated that the current Ordinance would need to be seconded, voted down and then a recommendation for it to be revised.

Chairperson Spatola clarified that Mrs. O'Brien wanted the costs separated. Mrs. O'Brien confirmed that's what she would like to see as looking at the Ordinance in its current form no could tell what the costs would be.

Mr. Laurella made a motion, seconded by Mrs. O'Brien to adopt Ordinance #2016-11. Roll Call Vote:

|              |     |              |     |
|--------------|-----|--------------|-----|
| Mr. Sparacio | No  | Mrs. O'Brien | No  |
| Mr. Laurella | Yes | Mr. Spatola  | Yes |

As the motion to adopt Ordinance #2016-11 did not pass, Mr. Laurella made a motion, seconded by Mrs. Sparacio to amend Ordinance #2016-11 to reflect each cost in relationship to the money being appropriated by Ordinance #2016-11. Roll Call Vote:

|              |     |              |     |
|--------------|-----|--------------|-----|
| Mr. Sparacio | Yes | Mrs. O'Brien | Yes |
| Mr. Laurella | Yes | Mr. Spatola  | Yes |

The Clerk presented Ordinance #2016-12 First Reading Of An Ordinance Appropriating The Sum Of \$20,000.00 From The Capital Improvement Fund Of Deerfield Township For The Installation Of A Pole Barn.

Mr. Laurella stated that he asked that this be placed on the agenda. He further stated that everyone as a copy of the quotes. Mr. Laurella indicated that a vote this evening is only appropriating the money. He further indicated that the Township needs to move forward on these projects.

Chairperson Spatola asked if there will be a recommendation at the next meeting. Mr. Laurella stated that there is a recommendation to be made. Chairperson Spatola noted that as long as there is a recommendation from Buildings & Grounds than the matter can move forward and that this Ordinance is only to appropriate the money.

Mr. Laurella made a motion, seconded by Mr. Sparacio, to adopt Ordinance #2016-12 on first reading and to set Wednesday, October 19, 2016 for second reading, public hearing and final adoption. Roll Call Vote:

|              |     |              |     |
|--------------|-----|--------------|-----|
| Mr. Sparacio | Yes | Mrs. O'Brien | Yes |
| Mr. Laurella | Yes | Mr. Spatola  | Yes |

### Resolutions

The Clerk presented Resolution #16-130 - Resolution Approving Fireworks Display For October 9, 2016.

Mr. Sparacio made a motion, seconded by Mr. Laurella to adopt Resolution #16-130. Roll Call Vote:

|              |     |              |     |
|--------------|-----|--------------|-----|
| Mr. Sparacio | Yes | Mrs. O'Brien | Yes |
| Mr. Laurella | Yes | Mr. Spatola  | Yes |

Old Business

The Clerk presented Reports From Department Chairpersons.

Mr. Laurella stated that he contacted the County with regard to Vineland Avenue. He indicated that the work on Vineland Avenue won't take place until after the first of the year due to the issues with the Transportation Trust Fund and the upcoming vote on the gas tax. Mr. Laurella also noted that the 4-way stop is on hold until the tax is also passed.

Mr. Laurella inquired as to the status of Morton Avenue and the potholes. He told the County that the matter has not been addressed and that any Township Committee member would be willing to go with a member of the County to look at the potholes. Mr. Laurella stated that John Knoop from the County was supposed to come out and look at Morton Avenue from Irving Avenue to Landis Avenue.

Chairperson Spatola stated that Mr. Laurella should question the answer he received from the County regarding Vineland Avenue. He further stated that the last time we spoke about Vineland Avenue the bid had been awarded. Chairperson Spatola questioned how a bid could be awarded if the funds are not available. He noted that if the bid was awarded in August and they're not going to pave until next April then they're going to have to adjust the bids and the amount that's going to be spent.

Mr. Laurella indicated that everything is pending due to the stop work order from the State and now waiting on the gas tax vote. Chairperson Spatola noted that it's a political thing and we're just going to have to wait.

Chairperson Spatola inquired as to what the County's intentions are with regard to the old Vo-Tech. He noted that the Township has made several suggestions over the years. Mr. Laurella stated that he spoke with one of the Freeholders and the County is looking for a rateable to put in that location for the Township.

Mr. Sparacio reminded everyone that the Harvest Festival is this weekend and everyone should come out and support the community.

Mr. Laurella asked Chairperson Spatola if employee evaluations have started. Chairperson Spatola stated that evaluations were to start on September 1 but due to his injury were postponed until September 30<sup>th</sup>. He further stated that the September 30<sup>th</sup> evaluations were postponed due to a personal matter.

Mr. Laurella inquired if there is something in the policy to allow for employee evaluations. Mr. Laurella stated that he recalls that employee increases would be based on the evaluations. He further stated that if there is no policy than how can the Committee give more to one person than another.

Chairperson Spatola indicated that the increase would be based on the person's performance and duties for the compensation they receive. He further indicated that it may very well differ from one employee to another. Chairperson Spatola noted that it's standard operating procedure in the business world to do to these type of evaluations. He further noted that the Township hasn't done them in a long time, because there is only 6 full time employees, but in the last couple of years we found that people have come to us with requests after money was appropriated in the new budget and it caused a lot of problems. Chairperson Spatola stated that an individual may deserve more money, but

the timing of their request was terrible and there was nothing that could be done at that time. He further stated that it was talked about and if a policy change is necessary then that could be done first. Mr. Sparacio asked if they were ever done in the past. The Clerk noted that an evaluation was done a couple of years earlier when Committeewoman Pizzo was on the Committee.

Mr. Laurella inquired who would be doing the evaluations. Chairperson Spatola stated the he and Mr. Danna would do them as Chairs for Personnel. Mr. Laurella inquired as to what qualifications a Township Committee person has to evaluate a person who has a certification or other qualifications for their job. Chairperson Spatola indicated that the Township is the employer and as the employer has the right to do a performance evaluation their employees. He further indicated that the evaluations would be an opportunity to update the personnel files and to have discussions with the employees on their performance.

Mrs. O'Brien noted that the Township did look into other municipalities if they are conducting performance reviews and there are performance reviews conducted in other municipalities and they also give raises based on performance. She further noted that it is the Township's responsibility as public officials that the Township is run smoothly and efficiently and as the employer of the staff to conduct the reviews. Mrs. O'Brien also noted that performance reviews also encourage staff to have their voices heard so that if they have goals and things they want to work toward and meet and the employer can work with them so that both sides of the table are much happier at the end of the day.

Mr. Laurella suggested obtaining a copy of another towns evaluation form so that it can be used as a tool for our evaluations. Solicitor Testa noted that in evaluations attendance, chronic absenteeism is taken into account and sometimes you can see patterns in absenteeism such as taking off a day before a holiday or taking Fridays off.

Chairperson Spatola noted that it helps form a consistent trail of documentation during someone's employment here and that is very valuable. He further noted that the Township has come up against problems and the Township had no recourse because there was no proof or documentation to base an argument on and it made things more difficult.

#### New Business

The Clerk indicated that there was no New Business this evening.

#### Communications

The Clerk stated that there are no communications this evening.

The Clerk presented Resolution #16-131 For The Payment Of Bills. Mrs. O'Brien made a motion, seconded by Mr. Sparacio, to adopt Resolution #16-131. Roll Call Vote:

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|--------------|-----|--------------|-----|
| Mr. Sparacio | Yes | Mrs. O'Brien | Yes |
| Mr. Laurella | Yes | Mr. Spatola  | Yes |

#### Public Comment

Mrs. O'Brien made a motion, seconded by Mr. Sparacio, to open the meeting to the public. The Committee approved.

There being no comment from the public, Mr. Laurella made a motion, seconded by Mrs. O'Brien to close the meeting to the public. The Committee approved

Page 5  
Township Committee  
October 5, 2016

There being no further business, Mrs. O'Brien made a motion, seconded by Mr. Sparacio, to adjourn the meeting. The Committee approved.

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Frank R. Spatola, Jr., Chairperson  
Township of Deerfield

ATTEST

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Karen Seifrit, Clerk  
Township of Deerfield