

**Please Note: Agenda is subject to change. Meeting will begin at 5:30 p.m.**

**CINNAMINSON TOWNSHIP COMMITTEE**  
**REGULAR SESSION AGENDA**  
Monday, June 17, 2024  
5:30 p.m. Regular Session

**CALL TO ORDER:**

**FLAG SALUTE:**

**VERIFICATION:**

This 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 8, 2024.

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

**PRESENTATIONS:**

Recognition of Retired Police Chief Richard Calabrese

**OATH OF OFFICE**

Swearing-In of Police Chief William Obuchowski

Swearing-In of Police Captain Roy Wagner

Swearing-In of Police Officer Zachary Edmondson

Swearing-In of Police Officer Julia Wheeler

**COMMITTEE LIAISON REPORTS:**

Committee Member Horner: Finance and Economic Development

Committee Member Segrest: Public Works

Committee Member McGill: Public Safety

Deputy Mayor Kravil: Parks & Recreation and Veterans Affairs

Mayor Conda: Administration and Health & Senior Services

**CONSENT AGENDA:**

**Resolution 2024 – 77** Authorizing Award of Contract with Drager for Alcotest System via State Contract

**Resolution 2024 – 78** Authorizing Award of Contract for Flooring in Municipal Buildings to LBJ Interior Solutions via State Contract

**Resolution 2024 – 79** Authorizing Award of Contract to Asphalt Paving Systems, Inc. for NJ Department of Transportation 2023 Trust Fund Reconstruction of Morgan Avenue

**Resolution 2024 – 80** Authorizing Award of Contract to Black Rock Enterprises for 2022 NJ Department of Transportation Resurfacing of Taylors Lane Project

**Resolution 2024 – 81** Authorizing Submission of Grant Application and Execution of Grant Contract with NJ Department of Transportation for Resurfacing of Fairfax Drive

**Resolution 2024 – 82** Authorizing Property Lien for Work Performed by Public Works

**Resolution 2024 – 83** Certify Review and Acceptance of 2023 Annual Audit Report

**END OF CONSENT AGENDA**

**PUBLIC COMMENT ON CONSENT AGENDA ONLY:**

**APPROVAL OF MINUTES:**

June 3, 2024

**APPROVAL OF BILLS:**

**STAFF AND PROFESSIONAL COMMENTS:**

**PUBLIC COMMENT:**

**COMMITTEE COMMENT:**

**ADJOURNMENT:**

Next Meeting: Monday, July 15, 2024 at 6:30 pm

**TOWNSHIP OF CINNAMINSON**

**RESOLUTION 2024 – 77**

**AWARD OF CONTRACT TO DRAEGER INC. FOR  
ALCOTEST 9510 SYSTEM**

**WHEREAS**, the Township is desirous of awarding a contract to Draeger Inc. for purchase of Alcotest 9510 System for the Cinnaminson Police Department; 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 #T3183, expiration date of February 26, 2025; and

**WHEREAS**, the Township has received the following quotes from Drager Inc.:

Alcotest 9510 System Cabinet w/ ten years' service agreement      \$22,822.50

**WHEREAS**, the Chief Financial Officer has certified the availability of funds in the amount of \$22,822.50

**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 Draeger Inc., 7256 S. Sam Houston W. Pkwy, Suite 100, Houston, TX 77085 in the amount of \$22,822.50

**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 17<sup>th</sup> day of June, 2024.*

\_\_\_\_\_  
*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 of

\$ 22,822.50.

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

**TOWNSHIP OF CINNAMINSON**

**RESOLUTION 2024 – 78**

**AWARD OF CONTRACT TO LBJ INTERIOR SOLUTIONS, LLC FOR FLOORING IN MUNICIPAL BUILDINGS**

**WHEREAS**, the Township is desirous of awarding a contract to LBJ Interior Solutions, LLC for flooring as follows:

Detective Bureau Office	\$ 4,637.92
Sergeants Office	\$ 4,943.56
Total	\$ 9,581.48

**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 #23-FOOD-47763, expiration date of June 30, 2025; and

**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 LBJ Interior Solutions, LLC, One Gateway Center, Suite 2600, Newark, New Jersey 07102 in the amount of \$9,581.48.

**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 17<sup>th</sup> day of June, 2024.*

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*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 \$ 9,581.48.

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

DRAFT

**TOWNSHIP OF CINNAMINSON**

**RESOLUTION 2024 – 79**

**RESOLUTION AWARDING CONTRACT FOR THE  
FY 2023 NJDOT TRUST FUND RECONSTRUCTION OF MORGAN AVENUE**

**WHEREAS**, the Township solicited bids through a public bidding process for FY 2023 NJDOT Trust Fund Reconstruction of Morgan Avenue; and

**WHEREAS**, at the time and place for receiving bids, the Township received bids from the following vendors:

<b>Vendor</b>	<b>Bid Price</b>
Asphalt Paving Systems, Inc.	\$586,400.00

**WHEREAS**, the Township Engineer and the Township Solicitor’s offices have reviewed the bid submission of the apparent low bidder and determined that the bid submission is in order and the vendor has the ability to provide this product;

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Cinnaminson, County of Burlington, State of New Jersey that the for FY 2022 NJDOT Trust Fund Reconstruction of Morgan avenue project is awarded to Asphalt Paving Company, Inc., P.O. Box 530, Hammonton, New Jersey 08037 in the amount of Five Hundred Eighty Six Thousand Four Hundred Dollars and Zero Cents (\$586,400.00) representing Items 1 through 32 of the Base Bid.

**BE IT FURTHER RESOLVED**, that the Mayor, Township Administrator, Township 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 17<sup>th</sup> day of June, 2024.*

\_\_\_\_\_  
*Lisa 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

\$ 586,400.00.

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

**TOWNSHIP OF CINNAMINSON**

**RESOLUTION 2024 – 80**

**RESOLUTION AWARDING CONTRACT FOR THE  
FY 2022 NJDOT TRUST FUND RESURFACING OF TAYLORS LANE**

**WHEREAS**, the Township solicited bids through a public bidding process for FY 2022 NJDOT Trust Fund Resurfacing of Taylors Lane; and

**WHEREAS**, at the time and place for receiving bids, the Township received bids from the following vendors:

<b>Vendor</b>	<b>Bid Price</b>
Black Rock Enterprises, LLC	\$ 862,733.08
Arawak Paving Company, Inc.	\$ 876,700.00
Richard E. Pierson Construction Co., Inc.	\$ 878,969.82
Earle Asphalt	\$ 888,513.13
South State	\$ 930,397.66
Think Pavers Hardscaping, LLC	\$ 944,024.60

**WHEREAS**, the Township Engineer and the Township Solicitor’s offices have reviewed the bid submission of the apparent low bidder and determined that the bid submission is in order and the vendor has the ability to provide this product;

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Cinnaminson, County of Burlington, State of New Jersey that the for FY 2022 NJDOT Trust Fund Resurfacing of Taylors Lane project is awarded to Black Rock Enterprises, Inc. 1316 Englishtown Road, Old Bridge, NJ 08857 in the amount of Eight Hundred Sixty Two Thousand Seven Hundred Thirty Three Dollars and Eight Cents (\$862,733.08) representing Items 1 through 33 of the Base Bid.

**BE IT FURTHER RESOLVED**, that the Mayor, Township Administrator, Township 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 17<sup>th</sup> day of June, 2024.*

\_\_\_\_\_  
*Lisa 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

\$ 862,733.08 .

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

**TOWNSHIP OF CINNAMINSON RESOLUTION**

**RESOLUTION 2024 – 81**

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND THE EXECUTION OF A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE RESURFACING OF FAIRFAX DRIVE**

**WHEREAS**, there exists a need to resurface Fairfax Drive, from Oxford Road to Cinnaminson Avenue (CR 607); and

**WHEREAS**, the Township Committee of the Township of Cinnaminson, County of Burlington, formally approves the grant application for the above stated project.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Municipal Clerk are hereby authorized to submit an electronic grant application identified as MA-2025-FY 2025 NJDOT Trust Fund Resurfacing-00345 to the New Jersey Department of Transportation on behalf of the Township of Cinnaminson.

**BE IT FURTHER RESOLVED** that the Mayor and Municipal Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Cinnaminson and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

*Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee, on the 17<sup>th</sup> day of June, 2024.*

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

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL \_\_\_\_\_  
(Clerk)

\_\_\_\_\_  
(Mayor)

**TOWNSHIP OF CINNAMINSON  
COUNTY OF BURLINGTON**

**RESOLUTION 2024 – 82**

**WHEREAS**, Cinnaminson Township Ordinances, Section 405 - 25 entitled "Lien for Abatement" authorizes the abatement of any nuisance or correction of a defect on the premises of the maintenance of the premises to conform to applicable ordinances of the Township of Cinnaminson or the laws of the State of New Jersey; and

**WHEREAS**, it is necessary that the governing body approve the expenditures made to such properties and assess the same against the premises collectible as provided by law; and

**WHEREAS**, the following amount have been assessed against the named premises for work performed by the Public Works Department, relating to violation for grass/weeds, and no payment has been submitted:

728 Wood Lane	Block 2901, Lot 61	\$2,287.51
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**Now, Therefore, Be It Resolved by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey** that the Tax Collector of the Township of Cinnaminson shall be responsible for the collection of these assessments and a copy of the report and resolution shall be sent by certified mail, return receipt requested to the owner.

*Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 17<sup>th</sup> day of June, 2024.*

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*Lisa A. Passione, RMC  
Municipal Clerk*

CINNAMINSON TOWNSHIP  
COUNTY OF BURLINGTON

RESOLUTION 2024 – 83

RESOLUTION CERTIFYING REVIEW OF THE  
CALENDAR YEAR 2023 ANNUAL AUDIT

**WHEREAS**, NJSA 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2023 was filed by a Registered Municipal Accountant with the Municipal Clerk on May 5, 2024 as per the requirements of NJSA 40A: 5-6, with a copy received by each member of the governing body, and

**WHEREAS**, RS 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

**WHEREAS**, the Local Finance Board has promulgated NJAC 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Findings and Questioned Costs” or “Findings and Recommendations, and,

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Findings and Questioned Costs” or “Findings and Recommendations”, as evidenced by the group affidavit form of the governing body attached hereto; and,

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to NJAC 5:30-6.5; and,

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

RS 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his/her office.

**NOW, THEREFORE BE IT RESOLVED**, That the governing body of the Township of Cinnaminson, hereby states that it has complied with NJAC 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

*I hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Committee of the Township of Cinnaminson at a meeting held on June 17, 2024.*

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*Lisa A. Passione, RMC  
Municipal Clerk*

CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT

GROUP AFFIDAVIT FORM

NO PHOTO COPIES OF SIGNATURES

STATE OF NEW JERSEY  
COUNTY OF BURLINGTON  
TOWNSHIP OF CINNAMINSON

We, members of the governing body of the *Township of Cinnaminson* of, in the *County of Burlington*, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the *Township Committee* of the *Township of Cinnaminson* in the county of *Burlington*;
2. In the performance of our duties, and pursuant to NJAC 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to NJSA 40A: 5-6 for the calendar year *2023*;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Findings and Recommendations."

\_\_\_\_\_  
Mayor Paul Conda

\_\_\_\_\_  
Committee Member Ernest McGill

\_\_\_\_\_  
Committee Member Ryan Horner

\_\_\_\_\_  
Committee Member Stephanie Kravil

\_\_\_\_\_  
Committee Member Albert Segrest

Sworn to and subscribed before me this 17<sup>th</sup> day of June 2024

Notary Public of New Jersey

\_\_\_\_\_  
Clerk

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The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

**IMPORTANT:** This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.