

# ***DRAFT MINUTES***

*These are the Draft Minutes of the Agenda Conference of the North Plainfield Borough Council held on Tuesday, 11 October 2016.*

*Every attempt has been made to make these as comprehensive and conclusive as possible. However, as it is a draft document, it is not to be construed as a formal depiction of the official conduct of business and is subject to revision up to and following the Governing Body's actual approval of same. If changes are necessary, revised minutes will be posted to the website.*

**MINUTES** of the Agenda Conference of the Council of the Borough of North Plainfield held on Tuesday, **October 11, 2016** at 7:40 p.m. at the North Plainfield Council Chambers, 263 Somerset Street, North Plainfield, New Jersey.

## **PRESENT:**

Council Members: Everett Merrill  
Keiona R. Miller  
Frank Righetti  
Wendy Schaefer  
Douglas M. Singleterry  
Frank "Skip" Stabile (absent – excused)  
Lawrence La Ronde, Council President

Also Present: David E. Hollod, Business Administrator  
John Kaplan, Esq., Associate Borough Attorney  
Patrick DeBlasio, Chief Financial Officer  
Richard K. Phoenix, RMC, Borough Clerk

The Council President read the following Notice of Compliance:

"This is an Agenda Meeting of the Council of the Borough of North Plainfield, scheduled by resolution of the Council adopted on December 14, 2015. Adequate notice of this meeting was given pursuant to *N.J.S.A. 10:4-6 et seq.* by transmitting said notice to the *Courier News*, *The Star-Ledger*, *The Alternative Press* and *WKMB* Radio on December 15, 2015, by publication of the announcement in the *Courier News* of December 17, 2015 and by posting a copy of this notice on the bulletin boards in the Municipal Building and Memorial Library reserved for such purpose."

## **PUBLIC COMMENT:**

Frank D'Amore, Sr., 40 Willow Avenue, North Plainfield, commented on the Master Plan, specifically his disappointment with no Historic Preservation Element within same.

**PRESENTATION:**

Jonathan Hall, representing the PMA Insurance Group, presented a plaque and a \$1,000.00 check to Mayor Giordano and the Borough Council. Mr. Hall offered a brief history of the Joint Insurance Fund, remarking that North Plainfield had been one of the founding members.

**NEW BUSINESS:**

1. **2016 Best Practices Checklist** – D.E.H. Mr. Hollod explained that the Borough must complete an annual worksheet to ensure full receipt of state aid. Mr. DeBlasio confirmed that the Borough had completed the checklist and would remain in full compliance.

2. **2015 Audit and Corrective Action Plan** – D.E.H. Mr. DeBlasio advised that upon completion of the audit, the Borough had been assessed just three recommendations. He confirmed that the Borough's Qualified Purchasing Agent is fully licensed. Detailing the encumbrance system, he stressed that the goal is to remain one hundred percent compliant. He confirmed the cancellation of several prospective assessments which had been carried for several years.

3. **New Personnel Manual** – D.E.H. Mr. Hollod explained the need to update the Borough's personnel manual. A checklist allows for a review of the manual every five years and all Borough employees will receive a copy. Responding to Mr. Merrill's inquiry, Mr. Hollod explained that the Payroll Supervisor along with the Mayor and Administrator will remain the go-to contacts for day-to-day human resources inquiries.

4. **Status of Capital Improvements and Other Initiatives** – D.E.H. Mr. Hollod explained that this list details recently completed projects, those nearing completion, and upcoming projects, as well as other administrative duties.

5. **CTS Group – Resolution to provide Design, Bidding and Construction Support Services for Memorial Library** – D.E.H. Mr. Hollod advised that this resolution authorizes CTS Group to provide the architectural and interior design services for the renovations and improvements at the North Plainfield Memorial Library.

**OLD BUSINESS:**

1. **Master Plan Ordinances** – D.M.S. Mr. Singleterry began a discussion of the Master Plan ordinances. Responding to the Council President, Mr. Singleterry confirmed that the initial focus was the business district. Mr. Hollod noted that the engineer had mapped out the properties which will require notification.

**REPORTS OF BOARDS, COMMITTEES, COMMISSIONS:**

Announcing that the Superintendent of Schools will conduct four separate forums, Mr. Merrell referred everyone to the Board of Education website for the dates and times of same.

Motion to adjourn by Ms. Miller, seconded by Ms. Schaefer and carried unanimously.

Meeting adjourned at 8:24 p.m.

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Borough Clerk

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Council President