

Please Note: Agenda is subject to change

CINNAMINSON TOWNSHIP COMMITTEE  
REORGANIZATION MEETING  
JANUARY 3, 2023  
6:30 P.M.

CALL TO ORDER

FLAG SALUTE

**VERIFICATION OF NOTICE OF MEETING:** This meeting is being held in accordance with the “Open Public Meetings Act,” P.L. 1975, c.231, Notice was published in the Burlington County Times and the Courier Post on January 7, 2022.

**ROLL CALL:** Mr. Conda, Mr. Horner, Mrs. Kravil, Mr. McGill, Mr. Segrest

**INVOCATION:** Reverend John W. Doll of Asbury Methodist Church

**NATIONAL ANTHEM:** Erin Clark, Cinnaminson High School

**ADMINISTRATION OF OATH OF OFFICE:** Newly Elected Committee Members

Administration of Oath by Richard Strobel, Esq.

NOMINATION AND ELECTION OF MAYOR

Administration of Oath by Richard Strobel, Esq.

NOMINATION AND ELECTION OF DEPUTY MAYOR

Administration of Oath by Lisa Passione, Municipal Clerk

INTRODUCTION OF FORMER MAYORS AND DIGNATARIES

PRESENTATION OF PLAQUE TO OUTGOING MAYOR

PRESENTATION OF PROCLAMATION TO THE FAMILY OF FIRE COMMISSIONER ROBERT STEEL

PRESENTATION OF PROCLAMATION TO PLANNING BOARD MEMBER SAMUEL JONES

APPOINTMENTS OF TOWNSHIP COMMITTEE LIAISONS

Liaison to Administration and Senior Services – Paul J. Conda  
Liaison to Finance and Economic Development – Ryan Horner  
Liaison to Public Works – Albert D. Segrest  
Liaison to Public Safety – Ernest McGill  
Liaison to Parks and Recreation and Veterans Affairs – Stephanie Kravil

CONSENT AGENDA

Official Newspaper:	Burlington County Times /Alternate Courier Post
Resolution 2023 – 1	Designates Township Solicitor as The Platt Law Group
Resolution 2023 – 2	Approval of Cash Management Plan for 2023
Resolution 2023 – 3	Permits the Township Treasurer to invest excess and surplus funds in Treasury Notes/Government Securities up to \$500,000 with approval of the Finance Liaison; investments over \$500,000.00 require approval of Township Committee
Resolution 2023 - 4	Designates insured banks and trust companies and insured savings institutions in Burlington County
Resolution 2023 - 5	Permits Mayor to give interim approval to vouchers for payrolls, utility payments, and Social Security payments; authorizes the signatures of the officials for necessary checks.
Resolution 2023 – 6	Provides rate of interest on delinquent taxes.
Resolution 2023 – 7	Designates the Planning Board Secretary as the individual to issue certificates as to approval of subdivision of land.
Resolution 2023 – 8	Designates dates when Administrative Offices will be closed for holidays.
Resolution 2023 – 9	Schedule of 2023 Township Committee Meeting Dates
Resolution 2023 – 10	Authorizes Signatures on Checks
Resolution 2023 – 11	Approval of Temporary Municipal Budget
Resolution 2023 – 12	Conflicts/Special Consulting Engineer: Alaimo Group, CME Associates, Environmental Resolutions, Inc. and Pennoni
Resolution 2023 – 13	Designates Public Defender – Jeffrey Snow
Resolution 2023 – 14	Designates Prosecutor as Brendan Moles of Mattleman, Weinroth & Miller
Resolution 2023 – 15	Affirmative Action Officer – Lisa A. Passione
Resolution 2023 – 16	Additional Penalties; Delinquency on taxes
Resolution 2023 – 17	Authorization to Provide Relief for the 2023 State Health Benefits Plan Drastic Health Insurance Premium Increases
Resolution 2023 – 18	Approval/Issuance; Blue Light Permits and ID Cards
Resolution 2023 – 19	Appointment of Bond Counsel – Parker McCay

Resolution 2023 – 20	Appointment; Planning Consultant – Environmental Resolutions Inc.
Resolution 2023 – 21	Appointment of Labor Counsel – Capehart & Scatchard, P.A.
Resolution 2023 – 22	Authorization to Purchase through State Contract
Resolution 2023 – 23	Cancels or refunds Delinquent Taxes less than \$5
Resolution 2023 – 24	Appointment of Township Auditor – Bowman & Company
Resolution 2023 – 25	Appointment of Township Health Insurance Administrator – James A. Bristow
Resolution 2023 – 26	Appointment of Township Engineer – Remington & Vernick
Resolution 2023 – 27	Appointment of Conflict Counsel – Raymond Coleman Heinold LLP
Resolution 2023 – 28	Appointment of Township Architect – J.F. McKernan Jr.
Resolution 2023 – 29	Appointment of Risk Management Consultant/Insurance Broker – Fairways Insurance Services, A World Company
Resolution 2023 – 30	Appointment of Certain Personnel to Designated Positions for 2023
Resolution 2023 – 31	Appointment of Special Counsel for Affordable Housing

**APPOINTMENT OF BOARDS AND COMMITTEES**

<b>Economic Development Committee:</b>	Township Committee Member Paul Conda, Township Committee Liaison Ryan Horner, Township Administrator Eric Schubiger, Economic Development Coordinator Michael Minton, William O'Connor
<b>Emergency Management Advisory Board:</b>	Township Committee Liaison Ernest T. McGill, Police Chief Richard Calabrese, EMS Deputy Chief Kimberly Brown, Fire Chief William E. Kramer, Cinnaminson School District Director of Facility Operations Mark Tindal, Sewer Authority Superintendent Kevin D. Kramer, Township Administrator Eric Schubiger and Public Works Superintendent Kevin Gauntt,
<b>Finance Committee:</b>	Township Committee Member Paul Conda, Township Committee Liaison Ryan Horner, Chief Financial Officer Julia Edmondson and Township Administrator Eric Schubiger
<b>Route 130 Advisory Committee:</b>	Economic Development Coordinator Michael Minton and Township Committee Member Stephanie Kravil
<b>Parks and Recreation</b>	Stephanie Kravil term to expire 12/31/2023 Dan Eckard, term to expire 12/31/2025
<b>Chicken Advisory Board</b>	Janice Smith (Chairman), Edwin Blair, Matthew Clark, Edita-Gawrylo-Poplowski and Tammy Schuler
<b>Zoning Board of Adjustment:</b>	John Neely, term to expire 12/31/2026 Ronald Trampe, term to expire 12/31/2026 <b>Alternate #1</b> Mary Ellen Stasko to complete unexpired term to expire 12/31/2024 <b>Alternate #2</b> Nick Anninos, term to expire 12/31/2023

**END OF CONSENT AGENDA**

**PUBLIC COMMENT ON CONSENT AGENDA ONLY:**

**APPOINTMENTS BY MAYOR:**

<b>Planning Board</b>	<b>Class I</b>	Frank Gallagher (Mayor's Designee) Term to expire 12/31/2023
	<b>Class II</b>	Michael Minton (Township Official) Term to expire 12/31/2023
	<b>Class III</b>	Albert Segrest (Township Committee Member) Term to expire 12/31/2023
	<b>Class IV</b>	Dolores Woodington, term to expire 12/31/2026 Rory Maradonna term to expire 12/31/2026 John Snyder, term to expire 12/31/2026 Kevin McGill, term to expire 12/31/2026 Alternate #1 Kevin Shallow, to fill unexpired term to expire 12/31/2023 Alternate #2 Michael Roadside term to expire 12/31/2023
<b>Sewerage Authority</b>		Richard Strobel, term to expire 01/31/2028

**COMMENTS FROM MAYOR AND COMMITTEE**

**PUBLIC COMMENT**

**BENEDICTION:** Reverend John W. Doll of Asbury Methodist Church

**ADJOURNMENT**

Next Meeting: Monday, January 23, 2023 at 6:30 p.m.

# TOWNSHIP OF CINNAMINSON

## RESOLUTION 2023 - 1

**WHEREAS**, there exists a need for a Solicitor; and

**WHEREAS**, notwithstanding, the aforementioned exemption from competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to N.J.S.A 19:44A – 2-.5 *et seq* and the Township’s local ordinances; 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" without competitive bids and the contract itself must be available for public inspection:

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

1. The Mayor is hereby authorized and directed to execute an agreement with The Platt Law Group, P.C. as Township Solicitor
2. These Contracts are awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A.40A:11-5 (1) (a) of the Local Public Contracts Law as a contract awarded for services performed by a person authorized by law to practice a recognized profession.
3. The notice of this action shall be printed once in the Burlington County Times.

### CERTIFICATION

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds are available for this contract in account # 3-01-20-155-312 in an amount not to exceed \$\_\_\_\_\_

\_\_\_\_\_  
Julia Edmondson  
Chief Financial Officer

## **RESOLUTION 2023 – 2**

### **RESOLUTION AUTHORIZING A CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF CINNAMINSON**

Whereas, the Chief Financial Officer is directed to use this cash management plan as a guide in depositing and investing the Townships funds: and

The following Government Unit Deposit Protection Act (GUDPA) approved banks are authorized depositories for deposit of funds:

BB&T Bank  
Bank of America  
Delanco Federal Savings Bank  
Wells Fargo Bank  
TD Bank  
PNC Bank  
Beneficial Bank

Other Banks in the State of New Jersey Members of GUDPA United States of America or its agencies.

The following are authorized as suitable investments:

- Interest-bearing bank accounts in banks as authorized above for deposit of Township funds (GUDPA approved)
- Certificates of Deposit in GUDPA approved banking institutions.
- Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America. This includes instruments such as Treasury Bills, Notes and Bonds.
- Government money market mutual funds that comply with N.J.S.A. 40A:5-15.1(e)
- Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- Bonds or other obligations of the local unit or school district of which the Township is a part.
- Any other obligations with maturities not exceeding 397 days, as permitted by the State Division of Investments.
- Local government investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services.
- New Jersey Cash Management Fund.
- Repurchase agreements (repos) of fully collateralized securities which comply with N.J.S.A. 40A:5-15(e).
- New Jersey Asset & Rebate Management Program
- New Jersey CLASS

The priority of the investing policies shall be in order of descending importance, security, liquidity, and yield and funds shall be managed to meet the Township of Cinnaminson cash flow needs.

### **RESOLUTION 2023 - 3**

**WHEREAS**, the Township of Cinnaminson has over the course of years, in the best interest of sound fiscal responsibility, invested its excess and surplus funds held in the several financial accounts of the Township of Cinnaminson in Government Securities to produce income; and

**WHEREAS**, the Township Committee of the Township of Cinnaminson has, from time to time, by appropriate Resolution, specifically authorized certain investments in Treasury Notes and other Government Securities to be made by the Township Chief Financial Officer; and

**WHEREAS**, the market in Government Securities and Treasury Notes is in a state of almost daily flux, with the interest rate in the market for such securities subject to daily fluctuations, many of which may be advantageous to the Township and a flexibility in the manner and ability of investments by the Township Chief Financial Officer would be desirable to maximize earnings for the Township of Cinnaminson from its excess accounts in view of the existing market conditions;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey, that the Township Chief Financial Officer, Julia Edmondson, be and is hereby authorized to invest, reinvest, buy and sell Government Securities, including but not limited to, Treasury Bills and Notes, in the amount of \$500,000.00 at her discretion, subject to the approval of the Director of Administration and Finance;

**BE IT FURTHER RESOLVED**, that it is the understanding of this Resolution that such authority shall be limited to a total investment in the amount of \$500,000.00 and if any funds are to be invested in excess of \$500,000.00 such investment shall be with the advice and consent of the Township Committee of the Township of Cinnaminson.

### **RESOLUTION 2023 – 4**

**BE IT RESOLVED** by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey that all insured banks and trust companies and all insured savings institutions located in Burlington County be designated as depositories for the funds of Cinnaminson Township.

### **RESOLUTION 2023 - 5**

**BE IT RESOLVED**, by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey, that the Mayor of the Township of Cinnaminson may give interim approval to vouchers for the weekly payrolls, welfare, utility and Social Security payments, and the Chief Financial Officer and the Township Clerk be authorized to sign the necessary checks for the payroll reimbursement, welfare, utility and Social Security payments.

**BE IT FURTHER RESOLVED** that said vouchers be approved at the next regular meeting of the Township Committee.

**RESOLUTION 2023 - 6**

**BE IT RESOLVED**, by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey, the rate of interest to be charged on delinquent taxes or assessments on any installment made ten (10) days after the date upon which the same became payable, shall not exceed eight percent (8%) per annum on the first Fifteen Hundred Dollars (\$1,500.00) of the delinquency, and eighteen percent (18%) per annum on any payment in excess of Fifteen Hundred Dollars (\$1,500.00.)

**BE IT FURTHER RESOLVED** that where interest on delinquent tax payments is One Dollar (\$1.00) or less, payment and collection of said interest is hereby waived.

**RESOLUTION 2023 – 7**

**WHEREAS**, under N.J.S.A. 40A:55D-56, it is required that a municipality designate an individual to certify when proper application is made for the certification as to approval of a subdivision of land;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey, that the Secretary of the Cinnaminson Township Planning Board be hereby designated to issue certification as to the approval of the subdivision of land.

**RESOLUTION 2023 – 8**

**BE IT RESOLVED**, by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey, that the following days in the year 2023 be designated as holidays (or otherwise indicated) and the Township Administrative Offices will be closed:

Martin Luther King Birthday, Monday, January 16, 2023  
President's Day, Monday, February 20, 2023  
Good Friday, April 7, 2023  
Memorial Day, Monday, May 29, 2023  
Juneteenth, Monday, June 19, 2023  
Independence Day, Tuesday, July 4, 2023  
Labor Day, Monday, September 4, 2023  
Columbus Day, Monday, October 9, 2023  
Veteran's Day Friday, November 10, 2023  
Thanksgiving Day, Thursday, November 23, 2023  
Friday following Thanksgiving, November 24, 2023  
Christmas Day, Monday, December 25, 2023  
New Year's Day, Monday, January 1, 2024

**RESOLUTION 2023 – 9**

**BE IT RESOLVED**, by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey that the Regular Meetings of the Cinnaminson Township Committee for the year 2023 shall be held on the following listed dates at 6:30 P.M. (unless otherwise noted) in the Municipal Building, 1621 Riverton Road, Cinnaminson, NJ. Formal action may or may not be taken:

Monday, January 23	Monday, August 21
Monday, March 20	Monday, September 18
Monday, April 17	Monday, October 16
Monday, May 15	Monday, November 13
Monday, June 26	Monday, December 18
Monday, July 17	

**BE IT FURTHER RESOLVED** that the Work Sessions of the Cinnaminson Township Committee for the year 2023 shall be held on the following listed dates at 6:30 P.M. in the Mayor's Conference Room, Cinnaminson Municipal Building, 1621 Riverton Road, Cinnaminson, NJ. Formal action may or may not be taken.

Monday, February 6  
Monday, March 6  
Monday, April 3  
Monday, May 1  
Monday, June 5

Monday, August 7  
Monday, October 2  
Monday, December 4

**BE IT FURTHER RESOLVED** that Township Committee will hold a year end Close Out meeting on Thursday, December 28, 2023 at 10:30 a.m. in the Mayor's Conference Room, 1621 Riverton Road, Cinnaminson, NJ and a Reorganization Meeting on Tuesday, January 2, 2024 at 6:30 p.m., in the Court Room, 1621 Riverton Road, Cinnaminson, NJ.

**RESOLUTION 2023 – 10**

**BE IT RESOLVED**, the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey, that the Chief Financial Officer, and Township Clerk, and in their absence, Deputy Township Clerk, be authorized to sign checks for the Township Checking Accounts, Savings and Loan Accounts, Time Certificate Accounts, Open Checking Accounts and Savings Certificate Accounts for the year 2023.

**RESOLUTION 2023 - 11**

**WHEREAS**, Revised Statutes 40A:4-19 provides that Temporary Appropriations shall be made for the purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the total appropriations in the 2023 Budget, exclusive of any appropriation for Debt Service and Capital Improvement Fund in the 2023 Budget is \$16,902,733.77 and

**WHEREAS**, the date of this Resolution is within the first thirty days of January 2023;

**BE IT RESOLVED**, By the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey, that the Temporary Budget in the amount not to exceed 26.25% of total appropriations, which amounts to \$4,436,967.61 be adopted until such time as the Regular Budget for the year 2023 is adopted and approved by the Division of Local Government Services.

**BE IT FURTHER RESOLVED** that the Cinnaminson Township Committee is also hereby adopting the Capital and Debt Service Budget for 2023 in the amount of \$2,337,336.32

The total funding appropriated in the temporary budget for 2023 is in the amount of \$6,774,303.93.

**RESOLUTION 2023 – 12**

**SPECIAL PROJECTS CONSULTING/CONFLICTS ENGINEER**

**WHEREAS**, by way of example and not limitation, the assistance of an engineering firm is necessary for surveying and large scale design work, both of which would be impossible to perform or an inefficient use of funds to rely solely on the Township Engineer; and

**WHEREAS**, the Township solicited Request for Proposals for Special Projects Consulting/Conflict Engineers pursuant to N.J.S.A. § 40A:11-5 and N.J.S.A. §19:44A-20.5 et seq., with the purpose of finding qualified service providers in an open and fair manner in order to have the most qualified service provider for the Township; and



**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cinnaminson, County of Burlington, State of New Jersey that Alaimo Group, CME Associates, Environmental Resolutions, Inc and Pennoni are hereby named Special Projects Consulting/Conflicts Engineers according to the terms and conditions of the Request for Proposals submitted.

### **RESOLUTION 2023 - 13**

**WHEREAS**, there exists a need for a Public Defender; and

**WHEREAS**, notwithstanding, the aforementioned exemption from competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to N.J.S.A 19:44A – 2-.5 *et seq* and the Township’s local ordinances; 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” without competitive bids and the contract itself must be available for public inspection:

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

1. The Mayor is hereby authorized and directed to execute an agreement with Jeffrey E. Snow, Esquire.
2. This Contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A.40A:11-5 (1) (a) of the Local Public Contracts Law as a contract awarded for services performed by a person authorized by law to practice a recognized profession.
3. Any other municipal public defender duly appointed in any other municipality in Burlington County is authorized to be Conflict Public Defender.

### **RESOLUTION 2023 – 14**

**WHEREAS**, there exists a need for a Prosecutor; and

**WHEREAS**, notwithstanding, the aforementioned exemption from competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to N.J.S.A 19:44A – 2-.5 *et seq* and the Township’s local ordinances; 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” without competitive bids and the contract itself must be available for public inspection:

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

1. The Mayor is hereby authorized and directed to execute an agreement with Brendan Moles, Esquire of Mattleman, Weinroth & Miller.
2. This Contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A.40A:11-5 (1) (a) of the Local Public Contracts Law as a contract awarded for services performed by a person authorized by law to practice a recognized profession.

3. Any other municipal prosecutor duly appointed in any other municipality in Burlington County is authorized to be Conflict Prosecutor

### **CERTIFICATION**

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds are available for this contract in account # 3-01-25-275-313 in an amount not to exceed \$\_\_\_\_\_.

\_\_\_\_\_  
Julia Edmondson  
Chief Financial Officer

### **RESOLUTION 2023 – 15**

**RESOLUTION OF THE TOWNSHIP OF  
CINNAMINSON DESIGNATING AN EMPLOYEE TO  
SERVE AS THE PUBLIC AGENCY COMPLIANCE OFFICER  
FOR THE TOWNSHIP OF CINNAMINSON  
PURSUANT TO THE REQUIREMENTS OF  
P.L. 1975, C. 127**

WHEREAS, the Township of Cinnaminson is required pursuant to the provisions of P. L. 1975, c. 127 and the rules and regulations promulgated thereunder to designate an officer or employee to act as liaison and to serve as the Public Agency Compliance Officer (P.A.C.O.) for matters related to the Township's procurement, professional, service and construction contracts; and

WHEREAS, the Township is satisfied that Lisa A. Passione has the required knowledge and experience in the area of said public contracts and should be designated as the Public Agency Compliance Officer for the Township of Cinnaminson.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey that Lisa A. Passione is hereby appointed to serve as Public Agency Compliance Officer for the Township; and

BE IT FURTHER RESOLVED that Lisa A. Passione shall perform all the duties required for the Office of Public Agency Compliance Office for the Township in accordance with the P. L. 1975, c.127 and the rules and regulations promulgated thereunder, shall have the authority to update and implement the current contracting requirements and procedures and shall provide such information and documentation to the State Affirmative Action Office, Department of the Treasury as is required by law.

### **RESOLUTION 2023 - 16**

WHEREAS Revised Statute N.J.S.A. 54:4-67 provides for an additional; penalty to be charged to a taxpayer with a delinquency on taxes or assessment on any installments in excess of \$10,000.00 who fails to pay the delinquency prior to the end of the calendar year in which the payment was due; and

WHEREAS, the penalty so fixed shall not exceed 6% of the amount of the delinquency.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey that a 6% penalty be charged to any taxpayer who fails to pay the delinquency prior to the end of the calendar year.

**RESOLUTION AUTHORIZING THE TOWNSHIP TO PROVIDE RELIEF FOR THE  
2023 STATE HEALTH BENEFITS PLAN DRASTIC HEALTH INSURANCE  
PREMIUM INCREASES**

**WHEREAS**, the Township of Cinnaminson (“Township”) participates in the New Jersey State Health Benefits Plan (“SHBP”) for eligible municipal employees who work for the Township; and

**WHEREAS**, pursuant to State law, the SHBP Commission has the sole authority to determine and approve health insurance premium rates for employees who are enrolled in the SHBP; and

**WHEREAS**, in a presentation made to the SHBP Commission at its public meeting of July 11, 2022, it was announced that due to increased utilization by members and overall healthcare cost increases, there will be a twenty-four (24%) percent increase in health insurance premiums for local governments participating in the SHBP; and

**WHEREAS**, pursuant to Chapter 78, P.L., 2011 (“Chapter 78”) which went into effect on June 28, 2011 the average healthcare contributions required of public employees has increased substantially; and

**WHEREAS**, pursuant to Chapter 78, eligible Township employees have and continue to contribute to their health insurance benefits provided by the SHBP in the approximate increase to the premium of five (5%) percent; and

**WHEREAS**, the drastic twenty-four (24%) percent increase in health insurance premiums requires much needed long-term structural reforms at the State level; and

**WHEREAS**, the Township is evaluating options with the State of New Jersey and other entities in order to provide immediate financial relief and long-term cost savings for Township residents and taxpayers, public employees and others who are already struggling to make ends meet; and

**WHEREAS**, the Township has determined that it is the best interests of Township residents and taxpayers to provide immediate relief to eligible Township employees for 2023 while long-term options are being explored; and

**WHEREAS**, the Township CFO has recommended that the Township provide relief to eligible Township employees by reimbursing them the difference between the typical annual five (5%) premium to the SHBP benefits and the twenty-four (24%) percent drastic increase in health benefits that will be imposed for 2023; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee, of the Township of Cinnaminson, in the County of Burlington, State of New Jersey that the Mayor and Township Committee hereby authorize the reimbursement to eligible Township employees as set forth above for 2023 only while Township officials along with State leaders explore long-term options for cost savings for property taxpayers, the Township of Cinnaminson and public employees, including but not limited to exploring private insurance options, applying for grant relief from the State and other opportunities to provide long-term relief.

**BE IT FURTHER RESOLVED** that the appropriate Township officials are hereby authorized to take the appropriate steps and sign the necessary documents to implement this Resolution.

## **RESOLUTION 2023 – 18**

### **APPROVAL OF EMERGENCY WARNING LIGHTS AND ISSUANCE OF IDENTIFICATION CARDS**

**WHEREAS**, the Township Administrator has informed the Township Committee that certain members of the Volunteer Fire Companies, First Aid and Rescue Squads performing said services on behalf of the Township of Cinnaminson have requested approval from the Township of Cinnaminson for the use of emergency warning lights; and

**WHEREAS**, the Township Administrator has informed the Township Committee that the individuals set forth in the attached Schedule A have successfully passed the appropriate background checks and the Cinnaminson Fire District has recommended the granting of the approval for the use of the emergency warning lights and the issuance of the appropriate identifications cards; and

**WHEREAS**, N.J.S.A. 39:3-54.11 authorizes the Township Committee to approve the use of emergency warning lights and the issuance of identifications cards setting forth said approval and/or permission; and

**WHEREAS**, the Township Committee has reviewed said recommendation By the Township Administrator and desires to act favorably with respect thereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CINNAMINSON, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY**, as follows:

1. That the Township Committee, for the aforementioned reasons, hereby approves the use of emergency warning lights by the individuals set forth in the attached Schedule A and such other names submitted during the course of the year as approved by the Mayor; and hereby issues identifications cards to said individuals setting forth said approval and permission to display and operate the emergency warning lights as requested.

2. That the Township Committee, for the aforementioned reasons, hereby directs that the Township Mayor execute said identification cards on behalf of the Township of Cinnaminson, said identification cards to be also signed by the Director of the Division of Motor Vehicles.

## **RESOLUTION 2023- 19**

**WHEREAS**, there exists a need for a Bond Counsel; and

**WHEREAS**, notwithstanding, the aforementioned exemption from competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to N.J.S.A 19:44A – 2-.5 *et seq.* and the Township’s local ordinances; 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" without competitive bids and the contract itself must be available for public inspection:

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

1. The Mayor is hereby authorized and directed to execute an agreement with Parker McCay.

2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A.40A:11-5 (1) (a) of the Local Public Contracts Law as a contract awarded for services performed by a person authorized by law to practice a recognized profession.

### **CERTIFICATION**

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds are available for this contract in account # 3-01-20-155-315 in an amount not to exceed \$\_\_\_\_\_.

\_\_\_\_\_  
Julia Edmondson  
Chief Financial Officer

### **RESOLUTION 2023 - 21**

**WHEREAS**, there exists a need for a Labor Counsel, and

**WHEREAS**, notwithstanding, the aforementioned exemption from competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a "fair and open process" pursuant to N.J.S.A 19:44A – 2-.5 *et seq* and the Township's local ordinances; 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" without competitive bids and the contract itself must be available for public inspection:

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

1. The Mayor is hereby authorized and directed to execute an agreement with Carmen Saginario, Esquire of Capehart and Scatchard.
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A.40A:11-5 (1) (a) of the Local Public Contracts Law as a contract awarded for services performed by a person authorized by law to practice a recognized profession.

### **CERTIFICATION**

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds are available for this contract in account # 3-01-20-155-322 in an amount not to exceed \$\_\_\_\_\_.

\_\_\_\_\_  
Julia Edmondson  
Chief Financial Officer

### **RESOLUTION 2023 - 22**

**BE IT RESOLVED** by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey that pursuant to N.J.S.A. 40A:11-12 Cinnaminson Township is hereby authorized to award contracts for the purchase of materials, supplies or equipment under a contract entered into by the State Division of Purchase and Property.

**RESOLUTION 2023 – 23**

**WHEREAS**, legislation adopted by the State of New Jersey indicates that a municipality, may, by the adoption of a resolution, authorize a municipal employee to process without further action on the part of the Governing Body, the cancellation or refund of any tax refund or the cancellation of any delinquency of less than \$5.00.

**Now, Therefore, Be It Resolved by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey** that in accordance with the above legislation, N.J.S.A. 40A:5-17.1, the Tax Collector is hereby authorized to refund or cancel any tax delinquency or balance of less than \$5.00.

**RESOLUTION 2023 - 24**

**WHEREAS**, there exists a need for an Auditor; and

**WHEREAS**, notwithstanding, the aforementioned exemption from competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to N.J.S.A 19:44A – 2-.5 *et seq* and the Township’s local ordinances; 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” without competitive bids and the contract itself must be available for public inspection:

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

The Mayor is hereby authorized and directed to execute an agreement with Bowman and Company.

**CERTIFICATION**

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds are available for this contract in account # 3-01-20-135-312 in an amount not to exceed \$\_\_\_\_\_ and in account #3-01-20-130-225 in an amount not to exceed \$\_\_\_\_\_

\_\_\_\_\_  
Julia Edmondson  
Chief Financial Officer

**RESOLUTION 2023 – 25**

**WHEREAS**, there exists a need for an Employee Health Insurance Administrator; and

**WHEREAS**, notwithstanding, the aforementioned exemption from competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to N.J.S.A 19:44A – 2-.5 *et seq* and the Township’s local ordinances; 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" without competitive bids and the contract itself must be available for public inspection:

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

1. The Mayor is hereby authorized and directed to execute an agreement with James A. Bristow.

2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A.40A:11-5 (1) (a) of the Local Public Contracts Law as a contract awarded for services performed by a person authorized by law to practice a recognized profession.

2. The notice of this action shall be printed once in the Burlington County Times.

**CERTIFICATION IN SUPPORT OF RESOLUTION 2023 - 25**

TO: TOWNSHIP COMMITTEE

FROM: TOWNSHIP ADMINISTRATOR

Date: January 3, 2023

Re: Contract for Benefits Liability Insurance Consultant

This is to request your approval of a Resolution authorizing a contract to be executed as follows:

APPOINTMENT: James A. Bristow

COST: Unknown

PERIOD: January 1, 2023 to December 31, 2023, and/or until a replacement policy and/or successor is appointed.

PURPOSE: To secure Employee Benefits liability insurance coverage on behalf of the Township at a level of quality necessary for the municipality, but at a cost most economical to the Township.

This request is to be awarded without competitive bids as an extraordinary, unspecifiable service pursuant to N.J.S.A. 40A:11-5(1)(a).

I do hereby certify as follows:

1. Quotations have not been solicited because of the unique nature of the service, the Township's historical satisfaction with this particular vendor, and the fact that the bid threshold is not exceeded, since the Township does not outlay any fund directly to this vendor.

2. The services described herein are specialized and qualitative in nature, and require expertise, extensive training, and proven reputation, because of the nature of the insurance industry, the broad range of “packages” available to both private and public entities, the myriad types of “riders” and coverage options available, and the generally confusing nature of same, thereby necessitating the services of someone schooled in insurance coverage matters.
3. This type of service cannot be described by written specifications because of the broad range of insurance issues which come into play during the course of a year, and which require the expertise of the consultant; it is generally difficult to anticipate the wide-range of issues and topics for which we will need assistance, and thereby precluding reduction of same to written specifications.

I have reviewed the Rules and Regulations of the Division of Local Government Services as contained at N.J.A.C. 5:34-1, et seq., and to the best of my knowledge, information and belief, I am able to certify that the proposed Contract may be considered as an extraordinary, unspecifiable service in accordance with said requirements.

Respectfully,

---

Township Administrator

Dated: January 3, 2023

## RESOLUTION 2023 – 26

**WHEREAS**, there exists a need for a Township Engineer for the year 2023; and

**WHEREAS**, notwithstanding, the aforementioned exemption from competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to N.J.S.A 19:44A – 2-.5 *et seq.* and the Township’s local ordinances; 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” without competitive bids and the contract itself must be available for public inspection:

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

1. The Mayor is hereby authorized and directed to execute an agreement with Remington & Vernick.
2. This Contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A.40A:11-5 (1) (a) of the Local Public Contracts Law as a



contract awarded for services performed by a person authorized by law to practice a recognized profession.

3. The notice of this action shall be printed once in the Burlington County Times.

### **CERTIFICATION**

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds are available for this contract in account # 3-01-20-165-225 in an amount not to exceed \$\_\_\_\_\_.

\_\_\_\_\_  
Julia Edmondson  
Chief Financial Officer

### **RESOLUTION 2023 – 27**

#### **CONFLICTS COUNSEL**

**WHEREAS**, the Township Committee has determined that it requires the appointment of conflicts counsel to provide legal services to the Township in instances where the Township Attorney is disqualified, pursuant to the Township Code §10-21(B); and

**WHEREAS**, the Township solicited Request for Proposals for Conflict Counsel pursuant to N.J.S.A. § 40A:11-5 and N.J.S.A. §19:44A-20.5 et seq., with the purpose of finding qualified service providers in an open and fair manner in order to have the most qualified service provider for the Township; and

**WHEREAS**, the Township Committee has reviewed the submissions and determined that based on the firms' expertise, it would be appropriate to name four (4) firms as Conflict Counsel.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cinnaminson, County of Burlington, State of New Jersey that Raymond Coleman Heinold LLP is hereby named Conflicts Counsel according to the terms and conditions of the Request for Proposals submitted.

### **CERTIFICATION**

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds are available for this contract in account # 3-01-20-155-312 in an amount not to exceed \$\_\_\_\_\_.

\_\_\_\_\_  
Julia Edmondson  
Chief Financial Officer

### **RESOLUTION 2023 - 28**

**WHEREAS**, there exists a need for an Architect; and

**WHEREAS**, notwithstanding, the aforementioned exemption from competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a "fair and open process" pursuant to N.J.S.A 19:44A – 2-.5 et seq and the Township's local ordinances; 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” without competitive bids and the contract itself must be available for public inspection:

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

1. The Mayor is hereby authorized and directed to execute an agreement with J.F. McKernan Jr.
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A.40A:11-5 (1) (a) of the Local Public Contracts Law as a contract awarded for services performed by a person authorized by law to practice a recognized profession.
3. The notice of this action shall be printed once in the Burlington County Times.

### **RESOLUTION 2023 – 29**

#### **APPOINTING RISK MANAGEMENT AND INSURANCE CONSULTANT**

**WHEREAS**, the Township is in need of a risk management consultant; and

**WHEREAS**, said position must be secured through the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 and, specifically, N.J.S.A. 40A:11-5(1)(m) requiring the procurement of an insurance consultant be obtained in accordance with the requirements set forth for securing a contract as an extraordinary unspecifiable service; and

**WHEREAS**, while an EUS is exempt from the formal public bidding process, the public body is solicited for proposals under the fair and open process; and

**WHEREAS**, the Township reviewed the proposal and is acceptable; and

**WHEREAS**, the Township now recommends appointment of Fairways Insurance Services, Inc. to be the Risk Management and Insurance Consultant for a one-year contract ending on December 31, 2023.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Cinnaminson, County of Burlington, State of New Jersey as follows:

1. The Mayor is hereby authorized and directed to execute an agreement with Fairways Insurance Services, A World Company.
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A.40A:11-5 (1) (a) of the Local Public Contracts Law as a contract awarded for services performed by a person authorized by law to practice a recognized profession.
3. The notice of this action shall be printed once in the Burlington County Times.

**RESOLUTION 2023 – 30**

**RESOLUTION ESTABLISHING AND APPOINTING CERTAIN  
PERSONNEL TO DESIGNATED POSITIONS FOR 2023**

**WHEREAS**, the Mayor and Township Committee of the Township of Cinnaminson finds and determines that it is necessary and desirable to appoint personnel to certain positions.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Township Committee of the Township of Cinnaminson that the following Township personnel are hereby appointed to serve in the following positions for 2023;

Deputy Emergency Management Coordinators	
	Firefighter Dean Jernigan
	Police Lieutenant William Obuchowski
Liaison to Burlington County Community	
Development Block Grant Executive Board:	Ernest McGill
Tax Search Clerk:	Sandra J. Root
Deputy Tax Collector:	Julia Edmondson
Registrar of Vital Statistics:	Lisa A. Passione
Deputy Municipal Clerk and	
Deputy Registrar of Vital Statistics:	Katherine Cave
Domestic Animal Registrar:	Katherine Cave
Municipal Improvement Search Clerk:	Lisa A. Passione
ADA Coordinator:	Lisa A. Passione
Public Information Officer	Eric J. Schubiger
Municipal Housing Officer	Eric J. Schubiger
Clean Communities Coordinator	Kevin Gauntt
Recycling Coordinator	Kevin Gauntt

**RESOLUTION 2023 – 31**

**AUTHORIZE AWARD OF CONTRACT FOR PROFESSIONAL SERVICE FOR  
SPECIAL COUNSEL FOR AFFORDABLE HOUSING**

**WHEREAS**, there exists a need for Special Counsel for Affordable Housing and; and

**WHEREAS**, notwithstanding, the aforementioned exemption from competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to N.J.S.A 19:44A – 2-.5 *et seq.* and the Township’s local ordinances; 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” without competitive bids and the contract itself must be available for public inspection:

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey, and consistent with the New Jersey Local Finance Notice No. 2017-10, which requires that a reasonable estimate of the dollar value of the contract be provided, as follows:

1. The Mayor is hereby authorized and directed to execute an agreement with Parker McCay for on-going COAH litigation, and shall be determined in accordance with the approval of the 2022 Township budget by the Township Council and in an amount not to exceed \$75,000, which shall be charged against the appropriate municipal accounts.
2. This Contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law as a contract awarded for services performed by a person authorized by law to practice a recognized profession.
3. The notice of this action shall be printed once in the Burlington County Times.

*Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 3<sup>rd</sup> day of January, 2023.*

\_\_\_\_\_  
Lisa A. Passione, RMC  
Municipal Clerk

**CERTIFICATION**

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds are available for this contract in account # \_\_\_\_\_ in the amount not to exceed \$ \_\_\_\_\_

\_\_\_\_\_  
Julia Edmondson  
Chief Financial Officer