

Please Note: Agenda is subject to change

CINNAMINSON TOWNSHIP COMMITTEE
REGULAR SESSION AGENDA
Monday, May 19, 2025
6:30 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 10, 2025.

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

PROCLAMATION:

Mental Health Awareness Month

COMMITTEE LIAISON REPORTS:

Committee Member Conda: Administration and Health & Senior Services
Committee Member Segrest: Public Works
Committee Member McGill: Public Safety
Deputy Mayor Horner: Finance and Economic Development
Mayor Kravil: Parks & Recreation and Veterans Affairs

RESOLUTIONS:

Resolution 2025 – 64 Authorize 2025 Budget to be Read by Title Only

BUDGET PUBLIC HEARING:

Resolution 2025 – 57 2025 Municipal Budget

RESOLUTION AMENDMENT INTRODUCTION:

Resolution 2025 – 71 2025 Municipal Budget Amendment (to be advertised in the Burlington County Times. Public hearing to be June 2, 2025 at 6:30 pm)

ORDINANCE PUBLIC HEARING:

Ordinance 2025 – 10 Authorizing Capital Improvements Appropriating \$2,785,000
Authorizing the Issuance of General Obligation Bonds in the Aggregate Principal Amount of Up To \$2,645,750

Ordinance 2025 – 11 2025 Salary Ordinance

CONSENT AGENDA:

Resolution 2025 – 65 Authorize Purchase of Trash Carts through Sourcewell

Resolution 2025 – 66 Authorize Participation in Fuel Card Program through Sourcewell

Resolution 2025 – 67 Refund of Duplicate Tax Payment Block 307.04, Lot 9, Qual C065

Resolution 2025 – 68 Authorize Award of Contract for Purchase of Scorpion Attenuator from Traffic Safety Service through State Contract

Resolution 2025 – 69 Authorize Change Order, Final Payment, Release of Performance Bond and Approval of Maintenance Bond for Parry Road Guiderail Improvements Project

Resolution 2025 – 70 Authorize Submission of Application and Execution of Grant Contract for Local Transportation Projects Fund FY 2025 Reconstruction of Willow Drive Culvert Project

END OF CONSENT AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ONLY:

APPROVAL OF MINUTES:

May 5, 2025
May 5, 2025 Closed

APPROVAL OF BILLS:

STAFF AND PROFESSIONAL COMMENTS:

PUBLIC COMMENT:

COMMITTEE COMMENT:

ADJOURNMENT:

Next Meeting: Monday, June 2, 2025 at 6:30 pm

RULES GOVERNING PUBLIC COMMENT PERIOD

The Rules of Conduct and Decorum for public participation during Committee meetings for addressing Township Committee during public hearings on ordinances or resolutions which require public hearings or during the public portion of the Committee meetings are as follows:

- All members of the public attending Township Committee Meetings must treat each other the Mayor, Deputy Mayor, Committee Members and Township employees with respect.
- Shouting out from the audience without being recognized to speak is strictly prohibited.
- No person shall, at any time, engage in any personally offensive or abusive remarks to the Mayor, Deputy Mayor, Committee Members, Township employees or any other member of the public.
- No person shall engage in any express or implied speech that involves any other person's race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin or ethnicity.
- The Mayor or Presiding Officer may restrict, limit or prohibit any speech, remarks or questions that are repetitive or not germane to any matter not within the jurisdiction of Township Committee.
- Persons making public comment may not yield their time to another speaker and each individual is limited to speaking once during a particular public comment period for a period of time not to exceed five (5) minutes.
- The Chief of Police or such other member of the Police Department as he/she may designate, shall be designated as the Sergeant-at-Arms of the Township Committee meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the Mayor or the Presiding Officer of the Township Committee meeting for the purpose of maintaining order and decorum at the Township Committee meetings and enforcing these Rules.
- The Township Solicitor shall be the Parliamentarian.
- Meetings shall be in accordance with these Rules and Roberts Rules of Order for items not covered in these regulations.
- Members of the public who make comments or ask questions that are germane to an ordinance or resolution that is under consideration or during the general public portion of the Committee meeting for matters which are within the jurisdiction of the Township Committee shall be allowed to do so in an uninterrupted manner unless the member is not adhering to these Rules of Conduct and Decorum.
- Following the close of a particular public comment period, the Mayor, Deputy Mayor, Committee Members, and Township employees reserve the right to answer questions and respond to comments.
- All questions and comments shall be through the Mayor or Presiding Officer unless waived.

**TOWNSHIP OF CINNAMINSON
COUNTY OF BURLINGTON NEW JERSEY**

RESOLUTION 2025 – 64

WHEREAS, NJSA 40A:4-8 and NJSA 40a:4-9 allow that the Budget may be read by title.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cinnaminson, County of Burlington and State of New Jersey that the 2025 Budget and all Resolutions amending same be read by title only.

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 19th day of May, 2025.

*Lisa A. Passione, RMC
Municipal Clerk*

TOWNSHIP OF CINNAMINSON

RESOLUTION 2025 – 57

**RESOLUTION APPROVING AND
PROVIDING NOTICE ON THE PUBLIC HEARING
FOR THE CY 2025 BUDGET**

2025 Municipal Budget of the Township of Cinnaminson, County of Burlington

BE IT RESOLVED, that the following statements of revenues and appropriations shall constitute the Municipal Budget for the year 2025; and

BE IT FURTHER RESOLVED that said Budget be published in the Burlington County Times in the issue of April 25, 2025.

The governing body of the Township of Cinnaminson does hereby approve the following as the Budget for the year 2025:

Total General	
Appropriations.....	21,120,000.00
Less: Anticipated Revenues Other Than Current Property Tax.....	10,979,723.99
Amount to be Raised by Taxes for Support of Municipal Budget.....	\$10,140,276.01

Notice is hereby given that the Township Committee of the Township of Cinnaminson, County of Burlington, approved the Budget and Tax Resolution on April 21, 2025.

A hearing on the Budget and Tax Resolution will be held at the Municipal Building on May 19, 2025 at 6:30 PM at which time and place objections to said taxpayers or other interested persons may present Budget and Tax Resolution for the calendar year 2025.

Certified to be a true copy of a Resolution approved by the Cinnaminson Township Committee on the 19th day of May 2025.

Lisa A. Passione

Lisa A. Passione, RMC
Municipal Clerk

TOWNSHIP OF CINNAMINSON

Notice is hereby given pursuant to the Open Public Meetings Law, P.L. 1975, C. 231 and N.J.S.A. 40A:4-9(c), that an amendment to the 2025 Municipal Budget introduced on May 19, 2025 shall be considered by the Township Committee at its meeting on June 2, 2025 at 6:30 p.m.

A hearing on the amendment will be held at 1621 Riverton Road, Cinnaminson, NJ , on June 2, 2025 at 6:30 pm at which time and place objections to the amendment may be presented by taxpayers or other interested parties.

RESOLUTION 2025 - 71 TO AMEND BUDGET

WHEREAS, the local municipal budget for the year 2025 was approved on the 21st day of April, 2025 and

WHEREAS, the public hearing on said budget has been held as advertised, and

WHEREAS, it is desired to amend said approved budget,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cinnaminson, County of Burlington, that the following amendments to the approved budget of 2025 be made:

CURRENT FUND

GENERAL REVENUES

	<u>From</u>	<u>To</u>
1. Surplus Anticipated	4,012,500.00	4,008,867.00
3. Miscellaneous Revenues - Section D: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services		
Shared Service Agreements Offset With Appropriations:		
Interlocal Agreement - Borough of Riverton Municipal Court	67,000.00	70,633.00
Total Miscellaneous Revenue	6,567,223.99	6,570,856.99
7. Total General Revenue	21,120,000.00	21,120,000.00

8. GENERAL APPROPRIATIONS

(D) Municipal Debt Service - Excluded from "CAPS"

Payment of Bond Principal	1,497,000.00	1,354,800.00
Interest on Bonds	392,208.00	337,878.00
 Burlington County Bridge Commission Loan Payable		
Loan Principal	0.00	307,000.00
Loan Interest	49,360.00	38,640.00
 Capital Lease Obligations:		
Principal	95,000.00	0.00
Interest	4,750.00	0.00
Total Municipal Debt Service - Excluded from "CAPS"	2,153,128.00	2,153,128.00
9. Total General Appropriations	21,120,000.00	21,120,000.00

OPEN SPACE FUND

DEDICATED REVENUES FROM TRUST FUND	<u>From</u>	<u>To</u>
Amount to be raised by Taxation	281,519.40	280,125.00
Total Trust Fund Revenue	281,519.40	280,125.00

APPROPRIATIONS
Debt Service

Payment of Bond Principal	280,000.00	263,000.00
Interest on Bonds	0.00	17,000.00
Reserve fort Future Use	1,519.40	125.00
Total Trust Fund Appropriations	281,519.40	280,125.00

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for certification of the local municipal budget so amended.

BE IT FURTHER RESOLVED, that this complete amendment, in accordance with the provisions of N.J.S.A. 40A: 4-9, was published in the Burlington County Times in the issue of May 23, 2025, and that said publication contained notice of public hearing on said amendment to be held on June 2, 2025.

It is hereby certified that this is a true copy of a resolution introducing a budget amendment by the Township Committee on the 19th of May, 2025.

Certified by:

Municipal Clerk

Recorded Vote	<u>Aye</u>	<u>Nay</u>	<u>Abstained</u>	<u>Absent</u>

TOWNSHIP OF CINNAMINSON

RESOLUTION 2025 – 65

**AWARD OF CONTRACT TO SCHAFER PLASTICS NORTH AMERICA LLC
FOR PURCHASE OF TRASH CARTS THROUGH
SOURCEWELL COOPERATIVE PURCHASE**

WHEREAS, the Township of Cinnaminson Department of Public Works is in need of Trash Carts; and

WHEREAS, the Township is permitted to acquire products without the need of open competitive bidding pursuant to New Jersey Public Contracts Law (N. J. S. A. 40A: 11- 1 et seq.) and authorized, under procedures established by the State of New Jersey Purchase Bureau to participate in the Sourcewell Cooperative Purchasing Agreement; and

WHEREAS, the Township of Cinnaminson received the following quotes:

Schafer Plastics North America LLC	\$24,336.00
Schafer Plastics North America LLC (through Sourcewell)	\$10,714.75

WHEREAS, the Township wishes to award the contract to Schafer Plastics North America LLC, 10301 Westlake Drive, Charlotte, NC 28273 through Sourcewell, Contract #120324 in the amount of \$10,714.75; and

WHEREAS, the Sourcewell contract expires April 4, 2029; and

WHEREAS, the availability of this contract best serves the needs of the Township and the Review Committee and the Purchasing Department recommends utilization of this contract; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee, of the Township of Cinnaminson, in the County of Burlington, State of New Jersey that the contract for the Purchase of trash carts be awarded to Sourcewell.

BE IT FURTHER RESOLVED by the Township Committee of the Township of Cinnaminson, County of Burlington, State of New Jersey that the Mayor or her 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.

CINNAMINSON TOWNSHIP COMMITTEE

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 19th day of May 2025.

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 \$ 10,714.75

Julia Edmondson
Chief Financial Officer

TOWNSHIP OF CINNAMINSON

RESOLUTION 2025 – 66

AWARD OF CONTRACT TO WEX SOURCEWELL GOVERNMENT FLEET CARD
PROGRAM FOR PARTICIPATION IN FUEL CARD PROGRAM THROUGH
SOURCEWELL COOPERATIVE PURCHASE

WHEREAS, the Township of Cinnaminson wishes to participate in a Fuel Card Program; and

WHEREAS, the Township is permitted to acquire products without the need of open competitive bidding pursuant to New Jersey Public Contracts Law (N. J. S. A. 40A: 11- 1 et seq.) and authorized, under procedures established by the State of New Jersey Purchase Bureau to participate in the Sourcewell Cooperative Purchasing Agreement; and

WHEREAS, the Township wishes to award the contract to WEX Sourcewell Government Fleet Card Program, 1 Hancock Street, Portland, Maine 04101 through Sourcewell, Contract #080620-WEX in an amount not to exceed \$ 75,000.00 and

WHEREAS, the Sourcewell contract expires September 7, 2025; and

WHEREAS, the availability of this contract best serves the needs of the Township and the Review Committee and the Purchasing Department recommends utilization of this contract; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee, of the Township of Cinnaminson, in the County of Burlington, State of New Jersey that the contract for the Participation in Fuel Card Program be awarded to Sourcewell.

BE IT FURTHER RESOLVED by the Township Committee of the Township of Cinnaminson, County of Burlington, State of New Jersey that the Mayor or her 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.

CINNAMINSON TOWNSHIP COMMITTEE

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 19th day of May 2025.

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 an amount not to exceed \$ 75,000.00.

Julia Edmondson
Chief Financial Officer

TOWNSHIP OF CINNAMINSON

RESOLUTION 2025 – 67

WHEREAS, on May 5, 2025, the Tax Office received and applied payment from Smart Title Insurance Company for property known as Block 307.04, Lot 9, Qualifier C065, located at 1911 Lukas Court, and;

WHEREAS, on May 7, 2025, payment from Bank of America c/o Core Logic was received and applied creating the duplicate/overpayment: and

WHEREAS, subsequent payment left a credit of \$2,100.66; and

WHEREAS, the Tax Collector wishes to clear the overpayment by refunding same to Bank of America c/o Core Logic.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cinnaminson, County of Burlington, and State of New Jersey, that taxes be hereby refunded to Bank of America c/o Core Logic in the amount of Two Thousand One Hundred Dollars and Sixty-Cents (\$2,100.66)

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 19th day of May, 2025.

*Lisa A. Passione, RMC
Municipal Clerk*

TOWNSHIP OF CINNAMINSON
RESOLUTION 2025 – 68

**AUTHORIZING PURCHASE OF TRAILER ATTENUATOR FOR PUBLIC WORKS
DEPARTMENT THROUGH APPROVED STATE CONTRACT VENDORS
FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a**

Whereas, the Township of Cinnaminson, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Township of Cinnaminson has the need on a timely basis to purchase goods or services utilizing State contracts; and

Whereas, the Township of Cinnaminson intends to enter into a contract with Traffic Safety Service LLC, 601 Hadley Road, PO Box 615, South Plainfield, NJ 07080, State Contract # 20-FLEET-01319, expiration date of September 22, 2025, through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

Total Cost – Thirty-One Thousand Four Hundred Eight Dollars and Eighty-Nine Cents (\$31,408.89)

Now, Therefore, Be It Resolved, that the Township of Cinnaminson authorizes the Purchasing Agent to purchase certain goods or services from Traffic Safety Service LLC, 601 Hadley Road, PO Box 615, South Plainfield, NJ 07080,

Be It Further Resolved, that the governing body of the Township of Cinnaminson pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 19th day of May, 2025.

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
_____\$31,408.89_____.

Julia Edmondson
Chief Financial Officer

TOWNSHIP OF CINNAMINSON

RESOLUTION 2025 – 69

**APPROVING CHANGE ORDER, FINAL PAYMENT,
RELEASE OF PERFORMANCE GUARANTEE AND
ESTABLISHMENT OF MAINTENANCE GUARANTEE FOR
PARRY ROAD GUIDERAIL IMPROVEMENTS**

WHEREAS, the Township awarded the Parry Road Guiderail Improvements Project to Road Safety Systems LLC; and

WHEREAS, the Township Engineer has confirmed that the project is now substantially complete as set forth in the copy of the Engineer’s letter dated April 28, 2025 annexed hereto as Exhibit “A”; and

WHEREAS, Change Orders are required to adjust the contract cost which decreased the total cost of the contract; and

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

1. Change Order #1 is approved for the Parry Road Guiderail Improvements Project (“Project”) decreasing the cost of the Project \$532.60 from \$53,735.00 to \$53,202.40.
2. The Township Engineer recommends and the Township Committee authorizes release of the performance guarantee in the amount of \$53,735.00 is hereby approved subject to payment of all charges for Township professional services.
3. Posting of a two-year maintenance guarantee in the amount of \$53,202.40.
4. Final Payment Certificate No. 1 in the amount of \$53,202.40 is authorized for payment.
5. The aforementioned release is subject to the review and approval of all requisite documents by the Township solicitor.
6. The Township Administrator, Chief Financial Officer and Municipal Clerk are authorized to execute any and all documents necessary in the fulfillment of this Resolution.

CINNAMINSON TOWNSHIP COMMITTEE

Certified to be a true copy of a Resolution adopted by the Cinnaminson Township Committee on the 19th day of May, 2025.

Lisa A. Passione, Municipal Clerk

TOWNSHIP OF
CINNAMINSON RESOLUTION

2025 – 70

**AUTHORIZE SUBMISSION OF APPLICATION FOR AND EXECUTION OF A
GRANT CONTRACT FOR NEW JERSEY DEPARTMENT OF
TRANSPORTATION LOCAL TRANSPORTATION PROJECTS FUND FOR
THE FY' 2025 RECONSTRUCTION OF WILLOW DRIVE CULVERT PROJECT.**

WHEREAS, there exists a need for reconstruction of the Willow Drive culvert structure; and

WHEREAS, 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 the Municipal Clerk are hereby authorized to submit an electronic grant application identified as LTPF-2025-FY' 2025 Replacement of Willow Drive Culvert-00064

BE IT FUTHER 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 19th day of May, 2025.

Lisa A. Passione, RMC 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)