

**ANNUAL GIBBSBORO REORGANIZATION MEETING MINUTES
JANUARY 3, 2018**

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 Fred Deterding
Councilman Jack Flynn
Councilman Michael MacFerren

Absent:

None

Clerk presents Certificate of Election for:

COUNCILMAN FRED DETERDING

OATH OF OFFICE ADMINISTERED BY MAYOR CAMPBELL

Clerk presents Certificate of Election for:

COUNCILMAN JACK FLYNN

OATH OF OFFICE ADMINISTERED BY MAYOR CAMPBELL

COUNCIL IS SEATED

SELECTION OF COUNCIL PRESIDENT:

Nominee Councilman Bonsall, Moved by Councilman MacFerren, Second Councilman Flynn

Motion to close nominations by Councilman MacFerren, Second Councilman Flynn

2018-1-01 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 Bonsall is hereby appointed Council President for year 2018.

Motion to approve Resolution Councilman MacFerren, Second Councilman Croghan

Ayes: Councilmen Bonsall, Brown, Croghan, Deterding, Flynn, MacFerren,

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OATH OF OFFICE ADMINISTERED BY SOLICITOR JOHN P. JEHL

APPOINTMENTS:

Borough Solicitor	John P. Jehl, for Jehl & Fabian	12/31/18
Borough Engineer	Gregory Fusco, Acting for KEI Associates	12/31/18
Borough Auditor	Leon P. Costello, Acting for Ford, Scott & Associates, LLC	12/31/18
Borough Planner	Brian M. Slauch, Acting for Clarke, Caton, Hintz	12/31/18
Special Counsel	Jeffrey R. Surenian	12/31/18

Motion to ratify appointments Councilman MacFerren, Second Councilman MacFerren

Ayes: Councilmen Bonsall, Brown, Croghan, Deterding, Flynn, MacFerren

2018-1-02 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

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 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

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- 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.

2018-1-03 RESOLUTION APPOINTING BOROUGH ENGINEER

WHEREAS, there exists the need for the appointment of a Borough Engineer for the year 2018; 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 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.

2018-1-04 RESOLUTION APPOINTING BOROUGH AUDITOR

WHEREAS, there exists the need for the appointment of a Borough Auditor for the year 2018; 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 & Associates of Ocean City, New Jersey is so recognized by the

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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 & Associates 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.

2018-1-05 RESOLUTION APPOINTING BOROUGH PLANNER

WHEREAS, there exists the need for the appointment of a Borough Planner for the year 2018; and

WHEREAS, funds are available for this purpose; and

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

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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.

2018-1-37 RESOLUTION APPOINTING SPECIAL COUNSEL

WHEREAS, there exists a need for the appointment of Special Counsel for specialized legal services in connection with Affordable Housing 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 Jeffrey R. Surenian, Brielle, New Jersey is so recognized by the legal community; and

WHEREAS, funds are available for this purpose; 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. The law firm of Jeffrey R. Surenian & Associates, LLC, Brielle, New Jersey is hereby retained to provide specialized legal services necessary in connection with Affordable Housing 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.

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Motion to approve Resolutions Councilman Bonsall, Second Councilman MacFerren

Ayes: Councilmen Bonsall, Brown, Croghan, Deterding, Flynn, MacFerren

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

MAYOR CAMPBELL MAKES THE FOLLOWING APPOINTMENTS

<u>ENVIRONMENTAL COMMISSION</u>		
Member	Natalie Sutherland	12/31/20
<u>PLANNING/ZONING BOARD</u>		
Member, Class 2	Susan R. Croll	12/31/18
Member, Class 4 (Unexp)	Mike Kelly	12/31/20
Member, Alt. #1	Patricia Croghan	12/31/19

NOMINEES FOR PLANNING BOARD, CLASS 3

Nominee: Gerald Bonsall – Moved by Councilman MacFerren, Second by Councilman Flynn

Motion to close nominations by Councilman MacFerren, Second by Councilman Flynn

<u>BOARD OF HEALTH ADVISORY COMMITTEE</u>		
1 Yr.	Michael MacFerren	12/31/18
	Fred Deterding, Liaison	12/31/18

NOMINEES FOR PLANNING BOARD, CLASS #3

Nominee Councilman Bonsall, Moved by Councilman MacFerren, Second by Councilman Flynn

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

Ayes: Councilmen Bonsall, Brown, Croghan, Deichert, Deterding, Flynn, MacFerren

OATH OF OFFICE ADMINISTERED BY HONORABLE SOLICITOR JOHN P. JEHL

MAYOR CAMPBELL MAKES THE FOLLOWING APPOINTMENTS:

<u>OTHER APPOINTMENTS</u>		
Borough Historian	Mayor Edward Campbell	12/31/18
Editor, Town Crier	Mayor Edward Campbell	12/31/18
Compliance Officer	Bernard Shepherd	12/31/18
Zoning Official	Bernard Shepherd	12/31/18
Sewer Operator	James Stevenson	12/31/18

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Sewer Clerk	Patricia Capasso	12/31/18
Fire Official/Inspector	John Zuggi	12/31/18
Fire Inspector	Jason Higgins	12/31/18

MUNICIPAL COURT

Prosecutor	Timothy J. Higgins	12/31/18
Public Defender	Charles Wiggington	12/31/18
Deputy Court Clerk	Heather Campbell	12/31/18
Municipal Judge	Roderick Baltimore	12/31/20

Motion to ratify appointments Councilman Bonsall, Second Councilman Flynn

Ayes: Councilmen Bonsall, Brown, Croghan, Deterding, Flynn, MacFerren

2018-1-06 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 on January 6, 2018 by the Mayor are hereby ratified and approved.

Motion to Approve Resolution Councilman Bonsall, Second Councilman Flynn

Ayes: Councilmen Bonsall, Brown, Croghan, Deichert, Deterding, Flynn, MacFerren

OATH OF OFFICE ADMINISTERED BY SOLICITOR JOHN P. JEHL

RESOLUTIONS:

2018-1-07 RESOLUTION APPOINTING COMMITTEES

Finance, Budget & Grants	Edward Campbell Jerry Bonsall
Insurance	Jack Flynn Michael MacFerren
License & Inspections	Michael MacFerren
Buildings & Grounds/Public Works	Jerry Bonsall Michael MacFerren
Public Events	Mitch Brown Michael MacFerren

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Police Committee

Edward Campbell
Jerry Bonsall

Environmental

Jack Flynn

**Public Information/Communications
Recreation**

Edward Campbell
Michael MacFerren
Mitch Brown

Board of Health Advisory

Fred Deterding

**Trash/Recycling
EEO/CCO**

Fred Deterding

Senior Oversight Committee
(Negotiations, Audit, Training)

Edward Campbell
Michael MacFerren
Jerry Bonsall

Liaison – Environmental
Liaison – Planning/Zoning Board

John Flynn
Jerry Bonsall

2018-1-08

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 2018:

COUNCIL MEETING AGENDA

7:00 P.M. Meeting called to order

Roll Call

Vouchers

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

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

2018-1-09 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 2018 as provided by statute.

Account Number	Account Description	Account Type	Temp Budget
8-01-20-110-011	SALARIES - COUNCIL	Sub Account	6,037.50
8-01-20-110-099	MISCELLANEOUS MAYOR & COUNCIL	Sub Account	262.50
8-01-20-120-011	SALARIES MUN CLERK	Sub Account	26,775.00
8-01-20-120-099	MISCELLANEOUS MUN CLERK	Sub Account	10,500.00
8-01-20-130-011	FINANCE SALARIES	Sub Account	2,228.48
8-01-20-130-099	MISCELLANEOUS FINANCE ADMIN	Sub Account	7,376.75
8-01-20-135-020	OTHER EXPENSES AUDIT SERVICES	Line Item Control	7,481.25
8-01-20-145-011	SALARIES REVENUE ADMIN	Sub Account	2,677.50
8-01-20-145-099	MISCELLANEOUS REVENUE ADMIN	Sub Account	4,095.00
8-01-20-150-011	SALARIES TAX ASSESSMENT ADMIN	Sub Account	2,887.50
8-01-20-150-099	MISCELLANEOUS TAX ASSESSMENT	Sub Account	1,443.75
8-01-20-155-099	MISCELLANEOUS LEGAL SERVICES	Sub Account	32,812.50
8-01-20-165-099	MISCELLANEOUS ENGINEER SERVS	Sub Account	7,875.00
8-01-20-175-011	SALARIES HISTORIC PRESRV COMSN	Sub Account	0.00
8-01-20-175-099	MISCELLANEOUS HISTORIC COMMISN	Sub Account	0.00
8-01-21-180-011	SALARIES PLANNING BOARD	Sub Account	2,625.00
8-01-21-180-090	MASTER PLAN	Sub Account	0.00
8-01-21-180-099	MISC. PLANNING-ZONING BOARD	Sub Account	3,937.50
8-01-21-181-099	OTHER EXPENCES	Sub Account	9,187.50
8-01-21-185-011	SALARIES ZONING BOARD OF ADJST	Sub Account	0.00
8-01-21-185-099	MISCELLANEOUS ZONING BOARD	Sub Account	0.00
8-01-22-195-011	SALARIES CONSTRUCTION OFFICIAL	Sub Account	9,187.50
8-01-22-195-099	MISCELLANEOUS CONSTRUCTION	Sub Account	1,837.50
8-01-22-200-011	SALARIES PLUMBING	Sub Account	803.25
8-01-22-200-020	OTHER EXPENSES PLUMBING	Line Item Control	0.00
8-01-22-201-011	SALARIES ELECTRICAL	Sub Account	803.25
8-01-22-201-020	OTHER EXPENSES ELETRIC INSPCTR	Line Item Control	0.00
8-01-22-202-011	SALARIES FIRE SUBCODE	Sub Account	840.00
8-01-22-202-020	OTHER EXPENSES FIRE SUBCODE	Line Item Control	0.00
8-01-22-203-011	SALARIES BUILDING	Sub Account	1,181.25
8-01-22-204-011	SALARIES FIRE SAFETY OFFICIAL	Sub Account	1,575.00
8-01-22-204-020	OTHER EXPENSES FIRE SAFETY OFFICIAL	Line Item Control	4,127.81
8-01-22-205-011	SALARIES FIRE OFFICIAL INSP.	Sub Account	1,680.00
8-01-23-210-020	LIABILITY INSURANCE	Line Item Control	18,997.78

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8-01-23-210-021	OTHER INSURANCE PREMIUMS	Line Item Control	5,852.41
8-01-23-215-020	WORKERS COMPENSATION INSURANCE	Line Item Control	19,050.23
8-01-23-220-011	HEALTH WAIVER SALARIES & WAGES	Line Item Control	525.00
8-01-23-220-020	GROUP INSURANCE FOR EMPLOYEES	Line Item Control	49,875.00
8-01-23-225-020	UNEMPLOYMENT COMP INSURANCE	Line Item Control	787.50
8-01-25-240-011	SALARIES POLICE DEPARTMENT	Sub Account	101,062.50
8-01-25-240-099	MISCELLANEOUS POLICE DEPT	Sub Account	31,500.00
8-01-25-252-011	SALARIES OFFICE OF EMERGY MANG	Sub Account	564.38
8-01-25-252-099	MISCELLANEOUS EMERGENCY MANGMT	Sub Account	131.25
8-01-25-255-020	AID TO VOLUNTEER FIRE COMPANY	Line Item Control	14,095.43
8-01-25-260-020	AID TO FIRST AID ORGANIZATION	Line Item Control	0.00
8-01-25-265-073	FIRE HYDRANT SERVICE	Sub Account	10,500.00
8-01-25-275-011	SALARIES MUN PROSECUTOR	Sub Account	1,365.00
8-01-26-300-011	SALARIES PUBLIC WORKS	Sub Account	17,850.00
8-01-26-300-099	MISCELLANEOUS PUBLIC WORKS	Sub Account	18,375.00
8-01-26-305-020	RECYCLING CONTRACTUAL	Line Item Control	18,375.00
8-01-26-305-021	TRASH CONTRACTUAL	Line Item Control	45,937.50
8-01-26-310-099	MISCELLANEOUS BLDG & GROUNDS	Sub Account	26,250.00
8-01-27-335-099	MISCELLANEOUS ENVIRO COMMISSN	Sub Account	787.50
8-01-27-340-011	SALARIES DOG REGULATION	Sub Account	0.00
8-01-27-340-099	MISCELLANEOUS DOG REGULATION	Sub Account	1,050.00
8-01-27-345-011	SALARIES ADMIN OF PUBLIC ASST	Sub Account	0.00
8-01-27-345-099	MISCELLANEOUS PUBLIC ASST ADMN	Sub Account	0.00
8-01-28-370-011	SALARIES RECREATION	Sub Account	0.00
8-01-28-370-099	MISCELLANEOUS RECREATION	Sub Account	0.00
8-01-28-371-099	MISCELLANEOUS SENIOR CTZN PRGM	Sub Account	787.50
8-01-29-390-011	SALARIES LIBRARY	Sub Account	2,362.50
8-01-29-390-099	MISCELLANEOUS LIBRARY	Sub Account	656.25
8-01-29-405-020	TRANSFER TO BOE LOCAL SCHOOLS	Line Item Control	29,387.97
8-01-30-420-099	MISCELLANEOUS PUBLIC EVENTS	Sub Account	7,875.00
8-01-31-430-020	ELECTRIC	Line Item Control	0.00
8-01-31-435-020	STREET LIGHTING	Line Item Control	11,812.50
8-01-34-440-020	TELEPHONE	Line Item Control	0.00
8-01-36-471-020	PERS	Line Item Control	31,797.00
8-01-36-472-020	SOCIAL SECURITY	Line Item Control	14,437.50
8-01-36-474-020	CONSOLIDATED PFRS	Line Item Control	0.00
8-01-36-475-020	PFRS	Line Item Control	105,988.00
8-01-41-701-099	Recycling Tonnage Grant	Line Item Control	0.00
8-01-41-702-001	Alcohol Rehabilitation	Line Item Control	0.00
8-01-41-704-001	Safe & Secure Program	Line Item Control	0.00
8-01-41-704-002	Safe and Secure Local Match	Line Item Control	0.00
8-01-41-708-001	Body Armor Grant	Line Item Control	0.00
8-01-41-731-000	DMV Inspections	Line Item Control	0.00
8-01-41-733-000	Community Block Grant	Line Item Control	0.00
8-01-41-734-000	New Jersey Trails	Line Item Control	0.00

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8-01-41-770-001	Clean Communities Program	Line Item Control	0.00
8-01-43-490-011	SALARIES MUN COURT	Sub Account	14,437.50
8-01-43-490-099	MISCELLANEOUS MUN COURT	Sub Account	1,653.75
8-01-43-495-011	SALARIES PUBLIC DEFENDER	Sub Account	840.00
8-01-43-495-099	MISCELLANEOUS PUBLIC DEFENDER	Sub Account	0.00
8-01-43-500-011	COPS UNV REDUCTN POLICE SW	Line Item Control	0.00
8-01-43-501-011	SNOW EMERGENCY PUB WRKS SW	Line Item Control	0.00
8-01-44-901-001	CAPITAL IMPROVEMENT FUND	Line Item Control	0.00
8-01-44-940-000	BORO SHARE OF SCHOOL RENOVATN	Line Item Control	0.00
8-01-45-920-020	PAYMENT OF BOND PRINCIPAL	Line Item Control	0.00
8-01-45-925-020	PAYMENT OF BAN	Line Item Control	0.00
8-01-45-930-020	INTEREST OF BONDS	Line Item Control	32,800.00
8-01-45-935-020	INTEREST ON NOTES	Line Item Control	0.00
8-01-45-940-020	GREEN ACRES - HILLIARDS CREEK	Line Item Control	11,239.20
8-01-46-870-099	EMERGENCY AUTHORIZATIONS	Line Item Control	0.00
8-01-46-875-020	Def Charge - Overexpenditure Approp	Line Item Control	0.00
8-01-50-899-001	RESERVE FOR UNCOLLECTED TAXES	Line Item Control	0.00
			799,244
8-07-55-501-011	SALARIES SEWER OPERATING FUND	Line Item Control	1,968.75
8-07-55-501-099	MISCELLANEOUS SEWER OPRPNG	Line Item Control	11,844.75
8-07-55-520-020	PAYMENT BOND PRINCIPAL	Line Item Control	0.00
8-07-55-522-020	INTEREST ON BONDS	Line Item Control	18,034.38
8-07-55-523-020	INTEREST ON NOTES	Line Item Control	0.00
8-07-55-524-000	NJEIT BONDS & LOANS & USDA	Line Item Control	35,230.06
8-07-55-524-001	USDA LOAN	Line Item Control	0.00
8-07-55-530-099	EMERGENCY APPROPRIATION	Line Item Control	0.00
8-07-55-531-099	OVEREXP OF APPROPRIATIONS	Line Item Control	0.00
			67,077.94

2018-1-10 RESOLUTION ADOPTING ROBERT'S 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 "ROBERT'S RULES OF ORDER" as revised, shall be the authority and reference on procedure for the year 2018 in the absence of any procedure set forth in statutes of this State or Ordinances of this Borough.

2018-1-11 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 2018:

The Courier Post

Cherry Hill, NJ

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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.

MODEL CASH MANAGEMENT PLAN

This plan is established to comply with the requirements of N.J.S.A. 40A:5-14 and to provide a guide to municipal officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the Borough of Gibbsboro. The following requirements shall be adhered to:

- A. Borough Council shall annually adopt a resolution reaffirming the Borough Cash Management Plan, and at the reorganization meeting designate the legal depositories of all municipal funds. The resolution may be amended or supplemented from time to time as the Borough Council deems necessary. Such resolution (s) shall be deemed a part of the Cash Management Plan.
- B. Borough Council shall annually establish by resolution, adopted at the annual reorganization meeting, the required signatories to all municipal bank accounts.
- C. All municipal funds received by any official or employee shall be either deposited within 48 hours to an interest bearing account in the name of the Borough of Gibbsboro, or shall be turned over to the CFO within forty-eight (48) hours of receipt.
- D. All revenues received by the Treasurer shall be deposited to interest bearing accounts in the legal depositories.
- E. The following funds shall not be required to be maintained in interest bearing accounts:
 - 1. Change Funds
 - 2. Petty Cash Funds
 - 3. Trust funds to the extent that the deposit of such funds to an interest bearing account would require, by law, the payment of interest to the provider of funds.
 - 4. Checking accounts established for the express purpose of paying bills approved by the governing body. The balances in these funds shall be kept at the minimum amount required for the orderly operation of the account.
 - 5. Compensation balances maintained for the purpose of obtaining specific services from financial institutions. Such accounts shall be established only under terms of written agreements approved by the Borough Council.
- F. The Tax Collector shall deposit all funds to an interest bearing account. Funds shall promptly be remitted to CFO once a month after monthly reconciliation.
- G. The CFO shall not disburse Municipal funds prior to approval of Borough Council except

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for:

1. Debt Service Payments
2. Investments
3. Payroll turnovers to agencies
4. Discount vouchers
5. Employee benefits (i.e. health benefits, etc.)
6. Vouchers charging interest
7. Postage from U.S. Postal Service
8. Senior Center Security Deposits

Debt service payments, discount vouchers, vouchers charging interest and postage from U.S. Postal Service must be ratified after payment.

H. Authorized funds are to be maintained in the following banks:

- | | |
|--|--|
| 1. 1 st Colonial Community Bank | 17. Fulton Bank of New Jersey |
| 2. Audubon Savings Bank | 18. Haddon Savings Bank |
| 3. Bank of America | 19. HSBC Holdings |
| 4. Bank of New Jersey | 20. KeyBank |
| 5. Bank of New York Mellon | 21. Parke Bank |
| 6. BB&T Corporation | 22. PNC Bank |
| 7. Capital Bank of New Jersey | 23. Regions Bank |
| 8. Capital One Financial | 24. Republic Bank |
| 9. J.P. Morgan Chase & Co. | 25. Investors Bank |
| 10. Citigroup | 26. Sovereign Bank/Santander Bank |
| 11. Citizens Bank | 27. Sun National Bank/Susquehanna Bank |
| 12. Columbia Bank | 28. SunTrust Bank |
| 13. Cornerstone Bank | 29. TD Bank |
| 14. Equity National Bank | 30. U.S. Bank |
| 15. Fifth Third Bank | 31. United Jersey Bank |
| 16. Wells Fargo Bank | 32. South Jersey FCU |

I. Should the Mayor, Treasurer or Borough Clerk be absent three or more days, the following people are authorized to sign checks in their absence:

Mayor.....President of Council
Treasurer.....Councilman MacFerren
Borough Clerk.....Deputy Borough Clerk

It shall be the responsibility of the Treasurer to analyze the cash flow and to invest funds in legal investments so as to maximize interest earnings.

JANUARY 3, 2018

When investing funds in commercial banks, savings and loan, etc., the Treasurer shall obtain a minimum of three quotations and shall invest at the institution offering the highest effective rate. The Treasurer shall determine which type of legal investment will best serve the needs of the municipality and is authorized to place the funds in any such legal investment, unless otherwise restricted by the governing body. The Treasurer shall report monthly all investment transactions as required by N.J.S.A. 40A:5-15.2 to the Borough of Gibbsboro.

2018-1-15 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

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).

2018-1-16 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.

2018-1-17 RESOLUTION APPOINTING TAX COLLECTOR AS MUNICIPAL LIEN OFFICER

JANUARY 3, 2018

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. 54:5-11, 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.

2018-1-18 RESOLUTION AUTHORIZING TAX ASSESSOR TO FILE, STIPULATE, SETTLE TAX APPEALS, AND ROLL BACK TAX COMPLAINTS 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 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 2018.

2018-1-19 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.

2018-1-20 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:

<u>Balance</u>	<u>Penalty</u>
Over \$10,000	6%

2018-1-21 RESOLUTION AUTHORIZING AN ESCROW FOR TAX COLLECTOR ERRORS AND OMISSIONS

JANUARY 3, 2018

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.

2018-1-22 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 (4) months or a period aggregating not more than four (4) months in any twelve (12) month period.

2018-1-23 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, by 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.

2018-1-24 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 Croghan is appointed Public Agency Compliance and Civil Rights Compliance Officer for the year 2018.

2018-1-25 RESOLUTION AUTHORIZING OPENING OF OFFICIAL CHECKING ACCOUNTS

JANUARY 3, 2018

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 Investors Bank of New Jersey, Voorhees, New Jersey, or one of its branches, thereof, entitled as follows:

- 1. Chief Financial Officer**
 - A. Payroll Account 1000129545
 - B. Public Assistance I 1000129630
 - C. Current 1000129456
 - D. Sewer Capital 1000129550
 - E. General Capital 1000129531
 - F. Dog Trust 1000129507
 - G. Trust Other 1000129611
 - H. Sewer Operating 1000129569
 - I. Clearing Account 1000129499
 - J. Municipal Open Space, Recreation,
Farmland & Historic Preservation
Trust Fund 1000129606
- 2. Tax Collector Account**
 - A. Tax Redemption Account 1000129588
- 3. Court Clerk Account**
 - A. Municipal Court Account 1000129461
 - B. Municipal Bail Account 1000129475
- 4. Borough Clerk Account**
 - A. Borough Clerk Account 1000129480
- 5. Construction Official Account**
 - A. Construction Official Account 1000129593
- 6. Fire Official**
 - A. Fire Safety Registration 1000129512
 - B. Life Hazard Fees 1000129526

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).

2018-1-26

RESOLUTION ESTABLISHING CHANGE FUND ACCOUNTS

JANUARY 3, 2018

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
Tax Collector	\$ 100.00

2018-1-27 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

2018-1-28 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
\$25.00	Fingerprinting for residents and non-residents – 1 st two cards
\$ 5.00	Fingerprinting for additional cards
\$.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	Official searches for municipal liens (tax searches) or for improvements

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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 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 – 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

2018-1-29 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 2018 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 2018 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 2018 tax credits under \$10.00.
2. That a certified copy of this Resolution be forwarded to the Borough Tax Collector and Borough Auditor.

2018-1-30 RESOLUTION OF THE BOROUGH OF GIBBSBORO, COUNTY OF

JANUARY 3, 2018

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 2018 tax credits under \$1.00; and

WHEREAS, it is the design of the Mayor and Borough Council of the Borough of Gibbsboro to authorize the Sewer Clerk to cancel certain 2018 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 2018 sewer credits under \$1.00.
2. That a certified copy of this Resolution be forwarded to the Borough Sewer Clerk and Borough Auditor.

2018-1-31 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 **JACK FLYNN** will be Fund Commissioner for the Local Unit from January 1, 2018 to December 31, 2018.

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.

JANUARY 3, 2018

2018-1-32 RESOLUTION AUTHORIZING THE BOROUGH CLERK TO ADVERTISE EMPLOYMENT VACANCIES

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

2018-1-33 RESOLUTION RECONFIRMING THE DEDICATED TAX RATE FOR THE MUNICIPAL OPEN SPACE, RECREATION, FARMLAND AND HISTORIC PRESERVATION TRUST FUND FOR TAX BILLING 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.

2018-1-34 RESOLUTION ESTABLISHING SALARIES OF MUNICIPAL OFFICIALS AND EMPLOYEES OF THE BOROUGH OF GIBBSBORO, COUNTY OF CAMDEN FOR THE YEAR 2018

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 2018:

<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

JANUARY 3, 2018

Municipal Clerk* \$55,470.00

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

Deputy Clerk
General Clerk (includes construction & assessor clerk) \$23,347.00

FINANCE

Chief Finance Officer (AL STANLEY) \$10,200.00

COURT

Municipal Judge (12 courts) \$ 8,447.00
Each additional court \$ 300.00

Municipal Court Administrator (12 courts) \$40,947.00

Each additional court \$ 250.00

Deputy Court Clerk/Violations Clerk (12 courts) \$ 1,949.00

Each additional court \$ 150.00

Municipal Prosecutor (12 courts) \$ 5,041.00

Each additional court \$ 250.00

Public Defender \$ 3,029.00

Court Clerk (Court Night Recorder) \$20.00

SEWER

Clerk \$ 7,346.00

TAX OFFICE

Tax Collector/Tax Search Clerk \$10,144.00

TAX ASSESSOR

Assessor \$ 8,832.00

CONSTRUCTION

Construction Official \$ 7,429.00

Municipal Compliance Officer \$ 3,715.00

Building Inspector 3,715.00

Zoning Officer \$ 2,123.00

Electrical subcode Official/Inspector 2,529.00

Plumbing subcode Official/Inspector 2,529.00

Fire subcode Official/Inspector 2,529.00

JANUARY 3, 2018

Fire Official (Safety)	\$ 3,101.00
Fire Inspector (Safety) Zuggi, Higgins	\$ 3,330.00

LIBRARY

Library Director	\$10.70
Assistant Library Director	\$8.60
Assistant Library	\$8.60

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	\$65.00	
Police Chief		\$70,626.00
Police Matron		\$ 100/Per call out
Crossing Guard #1 – Peggy Mason	\$46.16	
Crossing Guard #2 – Heather Nilan	\$30.77	
Crossing Guard #3 – Lisa Davies	\$26.91	
Emergency Management Coordinator		\$ 2,115.00

PUBLIC WORKS

Public Works Supervisor	\$22.00
P.W. Asst.	\$16.00
P.W. Employees	\$12.00

BOARDS AND COMMISSIONS

Secretary, Planning/Zoning/Historic Board	\$ 4,000.00
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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 2018.

2018-1-35 RESOLUTION ADOPTING A POLICY REQUIRING SURPLUS FORECASTING

NOW, THEREFORE BE IT RESOLVED by the governing body of the Borough of Gibbsboro, Camden County, State of New Jersey that a policy is hereby adopted by the Borough of Gibbsboro requiring surplus forecasting as listed below:

Policy of the Borough of Gibbsboro Requiring Surplus Forecasting

JANUARY 3, 2018

Policy Objective: The objective of this policy is to establish guidelines for the management of current account surplus funds to aid in the stabilization of future municipal budgets and tax rates. A secondary goal is to produce increasing surplus balances in future years.

Policy Statement: The CFO and the Council Finance Committee shall maintain year-end surplus balances for the five (5) prior budget years and the major contributing factors to those balances. These data shall be used to show surplus trending. The immediate prior year-end appropriation reserves along with current year budget projections shall be used to model a surplus forecast for the current year budget. This will provide stable or growing surplus to minimize traumatic impacts to the local budget.

Policy Requirements: The CFO and Finance Committee shall maintain a model (typically implemented as a spreadsheet) containing the following data items for each of the preceding five budget years:

- Fund Balance
- Tax Collection Rate
- Appropriation Reserves
- Unanticipated Revenues
- Excess Funds from Anticipated Revenues

Each of these entries shall be annotated with any extraordinary events which may have impacted the item.

Use of Data: These data shall be used to assist in the generation of a surplus forecast for the current year and to assist in the preparation of the current year budget and anticipated revenues as well as future impacts. The analyses required by this policy shall be presented to the Borough Council at the time of Budget introduction.

2018-1-38-1 RESOLUTION AUTHORIZING THE RE-APPOINTMENT OF MUNICIPAL JUDGE

BE IT RESOLVED by the Mayor and Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that RODERICK BALTIMORE is hereby appointed Municipal Judge in the Borough of Gibbsboro; and

BE IT FURTHER RESOLVED that this appointment is for three years with term to expire December 31, 2020.

2018-1-39 RESOLUTION AUTHORIZING THE CFO TO EXECUTE AN AGREEMENT WITH PHOENIX ADVISORS, LLC TO PROVIDE CONTINUING DISCLOSURE AGENT SERVICES AND TO SERVE AS THE INDEPENDENT MUNICIPAL ADVISOR "OF RECORD" FOR THE BOROUGH OF GIBBSBORO

JANUARY 3, 2018

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, State of New Jersey, County of Camden that the CFO is hereby authorized to execute an Agreement with Phoenix Advisors, LLC of Bordentown, New Jersey to provide continuing disclosure agent services and to serve as the independent municipal advisor “of record” for the Borough of Gibbsboro under SEC regulations for the 2018 calendar year.

Motion to approve Resolutions Councilman Bonsall, Second Councilman Flynn

Ayes: Councilmen Bonsall, Brown, Croghan, Deterding, Flynn, MacFerren

VOUCHERS:

Motion to dispense and approve vouchers in the amount of \$1,127,483.84 charged as follows:

FY 2017 Current:	\$1,118,780.56
FY 2018 Sewer:	\$ 533.28
FY 2017 Other Trust:	\$ 200.00
Grant Fund:	\$ 7,645.00
Dog Trust Fund	\$ 325.00
Councilman Bonsall, Second Councilman Deichert	

Ayes: Councilmen Bonsall, Brown, Deichert, Deterding, Flynn, MacFerren,

CORRESPONDENCE:

TO: Borough Clerk received 12/27/17
 FROM: Officer John Queen
 RE: Resignation
 ACTION: Motion made by Councilman MacFerren, Second by Councilman Flynn to accept resignation.

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Deichert	Aye	Councilman Deterding	Aye
	Councilman Flynn	Aye	Councilman MacFerren	Aye

NEW BUSINESS:

1. VOORHEES ANIMAL ORPHANAGE CONTRACT FOR 2018

Motion to award Voorhees Animal Orphanage the 2018 contract at \$375.00/Month
 Councilman Bonsall, Second Councilman MacFerren

JANUARY 3, 2018

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Deichert	Aye	Councilman Deterding	Aye
	Councilman Flynn	Aye	Councilman MacFerren	Aye

Vote: J. B. Aye M.B. Aye D.D. Aye F.D. Aye J.F. Aye M.M. Aye

2. USE OF GIBBSBORO MUNICIPAL FACILITIES

Applicant: Chas Thawley
 FACILITY: Senior Center
 Date of Event: 2/3/18
 Fee & Bond Paid: \$400

Motion to approve use of the Municipal Facilities Councilman Deichert, Second Councilman Flynn

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Deichert	Aye	Councilman Deterding	Aye
	Councilman Flynn	Aye	Councilman MacFerren	Aye

CLOSING COMMENTS

Councilmen Deterding, Flynn, Deichert and Mayor and Council thanked everyone for their support and they look forward to serving Gibbsboro in 2018.

MEETING OPEN TO THE PUBLIC

No comment from the Public

CLOSED TO THE PUBLIC

MEETING ADJOURNED AT 7:00 P.M. COUNCILMAN BONSALL, SECOND COUNCILMAN BROWN

Anne D. Levy, RMC
 Borough Clerk

Edward G. Campbell, III
 Mayor

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