



West Deptford Township Beautification Committee  
February 18, 2016  
MINUTES

1. Call to Order

Mayor DiCarlo opened the meeting with the open public meetings notice. "Adequate notice of this meeting has been given by notifying the South Jersey Times and the Courier Post, posting the meeting date on the official bulletin board of the Township Municipal Building, posting on the Township website at [www.westdeptford.com](http://www.westdeptford.com) and filing written notice with the Municipal Clerk".

2. Mayor DiCarlo administered the Oath of Office to all newly appointment members
3. Mayor DiCarlo welcomed everyone, thanked them for serving the community of West Deptford and gave a brief history on how the beautification committee evolved and why it was created. She provided a copy of the ordinance creating the beautification committee to all members
4. All members were introduced and spoke about their interest, experience and hopes for the committee
5. Citizen Leadership Forms were distributed to all members and completed and returned
6. Mayor DiCarlo spoke about the Financial Disclosure Statements that would be required by the State of New Jersey annually in April. She advised everyone that communication would be forthcoming from the Municipal Clerk.
7. The tentative meeting schedule for 2016 was reviewed. There were several conflicts with the March 17 meeting date so the committee moved the meeting to March 24. Administrator Turner-Fox will notify the Municipal Clerk so a public notice can be made and so an alternate meeting room can be scheduled.
8. The members discussed the need to elect officers
  - a. Chairman
    - i. Kim Mehaffey nominated Rick Nichols to be Chairman
    - ii. Christina Hutchinson seconded the motion
    - iii. Rick Nichols accepted the nomination
    - iv. All voted in favor of appointing Rick Nichols to the role of Chairman for 2016 and took over the meeting as Chair.
  - b. Vice Chair
    - i. Rick Nichols made a motion to nominate MaryAnne Law to be Vice Chair
    - ii. Christina Hutchinson seconded the motion
    - iii. MaryAnne Law accepted the nomination
    - iv. All voted in favor of appointing MaryAnne Law to the role of Vice Chair for 2016.
  - c. Secretary
    - i. Rick Nichols asked for a nomination for the role of Secretary.
    - ii. MaryAnne Law made a motion for Christina Hutchinson to be secretary
    - iii. Mike Tighe seconded the motion.
    - iv. Christina Hutchinson accepted the nomination.
    - v. All voted in favor of appointing Christina Hutchinson to the role of Secretary for 2016.
    - vi. Administrator Turner-Fox agreed to assist Christina Hutchinson during the transition.

9. Administrator Turner-Fox reviewed the draft wish list with the group. The group recommended that the list be updated to include a town clock, dog park and a digital information board, similar to the one at the middle school at RiverWinds or the Library be included. Turner-Fox also provided a brief update on how and why public purchasing rules are to be followed. She outlined a list of personnel and resources that the committee should call upon to help them with their objectives and stressed that collaborate and volunteerism would be very beneficial for this group. The following action items were identified for the group to work on in the coming months.
  - a. Develop By Laws by December 15
  - b. Develop and present a 3 year work plan and budget by October 1
  - c. Recruit and organize volunteer clean-up and beautification activities in partnership
  - d. Coordinate with Environmental Commission, Recreation Advisory Committee, Clean Communities Coordinator, Recycling Coordinator, library, engineer, and risk manager
10. New Business
  - a. Rick Nichols made a motion to open the meeting for new business
  - b. Kim Mehaffey seconded the motion
  - c. All voted in favor to open the meeting for new business
  - d. John DiCarlo, liaison from the Recreation Advisory Committee asked the group to look at identifying a project in the Township that Johnson Matthey could work on in May as part of their annual community involvement commitment and sustainability program.
  - e. John DiCarlo also asked if the old trailer in the West Deptford Park that has formerly been used by the soccer club could be removed. John Strouse and Turner-Fox indicated they would identify the owner and work with public works to address this matter.
11. Public Comment
  - a. Rick Nichols made a motion to open the meeting for public comment
  - b. Kim Mehaffey seconded the motion
  - c. All voted in favor to open the meeting for public comment
  - d. There was no public in attendance and the public comment period was closed
12. Adjourn
  - a. Rick Nichols made a motion to adjourn the meeting
  - b. Kim Mehaffey seconded the motion
  - c. All voted in favor adjourn the meeting and confirmed the next meeting date of Thursday, March 17, 2016 @ 7:00 pm Riverwinds Classroom