

CINNAMINSON TOWNSHIP COMMITTEE
WORK SESSION AGENDA
Monday, August 7, 2023
6:30 p.m. Work Session

CALL TO ORDER:

FLAG SALUTE:

VERIFICATION:

Meeting is being held in accordance with the “Open Public Meetings Act,” P.L. 1975, c.231.
Notice of this meeting was published in the Burlington County Times and the Courier Post on
January 6, 2023.

ROLL CALL: Mr. Horner, Ms. Kravil, Mr. Segrest, Deputy Mayor Conda, Mayor
McGill

DISCUSSION ITEMS:

Backyard Chicken Ordinance

CONSENT AGENDA:

Resolution 2023 – 93 Authorize Purchase of Computer Equipment for Town Hall via
State Contract

Resolution 2023 – 94 Authorize Cancellation of Taxes for Totally Disabled Veteran
Block 1401, Lot 4

Resolution 2023 – 95 Authorize Extension of Grace Period for Third Quarter Taxes

Resolution 2023 – 96 Authorize Amended Shared Services Agreement with Moorestown
Township for Municipal Court Services

Resolution 2023 – 97 Authorize Amendment to Shared Services Agreement with
Lumberton Township for Construction Official Services

Resolution 2023 – 98 Supporting Application of Elite Business Management Services
LLC to Operate Class I Cultivation Facility in the Cannabis
Establishment Overlay Zoning District

Resolution 2023 – 99 Authorize Purchase of 2023 Roadway Materials with American
Asphalt via State Contract

Resolution 2023 – 100 Authorize Equipment Rental for Department of Public Works

Resolution 2023 – 101 Authorize Purchase of Ambulance for Palmyra Ambulance
Association

Raffles St. Charles Borromeo (10/13/2023)

END OF CONSENT AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ONLY:

APPROVAL OF MINUTES:

July 17, 2023

APPROVAL OF BILLS:

STAFF AND PROFESSIONAL COMMENTS:

PUBLIC COMMENT:

COMMITTEE COMMENT:

ADJOURNMENT:

Next Meeting: Monday, August 21, 2023 at 6:30 pm

TOWNSHIP OF CINNAMINSON

RESOLUTION 2023 – 93

**AWARD OF CONTRACT TO SHI INTERNATIONAL CORPORATION FOR
COMPUTER EQUIPMENT IN TOWN HALL**

WHEREAS, the Township is desirous of awarding a contract to SHI International Corporation for computer equipment for town hall:

WHEREAS, the Township has received authorization to purchase this product without the need for open competitive bidding pursuant to New Jersey Public Contract Law (N.J.S.A. 40A:11-1 et seq.) by virtue of State Contract #21-TELE-01360, expiration date of September 15, 2026.

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 hereby awards a contract to SHI INTERNATIONAL CORPORATION, 290 Davidson Avenue, Somerset, NJ 08873 in the amount of \$45,394.83.

BE IT FURTHER RESOLVED by the Township Committee, of the Township of Cinnaminson, County of Burlington, State of New Jersey that the Mayor or his designee is authorized to execute such documents consistent with this Resolution and to take such other action on behalf of the Township in furtherance of this Resolution.

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 17th day of July, 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 an amount not to exceed \$ 45,394.83.

Julia Edmondson
Chief Financial Officer

RESOLUTION 2023 – 94

**A RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CANCEL
TAXES PURSUANT TO EXEMPTION FOR A TOTALLY DISABLED
VETERAN**

WHEREAS, David Ray Campbell, owner and resident of 411 Kathleen Avenue (Block 1401 Lot 4) has applied for tax exemption as a Totally Disabled Veteran pursuant to 54:4-3.30 et. Seq. and,

WHEREAS, the applicant has supplied all requisite proofs in support of this application and,

WHEREAS, the township Assessor has reviewed the application and related documentation and finds all to be in order and recommends approval of the exemption and,

WHEREAS, the effective date of exemption is July 28, 2023 in conformance with the applicants date of submission of application and,

WHEREAS, applicant has been billed and or paid taxes for the exempt period and,

WHEREAS, the Tax Collector seeks to balance the account in recognition of the exemption and,

WHEREAS, the Tax Collector confirms and wishes to clear any resulting overpayment by returning funds to the appropriate entity,

NOW THEREFORE BE IT RESOLVED by Township Committee of the Township of Cinnaminson that the Tax Collector is hereby authorized to cancel taxes in the amount of \$3903.12 (**CALCULATION:** $\$9132.67 / 365 \text{ days} = 25.02 \times 156 \text{ days exempt} = \3903.12) Additionally, the Tax Collector has authorization to cancel the 2024 1st and 2nd quarters. A certified copy of this resolution shall be forwarded to the Tax Collector, Tax Assessor and applicant.

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 7th day of August, 2023.

*Lisa A. Passione, RMC
Municipal Clerk*

TOWNSHIP OF CINNAMINSON

RESOLUTION 2023 – 95

**A RESOLUTION EXTENDING THE GRACE PERIOD FOR
2023 THIRD QUARTER TAX PAYMENTS**

BE IT RESOLVED by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey that due to unavoidable delays at the State level, the grace period for payment of 3rd Quarter Taxes will be extended to September 8, 2023. Third quarter taxes paid after September 8, 2023 will be charged interest from August 1, 2023.

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 7th day of August, 2023.

*Lisa A. Passione, RMC
Municipal Clerk*

TOWNSHIP OF CINNAMINSON

RESOLUTION 2023 – 96

**RESOLUTION AUTHORIZING AN AMENDED SHARED SERVICES
AGREEMENT WITH THE TOWNSHIP OF MOORESTOWN FOR MUNICIPAL
COURT SERVICES**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (hereinafter the “Shared Services Act”), authorizes local public entities to enter into a contract with other local public entities for the joint provision of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, the Township of Moorestown (“Moorestown”) and the Township of Cinnaminson (“Cinnaminson”) are public entities organized under the laws of the State of New Jersey and located in the County of Burlington; and

WHEREAS, on or about December 21, 2020, authorized by way of Resolution 2020-144, Cinnaminson and Moorestown entered into a Shared Services Agreement pursuant to the Shared Services Act whereby Cinnaminson would provide Moorestown with the use of Cinnaminson Court Facilities to operate the Moorestown Municipal Court; and

WHEREAS, the original term of the agreement has expired and the parties wish to continue these services on a month-to-month basis; and

WHEREAS, the parties have agreed to amend the Shared Services Agreement to reflect the continued services.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey that the amendment to the Shared Services Agreement between the Township of Cinnaminson and the Township of Moorestown attached hereto as Exhibit “A” is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and Township Clerk are hereby authorized and directed to execute the attached Amended Shared Services Agreement.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be transmitted to the Clerk of the Township of Moorestown within twenty (20) days of its passing.

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 7th day of August, 2023.

*Lisa A. Passione, RMC
Municipal Clerk*

TOWNSHIP OF CINNAMINSON

RESOLUTION 2023 – 97

**RESOLUTION AUTHORIZING AN AMENDED SHARED SERVICES
AGREEMENT WITH THE TOWNSHIP OF LUMBERTON FOR
CONSTRUCTION OFFICIAL SERVICES**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (hereinafter the “Shared Services Act”), authorizes local public entities to enter into a contract with other local public entities for the joint provision of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, the Township of Lumberton (“Lumberton”) and the Township of Cinnaminson (“Cinnaminson”) are public entities organized under the laws of the State of New Jersey and located in the County of Burlington; and

WHEREAS, on or about adopted on April 5, 2021, authorized by way of Resolution 2021-63, Cinnaminson and Lumberton entered into a Shared Services Agreement pursuant to the Shared Services Act whereby Lumberton would share the services of its Construction Code Official with Cinnaminson; and

WHEREAS, on April 3, 2023, the New Jersey Department of Community Affairs recommended amending the Agreement to a four-year term; and

WHEREAS, Lumberton and Cinnaminson have agreed with the recommendation of the Department of Community Affairs and therefore seek to amend the Shared Services Agreement to reflect the four-year term, commencing from the initial effective date of the Agreement, March 18, 2021; and

WHEREAS, the Agreement shall be amended for the term to commence on March 18, 2021 and terminate on March 18, 2025, unless terminated sooner pursuant to the terms of the Agreement (“Term”); and

WHEREAS, Lumberton and Cinnaminson have agreed to amend the compensation paid by Cinnaminson to Lumberton to reflect the amended Term.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey that the amendment to the Shared Services Agreement between the Township of Cinnaminson and the Township of Lumberton attached hereto as Exhibit “A” is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and Township Clerk are hereby authorized and directed to execute the attached First Amendment to Shared Services Agreement.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be transmitted to the Clerk of the Township of Lumberton within twenty (20) days of its passing.

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 7th day of August, 2023.

Lisa A. Passione, RMC
Municipal Clerk

TOWNSHIP OF CINNAMINSON

RESOLUTION 2023 – 98

SUPPORTING THE APPLICATION OF ELITE BUSINESS MANAGEMENT SERVICES, LLC TO OPERATE A CLASS 1 CULTIVATION AND CLASS 2 MANUFACTURING FACILITY IN THE CANNABIS ESTABLISHMENT OVERLAY ZONING DISTRICT OF THE TOWNSHIP OF CINNAMINSON

WHEREAS, the Township Committee of the Township of Cinnaminson (“Township”) adopted ordinances amending its Zoning Code to permit adult use cannabis businesses within the Township, under the terms and conditions of Chapter 525 of the Code of the Township; and

WHEREAS, Elite Business Management Services, LLC (“Elite Business Management”) has provided sufficient information to the Township to demonstrate site control over the property located at 2300-2302 Wallace Boulevard (Block 804, Lots 7 and 8), as well as a Zoning Verification Letter dated August 4, 2023 from Edward Fox, AICP, PP, Township Planner.

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

1. The provisions of the Whereas Clauses set forth above are herein incorporated by reference and made a part hereof.
2. This Resolution applies to Elite Business Management and its proposed use to be located at 2300-2302 Wallace Boulevard (Block 804, Lots 7 and 8) in the Township of Cinnaminson within the Township’s Cannabis Establishment Overlay Zone in the IND Industrial Zoning District.
3. The Township of Cinnaminson through the enactment of Ordinance 2021-7, has authorized cannabis business licenses to operate within its Cannabis Establishment Overlay Zone in the IND Industrial Zoning District upon receiving the appropriate and other applicable local approvals.
4. The operation of a Class 1 Cultivation and Class 2 Manufacturing facility within the Township requires the license holder comply with any applicable site requirements, local Ordinance requirements, including but not limited to Chapter 525 of the Township Code, all state law and regulations, any terms and conditions of the Class 1 Cultivation and Class 2 Manufacturing licenses, and the issuance of a municipal business license in accordance with the Code of the Township of Cinnaminson.
5. The Mayor, Administrator, and/or Professionals or their designees for the Township of Cinnaminson are hereby authorized to communicate with the Cannabis Regulatory Commission as necessary to confirm and/or supplement the contents of this Resolution as may be requested by the Commission.

6. The Township takes no other positions apart from the aforementioned regarding the issuance of a license to the applicant.
7. This Resolution of Support shall expire within one hundred and eighty (180) days of its adoption unless the applicant or its designee has received local land use approvals, unless the period of time is extended by further resolution of the Mayor and Committee.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Cinnaminson Township Committee at a meeting held on _____, 2023.

Lisa A. Passione, RMC
Municipal Clerk

DRAFT

TOWNSHIP OF CINNAMINSON

RESOLUTION 2023 – 99

**RESOLUTION AUTHORIZING AWARD OF
2023 ROADWAY MATERIALS CONTRACT**

WHEREAS, Cinnaminson Township annually seeks to perform roadway improvements;
and

WHEREAS, the Township has received authorization to purchase this product without
the need for open competitive bidding pursuant to New Jersey Public Contract Law (N.J.S.A.
40A:11-1 et seq.) by virtue of State Contract #18-FLEET-00638, expiration date of January 31,
2024; and

WHEREAS, as confirmed by the below certification, funds are available for this
Project;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the
Township of Cinnaminson, County of Burlington, State of New Jersey that the purchase of 2023
Roadway Materials is awarded to American Asphalt Company, Inc. of West Collingswood
Heights, New Jersey in an amount not to exceed of Ten Thousand Dollars and Zero Cents
(\$10,000.00)

BE IT FURTHER RESOLVED, that the Mayor, Township Administrator, Municipal
Clerk and Chief Finance Officer area hereby authorized to execute any and all documents
necessary in the fulfillment of this Resolution or the associated Contract upon review and
approval of said documents by the Township Solicitor's Office.

CINNAMINSON TOWNSHIP COMMITTEE

*Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on
the 7th day of August, 2023.*

Lisa A. Passione, Municipal Clerk

CERTIFICATION

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds
are available for this contract in account # C-04-23-002-008 in an amount not to exceed
\$ 10,000.00.

Julia Edmondson
Chief Financial Officer

TOWNSHIP OF CINNAMINSON

RESOLUTION 2023 – 100

**RESOLUTION AUTHORIZING THE AWARD OF
CONTRACT FOR RENTAL OF TROMMEL FOR PUBLIC WORKS**

WHEREAS, the Township of Cinnaminson Department of Public Works has a need to rent a trommel for leaf composting and,

WHEREAS, the Township has received quotes to rent this equipment as follows:

Vermeer North Atlantic	\$13,630.00
GT Mid Atlantic	\$13,800.00
Foley Cat	No quote submitted

WHEREAS, the purchasing agent has determined and certified in writing that the cumulative value of the purchases from Vermeer North Atlantic will exceed \$17,500 and;

WHEREAS, Vermeer North Atlantic has completed and submitted a Business Entity Disclosure Certification which certifies that Vermeer North Atlantic has not made any reportable contributions to a political or candidate committee in the Township of Cinnaminson in the previous one year, and that the contract will prohibit Vermeer North Atlantic from making any reportable contributions through the term of the contract, and

NOW THEREFORE, BE IT RESOLVED that the Township of Cinnaminson authorizes a contract with Vermeer North Atlantic, 7 Maple Avenue, Lumberton, NJ 08048 in the amount of Thirteen Thousand Six Hundred Thirty Dollars and Zero Cents (\$13,630.00) as described herein; and,

BE IT FURTHER RESOLVED, that the Mayor, Township Administrator, Municipal Clerk and Chief Finance Officer area hereby authorized to execute any and all documents necessary in the fulfillment of this Resolution or the associated Contract upon review and approval of said documents by the Township Solicitor's Office.

CINNAMINSON TOWNSHIP COMMITTEE

Certified to be a true copy of a resolution adopted by the Cinnaminson Township Committee on the 7th day of August, 2023.

Lisa A. Passione, Municipal Clerk

CERTIFICATION

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds are

available for this contract in account # G-02-41-415-100 in the amount of \$ 13,630.00.

Julia Edmondson
Chief Financial Officer

TOWNSHIP OF CINNAMINSON

RESOLUTION 2023 – 101

**RESOLUTION TO UTILIZE COOPERATIVE PURCHASING FOR PURCHASE OF
TYPE II TSE FORD TRANSIT AMBULANCE AND TO AUTHORIZE TRANSFER OF
SAID AMBULANCE TO THE PALMYRA AMBULANCE ASSOCIATION**

WHEREAS, the Palmyra Ambulance Association is in need of a new ambulance in order to best serve local residents, including the residents of the Township; and

WHEREAS, the Township wishes to purchase a Type II TSE Ford Transit Ambulance from First Priority Emergency Vehicles for \$194,268.00; and

WHEREAS, the Township may purchase this product without the need for open competitive bidding pursuant to New Jersey Public Contract Law (N.J.S.A. 40A:11-1 et seq.) by virtue of State Contract H-GACBUY Contract #AM10-20; and

WHEREAS, Cinnaminson Township has previously completed a cost comparison of competitive bidding verses the use of cooperative purchasing for these products and has determined that the use of cooperative purchasing best serves the needs of the Township as well as reduces overall costs; and

WHEREAS, upon purchase of the Type II TSE Ford Transit Ambulance the Township of Cinnaminson plans to transfer same to the Palmyra Ambulance Association; and

WHEREAS, on September 6, 2019, the Cinnaminson Township Fire District #1 and the Palmyra Ambulance Association have entered into an agreement whereas the Palmyra Ambulance Association is to provide emergency services to the residents of Cinnaminson Township; and

WHEREAS, the Township Committee adopted Resolution 2019-153, recognizing and accepting the aforementioned agreement whereby the Palmyra Ambulance Association would provide emergency medical services to residents of the Township; and

WHEREAS, pursuant to N.J.S.A. 40:5-2, the Township is permitted to appropriate funds as it may deem necessary for the purchase of ambulance vehicles for use by duly incorporated first aid and emergency ambulance associations; and

WHEREAS, the Township has determined it to be in the best interest of the residents of the Township to purchase this ambulance for use by the Palmyra Ambulance Association.

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

1. The purchase of Type II TSE Ford Transit Ambulance from First Priority Emergency Vehicles for the price of \$194,268.00 is hereby authorized; and
2. The transfer of the aforementioned vehicle to the Palmyra Ambulance Association is hereby authorized subsequent to purchase.
3. Title to the Type II TSE Ford Transit Ambulance shall remain with the Township.
4. The Township Mayor, Administrator, Clerk, and Chief Financial Officer are hereby permitted to execute any and all documents necessary to effectuate this Resolution, including but not limited to, a Use Agreement with the Palmyra Ambulance Association in a form to be approved by the Township Solicitor.

Certified to be a true copy of a resolution adopted by the Cinnaminson Township Committee on the 7th day of August, 2023.

Lisa A. Passione, 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 of \$ 194,268.00.

Julia Edmondson
Chief Financial Officer

DRAFT