

**BOROUGH OF FOLSOM
COUNCIL MEETING
MINUTES
August 11, 2026**

MEETING CALLED TO ORDER: 6:50 PM

SALUTE TO THE FLAG LED BY MAYOR GLENN SMITH

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 and has been posted on the Borough Hall bulletin board showing the time and place of said meeting.*

ROLL CALL: *Councilpersons: Norman, Hadulias, Ballistreri, Hoffman, Blazer, and Whittaker*

Also present: *Mayor Glenn Smith, Borough Clerk Patti Gatto, Solicitor Angela Costigan, and CJ Kaenzig, Engineer from Polistina & Assoc.*

APPROVAL OF THE WORKSHOP COUNCIL MEETING MINUTES July 14, 2026

A motion to approve the minutes was made by Councilman Hoffman and seconded by Councilman Blazer. There was a roll call vote with ayes all with the exception of Councilman Norman abstaining.

APPROVAL OF THE COUNCIL MEETING MINUTES, July 14, 2026

A motion to approve the minutes was made by Councilman Hadulias and seconded by Councilman Whittaker. There was a roll call vote with ayes all with the exception of Councilman Norman abstaining.

MEETING OPEN TO THE PUBLIC: *None*

CLERK'S CORRESPONDENCE:

Borough Hall will be closed Monday, September 07, 2026, in observance of Labor Day.

Next E-Waste Drop-off Day is September 12, 2026, from 8:00 AM to 1:00 PM at the Borough garage

ORDINANCES: (Second Reading/ Final Adoption)

BOROUGH OF FOLSOM COUNTY OF ATLANTIC, STATE OF NEW JERSEY

ORDINANCE NO. 06-2026

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 9,
"CLAIMS PROCEDURE," ARTICLE I, OF THE CODE OF THE BOROUGH OF
FOLSOM TO DESIGNATE A CERTIFYING AND APPROVAL OFFICER AND TO**

**AUTHORIZE THE PREPAYMENT OF CERTAIN CLAIMS PRIOR TO
FORMAL APPROVAL BY THE GOVERNING BODY, SUBJECT TO RATIFICATION,
PURSUANT TO N.J.S.A. 40A:5-17, AND TO CORRECT A STATUTORY CITATION**

WHEREAS, N.J.S.A. 40A:5-17 authorizes the governing body of a municipality to adopt an ordinance designating a certifying and approval officer, prescribing that officer's duties, and prescribing the procedure for approving, certifying, and paying claims and for drawing checks therefor; and

WHEREAS, N.J.S.A. 40A:5-17 further authorizes the governing body to provide by ordinance a method of disbursing moneys and paying approved claims; and

WHEREAS, certain claims must be paid before the next regular meeting of the governing body in order to avoid the accrual of interest, penalties, or late charges, to secure an available discount, or to satisfy a statutory, regulatory, contractual, or court-ordered deadline; and

WHEREAS, the governing body wishes to authorize the Chief Financial Officer, as certifying and approval officer, to approve, certify, and pay such claims in advance of formal approval, subject to ratification by the governing body at its next regular meeting, while continuing to require that all claims be approved or ratified by the governing body as required by N.J.S.A. 40A:5-17; and

WHEREAS, the governing body also wishes to correct a statutory citation appearing in § 9-1 of the Code;

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

SECTION 1. Correction of citation in § 9-1.

Subsection C of § 9-1 of the Code of the Borough of Folsom is amended so that the introductory clause reads as follows (remaining text of Subsection C unchanged):

“C. As per N.J.S.A. 2A:30A-2(a), the Borough of Folsom operates under the ‘alternative procedure’; therefore the following provisions apply:”

SECTION 2. New § 9-1.1 added.

Chapter 9, Article I, of the Code is supplemented by adding a new § 9-1.1, “Certifying and approval officer,” to read as follows:

§ 9-1.1. Certifying and approval officer.

A. Designation. Pursuant to N.J.S.A. 40A:5-17, the Chief Financial Officer of the Borough of Folsom is hereby designated as the certifying and approval officer of the Borough. In the absence or unavailability of the Chief Financial Officer, or during a vacancy in that office, the [Deputy Chief Financial Officer/Borough Treasurer/other officer designated by resolution of the Borough Council] shall serve as the certifying and approval officer.

B. Duties. Before any claim is paid, the certifying and approval officer shall:

- (1) Ascertain that the claim has been certified by the claimant, or falls within an exception to the claimant-certification requirement, as required by N.J.S.A. 40A:5-16b and N.J.A.C. 5:30-9A.6, and that the receipt of the goods or the rendering of the services has been certified by the appropriate department head or other officer or employee having knowledge of the facts;
- (2) Ascertain the existence of proper and sufficient unexpended and unencumbered appropriations, or other lawful funding, for the payment to be made;
- (3) Determine that there is legal authority for the payment, evidenced by proper action of the purchasing agent, officer, board, or department with respect to the goods or services ordered and the incurring of the expense therefor; and
- (4) Certify in writing that the requirements of this section have been met.

C. Method of disbursement. All claims approved and certified under this chapter shall be paid by Borough check or by electronic funds transfer in accordance with N.J.A.C. 5:30-9A. All checks and electronic disbursements shall bear the signatures, or authorized facsimile signatures, required by § 9-6 of this chapter and by resolution of the Borough Council.

SECTION 3. New § 9-1.2 added.

Chapter 9, Article I, of the Code is supplemented by adding a new § 9-1.2, "Prepayment of certain claims; ratification by governing body," to read as follows:

§ 9-1.2. Prepayment of certain claims; ratification by governing body.

A. Authorization. Notwithstanding § 9-1 and § 9-5, and pursuant to N.J.S.A. 40A:5-17, the certifying and approval officer is authorized to approve, certify, and pay the following claims before formal approval of the claim by the Borough Council, but only where payment is required before the next regular meeting of the Borough Council to avoid the accrual of interest, penalties, or late charges, to secure an available discount, or to satisfy a statutory, regulatory, contractual, or court-ordered payment deadline:

- (1) Principal of and interest on bonds, notes, loans, and other debt obligations of the Borough;
- (2) Payroll and related payroll taxes, withholdings, pension and retirement contributions, and employee benefit payments;
- (3) Utility charges, including electric, gas, water, sewer, telephone, internet, and similar services;
- (4) Postage and delivery charges;
- (5) Insurance premiums;
- (6) Remittances of taxes and other moneys collected by the Borough on behalf of, or otherwise due to, the State, the County, the school district, the fire district, or any other governmental entity;
- (7) Refunds of taxes, fees, deposits, or other overpayments;
- (8) Rent, lease, and installment payments with fixed due dates;
- (9) Disbursements required under the terms of a grant, loan, or aid agreement;
- (10) Payments required by a court order, judgment, or approved settlement;

- (11) Bank, credit card, merchant, and other financial-service fees; and
- (12) Any other claim that must be paid before the next regular meeting of the Borough Council to avoid interest, a penalty, or a late charge, to secure an available discount, or to meet a statutory, regulatory, contractual, or court-ordered deadline.

B. Conditions. No claim shall be paid under this section unless the certifications and determinations required by § 9-1.1B have been made and sufficient unexpended and unencumbered appropriations or other lawful funding exist for the payment. [Optional dollar cap: No single claim exceeding \$[7500.00] shall be paid under this section without the prior written approval of the [Mayor/Council President/Chair of the Finance Committee], except for debt service, payroll, and governmental remittances under Subsections A(1), A(2), and A(6).]

C. Ratification. All claims paid under this section shall be set forth on a separate schedule of prepaid claims, which shall be included in the bill list presented to the Borough Council at its next regular meeting for ratification and approval. The schedule of prepaid claims, as ratified, shall be recorded in the official minutes of that meeting and kept available for public inspection in the same manner as the bill list under § 9-5.

D. Disapproved claims. If the Borough Council declines to ratify any claim paid under this section, the claim shall be referred to the Chief Financial Officer, who shall report to the Council on the circumstances of the payment and take such lawful action as the Council may direct to recover, adjust, or otherwise resolve the payment.

E. Non-exclusivity. Claims not paid under this section shall continue to be approved and paid in accordance with § 9-1 and § 9-5.

SECTION 4. Repealer.

All ordinances or parts of ordinances inconsistent with this ordinance are repealed to the extent of such inconsistency.

SECTION 5. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, that portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions.

SECTION 6. Effective date.

This ordinance shall take effect upon final passage, approval, and publication as required by law.

PUBLIC COMMENT: NONE

A motion to approve Ordinance #06-2026 was made by Councilman Norman and seconded by Councilman Blazer. There was a roll call vote with all in favor.

ORDINANCES (First Reading-Introduction)

ORDINANCE NO. 07-2026

AN ORDINANCE ESTABLISHING THE POSITION OF FLOODPLAIN ADMINISTRATOR FOR THE MUNICIPALITY OF FOLOM, COUNTY OF ATLANTIC, STATE OF NEW JERSEY

Section 1. Purpose

The purpose of this ordinance is to establish the position of Floodplain Administrator to administer and enforce the Municipality's Flood Damage Prevention Ordinance, maintain compliance with the National Flood Insurance Program (NFIP), coordinate implementation of applicable State flood hazard regulations, and protect the public health, safety, and welfare from flood hazards.

Section 2. Establishment of Position

There is hereby established the position of Floodplain Administrator.

The Floodplain Administrator shall be appointed by the mayor with the advice and consent of the Governing Body, or as otherwise provided by municipal charter. The Governing Body may designate an existing municipal official to serve in this capacity or establish a separate position.

The Floodplain Administrator may delegate specific administrative duties to qualified municipal employees; however, responsibility for administration and enforcement shall remain with the Floodplain Administrator.

Section 3. Qualifications

The Floodplain Administrator should possess education and experience in planning, construction code administration, public works, environmental science, emergency management, or a related field.

Preferred qualifications include:

- Certification as a Certified Floodplain Manager (CFM).
- Working knowledge of FEMA National Flood Insurance Program regulations.
- Knowledge of the New Jersey Flood Hazard Area Control Act and related NJDEP regulations.
- Experience interpreting flood insurance studies, Flood Insurance Rate Maps (FIRMs), and engineering reports.

Section 4. Duties

The Floodplain Administrator shall:

1. Administer and enforce the Municipal Flood Damage Prevention Ordinance.
2. Review and approve Floodplain Development Permit applications.
3. Determine whether proposed development is located within Special Flood Hazard Areas or other regulated flood hazard areas.
4. Verify required State and Federal permits have been obtained prior to municipal approval.
5. Coordinate floodplain permitting with the Construction Official, Municipal Engineer, Planning Board, Zoning Board of Adjustment, Emergency Management Coordinator, and NJDEP.
6. Interpret FEMA Flood Insurance Rate Maps, Flood Insurance Studies, Letters of Map Amendment, Letters of Map Revision, and best available flood hazard data.
7. Maintain permanent records of permits, elevation certificates, floodproofing certificates, variances, inspections, and enforcement actions.
8. Conduct inspections necessary to verify compliance with municipal floodplain regulations.
9. Investigate violations and initiate enforcement actions authorized by municipal ordinance and State law.
10. Review substantial improvement and substantial damage determinations.
11. Maintain records required for continued participation in the National Flood Insurance Program.
12. Coordinate Community Rating System (CRS) activities when the municipality participates in the CRS.
13. Serve as the municipal liaison with FEMA, the New Jersey Department of Environmental Protection, the State NFIP Coordinator, and other regulatory agencies.
14. Prepare reports required by FEMA, NJDEP, or the Governing Body.

15. Recommend amendments to municipal floodplain regulations as Federal or State requirements change.

16. Provide public information regarding flood hazards, flood insurance requirements, and floodplain development regulations.

17. Perform other duties necessary to implement the Municipal Flood Damage Prevention Ordinance.

Section 5. Authority

The Floodplain Administrator shall have authority to:

- Request engineering and technical information necessary to evaluate permit applications.
- Require submission of elevation certificates, floodproofing certificates, hydrologic and hydraulic analyses, and other supporting documentation.
- Issue written determinations regarding floodplain compliance.
- Issue notices of violation.
- Recommend stop-work orders and legal enforcement actions as authorized by municipal ordinance and applicable law.
- Coordinate inspections with the Construction Official.

Section 6. Cooperation of Municipal Departments

All municipal departments shall cooperate with and provide information reasonably requested by the Floodplain Administrator in carrying out the duties established herein.

Section 7. Effective Date

This ordinance shall take effect upon final passage and publication according to law.

A motion to approve Ordinance #07-2026 was made by Councilman Norman and seconded by Councilman Hoffman. There was a roll call vote with all in favor.

BOROUGH OF FOLSOM ORDINANCE 08-2026

AMENDING THE SALARY ORDINANCE TO INCLUDE THE FLOODPLAIN ADMINISTRATOR POSITION OF THE BOROUGH OF FOLSOM, COUNTY OF ATLANTIC, STATE OF NEW JERSEY

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

SECTION 1. The annual salaries and compensation for the various Borough officials, officers, and employees of the Borough of Folsom, listed below, shall be as follows for calendar year 2026:

Salaried Positions

Borough Clerk/Administrator	\$25,000	-	\$ 75,000
Chief Financial Officer	\$4,000	-	\$75,000
Council Member	\$1,700	-	\$3,000
Code Enforcement	\$1,800	-	\$15,000
Deputy Emergency Management Coordinator	\$300	-	\$5,000
Deputy Borough Clerk	\$15,000	-	\$45,000
Emergency Management Coordinator	\$500	-	\$6,000
Mayor	\$2,200	-	\$3,900
Municipal Administrative Assistant	\$15,000	-	\$40,000
Tax Assessor	\$6,500	-	\$35,000
Tax Collector	\$6,500	-	\$35,000
Zoning Official	\$1,800	-	\$15,000

Hourly Positions: -

Conflict Zoning Official	\$15.00	-	\$50.00
Part-time Laborer	\$15.00	-	\$35.00

Public Works Laborer	\$15.00	-	\$35.00
Superintendent of Public Works	\$15.00	-	\$40.00
Floodplain Administrator	\$50.00	-	\$50.00

SECTION II. The salaries and wages hereby established shall be on a bi-weekly basis with the exception of Mayor and Council, which shall be quarterly, unless otherwise specified.

SECTION III. The provisions of this Ordinance shall be retroactive to January 1, 2026, and shall apply to employees continually employed since January 1, 2026.

SECTION IV. Any Ordinance or part of an Ordinance inconsistent with this Ordinance is hereby repealed to the extent of such inconsistency.

SECTION V. This Ordinance shall become effective immediately upon final passage and publication according to law.

A motion to approve Ordinance #08-2026 was made by Councilman Blazer and seconded by Councilman Norman. There was a roll call vote with all in favor.

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.

RESOLUTIONS:

RESOLUTION 2026-62

BOROUGH OF FOLSOM COUNTY OF ATLANTIC, NEW JERSEYA RESOLUTION AMENDING RESOLUTION NO. 2026-25 TO REVISE THE 2026 COMMISSION APPOINTMENTS

WHEREAS, the Mayor and Council of the Borough of Folsom adopted Resolution No. 2026-25 on January 6, 2026, establishing Commission appointments; and

WHEREAS, the Mayor and Council desire to amend Resolution No. 2026-25 to revise certain Commission appointments as follows:

Position	Appointee	Term Expires
Parks Chairman	Al Norman	December 31, 2029
Vice Chairman	Chris Hadulias	December 31, 2026

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Folsom, County of Atlantic, State of New Jersey, that Resolution No. 2026-25 is hereby amended to reflect the Commission appointments listed above.

BE IT FURTHER RESOLVED that all other provisions of Resolution No. 2026-25 shall remain in full force and effect.

**RESOLUTION 2026-63
BOROUGH OF FOLSOM
COUNTY OF ATLANTIC, NEW JERSEY**

A RESOLUTION APPOINTING BROOKE SEDEYN TO FULL-TIME EMPLOYMENT

WHEREAS, Brooke Sedeyn was previously appointed to part-time employment with the Borough as Deputy Clerk–Tax Assistant by Resolution No. 2024-87; and

WHEREAS, the Mayor and Borough Council desire to appoint Brooke Sedeyn to full-time employment in the position of Deputy Clerk–Tax Assistant, Certified Municipal Registrar, and Secretary to the Public Works Department; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Folsom, County of Atlantic, State of New Jersey, that Brooke Sedeyn is hereby appointed to full-time employment effective August 11, 2026, at an annual salary of \$41,860.00, or such other compensation as may be established from time to time by the Borough Salary Ordinance.

**RESOLUTION 2026-64
BOROUGH OF FOLSOM
A RESOLUTION TO AMEND COMMITTEES FOR 2026**

2026 (Revised) STANDING COMMITTEES

Finance & Revenue	Blazer (Chair) & Ballistreri
• Finance	
• Tax Administration	
• Land Sale	
• Street Lighting	
Administration	Hoffman (Chair) & Ballistreri
• Personnel	
• Ordinance Review	
• Legal	
• Affirmative Action	
Public Safety	Whittaker (Chair) & Hadulias
• Joint Municipal Court	
• Emergency Management	
• Fire and EMS	
• Public Information	
Public Property	Jake Blazer (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. COUNCILPERSONS ARE RESPONSIBLE FOR THEIR OWN COMMITTEES AND APPOINTMENTS. PLEASE RESPECT YOUR FELLOW COUNCILPERSON AND CONTACT THEM WITH ANY QUESTIONS REGARDING THEIR COMMITTEES.

The Mayor is assigned to all Committees.

NOW, THEREFORE BE IT RESOLVED, that the foregoing appointments were adopted at the n meeting of Mayor and Council on August 11, 2026 in the Borough of Folsom, County of Atlantic, State of New Jersey.

**RESOLUTION 2026-65
BOROUGH OF FOLSOM**

**A RESOLUTION AUTHORIZING THE TAX COLLECTOR TO EXTEND THE THIRD
QUARTER 2026 GRACE PERIOD**

WHEREAS, there was a delay in receiving the certification of the 2026 tax rate from the Atlantic County Board of Taxation and, therefore, the Borough of Folsom will need to extend the grace period of the third quarter 2026 tax installment; and,

WHEREAS, N.J.S.A. 54:4-66.4 allows for an extension of the interest-free period for the third quarter installment of taxes, that being twenty -five days after mailing of the last tax bill, after which interest will accrue from August 1, 2026.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom, County of Atlantic, State of New Jersey, that the Tax Collector is hereby authorized to extend the grace period for the third quarter, that date being August 24, 2026, due to the delay in the certification of the tax rate.

**BOROUGH OF FOLSOM
RESOLUTION NO. 2026-66**

RESOLUTION AUTHORIZING THE APPOINTMENT OF FLOODPLAIN ADMINISTRATOR

WHEREAS, the Borough of Folsom had a need to engage the services of a Floodplain Administrator, and;

WHEREAS, such employment is effective August 11, 2026 at a rate of \$50.00 per hour plus mileage.

NOW THEREFORE, BE IT RESOLVED, by the Council of the Borough of Folsom that Alex Bauer, is hereby appointed as the Borough of Folsom Floodplain Administrator.

**RESOLUTION 2026-67
BOROUGH OF FOLSOM**

**RESOLUTION AUTHORIZING A CHANGE ORDER TO THE FY 2026 NJDOT MUNICIPAL
AID PROJECT- RESURFACING OF FENIMORE DRIVE & LUPIN LANE**

WHEREAS, the Borough of Folsom in accordance with the Local Public Contracts Law, N.J.S.A. 40a:1-1 et seq, previously awarded and entered into a contract for the NJDOT Municipal Aid 2026 Road Program with Arawak Paving Co. for the resurfacing of Fenimore Drive & Lupin Lane in the Borough of Folsom; and

WHEREAS, the reduction in the contract quantities for the project in the amount of \$6,980.00; and

WHEREAS, the adjustment of the quantities of the 2026 Road Program project does not substantially change the quality or character of the work to be provided by the Contractor; and

WHEREAS, the net decrease in the Contract is \$6,980.00 and the execution of a change order will not cause the originally awarded contract price to be exceeded by more than twenty percent (20%); and

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

- 1) A change order is approved for the NJDOT Municipal Aid 2026 Road Program project to include a reduction in quantities of the 2026 Road Program with a total decrease of \$6,980.00 for a resulting total Contract amount of \$214,720.00; and
- 2) The Mayor and Borough Clerk are hereby authorized to enter into an execute on behalf of the Borough and amendatory contract covering the approved changed order, such amendatory contract to be in a form satisfactory to the Borough Attorney.

A motion to approve Resolutions #2026-62 thru #2026- 67 was made by Councilman Norman and seconded by Councilman Hadulias.

There was a roll call vote with ayes all.

SOLICITOR'S REPORT: No report

MAYOR'S REPORT: *Residents complaining about speeding on Mays Landing Road.*

FIRE REPORT: *Councilman Hadulias read the fire report.*

ENGINEER'S REPORT:

FY 2025 CDBG: 13th Street Park Improvements

Swift & Son, Inc. has begun construction at 13th Street Park, thus far having completed construction layout, tree removal, and removal of pavement work. They are currently working on excavation, DGA, and grading at the site in preparation for paving. We expect that all work should be completed by the end of next week, weather permitting.

FY 2026 Municipal Aid: Resurfacing of Fenimore Drive & Lupin Lane

Arawak Paving Co. has completed all concrete improvements, milling, paving, driveway reconstruction, and turf repairs on Fenimore Drive & Lupin Lane. The only remaining contract work is the installation of stop bars. We will be issuing a punchlist of remaining and corrective work to Arawak this week, and expect that all work should be completed by the end of next week, weather permitting.

COUNCIL MEMBER'S COMMITTEE REPORTS:

Councilman Ballistreri: *None*

Councilman Hadulias: *None*

Councilman Whittaker: *Public Safety. There are no reportable statistics for this month. With the start of the school year approaching, we will be contacting the New Jersey State Police to request increased patrols throughout the Borough*

Councilman Hoffman: *None*

Councilman Blazer: *None*

Councilman Norman: *None*

MEETING OPEN TO THE PUBLIC: No comment

PAYMENT OF BILLS IN THE AMOUNT OF: \$676,106.20 and \$888.43 for the U.S. Postmaster

School Portion: \$194,425.00 **County Portion:** \$266,104.90

A motion to approve payment was made by Councilman Hadulias and seconded by Councilman Whittaker

There was a roll call vote with ayes all.

Mayor Smith reminded the public that all other monthly reports are on file in the minute book.

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

*The next regular meeting of Mayor and Council will be held on Tuesday, **September 08, 2026**, starting with a workshop meeting at 6:00 pm and continuing immediately thereafter with the regular meeting in Borough Hall, 1700 12th Street, Folsom, NJ*

With no other discussion, the meeting was adjourned at 7:04 PM.

Respectfully submitted,

Patricia M. Gatto
Municipal Clerk

