

THE COMMON COUNCIL OF THE CITY OF BEVERLY
REORGANIZATION

JANUARY 6, 2015
7:00PM

DRAFT AGENDA

CALL TO ORDER BY THE MUNICIPAL CLERK

OPEN PUBLIC MEETINGS ACT STATEMENT

In compliance with the Open Public Meetings Act, NJSA 10:4-6, this is to announce that Adequate Notice of this meeting was provided in the following manner: On January 23, 2013, advance written notice of this meeting was posted on the Official Bulletin Board in the City Hall, was emailed to THE BURLINGTON COUNTY TIMES for publication and emailed to the CAMDEN COURIER POST for advise, was filed with the Municipal Clerk, and was mailed to all persons who requested and paid for such notice. The proceedings of all meetings are electronically and manually recorded, and the Minutes will be on file in the office of the Municipal Clerk.

FLAG SALUTE

WELCOME

INVOCATION

Pastor Amy Vielehr - First Baptist Church of Beverly

COUNCIL ROLL CALL

Mayor: Randy H. Miller

Council Members:

Robert H. Bancroft
Lawrence F. Carlbon
Robert E. Lowden, Jr.
Mark A. Schwedes
Robert D. Thibault

Municipal Clerk: Donna F. Snyder, RMC/CMR/CPM

NOMINATIONS AND VOTE FOR COUNCIL PRESIDENT

Nominations: Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
Lowden
Schwedes
Thibault
Bancroft

NOMINATIONS AND VOTE FOR COUNCIL PRESIDENT PRO-TEM

Nominations: Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
Lowden
Schwedes
Thibault
Bancroft

WELCOMING COMMENTS - Mayor Randy H. Miller

NOMINATIONS/VOTES/RESOLUTIONS FOR PROFESSIONALS

NOTE: The following Contracts, **Resolutions 2015-1 through and including 2015-11**, to be voted on by Council are awarded without Competitive Bidding as **"Professional Services"** in accordance with NJSA 40A:11-5(1) (a) et seq. of the Local Public Contracts Law, and/or awarded in accordance with NJSA 19:44A-20.4 et seq., and pending approval of the NJ Department of Community Affairs/Division of Local Government Services. Note that the Professionals who submitted RFQs are all licensed to practice in the State of New Jersey. See attached list of submissions.

RESOLUTION 2015-1

NOMINATIONS AND VOTE FOR CITY SOLICITOR and authorizing an Agreement for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
Lowden
Schwedes
Thibault
Bancroft

RESOLUTION 2015-2

NOMINATIONS AND VOTE FOR CITY CONFLICT ATTORNEY and authorizing an Agreement for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-3

NOMINATIONS AND VOTE FOR CITY LABOR ATTORNEY and authorizing an Agreement for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-4

NOMINATIONS AND VOTE FOR CITY ENGINEER and authorizing an Agreement for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-5

NOMINATIONS AND VOTE FOR CITY AUDITOR (Pending NJDCA/Division Local Government Services Approval) and authorizing an Agreement for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-6

NOMINATIONS AND VOTE FOR NON-AUDITING SERVICES and authorizing an Agreement for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-7

NOMINATIONS AND VOTE FOR CITY RISK MANAGEMENT CONSULTANT and authorizing an Agreement for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-8

NOMINATIONS AND VOTE FOR CITY REDEVELOPMENT ATTORNEY and authorizing an Agreement for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-9

NOMINATIONS AND VOTE FOR CITY MUNICIPAL COURT PROSECUTOR (2) and authorizing Agreements for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-10

NOMINATIONS AND VOTE FOR CITY PUBLIC DEFENDER and authorizing Agreements for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-11

NOMINATIONS AND VOTE FOR CITY CONFLICT PUBLIC DEFENDER and authorizing Agreements for Professional Services for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

ANNUAL APPOINTMENTS

RESOLUTION 2015-12

NOMINATIONS AND VOTE FOR PLANNING BOARD CLASS III MEMBER - Council Liaison for the 2015 Calendar Year.

Nominations: Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-13

Appointing Richard A. Wolbert as:

Administrator/Public Safety Director
Municipal Code Enforcement Officer
Municipal Public Information Officer
Certifying Officer - Supervisor (PERS PFRS, and DCRP)
BURLCOJIF Fund Commissioner - Primary
BURLCOJIF Safety Coordinator - Secondary
BURLCOJIF Claims Coordinator - Primary

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-14

Appointing Donna F. Snyder, RMC/CMR/CPM as:

Municipal Public Agency Compliance Officer

Municipal Improvement Search Officer

BURLCOJIF Alternate Fund Commissioner

BURLCOJIF Safety Coordinator - Primary

BURLCOJIF Claims Coordinator - Secondary

Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-15

Appointing Elaine M. Kennedy as:

Deputy Clerk, P/T, As Needed

Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-16

Restating the May 13, 2014 appointment of Yvonne Bullock as Certified Municipal Finance Officer (Resolution 2014-86) to indicate four-year State Tenure term from January 1, 2014 through and including December 31, 2017.

Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-17

Appointing Yvonne Bullock as:

Treasurer, P/T

Certifying Officer (PERS, PFRS, and DCRP)

Qualified Purchasing Agent (QPA)

Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-18

Restating the May 27, 2014 appointment of Shari Lynn Phillips as Certified Tax Collector (Resolution 2014-95) to indicate her four-year State Tenure term from January 1, 2015 through and including December 31, 2018.

Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-19

Appointing Shari Phillips as:

Municipal Tax Search Officer

Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-20

Appointing the following Crossing Guards for the 2015 Calendar Year:

Robin Bell

Wayne Boyte

Nara Durant

Josette Mushinski

Harriet Alkins - Substitute

Motion by _____; Second by _____

YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-21

Appointing On-Call Police Matron - Linda Lewis

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-22

Appointing Recycling Coordinator - Lawrence F. Carlbon

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-23

Appointing Recycling Facilitator - Ryan Atkinson

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-24

A Resolution Adopting the 2015 Temporary Budget.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-25

A Resolution Adopting the 2015 Cash Management Plan.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-26

A Resolution fixing the Rate of Interest to be charged for non-payment of Taxes, Assessments, and/or other Municipal Charges per NJS 54:4-67 for the 2015 Calendar Year.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-27

A Resolution establishing a Petty Cash Fund in the amount of \$300.00 and designating the Custodian of same for the 2015 Calendar year.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-28

A Resolution establishing Meeting Dates, Times, and Locations for the Common Council for the 2015 Calendar Year.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-29

A Resolution designating the Beverly City Official Newspapers for the 2015 Calendar Year as the Burlington County Times (Primary) and the Courier Post (Secondary).

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-30

A Resolution authorizing execution of a Payroll Services Agreement with CASA Payroll Services for the 2015 Calendar Year.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-31

A Resolution authorizing investment of Idle Funds and Fund Transfers by the Beverly City CFO for the 2015 Calendar Year.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-32

A Resolution authorizing the Beverly City Tax Assessor, per the duties and requirement of his office, to file with the Burlington County Board of Taxation such Appeals/Adjustments/Stipulations of Settlement as may be necessary to maintain accuracy and equality in the Assessment List of the City of Beverly for the 2015 calendar Year.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-33

A Resolution for the 2015 Calendar Year authorizing the Beverly City CFO to pay the following bills, contractual or otherwise, prior to insertion on the Bill List, the holding of which, due to meeting schedules, deadlines or the like would cause financial harm to the City of Beverly: Payroll, Insurance, State/County/School Payments, Landfill Charges, Public Utilities, Approved Grant Application Fees, Contractual Payments, and Debt Service.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-34

A Resolution authorizing the Beverly City Tax Collector, per New Jersey State Statute, to cancel tax balances under ten dollars (\$10.00) in the 2015 Calendar Year.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-35

A Resolution listing Salaries for the 2015 Calendar Year for employees of the City of Beverly.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-36

A Resolution renewing the Lease between the City of Beverly and the Beverly Sewerage Authority for the 2015 Calendar Year at the annual fee of \$9,000.00.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-37

A Resolution re-appointing Robert H. Bancroft to the Beverly Sewerage Authority for a five-year term (see attached).

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-38

A Resolution authorizing the payment of \$60.00 per person total for services rendered in conducting the City of Beverly's 2015 Free Rabies Clinic, as follows: Donna F. Snyder, Sheldon Merritt, Leticia Merritt, Vicki Sereduk, and Mary Ellen Knudson pending Certification of Funds by the Beverly City CFO.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-39

A Resolution authorizing the payment of \$180.00 to Kelly Stephan, DVM, Associate Veterinarian, Columbus Central Veterinary Hospital, upon completion of her services for the City of Beverly' 2015 Free Rabies Clinic, pending Certification of Funds by the Beverly City CFO.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-40

A Resolution authorizing the execution of a Shared Services Agreement with Willingboro Township for Housing Inspection Services.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-41

A Resolution authorizing the execution of a Shared Services Agreement with Willingboro Township for Certified Recycling Professional Services for submission of Beverly City's 2014 Annual Recycling Tonnage Report.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-42

A Resolution authorizing the execution of a Shared Services Agreement with Willingboro Township for Public Works Services for Beverly City Vehicle Maintenance.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

RESOLUTION 2015-43

A Resolution authorizing the execution of a Shared Services Agreement with Willingboro Township for Public Works Services for Beverly City Public Works Services.

Motion by _____; Second by _____
YES NO ABSTAIN ABSENT

Roll Call Vote: Carlbon
 Lowden
 Schwedes
 Thibault
 Bancroft

OLD BUSINESS

NEW BUSINESS

1. Municipal Clerk's appointment (per New Jersey Codes Title 26, Health & Vital Statistics, Section 8-17) of Elaine M. Kennedy as Deputy Registrar for the 2015 Calendar Year, on as as-needed basis.

COMMENTS/REPORTS

- Mayor
- Council
- Administrator/Public Safety Director
- Professionals
- Clerk
- Court Administrator
- Tax Collector

PUBLIC COMMENT

Please state your name and address clearly for the record.

EXECUTIVE SESSION

Resolution 2015-_____ :

A Resolution of the Common Council of the City of Beverly to hold Executive Session in accordance with the Open Public Meetings Act, P.L. 1975, Chapter 231, permitting the exclusion of the Public from a meeting in certain circumstances which the Governing Body deem now exist:

- Attorney Client Privilege**
- Contractual Matters**
- Current and/or Possible Litigation**
- Personnel Matters**
- Review of Executive Session Minutes**

ACTION TAKEN AFTER EXECUTIVE: YES NO N/A

ADJOURNMENT