

**MINUTES  
BOROUGH OF FOLSOM  
RE-ORGANIZATION MEETING  
JANUARY 3, 2024**

**MEETING CALLED TO ORDER AT 6:01PM**

**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: Paster Pam Werner from St. James Church**

**JOE GIRALO ADMINISTERING OATHS OF OFFICE:**

Atlantic County Clerk Joe Giraldo administered the Oath of Office to Mayor Glenn Smith, Councilman Jim Whittaker and Councilman Jake blazer

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

**ALSO PRESENT:** Mayor Smith, Solicitor Angela Costigan and CJ Kaenzig

Mayor Smith asked for a nomination for Council President:

Councilman Norman made a motion to nominate Councilman Whittaker 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 2024-01  
BOROUGH OF FOLSOM**

**A RESOLUTION AUTHORIZING THE ANNUAL SCHEDULE OF WORKSHOP AND  
REGULAR MEETINGS OF THE BOROUGH OF FOLSOM COUNCIL FOR THE CALENDAR  
YEAR 2024**

**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 12<sup>th</sup> 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, 2024 through to December 31, 2024 along with the reorganization meeting and regular Council meeting of 2025 inclusive:

January 09, 2024	Tuesday	6:00PM	Workshop/Regular Meeting
February 13, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
March 12, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
April 09, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
May 14, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
June 18, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
July 09, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
August 13, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
September 10, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
October 08, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
November 12, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
December 10, 2024	Tuesday	6:00 PM	Workshop/Regular Meeting
January 02, 2025	Thursday	6:00 PM	Re-organization Meeting
January 14, 2025	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 2024-02  
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 2024

- 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. 2024-3**

**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 5 , 2023 indicating they will provide the audit for a fee of \$21,000.00, 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. 2024-4**

**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 2024 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 # 2024-05**

**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 12<sup>th</sup> Street Folsom, NJ 08037

**RESOLUTION 2024-06  
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 2024, by the Council of the Borough of Folsom, County of Atlantic, and State of New Jersey, that:

Ocean First Bank, Truist and TD 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 2024.

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  
Glenn Smith, 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 2024-07  
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 2024 calendar year.

**RESOLUTION 2024-08  
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 31<sup>st</sup>, 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 2024-09  
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 1, 2024
Martin Luther King's Birthday	Monday	January 15, 2024
President's Day	Monday	February 19, 2024
Good Friday	Friday	March 29, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth Day	Wednesday	June 19, 2024
Independence Day	Thursday	July 04, 2024
Labor Day	Monday	September 02, 2024
Columbus Day	Monday	October 14, 2024
General Election Day	Tuesday	November 05, 2024
Veteran's Day	Monday	November 11, 2024
Thanksgiving Day	Thursday	November 28, 2024
Day after Thanksgiving	Friday	November 29, 2024
Christmas Eve	Tuesday	December 24, 2024
Christmas Day	Wednesday	December 25, 2024
New Year's Day (2025)	Wednesday	January 1, 2025

**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 2024-10  
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 2024



**RESOLUTION 2024-11(revised)**  
**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 .67 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 .67 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 .67 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 .67 cents shall remain in effect for the year 2024 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 2024-12**  
**BOROUGH OF FOLSOM**

**A RESOLUTION CONFIRMING MEETINGS**  
**OF BOROUGH COMMITTEES FOR THE YEAR 2024**

**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 <sup>rd</sup> Wednesday	6:00 pm
Shade Tree	4 <sup>th</sup> Wednesday	6:30 pm
Park Commission	1 <sup>st</sup> Thursday	6:30 pm
Council Meetings	2 <sup>nd</sup> Tuesday	6:00 pm

Drug Alliance

4<sup>th</sup> 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 2024-13(revised)**  
**BOROUGH OF FOLSOM**  
**A RESOLUTION TO APPOINT AND CREATE COMMITTEES FOR 2024**

2024 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

Hoffman (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. 2024-14**

**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, 2024 to December 31, 2024.

**RESOLUTION 2024-15  
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 12<sup>th</sup> Street, Folsom, New Jersey and is to be opened in 2056 in the month of May.

**RESOLUTION 2024-16  
BOROUGH OF FOLSOM**

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF A  
PHYSICIAN FOR THE BOROUGH OF FOLSOM FOR THE YEAR OF 2024**

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 unspicifiable 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 unspicifiable 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 2024-18  
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 2024-19  
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 2024-20  
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 2024-21  
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 2024-22  
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 #2024-23**

**A RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)  
FOR THE BOROUGH OF FOLSOM YEAR 2024**

**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, 2024 as follows.

**RESOLUTION 2024-24  
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 2024 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 2024, to December 31, 2024, 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 2024-26  
BOROUGH OF FOLSOM**

**2024 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 2024 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, 2024; and

**WHEREAS**, the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, and capital improvement fund in the sum of \$1,752,541.13; 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 \$3460,042.05

**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.

2024 Temporary Budget	
Clerk	
Salaries & Wages	40,000.00
Other Expenses	5,000.00
Council	
Salaries & Wages	4,575.00
Other Expenses	1,000.00
Financial Administration	
Salaries & Wages	10,000.00
Other Expenses	3,000.00
Audit Services	15,000.00
Assessment of Taxes	
Salaries & Wages	5,000.00
Other Expenses	1,000.00
Collection of Taxes	
Salaries & Wages	5,000.00
Other Expenses	3,000.00
Legal Services	10,000.00
Engineering Services	5,000.00
Public Buildings & Grounds Other Expenses	7,000.00
Planning Board	
Salaries & Wages	2,000.00
Other Expenses	1,000.00
Environmental Commission Other Expenses	250.00

Insurance		
Worker's Compensation	15000.00	
Liability Insurance	15000.00	
Group Insurance	25,000.00	
Health Benefits Waiver	2,500.00	
Emergency Management		
Salaries & Wages	500.00	
Public Works		
Salaries & Wages	45,000.00	
Other Expenses	6,000.00	
Vehicle Maintenance	6,000.00	
Solid Waste Collection	45,000.00	
Solid Waste Disposal	40,000.00	
Parks & Recreation		
Other Expenses	1,000.00	
Dog Regulation	2,000.00	
Utilities		
Electricity & Natural Gas	20,000.00	
Petroleum Products	10,000.00	
Telephone	6,000.00	
Social Security	7,000.00	
PERS	41,163.00	
DCRP	1,000.00	
<b>Total Within CAPS</b>		<b>424,988.00</b>
Fire Services	12,000.00	
Dispatch/911	7,000.00	
<b>Total Per 26.25% limit</b>		<b>460,042.05</b>
Payment of Bond Principal	30,200.69	
Interest on Bonds	4,361.31	
<b>Total Temporary Budget</b>		<b>459,550.00</b>
2023 Budget Appropriations	2,058,744.13	

Less :		
Capital Improvements	271,640.00	
Debt Service	<u>34,563.00</u>	
	1,752,541.13	
Maximum Allowed (26.25%)		<b>460,042.05</b>





**RESOLUTION 2024-27  
BOROUGH OF FOLSOM  
A RESOLUTION TO APPOINT COMMISSION APPOINTMENTS FOR 2024**

**2024 COMMISSION APPOINTMENTS**

**PLANNING/ZONING BOARD**

CLASS IV	4 YEAR – LESLIE ROBERSON	12/31/27
	4 YEAR – MIKE VENEZIZNI	12/31/24
	4 YEAR – JOE PINO	12/31/24
	4 YEAR – KRISTIN LUBRANO	12/31/27
	4 YEAR – MIKE SUTTS	12/31/25
	4 YEAR – DAVID CAPPuccio	12/31/25
ALTERNATE I	2 YEAR – CATHERINE DEYOUNG	12/31/24
ALTERNATE II	2 YEAR – JOHN THOMAS	12/31/25
CLASS I	4 YEAR – GLENN SMITH	12/31/27
CLASS II	3 YEAR – OPEN	12/31/24
CLASS III	1 YEAR – JIM HOFFMAN	12/31/24

**ENVIRONMENTAL COMMISSION**

CHAIRMAN	3 YEAR – GREG CONWAY	12/31/26
	3 YEAR – MIKE PORETTA	12/31/26
	3 YEAR – MONICA CAHILL	12/31/26
	3 YEAR – KATHY CONWAY	12/31/24
	3 YEAR – STEPHANIE PAGANO	12/31/24
	3 YEAR – JOHN BOCK	12/31/26
ADVISORY PANEL		
CLASS I	1 YEAR – GREG CONWAY	12/31/24
CLASS II	1 YEAR – OPEN SEAT	12/31/24

**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	12/31/24
COUNCIL CO-CHAIRPERSON	1 YEAR – OPEN	12/31/24

**SHADE TREE COMMISSION**

CHAIRPERSON	3 YEAR – OPEN	12/31/26
-------------	---------------	----------

	3 YEAR – OPEN	12/31/26
	3 YEAR – JAKE BLAZER	12/31/26
	3 YEAR – OPEN	12/31/24
COUNCIL CHAIRPERSON	1 YEAR – GREG CONWAY	12/31/24
COUNCIL CO-CHAIRPERSON	1 YEAR – MIKE PORRETTA	12/31/24
<b>EMERGENCY MANAGEMENT</b>		
COORDINATOR	3 YEAR – JIM WHITTAKER	12/31/26
CO-DEPUTY COORDINATOR	3 YEAR – GLENN SMITH	12/31/26
CO-DEPUTY COORDINATOR	3 YEAR – CHRIS HADULIS	12/31/26
<b>EMERGENCY MANAGEMENT COUNCIL</b>		
	3 YEAR – JAKE BLAZER	12/31/26
	3 YEAR – JIM HOFFMAN	12/31/26
	3 YEAR – GREG CONWAY	12/31/26
	3 YEAR – ALBERT NORMAN	12/31/26
	3 YEAR – MIKE PORRETTA	12/31/26
	3 YEAR – JAMES WHITTAKER	12/31/26
<b>RECYCLING COORDINATOR</b>	1 YEAR – JOHN LAPOLLO	12/31/24
<b>ZONING OFFICER/ CODE ENFORCEMENT</b>	1 YEAR – JOHN LAPOLLO	12/21/24
<b>ANIMAL CONTROL</b>	1 YEAR – SHORE ANIMAL CONTROL SERVICES, LLC	12/31/24

**BOROUGH OF FOLSOM  
RESOLUTION NO. 2024-28**

**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, 2024 through December 31, 2024

**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 Norman to approve Resolutions 2024-01 through 2024-28 and seconded by Councilman Blazer.**

**There was a roll call vote with ayes all.**

**SOLICITOR REPORT:** No report

**FIRE CHIEF:** No report

**ENGINEER REPORT:** No report

**MAYOR REPORT:** *Mayor Smith acknowledged the Atlantic County Officials that were present this evening.*

*Atlantic County Commissioner John Risley stated that it was an honor to be here this evening.*

**MEETING OPEN TO THE PUBLIC:** no comments

Please visit the Borough of Folsom website at [www.folsomborough.com](http://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 09, 2024 starting with workshop meeting at 6:00 pm and continuing immediately thereafter with the regular meeting in Borough Hall, 1700 12<sup>th</sup> 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](http://www.folsomborough.com).*

With no other discussion the meeting was adjourned at 6:18 PM with ayes all.

Respectfully Submitted,

Patricia M. Gatto  
Municipal Clerk