

JANUARY 3, 2013

**ANNUAL GIBBSBORO REORGANIZATION MEETING AGENDA  
JANUARY 3, 2013**

**7:00 P.M. Meeting called to order by Mayor Campbell  
Pledge of Allegiance  
Opening Statement, "All the notice requirements of the Open Public Meeting Act have been complied with in full."**

**ROLL CALL:**

- Councilman Gerald Bonsall
- Councilman Mitchell Brown
- Councilman John Croghan
- Councilman Michael MacFerren
- Councilwoman Anita Mancini
- Councilwoman Margie Schieber

Clerk presents Certificate of Election for:

**COUNCILMAN MICHAEL MACFERREN**

**OATH OF OFFICE ADMINISTERED BY SOLICITOR MAYOR CAMPBELL**

Clerk presents Certificate of Election for:

**COUNCILMAN JOHN CROGHAN**

**OATH OF OFFICE ADMINISTERED BY SOLICITOR MAYOR CAMPBELL**

**COUNCIL IS SEATED**

**SELECTION OF COUNCIL PRESIDENT:**

Nominee \_\_\_\_\_ Moved by \_\_\_\_\_ Second by \_\_\_\_\_

Motion to close nominations by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion to ratify appointment of \_\_\_\_\_, Second \_\_\_\_\_

|             |                      |       |                       |       |
|-------------|----------------------|-------|-----------------------|-------|
| Voice Vote: | Councilman Bonsall   | _____ | Councilman Brown      | _____ |
|             | Councilman Croghan   | _____ | Councilman MacFerren  | _____ |
|             | Councilwoman Mancini | _____ | Councilwoman Schieber | _____ |

**2013-1-01 RESOLUTION APPOINTING COUNCIL PRESIDENT**

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Motion to approve Resolution \_\_\_\_\_, Second \_\_\_\_\_

|             |                      |     |                       |     |
|-------------|----------------------|-----|-----------------------|-----|
| Voice Vote: | Councilman Bonsall   | ___ | Councilman Brown      | ___ |
|             | Councilman Croghan   | ___ | Councilman MacFerren  | ___ |
|             | Councilwoman Mancini | ___ | Councilwoman Schieber | ___ |

**OATH OF OFFICE ADMINISTERED BY SOLICITOR JOHN P. JEHL**

**APPOINTMENTS:**

|                          |   |          |
|--------------------------|---|----------|
| <b>Borough Solicitor</b> | John P. Jehl, for Jehl & Fabian                               | 12/31/13 |
| <b>Borough Engineer</b>  | Gregory Fusco, Acting for<br>KEI Associates                   | 12/31/13 |
| <b>Borough Auditor</b>   | Leon P. Costello, Acting for<br>Ford, Scott & Associates, LLC | 12/31/13 |
| <b>Borough Planner</b>   | Brian M. Slauch, Acting for<br>Clarke, Caton, Hintz           | 12/31/13 |

Motion to ratify appointments \_\_\_\_\_, Second \_\_\_\_\_

|             |                      |     |                       |     |
|-------------|----------------------|-----|-----------------------|-----|
| Voice Vote: | Councilman Bonsall   | ___ | Councilman Brown      | ___ |
|             | Councilman Croghan   | ___ | Councilman MacFerren  | ___ |
|             | Councilwoman Mancini | ___ | Councilwoman Schieber | ___ |

- 2013-1-02 RESOLUTION APPOINTING BOROUGH SOLICITOR**
- 2013-1-03 RESOLUTION APPOINTING BOROUGH ENGINEER**
- 2013-1-04 RESOLUTION APPOINTING BOROUGH AUDITOR**
- 2013-1-05 RESOLUTION APPOINTING BOROUGH PLANNER**

Motion to approve Resolutions \_\_\_\_\_ Second \_\_\_\_\_

|             |                      |     |                       |     |
|-------------|----------------------|-----|-----------------------|-----|
| Voice Vote: | Councilman Bonsall   | ___ | Councilman Brown      | ___ |
|             | Councilman Croghan   | ___ | Councilman MacFerren  | ___ |
|             | Councilwoman Mancini | ___ | Councilwoman Schieber | ___ |

**OATH OF OFFICE ADMINISTERED BY MAYOR EDWARD G. CAMPBELL, III**

**MAYOR CAMPBELL MAKES THE FOLLOWING APPOINTMENTS**

**JANUARY 3, 2013**

**ENVIRONMENTAL COMMISSION**

|        |             |          |
|--------|-------------|----------|
| Member | Donna Brown | 12/31/15 |
| Member | Jack Flynn  | 12/31/15 |

**PLANNING BOARD**

|                 |               |          |
|-----------------|---------------|----------|
| Member, Class 4 | George Miller | 12/31/16 |
|-----------------|---------------|----------|

**ZONING BOARD OF ADJUSTMENT**

|                 |                   |          |
|-----------------|-------------------|----------|
| Member          | Louise Ann Watson | 12/31/16 |
| Member          | Dorothy Warner    | 12/31/16 |
| Member, Alt. #1 | Sharon Maher      | 12/31/14 |

**BOARD OF RECREATION COMMISSIONERS**

|        |                   |          |
|--------|-------------------|----------|
| Member | Michael MacFerren | 12/31/15 |
|--------|-------------------|----------|

**OATH OF OFFICE ADMINISTERED BY SOLICITOR JOHN JEHL**

**MAYOR CAMPBELL MAKES THE FOLLOWING APPOINTMENTS:**

**OTHER APPOINTMENTS**

|                         |                       |          |
|-------------------------|-----------------------|----------|
| Borough Historian       | Mayor Edward Campbell | 12/31/13 |
| Editor, Town Crier      | Mayor Edward Campbell | 12/31/13 |
| Compliance Officer      | Raymond L. Hallworth  | 12/31/13 |
| Zoning Official         | Raymond L. Hallworth  | 12/31/13 |
| Sewer Operator          | David Kennedy         | 12/31/13 |
| Sewer Clerk             | Patricia Capasso      | 12/31/13 |
| Fire Official/Inspector | John Zuggi            | 12/31/13 |

**MUNICIPAL COURT**

|                    |                    |          |
|--------------------|--------------------|----------|
| Prosecutor         | Timothy J. Higgins | 12/31/13 |
| Public Defender    | Charles Wiggington | 12/31/13 |
| Deputy Court Clerk | Heather Campbell   | 12/31/13 |
| Police Matron      | Peggy Mason        | 12/31/13 |

**NOMINEES FOR PLANNING BOARD, CLASS #3**

Nominee \_\_\_\_\_ Moved by \_\_\_\_\_ Second by \_\_\_\_\_

Motion to close nominations by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion to ratify appointment of \_\_\_\_\_, Second \_\_\_\_\_

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|             |                      |     |                       |     |
|-------------|----------------------|-----|-----------------------|-----|
| Voice Vote: | Councilman Bonsall   | ___ | Councilman Brown      | ___ |
|             | Councilman Croghan   | ___ | Councilman MacFerren  | ___ |
|             | Councilwoman Mancini | ___ | Councilwoman Schieber | ___ |

**Motion to ratify appointments \_\_\_\_\_, Second \_\_\_\_\_**

|             |                      |     |                       |     |
|-------------|----------------------|-----|-----------------------|-----|
| Voice Vote: | Councilman Bonsall   | ___ | Councilman Brown      | ___ |
|             | Councilman Croghan   | ___ | Councilman MacFerren  | ___ |
|             | Councilwoman Mancini | ___ | Councilwoman Schieber | ___ |

Planning BdMem. Class #3 \_\_\_\_\_ 12/31/13

**2013-1-06 RESOLUTION RATIFYING APPOINTMENTS**

**Motion to Approve Resolution \_\_\_\_\_ Second \_\_\_\_\_**

|             |                      |     |                       |     |
|-------------|----------------------|-----|-----------------------|-----|
| Voice Vote: | Councilman Bonsall   | ___ | Councilman Brown      | ___ |
|             | Councilman Croghan   | ___ | Councilman MacFerren  | ___ |
|             | Councilwoman Mancini | ___ | Councilwoman Schieber | ___ |

**OATH OF OFFICE ADMINISTERED BY SOLICITOR JOHN JEHL**

**RESOLUTIONS:**

- 2013-1-07 RESOLUTION APPOINTING COMMITTEES
- 2013-1-08 RESOLUTION ESTABLISHING ORDER OF BUSINESS
- 2013-1-09 RESOLUTION ADOPTION OF TEMPORARY BUDGET
- 2013-1-10 RESOLUTION ADOPTING ROBERTS RULES OF ORDER
- 2013-1-11 RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR PUBLICATION
- 2013-1-12 RESOLUTION ESTABLISHING COUNCIL MEETING DAYS AND TIMES
- 2013-1-13 RESOLUTION ESTABLISHING MEETING DAYS AND TIMES FOR MUNICIPAL BODIES

**JANUARY 3, 2013**

- 2013-1-14 RESOLUTION AUTHORIZING A CASH MANAGEMENT PLAN FOR THE BOROUGH OF GIBBSBORO
- 2013-1-15 RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT
- 2013-1-16 RESOLUTION APPOINTING ASSESSMENT OFFICER
- 2013-1-17 RESOLUTION APPOINTING TAX COLLECTOR AS MUNICIPAL LIEN OFFICER
- 2013-1-18 RESOLUTION AUTHORIZING TAX ASSESSOR TO FILE, STIPULATE, SETTLE TAX APPEALS, AND ROLL BACK TAX COMPLAINTS FOR THE BOROUGH OF GIBBSBORO
- 2013-1-19 RESOLUTION ESTABLISHING DUE DATES FOR THE COLLECTION OF ANNUAL SEWER ASSESSMENTS
- 2013-1-20 RESOLUTION SETTING INTEREST RATE FOR UNCOLLECTED TAXES AND DELINQUENT SEWER BILLS
- 2013-1-21 RESOLUTION AUTHORIZING AN ESCROW FOR TAX COLLECTOR ERRORS AND OMISSIONS
- 2013-1-22 RESOLUTION REGARDING HIRING
- 2013-1-23 RESOLUTION AUTHORIZING REIMBURSEMENT OF EXPENSES INCURRED BY PERSONS PERFORMING BOROUGH BUSINESS
- 2013-1-24 RESOLUTION APPOINTING AFFIRMATIVE ACTION COMPLIANCE OFFICER AND CIVIL RIGHTS COMPLIANCE OFFICER
- 2013-1-25 RESOLUTION AUTHORIZING OPENING OF OFFICIAL CHECKING ACCOUNTS
- 2013-1-26 RESOLUTION ESTABLISHING CHANGE FUND ACCOUNTS
- 2013-1-27 RESOLUTION ESTABLISHING PETTY CASH FUNDS
- 2013-1-28 RESOLUTION AUTHORIZING ESTABLISHMENT OF FEES
- 2013-1-29 RESOLUTION OF THE BOROUGH OF GIBBSBORO, COUNTY OF CAMDEN, STATE OF NEW JERSEY CANCELING CERTAIN TAX

**JANUARY 3, 2013**

**CREDIT UNDER TEN DOLLARS**

- 2013-1-30 RESOLUTION OF THE BOROUGH OF GIBBSBORO, COUNTY OF CAMDEN, STATE OF NEW JERSEY CANCELING CERTAIN SEWER CREDITS UNDER ONE DOLLAR
- 2013-1-31 RESOLUTION APPOINTING FUND COMMISSIONER AND ALTERNATE FUND COMMISSIONER FOR THE CAMDENCOUNTY MUNICIPAL JOINT INSURANCE FUND AND MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
- 2013-1-32 RESOLUTION AUTHORIZING THE BOROUGH CLERK TO ADVERTISEEMPLOYMENT VACANCIES
- 2013-1-33 RESOLUTION RECONFIRMING THE DEDICATED TAX RATEFOR THE MUNICIPAL OPEN SPACE, RECREATION, FARMLANDAND HISTORIC PRESERVATION TRUST FUND FORTAX BILLING PURPOSES
- 2013-1-34 RESOLUTION ESTABLISHING SALARIES OF MUNICIPAL OFFICIALS AND EMPLOYEES OF THE BOROUGH OF GIBBSBORO, COUNTY OF CAMDEN FOR THE YEAR 2013
- 2013-1-35 RESOLUTION AMENDING THE BOROUGH OFGIBBSBORO PERSONNEL POLICIES AND PROCEDURES MANUAL
- 2013-1-36 RESOLUTION AUTHORIZING THE MAYOR TO SIGN A CONTRACTBETWEEN THE BOROUGH OF GIBBSBOROAND THE GIBBSBORO POLICE ASSOCIATION

**Motion to Approve Resolutions \_\_\_\_\_ Second \_\_\_\_\_**

|             |                      |       |                       |       |
|-------------|----------------------|-------|-----------------------|-------|
| Voice Vote: | Councilman Bonsall   | _____ | Councilman Brown      | _____ |
|             | Councilman Croghan   | _____ | Councilman MacFerren  | _____ |
|             | Councilwoman Mancini | _____ | Councilwoman Schieber | _____ |

**MINUTES:** NONE

**CORRESPONDENCE:**

TO: Mayor and Council dated 12/27/12

**JANUARY 3, 2013**

FROM: Chief Joseph Mingori  
RE: Sick Day for 2013  
ACTION: \_\_\_\_\_

**VOUCHERS**

Motion to dispense reading and approve vouchers in the amount of \$1,065,924.76 charged as follows:

|                              |                       |
|------------------------------|-----------------------|
| <b>FY 2012 Current Fund:</b> | <b>\$15,306.27</b>    |
| <b>FY 2012 Sewer fund:</b>   | <b>\$869.38</b>       |
| <b>FY 2013 Current Fund</b>  | <b>\$1,049,522.11</b> |
| <b>FY 2013 Dog Trust</b>     | <b>\$ 227.00</b>      |

\_\_\_\_\_ **Second** \_\_\_\_\_

|             |                      |       |                       |       |
|-------------|----------------------|-------|-----------------------|-------|
| Voice Vote: | Councilman Bonsall   | _____ | Councilman Brown      | _____ |
|             | Councilman Croghan   | _____ | Councilman MacFerren  | _____ |
|             | Councilwoman Mancini | _____ | Councilwoman Schieber | _____ |

**NEW BUSINESS:**

**1. EDUCATION/PROFESSIONAL ENRICHMENT REQUEST**

A. Officer Donald Fisher – 1/18/13 – Radar Instructor Refresher  
Cost: \$0, Location: Blackwood, NJ

Motion to approve Education/Professional Enrichment Request \_\_\_\_\_ Second  
\_\_\_\_\_

Voice Vote: JB\_\_\_ MB\_\_\_ JC\_\_\_ MM\_\_\_ AM\_\_\_ MS\_\_\_

**CLOSING COMMENTS**

**MEETING OPEN TO THE PUBLIC**

**CLOSED TO THE PUBLIC**

**MEETING ADJOURNED AT \_\_\_\_\_ P.M. \_\_\_\_\_ SECOND \_\_\_\_\_**

|             |                      |       |                       |       |
|-------------|----------------------|-------|-----------------------|-------|
| Voice Vote: | Councilman Bonsall   | _____ | Councilman Brown      | _____ |
|             | Councilman Croghan   | _____ | Councilman MacFerren  | _____ |
|             | Councilwoman Mancini | _____ | Councilwoman Schieber | _____ |