

January 7, 2021
Annual Reorganization Meeting
Lawrence Township Committee
To Extent Known
7:30 PM
Teleconference # 1-234-203-2766
Access Code 271-475-433#

Call to order

- 1) Flag salute
- 2) Solicitor Seeley to administer Oath of Office to Committeeman Re-Elect, Elmer “Skip” Bowman
- 3) Open the floor for nominations for the position of Mayor
Receive nominations for the position of Deputy Mayor
- 4) Resolutions 2021-1 through 2021-7 are routine in nature, non-controversial matters, being presented on a consent agenda, which may be approved in one action:
 - Resolution 2021-1 Establish Meeting Dates and Times
 - Resolution 2021-2 Establish Interest Rate on Delinquent Taxes
 - Resolution 2021-3 Designate Official Newspapers
 - Resolution 2021-4 Designate Official Depositories
 - Resolution 2021-5 Establish Purchasing Procedures
 - Resolution 2021-6 Authorization for the Tax Collector to Conduct a Tax Lien Sale
 - Resolution 2021-7 Authorization for the Tax Collector to Cancel Any Delinquency or Overpayment Under \$10.00
- 5) Resolution 2021-8, Adopt Temporary Budget, 26.25% of 2020 Appropriations, 380,038.75
- 6) Resolution 2021-9, Authorizing the award of Professional Services Contract, for Auditing Services, without Public Bidding, to Bowman & Co., amount not to exceed \$30,500
- 7) Resolution 2021-10, Authorizing the award of Professional Services Contract, for Legal Services, without Public Bidding, to Thomas Seeley, Seeley Law Office
- 8) Resolution 2021-11, Authorizing the award of Professional Services Contract, for Insurance Carrier Services, without Public Bidding to Colson & Gosweiler, cost of Premium and 6,200.00 Service Fee

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- 9) Resolution 2021-12, Authorizing the award of Professional Services Contract for Municipal Engineering Services, without Public Bidding to Fralinger Engineering
- 10) Resolution 2020-13, Statutory Appointments
- 13) Annual Contract, Cumberland Development Corporation, for Economic Development and Business Retention Consulting Services, one year Annual sum of 6,283.00.
Designate Regular Voting Member Alternate Voting Member

Committee Comments

Public Comments

Adjourn

RESOLUTION NO. 2021-1

RESOLUTION OF THE TOWNSHIP COMMITTEE
LAWRENCE TOWNSHIP

BE IT RESOLVED by the Township Committee of the Township of Lawrence, that the regular meeting nights be held on the second Monday of each month at 7:30 p.m., and that the workshop meeting be held at the same time on the Thursday before the regular meetings, excepting whereas the second Monday shall fall on a legal holiday, the regular meeting shall be held at 7:30 p.m. preceding the workshop meeting.

Passed at the annual meeting of the Township Committee of the Township of Lawrence, held January 7, 2021.

Chairman, Lawrence Township Committee

ATTEST:

Ruth Dawson, Clerk

RESOLUTION NO. 2021-2

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LAWRENCE

BE IT RESOLVED, by the Township Committee of the Township of Lawrence, that the rate of interest charged on delinquent taxes shall be 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax was payable until the date of actual payment, or such higher rate which may be authorized by the legislature for the State of New Jersey. A period of (10) calendar days is hereby granted in which payment may be made without interest being charged.

Passed at the annual meeting of the Township Committee held Jan. 7, 2021.

Chairman, Lawrence Township Committee

ATTEST:

Ruth Dawson, Clerk

RESOLUTION NO. 2021-3

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LAWRENCE

BE IT RESOLVED, by the Township Committee of the Township of Lawrence, that the following newspapers be designated the official Township Newspapers: The Daily Journal and the Press of Atlantic City.

Passed at the annual meeting of the Township Committee of the Township of Lawrence held January 7, 2021.

Chairman, Lawrence Township Committee

ATTEST:

Ruth Dawson, Clerk

RESOLUTION NO. 2021-4

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LAWRENCE

BE IT RESOLVED, by the Township Committee of the Township of Lawrence that Ocean First of Bridgeton/Vineland and TD Bank North of Bridgeton be designated the official depositories for municipal funds of the Township of Lawrence.

Passed at the annual meeting of the Township Committee of the Township of Lawrence held January 7, 2021.

Chairman, Lawrence Township Committee

ATTEST:

Ruth Dawson, Clerk

RESOLUTION NO, 2021-5

RESOLUTION OF THE TOWNSHIP OF THE TOWNSHIP OF LAWRENCE

BE IT RESOLVED, by the Township Committee of the Township of Lawrence, that no department head or Township Official shall make any purchase without having a purchase order and make any expenditure over the amount of \$500.00 without the approval in advance of the Township Committee.

Passed at the annual meeting of the Township Committee of the Township of Lawrence, held January 7, 2021.

Chairman, Lawrence Township Committee

ATTEST:

Ruth Dawson, Clerk

RESOLUTION NO. 2021-6

RESOLUTION OF THE TOWNSHIP OF LAWRENCE AUTHORIZING THE
TAX COLLECTOR TO CONDUCT A TAX LIEN SALE

WHEREAS, there remains on the records and books of the Township of Lawrence delinquent taxes and other municipal charges owing as of December 31, 2020, and;

WHEREAS, the statutes of the State of New Jersey expressly N.J.S.A.54:5 et sq. provide for the enforcement and collection of such delinquencies through a Tax Lien Sale; and

WHEREAS, the Tax Collector is empowered by the Statute of conduct and preside over the sale of items;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township that the Tax Collector is authorized to conduct a Tax Lien Sale on 2020 delinquent taxes and other municipal charges on or before December 21, 2021.

Passed at a meeting of the Township Committee held January 7, 2021.

ATTEST:

Ruth Dawson, Clerk

Chairman, Lawrence Township Committee

RESOLUTION NO. 2021-7

LAWRENCE TOWNSHIP

WHEREAS, 40:5-17.1 N.J.S.A. provides for the cancellation of any property tax refund of delinquency of less than \$10.00 by a Municipal Employee chosen by the governing body.

THEREFORE, BE IT RESOLVED, that Ruth Dawson, Tax Collector hereby be authorized to apply overpayment of less than \$10.00 to subsequent tax year, and to process cancellation of refund or delinquency of less than \$10.00, without further action on part of the governing body of the Township of Lawrence.

Passed at a meeting of the Township Committee of the Township of Lawrence held January 7, 2021.

Chairman, Lawrence Township Committee

ATTEST:

Ruth Dawson, Clerk

2021 Temporary Budget

26.25% of the total of the appropriations made for all purposes in the budget for the 2020 calendar year excluding appropriations listed below

| | |
|-------------------------------------|---------------------|
| Total 2020 Budget | 2,376,978.45 |
| Less: | |
| Interest and debt redemption | (192,385.00) |
| Capital Improvements | (100,000.00) |
| Grants | (262,329.08) |
| Deferred Charges Excluded from Caps | - |
| Reserve for Uncollected Taxes | <u>(374,497.69)</u> |
| | 1,447,766.68 |
| | 0.2625 |
| | <u>380,038.75</u> |

| | <u>PY budget</u> | | <u>temp 21 budget</u> |
|-------------------------------------|------------------|--------|-----------------------|
| <u>General Government Functions</u> | | | |
| Administrative and Executive: | | | |
| Salaries and Wages | 113,124.00 | 0.2625 | 29,695.05 |
| Other Expenses | 25,700.00 | 0.2625 | 6,746.25 |
| Election: | | | |
| Other Expenses | 4,000.00 | 0.2625 | 1,050.00 |
| Financial Administration: | | | |
| Salaries and Wages | 18,588.00 | 0.2625 | 4,879.35 |
| Other Expenses | 36,800.00 | 0.2625 | 9,660.00 |
| Collection of Taxes: | | | |
| Salaries and Wages | 59,736.00 | 0.2625 | 15,680.70 |
| Other Expenses | 10,600.00 | 0.2625 | 2,782.50 |
| Assessment of Taxes: | | | |
| Salaries and Wages | 21,726.00 | 0.2625 | 5,703.08 |
| Other Expenses | | | |
| Miscellaneous Other Expenses | | | |
| Maintenance of Tax Map | 7,500.00 | 0.2625 | 1,968.75 |
| Legal Services and Costs: | 5,000.00 | 0.2625 | 1,312.50 |
| Salaries and Wages | 11,826.00 | 0.2625 | 3,104.33 |
| Other Expenses | 24,800.00 | 0.2625 | 6,510.00 |
| Liquidation of TTL OE | 16,500.00 | 0.2625 | 4,331.25 |

2021 Temporary Budget

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| | |
|-------------------------------------|--------------------------|
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| Grants | (262,329.08) |
| Deferred Charges Excluded from Caps | - |
| Reserve for Uncollected Taxes | <u>(374,497.69)</u> |
| | 1,447,766.68 |
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| | <u>PY budget</u> | | <u>temp 21 budget</u> |
|---|------------------|--------|-----------------------|
| Engineering Services and Costs: | | | |
| Other Expenses | 5,000.00 | 0.2625 | 1,312.50 |
| Cumberland Development Corporation: | 6,283.00 | 0.2625 | 1,649.29 |
| Municipal Land Use Law (NJSA 40:55D-1): | | | |
| Planning Board | | | |
| Salaries and Wages | 4,460.00 | 0.2625 | 1,170.75 |
| Other Expenses | 2,050.00 | 0.2625 | 538.13 |
| Insurance: | | | |
| General Liability | 80,000.00 | 0.2625 | 21,000.00 |
| Workers Compensation | 55,000.00 | 0.2625 | 14,437.50 |
| Employee Group Health | 23,500.00 | 0.2625 | 6,168.75 |
| Health Benefit Waiver | 6,000.00 | 0.2625 | 1,575.00 |
| NJ Unemployment Compensation Insurance | 1,500.00 | 0.2625 | 393.75 |
| <u>Public Safety</u> | | | |
| Aid to Volunteer Fire Company | 55,000.00 | 0.2625 | 14,437.50 |
| Rescue Squad -- Contribution | 52,500.00 | 0.2625 | 13,781.25 |
| Office of Emergency Preparedness: | | | |
| Salaries and Wages | 4,734.00 | 0.2625 | 1,242.68 |
| Other Expenses | 2,000.00 | 0.2625 | 525.00 |
| <u>Street and Roads</u> | | | |
| Road Repairs and Maintenance: | | | |
| Salaries and Wages | 150,120.00 | 0.2625 | 39,406.50 |
| Other Expenses | 74,600.00 | 0.2625 | 19,582.50 |
| Public Building and Grounds: | | | |
| Salaries and Wages | 9,872.00 | 0.2625 | 2,591.40 |
| Other Expenses | 38,700.00 | 0.2625 | 10,158.75 |
| <u>Health and Welfare</u> | | | |
| Dog Regulation: | | | |
| Shelter Services | 15,495.00 | 0.2625 | 4,067.44 |
| Other Expenses | 15,300.00 | 0.2625 | 4,016.25 |
| Veterinary Services | 2,000.00 | 0.2625 | 525.00 |

2021 Temporary Budget

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|-------------------------------------|--------------------------|
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| Less: | |
| Interest and debt redemption | (192,385.00) |
| Capital Improvements | (100,000.00) |
| Grants | (262,329.08) |
| Deferred Charges Excluded from Caps | - |
| Reserve for Uncollected Taxes | <u>(374,497.69)</u> |
| | 1,447,766.68 |
| | 0.2625 |
| | <u><u>380,038.75</u></u> |

| | <u>PY budget</u> | <u>temp 21 budget</u> |
|--|------------------|-----------------------|
| <u>Recreation and Education</u> | | |
| Senior Citizens Center: | | |
| Salaries and Wages | 17,448.00 | 4,580.10 |
| Other Expenses | 4,900.00 | 1,286.25 |
| Parks and Playgrounds: | | |
| Other Expenses | 1,500.00 | 393.75 |
| <u>Uniform Construction Code - Appropriations Offset by Dedicated Revenues</u> (N.J.A.C. 5:23-4.17) | | |
| Construction Official: | | |
| Salaries and Wages | 20,000.00 | 5,250.00 |
| Other Expenses | 1,500.00 | 393.75 |
| Plumbing Inspector: | | |
| Salaries and Wages | 9,546.00 | 2,505.83 |
| Electrical Inspector: | | |
| Salaries and Wages | 9,546.00 | 2,505.83 |
| Fire Protection Official: | | |
| Salaries and Wages | 4,242.00 | 1,113.53 |
| Zoning / Code Enforcement Officer: | | |
| Other Expenses | 300.00 | 78.75 |

| | | |
|--|------------|-----------|
| <u>Unclassified</u> | | |
| Celebration of Public Events, Anniversary or Holiday: | | |
| Other Expenses | 4,000.00 | 1,050.00 |
| Electricity | 49,000.00 | 12,862.50 |
| Street Lighting | 40,000.00 | 10,500.00 |
| Telephone | 19,000.00 | 4,987.50 |
| Gas | 26,000.00 | 6,825.00 |
| Gasoline | 18,000.00 | 4,725.00 |
| <u>Sanitation</u> | | |
| Sanitary Landfill Facility Number 0608 Post Closure Care | 11,120.00 | 2,919.00 |
| Municipal Convenience Center: | | |
| Salaries and Wages | 15,759.60 | 4,136.90 |
| Other Expenses | 118,700.00 | 31,158.75 |

2021 Temporary Budget

26.25% of the total of the appropriations made for all purposes in the budget for the 2020 calendar year excluding appropriations listed below

| | |
|-------------------------------------|--------------------------|
| Total 2020 Budget | 2,376,978.45 |
| Less: | |
| Interest and debt redemption | (192,385.00) |
| Capital Improvements | (100,000.00) |
| Grants | (262,329.08) |
| Deferred Charges Excluded from Caps | - |
| Reserve for Uncollected Taxes | <u>(374,497.69)</u> |
| | 1,447,766.68 |
| | 0.2625 |
| | <u><u>380,038.75</u></u> |

| | <u>PY budget</u> | <u>temp 21 budget</u> |
|---|----------------------------|--------------------------|
| <u>Statutory Expenditures</u> | | |
| Contribution to Public Employees Retirement System | 31,190.00 | 0.2625 |
| Social Security System (O.A.S.I.) | 36,000.00 | 0.2625 |
| State Disability Compensation Insurance | 3,200.00 | 0.2625 |
| <u>Operations - Excluded from "CAPS"</u> | | |
| LOSAP | 22,025.00 | 0.2625 |
| Shared Service - Court | 16,176.08 | 0.2625 |
| Shared Service - Zoning / Code Enforcement Officer | 8,600.00 | 0.2625 |
| <u>Public and Private Programs Offset by Revenues</u> | | |
| Municipal Alliance | 4,000.00 | |
| NJ Department of Transportation Grant | 249,130.00 | |
| Recycling Tonnage Grant | 9,199.08 | |
| <u>Capital Improvements</u> | | |
| Capital Improvement Fund | 100,000.00 | |
| <u>MUNICIPAL DEBT SERVICE -- EXCLUDED FROM "CAPS"</u> | | |
| Bond Principal | 50,000.00 | |
| Payment of Bond Anticipation Notes and Capital Notes | 85,000.00 | |
| Interest on Bonds | 27,100.00 | |
| Interest on Notes | 22,170.00 | |
| Loan Repayments for Principal and Interest | 8,115.00 | |
| <u>Reserve for Uncollected Taxes</u> | 374,497.69 | |
| Total | <u><u>2,376,978.45</u></u> | <u><u>380,038.75</u></u> |

RESOLUTION NO. 2021-9
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR MUNICIPAL AUDITING SERVICES

WHEREAS, the Township of Lawrence has a need to acquire Municipal Auditing Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Municipal Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Bowman & Co. LLP has submitted a proposal December 21, 2020, indicating they will provide the Audit Services for \$30,500; and

WHEREAS, Bowman and Co. has completed and submitted a business Entity Disclosure Certification which certifies that Bowman and Co. has not made any reportable contributions to a political or candidate committee in the Township of Lawrence in the previous year, and that the contract will prohibit them from making any reportable contributions through the term of the contract; and

WHEREAS, the Municipal Clerk has certified that funds will be appropriated in the 2021 Municipal Budget-N.J.A.C. 5:30-5.4

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Lawrence authorizes the Mayor to enter into a contract with Bowman and Co. as described herein; and

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Passed at an annual meeting of the Township Committee held January 7, 2021.

ATTEST:

Ruth Dawson, Clerk

Chairman, Lawrence Township Committee

RESOLUTION NO. 2021-10
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR MUNICIPAL LEGAL SERVICES

WHEREAS, the Township of Lawrence has a need to acquire Municipal Legal Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Municipal Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Thomas Seeley, Seeley Law Office LLC. has completed and submitted a Business Entity Disclosure Certification which certifies that Seeley Law Office LLC. has not made any reportable contributions to a political or candidate committee in the Township of Lawrence in the previous year, and that the contract will prohibit them from making any reportable contributions through the term of the contract; and

WHEREAS, the Municipal Clerk has certified that funds will be appropriated in the 2021 Municipal Budget-N.J.A.C. 5:30-5.4

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Lawrence authorizes the Mayor to enter into a contract with Thomas Seeley/Seeley Law office LLC. as described herein; and

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Passed at an annual meeting of the Township Committee held January 7, 2021.

ATTEST:

Ruth Dawson, Clerk

Chairman, Lawrence Township Committee

RESOLUTION NO. 2021-11
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR INSURANCE SERVICES

WHEREAS, the Township of Lawrence has a need to acquire Insurance Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Municipal Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Colson & Gosweiler. has completed and submitted a Business Entity Disclosure Certification which certifies that Colson & Gosweiler . has not made any reportable contributions to a political or candidate committee in the Township of Lawrence in the previous year, and that the contract will prohibit them from making any reportable contributions through the term of the contract; and

WHEREAS, the Municipal Clerk has certified that funds will be appropriated in the 2021 Municipal Budget-N.J.A.C. 5:30-5.4

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Lawrence authorizes the Mayor to enter into a contract with Colson & Gosweiler. as described herein; and

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Passed at an annual meeting of the Township Committee held January 7, 2021.

ATTEST:

Ruth Dawson, Clerk

Chairman, Lawrence Township Committee

RESOLUTION NO. 2021-12
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR MUNICIPAL ENGINEERING SERVICES

WHEREAS, the Township of Lawrence has a need to acquire Municipal Engineering Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Municipal Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is Three years; and

WHEREAS, Fralinger Engineering has submitted a proposal December 15, 2020, indicating they will provide the Engineering Services as per fee schedule, and;

WHEREAS, Fralinger Engineering. has completed and submitted a Business Entity Disclosure Certification which certifies that Fralinger Engineering has not made any reportable contributions to a political or candidate committee in the Township of Lawrence in the previous year, and that the contract will prohibit them from making any reportable contributions through the term of the contract; and

WHEREAS, the Municipal Clerk has certified that funds will be appropriated in the 2021 Municipal Budget-N.J.A.C. 5:30-5.4

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Lawrence authorizes the Mayor to enter into a contract with Fralinger Engineering. as described herein; and

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Passed at an annual meeting of the Township Committee held January 7, 2021.

ATTEST:

Ruth Dawson, Clerk

Chairman, Lawrence Township Committee

RESOLUTION 2021-13
TOWNSHIP OF LAWRENCE, COUNTY OF CUMBERLAND

BE IT RESOLVED, BY THE Township Committee of the Township of Lawrence , that the following be and same are hereby appointed to the respective offices for the terms hereinafter designated:

| | | |
|----------------------------------|------------|-------------------|
| Building Inspector | Four Years | John Palumbo |
| Construction Code Official | Four Years | Wayne Shelton |
| Chief Financial Officer | Four Years | Mary Jane Lake |
| Deputy Clerk | One Year | Kathy Rodman |
| Deputy Tax Collector | One Year | Kathy Rodman |
| PACO | One Year | Ruth Dawson |
| Planning Board | One year | Erwin Sheppard |
| | One Year | Joseph A. Miletta |
| | One Year | Anthony Lamanteer |
| Alternate Members #3 | Two Years | Francis Hancock |
| #4 | Two Years | Greg Yacabell |
| Planning Board Secretary | One Year | Kathy Rodman |
| Planning Board Solicitor | One Year | Nathan Van Embden |
| Treasurer | One Year | Ruth Dawson |
| Zoning/Code Enforcement Official | One Year | Anthony Lamanteer |

Passed at the annual reorganization meeting of the Lawrence Township Committee held January 7, 2021.

ATTEST:

Ruth Dawson, Clerk

Chairman, Lawrence Township Committee