

**BOROUGH OF FOLSOM
SPECIAL COUNCIL MEETING
MINUTES
December 27, 2018**

MEETING CALLED TO ORDER: 6:05 PM

SALUTE TO THE FLAG LED BY Mayor DeStefano

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

ROLL CALL: Councilpersons: Jantz, Arena and Hoffman

ABSENT: Councilman Smith, Pagano and Schenker

ORDINANCES: (SECOND READING/FINAL ADOPTION)

ORDINANCE 08-2018

**AN ORDINANCE AMENDING CHAPTER 41 OF THE CODE OF THE BOROUGH OF
FOLSOM**

WHEREAS, the Borough of Folsom has developed a Personnel Policy governing employment practices in the Borough of Folsom; and

WHEREAS, the Borough of Folsom has also developed detailed job descriptions for various positions throughout the municipality; and

WHEREAS, the Borough of Folsom wishes to amend certain sections of the Borough Code of the extent that they are inconsistent with the Personnel Policy and job descriptions.

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

Section I: Sections 41-1 through Sections 41-5 of the Code of the Borough of Folsom shall be replaced in their entirety and shall be amended to state as follows:

41-1 Policy and purpose; objectives.

This chapter is hereby adopted to institute a policy of sound personnel management and to develop, to the highest degree possible, management-labor relations so that the following objectives can be instilled in the officers and employees of this local governing unit. Such objectives are:

- A. To maintain a public service of high competence and character.
- B. To contribute directly and effectively to the accomplishment of missions and programs.

- C. To foster in managers, supervisors and employees an attitude of responsive service to the public.
- D. To carry out pertinent public policy as expressed in law, executive orders, regulations or otherwise.
- E. To utilize manpower resources wisely and economically.
- F. To provide a work environment which stimulates initiative, imagination, productivity, personal development and cost consciousness.
- G. To treat employees, individually and in groups, equitably and fairly, to help them to achieve personal satisfaction and pride in their work and to enhance their opportunities for career advancement through training and the utilization of their abilities.
- I. To maintain the high reputation of the government as an employer and to contribute to constructive community relations.
- K. To preserve and nourish the traditional values of government, including integrity, continuity, nonpartisanship and the principles of merit, which are essential to the mutual confidence that exists between government and the public it serves.

41-2 Nondiscrimination.

The Borough of Folsom shall not at any time discriminate against any individual because of race, color, creed, national origin, ancestry, age, marital status or sex or because of the liability for service in the armed forces of the United States, or to discriminate against such individual in compensation or in terms, conditions or privileges of employment; nor shall the Borough of Folsom discriminate against any individual because of that individual's political beliefs, ideas or affiliation.

41-3 Personnel records.

The policy regarding personnel files shall be as contained in the personnel policy of the Borough of Folsom.

41-4 Officers and employees enumerated; duties.

In addition to those officers, offices, positions and employees which are required and set forth pursuant to statute, which shall take precedence over this ordinance, the following positions and jobs descriptions attached are hereby placed in effect within the Borough of Folsom to be filled in the discretion of the Council of the Borough of Folsom. Job descriptions for various positions in the Borough of Folsom shall be kept on file in the Borough Clerk's office.

41-5 Personnel policy.

The personnel manual of the Borough of Folsom as adopted on **June 10, 1997**, and any amendments or modifications thereto to the date of this chapter taking effect pursuant to law, are hereby specifically incorporated herein by this reference. Copies of the personnel manual specifically incorporated into this chapter by this reference shall be available at the office of the Borough Clerk. To the extent that anything contained in this chapter is contrary or in conflict with said personnel manual, the personnel manual shall take precedence.

Section II: The following sections of the Code of the Borough of Folsom shall be deleted:

41-12 Powers and duties Section 41-12 B (4)

41-13 Compensation

Section III: The following sections of the Code of the Borough of Folsom shall be amended as follows:

41-14. Purpose

The purpose of this article is to establish the position of Clerk in accordance with the authority granted to the Borough by N.J.S.A 40A:9-133.

41-15. Creation of position: duties

- A. The position of Clerk is hereby established
- B. The Clerk, in addition to all of the duties of the Clerk of the Borough of Folsom, shall perform such additional administrative duties as may be assigned by the Borough of Folsom from time to time and as enumerated in the job descriptions.
- C. Deleted – reserved for future use.

Section III: Sections 41-16 through 41-25 of the Code of the Borough of Folsom shall be deleted and reserved for future use

Section IV: Section 41-28 of the Code of the Borough of Folsom shall be amended as follows:

The duties of the Municipal Administrative Assistant shall be set forth in the Borough of Folsom Job Descriptions.

41-32 Terminating employment for other than disciplinary reasons.

Nothing in this chapter nor in any section of this chapter whatsoever shall prohibit the Borough Council from terminating, laying off or dissolving any employee's position, duties, post, job or employment because of budget cuts, setbacks, economic conditions, changes in employment requirements or priorities for or of the Township, tax or appropriation reasons or conditions, lack or nonexistence of work or project requirements or any other similar non-disciplinary reason. The Borough of Folsom has always had this right to terminate an employee's employment because of the aforementioned reasons or other similar reasons and therefore retains said right under this chapter.

Section V: The job descriptions attached to this Ordinance as Exhibit “A” are specifically incorporated into this Ordinance and shall be adopted pursuant to this Ordinance and shall be kept on file in the Borough Clerk’s Office.

Section VI: Repealer. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

Section VII: Severability. If any Section or part of this Ordinance is deemed to be invalid or illegal in any Court of competent jurisdiction then said part is severable from the Ordinance as a whole and the remaining sections or parts of this Ordinance shall remain in full force and effect.

Section VIII. Effective Date. This Ordinance shall take effect according to law after final passage and publication.

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced and passed on the first reading at a regular meeting of the Borough Council in the Borough of Folsom, County of Atlantic and State of New Jersey, held on December 11, 2018. Said Ordinance was approved for final adoption at a public hearing held in the Borough of Folsom Municipal Building, 1700 12th St., Folsom, NJ on December 27, 2018 at 6:00 P.M.

BOROUGH OF FOLSOM JOB DESCRIPTIONS

ADMINISTRATION

OFFICE OF THE BOROUGH CLERK

Borough Clerk

Administrative Code – Article 41-14

Supervisor : Mayor

Minimum Qualifications: Valid NJ Certified Registered Municipal Clerk’s Certificate, ability to use Microsoft Office and maintain computerized records. Ability to establish and maintain cooperative working relationships with local and state government officials, staff members and the public. Knowledge of the fundamental principles of position, classification and application to employment situations. Knowledge of the laws of the State of New Jersey as they relate to various personnel positions and activities. The Borough Clerk shall be the agent of the Mayor and Council in the administration of Borough Affairs and shall be the chief administrative officer of the Borough.

Perform all of the functions required by the General Election Law including serving as Chief Administrative Officer in all elections held in the Borough subject to the requirements of Title 19 and any other state law or Borough ordinance.

Serve as chief registrar of voters in the municipality, subject to the requirements of Title 19 of the Revised Statutes.

Act as secretary of the municipal corporation and custodian of the municipal seal and of all minutes, books, deeds, bonds, contracts and archival records of the municipal corporation.

Be the depository for and have custody of all performance bonds naming the Borough as obligee or any other form of security given by any contractor, subdivision developer or other person on account of work to be done in or for the Borough

Report, to the Borough Council, at such times as the Council may require, on the coverage, expiration date and premium of each surety bond and contract of insurance, the nature and terms of outstanding leases, the rent reserved by each and their respective expiration dates

Act as secretary to the governing body, prepare meeting agendas at the discretion of the governing body, be present at all meeting of the governing body, keep a journal of the proceeding of every meeting, retain the original

Borough Clerk, continued

copies of all ordinances and resolutions, and record the minutes of every meeting.

Prepare, maintain, compile and index ordinances and resolutions.

Ensure that all ordinances and notices of the Borough are properly advertised

Serve as coordinator and records manager responsible for implementing local archives and records retention programs as mandated pursuant to Title 47 of the Revised Statutes.

Serve as administrative officer responsible for the acceptance of applications for licenses and permits and issuance of licenses and permits. Faithfully make all reports required by law or ordinance to the Borough Council for all fees received

Serve as liaison between Governing Body and public

Issue Oaths

Serve as Registrar of Vital Statistics – duties as defined by the State of New Jersey

Supervise department personnel

Prepare annual department budget request and supporting documentation

Administer department budget and purchasing

Perform such other duties as are now or hereafter imposed by statute, regulation or by municipal ordinance or regulation.

Investigate all accidents involving departmental personnel, using the Accident Investigation Report Forms for each accident or loss to determine the conditions(s) responsible to evaluate, take and/or recommend the necessary corrective action to eliminate the unsafe condition or keep the unsafe act from recurring.

Cooperate with the Safety Coordinator in investigating all accidents as stated in the item above.

Make periodic hazard assessments of all areas under supervision to determine any conditions that could result in an accident or loss, then take or suggest corrective action.

Make periodic inspections with the Safety Coordinator to determine unsafe conditions and suggest corrective action.

Serve as Borough Affirmative Action Officer

Serve as Public Agency Compliance Officer

Conduct field investigations concerning procedures, complaints and grievances affecting personnel matters.

Interview employees and applicants for municipal employment positions.

Prepare reports for the Borough Council in regard to personnel requirements.

Prepare periodic salary surveys for the Borough Council.

Assist employees with pension procedures

Assist employees with health benefits procedures

Prepare job specifications in cooperation with department directors.

Conduct desk audits and other review procedures to determine the scope and character of duties and responsibilities for each employee position.

Prepare and maintain individual employee personnel files.

Oversight and maintenance of Information Technology Systems

Perform any and all duties relating directly or indirectly to the employment of personnel by the Borough and such other duties as may be assigned

Deputy Borough Clerk

Supervisor: Borough Clerk

Minimum Qualifications: Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. Graduation from High School or Vocational High School, or possession on an approved High School Equivalency Certificate. Familiarity with the law of the State of New Jersey as they pertain to municipalities. Proficiency in Microsoft Office, ability to maintain and organize computerized records. Ability to handle numerous tasks simultaneously.

Assists Borough Clerk in his or her duties and assume duties of Clerk in his or her absence.

Greets public and answers questions

Issues Oaths

Serves as Deputy Registrar –duties as defined by the State of New Jersey

Issue birth, marriage, and death licenses and certificates

file birth, marriage and death licenses

prepare certified copies of birth, marriage and death records

collect and deposit fees for above licenses and copies

prepare monthly reports and send to State Treasurer

Collect & deposit all monies collected thru the Borough Clerk's Office

Issue permits & licenses

Prepare monthly dog reports and forward to State

Maintain vacation, sick, comp, and personal time records for all employees

Serve as Notary

Voter Registration

MUNICIPAL ADMINISTRATIVE ASSISTANT

Administrative Code Article 41

Supervisor : Borough Clerk

Minimum Qualifications: Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. Graduation from High School or Vocational High School, or possession on an approved High School Equivalency Certificate. Proficiency in Microsoft Office and ability to utilize computers to maintain Borough records. Ability to handle numerous tasks simultaneously.

Answer phones and direct calls

Greet public and direct to appropriate offices

Perform routine office work

Maintain records and files

Compose and type routine correspondence

Operate varied types of office machines, including but not limited to typewriters, duplicating machines, facsimiles, and computer

Route mail (open and date Clerk's and Tax Collector's mail) to all departments

Assist other departments with general office duties when necessary

Collect monies directed to Township Clerk's Office and issues receipts as necessary

Copy materials for public as requested

Order supplies as needed

Set up room prior to meeting

Perform such other duties and tasks as is required or directed by the supervisor.

Claims Coordinator

Supervisor : Borough Clerk

Coordinate prompt reporting of all claims within the municipality. Maintain supply of claim forms

Act as coordinator between municipality and Claims Administrator of JIF

Direct injured employees to Borough Physician for initial medical evaluation. Follow up with employee/physician/supervisor as necessary to track progress of claim.

Distribute Accident Investigation Reports ; encourage completion within reasonable time frame and forward all reports as indicated

Maintain records on all claims submitted.

Safety Coordinator

Supervisor : Borough Clerk

Implement and administrate safety programs, training and loss control efforts

Oversee accident investigation and accident prevention efforts

Chair safety Council meetings

Compile reports for the ACMJIF Safety Director

Review certificates of insurance and hold harmless agreements for compliance with JIF/Mel recommendations.

Fund Commissioner, Atlantic County Municipal Joint Insurance Fund

Represent the Borough's interest in the Insurance Fund

Responsible for the operation of the Fund in accordance with the Atlantic County Municipal Joint Insurance Fund By-laws and all applicable state statutes and regulations

Adopt all policies and procedures which affect the fund

PUBLIC SAFETY

EMERGENCY MANAGEMENT

Emergency Management Coordinator

Supervisor : Mayor

Minimum Qualifications: Valid NJ Driver's License. Graduation from High School or Vocational High School, or possession on an approved High School Equivalency Certificate.

Coordinate civil defense and disaster control within the Borough and shall work with the members of the Council as well as state and county officials in regard to such matters.

Planning, activating, and coordinating disaster control operations within the Borough.

Establishing and maintaining fully equipped emergency operations center within the Municipal Communications Center, which shall be ready to coordinate all Borough functions in the event of a disaster.

Plan for alternative operations center in the event that the primary communications center is damaged of unusable.

Create, test and amend emergency operations plan when required.

Investigate all accidents involving departmental personnel, using the Accident Investigation Report Forms for each accident or loss to determine the conditions(s) responsible to evaluate, take and/or recommend the necessary corrective action to eliminate the unsafe condition or keep the unsafe act from recurring.

Cooperate with the Safety Coordinator in investigating all accidents as stated in the item above.

Make periodic hazard assessments of all areas under supervision to determine any conditions that could result in an accident or loss, then take or suggest corrective action.

Make periodic inspections with the Safety Coordinator to determine unsafe conditions and suggest corrective action.

Management and supervision of departmental personnel

Preparation of annual department budget request and supporting documentation

Administration of department budget and purchasing

Deputy Emergency Management Coordinator

Supervisor : Emergency Management Coordinator

Minimum Qualifications: Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. Graduation from High School or Vocational High School, or possession on an approved High School Equivalency Certificate. Proficiency in Microsoft Office, ability to maintain and organize computerized records.

Activities as directed by the Emergency Management Coordinator Planning as they relate to the planning, activating, and coordinating disaster control operations within the Borough.

MUNICIPAL COURT

Court Administrator **(In Code Book – Article 13-5)**

Supervisor : Municipal Judge

Minimum Qualifications: Graduation from High School or Vocational High School, or possession of an approved high School Equivalency Certificate. Two (2) years of experience in work related to the administrative operation of a court, law enforcement agency, law office or government agency, including the preparation and/or processing of legal documents. Thirty (30) college semester hour credits may be substituted for one (1) year of experience. Valid NJ Certified Court Administrator’s Certificate, ability to use Microsoft Office and computerized court ATS System. Ability to analyze financial data and compile reports for Governing Body and appointed officials.

Plans, develops, coordinates, and implements procedures for the efficient and effective operations of the court

Assigns duties to court personnel and supervises and evaluates their performance

Provides instructions to office staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies

Arranges for training for all office staff

Develops administrative programs designed to achieve the objectives of the Municipal Court

Analyzes, evaluates, and modifies office procedures, as required

Participates in case processing, which includes, whether a summons or warrant should be issued; interacting with defendants, witnesses and attorneys; docketing; recording payments and fines; operating recording machine during court proceedings, and scheduling trial calendars

Determines whether alleged facts justify the issuance of either a summons or warrant for the arrest of a defendant

Determines bail amounts

Accepts complaints and takes oaths

Attests to court writs, processes, commitments, search warrants, bench warrants, and subpoenas

Prepares court calendar

Makes arrangements for court sessions, assures that court room facilities are available and staff has been assigned

Assists the Municipal Court Judge in the arraignment of defendants

Calls and swears witnesses at trial of cases

When authorized, sets conditions of pre-trial release in accordance with bail schedules promulgated by the Administrative Offices of the Courts or by the Judge

Receives and disburses bail, fines, costs, and other court revenues

Monitors court accounting and auditing systems and oversees the maintenance of property controls and inventories

Maintains and/or supervises the filing of complaints, processes, court records, cash books, court dockets, traffic control sheets, statistical records, reports & files

Supervises and directs the disposition of correspondence

Monitors the physical condition of the court premises and maintains decorum therein

Maintains liaison with the Municipal Court Judge, the governing body, and other municipal officials regarding court activities; provides requested information and responds to issues or complaints involving court operations

Establishes and maintains required records and files

Prepares or supervises the preparation of summary and statistical reports as required by the municipality, vicinage level, judicial managers, and the Administrative Office of the Courts

Initiates and conducts special research and analytical projects, compiles and analyzes data, and makes recommendations regarding court business and improvement based on these studies.

Investigate all accidents involving departmental personnel, using the Accident Investigation Report Forms for each accident or loss to determine the conditions(s) responsible to evaluate, take and/or recommend the necessary corrective action to eliminate the unsafe condition or keep the unsafe act from recurring.

Cooperate with the Safety Coordinator in investigating all accidents as stated in the item above.

Make periodic hazard assessments of all areas under supervision to determine any conditions that could result in an accident or loss, then take or suggest corrective action.

Make periodic inspections with the Safety Coordinator to determine unsafe conditions and suggest corrective action.

Submits budget requests and prepares necessary justification based on past performance and projected needs; evaluates available equipment and supplies and makes specific recommendations regarding their acquisition.

Administration of department budget and purchasing.

Deputy Court Administrator

Supervisor : Court Administrator (In Code book Article 13-6)

Minimum Qualifications: Graduation from High School or Vocational High School, or possession of an approved high School Equivalency Certificate. One (1) year experience in work related to the administrative operation of a court, law enforcement agency, law office, or government agency, including the preparation and/or processing of legal documents. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. Proficiency in Microsoft Office and Court Computerized ATS System or ability to learn. Excellent telephone and interpersonal skills.

Assists the Court Administrator in his/her duties and assumes duties in his/her absence

Accepts complaints and take oaths

Attest to court writs, processes, commitments, search warrants, bench warrants, and subpoenas

Assists in the preparation of the court calendar

Assists in arranging court session, assuring court room facilities are available and appropriate staff have been assigned

Assists the Municipal Court Judge in the arraignment of defendants

Calls and swears witnesses at trial of cases

When authorized, sets conditions of pre-trial release in accordance with bail schedules promulgated by the Administrative Offices of the Courts or by the Judge

Assists in receiving and disbursing bail, fines, costs, and other court revenues

Assists in monitoring court accounting and auditing systems

Assists in the maintenance of property controls and inventories

May supervise the filing of complaints, processes, court records, cash books, court dockets, traffic control sheets, statistical records, reports & files

Answers correspondence, memos and inquiries

Coordinates activities with police department and other law enforcement officials

Provides information and responds to issues or complaints involving court operations

Maintains required records and files

Prepares statistical reports as required by the municipality, vicinage level, judicial managers, and the Administrative Office of the Courts

May recommend changes in office procedures, and as assigned, works on special projects

REVENUE & FINANCE

FINANCE OFFICE

Chief Financial Officer

Supervisor : Mayor

Minimum Qualifications: Valid NJ Certified Municipal Finance Officer's Certificate, ability to use Microsoft Office and computerized accounting systems, Edmunds System Preferred. Purchasing, budget preparation and grant acquisition experience. Ability to analyze financial data and compile reports for Governing Body. Familiarity with employment law and practices helpful.

Preparation of the Annual Financial Statement, Annual Debt Statement

Maintenance of all financial books and records

Custodian of all public moneys

Responsible for all general financial matters such as budget execution, bond issuance, investments and revenue analysis

Preparation of all documents and reports required for the development of the municipal budget

Preparation of official budget based on spending decisions made by the Governing Body

Ensure the Borough is in compliance with all financial rules and regulations promulgated by the Division of Local Government Services

Responsible for all payroll and pension duties and reports

Preparation and execution of Capital Plan with direction from the Governing Body

Monthly, quarterly, and annual financial reporting to the Governing Body

Management and supervision of departmental personnel

Preparation of annual department budget request and supporting documentation

Administration of department budget and purchasing

Respond to inquiries involving Borough financial information

Human Resource activities as directed by the Borough Clerk

Make periodic hazard assessments of all areas under supervision to determine any conditions that could result in an accident or loss, then take or suggest corrective action.

Make periodic inspections with the Safety Coordinator to determine unsafe conditions and suggest corrective action.

Responsible for the proper financial administration of the Borough in accordance with appropriate State Statutes and Regulations.

Purchasing Agent

Supervisor : Chief Financial Officer

Minimum Qualifications: Valid NJ Qualified Purchasing Agent (QPA) or Purchasing Agent Certificate (RPPO, RPPS). Ability to use Microsoft Office and computerized requisition and budget systems, Edmunds System Preferred. Working knowledge of N.S.J.A 40A :11 and NJAC 5.

Prepare & review bid specifications in conjunction with appropriate Borough Officials

Evaluate bids

Solicit or authorize the solicitation of quotations

Make recommendations for awarding contracts

Analyze procurement needs

Administer municipal purchasing procedures and policies

Ensure municipal compliance with the Local Public Contracts Law

TAX ADMINISTRATION

Tax Assessor

Supervisor : Mayor

Minimum Qualifications: Must hold a valid Tax Assessor's Certificate from the State of New Jersey. Have ability to fairly and equitably assess all classes of properties; general knowledge of reassessment and/or revaluations; ability to relate to the public. Proficiency in Microsoft Office and computerized assessment systems.

Discovery and location of all property within the municipality

Listing of all property (assessor's filed book)

Determination of taxability of all property

Valuation of all property

Maintenance of the sale equalization ratio program

Maintenance of deduction, exemption, abatement & rebate programs

Defense of all appeals

Supervision and maintenance of reassessment and/or revaluation programs

Cooperation with other officials and the public

Management and supervision of departmental personnel

Preparation of annual department budget request and supporting documentation

Administration of department budget and purchasing

Investigate all accidents involving departmental personnel, using the Accident Investigation Report Forms for each accident or loss to determine the conditions(s) responsible to evaluate, take and/or recommend the necessary corrective action to eliminate the unsafe condition or keep the unsafe act from recurring.

Cooperate with the Safety Coordinator in investigating all accidents as stated in the item above.

Make periodic hazard assessments of all areas under supervision to determine any conditions that could result in an accident or loss, then take or suggest corrective action.

Make periodic inspections with the Safety Coordinator to determine unsafe conditions and suggest corrective action.

Tax Collector

Supervisor : Mayor

Minimum Qualifications: Valid NJ Certified Tax Collector's Certificate, ability to use Microsoft Office and computerized collection systems, Edmunds System Preferred. Ability to analyze financial data and compile reports for Governing Body and appointed officials.

Receive and collect all moneys assessed or raised by taxation or assessment for any purpose

Enter into the suitable books of accounts all receipts received in a given day

Deposit such public moneys in an authorized public depository of the municipality to the credit of the appropriate account within forty-eight hours (or the first banking day) after the receipt of the funds

Prepare monthly reports to the governing body on all receipts, deposits, and cash on hand belonging to the municipality

Prepare and furnish a detailed and trust list of all delinquent taxpayers the next preceding year within sixty days after the end of the fiscal year, or for such period as the local governing unity may require

Respond to public inquiries; copy maps, tax records and other such documents for the public

Management and Supervision of Departmental Personnel

Preparation of annual department budget request and supporting documentation

Administration of department budget and purchasing

Investigate all accidents involving departmental personnel, using the Accident Investigation Report Forms for each accident or loss to determine the conditions(s) responsible to evaluate, take and/or recommend the necessary corrective action to eliminate the unsafe condition or keep the unsafe act from recurring.

Cooperate with the Safety Coordinator in investigating all accidents as stated in the item above.

Make periodic hazard assessments of all areas under supervision to determine any conditions that could result in an accident or loss, then take or suggest corrective action.

Make periodic inspections with the Safety Coordinator to determine unsafe conditions and suggest corrective action.

Municipal Tax Search Officer

Supervisor : Tax Collector

Examine municipal records as to unpaid municipal liens and certify the results of such examinations in accordance with N.J.S.A. 54:5-11 et seq.

Municipal Assessment Search Officer

Supervisor : Tax Assessor

Examine municipal records and provide official certificates of searches as to municipal improvements authorized by ordinance of the municipality, but not assessed, affecting any parcel or tract of land in said municipality in that a future assessment will be made thereon pursuant to such ordinance.

DEVELOPMENT & HOUSING

Code Enforcement Official

Supervisor : Mayor

Minimum Qualifications: Three (3) years experience in a Code Enforcement environment preferred. Able to effectuate code enforcement with courtesy and complete understanding of constitutional limitations. The official shall have good communication skills – both written and verbal. Ability to utilize a variety of computer programs, especially Microsoft Office. A valid NJ driver's license is mandatory. The ability to converse in Spanish is desirable.

Respond to inquiries from the public; investigate and resolve complaints

Perform property inspections in pursuit of complaints, Certificates of Occupancy and demolition assessments.

Represent the Borough in Municipal Court

Administration of foreclosed property remediation programs

Perform residential Certificate of Occupancy inspections (CO inspections) for residential properties, if required by Borough ordinance.

Zoning Official

Supervisor : Mayor

Minimum Qualifications : Three (3) years experience in a Zoning or Municipal Planning environment preferred. Exhibit computer skills especially Microsoft Office and ESRI GSI digital mapping. Ability to interact and maintain relationships with the public, governing body and other governmental agencies. A valid NJ driver's license is mandatory. Excellent organizational skills required. The ability to converse in Spanish is desirable.

Issue warnings and summonses for violations of municipal ordinances

Represent Borough in Municipal Court

Receive all applications for zoning permits for construction, alterations and/or demolitions ; maintain files

Answer zoning questions

Examine plans and specifications

Assist applicants in making requests to the Planning Board

Administrative Land Use Officer

Planning Board Member

CRS Coordinator

Supervisor : Mayor

Minimum Qualifications : Working knowledge of CRS Program, ability to read and interpret soils and hydrology types of maps. Excellent computer and organizational skills required.

Supervise and direct all activities as they pertain to the CRS Program

Ensure the Borough remains in compliance with all criteria

Provide reports and updates as required.

Planning Board Secretary

Supervisor : Chairman of Planning Board

Minimum Qualifications: Graduation from High School or Vocational High School, or possession on an approved High School Equivalency Certificate. Excellent typing, transcription and computer skills.

Accept and maintain Planning Board applications, assist applicants in preparing applications

Attend Planning Board meetings, prepare agenda, prepare packets, take minutes

Correspondence and related work

Preparation of annual budget request and supporting documentation

Administration of departmental budget and purchasing

PUBLIC WORKS

Superintendent of Public Works

Supervisor : Mayor

Minimum Qualifications: The Superintendent of Public Works shall be qualified and hold a public works manager’s certificate as described in N.J.S.A. 40A9-1546c, provided that a person may be appointed to the position of Superintendent of Public Works on a temporary basis in accordance with N.J.S.A.40A:9-154.6g.

Management and supervision of departmental personnel

Preparation of annual department budget request and supporting documentation

Administration of department budget and purchasing

Oversee the maintenance and repair of all Borough streets, bridges, culverts, drains, sidewalks, curbs and gutters.

Construct and reconstruct streets, roads, bridges, culverts and drains; treat road surfaces and roads on a schedule established by the Borough Council and according to the standards made or approved by the Borough Engineer.

Maintain all Borough streets in a clean and safe condition free of obstructions and hazards and remove snow and ice from such streets as required.

Install, repair and maintain street traffic signs, lines and markers in cooperation with the State Police and as directed by the Borough Council.

Operate and maintain Borough-owned buildings and properties and provide for the custodial and janitorial services therein.

Trim, plan, care for and preserve public parks, greens, grounds and trees in the public way.

Maintain and repair playing fields and playgrounds and recreation areas and facilities.

Coordinate activities in regard to the maintenance and preservation of public parks and playgrounds and recreation areas with the Borough Parks Commission

Coordinate activities with regard to the Borough Transfer Station and administer all programs dealing with solid waste management and recycling, as instructed by the Mayor & Council.

Maintenance and repair of all Borough equipment and vehicles.

Investigate all accidents involving departmental personnel, using the Accident Investigation Report Forms for each accident or loss to determine the conditions(s) responsible to evaluate, take and/or recommend the necessary corrective action to eliminate the unsafe condition or keep the unsafe act from recurring.

Cooperate with the Safety Coordinator in investigating all accidents as stated in the item above.

Make periodic hazard assessments of all areas under supervision to determine any conditions that could result in an accident or loss, then take or suggest corrective action.

Make periodic inspections with the Safety Coordinator to determine unsafe conditions and suggest corrective action.

NOTE : The order of performance of all the above activities, or whether they are performed or not, are discretionary activities based upon many factors including but not limited to the proper allocation of resources.

Supervisor of Public Works

Supervisor : Mayor

In the event that the Borough receives a waiver from the State of New Jersey, enabling it to forgo the appointment of a certified Superintendent of Public Works, the Supervisor of Public Works shall undertake the duties and responsibilities of the certified title.

Minimum Qualifications : Valid NJ Driver's License. Graduation from High School or Vocational High School, or possession on an approved High School Equivalency Certificate. Ability to supervise, motivate and direct department personnel. Familiarity with all aspect of Public Works functions, including maintenance and repair of Borough property, infrastructure, vehicles and equipment. Excellent organizational and planning skills required.

Laborer

Supervisor : Superintendent of Public Works

Minimum Qualifications: Valid NJ Driver's License. Graduation from High School or Vocational High School, or possession on an approved High School Equivalency Certificate. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. Proficiency in the operation of a variety of equipment. CDL Endorsements preferred.

Operate Borough equipment in a safe and efficient manner.

Perform driver preventative maintenance in accordance with prescribed methods

Keep, complete and fill out operational and preventative maintenance record

Log all problems with Borough equipment and machinery and report same to supervisor

Load, lift and move supplies, furniture and equipment

Mow, cut and chip brush. Trim, prune & maintain shrubs & trees.

Pick up trash, debris

Clean up underbrush, foliage, vines and weeds, dig tree stumps, destroys poisonous vines, weeds and undergrowth

Shovel snow and remove ice and snow from pavement, assist in spreading sand and chemicals

Shovel snow and remove ice and snow from pavement, assist in spreading sand and chemicals

Paint, stain and seal playground equipment, building etc.

Load and unload trucks

Occasionally or incidentally drives trucks, tractors or loaders

Assists in the maintenance of Borough owned machinery and equipment as directed by supervisor

Any other allied and similar duties or work as is required or ordered by the supervisor

Part-Time Laborer

Supervisor : Superintendent of Public Works

Minimum Qualifications: Valid NJ Driver's License. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. Ability to understand, remember and carry out oral and written instructions. Ability to perform a variety of manual tasks either alone or as a member of a group. Ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions. Ability to follow prescribed procedures.

Perform manual work in connection with various public work programs and any other related Borough programs as required

Digging and backfilling excavations

Handle materials on construction, maintenance and repair projects

Lay pipe, bricks & blocks for catch basins

Rake material to predetermine grade for new street surfaces

Rake leaves from public streets and parks

Mow, cut and chip brush. Trim, prune & maintain shrubs & trees.

Pick up trash, debris

Clean up underbrush, foliage, vines and weeds, dig tree stumps, destroys poisonous vines, weeds and undergrowth

Shovel snow and remove ice and snow from pavement, assist in spreading sand and chemicals for control of ice and snow conditions.

Paint, stain and seal playground equipment, building etc.

Load and unload trucks

Load, lift and move supplies, furniture and equipment

Occasionally or incidentally drives trucks, tractors or loaders

Assists in the maintenance of Borough owned machinery and equipment as directed by supervisor

Other duties as assigned by the supervisor

Recycling Coordinator

Supervisor : Superintendent of Public Works

In Code book Article 41-06

Minimum Qualifications: Ability to complete annual tonnage reports and to implement all requirements of law. Responsible for complying with all state laws as to mandatory recycling with the Borough of Folsom

Define materials to be recycled and the manner in which such source of separation shall take place and coordinate all aspects of the program.

Ensure that the program complies with the appropriate state and county law and regulations and that the program is coordinated with the county program administered through the Atlantic County Utilities Authority.

A motion to adopt Ordinance 08-2018 was made by Councilman Arena and seconded by Councilman Hoffman

NO PUBLIC COMMENT

There was a roll call vote with ayes all.

ORDINANCE 09-2018

AN ORDINANCE OF THE BOROUGH OF FOLSOM RELEASING, EXTINGUISHING AND VACATING THE RIGHTS OF THE PUBLIC IN A PORTION OF CERTAIN STREETS IN THE BOROUGH OF FOLSOM, COUNTY OF ATLANTIC AND STATE OF NEW JERSEY

WHEREAS, the Borough Council of the Borough of Folsom, County of Atlantic, New Jersey (“Borough”) is of the opinion that the public interest would best be served by abandoning, vacating, releasing and extinguishing any and all public rights which the Borough may have in and to portions of Fourth Street and Ninth Street, which are no longer needed for public street or right-of-way purposes; and

WHEREAS, it has been determined by the Borough Engineer, as well as the Borough Council, that the proposed street vacations are consistent with the approval granted by the Borough of Folsom Planning Board (Resolution No. 10-2011/NJ Pinelands Application #2001-0294.003) granting major subdivision approval to Theodore and Anna Marie Whitmyer (the “Subdivision”).

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

SECTION 1. Those parts of the streets and tracts of land situate in the Borough of Folsom, County of Atlantic, and State of New Jersey, and known as portions of Fourth Street and Ninth Street, all as more particularly described and depicted on the Tax Assessment Maps of the Borough of Folsom, Atlantic County, New Jersey, and as more particularly described on the legal descriptions attached as Exhibits A, B, C, D and E, respectively, as well as the Map attached to each respective legal description, are hereby vacated, released, extinguished and abandoned

and all public rights therein be extinguished for street and right-of-way purposes, subject, however, to the reservations hereinafter set forth including, but not limited to, the conditions of approval established by the Planning Board and the NJ Pinelands Commission, which include Title to all of the Lands, hereby vacated becoming vested in Theodore and Anna Marie Whitmyer as reflected on the Subdivision.

SECTION II. The Borough of Folsom, for itself, its successors, and assigns, reserves unto itself the right to construct, install, build, operate, maintain, use, repair, replace, and relocate such public utilities and cable television facilities, within the described premises, which it may, at any time thereafter, deem necessary for the public health, safety, convenience, and welfare, and the Borough of Folsom further reserves unto itself the right to use, maintain, repair, replace, and relocate all existing utilities and cable television facilities owned or controlled by it located in, adjacent to, upon or through said land, and further reserves unto itself or for the benefit of any utilities, as the case may be, an easement over, under, through, and across the portion of the land described in the attached Exhibits as may be necessary or expedient for the purpose of maintaining, replacing, relocating, installing, leveling, constructing, and repairing its facilities, mains, and appurtenances, if any, wherever there exists a pipeline and appurtenances thereto beneath the surface of the aforesaid described land, whether the same be owned by the Borough of Folsom or any utilities servicing the Borough. The Borough of Folsom further reserves for the benefit of South Jersey Gas and/or Public Service Electric and Gas Company and any cable television company the right to maintain, repair, and place utilities or facilities installed by them in, adjacent to, over or through the aforesaid land. All of the aforesaid rights shall be unaffected by this Ordinance.

SECTION III. The Borough Clerk is hereby authorized and directed to record a certified copy of this Vacation Ordinance and Exhibits directly with the Office of the Atlantic County Clerk.

SECTION IV. The Mayor and Borough Clerk are hereby authorized and directed to execute any and all documents to perfect the Street Vacations recited herein in order to perfect the approval granted by the Planning Board, which documents shall be in the form approved by the Borough Solicitor and shall be recorded in the Office of the Atlantic County Clerk.

SECTION V. All ordinances or parts of this Ordinance inconsistent herewith are hereby repealed as to such inconsistency only.

SECTION VI. This Ordinance shall take effect immediately after final passage and publication in accordance with New Jersey Law.

THE FOREGOING was introduced by the Borough Council of the Borough of Folsom at a Regular Meeting held on December 11, 2018. This Ordinance will be considered for adoption at final reading and publication to be held on December 27, 2018, at 6:00 p.m., or at such time as may be determined and announced, in the Folsom Municipal Building, 1700 12th Street, Folsom, New Jersey, 08037, at which time and place all persons interested will be given the opportunity to be heard concerning said Ordinance. During the time prior to and up to and including the date of such meeting, copies of said Ordinance will be made available at the Office of the Borough Clerk to the members of the general public who may request same.

A motion to adopt Ordinance 09-2018 was made by Councilman Arena and seconded by Councilman Hoffman

NO PUBLIC COMMENT

There was a roll call vote with ayes all.

RESOLUTIONS:

**BOROUGH OF FOLSOM
RESOLUTION 2018-98**

**A RESOLUTION APPROVING THE RESCHEDULING OF THE 2019 RE-ORGANIZATION MEETING
OF THE BOROUGH OF FOLSOM**

WHEREAS, the Council of the Borough of Folsom has determined that the 2019 Re-Organization Meeting needs to be rescheduled to January 7, 2019 at 6:00PM;

WHEREAS, the meeting was previously scheduled for January 8, 2019 at 6:00PM at 1700 12th St. Folsom, NJ;

NOW THEREFORE, by the Council of the Borough of Folsom, County of Atlantic, State of New Jersey, hereby approves the meeting change.

A motion to approve Resolution #2018-98 made by Councilman Jantz and seconded by Councilman Arena

There was a roll call vote with ayes all.

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

The Re-Organization meeting of Mayor and Council will be held on Monday , January 7, 2019 starting at 6:00 pm in Borough Hall, 1700 12th Street, Folsom, NJ

ADJOURNMENT

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

Meeting adjourned at 6:25PM

Respectfully Submitted,

Patricia M. Gatto
Municipal Clerk