

Mayor Roach called the meeting to order.

Resolution 2017:257 - Executive Session

BE IT RESOLVED by the Mayor and Council of the Borough of Lindenwold that the Mayor and Council are now going into closed session to discuss legal matters, 2018 Professional Services and Council Liaisons, Personnel-Police

Motion was made by Councilman Strippoli, second by Councilman Burrows that Resolution #2017:257 be adopted as read. Voice vote was unanimous in the affirmative. Motion carried.

Motion was made by Councilman Strippoli, second by Councilman Jackson to go out of executive session. Voice vote was unanimous in the affirmative. Motion carried.

Sunshine Law - Notice of this meeting has been duly advertised in compliance with the provisions of the open public meetings law. Please be advised that this meeting will be audio recorded for possible later playback.

Flag Salute

Roll Call of Council Members Present: Burrows, DiDomenico, Hess, Jackson, Strippoli, and Mayor Roach
Excused Absence: President Randolph-Sharpe

Motion was made by Councilman Strippoli, second by Councilman DiDomenico that the Council Minutes and Executive Session for October 11, 2017 be adopted as presented. Voice vote was unanimous in the affirmative. Motion carried.

Motion was made by Councilman Strippoli, second by Councilman Burrows that all bills that have been properly audited be approved for payment. Roll call vote was unanimous in the affirmative. Motion carried.

The following reports have been filed and are available in the respective offices for review and will be included in the minutes:

a. Tax Collector’s Report	\$4,589,853.70
b. Sewer Report	\$ 31,011.99
c. Treasurer’s Report	\$ 24,344.94

Ordinance 2017-17-Amend Chapter 238

AN ORDINANCE AMENDING CHAPTER 238 SECTION 5 OF THE EXISTING PROPERTY MAINTENANCE/RESPONSIBILITY OF OWNERS FOR THE BOROUGH OF LINDENWOLD

WHEREAS, the municipal governing body of the Borough of Lindenwold strives to ensure consistency in its provisions, and

WHEREAS, the Borough of Lindenwold desires to be consistent with statute N.J.S.A. 40:48-1.1, and

WHEREAS, the Borough of Lindenwold recommends the following language to replace Chapter 238,

Article II Section 5:

When in the opinion of the construction official, or in their absence the designate of the construction official, there exists an emergency situation concerning the condition of a property which represents an immediate threat to the public safety, health or welfare, or in the opinion of the construction official, a building or structure is dangerous to human life or constitutes a fire hazard, requiring immediate action to avoid and mitigate the emergency situation, immediate notice, if practicable, shall be given to the property owner requesting that the situation be remedied. The construction official shall attempt to contact the property owner via telephone, fax, or email concerning the emergency situation, and the owner shall be provided 24 hours within which to rectify and remediate the emergency situation. In the event-the construction official is unable to make contact with the property owner, or the property owner otherwise fails to respond within the 24 hour period, the Borough may take all actions necessary and appropriate to remedy the situation, including but not limited to demolition of the property.

In addition to assessing the cost of any such removal or demolition as a municipal lien against the premises, the Borough may enforce the payment of such assessment, together with interest, as a debt of the owner of the premises and may authorize the institution of an action at law for the collection thereof. The Superior Court shall have jurisdiction over any such action.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the municipal governing body of the Borough of Lindenwold, that the above mentioned section be added to the Borough of Lindenwold Code Book as adopted.

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

Mayor Roach opened the meeting to the public. There being no one desiring the floor, the Mayor closed the meeting to the public.

Motion was made by Councilman Strippoli, second by Councilman DiDomenico that Ordinance 2017-17 be adopted as read on second reading. Roll call vote was unanimous in the affirmative. Motion carried.

Second Reading Ordinance 2017-18 Amend Salary Ordinance

AN ORDINANCE TO AMEND CHAPTER 52 REGULATING THE SALARIES OF THE OFFICERS AND NON-OFFICERS OF THE BOROUGH OF LINDENWOLD, COUNTY OF CAMDEN AND STATE OF NEW JERSEY

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

SECTION 1. The following salaries shall be paid at the time designated to the officers and non-union employees of the Borough of Lindenwold, County of Camden and State of New Jersey while in the employ of the Borough of Lindenwold, who hold or are appointed to the positions enumerated below beginning January 1, 2017, respectively.

<u>TITLE</u>	<u>PAYABLE</u>	<u>2017 ANNUAL</u>	<u>2018 ANNUAL</u>
Administrator	Bi-weekly	21,915	
Superintendent of Public Works	Bi-weekly	97,544	
Chief of Police	Bi-weekly	139,998	142,798

SECTION 2. The salaries and wages herein described and specified shall take effect January 1, 2017 and shall apply to the year 2017 and all years subsequent thereto, unless and until same have been changed as specified and provided by law. Mayor Roach opened the meeting to the public. There being no one desiring the floor, the Mayor closed the meeting to the public. Motion was made by Councilman Strippoli, second by Councilman DiDomenico that Ordinance 2017-18 be adopted as read on second reading. Roll call vote was unanimous in the affirmative. Motion carried.

CONSENT AGENDA: The items listed below are considered routine by the Borough of Lindenwold and will be enacted by one motion. There will be no formal discussion of these items. If discussion is desired, this item will be removed from the Consent Agenda and will be considered separately. Motion was made by Councilman Strippoli, second by Councilman Jackson that Resolution 2017:258 to 2017:271 be adopted as read. Roll call vote was unanimous in the affirmative. Motion carried.

RESOLUTION 2017:258 Authorizing Investigation Of A Shared Service For The Lindenwold Tax Office
WHEREAS, the Mayor and Council of the Borough of Lindenwold recognize a need for efficiency in providing governmental services; and
WHEREAS, the State of New Jersey encourages municipalities to share services wherever practicable, to reduce the costs of government, while maintaining a high level of governmental service; and
WHEREAS, the Mayor and Council of the Borough of Lindenwold recognize that a shared service for tax collection and processing may be in the best interests of the Borough to effectuate the goals of governmental efficiency and reduction of governmental costs;
NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Lindenwold, that the Solicitor of the Borough of Lindenwold and Business Administrator are authorized to investigate the potential for sharing the service of tax collection and processing with another municipality.

RESOLUTION 2017:259 Employment Termination of Tax Collector
WHEREAS, the Mayor and Council of the Borough of Lindenwold recognize a need for a change in personnel regarding the position of tax collector; and
WHEREAS, the Mayor and Council of the Borough of Lindenwold believe that it is in the best interests of the Borough of Lindenwold to terminate the employment of the tax collector;
NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Lindenwold, that the employment of tax collector, who was appointed by Resolution 2015:136 is hereby terminated effective November 30, 2017.

RESOLUTION 2017:260-Sign Contract Animal Shelter
WHEREAS, the Borough of Lindenwold has an agreement with Camden County for providing animal shelter services, and
WHEREAS, the Borough of Lindenwold wishes to maintain this agreement for the benefit of its residents, and
WHEREAS, the agreement must be signed by December 31, 2017 for services to start on January 1, 2018.
THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Lindenwold renew the agreement for animal holding with Camden County Animal Shelter, 125 County House Road, Blackwood, NJ 08012 in the amount of \$3,718.75 per month.

RESOLUTION 2017:261-Refund Permits
WHEREAS, Solar City paid for two permits for 2032 Andrea Avenue under Permit number 16006 and 912 Aston Martin Dr. under Permit number 16008, and
WHEREAS, these jobs have been canceled, and
WHEREAS, the Construction Department has requested that a portion of the fee minus the DCA fee and plan review fee be returned.
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Lindenwold that the amount of \$175.20 for Permit number 16006 and \$146.40 for Permit number 16008 be refunded to Solar City Inc. for the cancelation of these permits.

RESOLUTION 2017:262 Shared Service Agreement with Laurel Springs for Sewer Services
WHEREAS, the Borough of Lindenwold (Lindenwold) wishes to enter into a Shared Services Agreement (“Agreement”) with the Borough of Laurel Springs (Laurel Springs) to share services and reduce costs by working together to provide Sewer System Services for the Borough of Laurel Springs; and
WHEREAS, by entering into the Agreement, Lindenwold and Laurel Springs agree that the shared service will benefit each respective entity; and
WHEREAS, Laurel Springs shall pay Lindenwold for Sewer System Services as defined in the Shared Services Agreement; and
WHEREAS, the parties hereto are permitted in accordance with N.J.S.A. 40:8A-1 et seq., the Interlocal Services Act (“Act”), to enter into an Agreement to provide jointly, or through each respective agency itself, such services authorized by the Act, including areas of general government administration;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Lindenwold as follows:

1. The Mayor is hereby authorized to execute a Shared Services Agreement by and between the Borough of Lindenwold and the Borough of Laurel Springs in a form to be attached hereto and made a part hereof as Exhibit "A".
2. The Shared Services Agreement shall be placed on file in the office of the Lindenwold Borough Clerk and made available for public inspection upon execution.
3. The terms and provisions of the Shared Services Agreement shall take effect upon execution of the Agreement by all parties.

RESOLUTION 2017:263 Amend Employee Handbook/Procedure Manual

WHEREAS, the Borough of Lindenwold is a member of the Camden County Municipal Joint Insurance Fund, and

WHEREAS, there is a requirement for the Borough of Lindenwold to maintain an Employee Manual, and

WHEREAS, after a review by the Borough Solicitor the following items are recommended to be updated:

Section 4 Compensation & Employee Benefits Policies

Promotions Policy

Amend second paragraph to include: Application must be made through the Employees' direct supervisor or Department Head, who shall be responsible to forward application to the Business Administrator.

Additional paragraph to this section: Promotion to any position shall be made in accordance with Civil Service Guidelines, as set forth in NJSA 11A:1-1, et seq. and NJAC 4A:1-1, et seq. , and applicable New Jersey Civil Service administrative regulations and/or policies. An employee may only be promoted to a classified position, with a title as defined by the New Jersey Civil Service Commission. The title of the position shall be consistent with the position's job description requirements, as defined in the Civil Service Job Title list. All promotions shall be subject to any testing procedures, as required and/or administered by the New Jersey Civil Service Commission

Training Program, Including Seminars or Conventions

Definitions

Adding Section 5. In the event of separation of employment with the Borough, for any reason, within 18 months after attendance of the initial position certification program, the Employee shall be obligated to reimburse the Borough for all costs and expenses incurred by the Borough associated with the Employee's attendance at the education course, including but not limited to tuition, travel expenses, meal expenses, and lodging expenses. All such reimbursement to the Borough for these expenses may be deducted from an Employee's paycheck, from any other monetary benefit due to the Employee from the Borough, or through the employee directly reimbursing the Borough for these costs.

THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Lindenwold that the Personnel Manual be amended as recommended above.

RESOLUTION 2017:264-Sewer Account

WHEREAS, an inspection was made by the supervisor of the sewer department on December 6th 2017 at the 425 Blackwood Rd., aka Block 240 Lot 48 and has presented to the collector a letter attesting to the sewer lateral being properly abandoned and/or capped with the proper means and materials and the sewer being current through December.

THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Lindenwold to authorize the collector to cancel the sewer billing and mark the account as inactive.

RESOLUTION 2017:265- Chap 159 Berlin Rd. Streetscape

WHEREAS, N.J.S. 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 shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

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

WHEREAS, the Borough of Lindenwold will receive \$399,248.77 from the Federal Highway Administration Federal Aid Program through the New Jersey Department of Transportation for funds for the Berlin Road Improvements, Camden County and wishes to amend its 2017 Budget to include this amount as a revenue

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Council of the Borough of Lindenwold 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 2017 in the sum of \$399,248.77 which is now available as a revenue from the State of New Jersey, and

BE IT FURTHER RESOLVED that a like sum of \$399,248.77 the same is hereby appropriated under the caption of:

Federal Highway Administration – NJ Department of Transportation (Berlin Road Improvements)

BE IT FURTHER RESOLVED that this resolution will be sent to the Director of Local Government Services for certification.

RESOLUTION 2017:266

Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Laurel Road Pedestrian Improvement (Phase2) Project

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Lindenwold formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as LAIF-Lindenwold Borough-00084 to the New Jersey Department of Transportation on behalf of the Borough of Lindenwold.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Lindenwold and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

RESOLUTION 2017:267- Chap 159 Recycling Tonage Grant

WHEREAS, N.J.S. 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 shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

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

WHEREAS, the Borough of Lindenwold has received \$25,401.87 from the State of New Jersey Division Hazardous Waste and wishes to amend its 2017 Budget to include this amount as a revenue

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Council of the Borough of Lindenwold 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 2017 in the sum of \$25,401.87 which is now available as a revenue from the State of New Jersey, and

BE IT FURTHER RESOLVED that a like sum of \$25,401.87 and the same is hereby appropriated under the caption of:

Recycling Tonnage Grant

BE IT FURTHER RESOLVED that this resolution will be sent to the Director of Local Government Services for certification.

RESOLUTION 2017:268- Chap 159 Concrete Sidewalk

WHEREAS, N.J.S. 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 shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

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

WHEREAS, the Borough of Lindenwold will receive \$489,529 from the Federal Highway Administration Federal Aid Program through the New Jersey Department of Transportation for funds for the construction of the Concrete Sidewalk Installation: School #5, School #4 and High School and wishes to amend its 2017 Budget to include this amount as a revenue.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Council of the Borough of Lindenwold 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 2017 in the sum of \$489,529.00 which is now available as a revenue from the State of New Jersey, and

BE IT FURTHER RESOLVED that a like sum of \$489,529 the same is hereby appropriated under the caption of:

Federal Highway Administration – NJ Department of Transportation (Concrete Sidewalk Installation)

BE IT FURTHER RESOLVED that this resolution will be sent to the Director of Local Government Services for certification.

RESOLUTION 2017:269- Budget Transfers

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Lindenwold that the following transfers be made to the 2017 Budget in accordance with N.J.S 40A:4-58:

	From	To
General Fund		
Gasoline	14,000	
Sanitation/Recycling S&W		1,000
Insurance Other		10,000
Streets & Roads S&W		3,000
Total	14,000	14,000
Sewer Fund		
Sewer OE	1,000	
Sewer S&W		1,000
Total	1,000	1,000

RESOLUTION 2017:270- Award Remington & Vernick Engineers Construction of Berlin Rd. Phase II

WHEREAS, the Borough of Lindenwold applied for additional funding to complete the original scope of the Berlin Road Streetscape Project from Linden Avenue to Gibbsboro Road, and

WHEREAS, the Borough of Lindenwold named this project as Berlin Road Streetscape Project Phase II, and

WHEREAS, Environmental Resolutions, Inc. was appointed to provide engineering services to complete the design revisions needed in order to submit and obtain federal approval by July 1, 2017, and

WHEREAS, the Borough of Lindenwold advertised for proposals for Construction Engineering Services, and

WHEREAS, only one proposal was received, and

WHEREAS, the Borough of Lindenwold reviewed the proposal received from Remington and Vernick, and

WHEREAS, the proposal from Remington and Vernick met with the requirements for Construction Engineering Services for Berlin Road Streetscape Project Phase II, and

WHEREAS, Mayor and Council reviewed the recommendation to award Berlin Road Streetscape Project Phase II.

THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Lindenwold that the proposal for Construction Engineering Services for Berlin Road Streetscape Project Phase II be awarded to Remington and Vernick for an amount not to exceed \$80,423.56.

RESOLUTION 2017:271-Refund Tax Overpayment

WHEREAS, it has been determined that the taxpayer listed below is entitled to a refund for overpayment of taxes and;

WHEREAS, it is the desire of the Governing Body to have these overpayments returned to the respective tax payers;

NOW, THEREFORE, BE IT RESOLVED, by Mayor and Council of the Borough of Lindenwold, Camden County, and State of New Jersey that the tax office is hereby authorized to refund the overpayment to:

Cheryl Lucier, \$273.48, Block 206 Lot 19.01,

THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Lindenwold, that the above refund be issued.

RESOLUTION 2017:272-Shared Service for Traffic Study

WHEREAS, the Mayor, Council, and Board of Education of the Borough of Lindenwold recognize that it is imperative to search for efficient means to reduce spending through creative and innovative ideas and programs which benefit their community, and

WHEREAS, the circumstances now exist where it is appropriate for the respective parties hereto to join together for the purpose of an Interlocal Agreement authorizing a traffic study by Remington & Vernick Engineers for the intersection of Egg Harbor Road/Carlton Avenue and Clementon-Gibbsboro Rd., and

WHEREAS, the cost for this traffic study will be divided between the Borough of Lindenwold the Lindenwold School District.

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Lindenwold that the Mayor and Borough Clerk are hereby authorized to execute the agreement with the Board of Education for a traffic study as described.

Motion was made by Councilman Strippoli, second by Councilman DiDomenico that Resolution 2017:272 be adopted as read. Roll call vote was unanimous in the affirmative. Motion carried.

Department Reports

Councilman DiDomenico provided the November Police Report that included the number of calls, accidents, traffic stops and complaints.

Councilwoman Hess provided the November Library Report that included the books and material circulated, computer usage, new members, and fees collected. There is a new sign going up at the Library tomorrow and two new computers.

Business Administrator stated that a demo of the new website was presented at the last Council Meeting. She encouraged all residents to visit the new website. She has received most of the departments 2018 budgets. If the Council Liaisons have not reviewed the department budget, they should contact the supervisor.

Councilman Jackson provided the year to date report for the Code Enforcement Office including violations and fees collected.

Councilman Strippoli provided the November Public Works Report that included the trash and recycling collected and complaints with no accidents or injuries. Next, was the Sewer Report that included service calls, stoppages, emergency calls, and repairs. An additional report was provided for Laurel Springs that we also service.

Councilman Burrows reported that the Environmental Commission did not meet in November. Three applications were presented with one being denied for a change of use on the White Horse Pike. Approval was given for the cheerleaders to use a facility and for a luncheonette to open on Gibbsboro Road. A special meeting was held for a review of the Master Plan which was approved. Next he provided the year to date fees collected by the Construction Department including permits, mercantile fees, and Joint Land Use fees. He introduced the Construction Official to provide the results of his study regarding the White Horse Pike. The Construction Official provided Council with his compilation of addresses from the Tax Department and his review of the conditions of the properties according to the information on file. He identified the vacant and abandoned properties, properties with Code violations, unregistered properties, and unsafe structures. He reviewed with Council several properties that he had concerns including those that have not started the work after obtaining permits and a large property that appeared to have two businesses operating without registration or paid taxes. He recommends investigating this property as it may be an unsafe structure requiring a hearing for possible demolition. He will continue to follow up for compliance. He also recommended working with Laurel Springs and Clementon regarding property maintenance as they border Lindenwold. He identified a problem with parking by a business. The Mayor stated that parking in the front of the building is illegal according to the New Jersey Department of Transportation. Councilman Burrows added that the parking on the side street has been reviewed for violations which can be enforced by the Police Department. Council discussed locating the old business plans and having the department continue to monitor. Mayor Roach thanked the Construction Official for a great job.

Engineer's Report was presented by Tony Chadwell of Remington and Vernick questioned Council for the timing of the traffic study. Mayor suggested waiting until after the holidays to view the normal traffic flow. Work will start once the funding for the Laurel Road Pedestrian Project has been authorized. Several projects are still in the design phase including Safe Routes to School and Reconstruction of South Carlton.

Mayor Roach opened the meeting to the public.

Joe Amodeo, resident, provided information for a Veterans Income Exemption. He provided the Clerk with the form for interested residents. Mayor thanked the resident.

Bob Stefanow, resident, questioned about the code for the burning of wood stoves. The dense smoke is making it hard to breath in his neighborhood. One resident has a filter to help clean the air but other houses have smoke that just hangs in the air. The Construction Official is not aware of any state regulations and will look into this matter. The Mayor added that this type of heating is recommended. The resident feels that this needs to be regulated for cleaner air quality. Councilman Jackson will contact Code Enforcement Supervisor for a report.

Resident from the audience questioned the lack of the Police crime report. The Business Administrator responded that the Police Department is now linked to the Borough website. There may have been an issue during the transition of the new website but the information should be available.

There being no one else desiring the floor, the Mayor closed the meeting to the public.

Motion was made by Councilman Strippoli, second by Councilman Jackson that the meeting be adjourned. Voice vote was unanimous in the affirmative. Motion carried.

DATED: December 27, 2017

Deborah C. Jackson, RMC
Borough Clerk