

**MINUTES CITY COUNCIL
CITY OF ORANGE TOWNSHIP
NEW JERSEY**

**CITY OF ORANGE TOWNSHIP NEW JERSEY
CONFERENCE MEETING MINUTES
November 17, 2014**

This was a conference meeting of the City Council of Orange Township, located at 29 North Day Street, Orange, NJ. The meeting was held on Tuesday, November 17, 2014 at 7:05pm.

Roll Call:

Present:

East-Ward Councilman Kerry J. Coley
At-Large Councilman Elroy A. Corbitt
North Ward Councilwoman Tency A. Eason
At-Large Councilwoman April Gaunt-Butler
West Ward Councilman Harold J. Johnson, Jr.
South Ward Councilwoman Jamie Summers-Johnson
At-Large Council President Donna K. Williams

Also Present:

Dan S. Smith City Attorney
Marty Mayes, Representing the Administration
Adrian Mapp, Director of Finance
Joy Lascari, Chief Financial Officer
Kevin D. Harris, Legislative Research Officer
Margaret Homere, Clerk's Office
Tia Thomas, Clerk's Office
Ken Garret, Representing the County
Sergeant, Jacobs Representing the Police Department
Chief, Michael Dowd Representing the Fire Department

Absent:

Madeline Smith, Deputy Municipal Clerk
Mayor Dwayne Warren

The Council President asked all to stand for a Moment of Silence

SPECIAL NOTICE: Please be apprized anyone wishing to discuss Agenda or General Items shall sign one (1) book. There will be two (2) columns in the book, one (1) for Agenda Items and one (1) for General Issues. Each person signing the book will check Agenda Items or General Issues. If they check only Agenda Items or General Issues, they will be allowed to speak for five (5) minutes. If they check both General Issues and Agenda Items, they will be allowed to speak for ten (10) minutes.

Sunshine Law

The Deputy Municipal Clerk announces that the requirement of N.J. S.A. 10:4-9 et. Seq.

“Sunshine Law” has been met. A notice of this meeting was sent to the *Star Ledger* and published in the *Record-Transcript* on July 17, 2014, posted on the Bulletin Board in City Hall and filed in the Office of the Municipal Clerk

Matters for Discussion

Presentation by Surrogate, Theodore N. Stephens, II

Judge Stephens discussed the functions of the Surrogate Court. He spoke on the following:

- Reported that they handled Probate of Will Trust & Estate for the County of Essex;
- Reported that they handled the funds for minors as well as Guardianship;
- Spoke on the importance of Estate Planning.
- State that the Power of Attorney cost \$500 to avoid the need for guardianship and that one would need Living Will; Power of Attorney and a Living Will. The clarified that the Surrogate’s Court did not handle the three items mentioned, but he felt the need to share.
- Reported that the Surrogate’s Court handled estate planning;
- Reported that they extended their program hours for an extra two hours on the second and fourth Wednesday of every month;
- Reported that they created a better website with up to date forms; www.essexsurrogate.com
- Reported that they would have a satellite office in the western part of the County at the beginning of the year.

Council President asked Judge, Stephens about the progress in working with the funeral homes indirectly on having information out to the public to better prepare them with the passing of a loved one.

Mr. Stephens responded stating that he had developed a relationship with Garden State Funeral Association and its members. He stated that unfortunately they didn’t do much on the front end. He stated that they only did work on the back end just as the Surrogate Court. He stated that he did work with some of the churches doing community outreach.

Councilman Johnson thanked Mr. Stephens for the website information.

Council President asked Judge Stephens to leave his business card.

Judge Stephens gave out his phone number.

Resolutions and Ordinances

Council President stated that any Resolutions and Ordinances were listed on Regular Meeting Agenda and that could be discussed at that time.

- Councilman Coley had a question as it pertained to Resolution 296-2014, Page 8 regarding the mobility coach. He asked if it was the van that drove the seniors.
- Mr. Mayes stated that he would look into it unless Mr. Mapp knew the answer.
- Mr. Mapp responded with a yes to Councilman Coley’s question.
- Councilman Coley had another question regarding the same Resolution 296-2014 regarding the Veterans Day hot dog for \$600.00. He stated that the thought that the event was cancelled.
- Mr. Mapp responded that the Veterans Day Program had been rescheduled for the 15th and that supplies would have been purchased had the event occurred.

- Council President asked if the event had not taken place would the vendor be paid.
- Mr. Mapp stated that it would have been processed to be paid via a purchase order.
- Council President stated that the item should be removed because the event did not take place.
- Councilman Coley asked about Page 11 of the Bill List regarding the Transit Village designation. He stated that he thought that they already the Transit Village Designation.
- Mr. Mayes responded with a yes that they did have it he stated that McMillan and Scotland were their redevelopment attorneys and that the account was an escrow account and the monies were being paid by developer not being paid by the City but was being processed through the City.
- Councilman Coley had a question regarding Page 14 of the Bill Lists regarding Ebon Environmental LLC two payments of \$27.50.
- Mr. Mayes stated that it was the cleaning of the windows for the Police Department based on the janitorial contract from the last agenda that did not go forward. He stated that the Police Department had been in desperate need of cleaning and that Ebon provided the service.
- Councilman Coley asked about the trash, the toilet and the mopping of the floors
- Mr. Mayes stated that was a part of what they had done a completed sanitizing of the Police Department and that it would probably be on the next Bill List.
- Councilman Coley had a question regarding Page 16 of the Bill List pertaining to Mr. Keith Royster one year website posting.
- Councilman Coley asked Mr. Mapp if someone would be able to be a consultant to a Town as well as an Employee.
- Mr. Mapp responded with a no.
- Councilman Coley asked for clarification on the item.
- Mr. Mapp stated that made disbursements on behalf of the municipality were then reimbursed.
- Councilwoman Summers-Johnson asked about item on Page 1 of the Bill List pertaining to internet for Metcalf & Colgate.
- Mr. Mapp responded stating that he did not know.
- Mr. Mayes responded stating that there were computers being used in all the Parks and that internet was installed for such usage to view the cameras.
- Councilwoman Summers-Johnson asked who was viewing the cameras.
- Mr. Mapp stated that the matter might not be something to be discussed at that time.
- Council President requested that Mr. Mapp gave a break-down of what had already been disbursed and what had not been disbursed on the Bill List.
- Mr. Mapp proceeded to give a break-down.
- Council President asked Attorney, Smith if Scafar had been completed.
- Mr. Smith responded with a yes.
- Mr. Mapp stated that the payment for the claim had been made.
- Councilwoman Eason asked Mr. Mapp if was possible to another employee from another department's budget without transferring dollars.
- Mr. Mapp responded stating that it was possible for an employee providing services for another to be paid through dollars that were allocated.
- Councilwoman Eason asked if the employee had not provided service for another department could that employee be paid from their salary budget without transferring the money legally.
- Mr. Mapp responded stating that he could not give a yes or no answer.
- Councilwoman Eason rephrased her question removing the word "legally."
- Mr. Mapp responded sating that one should not.

- Councilman Coley asked about a document he had in his presence regarding payroll and asked about an employee's position with the Clerk's Office.
- Council President asked that the question be kept general.
- Councilman Coley rephrased his question making it general.
- Mr. Mapp responded stating that it was possible for an employee providing services for another to be paid through dollars that were allocated
- Councilman Coley asked how to go about correcting a salary payment of an employee who was paid from another department's salary budget.
- Mr. Mapp responded that if an error had occurred that it should and could be corrected. He stated that an employee could be allocated to more than one department.
- Council President asked that all questions be kept general and that there might be a need to go into general session.
- Councilwoman Eason spoke on the budget process and an employee allocated for in the different departments during that process.
- Council President addressed the statement and asked Mr. Mapp if he wanted to return with statements of amendment regarding the budget process.
- Mr. Mapp responded stating that there was nothing to amend with the information he shared.
- Councilwoman Gaunt-Butler asked about the process of the Finance Department correcting items that may have been incorrectly charged.
- Mr. Mapp responded stating that anything that has been identified as incorrectly charged was corrected.
- Councilwoman Gaunt-Butler requested the process that was used for correcting items as well as the process to ensure that mistakes weren't being made.
- Mr. Mapp responded stating that they monitored work that had been done by employees and that he had consultations with the CFO and other members of the Administration.
- Councilwoman Gaunt-Butler commented on the process being very general.
- Councilwoman Eason asked if a department should be given notice that an employee had been assigned and what their duties were and should be mentioned in the corrective action plan.
- Mr. Mapp stated that the discussion had nothing to do with the corrective action, but that he did agree with the two-way communication of a department being informed.
- Councilwoman Eason asked why wasn't the process of information being shared with different departments being followed.
- Mr. Mapp stated that he could not explain why the Council wasn't informed of the fact of the allocation. He stated that it wasn't done and that it should have been done.
- Council President commented on the corrective plan.
- Mr. Mapp stated that they had done a corrective action plan.
- Council President commented on payroll audit number 18.
- Mr. Mapp stated that he did not believe that any employee had been paid outside of the salary band.


- Council President asked if there were any other questions regarding the Bill List. Seeing none.

MOTION TO ADJOURN

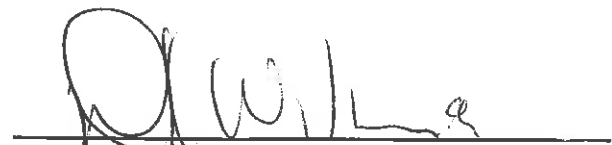
MOTION: Councilman Corbitt

SECONDED: Councilwoman Gaunt-Butler

The meeting was adjourned by a unanimous vote at 7:49 P.M.



Madeline F. Smith, RMC
Deputy Municipal Clerk



Donna K. Williams
Council President