

BOROUGH OF GIBBSBORO
REORGANIZATION MEETING MINUTES
January 4, 2023
7:00 P.M.

Meeting called to order at 7:00 p.m.

Pledge of Allegiance

Mayor Campbell read the Opening Statement: "All the notice requirements of the Open Public Meeting Act have been complied with in full."

ROLL CALL

Present:

Councilman Mitchell Brown
Councilman Fred Deterding
Councilwoman Christine Karsh
Councilman Michael MacFerren
Councilman Ronald Rickert
Councilman Glenn Werner

Absent:

Mayor Campbell administers the oath of office to:
Councilman Mitch Brown
Councilman Ronald Rickert

NOMINATION OF COUNCIL PRESIDENT

Motion to nominate Michael MacFerren – Councilman Brown, second Councilman Rickert

2023-1-01 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 Michael MacFerren is hereby appointed Council President for year 2023.

Vote: Ayes unanimous

APPOINTMENTS BY COUNCIL:

Borough Solicitor	John P. Jehl Law Offices of John P. Jehl	12/31/23
Borough Engineer	Gregory Fusco, Acting for Key Engineers	12/31/23
Borough Auditor	Leon P. Costello, Acting for Ford, Scott & Associates, LLC	12/31/23
Borough Planner	Brian M. Slaugh, Acting for Clarke, Caton, Hintz	12/31/23
Special Counsel	Joseph F. Fabian, Acting for McCrink, Kehler & McCrink	12/31/23

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Motion to ratify appointments – Councilman Rickert, second Councilman MacFerren

Vote: Ayes unanimous

2023-1-02 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 John P. Jehl 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 John P. Jehl, Voorhees, 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 Borough Clerk.
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.

2023-1-03 RESOLUTION APPOINTING BOROUGH ENGINEER

WHEREAS, there exists the need for the appointment of a Borough Engineer for the year 2023; 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 Key Engineers, 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 Key Engineers, 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 Borough Clerk.

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.

2023-1-04 RESOLUTION APPOINTING BOROUGH AUDITOR

WHEREAS, there exists the need for the appointment of a Borough Auditor for the year 2023;
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 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.

2023-1-05 RESOLUTION APPOINTING BOROUGH PLANNER

WHEREAS, there exists the need for the appointment of a Borough Planner for the year 2023;
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 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.

2023-1-36 RESOLUTION APPOINTING SPECIAL COUNSEL

WHEREAS, there exists a need for the appointment of Special Counsel for specialized legal services in connection with Tax Foreclosures in the County of Camden, State of New Jersey, including the rendering of legal opinions; and

WHEREAS, such special legal services can be provided only by a recognized firm, and that Joseph F. Fabian of the law firm of McCrink, Kehler & McCrink, West Berlin, New Jersey is so recognized by the legal community; and

WHEREAS, funds are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that the law firm of McCrink, Kehler & McCrink, West Berlin, New Jersey is hereby retained to provide specialized legal services necessary in connection with Tax Foreclosures.

Motion to approve resolutions – Councilman MacFerren, second Councilman Brown

Vote: Ayes unanimous

MAYORAL APPOINTMENTS:

	<u>ENVIRONMENTAL COMMISSION</u>	
Member	Gary C. Dodd	12/31/25
	<u>PLANNING/ZONING BOARD</u>	
Member, Class #2	Barry Rothberg	12/31/23
Member, Class #4	Susan Croll	12/31/26
Member, Class #4	Michael Kelly (unexpired term)	12/31/25
Member, Alternate #1	Dennis Deichert (unexpired term)	12/31/23
Member, Alternate #2	John Ritz	12/31/24

ADVICE & CONSENT APPOINTMENTS:

NOMINATION OF PLANNING BOARD MEMBER, CLASS #3

Motion to nominate Michael MacFerren – Councilman Rickert, second Councilwoman Karcsh

Vote: Ayes unanimous

	<u>OTHER APPOINTMENTS</u>	
Borough Historian	Mayor Edward Campbell	12/31/23
Editor, Town Crier	Mayor Edward Campbell	12/31/23
Compliance Officer	Craig Fallstick	12/31/23

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Zoning Official	Peter Carbone	12/31/23
Fire Official	Craig Fallstick	12/31/23
Sewer Operator	James Stevenson	12/31/23
Sewer Clerk	Kevin Hatch	12/31/23
Emerg. Mgmt. Coord.	Barry Rothberg	12/31/25
Temp. Clerk	Michael Kelly	90 days

MUNICIPAL COURT

Prosecutor	Timothy J. Higgins	12/31/23
Public Defender	Charles Wigginton	12/31/23

2023-1-06 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 4, 2023 by the Mayor are hereby ratified and approved.

Motion to approve resolution – Councilman MacFerren, second Councilman Werner

Vote: Ayes unanimous

Solicitor Jack Jehl administers the oath of office

RESOLUTIONS

2023-1-07 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 2023, and said committees shall consist of the following named persons, with the first being named Chairperson:

Finance, Budget & Grants	Edward Campbell
Insurance	Glenn Werner
License & Inspections	Michael MacFerren Glenn Werner
Buildings & Grounds/Public Works	Ron Rickert Michael MacFerren
Public Events	Christine Karcsch Mitch Brown
Police Committee	Edward Campbell Mitch Brown Ron Rickert

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Environmental	Christine Karcsch Mitch Brown
Public Information/Communications	Edward Campbell Glenn Werner
Recreation	Michael MacFerren Mitch Brown
Board of Health Advisory	Fred Deterding Mitch Brown
Trash/Recycling	Fred Deterding Ron Rickert
EEO/CCO	Fred Deterding
Senior Oversight Committee (Negotiations, Audit, Training)	Edward Campbell Michael MacFerren
Liaison – Environmental	
Liaison – Planning/Zoning Board	
Economic Development	Edward Campbell Glenn Werner Ron Rickert

2023-1-08 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 2023:

7:00 P.M. Meeting called to order
Roll Call
Ordinances - First Reading
Ordinances - Second Reading
Resolutions
Report of Committees
Report of Municipal Officers
Correspondence
Old Business
New Business
Minutes
Vouchers
Informational
Public Comment
Adjournment

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

2023-1-09 RESOLUTION ADOPTING A 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 (90) days from this date, or until the adoption of the budget for the Borough of Gibbsboro for the year 2023 as provided by statute.

See Attached.

2023-1-10 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 2023 in the absence of any procedure set forth in statutes of this State or Ordinances of this Borough.

2023-1-11 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 2023:

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

2023-1-12 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 at 49 Kirkwood Road, Gibbsboro, New Jersey every second Tuesday of the month at 7:00 P.M. unless otherwise stated.

February 14, 2023	August 8 2023
March 14, 2023	September 12, 2023
April 11, 2023	October 10, 2023
May 9, 2023	November 14, 2023
June 13, 2023	December 12, 2023
July 11, 2023	January 2, 2024 – Reorganization

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2023-1-13 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 Tuesday	7:00 p.m.
Environmental Commission	1 st Monday	7:00 p.m.
Planning/Zoning Board	4 th Wednesday	7:00 p.m.

2023-1-14 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.

2023-1-15 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).

2023-1-16 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 Amy C. Troxel, RMC, 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.

2023-1-17 RESOLUTION APPOINTING TAX COLLECTOR AS MUNICIPAL LIEN OFFICER

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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 pursuant to N.J.S.A. 54:5-11, Kevin W. Hatch, 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 set forth therein.

2023-1-18 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 Darlene Campbell, 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 2023.

2023-1-19 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.

2023-1-20 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 \$1,500.00, and eighteen percent (18%) per annum on any amount in excess of \$1,500.00, and that the interest on such taxes be waived provided payment thereof shall be received by the Tax Collector or Sewer Clerk within ten (10) days 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%

2023-1-21 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 (\$500.00), said amount to cover any possible errors and omissions that may occur in that office.

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2023-1-22 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.

2023-1-23 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.

2023-1-24 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 COUNCILWOMAN CHRISTINE KARCSH is appointed Public Agency Compliance and Civil Rights Compliance Officer for the year 2023.

2023-1-25 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 Investors Bank of New Jersey, Marlton, New Jersey, or one of its branches, thereof, entitled as follows:

1. Chief Financial Officer
 - A. Current
 - B. Sewer Capital
 - C. General Capital
 - D. Dog Trust
 - E. Trust Other
 - F. Sewer Operating

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- G. Clearing Account
- H. Municipal Open Space, Recreation,
Farmland & Historic Preservation
Trust Fund
- I. Affordable Housing
- 2. Tax Collector
 - A. Tax Redemption Account
 - B. Sewer Operating
- 3. Court Clerk, Deputy Court Clerk & Judge
 - A. Municipal Court Account
 - B. Municipal Bail Account
- 4. Borough Clerk
 - A. Borough Clerk Account
 - B. Payroll Account
- 5. Construction Official
 - A. Construction Official Account
- 6. Fire Official
 - A. Fire Safety Registration
 - B. Life Hazard Fees

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).

2023-1-26 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
Tax Collector	\$ 100.00

2023-1-27 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

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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

2023-1-28 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

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 – 1st two cards
- \$ 5.00 Fingerprinting for additional cards
- \$ 5.00 Accident reports in accordance with N.J.S.A. 39:4-131
- \$ 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.
- \$ 10.00 Certified list of properties within 200 feet
- \$ 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
- \$175.00 CCO, Initial Inspection within 2 business days
- \$150.00 CCO, Initial Inspection within 5 business days
- \$125.00 CCO, Initial Inspection within 10 business days
- \$ 50.00 CCO, second and subsequent Reinspection (first reinspection is free)

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

2023-1-29 RESOLUTION CANCELING CERTAIN TAX CREDIT UNDER TEN DOLLARS

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WHEREAS, N.J.S.A. 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 2023 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 2023 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 N.J.S.A. 40A:5-17.1 and P.L. 1996 C. 113, to cancel certain 2023 tax credits under \$10.00.
2. That a certified copy of this Resolution be forwarded to the Borough Tax Collector and Borough Auditor.

2023-1-30 RESOLUTION CANCELING CERTAIN SEWER CREDITS UNDER ONE DOLLAR

WHEREAS, N.J.S.A. 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 2023 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 2023 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 N.J.S.A. 40A:5-17.1 and P.L. 1996 C. 113, to cancel certain 2023 sewer credits under \$1.00.
2. That a certified copy of this Resolution be forwarded to the Borough Sewer Clerk and Borough Auditor.

2023-1-31 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 COUNCILMAN GLENN WERNER will be Fund Commissioner for the Local Unit from January 1, 2023 to December 31, 2023.

BE IT FURTHER RESOLVED that Alternate Fund Commissioner shall be Amy C. Troxel, RMC, Borough Clerk.

BE IT FURTHER RESOLVED that any stipend, salary and/or compensation received from

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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.

2023-1-32 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.

2023-1-33 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.

2023-1-34 RESOLUTION ESTABLISHING SALARIES OF MUNICIPAL OFFICIALS AND EMPLOYEES OF THE BOROUGH OF GIBBSBORO, COUNTY OF CAMDEN FOR THE YEAR 2023

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 2023:

NOTE: All employees will be paid bi-weekly. Mayor and Council will be paid quarterly concurrent with the first pay.

Position	Hourly Rate	Annual Salary	Other
Executive/Legislative			
Mayor		\$3416.00	
Members of Council		\$3252.00	
Administrative			
Municipal Clerk (<i>Amy Troxel</i>)		\$63,339.00	

* Includes Municipal Search Clerk, Registrar of Vital Statistics, Election Official, Registrar of

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Position	Hourly Rate	Annual Salary Other
Voters, Board of Health, and Purchasing Agent		
General Clerk (<i>Ashley Horay</i>)		\$25,592.00
* Includes Purchasing Clerk, Dog Registrar		
Cleaning Services (<i>Ashley Horay</i>)		\$10,340.00
Finance		
Chief Finance Officer (<i>Albert Stanley</i>)		\$11,319.00
Qualified Purchasing Agent (<i>Albert Stanley</i>)		\$1067.00
Tax Office		
Tax Collector/Tax Search Clerk (<i>Kevin Hatch</i>)		\$12,264.00
Tax Clerk (<i>Ashley Horay</i>)		\$5000.00
Tax Assessor		
Assessor (<i>Darlene Campbell</i>)		\$8159.00
Sewer		
Sewer Clerk (<i>Kevin Hatch</i>)		\$5333.00
Court		
Municipal Judge – 12 courts (<i>Roderick Baltimore</i>)		\$9374.00
Each additional court		\$300.00
Municipal Prosecutor – 12 courts (<i>Timothy Higgins</i>)		\$5594.00
Each additional court		\$250.00
Public Defender (<i>Charles Wigginton</i>)		\$3363.00
Construction		
Construction Clerk (<i>Tina Bartell</i>)		\$33,597.00
* Includes Technical Assistant to the Construction Officer and Assessor Clerk		
Construction Official (<i>Peter Carbone</i>)		\$8245.00
Municipal Compliance Officer (<i>Craig Fallstick</i>)		\$4124.00
Per CCO reinspection fee charged		\$ 25.00
Zoning Officer (<i>Peter Carbone</i>)		\$2358.00
Building Subcode Official (<i>Edward Toussaint</i>)		\$4124.00
Electrical Subcode Official (<i>Stephen Buchhofer</i>)		\$2808.00
Plumbing Subcode Official (<i>Stephen Buchhofer</i>)		\$2808.00
Fire Subcode Official (<i>Stephen Buchhofer</i>)		\$2808.00
Fire Safety		
Fire Official (<i>Craig Fallstick</i>)		\$3444.00

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Position	Hourly Rate	Annual Salary	Other
Fire Inspector (<i>Craig Fallstick</i>)		\$3696.00	
Library			
Public Safety			
Police Chief (<i>Brian Leadley</i>)		\$82,500.00	
Class 1 Special Officer (Summer Sklivas)	\$15.30		
Crossing Guards	\$24.33		
<i>Brian Dawson</i>			
<i>Maria Linvill</i>			
* 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.			
Emergency Management			
Emergency Management Coordinator (<i>Barry Rothberg</i>)			\$3700.00
Temporary OEM Clerk (<i>Michael Kelly</i> , 90 days)		\$1000.00	
Public Works			
Public Works Supervisor (<i>Wallace Pratz</i>)	\$25.35		
Public Works (<i>Colin Pratz</i>)	\$20.50		
Boards & Commissions			
Secretary of Planning/Zoning Board (<i>Amy Troxel</i>)		\$6267.00	

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 2023.

2023-1-35 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

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

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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.

2023-1-37 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

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 2023 calendar year.

2023-1-38 RESOLUTION AUTHORIZING THE BOROUGH CLERK TO ISSUE LICENSES FOR GAMES OF CHANCE

WHEREAS, the Borough of Gibbsboro having adopted Ordinance Chapter 203, et seq. regulating and authorizing the issuance of licenses for legalized games of chance and the Mayor and Borough Council wishing to adopt procedures for issuance of such licenses,

NOW THEREFORE BE IT RESOLVED by the Mayor and Borough Council of the Borough of Gibbsboro that the Municipal Clerk is hereby authorized and delegated the authority to approve the granting of licenses of games of chance including raffle and bingo licenses to be held in the Borough of Gibbsboro.

IT IS FURTHER RESOLVED that the Clerk shall report a detailed listing of all games of chance including raffle and/or bingo licenses authorized by the Clerk at the next regularly scheduled meeting of the Mayor and Council.

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2023-1-39 RESOLUTION AUTHORIZING THE EXTENSION OF ANIMAL CONTROL SERVICES CONTRACT FOR 2023

BE IT RESOLVED by the Mayor and Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that Independent Animal Care Services, Inc. is hereby extending the contract for the 2023 year under the same terms and conditions of the current contract for animal control services.

2023-1-40 RESOLUTION AUTHORIZING PRE-PAYMENT OF CERTAIN BILLS FOR 2023

WHEREAS, the Borough of Gibbsboro has budgeted funds for payment of obligations including, utilities, payroll, debt service, governmental fees and other statutory payments, insurance, and for the advertising, printing and mailing costs of the Borough; and

WHEREAS, the payment of these items occasionally arrives out of time for placement on the next available list of bills and claims, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

WHEREAS, the Borough's Chief Financial Officer and Borough Attorney have advised that the governing body may provide for the pre-payment of these items, so that they may be paid in a timely manner without penalty.

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 Chief Financial Officer be and is hereby authorized to make pre-payment of the following items prior to the same appearing on the next meeting's list of bills and claims:

1. Utilities (electric, gas, water, sewer and telephone, cellular telephone, gasoline, internet providers, etc.).
2. Borough payroll and payroll agencies.
3. Debt service as evidenced by pre-authorized bonds and/or notes.
4. Health and other insurance premiums and/or claims.
5. Governmental fees and other statutory payments (school, county, sewage authority, state and county fees).
6. Bills pertaining to the advertising, printing and mailing costs of the Borough.
7. Inter-fund Obligations.
8. Purchase of Investments

2023-1-41 RESOLUTION AUTHORIZING AN AGREEMENT WITH VOORHEES ANIMAL ORPHANAGE FOR SHELTER SERVICES

BE IT RESOLVED by the Mayor and Council of the Borough of Gibbsboro, County of Camden, State of New Jersey, that a shelter services agreement is made by and between Voorhees Animal Orphanage and the Borough of Gibbsboro for a term of two years, commencing on January 1, 2023 through January 1, 2025.

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2023-1-42 RESOLUTION AUTHORIZING THE REFUND OF PERMIT FEES TO EMMONS ROOFING

WHEREAS, Emmons Roofing paid the required Borough fee of \$1348.00 for a permit; and

WHEREAS, the Borough shall waive all building Subcode fees payable to the Borough of Gibbsboro for any non-profit organization; and

WHEREAS, the Borough permit fee of \$1348.00 be refunded.

BE IT RESOLVED, by Mayor and Council of the Borough of Gibbsboro, County of Camden, State of New Jersey that a refund of \$1348.00 is to be issued to Emmons Roofing.

2023-1-43 RESOLUTION APPOINTING BARRY ROTHBERG AS EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, N.J.S.A. app. A:9-40.1 provides for the appointment of an Emergency Management Coordinator subject to certain conditions for a term of three (3) years; and

WHEREAS, it is in the interest of the residents of the Borough of Gibbsboro that an Emergency Management Coordinator be forthwith appointed; and

WHEREAS, the Mayor and Council of the Borough of Gibbsboro wish to appoint BARRY ROTHBERG as Emergency Management Coordinator in the Borough of Gibbsboro.

BE IT RESOLVED, by Mayor and Council of the Borough of Gibbsboro that BARRY ROTHBERG is hereby appointed as Emergency Management Coordinator in the Borough of Gibbsboro, County of Camden, State of New Jersey for a three (3) year term, ending December 31, 2025.

Motion to approve resolutions – Councilman MacFerren, second Councilman Brown

Vote: Ayes unanimous

ORDINANCES FOR FIRST READING None

ORDINANCES FOR SECOND READING None

CORRESPONDENCE None

OLD BUSINESS

1. VOIP PHONE PROPOSAL

Motion to award to FluentStream for a 36-month agreement period – Councilman Rickert, second Councilman MacFerren

Vote: Ayes unanimous

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NEW BUSINESS

1. POLICE PROMOTIONS

Sergeant Anthony Treger (promoted October --, 2022)
Sergeant Ryan Picou
Corporal Michael Patterson
Corporal Cole Mangold

Motion to ratify promotions – Councilman Brown, second Councilman Deterding

Mayor Campbell administers the oath of office

MINUTES None

VOUCHERS

Motion to dispense reading and approve vouchers in the amount of \$169,155.43 – Councilman MacFerren, second Councilman Rickert

Vote: Ayes unanimous

INFORMATIONAL

1. Tax Collector Report of Receipts, dated 12/30/22, regarding 2022 Tax Sale.
2. Civic Pride Committee meeting at Senior Recreation Center on Wednesday, January 11, 2023.
3. Annual Rabies Clinic scheduled for Saturday, 2/18/23 from 9-11 a.m. at the Gibbsboro Fire Hall.
4. Next regular meeting of the Mayor and Council of the Borough of Gibbsboro is Tuesday, February 14, 2023 at 7:00 P.M.

MEETING OPEN TO THE PUBLIC

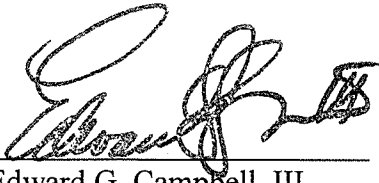
No comment

ADJOURNMENT

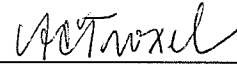
Motion to adjourn at 7:35 p.m. – Councilman Rickert, second Councilman Brown

Vote: Ayes unanimous

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Edward G. Campbell, III
Mayor



Amy C. Troxel, RMC
Borough Clerk

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