

**BOROUGH OF GIBBSBORO**  
**REORGANIZATION MEETING MINUTES**  
**January 6, 2021**  
**7:00 P.M.**

**Meeting called to order**

**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 Karcsh  
Councilman Michael MacFerren  
Councilman Glenn Werner

**Absent:**

Councilman Ronald Rickert

John P. Jehl, Solicitor

Gregory B. Fusco, Engineer

**NOMINATION OF COUNCIL PRESIDENT**

Motion to nominate Michael MacFerren to serve as Council President for year 2021  
Councilman Deterding, second Councilman Brown

**2021-1-01 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 2021.

Vote: M.B. Aye    F.D. Aye    C.K. Aye    M.M. Aye    R.R. Absent    G.W. Aye

**APPOINTMENTS BY COUNCIL**

<b>Borough Solicitor</b>	John P. Jehl Law Offices of John P. Jehl	12/31/21
<b>Borough Engineer</b>	Gregory Fusco, Acting for KEI Associates	12/31/21
<b>Borough Auditor</b>	Leon P. Costello, Acting for Ford, Scott & Associates, LLC	12/31/21
<b>Borough Planner</b>	Brian M. Slauch, Acting for Clarke, Caton, Hintz	12/31/21
<b>Special Counsel</b>	Joseph F. Fabian, Acting for McCrink, Kehler & McCrink	12/31/21

Motion to ratify appointments Councilman MacFerren, second Councilman Brown

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Vote: M.B. Aye F.D. Aye C.K. Aye M.M. Aye R.R. Absent G.W. Aye

**2021-1-02 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. John P. Jehl 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 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.

**2021-1-03 RESOLUTION APPOINTING BOROUGH ENGINEER**

WHEREAS, there exists the need for the appointment of a Borough Engineer for the year 2021; 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

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attached hereto shall be published in the Borough's legal newspaper.

**2021-1-04 RESOLUTION APPOINTING BOROUGH AUDITOR**

WHEREAS, there exists the need for the appointment of a Borough Auditor for the year 2021;  
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.

**2021-1-05 RESOLUTION APPOINTING BOROUGH PLANNER**

WHEREAS, there exists the need for the appointment of a Borough Planner for the year 2021;  
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

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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.

**2021-1-36 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 Werner

Vote: M.B. Aye F.D. Aye C.K. Aye M.M. Aye R.R. Absent G.W. Aye

**NOMINATION OF PLANNING BOARD MEMBER, CLASS #3**

Member, Class #3	Councilman Michael MacFerren	12/31/21
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**APPOINTMENTS BY MAYOR**

	<u>ENVIRONMENTAL COMMISSION</u>	
Member	Brian Ebersol	12/31/23
	<u>PLANNING/ZONING BOARD</u>	
Member, Class #2	Susan R. Croll	12/31/21
Member, Alternate #2	John Ritz	12/31/22
	<u>OTHER APPOINTMENTS</u>	
Borough Historian	Mayor Edward Campbell	12/31/21
Editor, Town Crier	Mayor Edward Campbell	12/31/21
Building Inspector	Bernard Shepherd	12/31/21
Compliance Officer	Bernard Shepherd	12/31/21
Zoning Official	Bernard Shepherd	12/31/21
Sewer Operator	James Stevenson	12/31/21
Sewer Clerk	Kevin Hatch	12/31/21
	<u>MUNICIPAL COURT</u>	
Judge	Roderick Baltimore	12/31/23
Prosecutor	Timothy J. Higgins	12/31/21
Public Defender	Charles Wigginton	12/31/21

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BOARD OF HEALTH ADVISORY COMMITTEE

1 Yr.	Michael MacFerren	12/31/21
1 Yr.	Fred Deterding	12/31/21

**2021-1-06 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, 2021 by the Mayor are hereby ratified and approved.

Motion to ratify appointments and approve resolution Councilman MacFerren, second Councilman Brown

Vote: M.B. Aye F.D. Aye C.K. Aye M.M. Aye R.R. Absent G.W. Aye

**RESOLUTIONS**

**2021-1-07 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 2021, 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:** Mitch Brown, Christine Karsh
- Police Committee:** Edward Campbell, Mitch Brown, Ron Rickert
- Environmental:** Mitch Brown, Christine Karsh
- 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:** Edward Campbell, Michael MacFerren, Mitch Brown  
(Negotiations, Audit, Training)
- Economic Development:** Edward Campbell, Glenn Werner, Ron Rickert

**2021-1-08 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 2021:

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COUNCIL MEETING AGENDA

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

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

**2021-1-09 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 2021 as provided by statute.

**2021-1-10 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 2021 in the absence of any procedure set forth in statutes of this State or Ordinances of this Borough.

**2021-1-11 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 2021:

- |                       |                  |
|-----------------------|------------------|
| 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 |

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**2021-1-12 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:

<u>COUNCIL MEETINGS</u>	7:00 P.M.
February 10, 2021	August 11, 2021
March 10, 2021	September 8, 2021
April 14, 2021	October 13, 2021
May 12, 2021	November 10, 2021
June 9, 2021	December 5, 2021
July 14, 2021	January 6, 2021 – Reorganization

**2021-1-13 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 <sup>nd</sup> Wednesday	7:00 P.M.
Environmental Commission	1 <sup>st</sup> Monday	7:00 P.M.
Planning/Zoning Board	2 <sup>nd</sup> Tuesday	7:00 P.M.

**2021-1-14 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.

**2021-1-15 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

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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).

**2021-1-16 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.

**2021-1-17 RESOLUTION APPOINTING TAX COLLECTOR AS MUNICIPAL LIEN 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. 54:5-11, 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.

**2021-1-18 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 2021.

**2021-1-19 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.

**2021-1-20 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



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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%

**2021-1-21 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.

**2021-1-22 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.

**2021-1-23 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.

**2021-1-24 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 2021.

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**2021-1-25 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, Voorhees, New Jersey, or one of its branches, thereof, entitled as follows:

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

**2021-1-26 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.

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<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

**2021-1-27 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

**2021-1-28 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 <sup>st</sup> 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 – 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

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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

**2021-1-29 RESOLUTION CANCELLING CERTAIN TAX CREDIT UNDER TEN DOLLARS**

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 2021 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 2021 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 2021 tax credits under \$10.00.
2. That a certified copy of this Resolution be forwarded to the Borough Tax Collector and Borough Auditor.

**2021-1-30 RESOLUTION CANCELLING 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 2021 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 2021 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 2021 sewer credits under \$1.00.
2. That a certified copy of this Resolution be forwarded to the Borough Sewer Clerk and Borough Auditor.

**2021-1-31 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

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GLENN WERNER will be Fund Commissioner for the Local Unit from January 1, 2021 to December 31, 2021.

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 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.

**2021-1-32 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.

**2021-1-33 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.

**2021-1-35 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

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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.

**2021-1-37 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 2021 calendar year.

**2021-1-38 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.

**2021-1-39 RESOLUTION AUTHORIZING THE EXTENSION OF ANIMAL CONTROL SERVICES CONTRACT FOR 2021**

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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 2021 year under the same terms and conditions of the current contract for animal control services.

**2021-1-40      RESOLUTION AUTHORIZING PRE-PAYMENT OF CERTAIN BILLS FOR 2021**

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

**2021-1-41      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, 2021 through January 1, 2023.

**2021-1-43      RESOLUTION APPOINTING AMY C. TROXEL AS BOROUGH CLERK AND LOCAL REGISTRAR IN THE BOROUGH OF GIBBSBORO**

WHEREAS, pursuant to N.J.S.A. 40A:9-133a., in every municipality there shall be a Municipal Clerk appointed for a three-year term by the governing body of the municipality; and

WHEREAS, pursuant to N.J.S.A. 26:8-11c., the governing body of each registration district

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shall also appoint a Local Registrar; and

WHEREAS, pursuant to N.J.S.A. 26:8-13, if the Local Registrar is the Municipal Clerk, the term of office as Local Registrar shall be concurrent with the term of office of Municipal Clerk; and

WHEREAS, Amy C. Troxel has been serving as Acting Municipal Clerk since October 1, 2019 and has successfully completed the required five courses offered through Rutgers, The State University, and passed the required State examination administered by the Division of Local Government Services, Department of Community Affairs and has been certified as a Registered Municipal Clerk in accordance with the requirements of Chapter 174, Law of 1985.

NOW, THEREFORE BE IT RESOLVED, by Mayor and Borough Council of the Borough of Gibbsboro that Amy C. Troxel be appointed Municipal Clerk and Local Registrar for a term of three years in accordance with N.J.S.A. 40A:9-133.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to:

1. Division of Local Government Services, Department of Community Affairs
2. State Registrar of Vital Statistics

PUBLIC COMMENT ON RESOLUTIONS:           None

Motion to approve resolutions Councilman Deterding, second Councilman MacFerren

Vote: M.B. Aye    F.D. Aye    C.K. Aye    M.M. Aye    R.R. Absent    G.W. Aye

#### **ORDINANCES FOR FIRST READING**

**2021-01        ORDINANCE ADOPTING REVISED STORMWATER MANAGEMENT CONTROL REGULATIONS FOR THE BOROUGH OF GIBBSBORO IN ACCORDANCE WITH THE TIER A MUNICIPAL STORMWATER PERMIT REQUIREMENTS**

Motion to approve ordinance on first reading Councilman Brown, second Councilman Werner

Vote: M.B. Aye    F.D. Aye    C.K. Aye    M.M. Aye    R.R. Absent    G.W. Aye

#### **ORDINANCES FOR SECOND READING**

None

#### **MINUTES**

Motion to dispense reading and approve minutes of 12/9/20 Councilman MacFerren, second Councilman Deterding

Vote: M.B. Aye    F.D. Aye    C.K. Abstain    M.M. Aye    R.R. Absent    G.W. Aye



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**VOUCHERS**

Motion to dispense reading and approve vouchers in the amount of \$1,289,532.49  
Councilman Deterding, second Councilman Brown

Vote: M.B. Aye    F.D. Aye    C.K. Abstain    M.M. Aye    R.R. Absent    G.W. Abstain

**CORRESPONDENCE**

To: Mayor and Council, received 1/4/21  
From: Peggy Mason, Crossing Guard  
Re: Resignation

Motion to accept resignation and authorize the Borough Clerk to draft a letter of thanks for  
Ms. Mason's many hears of service Councilman MacFerren, second Councilman Werner

Vote:

**OLD BUSINESS**

1. RECEIPT OF QUOTES FOR REAL ESTATE APPRAISAL SERVICES AT 105 SOUTH LAKEVIEW DRIVE

Quotes were solicited from the following vendors on 11/23/20 with a submission deadline of 11:00 AM on 12/4/20:

	<u>Total Bid</u>	<u>Additional Services</u> (hourly rate)
J. McHale & Associates*	\$3,600.00	\$275.00
Bruce Associates, Inc.	\$4,000.00	\$300.00
Heil Appraisers	No bid	
Molinary & Associates, PC	\$4,800.00	\$150.00
T.W. Sheehan & Associates	No bid	
Renwick & Associates	\$3,500.00	\$250.00
Caroll McIlhinney, LLC	No bid	
Steven W. Bartelt, MAI	\$3,420.00	\$200.00
Robert M. Sapio	Return to sender	
Aspen Valuation Group, LLC	No bid	

\* Received 12/7/20

Motion to table until the next regular meeting of the Borough Council on February 10, 2021 Councilman MacFerren, second Councilman Deterding

Vote: M.B. Aye    F.D. Aye    C.K. Aye    M.M. Aye    R.R. Absent    G.W. Aye

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**NEW BUSINESS**

**1. REPLACEMENT OF SHINGLED ROOFS – CHANGE ORDER NO. 1**

Treasurer’s Certification has been received by Borough Clerk.

**2021-1-42 RESOLUTION APPROVING CHANGE ORDER NO. 1 – REPLACEMENT OF SHINGLED ROOFS AT THE GIBBSBORO MUNICIPAL BUILDING AND TANGLEWOOD PUMPING STATION**

WHEREAS, it was necessary to make changes in the scope of the work to be done in completing the Replacement of Shingled Roofs at the Gibbsboro Municipal Building and Tanglewood Pumping Station in the Borough of Gibbsboro.

WHEREAS, Change Order No. 1 was developed to itemize and authorize those changes.

WHEREAS, certification has been received by the Borough Finance Officer that sufficient funds have been allocated for this Change Order;

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Gibbsboro that Change Order No. 1 is hereby authorized and approval is hereby granted to revise the contract cost from \$62,002.00 to \$74,000.00.

Motion to approve resolution Councilman Brown, second Councilman MacFerren

Vote: M.B. Aye F.D. Aye C.K. Aye M.M. Aye R.R. Absent G.W. Aye

**2. QUOTES FOR NEW POLICE HIRE UNIFORMS**

Lawman Supply Company, Pennsauken, NJ	\$1128.00
Public Safety Unlimited, Voorhees, NJ	\$1350.00*
Hero Outfitters, West Berlin, NJ	\$1482.00

\* Police Department request to accept bid from Public Safety Unlimited (see letter)

Motion to award purchase to Public Safety Unlimited at two-thirds of quoted price (quote is for three vests, and only two are now needed) Councilman Brown, second Councilman MacFerren

Vote: M.B. Aye F.D. Aye C.K. Aye M.M. Aye R.R. Absent G.W. Aye

**3. POLICE LEADERSHIP**

Letter of Resignation from Gibbsboro Police Chief, Justin Tomaszewski

The Police Committee (Councilman Flynn, Councilman Brown, Mayor Campbell) met with all members of the Gibbsboro Police Department on December 7, 2020 to solicit feedback and assess officers for potential leadership positions. The Committee was impressed with the officers and will prepare a memo for Council based on the feedback obtained.

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The Committee recommends Patrolman Brian Leadley be promoted to Chief of Police at a salary of \$65,000, to be reevaluated after 18 months. The Committee also recommends Patrolman Anthony Girgenti be promoted to Sergeant with a 10% increase in hourly rate, per the current PBA Contract.

Motion to ratify appointments Councilman Brown, second Councilman Werner

Vote: M.B. Aye F.D. Aye C.K. Aye M.M. Abstain R.R. Absent G.W. Aye

4. SALARY RESOLUTION

**2021-1-34 RESOLUTION ESTABLISHING SALARIES OF MUNICIPAL OFFICIALS AND EMPLOYEES OF THE BOROUGH OF GIBBSBORO, COUNTY OF CAMDEN FOR THE YEAR 2021**

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 2021:

NOTE: Hourly employees will be paid bi-weekly, and salary employees will be paid semi-monthly. Mayor and Council will be paid quarterly concurrent with the first semi-monthly pay of salary employees.

<u>Position</u>	<u>Hourly Rate</u>	<u>Annual Salary</u>	<u>Other</u>
<b>Executive/Legislative</b>			
Mayor		\$3416.00	
Members of Council		\$3252.00	
<b>Administrative</b>			
Municipal Clerk ( <i>Amy Troxel</i> )		\$58,867.00	
* Includes Municipal Search Clerk, Registrar of Vital Statistics, Election Official, Registrar of Voters, Board of Health, Purchasing Agent, and Dog Registrar			
General Clerk ( <i>Tina Bartell</i> )		\$27,899.00	
* Includes Construction Clerk and Assessor Clerk			
Part Time General Clerk ( <i>Ashley Horay</i> )	\$15.00		
<b>Finance</b>			
Chief Finance Officer ( <i>Albert Stanley</i> )		\$10,826.00	
Qualified Purchasing Agent ( <i>Albert Stanley</i> )		\$1020.00	
<b>Tax Office</b>			
Tax Collector/Tax Search Clerk ( <i>Kevin Hatch</i> )		\$11,730.00	
<b>Tax Assessor</b>			
Assessor ( <i>Darlene Campbell</i> )		\$7803.00	

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<b>Position</b>	<b>Hourly Rate</b>	<b>Annual Salary</b>	<b>Other</b>
<b>Sewer</b>			
Sewer Clerk ( <i>Kevin Hatch</i> )		\$5100.00	
<b>Court</b>			
Municipal Judge – 12 courts ( <i>Roderick Baltimore</i> )		\$8965.00	
Each additional court			\$300.00
Municipal Prosecutor – 12 courts ( <i>Timothy Higgins</i> )		\$5350.00	
Each additional court			\$250.00
Public Defender ( <i>Charles Wigginton</i> )		\$3216.00	
<b>Construction</b>			
Construction Official ( <i>Bernard Shepherd</i> )		\$7885.00	
Municipal Compliance Officer ( <i>Bernard Shepherd</i> )		\$3944.00	
Zoning Officer ( <i>Bernard Shepherd</i> )		\$2255.00	
Building Subcode Official ( <i>Bernard Shepherd</i> )		\$3944.00	
Electrical Subcode Official ( <i>Stephen Buchhofer</i> )		\$2685.00	
Plumbing Subcode Official ( <i>Stephen Buchhofer</i> )		\$2685.00	
Fire Subcode Official ( <i>Stephen Buchhofer</i> )		\$2685.00	
<b>Fire Safety</b>			
Fire Official ( <i>Craig Fallstick</i> )		\$3293.00	
Fire Inspector ( <i>Craig Fallstick</i> )		\$3535.00	
<b>Library</b>			
Library Director ( <i>Jodi Favat</i> )	\$12.50		
<b>Public Safety</b>			
Police Chief ( <i>Brian Leadley</i> )		\$65,000.00	
Crossing Guard ( <i>Heather Nilan, Lisa Davies</i> )	\$23.00		
* 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.			
<b>Emergency Management</b>			
Emergency Management Coordinator ( <i>Michael Kelly</i> )		\$2247.00	
<b>Public Works</b>			
Public Works Supervisor ( <i>Wallace Pratz</i> )	\$23.50		
Public Works, Seasonal Assistant ( <i>Steven Head</i> )	\$16.00		
Public Works, Seasonal Assistant ( <i>Colin Pratz</i> )	\$20.00		
Temporary Appointment (1/1/20-2/28/20)			

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<u>Position</u>	<u>Hourly Rate</u>	<u>Annual Salary</u>	<u>Other</u>
<b>Boards &amp; Commissions</b>			
Secretary of Planning/Zoning Board ( <i>Amy Troxel</i> )		\$4162.00	

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 2021.

Motion to approve salary resolution Councilman MacFerren, second Councilman Brown

Vote: M.B. Aye F.D. Aye C.K. Aye M.M. Aye R.R. Absent G.W. Aye

**CLOSING COMMENTS**

Mayor Campbell swears in reelected Councilman, Fred Deterding and newly appointed Council President, Michael MacFerren.

**MEETING OPEN TO THE PUBLIC**

Ann Braddock, 72 Haddon Avenue. Wished new Council a Happy New Year and expressed hopeful wish that the changes in police leadership will bring increased enforcement.

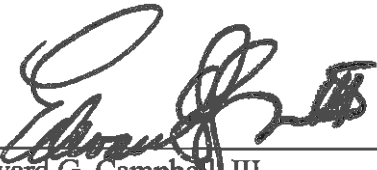
**INFORMATIONAL**

1. Next regular meeting of the Mayor and Council of the Borough of Gibbsboro is Wednesday, February 10, 2021 at 7:00 P.M.

**ADJOURNMENT**

Motion to adjourn at 8L20 P.M. Councilman MacFerren, second Councilman Brown

Vote: M.B. Aye F.D. Aye C.K. Aye M.M. Aye R.R. Absent G.W. Aye

  
\_\_\_\_\_  
Edward G. Campbell, III  
Mayor

  
\_\_\_\_\_  
Amy C. Troxel, RMC  
Borough Clerk