

**TOWNSHIP OF BORDENTOWN
TOWNSHIP COMMITTEE REGULAR MEETING AGENDA**

DATE: December 28, 2020 TIME: 7:30 P.M. VIRTUAL
<https://us02web.zoom.us/j/88911747345?pwd=bklBd1NBdnFVaU5tRUUvUXpiaGxCQT09>
 or Dial In +1 646 876 9923 (Meeting ID: 889 1174 7345)

1. Call to Order and Roll Call

PRESENT	ABSENT	
_____	_____	Mayor Benowitz
_____	_____	Deputy Mayor Holliday
_____	_____	Committeeman Fuzy
_____	_____	Committeeman Kostoplis
_____	_____	Committeeman Mason
_____	_____	Administrator Theokas
_____	_____	Clerk Carrington
_____	_____	Attorney Fahey
_____	_____	Chief Financial Officer Elsasser

2. Salute to the Flag and Moment of Silence

3. Open Public Meeting Announcement

This meeting is called pursuant to the provisions of the Open Public Meeting Act. A notice of the 2020 meeting schedule was sent to the *Burlington County Times* and *The Times* on January 8, 2020 and was subsequently published by the *Burlington County Times* on January 10, 2020. The notice is posted on the bulletin boards in the Municipal Building and has remained continuously posted as required under the statute. In addition, a copy of the notice is available to the public and is on file in the office of the Township Clerk.

Proper notice having been given, the Township Clerk is directed to include this statement in the minutes of the meeting. The proceedings of this meeting, which are open to the public, are being electronically recorded.

4. Correspondence: None

5. Administrative Review of Agenda

6. CONSIDERATION OF CONSENT AGENDA ITEMS:

- a. Township Committee review and discussion of Consent Agenda Items.
- b. Public comment on Consent Agenda items.

7. CONSENT AGENDA: Motion, Second and Roll Call to adopt Resolutions #2020-300 to #2020-310

- a. Resolution #2020-300 entitled APPROVING ROUTINE BUSINESS: MINUTES OF MEETINGS AND FILING OF REPORTS
- b. Resolution #2020-301 entitled AUTHORIZING REFUND OF OVERPAYMENT OF CERTIFICATE OF OCCUPANCY FEES

- c. Resignation #2020-302 entitled RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF BORDENTOWN TO MEMORIALIZE ACCEPTANCE OF THE RESIGNATION OF EILEEN CARLOS, TAX ASSESSOR
 - d. Resolution #2020-303 entitled RESOLUTION TO MEMORIALIZE ACCEPTANCE OF THE RESIGNATION OF KAITLIN BRIENZA AS A FULL-TIME EMT WITH THE EMS DEPARTMENT AND PLACEMENT ON THE PER DIEM EMT LIST
 - e. Resolution #2020-304 entitled RESOLUTION AUTHORIZING THE PURCHASE OF PLAYGROUND AND PARK SITE AMENITIES FOR TERRY FIELD
 - f. Resolution #2020-305 entitled RESOLUTION AUTHORIZING BUDGET TRANSFERS
 - g. Resolution #2020-306 entitled CANCELLATION OF 2020 BUDGET APPROPRIATIONS
 - h. Resolution #2020-307 entitled RESOLUTION AMENDING RESOLUTION #2020-19 APPOINTING TOWNSHIP PROFESSIONALS FOR THE YEAR 2020
 - i. Resolution #2020-308 entitled RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION N.J.S.A. 40A:4-87
 - j. Resolutions #2020-309 entitled RELEASE OF PERFORMANCE GUARANTEE FOR TEMPORARY CERTIFICATE OF OCCUPANCY FOR MATRIX DISTRIBUTION CENTER
 - k. Resolution #2020-310 entitled APPROVING ROUTINE BUSINESS: PAYMENT OF BILLS
8. New Business: None
 9. COVID-19 Update
 10. Administrator's Report
 11. Township Committee Liaison Reports
 12. Public Participation: Questions, comments or statements from members of the public
 13. Final Comments from Township Committee
 14. Motion to Adjourn – The 2021 Reorganization Meeting is scheduled for Saturday, January 2, 2020 at 11 A.M. It will be conducted remotely using the Zoom platform.

**ALL LEGISLATION LISTED ABOVE IS SUBJECT TO CHANGE
UNTIL IT IS OFFICIALLY ADOPTED BY THE GOVERNING BODY.**

RESOLUTION #2020-300

APPROVING ROUTINE BUSINESS: MINUTES OF MEETINGS AND FILING OF REPORTS

BE IT RESOLVED by the Township Committee of the Township of Bordentown that the Regular and Closed Session Meeting Minutes of December 17, 2020; as submitted by the Clerk, are hereby approved as (____ submitted) (____ corrected) and authorized to be posted to the Municipal Bulletin Board and website.

BE IT RESOLVED that the following reports for the month of November 2020 as submitted by the Township Officials have been received, provided to the Township Committee and filed with the Township Clerk: Finance, Tax Collector, Township Clerk, Community Development, Construction and Municipal Court.

RESOLUTION #2020-301

AUTHORIZING REFUND OF OVERPAYMENT OF CERTIFICATE OF OCCUPANCY FEES

BE IT RESOLVED, by the Township Committee of the Township of Bordentown that, as requested by the Chief Financial Officer, it hereby authorizes a refund of overpayment of Certificate of Occupancy Fees in the amount of \$80.00 to Nicole Santiago.

12/28/20

JCE

RESOLUTION #2020-302

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF BORDENTOWN TO
MEMORIALIZE ACCEPTANCE OF THE RESIGNATION OF EILEEN CARLOS, TAX ASSESSOR

WHEREAS, Eileen Carlos who currently serves as the Tax Assessor for the Township of Bordentown submitted a letter of resignation dated December 15, 2020 effective January 15, 2021; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown that it does hereby accept the resignation of Ms. Carlos' employment with the Township; and

BE IT FURTHER RESOLVED that the Township Committee hereby thanks Ms. Carlos for her service on behalf of the Township of Bordentown and wishes her much happiness and success in the future.

BE IT FURTHER RESOLVED by the Township Committee of the Township of Bordentown that the above employment termination is in accordance with and under the regulations of the New Jersey State Civil Service Commission.

RESOLUTION #2020-303

RESOLUTION TO MEMORIALIZE ACCEPTANCE OF THE RESIGNATION OF KAITLIN BRIENZA AS A FULL-TIME EMT WITH THE EMS DEPARTMENT AND PLACEMENT ON THE PER DIEM EMT LIST

WHEREAS, Kaitlin Brienza has resigned her position with the Township of Bordentown EMS Department effective December 31, 2020; and

WHEREAS, Ms. Brienza requests to be placed on the list of per diem EMTs and there remains a need for per diem EMTs.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown that it does hereby accept the resignation of Ms. Brienza's employment with the Township EMS Department effective December 31, 2020; and

BE IT FURTHER RESOLVED that Kaitlin Brienza is hereby appointed as a per diem EMT effective January 1, 2021 at \$15.00 per hour in accordance with Ordinance #2020-03 and Resolution #2019-145.

BE IT FURTHER RESOLVED by the Township Committee of the Township of Bordentown that the above employment termination and per diem appointment are in accordance with and under the regulations of the New Jersey State Civil Service Commission.

RESOLUTION #2020-304

RESOLUTION AUTHORIZING THE PURCHASE OF PLAYGROUND AND PARK SITE AMENITIES FOR TERRY FIELD

WHEREAS, the Township Committee desires to continue to make improvements to Terry Field by installing a tot lot and park equipment such as tables, benches and grills ; and

WHEREAS, MRC Inc. has been awarded New Jersey State Contract #16-FLEET-00121; and

WHEREAS, the Township Committee of the Township of Bordentown has determined that MRC Inc. will best fulfill the needs of the Township at a price of \$2,522.10; and

WHEREAS, this is to certify to the Township Committee of the Township of Bordentown that funds for this resolution are available as follows:

BUDGET ACCOUNT	YEAR	COST	DETAIL
C-04-99-300-000	CAPITAL	\$2,522.10	Playground Equipment

JEFFREY C. ELSASSER
CMFO/CTC/PURCHASING AGENT

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown as follows:

The Township Administrator is hereby authorized to approve and forward a purchase order to MRC Inc. of PO Box 106, Spring Lake, NJ 07762, for the purpose of playground equipment and park site amenities for Terry Field in the amount of \$2,522.10

RESOLUTION #2020-305

RESOLUTION AUTHORIZING BUDGET TRANSFERS

BE IT RESOLVED by the Township of the Township of Bordentown that it hereby approves and authorizes the Chief Financial Officer to make the following 2020 Budget Appropriation transfers pursuant to N.J.S.A. 40A:4-58:

<u>ACCOUNT NUMBER</u>	<u>NAME</u>	<u>DEBIT</u>	<u>CREDIT</u>
0-01-42-100-100	EMS SALARY/WAGES	\$7,500.00	
0-01-42-100-215	EMS MISC EXPENSE		\$7,500.00
T-13-40-800-000	RESERVE-SNOW REMOVAL	\$15,000.00	
0-01-26-290-233	STREETS/ROADS SNOW REMOVAL		\$15,000.00
TOTAL		\$22,500.00	\$22,500.00

RESOLUTION #2020-306

CANCELLATION OF 2020 BUDGET APPROPRIATIONS

WHEREAS, the following Current Fund 2020 budget appropriations remain unexpended:

<u>ACCOUNT NUMBER</u>	<u>NAME</u>		
0-01-20-100-100	ADMIN SALARY/WAGES	\$	650.79
0-01-20-110-100	MAYOR/COMMITTEE SALARY/WAGES	\$	1,456.37
0-01-200-110-215	MAYOR/COMMITTEE O/E	\$	1,143.00
0-01-20-120-100	CLERK SALARY/WAGES	\$	5,144.44
0-01-20-130-100	FINANCE SALARY/WAGES	\$	8,491.64
0-01-20-145-215	TAX COLLECTION O/E	\$	2,328.11
0-01-20-150-100	TAX ASSESSMENT SALARY/WAGES	\$	2,001.99
0-01-20-150-215	TAX ASSESSMENT O/E	\$	16,612.48
0-01-20-151-200	TAX APPEALS	\$	25.00
0-01-21-180-200	PLANNING/ZONING BOARD	\$	2,595.00
0-01-21-190-100	COMMUNITY DEVELOPMENT SALARY/WAGES	\$	29,191.76
0-01-21-190-215	COMMUNITY DEVELOPMENT O/E	\$	16,000.00
0-01-21-200-100	UCC SALARY/WAGES	\$	2,376.95
0-01-23-215-000	WORKERS COMP INS	\$	2,124.00
0-01-23-220-000	EMPLOYEE GROUP INSURANCE	\$	1,515.36
0-01-23-221-200	HEALTH BENEFIT WAIVER	\$	20,292.50
0-01-25-240-100	POLICE SALARY/WAGES	\$	97,432.02
0-01-25-240-215	POLICE O/E	\$	13,297.22
0-01-25-252-100	OEM SALARY/WAGES	\$	569.20
0-01-26-290-100	STREETS/ROADS SALARY/WAGES	\$	75,917.82
0-01-26-290-215	STREETS/ROADS O/E	\$	50,000.00
0-01-26-315-215	VEHICLE MAINTENANCE O/E	\$	50,000.00
0-01-27-335-200	ENVIRONMENTAL HEALTH SERVICES	\$	2,125.00
0-01-28-372-200	SENIOR CITIZENS SERVICES AND PROGRAMS	\$	9,467.00
0-01-31-447-200	PETROLEAUM PRODUCTS	\$	20,000.00
0-01-36-470-000	PERS	\$	110.23
0-01-36-472-000	SOCIAL SECURITY	\$	20,765.86
0-01-36-476-000	DCRP	\$	462.51
0-01-43-490-100	MUN COURT SALARY/WAGES	\$	83,645.77
0-01-43-490-215	MUN COURT O/E	\$	10,000.00
0-01-45-930-000	BOND INTEREST	\$	17,950.37
0-01-45-930-200	BOND INTEREST-WATERFRONT	\$	28,044.60
0-01-45-935-000	NOTE INTEREST	\$	481.58
TOTAL		\$	592,218.57

WHEREAS, it is necessary to formally cancel said appropriations so that such unexpended appropriations may be cancelled to budget operations.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown that the above listed unexpended appropriations of the Current Fund be cancelled.

RESOLUTION #2020-307

RESOLUTION AMENDING RESOLUTION #2020-19 APPOINTING TOWNSHIP PROFESSIONALS FOR THE YEAR 2020

WHEREAS, the Township Committee of the Township of Bordentown appointed professionals and awarded professional service agreements via Resolution #2020-19 on January 4, 2020; and

WHEREAS, the Chief Financial Officer certified the availability of funds up to stated amounts for each professional; and

WHEREAS, a notice of award was published in the Burlington County Times on January 31, 2020 which included the amounts certified by the Chief Financial Officer; and

WHEREAS, due to circumstances occurring throughout the year, it is necessary to amend the 2020 professional service agreements as to the Certification of Availability of Funds.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown that Resolution #2020-19 is hereby amended with regard to the following 2020 professionals and the attached Certification of Availability of Funds:

Prosecutor

DG Peter Sarsfield

RESOLUTION #2020-308

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE
AND APPROPRIATION N.J.S.A. 40A:4-87**

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item has been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Bordentown in the County of Burlington, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2020 in the sum of \$2,157.33, which is now available from the Township of Bordentown, in the amount of \$2,157.33; and

BE IT FURTHER RESOLVED that the like sum of \$2,157.33 is hereby appropriated under the caption "BODY ARMOR REPLACEMENT FUND - 2020"; and

BE IT FURTHER RESOLVED that the above is the result of funds from the Township of Bordentown in the amount of \$2,157.33.

12/28/20
JCE

TOWNSHIP OF BORDENTOWN

RELEASE OF PERFORMANCE GUARANTEE FOR TEMPORARY CERTIFICATE OF OCCUPANCY

**Matrix Realty, Inc.
BLOCK: 130 LOT: 2**

RESOLUTION NO. 2020-309

WHEREAS, Matrix Realty, Inc. is the developer of a certain property within the Township of Bordentown and has been granted preliminary approval and final approval of development plans for the above captioned block and lot, known as the Matrix Distribution Center, subject to certain terms and conditions, including, but not limited to, the filing of Third-Party Performance Guarantees guaranteeing the satisfactory installation of certain site improvements; and

WHEREAS, Matrix Realty, Inc., Provided a performance guarantee in the form of a Cash Deposit the amount of \$76,728.00; and

WHEREAS, Matrix Realty, Inc., has notified the Township in writing and in accordance with the procedures set forth in the Municipal Land Use Law (MLUL), N.J.S.A. 40:55D-53d, that the required improvements have been completed which are the subject matter of the aforementioned guarantee, and has requested a release of said Temporary Certificate of Occupancy cash guarantee; in agreement with the Developer, the Township CFO shall transfer \$76,728.00 to account #990701 in lieu of a cash deposit towards the required Public and Buffer Maintenance Guarantee; and

WHEREAS, the Township Engineer has inspected all the improvements of which notice has been given and recommends herein that the Township Committee approve the release of the performance bond; and

WHEREAS, the Township Committee has reviewed said request and desires to act favorably with respect to the Township Engineer's recommendations in accordance with N.J.S.A. 40:55D-53d.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Bordentown, in the County of Burlington and State of New Jersey, as follows:

1. That the Township Committee, for the aforementioned reasons, hereby approves release of the cash performance guarantee for a Temporary Certificate of Occupancy and transfer of \$76,728.00 to account #990701 in lieu of cash deposit for a Public & Buffer maintenance bond, with the following conditions:
 - a. The release of the guarantee is conditioned upon payment of any outstanding negative balance in the inspection escrow account.

- b. Receipt of the \$904,656.00 Affordable Housing Contribution payment.
 - c. Receipt of \$54,555.00 towards the Stormwater Maintenance Guarantee
2. The Township Clerk shall forward a certified copy of this resolution to: Matrix Development Group, c/o Kenneth Griffin, CN 4000 Forsgate Drive, Cranbury, NJ 08512.

RESOLUTION #2020-310

APPROVING ROUTINE BUSINESS: PAYMENT OF BILLS

BE IT RESOLVED by the Township Committee of the Township of Bordentown that all of the bills listed to be paid on the list dated December 28, 2020, as submitted by the Office of Treasurer are hereby approved for payment and the Office of the Treasurer is directed to pay the same.