

JANUARY 3, 2013

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

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

ROLL CALL:

Present:
Councilman Gerald Bonsall
Councilman Mitchell Brown
Councilman John Croghan
Councilman Michael MacFerren
Councilwoman Anita Mancini

Absent:
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: Gerald Bonsall Moved by Councilwoman Mancini, Second by Councilman Brown

Motion to close nominations by Councilman Croghan, Seconded by Councilwoman Mancini

Motion to ratify appointment of Gerald Bonsall, Councilwoman Mancini, Second Councilman Croghan

Voice Vote: Councilman Bonsall Aye Councilman Brown Aye

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Councilman Croghan	Aye	Councilman MacFerren	Aye
Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

2013-1-01 RESOLUTION APPOINTING COUNCIL PRESIDENT

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that Gerald Bonsallis hereby appointed Council President for year 2013.

Motion to approve Resolution Councilwoman Mancini, Second Councilman Brown

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

OATH OF OFFICE ADMINISTERED BY MAYOR CAMPBEL

APPOINTMENTS:

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

Motion to ratify appointments Councilman Bonsall, Second Councilman MacFerren

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

2013-1-02 RESOLUTION APPOINTING BOROUGH SOLICITOR

WHEREAS, there exists a need for the appointment of a Borough Solicitor for specialized legal services in connection with the Borough of Gibbsboro (the "Borough") in the County of Camden, State of New Jersey, including the rendering of approving legal opinions; and

WHEREAS, such special legal services can be provided only by a recognized firm, and the law firm of Jehl & Fabian, Haddonfield, New Jersey is so recognized by the legal community; and

WHEREAS, funds are available for this purpose; and

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WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that notice with respect to contracts for Professional Services is awarded under a Fair and Open Process and must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey as follows:

1. The law firm of Jehl & Fabian, Haddonfield, New Jersey is hereby retained to provide specialized legal services necessary in connection with the Borough of Gibbsboro in accordance with an Agreement dated 2013 and submitted to the Borough (the "Contract").
2. The Contract is awarded under a Fair and Open Process as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a).
3. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough.
4. A notice in accordance with the Local Public Contracts Law of New Jersey in the form attached hereto shall be published in the Borough's legal newspaper.

2013-1-03 RESOLUTION APPOINTING BOROUGH ENGINEER

WHEREAS, there exists the need for the appointment of a Borough Engineer for the year 2013; and

WHEREAS, funds are available for this purpose; and

WHEREAS, such engineering services can be provided only by a recognized firm, and Gregory Fusco of the engineering firm of KEI Associates, Berlin, New Jersey is so recognized by the engineering community; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that notice with respect to contracts for Professional Services is awarded Under a Fair and Open Process;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey as follows:

1. Gregory Fusco of the engineering firm of KEI Associates, Berlin, New Jersey is hereby retained to provide the specialized engineering services necessary in connection with the Borough of Gibbsboro in accordance with an Agreement dated as of January 6, 2013 and submitted to the Borough (the "Contract").
2. The Contract is awarded under a Fair and Open Process as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a).

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3. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough.
4. A notice in accordance with the Local Public Contracts Law of New Jersey in the form attached hereto shall be published in the Borough's legal newspaper.

2013-1-04 RESOLUTION APPOINTING BOROUGH AUDITOR

WHEREAS, there exists the need for the appointment of a Borough Auditor for the year 2013; and

WHEREAS, funds are available for this purpose; and

WHEREAS, such special accounting services can be provided only by a recognized firm, and Leon P. Costello, of Ford, Scott, Seidenburg& Kennedy, of Ocean City, New Jersey is so recognized by the accounting community; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that notice with respect to contracts for Professional Services is awarded under a Fair and Open Process and bids must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey as follows:

1. Leon P. Costello of the accounting firm of Ford, Scott, Seidenburg& Kennedy, Ocean City, New Jersey is hereby retained to provide the specialized accounting services necessary in connection with the Borough of Gibbsboro in accordance with an Agreement submitted to the Borough (the "Contract").
2. The Contract is awarded under a Fair and Open Process as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a).
3. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough.
4. A notice in accordance with the Local Public Contracts Law of New Jersey in the form attached hereto shall be published in the Borough's legal newspaper.

2013-1-05 RESOLUTION APPOINTING BOROUGH PLANNER

WHEREAS, there exists the need for the appointment of a Borough Planner for the year 2013; and

WHEREAS, funds are available for this purpose; and

WHEREAS, such special planning services can be provided only by a recognized firm, and Brian

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M. Slauch, of Clarke Caton Hintz, Trenton, New Jersey is so recognized by the planning community; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that notice with respect to contracts for Professional Services is awarded under a Fair and Open Process and must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey as follows:

1. Brian M. Slauch of the planning firm of Clarke Caton Hintz, Trenton, New Jersey is hereby retained to provide the specialized planning services necessary in connection with the Borough of Gibbsboro in accordance with an Agreement submitted to the Borough (the "Contract").
2. The Contract is awarded under a Fair and Open Process as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a).
3. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough.
4. A notice in accordance with the Local Public Contracts Law of New Jersey in the form attached hereto shall be published in the Borough's legal newspaper.

Motion to approve Resolutions Councilman Bonsall, Second Councilman MacFerren

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

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

MAYOR CAMPBELL MAKES THE FOLLOWING APPOINTMENTS

	<u>ENVIRONMENTAL COMMISSION</u>	
Member	Donna Brown	12/31/15
Member	Jack Flynn	12/31/15
	<u>PLANNING BOARD</u>	
Member, Class 4	George Miller	12/31/16

ZONING BOARD OF ADJUSTMENT

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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
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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 Councilman Bonsall Moved by Councilman Brown, Second by Councilman MacFerren

Motion to close nominations by Councilman MacFerren, Seconded by Councilman Croghan

Motion to ratify appointment of Councilman Bonsall- Councilman Brown, Second Councilman MacFerren

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

Motion to ratify appointments Councilman Bonsall, Second Councilman MacFerren

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Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

Planning BdMem. Class #3 Gerald Bonsall 12/31/13

2013-1-06 RESOLUTION RATIFYING APPOINTMENTS

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that the appointments previously announced at this meeting by the Mayor are hereby ratified and approved.

Motion to Approve Resolution Councilman Bonsall, Second Councilman MacFerren

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

OATH OF OFFICE ADMINISTERED BY SOLICITOR JOHN JEHL

RESOLUTIONS:

2013-1-07 RESOLUTION APPOINTING COMMITTEES

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that the following committees of the Council are hereby created and authorized to perform the usual customary and necessary functions of said committees for the year 2013, and said committees shall consist of the following named persons, with the first being named Chairperson:

Finance, Budget & Grants

Edward Campbell
Jerry Bonsall
Margie Schieber

Insurance

Anita Mancini
Mike MacFerren

License & Inspections

Margie Schieber
Michael MacFerren

Buildings & Grounds/Public Works

Jerry Bonsall
Michael MacFerren

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	John Croghan
Public Events	Mitch Brown Michael MacFerren Civic Pride
Police Committee	John Croghan Jerry Bonsall Edward Campbell
Recycling/Sanitation	Mike MacFerren Mitch Brown
Public Information/Communications	Edward Campbell
Public Assistance	Anita Mancini
Recreation	Michael MacFerren Mitch Brown
EEO/CCO	John Croghan
Senior Oversight Committee (Negotiations, Audit, Training)	Edward Campbell Michael MacFerren Jerry Bonsall
Liaison – Environmental Liaison - Zoning Board Liaison – Library	John Croghan Margie Schieber Mitch Brown

2013-1-08 RESOLUTION ESTABLISHING ORDER OF BUSINESS

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that the following shall be the format for the agenda for all meetings of the Mayor and Borough Council for the year 2013:

COUNCIL MEETING AGENDA

7:00 P.M. Meeting called to order

Roll Call
Vouchers

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Ordinances - First Reading
Ordinances - Second Reading
Open to public for comment on pending Resolutions
Resolutions
Minutes
Report of Committees
Report of Municipal Officers
Correspondence
Old Business
New Business
Informational
Meeting Open to the Public
Adjournment

BE IT FURTHER RESOLVED that Borough Council will conduct no other business without Council's consent.

2013-1-09 RESOLUTION ADOPTION OF TEMPORARY BUDGET

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that pursuant to the authority vested within the governing body of said municipality, that a temporary budget, as attached hereto and made a part hereof, pursuant to N.J.S.A. 40A:4-19 is hereby adopted for a period of ninety days (90) from this date, or until the adoption of the budget for the Borough of Gibbsboro for the year 2013 as provided by statute.

**BOROUGH OF GIBBSBORO
TEMPORARY BUDGET PER NJSA 40A:4-19
CURRENT FUND
2013**

GENERAL GOVERNMENT

Administrative & Executive

Salaries & Wages	\$ 5,750.00
Other Expenses	250.00

Municipal Clerk:

Salaries & Wages	16,250.00
Other Expenses	12,500.00

Financial Administration

Salaries & Wages	2,000.00
Other Expenses	4,000.00

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Audit Services	
Other Expenses	7,500.00
Revenue Adm. (Tax Collector)	
Salaries & Wages	2,500.00
Other Expenses	1,750.00
Assessment of Tax	
Salaries & Wages	2,550.00
Other Expenses	1,000.00
Legal Services & Costs	
Other Expenses	7,500.00
Engineering Services & Costs	
Other Expenses	7,500.00
Municipal Land Use Law Planning Board	
Salaries & Wages	892.50
Other Expenses	3,750.00
Preparation of Master Plan	10,000.00
Zoning Board of Adjustments	
Salaries & Wages	1,500.00
Other Expenses	1,250.00
Municipal Court	
Salaries & Wages	13,250.00
Other Expenses	1,500.00
Public Defender	
Other Expenses	714.00
PUBLIC SAFETY:	
Fire	
Other Expenses:	
Fire Hydrant Service	9,875.00
Aid to Volunteer Fire Co.	12,465.96
Police	

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Salaries & Wages	77,500.00
Other Expenses	33,750.00
Office of Emergency Management	
Salaries & Wages	484.50
Other Expenses	125.00
Municipal Prosecutor	
Salaries & Wages	1,125.00
PUBLIC WORKS	
Salaries & Wages	15,000.00
Other Expenses	25,250.00
Public Buildings & Grounds	
Other Expenses	27,500.00
Recycling Program	
Contractual	22,500.00
Garbage & Trash Removal	
Contractual	43,750.00
HEALTH & WELFARE	
Dog Regulation	
Other Expenses	2,500.00
Adm. of Public Assistance	
Salaries & Wages	900.00
Other Expenses	125.00
Environmental Commission	
Other Expenses	750.00
PARKS & RECREATION:	
Recreation	
Other Expenses	500.00
Public Library	
Salaries & Wages	2,500.00
Other Expenses	625.00
Senior Citizen's Program	

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Other Expenses	1,250.00
Insurance	
Other Insurance Premiums	2,500.00
Liability	10,204.00
Workers Compensation	8,848.00
Group Insurance Employees	36,076.00
STATE UNIFORM CONSTRUCTION CODE	
Construction Official	
Salaries & Wages	5,750.00
Other Expenses	3,750.00
Subcode Official	
Plumbing Inspector SW	750.00
Electrical Subcode Inspector	
SW	750.00
Fire Subcode Inspector	
SW	750.00
Fire Safety Official	
Salaries & Wages	750.00
Other Expenses	625.00
Fire Safety Inspections	
Salaries & Wages	625.00
Celebration of Public Events	
Other Expenses	9,000.00
Street Lighting	11,000.00
SUBTOTAL	\$481,522.00
Statutory Expenditures	
Contribution to:	
PFRS	43,398.00
PERS	23,640.00
Social Security (O.A.S.I.)	12,750.00
Unemployment Compensation	689.00

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TOTAL WITHIN CAPS \$561,999.00

**BOROUGH OF GIBBSBORO
TEMPORARY BUDGET 2013
SEWER UTILITY FUND**

OPERATING

Salaries \$ 1,750.00
Other Expenses \$ 8,750.00
TOTAL APPROPRIATIONS \$ 10,500.00

DEBT SERVICE

Bond Principal \$ 65,000.00
Bond Interest \$ 48,993.76
NJEIT Loan Payment \$132,811.38

2013-1-10 RESOLUTION ADOPTING ROBERTS RULES OF ORDER

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that the "ROBERTS RULES OF ORDER" as revised, shall be the authority and reference on procedure for the year 2013 in the absence of any procedure set forth in statutes of this State or Ordinances of this Borough.

2013-1-11 RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR PUBLICATION

BE IT RESOLVED BY THE Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that the following are the official publications for advertisement of legal notices and other business of the Borough of Gibbsboro for the year 2013:

The Courier Post	Cherry Hill, NJ
Philadelphia Inquirer	Cherry Hill, NJ
Record Breeze	Berlin, NJ
The Trenton Times	Trenton, NJ
The Star Ledger	Essex County, NJ

2013-1-12 RESOLUTION ESTABLISHING COUNCIL MEETING DAYS AND TIMES

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden and State of New Jersey, that the regular meeting of the Mayor and Borough Council for the conduct of business shall be held as follows:

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COUNCIL MEETINGS 7:00 PM

February 13, 2013

March 13, 2013

April 10, 2013

May 08, 2013

June 12, 2013

July 10, 2013

August 14, 2013

September 11, 2013

October 9, 2013

November 13, 2013

December 11, 2013

REORGANIZATION

January 7, 2014

2013-1-13 RESOLUTION ESTABLISHING MEETING DAYS AND TIMES FOR MUNICIPAL BODIES

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that the following municipal bodies shall conduct their business meetings in the Municipal Building on the following dates, and the Borough Clerk shall post on the bulletin board in the Borough Hall the dates of the meetings:

Borough Council	2 nd Wednesday	7:00 PM
Environmental Commission	Monday	7:30 p.m.
Planning Board	2nd Tuesday	7:00 p.m.
Zoning Board	4th Tuesday	7:00 p.m.

2013-1-14 RESOLUTION AUTHORIZING A CASH MANAGEMENT PLAN FOR THE BOROUGH OF GIBBSBORO

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that the attached Cash Management Plan be implemented in the Borough of Gibbsboro pursuant to the requirements of N.J.S.A. 40A:5-14.

2013-1-15 RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Borough of Gibbsboro, following a detailed analysis, has resolved to join the Municipal Excess Liability Insurance Fund; and

WHEREAS, the Bylaws of said Fund require that each Municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws; and

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WHEREAS, the Bylaws indicate a minimum fee equal to six percent (6%) of the Municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by Mayor and Council; and

WHEREAS, the judgmental nature of the Risk Management Consultant's duties render competition bidding impractical; and

NOW, THEREFORE, BE IT RESOLVED that the Borough of Gibbsboro does hereby appoint the LEONARD O'NEILL AGENCY as its Risk Management Consultant in accordance with N.J.S.A. 40A:11-5, and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized and directed to execute the Consultant's agreement annexed hereto and to cause a notice of this decision to be published according to N.J.S.A. 40A:11-5(1)(a)(i).

2013-1-16 RESOLUTION APPOINTING ASSESSMENT OFFICER

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that pursuant to N.J.S.A. 54:5-18.1 Anne D. Levy, Borough Clerk, is hereby designated to issue Certificates of Searches as to Municipal Improvements, and the Clerk shall have such rights and duties as stated further in the statute including the collection of a reasonable fee for same as made and provided in said statute.

2013-1-17 RESOLUTION APPOINTING TAX COLLECTOR AS MUNICIPAL LIEN OFFICER

BE IT BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that sewer assessments are due the first day of July.

RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that pursuant to N.J.S.A. 54:5-11, Patricia D. Capasso, the Tax Collector of the Borough of Gibbsboro is hereby designated to make examinations of the municipal records as to unpaid municipal liens and to certify the result thereof, and shall be vested with power to make official certificates for searches for municipal liens, and to collect fees for same in accordance with and by authorizations of the provisions of said statute and for such other rights and directions as setforth therein.

2013-1-18 RESOLUTION AUTHORIZING TAX ASSESSOR TO FILE, STIPULATE, SETTLE TAX APPEALS, AND ROLL BACK TAX COMPLAINTS FOR THE BOROUGH OF GIBBSBORO

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BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that Thomas Glock, Tax Assessor for the Borough of Gibbsboro, is hereby authorized to file, stipulate, settle tax appeals and roll back tax complaints on behalf of the Borough of Gibbsboro for the year 2013.

2013-1-19 RESOLUTION ESTABLISHING DUE DATES FOR THE COLLECTION OF ANNUAL SEWER ASSESSMENTS

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that sewer assessments are due the first day of July.

2013-1-20 RESOLUTION SETTING INTEREST RATE FOR UNCOLLECTED TAXES AND DELINQUENT SEWER BILLS

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that the rate of interest on delinquent taxes and sewer bills to be paid by taxpayers and the same is hereby affixed at eight percent (8%) per annum on the first \$1,500, and eighteen percent (18%) per annum on any amount in excess of \$1,500, and that the interest on such taxes be waived provided payment thereof shall be received by the Tax Collector or Sewer Clerk within ten days (10) of the due date.

BE IT FURTHER RESOLVED that the Borough wishes to implement N.J.S.A. 54:4-67 and hereby authorizes the imposition of an additional penalty as follows:

2013-1-21 RESOLUTION AUTHORIZING AN ESCROW FOR TAX COLLECTOR ERRORS AND OMISSIONS

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that a certain sum be set-aside in an escrow account per a memo from the State Representative of the Tax Collector's Association dated August 31, 1985.

BE IT FURTHER RESOLVED that this amount be Five Hundred Dollars (\$500), said amount to cover any possible errors and omissions that may occur in that office.

2013-1-22 RESOLUTION REGARDING HIRING

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that prior to hiring any person for Borough employment, said employment must be approved by Borough Council with the exception of emergency employment and temporary hiring which shall have a maximum duration of four months or a period aggregating not more than four months in any twelve (12) month period.

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2013-1-23 **RESOLUTION AUTHORIZING REIMBURSEMENT OF EXPENSES
INCURRED BY PERSONS PERFORMING BOROUGH BUSINESS**

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that any person performing business on behalf of the Borough of Gibbsboro shall be reimbursed for expenses upon submission of a voucher stating the following:

- Date of Business
- Purpose of Business
- Destination (Except local police investigation)
- Number of miles traveled

Expenses totaling less than \$75 must be pre-approved by the Mayor or, in his absence, the Council President. Expenses exceeding \$75 must be pre-approved by the Mayor and Borough Council.

The amount designated by the Internal Revenue Service for the current year will be reimbursed for every mile traveled, both to and from the destination required.

2013-1-24 **RESOLUTION APPOINTING AFFIRMATIVE ACTION COMPLIANCE
OFFICER AND CIVIL RIGHTS COMPLIANCE OFFICER**

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden and State of New Jersey that Councilman John Croghanis appointed Public Agency Compliance and Civil Rights Compliance Officer for the year 2013.

2013-1-25 **RESOLUTION AUTHORIZING OPENING OF OFFICIAL CHECKING
ACCOUNTS**

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that accounts be maintained in Bank of America Bank of New Jersey, Voorhees, New Jersey, or one of its branches, thereof, entitled as follows:

1. Chief Financial Officer

- | | | |
|----|----------------------|------------|
| A. | Payroll Account | 4678013946 |
| B. | Public Assistance I | 4678013836 |
| C. | Public Assistance II | 4678011906 |
| D. | Current | 4678013807 |
| E. | Sewer Capital | 4678013849 |
| F. | General Capital | 4678013823 |
| G. | Dog Trust | 4678013852 |
| H. | Trust Other | 4678013865 |
| I. | Sewer Operating | 4678013810 |

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J.	Hilliards Creek (Green Trust)	4678011870
K.	Clearing Account	4281017977
L.	Municipal Open Space, Recreation, Farmland & Historic Preservation Trust Fund	021200439
2.	Tax Collector Account	
A.	Tax Collector Account	4678013881
B.	Tax Redemption Account	4678004722
C.	CCMUA Account	4678013894
3.	Court Clerk Account	
A.	Municipal Court Account	4678013920
B.	Municipal Bail Account	4678013917
4.	Borough Clerk Account	
A.	Borough Clerk Account	4678013904
5.	Construction Official Account	
A.	Construction Official Account	4678013878
6.	Fire Official	
A.	Fire Safety Registration	3810278-20018
B.	Life Hazard Fees	3810278-20005

BE IT FURTHER RESOLVED that the named official is authorized to open, continue and maintain account(s) as herein setforth, that disbursements, checks or drafts on said account(s) be honored upon the designated signature appearing thereon, and that the official shall be authorized to endorse and deposit checks in said account(s).

2013-1-26 RESOLUTION ESTABLISHING CHANGE FUND ACCOUNTS

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that the Borough CFO is authorized to establish the following Change Fund Accounts in the amounts listed, said accounts to be withdrawn from the Current Account and retained in the possession of said below designated official.

<u>OFFICIAL</u>	<u>AMOUNT</u>
Construction Official	\$ 50.00
Court Clerk	\$ 200.00
Dog Account	\$ 10.00
Sewer Operating	\$ 50.00

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Tax Collector \$ 100.00

2013-1-27 RESOLUTION ESTABLISHING PETTY CASH FUNDS

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that the Borough be authorized to establish and maintain Petty Cash Funds for the below listed officials and listed sums for the payment of office supplies and that the Borough Treasurer is authorized to pay over a sum in that amount and to make additional disbursements from to time to maximum amount established:

<u>OFFICIAL</u>	<u>AMOUNT</u>
Borough Clerk	\$100.00
Library Director	\$100.00

2013-1-28 RESOLUTION AUTHORIZING ESTABLISHMENT OF FEES

WHEREAS, Chapter 3-31 of the Code of the Borough of Gibbsboro was revised and adopted on December 19, 1994; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro that the following fees shall be charged for copies of public documents in accordance with N.J.S.A. 47:1A-1:

\$20.00	Certified copy of birth, marriage, domestic partnership and death certificates
\$ 2.00	Permit to purchase pistol or revolver and firearms purchaser identification card
\$.75	Per page for police reports of motor vehicle accident investigations up to ten pages.
\$.50	Per page for police reports of motor vehicle accident investigations 11 to 19 pages.
\$.25	Per page for police reports of motor vehicle accident investigations 20 and over.
	In addition to cost per page, mailing charges shall consist of actual postage plus .25 for stationary related expenses.
\$10.00	For official searches for municipal liens (tax searches) or for improvements authorized but not assessed or for a certificate as to approval of subdivisions in accordance with N.J.S.A. 54:5-18.4.
\$ 2.00	For a continuation of an official search for Borough liens or for improvements authorized but not assessed or for a certificate as to approval of subdivision within three (3) years from the date of the original search in accordance with N.J.S.A. 54:5-15.
\$ 5.00	Initial duplicate tax, water and sewer bills in accordance with N.J.S.A. 54:4-64
\$25.00	Subsequent duplicate copy of the same tax bill in the same tax year – N.J.S.A. 54:4-64
\$25.00	Per mailing of tax sale notice in lieu of 1 or 2 of 4 required tax sale advertisements –

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N.J.S.A. 54:5-38

\$ 5.00 Copy of Borough of Gibbsboro Zoning Map

\$20.00 Service fee for returned checks in accordance with N.J.S.A. 40:5-18

All other documents where multiple copies are not available are charged in accordance with N.J.S.A. 47:1A-2 - Copies and Fees.

Letter size.....\$0.05 per page

Legal size.....\$0.07 per page

2013-1-29 RESOLUTION OF THE BOROUGH OF GIBBSBORO, COUNTY OF CAMDEN, STATE OF NEW JERSEY CANCELING CERTAIN TAX CREDIT UNDER TEN DOLLARS

WHEREAS, NJSA 40A:5-17.1 and P.L. 1996 C. 113 authorizes the governing body of a municipality to authorize a municipal employee to cancel any property tax refund or delinquency of less than \$10.00; and

WHEREAS, the Tax Collector for the Borough of Gibbsboro has requested authorization from the governing body to cancel certain 2013 tax credits under \$10.00; and

WHEREAS, it is the design of the Mayor and Borough Council of the Borough of Gibbsboro to authorize the Borough Tax Collector to cancel certain 2013 tax credits under \$10.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, as follows:

1. That the Mayor and Council hereby authorize the Tax Collector, in accordance with NJSA 40A:5-17.1 and P.L. 1996 C. 113, to cancel certain 2013 tax credits under \$10.00.
2. That a certified copy of this Resolution be forwarded to the Borough Tax Collector and Borough Auditor.

2013-1-30 RESOLUTION OF THE BOROUGH OF GIBBSBORO, COUNTY OF CAMDEN, STATE OF NEW JERSEY CANCELING CERTAIN SEWER CREDITS UNDER ONE DOLLAR

WHEREAS, NJSA 40A:5-17.1 and P.L. 1996 C. 113 authorizes the governing body of a municipality to authorize a municipal employee to cancel any sewer tax refund or delinquency of less than \$1.00; and

WHEREAS, the Sewer Clerk for the Borough of Gibbsboro has requested authorization from the governing body to cancel certain 2013 tax credits under \$1.00; and

JANUARY 3, 2013

WHEREAS, it is the design of the Mayor and Borough Council of the Borough of Gibbsboro to authorize the Sewer Clerk to cancel certain 2013 tax credits under \$1.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, as follows:

1. That the Mayor and Council hereby authorize the Sewer Clerk, in accordance with NJSA 40A:5-17.1 and P.L. 1996 C. 113, to cancel certain 2013 sewer credits under \$1.00.
2. That a certified copy of this Resolution be forwarded to the Borough Sewer Clerk and Borough Auditor.

2013-1-31 RESOLUTION APPOINTING FUND COMMISSIONER AND ALTERNATE FUND COMMISSIONER FOR THE CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND AND MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, known as Local Unit that Council Person **Anita Mancini** will be Fund Commissioner for the Local Unit from January 1, 2013 to December 31, 2013.

BE IT FURTHER RESOLVED that Alternate Fund Commissioner shall be **Anne D. Levy**, Municipal Clerk.

BE IT FURTHER RESOLVED that any stipend, salary and/or compensation received from the Camden County Joint Insurance Fund or the Camden County Municipal Excess Liability Fund for representing the Borough of Gibbsboro and/or participating in a committee or executive committee or board by the Fund Commissioner and/or Alternate Fund Commissioner shall be returned to the Borough of Gibbsboro as the Fund Commissioner and Alternate Fund Commissioner are employees of the Borough of Gibbsboro and compensated as such for these responsibilities.

2013-1-32 RESOLUTION AUTHORIZING THE BOROUGH CLERK TO ADVERTISEEMPLOYMENT VACANCIES

NOW, THEREFORE BE IT RESOLVED that the Borough Clerk is hereby authorized to advertise for employment vacancies as required.

2013-1-33 RESOLUTION RECONFIRMING THE DEDICATED TAX RATEFOR THE MUNICIPAL OPEN SPACE, RECREATION, FARMLANDAND HISTORIC PRESERVATION TRUST FUND FORTAX BILLING

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PURPOSES

WHEREAS, on November 6, 2001 a referendum question was passed by the residents of the Borough of Gibbsboro dedicating \$.02 cents per \$100 of total Borough equalized real property valuation for such purposes with the results certificated by the County; and

WHEREAS, there has been no further referendum passed since November 6, 2001 to change such rate; and

NOW, THEREFORE BE IT RESOLVED by the governing body of the Borough of Gibbsboro, Camden County, State of New Jersey that the dedicated tax rate of \$.02 cents per \$100 of total Borough equalized real property valuation for the Municipal Open Space, Recreation, Farmland and Historic Preservation Trust Fund be confirmed for tax 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**

BE IT RESOLVED, by Mayor and Borough Council of the Borough of Gibbsboro that the following officials and employees of the Borough of Gibbsboro be paid as follows for the year 2013:

<u>POSITION</u>	<u>HOURLY</u>	<u>ANNUAL SALARY</u>
EXECUTIVE/LEGISLATIVE		
Mayor		\$3,416.00
Members of Council		\$3,252.00

The Officials and employees holding the following positions will be paid bi-weekly, semi-monthly or quarterly as indicated:

ADMINISTRATIVE		
Municipal Clerk*		\$50,240.00

*Includes Municipal Search Clerk, Registrar of Vital Statistics, Election Official, Registrar of Voters, Board of Health, Purchasing Agent, and Dog Registrar.

General Clerk	\$12.48	
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FINANCE

JANUARY 3, 2013

Chief Finance Officer \$ 7,167.00

COURT

Municipal Judge \$ 7,650.00

Municipal Court Administrator \$37,085.00

Deputy Court Clerk/Violations Clerk \$ 1,756.00

Municipal Prosecutor \$ 4,566.00

Public Defender \$ 2,741.00

Court Clerk (Adm) \$12.28

Court Clerk (Court Night Recorder) \$20.00

SEWER

Clerk \$ 6,653.00

TAX OFFICE

Tax Collector/Tax Search Clerk \$ 9,188.00

TAX ASSESSOR

Assessor \$ 7,999.00

Clerk \$12.48

CONSTRUCTION

Construction Subcode Official \$ 6,494.00

Building Inspector 3,803.00

Electrical subcode Official/Inspector 2,289.00

Plumbing subcode Official/Inspector 2,289.00

Fire subcode Official/Inspector 2,289.00

Clerk \$12.48

Municipal Compliance Officer \$ 3,248.00

Zoning Officer \$ 3,306.00

Fire Official (Safety) \$ 2,809.00

Fire Inspector (Safety) \$ 2,081.00

LIBRARY

Library Director \$9.69

Assistant Library Director \$8.00

Assistant Library \$7.50

Temporary \$7.50

LOCAL ASSISTANCE

JANUARY 3, 2013

Director, Public Assistance \$ 3,607.00

PUBLIC SAFETY

Police Officers Police Officers represented by the Gibbsboro Police Association (GPA) shall be compensated in accordance with a collective bargaining agreement that is on file with the Borough Clerk.

Private Contractor Rate	\$45.00	
Police Chief		\$63,967.00
PT Officer Fisher	\$17.49	\$17.84
Police Matron		\$ 100/Per call out
Crossing Guard #1 - Peggy Mason	\$41.80	
Crossing Guard #2 - Rachel Russell	\$29.14	
Crossing Guard #3 – Heather Nilan	\$27.87	
Crossing Guard #4 –	\$24.85	
Emergency Management Coordinator		\$ 1,914.00

PUBLIC WORKS

Public Works Supervisor	\$19.65
P.W. Employees	\$12.00

BOARDS AND COMMISSIONS

Secretary, Planning Board	\$ 2,140.00
Secretary, Zoning Board	\$ 2,140.00

DOG CENSUS

Dog Census Taker (per house surveyed)	\$ 1.50
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NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro that the above officials and employees of the Borough of Gibbsboro shall be paid as set forth for the year 2013.

2013-1-35 RESOLUTION AMENDING THE BOROUGH OF GIBBSBORO PERSONNEL POLICIES AND PROCEDURES MANUAL

BE IT RESOLVED by the Mayor and Borough Counsel of the Borough of Gibbsboro that the Personnel Policies and Procedures Manual of the Borough of Gibbsboro shall be amended as follows:

Employee Definitions:

Full time salaried employees – salaried employees who work at least 32 hours per week, or regularly scheduled hourly employees who work at least 32 hours per week.

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Part-time employee – one who works regular hours of duty which are less than the regular and normal work week but not to exceed thirty-two (32) hours per week on a regular basis.

2013-1-36 RESOLUTION AUTHORIZING THE MAYOR TO SIGN A CONTRACT BETWEEN THE BOROUGH OF GIBBSBORO AND THE GIBBSBORO POLICE ASSOCIATION

WHEREAS, the Borough of Gibbsboro and the Gibbsboro Police Association previously entered into negotiations for a Collective Bargaining Agreement with regard to the terms and conditions of employment for all patrolmen, corporals, and sergeants; and

WHEREAS, the Borough of Gibbsboro and Police Association have agreed to terms and conditions for a Collective Bargaining Agreement for a term of four (4) years commencing January 1, 2013 and ending December 31, 2016; and

WHEREAS, the parties agree that the agreement dated December 31, 2012 and attached hereto, shall supersede all previous agreements between the parties.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Gibbsboro, County of Camden, and State of New Jersey, that the attached Collective Bargaining Agreement between the Borough of Gibbsboro and the Gibbsboro Police Association is hereby approved; and

BE IT FURTHER RESOLVED, that the Mayor and Borough Clerk are authorized to execute said Collective Bargaining Agreement on behalf of the Borough of Gibbsboro.

Motion to Approve Resolutions Councilman Bonsall, Second Councilman MacFerren

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

MINUTES: NONE

CORRESPONDENCE:

TO: Mayor and Council dated 12/27/12
FROM: Chief Joseph Mingori
RE: Sick Day for 2013
ACTION: Motion made by Councilman Croghan and Seconded by Councilwoman Mancini granting using a 2013 sick day.

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Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

VOUCHERS

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

FY 2012 Current Fund:	\$15,306.27
FY 2012 Sewer fund:	\$869.38
FY 2013 Current Fund	\$1,049,522.11
FY 2013 Dog Trust	\$ 227.00

Councilman Bonsall, Second Councilman MacFerren

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

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 Councilman Bonsall,
Second Councilman Croghan

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

CLOSING COMMENTS

Councilmen MacFerren and Croghan thanked their family, friends and residents for the recent election.

MEETING OPEN TO THE PUBLIC

Dave Kennedy and Peggy Mason thank Council for their appointments and commented that

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Gibbsboro is great.

CLOSED TO THE PUBLIC

**MEETING ADJOURNED AT 7:35 P.M. COUNCILMAN BONSALL, SECOND
COUNCILMAN CROGHAN**

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman MacFerren	Aye
	Councilwoman Mancini	Aye	Councilwoman Schieber	Absent

Anne D. Levy, RMC
Borough Clerk

Edward G. Campbell, III
Mayor

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