

Please Note: Agenda is subject to change

**CINNAMINSON TOWNSHIP COMMITTEE
REORGANIZATION MEETING
JANUARY 2, 2024
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 6, 2023.

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

INVOCATION: Reverend Jim Grogan of Our Lady of Good Counsel Catholic Church

NATIONAL ANTHEM: Addie Evans

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 Municipal Clerk Lisa Passione

NOMINATION AND ELECTION OF DEPUTY MAYOR

Administration of Oath by Richard Strobel, Esq.

INTRODUCTION OF FORMER MAYORS AND DIGNATARIES

PRESENTATION OF PLAQUE TO OUTGOING MAYOR

RECOGNITION OF RETIRING FIRE CHIEF WILLIAM KRAMER JR

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

Resolution 2024 – 1 Designates Township Solicitor as Capehart Scatchard

CONSENT AGENDA

Official Newspaper: Burlington County Times /Alternate Courier Post

- Resolution 2024 – 2 Approval of Cash Management Plan for 2024
- Resolution 2024 – 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 2024 - 4 Designates insured banks and trust companies and insured savings institutions in Burlington County
- Resolution 2024 - 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 2024 – 6 Provides rate of interest on delinquent taxes.
- Resolution 2024 – 7 Designates the Planning Board Secretary as the individual to issue certificates as to approval of subdivision of land.
- Resolution 2024 – 8 Designates dates when Administrative Offices will be closed for holidays.
- Resolution 2024 – 9 Schedule of 2024 Township Committee Meeting Dates
- Resolution 2024 – 10 Authorizes Signatures on Checks
- Resolution 2024 – 11 Approval of Temporary Municipal Budget
- Resolution 2024 – 12 Conflicts/Special Consulting Engineer CME Associates
- Resolution 2024 – 13 Designates Public Defender – Jeffrey Snow
- Resolution 2024 – 14 Designates Animal Control for 2024
- Resolution 2024 – 15 Affirmative Action Officer – Lisa A. Passione
- Resolution 2024 – 16 Additional Penalties; Delinquency on taxes
- Resolution 2024 – 17 Appointment of Risk Management Consultant/Insurance Broker – World Insurance Associates, LLC
- Resolution 2024 – 18 Approval/Issuance; Blue Light Permits and ID Cards
- Resolution 2024 – 19 Appointment of Bond Counsel – Parker McCay
- Resolution 2024 – 20 Appointment of Planning Consultant – Environmental Resolutions Inc.
- Resolution 2024 – 21 Appointment of Certain Personnel to Designated Positions for 2024

- Resolution 2024 – 22 Authorization to Purchase through State Contract
- Resolution 2024 – 23 Cancels or refunds Delinquent Taxes less than \$5
- Resolution 2024 – 24 Appointment of Township Auditor – Bowman & Company
- Resolution 2024 – 25 Appointment of Township Health Insurance Administrator – James A. Bristow
- Resolution 2024 – 26 Appointment of Township Engineer – Remington & Vernick
- Resolution 2024 – 27 Appointment of Conflict Counsel – Raymond Coleman Heinold LLP
- Resolution 2024 – 28 Appointment of Township Architect – CME Associates

APPOINTMENT OF BOARDS AND COMMITTEES

- Economic Development Committee:** Township Committee Member Paul Conda, Township Committee Liaison Ryan Horner, Township Administrator Eric Schubiger, Economic Development Coordinator Michael Minton, William O’Connor

- Emergency Management Advisory Board:** Township Committee Liaison Ernest T. McGill, Police Chief Richard Calabrese, EMS Deputy Chief Kimberly Brown, Fire Chief Philip Drangula, 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,

- Finance Committee:** Township Committee Member Albert Segrest, Township Committee Liaison Ryan Horner, Chief Financial Officer Julia Edmondson and Township Administrator Eric Schubiger

- Route 130 Advisory Committee:** Economic Development Coordinator Michael Minton and Township Committee Member Stephanie Kravil

- Planning Board Class III Member** Albert Segrest (Township Committee Member)
Term to expire 12/31/2024

- Parks and Recreation Advisory Committee** Stephanie Kravil term to expire 12/31/2024
Brian S. Devone term to expire 12/31/2026
Kimberly Kelly term to expire 12/31/2025

- Chicken Advisory Board** Janice Smith (Chairman), Edwin Blair, Matthew Clark, Edita-Gawrylo-Poplowski and Tammy Schuler

- Zoning Board of Adjustment:** Mary Ellen Stasko to complete unexpired term to expire 12/31/2025
Norma Galosi, term to expire 12/31/2027
Alternate #1 Nick Anninos to complete unexpired term to expire 12/31/2024

END OF CONSENT AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ONLY:

APPOINTMENTS BY MAYOR:

- Planning Board**
 - Class I** Frank Gallagher (Mayor’s Designee)
Term to expire 12/31/2024
 - Class II** Michael Minton (Township Official)
Term to expire 12/31/2024
 - Class IV** William O’Connor, term to expire 12/31/2026
Alternate #1 Kevin Shallow, term to expire 12/31/2024
Alternate #2 Michael Roadside term to expire 12/31/2024

- Sewerage Authority** Brian Dunworth, to complete unexpired term to expire 01/31/2028

COMMENTS FROM MAYOR AND COMMITTEE

PUBLIC COMMENT

BENEDICTION: Reverend Jim Grogan of Our Lady of Good Counsel Catholic Church

ADJOURNMENT

Next Meeting: Monday, January 23, 2024 at 6:30 p.m.

TOWNSHIP OF CINNAMINSON

RESOLUTION 2024 - 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 Capehart Scatchard 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 # 4-01-20-155-312 in an amount not to exceed \$ 150,000.00

Julia Edmondson
Chief Financial Officer

RESOLUTION 2024 – 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 2024 - 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 2024 – 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 2024 - 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 2024 - 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 2024 – 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 2024 – 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 2024 be designated as holidays (or otherwise indicated) and the Township Administrative Offices will be closed:

Martin Luther King Birthday, Monday, January 15, 2024

President's Day, Monday, February 19, 2024

Good Friday, March 29, 2024

Memorial Day, Monday, May 27, 2024

Juneteenth, Wednesday, June 19, 2024

Independence Day, Thursday, July 4, 2024

Labor Day, Monday, September 2, 2024

Columbus Day, Monday, October 14, 2024

Veteran's Day Monday, November 11, 2024

Thanksgiving Day, Thursday, November 28, 2024

Friday following Thanksgiving, November 29, 2024

Christmas Day, Wednesday, December 25, 2024

New Year's Day, Wednesday, January 1, 2025

RESOLUTION 2024 – 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 2024 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 22
Monday, March 18
Monday, April 15
Monday, May 20
Monday, June 17
Monday, July 15

Monday, August 19
Monday, September 16
Monday, October 21
Monday, November 18
Monday, December 16

BE IT FURTHER RESOLVED that the Work Sessions of the Cinnaminson Township Committee for the year 2024 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 5
Monday, March 4
Monday, April 1
Monday, May 6
Monday, June 3

Monday, August 5
Monday, October 7
Monday, December 2

BE IT FURTHER RESOLVED that Township Committee will hold a year end Close Out meeting on Monday, December 30, 2024 at 10:30 a.m. in the Mayor’s Conference Room, 1621 Riverton Road, Cinnaminson, NJ and a Reorganization Meeting on Monday, January 6, 2025 at 6:30 p.m., in the Court Room, 1621 Riverton Road, Cinnaminson, NJ.

RESOLUTION 2024 – 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 2024.

RESOLUTION 2024 - 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 2024 Budget, exclusive of any appropriation for Debt Service and Capital Improvement Fund in the 2024 Budget is \$18,446,248.41 and

WHEREAS, the date of this Resolution is within the first thirty days of January 2024;

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 \$4,842,140.41 be adopted until such time as the Regular Budget for the year 2024 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 2024 in the amount of \$2,432,366.51

The total funding appropriated in the temporary budget for 2024 is in the amount of \$7,274,506.72.

RESOLUTION 2024 – 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 CME Associates is hereby named Special Projects Consulting/Conflicts Engineers according to the terms and conditions of the Request for Proposals submitted.

RESOLUTION 2024 - 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.

CERTIFICATION

I, Julia Edmondson, Chief Financial Officer of the Township of Cinnaminson, certify that funds are available for this contract in account #4-01-25-275-313 in an amount not to exceed \$ 23,000.00

Julia Edmondson
Chief Financial Officer

RESOLUTION 2024 – 14

ANIMAL CONTROL SERVICES

WHEREAS, the Township of Cinnaminson previously entered into an agreement for animal control services with New Jersey Animal Control, LLC (“NJAC”); and

WHEREAS, said contract allows for renewal of agreement on a yearly basis provided both parties are in agreement; and

WHEREAS, New Jersey Animal Control, LLC (“NJAC”) has competently provided the Township with the required services and the Township has therefore determined it will renew the proposal for animal control services submitted by New Jersey Animal Control, LLC; and

WHEREAS, in order to memorialize the provision of animal control services, the Township and NJAC will renew the Agreement for the Provision of Animal Control Services attached hereto as Exhibit “A”.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee, of the Township of Cinnaminson, in the County of Burlington, State of New Jersey for the reasons set forth above that it hereby approves the Agreement for the Provision of Animal Control Services, attached hereto as Exhibit “A”; and

BE IT FURTHER RESOLVED that the Mayor of the Township of Cinnaminson is hereby authorized to implement this Resolution and execute any documents necessary in connection therewith.

RESOLUTION 2024 – 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 2024 - 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 2024 – 17

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 it is acceptable; and

WHEREAS, the Township now recommends appointment of World Insurance Associates LLC to be the Risk Management and Insurance Consultant for a one-year contract ending on December 31, 2024.

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 World Insurance Associates, LLC
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 2024 – 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 2024- 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.

RESOLUTION 2024 - 20

WHEREAS, there exists a need for a Planning Consultant, 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 Environmental Resolutions Inc.
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 # 4-01-20-155-315 in an amount not to exceed \$17,500.00.

Julia Edmondson
Chief Financial Officer

RESOLUTION 2024 – 21

**RESOLUTION ESTABLISHING AND APPOINTING CERTAIN
PERSONNEL TO DESIGNATED POSITIONS FOR 2024**

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 2024;

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 2024 - 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 2024 – 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 2024 - 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 # 4-01-20-1135-312/# 4-01-20-130-225 in an amount not to exceed \$ 55,000.00.

Julia Edmondson
Chief Financial Officer

RESOLUTION 2024 – 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 2024 - 25

TO: TOWNSHIP COMMITTEE
FROM: TOWNSHIP ADMINISTRATOR
Date: January 3, 2024
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, 2024 to December 31, 2024, 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 2, 2024

RESOLUTION 2024 – 26

WHEREAS, there exists a need for a Township Engineer for the year 2024; 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 # 4-01-20-165-225 in an amount not to exceed \$ 75,000.00.

Julia Edmondson
Chief Financial Officer

RESOLUTION 2024 – 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 # 4-01-20-155-312 in an amount not to exceed \$ 15,000.00 .

Julia Edmondson
Chief Financial Officer

RESOLUTION 2024 - 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 CME Associates
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.