

**MINUTES
BOROUGH OF FOLSOM
RE-ORGANIZATION MEETING
JANUARY 3, 2023**

MEETING CALLED TO ORDER AT 6:04PM

SALUTE TO THE FLAG

OPENING STATEMENT: Adequate notice of this meeting has been given in accordance with the directives of the “Open Public Meetings Act”, pursuant to Public Law 1975, Chapter 231. Said notice of this meeting has been advertised in the Hammonton Gazette and Atlantic City Press has been posted on the Borough Hall bulletin board showing the time and place of said meeting.

INVOCATION: Mayor Greg Schenker

ADMINISTERING OATHS OF OFFICE:

Solicitor Angela Costigan administered the Oath of Office to Jim Hoffman and Mike Perrotta

ROLL CALL: Conway, Whittaker, Porretta, Norman, Hoffman and Blazer

ALSO PRESENT: Mayor Schenker, Solicitor Angela Costigan and CJ Kaenzig

Mayor Schenker asked for a nomination for Council President:

Councilman Norman made a motion to nominate Councilman Conway and Councilman Blazer seconded that motion.

Roll Call Vote: Conway-Y Whittaker-Y Norman-Y Porretta-Y Hoffman-Y and Blazer-Y

MEETING OPEN TO PUBLIC: NO COMMENTS

CLERK’S CORRESPONDENCE: NONE

RESOLUTIONS: Mayor Schenker stated that the resolutions will be under Consent Agenda this evening and if any Councilmember would like a resolution read separately to let him know now.

Consent Agenda: All matters listed under Consent Agenda are considered to be routine by this Borough Council and will be enacted by one motion in the form listed. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

**RESOLUTION 2023-01
BOROUGH OF FOLSOM**

**A RESOLUTION AUTHORIZING THE ANNUAL SCHEDULE OF WORKSHOP AND
REGULAR MEETINGS OF THE BOROUGH OF FOLSOM COUNCIL FOR THE CALENDAR
YEAR 2023**

BE IT RESOLVED BY THE COUNCIL OF THE BOROUGH OF FOLSOM AS FOLLOWS:

Workshop and Regular meetings of the Mayor and Council of the Borough of Folsom are to be held at the Municipal Building, 1700 12th Street, Folsom, NJ. The Workshop Meeting will start at 6:00 PM and continuing immediately thereafter with the regular meeting according to the schedule for the period of January 1, 2023 through to December 31, 2023 along with the reorganization meeting and regular Council meeting of 2024 inclusive:

| | | | |
|--------------------|-----------|---------|--------------------------|
| January 10, 2023 | Tuesday | 6:00PM | Workshop/Regular Meeting |
| February 14, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| March 14, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| April 11, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| May 09, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| June 13, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| July 11, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| August 08, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| September 12, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| October 10, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| November 14, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| December 12, 2023 | Tuesday | 6:00 PM | Workshop/Regular Meeting |
| January 03, 2024 | Wednesday | 6:00 PM | Re-organization Meeting |
| January 09, 2024 | Tuesday | 6:00PM | Workshop/Regular Meeting |

NOW, THEREFORE BE IT RESOLVED, the meetings will be advertised in our official newspapers of publication, the Hammonton Gazette and The Press of Atlantic City.

**RESOLUTION 2023-02
BOROUGH OF FOLSOM**

A RESOLUTION AUTHORIZING THE RULES THAT APPLY TO ALL MEETINGS

BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom, that in accordance with Chapter 231, Public Law 1975 the following rules will apply to all meetings of the Borough Council during the year 2023

- 1) Regular meetings will be held on the second Tuesday of each month starting with a workshop at 6:00PM continuing immediately thereafter with the Regular Council Meeting at the Borough Hall and maybe postponed to a later date upon proper approval of the Governing Body.
- 2) The Mayor, for matters of importance, may hold special meetings provided that proper notice is given to all members of the Governing Body at least 48 hours in advance of the Special meeting in accordance with the Open Public meetings Act.
- 3) Notice of all regular and postponed meetings will be given to the Hammonton Gazette at least 48 hours in advance of the meeting date. Special meeting notice will be given as soon as possible. All changes in meeting notices will be posted on the bulletin board at the Borough Hall.
- 4) Emergency meeting of the Governing Body maybe held, however, only the emergency matter may be discussed or acted upon.
- 5) Minutes of all meetings upon adoption will be available for inspection by the public at the Clerk's Office prior to the next regular meeting.
- 6) The agenda for all regular meetings will be as follows:
 - a) Call meeting to order
 - b) Flag Salute
 - c) Opening Statement

- d) Roll Call
- e) Approval of Minutes
- f) Reports
- g) Comments of the public
- h) Correspondence
- i) Introduction/adoption of Ordinances
- j) Resolutions
- k) Reports
- l) Comments from the public on Reports
- m) Approval of the bill list
- n) Adjournment

BOROUGH OF FOLSOM

RESOLUTION NO. 2022-3

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
BOROUGH AUDITOR**

WHEREAS, N.J.S.A. 40A:5-4 provides that the Governing Body of every local unit shall cause an annual audit of the books, accounts and financial transactions to be made after the close of the fiscal year and for the purpose shall employ a Registered Municipal Accountant of the State of New Jersey; and

WHEREAS, the Borough of Folsom has procured the audit as a NON-FAIR AND OPEN contract pursuant to the provisions of NJSA 10:44A-20.4 (or 20.5 as appropriate); and

WHEREAS, the CFO has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by the Governing Body; and

WHEREAS, **Ford-Scott & Associates LLC**, has submitted a proposal dated December 9 , 2022 indicating they will provide the audit for a fee of \$19,000.00, encumbered against line 20-130 and;

WHEREAS, **Ford-Scott & Associates LLC**, has completed and submitted a Business Entity Disclosure Certification which certifies that **Ford-Scott & Associates LLC**, has not made any reportable contributions to a political or candidate committee in the Borough of Folsom in the previous one year, and that the contract will prohibit **Ford-Scott & Associates LLC** from making any reportable contributions through the term of the contract and;

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for “Professional Services”, must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom, County of Atlantic, State of New Jersey that

1. The Township Committee authorizes the Clerk to enter into a contract with Harvey C. Coccozza, Jr., Ford-Scott & Assoc. LLC as described herein; and,

2. That a copy of this Resolution be published in the Hammonton Gazette as required by law within ten (10) days of its passage.
3. That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this Resolution.

**BOROUGH OF FOLSOM
RESOLUTION NO. 2023-4**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
BOND COUNSEL**

WHEREAS, the Borough of Folsom has a need to acquire Bond Counsel as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Chief Financial Officer/Purchasing Agent has determined and certified in writing that the value of the acquisition will not exceed \$17,500; and estimated at \$3500.00 for year 2023 and;

WHEREAS, the anticipated term of this contract is one (1) year; and may be extended as approved by the Governing Body; and,

WHEREAS, **Joel M. Fleishman Esq.** is a licensed New Jersey attorney employed by the firm **Fleishman Daniels Law Offices LLC**, which has submitted a proposal indicating they will provide the services of municipal Bond Counsel, in accordance with the terms and provisions of the Contract appended to the proposal; and

WHEREAS, **Fleishman Daniels Law Offices LLC**, have completed and submitted a Business Entity Disclosure Certification which certifies that **Fleishman Daniels Law Offices LLC**, have not made any reportable contributions to a political or candidate committee in the Borough of Folsom in the previous one year, and that the contract will prohibit them from making any reportable contributions through the term of the contract, and

WHEREAS, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 20-155-02,

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Folsom authorizes the Borough Clerk to enter into a contract with **Fleishman Daniels Law Offices LLC.**, as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and,

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Folsom, County of Atlantic, State of New Jersey that

4. That a copy of this Resolution be published in the Hammonton Gazette as required by law within ten (10) days of its passage.
5. That the total dollar amount of the contract is based on a reasonable estimate of services required, and the local unit is not obligated to spend the entire amount.

BOROUGH OF FOLSOM

RESOLUTION # 2023-05

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR BOROUGH SOLICITOR**

WHEREAS, the Borough of Folsom has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Borough Administrator has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Costigan & Costigan, LLC has submitted a proposal indicating it will provide the legal services pursuant to the proposal; and

WHEREAS, Costigan & Costigan, LLC has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure Form which certify that it has not made any reportable contributions to a political or candidate committee in the Borough of Folsom in the previous one year, and that the contract will prohibit Costigan & Costigan, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, the CFO of the Borough of Folsom has certified to the availability of funds pursuant to N.J.A.C. 5:30-5.4.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Folsom authorizes the mayor to enter into a contract with Costigan & Costigan, LLC as described herein.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and Political Contribution Disclosure Form be placed on file along with this resolution.

BE IT FURTHER RESOLVED the Borough Clerk shall publish such notice as required under law. This appointment is made without competitive bidding as professional services under the provisions of the Local Public Contracts Law as provided in N.J.S.A. 40A:11-5 because the Borough requires legal services performed by a person or persons qualified to practice the recognized profession, and according to other applicable statutes.

This resolution is available for public inspection at the Borough's municipal building located at 1700 12th Street Folsom, NJ 08037

**RESOLUTION 2023-06
BOROUGH OF FOLSOM**

**A RESOLUTION DESIGNATING BANKS AND SIGNATORIES FOR THE BOROUGH OF
FOLSOM**

WHEREAS, N.J.S.A. 40A:5-14 mandates that the governing body of a municipal corporation shall, by resolution pass by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state;

NOW, THEREFORE, BE IT RESOLVED, on the January 3rd 2023, by the Council of the Borough of Folsom, County of Atlantic, and State of New Jersey, that:

Ocean First Bank, Truist, TD Bank, and Wells Fargo Bank

and/or any banking institution licensed to do business in the State of New Jersey or federally be and are hereby designated as depositories for the Borough of Folsom for the year 2023.

Prior to the deposit of any municipal funds in the above mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Units Deposit Protection Act (R.S. 17:9-41).

BE IT RESOLVED, by the Council of the Borough of Folsom that the following Borough Officials are hereby authorized to sign checks, withdrawal slips and initiate electronic file transfers. The primary governmental accounts require the original signature of the Chief Financial Officer, countersigned by one of the following: the Municipal Clerk, Mayor or Council President. These accounts include the following: Current Account, Community Events Account, Dog License Trust, Escrow Review Trust, Unemployment Trust, Capital Account, and Small Cities Account.

Dawn Stollenwerk, Chief Financial Officer
Patricia M. Gatto, Municipal Clerk
Greg Schenker, Mayor

The Payroll Account requires the signatures of the Chief Financial Officer, Municipal Clerk and Mayor. Laser and electronic signatures are permitted on payroll checks and payroll tax forms.

BE IT FURTHER RESOLVED, the following officials are authorized to initiate transactions on the following trust and operational accounts:

TTL Redemption Account: Tax Collector, Renee DeSalvo
Chief Financial Officer, Dawn Stollenwerk

Construction Official's Account: Chief Financial Officer, Dawn Stollenwerk
(2 of 3 signatures) Municipal Clerk, Patricia M. Gatto

BE IT FURTHER RESOLVED that signature cards with the signatures of the authorized officials be forwarded to all Township Depositories.

**RESOLUTION 2023-07
BOROUGH OF FOLSOM**

**A RESOLUTION ADOPTING THE CASH MANAGEMENT PLAN FOR THE BOROUGH OF
FOLSOM**

WHEREAS, it is the desire of the Council of the Borough of Folsom to adopt a cash management plan in accordance with N.J.S.A. 40A: 5-14; and

WHEREAS, the Borough is authorized to invest idle funds in accordance with N.J.S.A.5: 15-1, as well as the following Governmental Unit Depository Protection Act (GUDPA) approved banks;

WHEREAS, the Chief Financial Officer will provide the Governing Body with a monthly report that summarizes:

1. All investments made or redeemed over the past month
2. Each Organization holding local unit funds
3. The amount of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date and;
4. Other information that the governing body may request

WHEREAS, provided that local unit funds are deposited or invested as designated or authorized by this cash management plan, the Chief Financial Officer is relieved of any liability for any loss of such monies due to the insolvency of closing of any depository designed by or for the decrease in value of any investment authorized by the cash management plan;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom that Truist, Ocean First Bank, TD Bank, and Wells Fargo Bank be and the same are hereby designated the official Depositories of the Borough of Folsom; and

BE IT RESOLVED, that the above cash management plan be adopted by the Borough of Folsom, County of Atlantic, State of New Jersey effective for the 2023 calendar year.

**RESOLUTION 2023-08
BOROUGH OF FOLSOM**

A RESOLUTION AUTHORIZING A RATE OF INTEREST FOR NON-PAYMENT OF TAXES

WHEREAS, N.J.S.A. 54: 5-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the payment of taxes as provided by law.

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

The Tax Collector is hereby authorized and directed to charge eight percent (8%) per annum on the first \$1,500.00 of taxes becoming delinquent as due date and eighteen percent (18%) per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after the due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of six percent (6%) shall be charged against the delinquency.

There will be a ten (10) day grace period of quarterly tax payments made by cash, check, or money order. If payments are not received within the grace period, interest is then calculated from the date when the payment was originally due, until the date of actual payment.

**RESOLUTION 2023-09
BOROUGH OF FOLSOM**

A RESOLUTION LISTING THE LEGAL HOLIDAYS FOR THE BOROUGH

WHEREAS, the following days will be observed in the Borough and for the convenience of the residents the list of holidays are:

| | | |
|-------------------------------|----------|--------------------|
| New Year's Day | Monday | January 2, 2023 |
| Martin Luther King's Birthday | Monday | January 16, 2023 |
| President's Day | Monday | February 20, 2023 |
| Good Friday | Friday | April 07, 2023 |
| Memorial Day | Monday | May 29, 2023 |
| Juneteenth Day | Monday | June 19, 2023 |
| Independence Day | Tuesday | July 04, 2023 |
| Labor Day | Monday | September 04, 2023 |
| Columbus Day | Monday | October 09, 2023 |
| General Election Day | Tuesday | November 07, 2023 |
| Veteran's Day | Friday | November 10, 2023 |
| Thanksgiving Day | Thursday | November 23, 2023 |
| Day after Thanksgiving | Friday | November 24, 2023 |
| Christmas Eve | Friday | December 22, 2023 |
| Christmas Day | Monday | December 25, 2023 |
| New Year's Day (2024) | Monday | January 1, 2024 |

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Folsom, County of Atlantic, State of New Jersey.

**BOROUGH OF FOLSOM
RESOLUTION 2023-10
A RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPERS FOR THE BOROUGH OF
FOLSOM**

BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom that, namely

**THE HAMMONTON GAZETTE
THE PRESS OF ATLANTIC CITY**

be and are hereby designated as the Official Newspapers of the Borough of Folsom for the publication of such Legal Notices as shall be required during the year 2023

**RESOLUTION 2023-11
BOROUGH OF FOLSOM**

A RESOLUTION ESTABLISHING A MILEAGE RATE FOR AUTOMOBILE USE

WHEREAS, the Borough of Folsom has previously established a mileage allowance to reimburse its employees, officers, and agents for employment connected business use of personal automobiles in accordance with the rate allowed by the Internal Revenue Service; and

WHEREAS, the Internal Revenue Service has announced that for business use the mileage allowance is .65.5 cents per mile (Adv Rev Proc 99-38, Sec.5.01): and

WHEREAS, the mileage allowance is intended to reimburse all vehicle related expenses including maintenance, repairs, tire, gas, oil, insurance, license, and registration fees, but not including parking fees and tolls which may be separately reimbursed when appropriate.

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

1. The Mayor and Council of the Borough of Folsom do hereby establish .65.5 cents per mile as the rate for reimbursement of employment related use of personnel automobiles in accordance with applicable guidelines and standards for such use and reimbursement.
2. The mileage rate of .65.5 cents shall be effective immediately and shall apply to all outstanding and future reimbursement payments to be made by the Borough.
3. A mileage rate of .65.5 cents shall remain in effect for the year 2023 and until revised by the Borough, but in no event shall the mileage paid by the Borough exceed the then applicable maximum mileage rate allowed by the Internal Revenue Service.

**RESOLUTION 2023-12
BOROUGH OF FOLSOM**

**A RESOLUTION CONFIRMING MEETINGS
OF BOROUGH COMMITTEES FOR THE YEAR 2023**

BE IT RESOLVED BY THE COUNCIL OF THE BOROUGH OF FOLSOM, COUNTY OF ATLANTIC AND STATE OF NEW JERSEY, THAT

- 1) The dates, times and places of monthly meetings of Folsom Boards and Committees shall be as follows:

| | | |
|-------------------------|---------------------------|---------|
| Environmental Committee | 4th Wednesday | 7:00 pm |
| Planning/Zoning Board | 3 rd Wednesday | 6:00 pm |
| Shade Tree | 4 th Wednesday | 6:30 pm |
| Park Commission | 1 st Thursday | 6:30 pm |
| Council Meetings | 2 nd Tuesday | 6:00 pm |

Drug Alliance

4th Tuesday

7:00 pm

- 2) This Resolution shall be viewed on Channel 9, of the Borough of Folsom, and a copy shall remain posted in the Lobby of the Borough Hall.
- 3) This Resolution is effective immediately.

RESOLUTION 2023-13
BOROUGH OF FOLSOM
A RESOLUTION TO APPOINT AND CREATE COMMITTEES FOR 2023

2023 STANDING COMMITTEES

Finance & Revenue

Blazer (Chair) & Conway

- Finance
- Tax Administration
- Land Sale
- Street Lighting

Administration

Porretta (Chair) & Conway

- Personnel
- Ordinance Review
- Legal
- Affirmative Action

Public Safety

Whittaker (Chair) & Norman

- Joint Municipal Court
- Emergency Management
- Fire and EMS
- Public Information

Public Property

Conway (Chair) & Norman

- Buildings and Grounds
- Streets and Roads
- Sanitation and Recycling

Development & Housing

Hoffman (Chair) & Blazer

- Zoning and Code Enforcement
- Planning and Zoning
- Building Code Enforcement

THE MAYOR IS EX OFFICIO MEMBER TO ALL COMMITTEES.

**BOROUGH OF FOLSOM
RESOLUTION NO. 2023-14**

**A RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
STATE CONTRACT VENDORS FOR CONTRACTING UNITS
PURSUANT TO N.J.S.A. 40A:11-12a**

WHEREAS, the Borough of Folsom, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-72.9(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Borough of Folsom has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Borough of Folsom may enter into contracts with State Contract Vendors and purchase items through State Contracts through this resolution and properly executed contracts, which shall be subject to all the condition applicable to the current State contracts;

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Folsom authorized the Purchasing Agent to purchase certain goods or services from approved New Jersey State Contract Vendors, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Borough of Folsom pursuant to N.J.A.C. 5:30-5.5(b), the certification of the available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable of certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

BE IT FURTHER RESOLVED that the duration of the contracts between the Borough of Folsom and the Referenced State Contract Vendors shall be from January 1, 2022 to December 31, 2022.

**RESOLUTION 2023-15
BOROUGH OF FOLSOM**

**A RESOLUTION REMINDING THE PUBLIC OF THE TIME CAPSULE IN BOROUGH HALL
AND ENSURING IT TO BE OPENED IN THE YEAR 2056**

WHEREAS, there is a need to provide an annual reminder to the residents of Folsom that a Time Capsule exists within Borough Hall and has an opening date; and

WHEREAS, the Mayor and Council request a Resolution be drafted every year as a reminder for the opening of the Time Capsule in the year 2056, month of May.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Folsom hereby reminds the residents of the Folsom that the Time Capsule is located in the Borough of Folsom Municipal Hall, 1700 12th Street, Folsom, New Jersey and is to be opened in 2056 in the month of May.

**RESOLUTION 2023-16
BOROUGH OF FOLSOM**

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF A
PHYSICIAN FOR THE BOROUGH OF FOLSOM FOR THE YEAR OF 2023**

WHEREAS, there exists a need for a Physician for the Borough of Folsom; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Folsom, in the County of Atlantic and the State of New Jersey, as follows:

1. That the Mayor and Council of the Borough of Folsom hereby authorize the appointment of Atlantic Care as the Borough Physician for the 2023 year.

**BOROUGH OF FOLSOM
RESOLUTION #2022-17**

RISK MANAGEMENT CONSULTANT

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Governing Body of **Borough of Folsom** is a member of the **Atlantic County Municipal Joint Insurance Fund**, a self-insurance pooling 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 **JIF Bylaws indicate a fee Not to Exceed six percent (6%)** of the municipal assessment (as dictated by the accompanying agreement) which expenditure represents reasonable compensation for the services required and was included in the cost considered by the governing body and;

WHEREAS, NJSA 40A:11-5 (1) (m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW THEREFORE, be it resolved that the governing body of **Borough of Folsom** does hereby appoint **Hardenberg Insurance Group** as its Risk Management Consultant in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the governing body is 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 NJSA 40A:11-5 (1), (a), (i).

**RESOLUTION 2023-18
BOROUGH OF FOLSOM**

**A RESOLUTION DESIGNATING A CONTACT PERSON FOR THE EMPLOYMENT
PRACTICES LIABILITY ATTORNEY CONSULTATION SERVICE**

WHEREAS, the Governing Body of Borough of Folsom hereinafter referred to as "MUNICIPALITY", is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as "FUND"; and

WHEREAS, the FUND has purchased Employment Practices Liability coverage from XL Insurance Company; and

WHEREAS, XL Insurance has arranged for the Fund members to have access to an EPL HELPLINE service and;

WHEREAS, the HELPLINE will provide the following services;

- Attorneys will answer *specific* HR and Employment Law questions
 - Confidential and timely responses
 - Attorney client privilege
 - Via Website/E-mail
 - By Telephone with written follow up response
- On Line Training
 - Managers/Supervisors
 - Slides, Audio, File Downloads
 - Small Chapters
 - Certificates of Completion
- Additional On-Line Resources
 - Question of The Month
 - Case of The Month
 - HR Alerts via e-mail and posted on website
 - Federal/State News Updates
 - HR Posters
 - Model Policies/Handbook

WHEREAS, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have access to the HELPLINE;

NOW THEREFORE, be it resolved that the governing body of Borough of Folsom does hereby appoint Patricia M. Gatto as its Contact Person.

BE IT FURTHER RESOLVED that the governing body does hereby appoint Greg Schenker as their additional Contact Person.

**RESOLUTION 2023-19
BOROUGH OF FOLSOM**

RESOLUTION APPOINTING FUND COMMISSIONER

WHEREAS, the Borough of Folsom is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS, the Bylaws of the FUND require that in the manner generally prescribed by law, each member shall appoint one (1) Fund commissioner to the Fund. Each Fund commissioner shall be either a member of the local unit's governing body or one of its employees and that no individual may serve as Fund commissioner for more than one (1) member; and

WHEREAS, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is a member of the appointing local unit's governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit's governing body, whichever shall be less; and

WHEREAS, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is an employee of the appointing member shall hold office at the pleasure of the member and can be removed by the member at any time without cause; and

WHEREAS the Borough of Folsom recommends the appointment of Patricia M. Gatto to serve as Fund Commissioner in accordance with the FUND Bylaws;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Folsom that it does hereby appoint Patricia M. Gatto Fund Commissioner to the Atlantic County Municipal Joint Insurance Fund.

**RESOLUTION 2023-20
BOROUGH OF FOLSOM**

RESOLUTION APPOINTING ALTERNATE FUND COMMISSIONER

WHEREAS, the Borough of Folsom is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS, the Bylaws of the FUND require that in the manner generally prescribed by law, each Member shall be permitted to appoint an Alternate Fund Commissioner to the Fund. The Alternate Fund Commissioner shall be either a member of the local unit's governing body or one of its employees and shall represent the Member in the absence of the Fund Commissioner; and

WHEREAS N.J.A.C. 11:15-2.6 states that an Alternate Fund Commissioner who is a member of the appointing local unit's governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit's governing body, whichever shall be less; and

WHEREAS N.J.A.C. 11:15-2.6 states that an Alternate Fund Commissioner who is an employee of the appointing Member shall hold office at the pleasure of the Member and can be removed by the Member at any time without cause; and

WHEREAS, the Borough of Folsom recommends the appointment of Councilman Greg Schenker to serve as Alternate Fund Commissioner in accordance with the Fund Bylaws;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Folsom that it does hereby appoint Councilman Greg Schenker as Alternated Fund Commissioner to the Atlantic County Municipal Joint Insurance Fund.

**RESOLUTION 2023-21
BOROUGH OF FOLSOM
RESOLUTION APPOINTING CLAIMS COORDINATOR**

WHEREAS, the BOROUGH of FOLSOM is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS, the FUND requires that in the manner generally prescribed by law, each member shall appoint a Claims Coordinator to coordinate and oversee the Member claims reporting and recordkeeping efforts, and act as a liaison between the municipality, the JIF Claims Administrator, and other outside agencies.

WHEREAS, the Borough of Folsom recommends the appointment of Patricia M. Gatto to serve as Claims Coordinator in the accordance with the Fund requirements;

NOW, THEREFORE, BE IT RESOLVED by the BOROUGH OF FOLSOM that it does hereby appoint PATRICIA M. GATTO as Municipal Claims Coordinator.

**RESOLUTION 2023-22
BOROUGH OF FOLSOM
RESOLUTION APPOINTING SAFETY COORDINATOR**

WHEREAS, the BOROUGH OF FOLSOM is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS, the FUND requires that in the manner generally prescribed by law, each member shall appoint a Safety Coordinator to chair the Member Safety Committee, coordinate and oversee the Member safety efforts, and act as a liaison between the municipality, the JIF Safety Director, and other outside agencies.

WHEREAS, the Borough of Folsom recommends the appointment of Patricia M. Gatto to serve as Safety Coordinator in accordance with the Fund requirements;

NOW, THEREFORE, BE IT RESOLVED by the BOROUGH OF FOLSOM that it does hereby appoint PATRICIA M. GATTO as Municipal Safety Coordinator.

**BOROUGH OF FOLSOM
RESOLUTION #2023-23**

**A RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)
FOR THE BOROUGH OF FOLSOM YEAR 2023**

WHEREAS, public agencies that award contracts to vendors and construction contractors are required to comply with the laws and regulations of New Jersey, under N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq., in order to ensure equal employment opportunity in public contracting; and

WHEREAS, N.J.A.C. 17:27-3.2 mandates that the governing body of a municipal corporation

shall, by resolution, annually, designate a Public Agency Compliance Officer;

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Folsom do hereby approve, confirm and ratify this appointment to Patricia M. Gatto to expire December 31, 2023 as follows.

**RESOLUTION 2023-24
BOROUGH OF FOLSOM**

A RESOLUTION APPOINTING ASSESSOR AS AGENT FOR BOROUGH OF FOLSOM

WHEREAS, from time to time the Assessor discovers an error in calculation, transposing, measurement, computer of typographical errors in the Tax Assessments on the Tax List after the time the County Board of Taxation has certified the tax rate for the tax year; and

WHEREAS, the governing body of the taxing district of the Borough of Folsom is desirous that every taxpayer pays his fair share of taxes; and

WHEREAS, if the above discovered errors are not corrected the taxpayers affected would be paying more than their fair share of taxes; and

WHEREAS, the method of correcting such errors is to file a Petition of Appeals for the current year with the Atlantic County Board of Taxation; and

WHEREAS, the error was not caused by the taxpayer

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Folsom that the Tax Assessor is hereby authorized to act as an agent for the Taxing District and file a petition of appeals(s) for the year 2023 with the Atlantic County Board of Taxation to correct such errors and lower such assessments to the current value;

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forward to the Folsom Tax Assessor to forward to the Atlantic County Board of Taxation with any such Petition of Appeal.

**BOROUGH OF FOLSOM
RESOLUTION NO. 2023-25**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR BOROUGH LABOR COUNSEL**

WHEREAS, there Borough of Folsom had a need to engage the services of a Labor Counsel, and;

WHEREAS, the Chief Financial Officer has determined funds are available for this purpose, and

WHEREAS, the Local Public Contracts Law (NJSA 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised,

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Folsom as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and directed to execute an agreement dated January 1, 2022 with Armando Riccio, address: 7A N. Main St. Medford, NJ 08055
2. THAT this contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law.
3. THAT the term of the contract is from January 1 2023, to December 31, 2023, and may be amended or extended by the Borough Council as necessary at a rate of \$175.00 per hour
4. THAT a copy of this Resolution shall be published in the Hammonton Gazette as required by law within ten days of its passage

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Folsom authorizes the Borough Clerk to enter into a contract with Armando V. Riccio as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution and,

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Folsom, County of Atlantic, State of New Jersey that

1. That a copy of this Resolution is published in the Hammonton Gazette as required by law within ten (10) days of its passage.
2. That the attached certification showing availability of funds and specifying the exact line items appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**RESOLUTION 2023-26
BOROUGH OF FOLSOM**

2023 TEMPORARY BUDGET APPROPRIATIONS

WHEREAS, NJSA 40A; 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2023 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2023; and

WHEREAS, the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, and capital improvement fund in the sum of \$1,298,492.62; and

WHEREAS, the twenty-six and one quarter percent the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund in said 2022 budget is the sum of \$340,819.00

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Borough “Chief Financial Officer” for her records.

2023 Temporary Budget

| | |
|----------------------------|-----------|
| Clerk | |
| Salaries & Wages | 33,500.00 |
| Other Expenses | 3,000.00 |
| Council | |
| Salaries & Wages | 4,575.00 |
| Other Expenses | 500.00 |
| Financial Administration | |
| Salaries & Wages | 4,000.00 |
| Other Expenses | 900.00 |
| Audit Services | 8,000.00 |
| Assessment of Taxes | |
| Salaries & Wages | 4,000.00 |
| Other Expenses | 500.00 |
| Collection of Taxes | |
| Salaries & Wages | 4,000.00 |
| Other Expenses | 500.00 |
| Legal Services | 8,000.00 |
| Engineering Services | 2,500.00 |
| Public Buildings & Grounds | |
| Other Expenses | 5,000.00 |
| Planning Board | |
| Salaries & Wages | 2,000.00 |
| Other Expenses | 500.00 |

| | | |
|-------------------------------|------------|-------------------|
| Environmental Commission | | |
| Other Expenses | 145.00 | |
| Insurance | | |
| Worker's Compensation | 10000.00 | |
| Liability Insurance | 10000.00 | |
| Group Insurance | 22,000.00 | |
| Health Benefits Waiver | 3,000.00 | |
| Emergency Management | | |
| Salaries & Wages | 500.00 | |
| Public Works | | |
| Salaries & Wages | 45,000.00 | |
| Other Expenses | 5,500.00 | |
| Vehicle Maintenance | 5,000.00 | |
| Solid Waste Collection | 42,000.00 | |
| Solid Waste Disposal | 28,000.00 | |
| Parks & Recreation | | |
| Other Expenses | 950.00 | |
| Dog Regulation | 4,000.00 | |
| Utilities | | |
| Electricity & Natural Gas | 7,000.00 | |
| Petroleum Products | 6,000.00 | |
| Telephone | 5,000.00 | |
| Social Security | 5,000.00 | |
| PERS | 41,249.00 | |
| Total Within CAPS | | 321,819.00 |
| Fire Services | 12,000.00 | |
| Dispatch/911 | 7,000.00 | |
| Total Per 26.25% limit | | 340,819.00 |
| Payment of Bond Principal | 287,456.44 | |

| | | |
|---------------------------------|------------------|-------------------|
| Interest on Bonds | 5,816.56 | |
| Interest on Notes | 0.00 | |
| Note Principal | 0.00 | |
| Deferred Charges | | |
| Spec. Emerg. Auth | 0.00 | |
| Total Temporary Budget | | 634,092.00 |
| 2022 Budget Approp | 1,623,055.62 | |
| Less : | | |
| Capital Improvements | 290,000.00 | |
| Debt Service | <u>34,563.00</u> | |
| | 1,298,492.62 | |
| Maximum Allowed (26.25%) | | 340,854.31 |

RESOLUTION 2023-27
BOROUGH OF FOLSOM
A RESOLUTION TO APPOINT COMMISSION APPOINTMENTS FOR 2023

2023 COMMISSION APPOINTMENTS

PLANNING/ZONING BOARD

| | | |
|--------------|----------------------------|----------|
| CLASS IV | 4 YEAR – LESLIE ROBERSON | 12/31/23 |
| | 4 YEAR – MIKE VENEZIZNI | 12/31/24 |
| | 4 YEAR – JOE PINO | 12/31/24 |
| | 4 YEAR – GLENN SMITH | 12/31/23 |
| | 4 YEAR – MIKE SUTTS | 12/31/25 |
| | 4 YEAR – DAVID CAPPuccio | 12/31/25 |
| ALTERNATE I | 2 YEAR – KRISTEN LUBRANO | 12/31/23 |
| ALTERNATE II | 2 YEAR – CATHERINE DEYOUNG | 12/31/24 |
| CLASS I | 4 YEAR – GREG SCHENKER | 12/31/23 |
| CLASS II | 3 YEAR – OPEN | 12/31/22 |
| CLASS III | 1 YEAR – JIM HOFFMAN | 12/31/23 |

ENVIRONMENTAL COMMISSION

| | | |
|----------------|----------------------------|----------|
| CHAIRMAN | 3 YEAR – GREG CONWAY | 12/31/23 |
| | 3 YEAR – MIKE PORETTA | 12/31/23 |
| | 3 YEAR – MONICA CAHILL | 12/31/23 |
| | 3 YEAR – KATHY CONWAY | 12/31/24 |
| | 3 YEAR – STEPHANIE PAGANO | 12/31/24 |
| | 3 YEAR - TRISTON UNDERWOOD | 12/31/23 |
| ADVISORY PANEL | | |
| CLASS I | 1 YEAR – GREG CONWAY | 12/31/23 |
| CLASS II | 1 YEAR – OPEN SEAT | 12/31/23 |

PARK COMMISSION

| | | |
|----------|--------------------------|----------|
| CHAIRMAN | 5 YEAR – JAKE BLAZER | 12/31/24 |
| | 5 YEAR – MICHELE HETZEL | 12/31/24 |
| | 5 YEAR – MIKE GILMORE | 12/31/25 |
| | 5 YEAR – MICHELLE MORRIS | 12/31/25 |
| | 5 YEAR – OPEN | 12/31/24 |

| | | |
|------------------------|----------------------|----------|
| COUNCIL CHAIRPERSON | 1 YEAR – JAKE BLAZER | 12/31/23 |
| COUNCIL CO-CHAIRPERSON | 1 YEAR – OPEN | 12/31/23 |

SHADE TREE COMMISSION

| | | |
|-------------|-------------------------|----------|
| CHAIRPERSON | 3 YEAR – OPEN | 12/31/23 |
| | 3 YEAR – CHARLES PITALE | 12/31/23 |
| | 3 YEAR – JAKE BLAZER | 12/31/23 |
| | 3 YEAR – OPEN | 12/31/24 |

| | | |
|------------------------|------------------------|----------|
| COUNCIL CHAIRPERSON | 1 YEAR – GREG CONWAY | 12/31/23 |
| COUNCIL CO-CHAIRPERSON | 1 YEAR – MIKE PORRETTA | 12/31/23 |

EMERGENCY MANAGEMENT

| | | |
|-----------------------|------------------------|----------|
| COORDINATOR | 3 YEAR – JIM WHITTKER | 12/31/23 |
| CO-DEPUTY COORDINATOR | 3 YEAR – GREG SCHENKER | 12/31/23 |
| CO-DEPUTY COORDINATOR | 3 YEAR – CHRIS HADULIS | 12/31/23 |

EMERGENCY MANAGEMENT COUNCIL

| | |
|--------------------------|----------|
| 3 YEAR – JAKE BLAZER | 12/31/23 |
| 3 YEAR – JIM HOFFMAN | 12/31/23 |
| 3 YEAR – GREG CONWAY | 12/31/23 |
| 3 YEAR – ALBERT NORMAN | 12/31/23 |
| 3 YEAR – MIKE PORRETTA | 12/31/23 |
| 3 YEAR – JAMES WHITTAKER | 12/31/23 |

| | | |
|------------------------------|-----------------------|----------|
| RECYCLING COORDINATOR | 1 YEAR – JOHN LAPOLLO | 12/31/23 |
|------------------------------|-----------------------|----------|

| | | |
|---|-----------------------|----------|
| ZONING OFFICER/ CODE ENFORCEMENT | 1 YEAR – JOHN LAPOLLO | 12/21/23 |
|---|-----------------------|----------|

| | | |
|-----------------------|--|----------|
| ANIMAL CONTROL | 1 YEAR – SHORE ANIMAL CONTROL SERVICES, LLC | 12/31/23 |
|-----------------------|--|----------|

**BOROUGH OF FOLSOM
RESOLUTION NO. 2023-28**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR BOROUGH ENGINEER**

WHEREAS, the Borough of Folsom has a need to acquire Municipal Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Chief Financial Officer/Purchasing Agent has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is three (3) year; and may be extended as approved by the Governing Body; and,

WHEREAS, has submitted a proposal dated December 12, 2022, indicating they will provide the Engineering Services for the fee listed in their contract estimated at \$50,000.00 for year 2023;

WHEREAS, Polistina & Associates, has completed and submitted a Business Entity Disclosure Certification which certifies Polistina & Associates has not made any reportable contributions to a political or candidate committee in the Borough of Folsom in the previous one year, and that the contract will prohibit Polistina & Associates, from making any reportable contributions through the term of the contract, and

WHEREAS, the funds will be encumbered by purchase order against line -1-20-165-028 on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4,

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Folsom authorizes the Borough Clerk to enter into a contract with Polistina & Associates, as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution and,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom, County of Atlantic, State of New Jersey that

1. That a copy of this Resolution is published in the Hammonton Gazette as required by law within ten (10) days of its passage.
2. That the total dollar amount of the contract is based on a reasonable estimate of services required, and the local unit is not obligated to spend the entire amount.

**RESOLUTION 2023-29
BOROUGH OF FOLSOM**

**A RESOLUTION AUTHORIZATING A ONE (1) YEAR EXTENSION FOR THE
PROVISION OF BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICES (EMS)
RESPONSE AND TRANSPORTATION SYSTEM SERVICES**

WHEREAS, the Agreement between the Borough of Folsom with AtlantiCare Regional Medical Center Emergency Medical Services was heretofore accepted and approved by the Borough Council to provide basic life support (“EMS”) services.

WHEREAS, the Borough Council desires to renew and extend such agreement for a term retroactively commencing January 1, 2023 through December 31, 2023

NOW, THEREFORE, BE IT RESOLVED, that certified copy of this Resolution shall be submitted to AtlantiCare Regional Medical Center Emergency Medical Services, 6685 Washington Avenue, Egg Harbor Twp., NJ 08234

A motion was made by Councilman Blazer to approve Resolutions 2023-01 through 2023-29 and seconded by Councilman Porretta.

There was a roll call vote with ayes all.

SOLICITOR REPORT: No report

FIRE CHIEF: No report

ENGINEER REPORT: No report

MAYOR REPORT: Mayor Schenker congratulated Councilman Hoffman and Councilman Porretta on their appointments. Greg wished everyone a Happy New Year!

Councilman Conway: Greg congratulated Councilman Hoffman and Councilman Porretta.

Councilman Hoffman asked for a moment of silence for longtime resident Lorraine Smith who recently passed away.

MEETING OPEN TO THE PUBLIC: no comments

Please visit the Borough of Folsom website at www.folsomborough.com and the Folsom Facebook page for updated Borough information.

The next regular meeting of Mayor and Council will be held on Tuesday, January 10, 2023 starting with workshop meeting at 6:00 pm and continuing immediately thereafter with the regular meeting in Borough Hall, 1700 12th Street, Folsom, NJ.

ADJOURNMENT

The items listed on this tentative Council Agenda are subject to change any time after printing or during the Council Meeting. Since this Council Agenda is tentative, items may be added and/or deleted prior to the commencement of the meeting. Formal action may or may not be taken regarding each item listed on the final Agenda or those matters added and discussed by the Mayor and Borough Council. Please contact the Borough Hall or visit our website to obtain updates at www.folsomborough.com.

With no other discussion the meeting was adjourned at 6:25 PM with ayes all.

Respectfully Submitted,

Patricia M.Gatto
Municipal Clerk