

JANUARY 7, 2014

**ANNUAL GIBBSBORO REORGANIZATION MEETING MINUTES
JANUARY 7, 2014**

**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:	Absent:
Councilman Gerald Bonsall	None
Councilman Mitchell Brown	
Councilman John Croghan	
Councilman Jack Flynn	
Councilman Michael MacFerren	
Councilwoman Margie Schieber	

Clerk presents Certificate of Election for:

COUNCILMAN GERALD BONSALL

OATH OF OFFICE ADMINISTERED BY MAYOR CAMPBELL

Clerk presents Certificate of Election for:

COUNCILMAN MITCHELL BROWN

OATH OF OFFICE ADMINISTERED BY MAYOR CAMPBELL

COUNCIL IS SEATED

SELECTION OF COUNCIL PRESIDENT:

Nominee: Gerald Bonsall Moved by Councilman Brown, Second by Councilman MacFerren

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

Motion to ratify appointment of Gerald Bonsall - Councilman MacFerren, Second Councilman Croghan

2014-1-01 RESOLUTION APPOINTING COUNCIL PRESIDENT

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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 Gerald Bonsallis hereby appointed Council President for year 2014.

Motion to approve Resolution Councilman MacFerren, Second Councilman Flynn

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

OATH OF OFFICE ADMINISTERED BY SOLICITOR JOHN P. JEHL

Mayor Campbell introduced and invited honored guests – Freeholder Jeffrey Nash and State Senator James Beach to address Council and audience.

Freeholders Nash commented that Gibbsboro really defines Camden County and the people who live in Gibbsboro are really what’s great about Camden County. Gibbsboro has always been very supportive to the needs of the County. The County will be working on Borough streets this year.

Mayor Campbell commented that Camden County is very supportive of Gibbsboro’s open space bikeway system.

Senator Beach addressed council and audience and congratulated Mayor, Council and special staff in doing a great job. He wished council a great year.

APPOINTMENTS:

Borough Solicitor	John P. Jehl, for Jehl & Fabian	12/31/14
Borough Engineer	Gregory Fusco, Acting for KEI Associates	12/31/14
Borough Auditor	Leon P. Costello, Acting for Ford, Scott & Associates, LLC	12/31/14
Borough Planner	Brian M. Slaugh, Acting for Clarke, Caton, Hintz	12/31/14

Motion to ratify appointments Councilman Bonsall, Second Councilman MacFerren

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

2014-1-02 RESOLUTION APPOINTING BOROUGH SOLICITOR

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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 dated 2014 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.

EDWARD G. CAMPBELL, III
MAYOR

ANNE D. LEVY, RMC
BOROUGH CLERK

2014-1-03 RESOLUTION APPOINTING BOROUGH ENGINEER

WHEREAS, there exists the need for the appointment of a Borough Engineer for the year 2014; 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

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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;

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, 2014 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.

EDWARD G. CAMPBELL, III
MAYOR

ANNE D. LEVY
BOROUGH CLERK

2014-1-04 RESOLUTION APPOINTING BOROUGH AUDITOR

WHEREAS, there exists the need for the appointment of a Borough Auditor for the year 2014; 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 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

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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.

EDWARD G. CAMPBELL, III
MAYOR
2014-1-05

ANNE D. LEVY
BOROUGH CLERK

RESOLUTION APPOINTING BOROUGH PLANNER

WHEREAS, there exists the need for the appointment of a Borough Planner for the year 2014; 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. Slaugh, 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. Slaugh 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.

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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.

EDWARD G. CAMPBELL, III
MAYOR

ANNE D. LEVY
BOROUGH CLERK

Motion to approve Resolutions Councilman Bonsall, Second Councilman MacFerren

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

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

MAYOR CAMPBELL MAKES THE FOLLOWING APPOINTMENTS:

	<u>ENVIRONMENTAL COMMISSION</u>		
Member	Gary C. Dodd		12/31/16
	<u>PLANNING/ZONING BOARD</u>		
Member, Class 2	Susan R. Croll		12/31/14
Member, Alt. #1	Patricia Croghan		12/31/15
Member, Alt. #2 (Unexpir)	George P. Miller, III		12/31/14

NOMINEES FOR PLANNING BOARD, CLASS #3

Nominee Gerald Bonsall Moved by Councilwoman Schieber, Second by Councilman Flynn

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

Motion to ratify appointment of Gerald Bonsall– Councilman MacFerren, Second Councilman Croghan

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

	<u>BOARD OF RECREATION COMMISSIONERS</u>		
Member	Gerald Bonsall		12/31/16

OATH OF OFFICE ADMINISTERED BY SOLICITOR JOHN JEHL

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MAYOR CAMPBELL MAKES THE FOLLOWING APPOINTMENTS:

OTHER APPOINTMENTS

Borough Historian	Mayor Edward Campbell	12/31/14
Editor, Town Crier	Mayor Edward Campbell	12/31/14
Construction Official	Raymond L. Hallworth	12/31/17
Compliance Officer	Raymond L. Hallworth	12/31/14
Zoning Official	Raymond L. Hallworth	12/31/14
Sewer Operator	David Kennedy	12/31/14
Sewer Clerk	Patricia Capasso	12/31/14
Tax Collector	Patricia Capasso	12/31/17
Fire Official/Inspector	John Zuggi	12/31/14
Fire Inspector	Stephen Buchhofer	12/31/14
Police Matron	Peggy Mason	12/31/14

MUNICIPAL COURT

Prosecutor	Timothy J. Higgins	12/31/14
Public Defender	Charles Wiggington	12/31/14
Deputy Court Clerk	Heather Campbell	12/31/14

LOCAL ASSISTANCE BOARD

Member	Rose Brown	12/31/17
Member, Unexpired	Pastor Rob Lewis	12/31/16
Council Liaison	Jack Flynn	12/31/14

Motion to ratify appointments Councilman Bonsall, Second Councilman Flynn

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

2014-1-06 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.

Edward G. Campbell, III
Mayor

Anne D. Levy, RMC
Borough Clerk

Motion to Approve Resolution Councilman Bonsall, Second Councilman Brown

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Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

OATH OF OFFICE ADMINISTERED BY SOLICITOR JOHN JEHL

RESOLUTIONS:

2014-1-07 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 2014, and said committees shall consist of the following named persons, with the first being named

Finance, Budget & Grants	Edward Campbell Jerry Bonsall Margie Schieber
Insurance	Mike MacFerren Jack Flynn
License & Inspections	Margie Schieber Michael MacFerren
Buildings & Grounds/Public Works	Jerry Bonsall Michael MacFerren John Croghan
Public Events	Mitch Brown Michael MacFerren Civic Pride
Police Committee	John Croghan Jerry Bonsall Edward Campbell
Environmental/Recycling/Trash	Jack Flynn Mitch Brown
Public Information/Communications	Edward Campbell
Public Assistance	Jack Flynn

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Recreation

Michael MacFerren
Mitch Brown

EEO/CCO

Senior Oversight Committee
(Negotiations, Audit, Training)

John Croghan
Edward Campbell
Michael MacFerren
Jerry Bonsall
John Flynn
Jerry Bonsall
Jack Croghan

Liaison – Environmental
Liaison – Planning/Zoning Board
Liaison – Library

2014-1-08 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 2014:

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

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

2014-1-09 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

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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 2014 as provided by statute.

**BOROUGH OF GIBBSBORO
TEMPORARY BUDGET PER NJSA 40A:4-19
CURRENT FUND
2014**

GENERAL GOVERNMENT

Administrative & Executive

Salaries & Wages	\$ 5,750.00
Other Expenses	250.00

Municipal Clerk:

Salaries & Wages	16,575.00
Other Expenses	13,750.00

Financial Administration

Salaries & Wages	5,000.00
Other Expenses	4,000.00

Audit Services

Other Expenses	7,125.00
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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
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Engineering Services & Costs

Other Expenses	8,750.00
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Municipal Land Use Law

Planning Board

Salaries & Wages	892.50
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Other Expenses	2,500.00
Preparation of Master Plan	10,000.00
Zoning Board of Adjustments	
Salaries & Wages	1,530.00
Other Expenses	1,250.00
Municipal Court	
Salaries & Wages	13,250.00
Other Expenses	1,500.00
Public Defender	
Other Expenses	750.00
PUBLIC SAFETY:	
Fire	
Other Expenses:	
Fire Hydrant Service	10,750.00
Aid to Volunteer Fire Co.	12,650.00
Police	
Salaries & Wages	77,500.00
Other Expenses	35,000.00
Office of Emergency Management	
Salaries & Wages	500.00
Other Expenses	125.00
Municipal Prosecutor	
Salaries & Wages	1,150.00
PUBLIC WORKS	
Salaries & Wages	15,000.00
Other Expenses	27,500.00
Public Buildings & Grounds	
Other Expenses	30,000.00
Recycling Program	
Contractual	22,500.00

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Garbage & Trash Removal
Contractual 45,000.00

HEALTH & WELFARE

Dog Regulation
Salaries & Wages 0.00
Other Expenses 2,750.00

Adm. of Public Assistance
Salaries & Wages 950.00
Other Expenses 125.00

Environmental Commission
Other Expenses 750.00

PARKS & RECREATION:

Recreation
Other Expenses 500.00

Public Library
Salaries & Wages 2,250.00
Other Expenses 625.00

Senior Citizen's Program
Other Expenses 1,250.00

Insurance
Other Insurance Premiums 2,500.00
Liability 10,925.00
Workers Compensation 9,018.00
Group Insurance Employees 47,900.50

STATE UNIFORM CONSTRUCTION CODE

Construction Official
Salaries & Wages 6,875.00
Other Expenses 3,750.00

Subcode Official
Plumbing Inspector SW 750.00

Electrical Subcode Inspector
SW 750.00

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Fire Subcode Inspector SW	750.00
Fire Safety Official Salaries & Wages	775.00
Other Expenses	1,875.00
Fire Safety Inspections Salaries & Wages	1,500.00
Celebration of Public Events Other Expenses	8,750.00
Street Lighting	12,000.00
Statutory Expenditures Contribution to:	
PFRS	57,417.00
PERS	24,525.00
Social Security (O.A.S.I.)	12,875.00
Unemployment Compensation	702.50

SEWER UTILITY FUND

OPERATING	
Salaries	\$ 178.50
Other Expenses	\$ 892.50
DEBT SERVICE	
Bond Principal	\$110,000.00
Bond Interest	\$ 47,693.76
NJEIT Loan Payment	\$138,391.42

2014-1-10 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 2014 in the absence of any procedure set forth in statutes of this State or Ordinances of this Borough.

2014-1-11 RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR PUBLICATION

BE IT RESOLVED BY THE Mayor and Borough Council of the Borough of Gibbsboro, County of

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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 2014:

The Courier Post	Cherry Hill, NJ
Philadelphia Inquirer	Cherry Hill, NJ
Central Record	Montgomery, PA
The Trenton Times	Trenton, NJ
The Star Ledger	Essex County, NJ

2014-1-12 **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:

COUNCIL MEETINGS 7:00 PM

February 12, 2014
March 12, 2014
April 09, 2014
May 14, 2014
June 11, 2014
July 09, 2014
August 13, 2014
September 10, 2014
October 8, 2014
November 12, 2014
December 10, 2014
REORGANIZATION

January 7, 2015

2014-1-13 **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	1 st Monday	7:30 p.m.
Planning/Zoning Board	2 nd Tuesday	7:00 p.m.

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2014-1-14

**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.

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.

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- 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 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. SeniorCenter 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. TD Bank | 11. Security Savings & Loan |
| 2. Hudson Bank | 12. Columbia Savings |
| 3. Equity National Bank | 13. United Jersey Bank |
| 4. Sovereign Bank | 14. Bank of America |
| 5. PNC Bank | 15. Haddon Savings Bank |
| 6. Mellon/PSFS | 16. Citizens Bank |
| 7. New Jersey National Bank | 17. Countywide Bank |
| 8. Cornerstone Bank | 18. Sterling Bank |
| 9. Parke Bank | 19. The Bank |
| 10. Sun National Bank | 20. Wells Fargo |

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 Bonsall
Borough Clerk.....Councilman MacFerren

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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.

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.

2014-1-15 **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).

2014-1-18 **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

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Borough of Gibbsboro for the year 2014.

2014-1-19 **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.

2014-1-20 **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%

2014-1-21 **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.

2014-1-22 **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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2014-1-23 **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.

2014-1-24 **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 2014.

2014-1-25 **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).

2014-1-26 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

2014-1-27

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 time to time to maximum amount established:

OFFICIAL

AMOUNT

Borough Clerk

\$100.00

2014-1-28

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 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 –

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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

2014-1-29 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 2014 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 2014 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 2014 tax credits under \$10.00.
2. That a certified copy of this Resolution be forwarded to the Borough Tax Collector and Borough Auditor.

2014-1-30 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 2014 tax credits under \$1.00; and

JANUARY 7, 2014

WHEREAS, it is the design of the Mayor and Borough Council of the Borough of Gibbsboro to authorize the Sewer Clerk to cancel certain 2014 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 2014 sewer credits under \$1.00.
2. That a certified copy of this Resolution be forwarded to the Borough Sewer Clerk and Borough Auditor.

2014-1-31 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 **Michael MacFerren** will be Fund Commissioner for the Local Unit from January 1, 2014 to December 31, 2014.

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.

2014-1-32 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.

2014-1-33 RESOLUTION RECONFIRMING THE DEDICATED TAX RATE FOR THE MUNICIPAL OPEN SPACE, RECREATION, FARMLAND AND

JANUARY 7, 2014

**HISTORIC PRESERVATION TRUST FUND FORTAX 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.

2014-1-34 **RESOLUTION ESTABLISHING SALARIES OF MUNICIPAL
OFFICIALS AND EMPLOYEES OF THE BOROUGH OF
GIBBSBORO, COUNTY OF CAMDEN FOR THE YEAR 2014**

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 2014:

<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*	\$51,245.00

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

General Clerk	\$12.75
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FINANCE

JANUARY 7, 2014

Chief Finance Officer \$ 7,310.00

COURT

Municipal Judge \$ 7,803.00

Municipal Court Administrator \$37,827.00

Deputy Court Clerk/Violations Clerk \$ 1,791.00

Municipal Prosecutor \$ 4,657.00

Public Defender \$ 2,796.00

Court Clerk (Adm) \$12.50

Court Clerk (Court Night Recorder) \$20.00

SEWER

Clerk \$ 6,786.00

TAX OFFICE

Tax Collector/Tax Search Clerk \$ 9,372.00

TAX ASSESSOR

Assessor \$ 8,159.00

Clerk \$12.75

CONSTRUCTION

Construction Subcode Official \$ 6,624.00

Building Inspector 3,879.00

Electrical subcode Official/Inspector 2,335.00

Plumbing subcode Official/Inspector 2,335.00

Fire subcode Official/Inspector 2,335.00

Clerk \$12.75

Municipal Compliance Officer \$ 3,313.00

Zoning Officer \$ 3,372.00

Fire Official (Safety) \$ 2,865.00

Fire Inspector (Safety)

Zuggi \$ 2,123.00

Buchhofer \$ 2,123.00

LIBRARY

Library Director \$9.88

Assistant Library Director \$8.25

Assistant Library \$8.25

LOCAL ASSISTANCE

JANUARY 7, 2014

Director, Public Assistance \$ 3,680.00

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	\$65.00	
Police Chief		\$65,247.00
PT Officer Fisher	\$17.84	\$18.20
Police Matron		\$ 100/Per call out
Crossing Guard #1 - Peggy Mason	\$42.64	
Crossing Guard #2 - Rachel Russell	\$29.72	
Crossing Guard #3 – Heather Nilan	\$28.43	
Crossing Guard #4 –	\$24.85	
Emergency Management Coordinator		\$ 1,953.00

PUBLIC WORKS

Public Works Supervisor	\$20.05
PW Asst. (Steve Head)	\$15.96
P.W. Employees	\$12.00

BOARDS AND COMMISSIONS

Secretary, Planning Board	\$ 2,183.00
Secretary, Zoning Board	\$ 2,183.00

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 2014.

2014-1-35 RESOLUTION DRAWING UPON LETTER OF CREDIT WITH REGARD TO HIGH RIDGE PROFESSIONAL CONDOMINIUMS IMPROVEMENTS

The Borough Engineers of the Borough of Gibbsboro having determined that the improvements required to complete the High Ridge Professional Condominiums project have not been completed and that the cost of completion of the remaining improvement is \$231,042.60.

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NOW THEREFORE BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that the Mayor and Borough Council endorse the findings of the engineer stating that the improvements have not been approved or accepted and therefore Fulton Bank acting on behalf of The Bank shall be notified of the intention of the Borough to draw upon the Letter of Credit to pay the costs of the incompletions.

2014-1-36 RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH THE VOORHEES ANIMAL ORPHANAGE, INC. TO PROVIDE FOR ANIMAL SHELTER FOR THE BOROUGH OF GIBBSBORO

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 Mayor is hereby authorized to execute an Agreement with the Voorhees Animal Orphanage, Inc. to provide place and/or house surrendered and stray domestic animals obtained within the Borough of Gibbsboro; and

BE IT FURTHER RESOLVED that the contractor shall run for a two year period at the rate of \$325.00 per month.

Motion to Approve Resolutions Councilman MacFerren, Second Councilwoman Schieber

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

ORDINANCES:

FIRST READING:

2014-01 AN ORDINANCE AMENDING CHAPTER 400 ENTITLED "ZONING ORDINANCE OF THE BOROUGH OF GIBBSBORO", BY AMENDING VARIOUS ZONING DISTRICTS TO ADDRESS LOT AND BUILDING COVERAGES IN ACCORDANCE WITH N.J.S.A. 40:55D-65.

Motion to approve Ordinance Councilman Bonsall, Second Councilman Croghan

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

2014-02 AN ORDINANCE AMENDING CHAPTER 400 ENTITLED "ZONING ORDINANCE OF THE BOROUGH OF GIBBSBORO" ON SPECIAL

JANUARY 7, 2014

EXCEPTIONS IN ACCORDANCE WITH N.J.S.A. 40:55D-65.

Motion to approve Ordinance Councilman Bonsall, Second Councilman Flynn

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

MINUTES:

Motion to dispense reading and approve minutes of 12/11/13 Councilwoman Schieber, Second Councilman Bonsall

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

VOUCHERS

Motion to dispense reading and approve vouchers in the amount of \$965,021.33 charged as follows:

FY 2013 Current Fund:	\$23,601.95
FY 2013 Sewer fund:	\$ 2,364.21
FY 2013 Grant Trust	\$ 1,104.67
FY 2014 Current Fund	\$ 937,758.00
FY 2014 Other Trust	\$192.50

Councilman Bonsall, Second Councilwoman Schieber

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

CLOSING COMMENTS

Councilmen Bonsall and Brown commented that it is an honor to serve the Borough and thanked family and friends for their support.

MEETING OPEN TO THE PUBLIC

No comment from the public.

CLOSED TO THE PUBLIC

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

Voice Vote:	Councilman Bonsall	Aye	Councilman Brown	Aye
	Councilman Croghan	Aye	Councilman Flynn	Aye
	Councilman MacFerren	Aye	Councilwoman Schieber	Aye

Anne D. Levy, RMC
Borough Clerk

Edward G. Campbell, III
Mayor

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