

Please Note: Agenda is subject to change

CINNAMINSON TOWNSHIP COMMITTEE  
WORK SESSION AGENDA  
Monday, May 5, 2025  
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 10, 2025.

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

ORDINANCE PUBLIC HEARING:

- Ordinance 2025 – 7

An Ordinance of The Township of Cinnaminson, County of Burlington, State of New Jersey, Creating and Establishing Chapter 10, Article 7, Section 41 of the Code of The Township of Cinnaminson Entitled “Municipal Substance Awareness Committee
- Ordinance 2025 – 8

An Ordinance of The Township of Cinnaminson, County of Burlington, And State of New Jersey, Amending, Revising and Supplementing Chapter 97 Of the Code of The Township of Cinnaminson Entitled “Recreation Advisory Board”
- Ordinance 2025 – 9

An Ordinance of The Township of Cinnaminson, County of Burlington, And State Of New Jersey, Creating Chapter 98 of the Code of the Township of Cinnaminson entitled “Cultural Affairs Committee”

CONSENT AGENDA:

- Resolution 2025 – 60

Cancellation of Taxes for Totally Disabled Veteran Block 3411, Lot 19
- Resolution 2025 – 61

Cancellation of Taxes for Totally Disabled Veteran Block 1519, Lot 10
- Resolution 2025 – 62

Authorize Award of Non-Fair and Open Contract to Jennifer Kelly, Ph.D. for Psychological Services
- Resolution 2025 – 63

Authorize Temporary Parking for St. Charles Carnival
- Raffles

Temple Sinai (06/08/2025)

END OF CONSENT AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ONLY:

APPROVAL OF MINUTES:

April 21, 2025

APPROVAL OF BILLS:

STAFF AND PROFESSIONAL COMMENTS:

PUBLIC COMMENT:

COMMITTEE COMMENT:

**EXECUTIVE SESSION:**

**Resolution 2025 – 64**                      Authorizing Executive Session for Matters falling within the  
Attorney Client Privilege (N.J.S.A. 10:4-12(7)(b)(7)) Including  
Those Related to Affordable Housing

**ADJOURNMENT:**

Next Meeting: Monday, May 19, 2025 at 6:30 pm

**CINNAMINSON TOWNSHIP**

**RESOLUTION 2025 – 60**

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

WHEREAS, Joel Hutchcraft, owner and resident of 214 Valley Forge Road (Block 3411 Lot 19) 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 April 23, 2025 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 \$1618.40 ( $\$2162.91 \div 2^{\text{nd}} \text{ quarter}/90 = 23.80 \times 68 = \$1618.40$ ) and in addition Tax Collector is hereby authorized to cancel 2025 Final and 2026 Preliminary taxes to be billed. A certified copy of this resolution shall be forwarded to the Tax Collector, Tax Assessor and applicant.

**TOWNSHIP OF CINNAMINSON**

**RESOLUTION 2025 – 61**

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

WHEREAS, Robert McDermott, owner and resident of 403 Heather Drive (Block 1519 Lot 10) 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 April 19, 2025 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 \$1692.72 ( $2115.90 \text{ 2}^{\text{nd}} \text{ quarter}/90 = 23.51 \times 72 = \$1692.72$ ) and in addition Tax Collector is hereby authorized to cancel 2025 Final and 2026 Preliminary taxes to be billed. A certified copy of this resolution shall be forwarded to the Tax Collector, Tax Assessor and applicant.

**TOWNSHIP OF CINNAMINSON**

**RESOLUTION 2025 – 62**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT FOR PROFESSIONAL PSYCHOLOGICAL SERVICES TO**

**JENNIFER KELLY, PH.D., ABPP**

**WHEREAS**, the Township Committee has determined that it requires an appointment to provide psychological services to the Cinnaminson Police Department as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, such professional Psychological Services can only be provided by licensed professionals and the firm of Jennifer Kelly, Ph.D., ABPP, 501 N. Haddon Avenue, Suite 3, Haddonfield, NJ 08033 is so recognized; and

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

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$75,000.00 plus reimbursable expenses for Professional Psychological Services as stated on the Jennifer Kelly, Ph.D., proposal; and

**WHEREAS**, Jennifer Kelly, Ph.D. has completed and submitted a Business Entity Disclosure Certification which certifies that Jennifer Kelly, Ph.D. 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 Jennifer Kelly, Ph.D. from making any reportable contributions through the term of the contract, and

**WHEREAS**, Jennifer Kelly, Ph.D. has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

**WHEREAS**, certification of availability of funds is hereby provided by the Chief Financial Officer of the Township of Cinnaminson

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised;

**NOW, THEREFORE, BE IT RESOLVED BY THE Township Committee of the Township of Cinnaminson as follows:**

1. Jennifer Kelly, Ph.D., ABPP is hereby retained to provide professional psychological services as described above for an amount not to exceed \$75,000.00 plus reimbursable expenses.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) because it is for services performed by persons authorized by law to practice a recognized profession. The Mayor and Municipal Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Municipal Clerk of the Township of Cinnaminson.
4. The Municipal Clerk is hereby directed to publish notice of this award as required by law.

*Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 5th day of May, 2025.*

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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 the amount of \$ 75,000.00 .

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

DRAFT

**TOWNSHIP OF CINNAMINSON**

**RESOLUTION 2025 – 63**

**AUTHORIZE TEMPORARY PARKING FOR THE  
ST. CHARLES CARNIVAL**

**WHEREAS**, it has been determined that a safety hazard exists on the street known at St. Charles Place during the week of the St. Charles Carnival; and

**WHEREAS**, Cinnaminson Township Committee agreed that Temporary Parking during that time frame will protect the safety of the residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey, that the Traffic Safety Coordinator is hereby authorized to take temporary parking measures to ensure the safety of the residents of St. Charles Place from Monday, June 9 to Saturday, June 14, 2025, 12:00 Noon to 12:00 Midnight.

**BE IT FURTHER RESOLVED** that there will be No Parking as follows:

- on the Northeast Side of the Entrance of St. Charles Place
- around the inside of the circle on St. Charles Place as posted
- on Susan Drive from Branch Pike to Cambridge Drive (Both Sides)
- on Pomona Road from Riverton Road to Branch Pike (Both Sides)
- on Cambridge Drive from Pomona Road to Susan Drive (South Curb)

Handicapped Parking will be on Branch Pike directly in front of St. Charles Borromeo Church where marked by Handicapped Parking Signs

*Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 5<sup>th</sup> day of May, 2025*

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*Lisa A. Passione, RMC  
Municipal Clerk*

## CINNAMINSON TOWNSHIP

### RESOLUTION 2025 – 64

#### AUTHORIZING EXECUTIVE SESSION

**WHEREAS**, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

**WHEREAS**, the Cinnaminson Township Committee has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

**WHEREAS**, the regular meeting of this Committee will reconvene at the conclusion of closed session, at approximately \_\_\_\_\_ p.m. this evening.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

  X   Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: \_\_\_\_\_);

\_\_\_\_\_ Any matter in which the release of information would impair a right to receive funds from the federal government;

\_\_\_\_\_ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

\_\_\_\_\_ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: \_\_\_\_\_);

\_\_\_\_\_ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

\_\_\_\_\_ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

\_\_\_\_\_ Any investigations of violations or possible violations of the law;

\_\_\_\_\_ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is: \_\_\_\_\_)

(If contract negotiation the nature of the contract and interested party is \_\_\_\_\_)

*Under certain circumstances, if public disclosure of the matter would have a potentially*



*negative impact on the Township's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);*

Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and \_\_\_\_\_ nature \_\_\_\_\_ of \_\_\_\_\_ discussion \_\_\_\_\_ is \_\_\_\_\_);

Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

**BE IT FURTHER RESOLVED** that the Township Committee hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Township Solicitor advises the Committee that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Township or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Township Committee, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Municipal Clerk to take the appropriate action to effectuate the terms of this resolution.