

**MINUTES
BOROUGH OF FOLSOM
RE-ORGANIZATION MEETING
JANUARY 7, 2019**

MEETING CALLED TO ORDER AT 6:16PM

SALUTE TO THE FLAG

OPENING STATEMENT: Adequate notice of this meeting has been given in accordance with the directives of the "Open Public Meetings Act", pursuant to Public Law 1975, Chapter 231. Said notice of this meeting has been advertised in the Hammonton Gazette and has been posted on the Borough Hall bulletin board showing the time and place of said meeting.

INVOCATION: Susan Carroll

ADMINISTERING OATHS OF OFFICE:

Mayor DeStefano administered the Oath of Office to Greg Conway

Solicitor John Carr administered the Oath of Office to Greg Schenker

ROLL CALL: CONWAY, JANTZ, HOFFMAN AND SCHENKER

ABSENT: COUNCILMAN PAGANO AND COUNCILMAN ARENA

ALSO PRESENT: Mayor DeStefano, Solicitor John Carr and Engineer Vince Polistina

RESOLUTIONS:

**BOROUGH OF FOLSOM
RESOLUTION NO. 2019-05**

**RESOLUTION AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT
FOR BOROUGH SOLICITOR**

WHEREAS, there exists within the Borough of Folsom the need to contract for the services of a Borough Solicitor for the CY 2019; and

WHEREAS, the CFO has certified that funds are available for this purpose and that the maximum dollar value of the pending contract is as set forth in the resolution; and

WHEREAS, the Borough's needs were advertised on the Borough website and the Borough Clerk received sealed responses to the Request for Proposals from October 1, 2018 through November 1, 2018.

WHEREAS, the Law Firm of Cresse and Carr, has submitted a proposal dated November 1, 2018 indicating that they will provide the Legal Services for the fee listed in their contract estimated at \$24,000 annually, encumbered against line item 9-01-20-155-200 and;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the Borough of Folsom that John Carr of Cresse and Car Attorneys at Law be and hereby is appointed Solicitor for the year 2019.

BE IT FURTHER RESOLVED, that the Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the above-named persons, which contracts are awarded under a “FAIR AND OPEN” process as a Professional Service in compliance with the provisions of the Local Public Contracts Law and New Jersey Pay to Play Law. Agreed Upon contract amount is attached hereto.

BE IT FURTHER RESOLVED, by the Borough Council of the Borough of Folsom, County of Atlantic, State of New Jersey that

1. That a copy of this Resolution be published in the Hammonton Gazette as required by law within ten (10) days of its passage.
2. That the total dollar amount of the contract is based on a reasonable estimate of services required, and the local unit is not obligated to spend the entire amount.

A motion was made by Councilman Hoffman and seconded by Councilman Conway to approve Resolution 2019-05.

There was a roll call vote with ayes all.

Councilman Hoffman nominated Councilman Schenker for Council President and was seconded by Councilman Conway.

There was a roll call vote with ayes all.

MEETING OPEN TO PUBLIC: NO COMMENTS

CLERKS CORRESPONDENCE: NONE

Consent Agenda: All matters listed under Consent Agenda are considered to be routine by this Borough Council and will be enacted by one motion in the form listed. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Mayor DeStefano removed Resolution 2019-23 from Consent Agenda

**RESOLUTION 2019-01
BOROUGH OF FOLSOM**

**A RESOLUTION AUTHORIZING THE ANNUAL SCHEDULE OF WORKSHOP AND
REGULAR MEETINGS OF THE BOROUGH OF FOLSOM COUNCIL FOR THE CALENDAR
YEAR 2019**

BE IT RESOLVED BY THE COUNCIL OF THE BOROUGH OF FOLSOM AS FOLLOWS:

Workshop and Regular meetings of the Mayor and Council of the Borough of Folsom are to be held at the Municipal Building, 1700 12th Street, Folsom, NJ. The Workshop Meeting will start at 6:00 PM and continuing immediately thereafter with the regular meeting according to the schedule for the period of January 1, 2019 through to December 31, 2019 along with the reorganization meeting of 2020 inclusive:

February 12, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
March 12, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
April 09, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
May 14, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
June 11, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
July 09, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
August 13, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
September 10, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
October 08, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
November 12, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
December 10, 2019	Tuesday	6:00 PM	Workshop/Regular Meeting
January 07, 2020	Tuesday	6:00 PM	Reorganization Meeting

NOW, THEREFORE BE IT RESOLVED, the meetings will be advertised in our official newspapers of publication, the Hammonton Gazette and The Press of Atlantic City.

**RESOLUTION 2019-02
BOROUGH OF FOLSOM**

A RESOLUTION AUTHORIZING THE RULES THAT APPLY TO ALL MEETINGS

BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom, that in accordance with Chapter 231, Public Law 1975 the following rules will apply to all meetings of the Borough Council during the year 2019

- 1) Regular meetings will be held on the second Tuesday of each month starting with a workshop at 6:00PM continuing immediately thereafter with the Regular Council Meeting at the Borough Hall and maybe postponed to a later date upon proper approval of the Governing Body.
- 2) The Mayor, for matters of importance, may hold special meetings provided that proper notice is given to all members of the Governing Body at least 48 hours in advance of the Special meeting in accordance with the Open Public meetings Act.
- 3) Notice of all regular and postponed meetings will be given to the Hammonton Gazette at least 48 hours in advance of the meeting date. Special meeting notice will be given as soon as possible. All changes in meeting notices will be posted on the bulletin board at the Borough Hall.
- 4) Emergency meeting of the Governing Body maybe held, however, only the emergency matter may be discussed or acted upon.
- 5) Minutes of all meetings upon adoption will be available for inspection by the public at the Clerk's Office prior to the next regular meeting.
- 6) The Agenda for all regular meetings will be as follows:
 - a) Call meeting to order
 - b) Flag Salute
 - c) Opening Statement
 - d) Roll Call
 - e) Approval of Minutes
 - f) Reports
 - g) Comments of the public
 - h) Correspondence
 - i) Introduction/adoption of Ordinances

- j) Resolutions
- k) Reports
- l) Comments from the public on Reports
- m) Approval of the bill list
- n) Adjournment

**RESOLUTION 2019-03
BOROUGH OF FOLSOM**

**A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR AUDITOR FOR THE YEAR 2019**

WHEREAS, N.J.S.A. 40A:5-4 provides that the Governing Body of every local unit shall cause an annual audit of the books, accounts and financial transactions to be made after the close of the fiscal year and for the purpose shall employ a Registered Municipal Accountant of the State of New Jersey; and

WHEREAS, the Borough of Folsom has procured the audit as a NON-FAIR AND OPEN contract pursuant to the provisions of NJSA 10:44A-20.4 (or 20.5 as appropriate); and

WHEREAS, the CFO has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by the Governing Body; and

WHEREAS, **Ford-Scott & Associates LLC**, has submitted a proposal dated December 6, 2017 indicating they will provide the audit for a fee of \$19,000.00, encumbered against line 20-130 and;

WHEREAS, **Ford-Scott & Associates LLC**, has completed and submitted a Business Entity Disclosure Certification which certifies that **Ford-Scott & Associates LLC**, has not made any reportable contributions to a political or candidate committee in the Borough of Folsom in the previous one year, and that the contract will prohibit **Ford-Scott & Associates LLC** from making any reportable contributions through the term of the contract and;

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for “Professional Services”, must be publicly advertised.

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

1. The Township Committee authorizes the Clerk to enter into a contract with Harvey C. Coccozza, Jr., Ford-Scott & Assoc. LLC as described herein; and,
2. That a copy of this Resolution be published in the Hammonton Gazette as required by law within ten (10) days of its passage.
3. That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this Resolution.

1. The Borough Council authorizes the Mayor to enter into a contract with Harvey Coccozza, Jr.,

- CPA, RMA of Ford, Scott & Associates, LLC as described herein; and,
2. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey.
 3. That a copy of this Resolution be published in the Hammonton Gazette, as required by law, within ten (10) days of its passage.
 4. That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.
 5. That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BOROUGH OF FOLSOM
RESOLUTION NO. 2019-04**

MUNICIPAL BOND COUNSEL

WHEREAS, there exists a need for a Municipal Bond Counsel and

WHEREAS, funds are available for this purpose, and

WHEREAS, the Local Public Contracts Law (NJSA 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised,

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

1. **THAT** the Mayor and Municipal Clerk are hereby authorized and directed to execute an agreement with Joel Fleishman, Esquire.
2. **THAT** this contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law.
3. **THAT** the maximum amount of the contract is estimated to be \$5,000. This total dollar amount of the contract is based on a reasonable estimate of services required, and the local unit is not obligated to spend the entire amount.
4. Funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 20-155-02.
4. **THAT** a copy of this Resolution shall be published in the Hammonton Gazette as required by law within ten days of its passage.

**RESOLUTION 2019-07
BOROUGH OF FOLSOM**

**A RESOLUTION ADOPTING THE CASH MANAGEMENT PLAN FOR THE BOROUGH OF
FOLSOM**

WHEREAS, it is the desire of the Council of the Borough of Folsom to adopt a cash management plan in accordance with N.J.S.A. 40A: 5-14; and

WHEREAS, the Borough is authorized to invest idle funds in accordance with N.J.S.A.5: 15-1, as well as the following Governmental Unit Depository Protection Act (GUDPA) approved banks;

WHEREAS, the Chief Financial Officer will provide the Governing Body with a monthly report that summarizes:

1. All investments made or redeemed over the past month
2. Each Organization holding local unit funds
3. The amount of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date and;
4. Other information that the governing body may request

WHEREAS, provided that local unit funds are deposited or invested as designated or authorized by this cash management plan, the Chief Financial Officer is relieved of any liability for any loss of such monies due to the insolvency of closing of any depository designed by or for the decrease in value of any investment authorized by the cash management plan;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom that BB&T, Ocean Bank, TD Bank, and Wachovia Bank be and the same are hereby designated the official Depositories of the Borough of Folsom; and

BE IT RESOLVED, that the above cash management plan be adopted by the Borough of Folsom, County of Atlantic, State of New Jersey effective for the 2019 calendar year.

**RESOLUTION 2019-08
BOROUGH OF FOLSOM**

A RESOLUTION AUTHORIZING A RATE OF INTEREST FOR NON-PAYMENT OF TAXES

WHEREAS, N.J.S.A. 54: 5-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the payment of taxes as provided by law.

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

The Tax Collector is hereby authorized and directed to charge eight percent (8%) per annum on the first \$1,500.00 of taxes becoming delinquent as due date and eighteen percent (18%) per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after the due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of six percent (6%) shall be charged against the delinquency.

There will be a ten (10) day grace period of quarterly tax payments made by cash, check, or money order. If payments are not received within the grace period, interest is then calculated from the date when the payment was originally due, until the date of actual payment.

**RESOLUTION 2019-09
BOROUGH OF FOLSOM**

A RESOLUTION LISTING THE LEGAL HOLIDAYS FOR THE BOROUGH

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

WHEREAS, the following days will be observed in the Borough and for the convenience of the residents the list of holidays are:

New Year's Day	Monday	January 1, 2019
Martin Luther King's Birthday	Monday	January 21, 2019
President's Day	Monday	February 18, 2019
Good Friday	Friday	April 19, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Thursday	July 04, 2019
Labor Day	Monday	September 02, 2019
Columbus Day	Monday	October 14, 2019
General Election Day	Tuesday	November 05, 2019
Veteran's Day	Monday	November 11, 2019
Thanksgiving Day	Thursday	November 28, 2019
Day after Thanksgiving	Friday	November 29, 2019
Christmas Eve	Tuesday	December 24, 2019
Christmas Day	Wednesday	December 25, 2019

**RESOLUTION 2019-10
BOROUGH OF FOLSOM**

A RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPERS FOR THE BOROUGH OF FOLSOM

BE IT RESOLVED, by the Mayor and Council of the Borough of Folsom that, namely

**THE HAMMONTON GAZETTE
THE PRESS OF ATLANTIC CITY**

be and are hereby designated as the Official Newspapers of the Borough of Folsom for the publication of such Legal Notices as shall be required during the year 2019

**RESOLUTION 2019-11
BOROUGH OF FOLSOM**

A RESOLUTION ESTABLISHING A MILEAGE RATE FOR AUTOMOBILE USE

WHEREAS, the Borough of Folsom has previously established a mileage allowance to reimburse its employees, officers, and agents for employment connected business use of personal automobiles in accordance with the rate allowed by the Internal Revenue Service; and

WHEREAS, the Internal Revenue Service has announced that for business use the mileage allowance is now increased to .58 cents per mile (Adv Rev Proc 99-38, Sec.5.01): and

WHEREAS, the mileage allowance is intended to reimburse all vehicle related expenses including maintenance, repairs, tire, gas, oil, insurance, license, and registration fees, but not including parking fees and tolls which may be separately reimbursed when appropriate.

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

1. The Mayor and Council of the Borough of Folsom do hereby establish .58 cents per mile as the rate for reimbursement of employment related use of personnel automobiles in accordance with applicable guidelines and standards for such use and reimbursement.
2. The mileage rate of .58 cents shall be effective immediately and shall apply to all outstanding and future reimbursement payments to be made by the Borough.
3. A mileage rate of .58 cents shall remain in effect for the year 2019 and until revised by the Borough, but in no event shall the mileage paid by the Borough exceed the then applicable maximum mileage rate allowed by the Internal Revenue Service.

**RESOLUTION 2019-12
BOROUGH OF FOLSOM**

**A RESOLUTION CONFIRMING MEETINGS
OF BOROUGH COMMITTEES FOR THE YEAR 2019**

BE IT RESOLVED BY THE COUNCIL OF THE BOROUGH OF FOLSOM, COUNTY OF ATLANTIC AND STATE OF NEW JERSEY, THAT

- 1) The dates, times and places of meetings of Folsom Boards and Committees shall be as follows:

Environmental Committee	4th Wednesday	7:00 pm
Planning/Zoning Board	3 rd Wednesday	7:00 pm
Shade Tree	2 nd Tuesday	6:30 pm
Park Commission	1 st Thursday	7:00 pm
Council Meetings	2 nd Tuesday	6:00 pm

Drug Alliance

4th Tuesday

7:00 pm

- 2) This Resolution shall be viewed on Channel 9, of the Borough of Folsom, and a copy shall remain posted in the Lobby of the Borough Hall.
- 3) This Resolution is effective immediately.

RESOLUTION 2019-13
BOROUGH OF FOLSOM
A RESOLUTION TO APPOINT AND CREATE COMMITTEES FOR 2019
2019 STANDING COMMITTEES

Finance & Revenue

Jantz & Arena

- Finance
- Tax Administration
- Land Sale
- Street Lighting

Administration

Schenker & Pagano

- Personnel
- Ordinance Review
- Legal
- Affirmative Action

Public Safety

Jantz & Schenker

- Joint Municipal Court
- Emergency Management
- Fire and EMS
- Public Information

Public Property

Hoffman & Conway

- Buildings and Grounds
- Streets and Roads
- Sanitation and Recycling

Development & Housing

Conway & Hoffman

- Zoning and Code Enforcement
- Planning and Zoning
- Building Code Enforcement

**THE MAYOR IS EX OFFICIO MEMBER TO ALL COMMITTEES.
COUNCILPERSONS ARE RESPONSIBLE FOR THEIR OWN COMMITTEES AND
APPOINTMENTS. PLEASE RESPECT YOUR FELLOW COUNCILPERSON AND
CONTACT THEM WITH ANY QUESTIONS REGARDING THEIR COMMITTEES.**

The Mayor is assigned to all Committees.

**BOROUGH OF FOLSOM
RESOLUTION NO. 2019-14**

**A RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
STATE CONTRACT VENDORS FOR CONTRACTING UNITS
PURSUANT TO N.J.S.A. 40A:11-12a**

WHEREAS, the Borough of Folsom, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.11(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Borough of Folsom has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Borough of Folsom may enter into contracts with the attached Referenced State Contract Vendors and purchase items through the attached reference State Contracts through this resolution and properly executed contracts, which shall be subject to all the condition applicable to the current State contracts;

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Folsom authorized the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Borough of Folsom pursuant to N.J.A.C. 5:30-5.5(b), the certification of the available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable of certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

**RESOLUTION 2019-15
BOROUGH OF FOLSOM**

**A RESOLUTION REMINDING THE PUBLIC OF THE TIME CAPSULE IN BOROUGH HALL
AND ENSURING IT TO BE OPENED IN THE YEAR 2056**

WHEREAS, there is a need to provide an annual reminder to the residents of Folsom that a Time Capsule exists within Borough Hall and has an opening date; and

WHEREAS, the Mayor and Council request a Resolution be drafted every year as a reminder for the opening of the Time Capsule in the year 2056, month of May.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Folsom hereby reminds the residents of the Folsom that the Time Capsule is located in the Borough of Folsom Municipal Hall, 1700 12th Street, Folsom, New Jersey and is to be opened in 2056 in the month of May.

**RESOLUTION 2019-16
BOROUGH OF FOLSOM**

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF A
PHYSICIAN FOR THE BOROUGH OF FOLSOM FOR THE YEAR OF 2018**

WHEREAS, there exists a need for a Physician for the Borough of Folsom; and

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

1. That the Mayor and Council of the Borough of Folsom hereby authorize the appointment of Atlantic Care as the Borough Physician for the 2019 year.

**BOROUGH OF FOLSOM
RESOLUTION 2019-17
RISK MANAGEMENT CONSULTANT**

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the **Borough of Folsom** is a member of the **Atlantic County Municipal Joint Insurance Fund**, a self-insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund require that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws and;

WHEREAS, the Bylaws indicate a fee Not To Exceed six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the governing body and;

WHEREAS, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

NOW THEREFORE, be it resolved that the governing body of **Borough of Folsom** does hereby appoint **Hardenberg Insurance Group** as its Risk Management Consultant in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1), (a), (i).

**RESOLUTION 2019-18
BOROUGH OF FOLSOM**

**A RESOLUTION DESIGNATING A CONTACT PERSON FOR THE EMPLOYMENT
PRACTICES LIABILITY ATTORNEY CONSULTATION SERVICE**

WHEREAS, the Governing Body of Borough of Folsom hereinafter referred to as "MUNICIPALITY", is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as "FUND"; and

WHEREAS, the FUND has purchased Employment Practices Liability coverage from XL Insurance Company; and

WHEREAS, XL Insurance has arranged for the Fund members to have access to an EPL HELPLINE service and;

WHEREAS, the HELPLINE will provide the following services;

- Attorneys will answer *specific* HR and Employment Law questions
 - Confidential and timely responses
 - Attorney client privilege
 - Via Website/E-mail
 - By Telephone with written follow up response
- On Line Training
 - Managers/Supervisors
 - Slides, Audio, File Downloads
 - Small Chapters
 - Certificates of Completion
- Additional On Line Resources
 - Question of The Month
 - Case of The Month
 - HR Alerts via e-mail and posted on website
 - Federal/State News Updates
 - HR Posters
 - Model Policies/Handbook

WHEREAS, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have access to the HELPLINE;

NOW THEREFORE, be it resolved that the governing body of Borough of Folsom does hereby appoint Patricia M. Gatto as its Contact Person.

BE IT FURTHER RESOLVED that the governing body does hereby appoint Louis DeStefano as their additional Contact Person.

**RESOLUTION 2019-19
BOROUGH OF FOLSOM**

RESOLUTION APPOINTING FUND COMMISSIONER

WHEREAS, the Borough of Folsom is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS, the Bylaws of the FUND require that in the manner generally prescribed by law, each member shall appoint one (1) Fund commissioner to the Fund. Each Fund commissioner shall be either a member of the local unit's governing body or one of its employees and that no individual may serve as Fund commissioner for more than one (1) member; and

WHEREAS, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is a member of the appointing local unit's governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit's governing body, whichever shall be less; and

WHEREAS, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is an employee of the appointing member shall hold office at the pleasure of the member and can be removed by the member at any time without cause; and

WHEREAS the Borough of Folsom recommends the appointment of Patricia M. Gatto to serve as Fund Commissioner in accordance with the FUND Bylaws;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Folsom that it does hereby appoint Patricia M. Gatto Fund Commissioner to the Atlantic County Municipal Joint Insurance Fund.

**RESOLUTION 2019-20
BOROUGH OF FOLSOM**

RESOLUTION APPOINTING ALTERNATE FUND COMMISSIONER

WHEREAS, the Borough of Folsom is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS, the Bylaws of the FUND require that in the manner generally prescribed by law, each Member shall be permitted to appoint an Alternate Fund Commissioner to the Fund. The Alternate Fund Commissioner shall be either a member of the local unit's governing body or one of its employees and shall represent the Member in the absence of the Fund Commissioner; and

WHEREAS N.J.A.C. 11:15-2.6 states that an Alternate Fund Commissioner who is a member of the appointing local unit's governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit's governing body, whichever shall be less; and

WHEREAS N.J.A.C. 11:15-2.6 states that an Alternate Fund Commissioner who is an employee of the appointing Member shall hold office at the pleasure of the Member and can be removed by the Member at any time without cause; and

WHEREAS, the Borough of Folsom recommends the appointment of Councilman Greg Schenker to serve as Alternate Fund Commissioner in accordance with the Fund Bylaws;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Folsom that it does hereby appoint Councilman Greg Schenker as Alternated Fund Commissioner to the Atlantic County Municipal Joint Insurance Fund

**RESOLUTION 2019-21
BOROUGH OF FOLSOM
RESOLUTION APPOINTING CLAIMS COORDINATOR**

WHEREAS, the BOROUGH of FOLSOM is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS, the FUND requires that in the manner generally prescribed by law, each member shall appoint a Claims Coordinator to coordinate and oversee the Member claims reporting and recordkeeping efforts, and act as a liaison between the municipality, the JIF Claims Administrator, and other outside agencies.

WHEREAS, the Borough of Folsom recommends the appointment of Patricia M. Gatto to serve as Claims Coordinator in the accordance with the Fund requirements;

NOW, THEREFORE, BE IT RESOLVED by the BOROUGH OF FOLSOM that it does hereby appoint PATRICIA M. GATTO as Municipal Claims Coordinator.

**RESOLUTION 2019-22
BOROUGH OF FOLSOM
RESOLUTION APPOINTING SAFETY COORDINATOR**

WHEREAS, the BOROUGH OF FOLSOM is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS, the FUND requires that in the manner generally prescribed by law, each member shall appoint a Safety Coordinator to chair the Member Safety Committee, coordinate and oversee the Member safety efforts, and act as a liaison between the municipality, the JIF Safety Director, and other outside agencies.

WHEREAS, the Borough of Folsom recommends the appointment of Patricia M. Gatto to serve as Safety Coordinator in accordance with the Fund requirements;

NOW, THEREFORE, BE IT RESOLVED by the BOROUGH OF FOLSOM that it does hereby appoint PATRICIA M. GATTO as Municipal Safety Coordinator.

**BOROUGH OF FOLSOM
RESOLUTION #2019-24**

**A RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)
FOR THE BOROUGH OF FOLSOM YEAR 2019**

WHEREAS, public agencies that award contracts to vendors and construction contractors are required to comply with the laws and regulations of New Jersey, under N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.,in order to ensure equal employment opportunity in public contracting; and

WHEREAS, N.J.A.C. 17:27-3.2 mandates that the governing body of a municipal corporation

shall, by resolution, annually, designate a Public Agency Compliance Officer;

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Folsom do hereby approve, confirm and ratify this appointment to Patricia M. Gatto to expire December 31, 2018 as follows.

**RESOLUTION 2019-25
BOROUGH OF FOLSOM**

A RESOLUTION APPOINTING ASSESSOR AS AGENT FOR BOROUGH OF FOLSOM

WHEREAS, from time to time the Assessor discovers an error in calculation, transposing, measurement, computer of typographical errors in the Tax Assessments on the Tax List after the time the County Board of Taxation has certified the tax rate for the tax year; and

WHEREAS, the governing body of the taxing district of the Borough of Folsom is desirous that every taxpayer pays his fair share of taxes; and

WHEREAS, if the above discovered errors are not corrected the taxpayers affected would be paying more than their fair share of taxes; and

WHEREAS, the method of correcting such errors is to file a Petition of Appeals for the current year with the Atlantic County Board of Taxation; and

WHEREAS, the error was not caused by the taxpayer

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Folsom that the Tax Assessor is hereby authorized to act as an agent for the Taxing District and file a petition of Appeals(s) for the year 2019 with the Atlantic County Board of Taxation to correct such errors and lower such assessments to the current value;

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forward to the Folsom Tax Assessor to forward to the Atlantic County Board of Taxation with any such Petition of Appeal.

**BOROUGH OF FOLSOM
RESOLUTION #2019-26**

A RESOLUTION TO APPOINT A MUNICIPAL ADMINISTRATIVE ASSISTANT

WHEREAS, the need exists to fill the position of a Municipal Administrative Assistant and;

WHEREAS, the Mayor and Personnel Committee have recommended that Catherine DeYoung be appointed to fill the position.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the Borough of Folsom that Catherine DeYoung is appointed as Municipal Administrative Assistant;

IT IS FURTHER RESOLVED Said wage shall be separately set forth in the Municipal Salary Ordinance as required by NJSA 40A:9-140.10.

**BOROUGH OF FOLSOM
RESOLUTION #2019-27**

A RESOLUTION TO APPOINT A DEPUTY BOROUGH CLERK

WHEREAS, the need exists to fill the position of a Deputy Borough Clerk and;

WHEREAS, the Mayor and Personnel Committee have recommended Susan Carroll be appointed to fill the position.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the Borough of Folsom that Susan Carroll is appointed as Deputy Borough Clerk;

IT IS FURTHER RESOLVED Said wage shall be separately set forth in the Municipal Salary Ordinance as required by NJSA 40A:9-140.10.

**RESOLUTION 2019-28
BOROUGH OF FOLSOM
A RESOLUTION TO APPOINT COMMISSION APPOINTMENTS FOR 2019**

2019 COMMISSION APPOINTMENTS

PLANNING/ZONING BOARD

CLASS IV	4 YEAR – JOEL SPIEGEL	12/31/19
	4 YEAR – MIKE VENEZIZNI	12/31/20
	4 YEAR – CHARLES PITALE	12/31/20
	4 YEAR – JOE PINO	12/31/19
	4 YEAR – GLENN SMITH	12/31/21
	4 YEAR – DAVID CAPPUCCIO	12/31/21
ALTERNATE	4 YEAR – CLAUDE JONES	12/31/20
ALTERNATE II	2 YEAR – MIKE SUTTS	12/31/20
CLASS I	4 YEAR – LOU DESTEFANO	12/31/19
CLASS II	3 YEAR – ALEXANDER BAUER	12/31/19
CLASS III	1 YEAR – GREG CONWAY	12/31/19

ENVIRONMENTAL COMMISSION

CHAIRMAN	3 YEAR – OPEN SEAT	12/31/20
	3 YEAR – OPEN SEAT	12/31/20
	3 YEAR – ALEXANDER BAUER	12/31/20
	3 YEAR – OPEN SEAT	12/31/21
	3 YEAR – OPEN SEAT	12/31/21
ADVISORY PANEL		
CLASS I	1 YEAR – GREG CONWAY	12/31/19
CLASS II	1 YEAR – BEN PAGANO	12/31/19

PARK COMMISSION

CHAIRMAN	5 YEAR – RON ESPOSITO	12/31/19
	5 YEAR – JAKE BLAZER	12/31/19
	5 YEAR – OPEN SEAT	12/31/20
	5 YEAR – SANDY KAISER	12/31/20
	5 YEAR – CLAUDE JONES	12/31/19
COUNCIL CHAIR	1 YEAR – CHARLES ARENA	12/31/19
COUNCIL CO-CHAIR	1 YEAR – KENNETH JANTZ	12/31/19

SHADE TREE COMMISSION

CHAIRPERSON	3 YEAR – JOEL SPIEGEL	12/31/20
	3 YEAR – CHARLES PITALE	12/31/20
	3 YEAR – JAKE BLAZER	12/31/20
	3 YEAR – CLAUDE JONES	12/31/21
COUNCIL CHAIR	1 YEAR – BEN PAGANO	12/31/19
COUNCIL CO-CHAIR	1 YEAR – GREG CONWAY	12/31/19

EMERGENCY MANAGEMENT

COORDINATOR	3 YEAR – ALEX BAUER	12/31/20
CO-DEPUTY COORDINATOR	3 YEAR – LOUIS DESTEFANO	12/31/20
CO-DEPUTY COORDINATOR	3 YEAR – KYLE SMITH	12/31/21

EMERGENCY MANAGEMENT COUNCIL

	3 YEAR – GREG SCHENKER	12/31/20
	3 YEAR – JIM HOFFMAN	12/31/20
	3 YEAR – GREG CONWAY	12/31/20
	3 YEAR – CHARLES ARENA	12/31/20
	3 YEAR – BEN PAGANO	12/31/20
	3 YEAR – KEN JANTZ	12/31/20
RECYCLING COORDINATOR	1 YEAR – JOHN LAPOLLO	12/31/19
ANIMAL CONTROL	3 YEAR	12/31/19

RESOLUTION 2019-29 BOROUGH OF FOLSOM

2019 TEMPORARY BUDGET APPROPRIATIONS

WHEREAS, NJSA 40A; 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2019 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2019; and

WHEREAS, the total appropriations in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, and capital improvement fund in the sum of \$1,659,580.37; and

2019 Temporary Budget

Clerk	
Salaries & Wages	30,000.00
Other Expenses	4,000.00
Council	
Salaries & Wages	5,000.00
Other Expenses	500.00
Financial Administration	
Salaries & Wages	4,000.00
Other Expenses	1,500.00
Audit Services	6,000.00
Assessment of Taxes	
Salaries & Wages	4,000.00
Other Expenses	500.00
Collection of Taxes	
Salaries & Wages	4,500.00
Other Expenses	500.00
Legal Services	
Other Expenses	8,000.00
Engineer	
Other Expenses	6,000.00
Public Buildings & Grounds	
Other Expenses	6,000.00
Planning Board	
Salaries & Wages	4,000.00
Other Expenses	500.00
Environmental Commission	
Other Expenses	500.00
Construction	

Other Expenses (CCO)	2,000.00	
Insurance		
Worker's Compensation	8000.00	
Liability Insurance	8000.00	
Group Insurance	23,000.00	
Health Benefits Waiver	2,500.00	
Emergency Management		
Salaries & Wages	500.00	
Public Works		
Salaries & Wages	55,000.00	
Other Expenses	7,000.00	
Vehicle Maintenance	7,000.00	
Solid Waste Collection		
Salaries & Wages	0.00	
Other Expenses	40,000.00	
Solid Waste Disposal	40,000.00	
Parks & Recreation		
Other Expenses	3,000.00	
Dog Regulation		
Other Expenses	3,000.00	
Utilities		
Electricity & Natural Gas	8,000.00	
Petroleum Products	10,000.00	
Telephone	7,000.00	
Social Security	7,000.00	
Total Within CAPS		316,500.00
Fire Services	8,000.00	
Dispatch/911	6,000.00	

Total Per 26.25% limit **330,500.00**

Payment of Bond Principal 20,344.00

Interest on Bonds 14,218.00

Interest on Notes 0.00

Note Principal 0.00

Deferred Charges

Spec. Emerg. 0.00

Auth

Total Temporary Budget **365,062.00**

2018 Budget Approp 1,659,580.37

Less :

Capital 332,000.00

Improvements

Debt Service 34,563.00

1,293,017.37

Maximum Allowed (26.25%) **339,417.06**

RESOLUTION 2019-30

RESOLUTION AUTHORIZING REDUCTION OF INSPECTION ESCROW FOR FOLSOM DEVELOPMENT ASSOCIATES, LLC

WHEREAS, Inspection Escrow was posted for improvements relating to a Project maintained by Folsom Development Associates, LLC (hereinafter “FDA”) for the Dollar General & Dunkin Donuts project located at 1402 & 1404 Mays Landing Road within the Borough of Folsom; and

WHEREAS, the developer, FDA, heretofore requested the reduction of the Inspection Escrow that was reviewed and approved by the Board Engineer; and

WHEREAS, said approval by the Board Engineer was based an inspection of the property and improvements and upon correspondence dated November 7, 2018 that memorializes such approval; and

WHEREAS, it is now the desire of the Borough Council to act upon the recommendation by the Board Engineer.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Folsom that the Inspection Escrow posted for the Dunkin Donuts projected by FDA is hereby authorized for reduction subject to the developer's satisfaction of the following conditions:

1. Satisfaction and payment of all outstanding escrow and inspection charges attributable to this project;
2. Developer's continued conformance with all requirements of the approvals governing the project and the directives of the Borough Engineer; and
3. Upon adoption of the within Resolution, the Borough Clerk is hereby authorized and directed to forward a certified copy of this Resolution and accompanying correspondence received from the Borough Engineer to the following:
 - a. Developer-Folsom Development Associates, LLC
 - b. Chief Financial Officer
 - c. Vincent Polistina, P.E., Board Engineer

BE IT FURTHER RESOLVED, that the Borough Clerk; Borough CFO; and all other appropriate Municipal officials are hereby authorized to execute such papers and to perform such acts as are necessary to effectuate the purpose of this Resolution.

RESOLUTION 2019-31 BOROUGH OF FOLSOM

A RESOLUTION TO CONTRACT ANIMAL CONTROL SERVICES

WHEREAS, the Borough Animal Control Officer, Joanne Hill (Tri-County Animal Control) heretofore tendered her resignation to the Borough Clerk that is to be effective December 31, 2018; and

WHEREAS, the Borough Council is desirous of filling the vacancy with the appointment of Animal Control of South Jersey located at 2353 Delsea Drive, Delmont, NJ 08314;

WHEREAS, the proposal for professional services contract term of one (1) year,

WHEREAS, in the event Atlantic County decides to incorporate Animal Control as a shared service the remainder of the contract is void with a 30 day notice.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Folsom, County of Atlantic and State of New Jersey, enter into a contract with South Jersey Animal Control of South Jersey, Delmont, NJ commencing January 1, 2019 and extending through December 31, 2019 for the amount of \$600.00 or \$7,200.00 per year with the optional service of the annual dog/cat census for \$2.50 per animal.

A motion to approve was made by Councilman Schenker for Resolutions 2019-01 thru 2019-04 2019-06 thru 2019-22, and 2019-24 thru 2019-31, and seconded by Councilman Jantz.

There was a roll call vote with ayes all.

After a discussion regarding Resolution#2019-23 it was agreed that ARH Engineers will continue working on any 2018 Road Program and the Park Equipment Projects. Mayor DeStefano added an addendum to Resolution 2019-23 to allow ARH to complete 2018 Projects.

**BOROUGH OF FOLSOM
RESOLUTION NO. 2019-23**

**RESOLUTION AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR
BOROUGH ENGINEER**

WHEREAS, there exists within the Borough of Folsom the need to contract for the professional services of Municipal Engineer; and

WHEREAS, the CFO/Purchasing Agent has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one (1) year; and may be extended as approved by the Governing Body; and,

WHEREAS, the Borough's needs were advertised on the Borough website and the Borough Clerk received sealed responses to the Request for Proposals from October 1, 2018 through November 1, 2018.

WHEREAS, Polistina Associates, LLC, has submitted a proposal dated November 1, 2018 indicating that they will provide the Engineering Services for the fee listed in their contract estimated at \$50,000, encumbered against line item 01-20-165-028 on as needed basis, as required by pursuant to N.J.A.C. 5:30-5-4,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the Borough of Folsom that Vince Polistina of Polistina Associates LLC, be and hereby is appointed Municipal Engineers for the year 2019.

BE IT FURTHER RESOLVED, that the Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the above-named persons, which contracts are awarded under a "FAIR AND OPEN" process as a Professional Service in compliance with the provisions of the Local Public Contracts Law and New Jersey Pay to Play Law.

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Folsom, County of Atlantic, State of New Jersey that

1. That a copy of this Resolution is published in the Hammonton Gazette as required by law within ten (10) days of its passage.

That the total dollar amount of the contract is based on a reasonable estimate of services required, and the local unit is not obligated to spend the entire amount.

A motion was made by Councilman Conway to approve Resolution#2019-23 and seconded by Councilman Jantz.

Councilman Schenker questioned the late notification allowing ARH to continue working on previous projects. Councilman Schenker wanted to table the ARH part of the Resolution tonight until Council receives more information about the status of the projects that ARH is working on before we vote. Councilman Schenker asked to just approve our Engineer and then he can determine if we should have ARH Engineers continue working on the 2018 projects.

Councilman Conway withdrew his motion.

A new motion was made by Councilman Jantz to approve Resolution 2019-23 as written (no addendum) and was seconded by Councilman Schenker

Conway-Y Jantz-Y Hoffman-N Schenker-Y

Engineer Vince Polistina stated that he was in agreement with ARH completing the previous projects as long as the projects are completed in the timely matter.

Councilman Arena entered the meeting at 6:35PM

MAYORS COMMENTS: Mayor DeStefano welcomed Greg Schenker and Greg Conway back to Council along with our new Solicitor and our new/old Engineer.

SOLICITOR'S REPORT: Mr. Carr thanked everyone for their vote of confidence and stated he looked forward to working with everyone.

FIRE CHIEF'S REPORT: Councilman Jantz read fire report.

The following incidents occurred in your community during the month of December 2018.

Dec 3 rd Responding	Vehicle Crash	Black Horse Pike	12 Members
Dec 21 st Responding	Dwelling Fire	E. Collings Drive	26 Members

Happy New Year!! Hopefully it is filled with much health and happiness. December is a busy month where we button up all the loose ends, along with a few Santa details around the community. We also took delivery of our new fire engine which will be outfitted over the next few weeks by the members and ready to hit the road.

Just a reminder anyone needing smoke detectors the Fire Department have them in station so please don't hesitate to ask. Anyone needing them should contact town hall or you can reach us at clfd123.org and we will be glad to get them out. Again, anyone wishing to stop by the station and check out the new truck, members are there every Tuesday night starting at 7pm. You can also check us out on Facebook or Twitter especially during times of inclement weather.

ENGINEER'S REPORT: Vince Polistina wished everyone a Happy New Year!

COUNCIL MEMBER'S COMMENTS:

Councilman Greg Conway: wished everyone a Happy New Year and thanked everyone who supported him. Greg stated he intends to be proactive and to put the Community first. Councilman Conway asked for volunteers for the Environmental Commission. Greg commended all the Borough workers and stated that they deserve our respect.

Councilman Ken Jantz: welcomed our new Councilman and a returning Councilman.

Councilman Ben Pagano: absent

Councilman Charlie Arena: reported on the Parks & Rec Commission meeting.

Councilman James Hoffman: congratulated Mr. Carr on his appointment. Jim stated he looks forward to working with Mr. Carr and the new Councilmen.

Councilman Greg Schenker: welcomed Greg Conway to Council. Greg also welcomed John Carr and Vince Polistina. Greg wished everyone a Happy New Year and thanked the voters for their support.

MEETING OPEN TO THE PUBLIC: no comments

PAYMENT OF BILLS IN THE AMOUNT OF: \$40,539.93

A motion to approve payment was made by Councilman Hoffman and seconded by Councilman Schenker.

There was a roll call vote with ayes all.

The next regular meeting of Mayor and Council will be held on Tuesday, February 12, 2019 starting with a workshop meeting at 6:00 pm and continuing immediately thereafter with the regular meeting at Borough Hall, 1700 12th Street, Folsom, NJ.

With no other discussion the meeting was adjourned at 6:45 PM with ayes all.

Respectfully Submitted,

Patricia M. Gatto
Municipal Clerk