

**BOROUGH OF MEDFORD LAKES, NEW JERSEY**

**REGULAR MEETING (7:00pm)**

**January 13, 2021**

A Regular Meeting of the Borough Council of the Borough of Medford Lakes, New Jersey, beginning at 7:00pm was held in-person and via Zoom Electronic following the pledge of allegiance and a moment of silence (Council and the public observed a moment of silence to remember the passing of Mayor Robert D. Hanold, Sr. and to honor service men and women defending our country, those lost/suffering and serving during this COVID-19 Pandemic along with all Public Safety Professionals and Volunteers). Clerk McIntosh read the Open Public Meetings Act: pursuant to the requirements of the Open Public Meetings Act, adequate notice of this regular meeting has been published in the Burlington County Times and posted on the official bulletin board of the Borough of Medford Lakes. Those wishing to be notified for changes to scheduled meetings were notified via email or regular mail.

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**NOTICE** – Each public body shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law. “Reasonably comprehensible” does not mean “comprehensive.” Minutes are not transcripts. The minutes are not intended to be a verbatim recitation of a public meeting.

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**SPECIAL TRIBUTE TO MAYOR ROBERT D. HANOLD, SR.**

*We open tonight’s meeting with sad news that our Mayor Robert D. Hanold, Sr. passed away early Tuesday.*

*Bob was a long-time Medford Lakes resident, and in his years here he made countless contributions to our town.*

*As you may know, Bob was elected to council in 2010, however he was active in the community long before that, as a founding member of our Planning and Zoning Board and most notably as a 45-year active member of the Medford Lakes Lions Club, among other things.*

*Bob approached every project and task with determination and a drive to get the job done. That determination has benefited the residents of Medford Lakes through both his government service and charitable endeavors.*

*While on council, Bob had a particular passion for the Public Works and Wastewater Departments which has led to substantial improvements in the professionalism and efficiency of those departments.*

*Bob’s passing is a tremendous loss to our community, however we can take some solace and his family can take pride in knowing that his hard work and legacy will live on through his accomplishments and the positive changes he’s made for Medford Lakes.*

*On behalf of Council and the Borough Employees, we send our heartfelt thoughts and prayers to Nan, Robb, Lisa, and the rest of Bob’s family as they mourn his loss.*

*Due to Covid19, a memorial service will be announced at a later time.*

*We will reserve some time later in the meeting for personal comments on Bob’s passing from Council Members.*

- *Deputy Mayor Thomas J. Cranston*
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**ROLL CALL**

Clerk Mark J. McIntosh (in-person) called roll; Deputy Mayor Thomas J. Cranston (in-person), Councilman William R. Fields (in-person), Councilman Dr. Gary A. Miller (via Zoom Mtg.) and Councilwoman Dr. Gail A. Caputo (via Zoom Mtg.) answered in attendance. Also present was Borough Manager Dr. Robert J. Burton (in-person) and Solicitor Douglas L. Heinold (via Zoom Meeting).

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**PUBLIC COMMENT #1**

*Deputy Mayor Cranston called the meeting to order and opened public comment on agenda items only.*

*Clerk McIntosh stated that the Borough received no written advance public comments.*

*Manager Burton queried the Zoom Meeting participants, and no one had comments.*

*Deputy Mayor Cranston closed public comment.*

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**MINUTES**

*Councilman Fields introduced adoption of the December 30, 2020 Regular Meeting Minutes, seconded by Councilwoman Caputo.*

*Councilman Miller asked that the minutes be revised regarding page 9 as it describes the make-up of the Tree Subcommittee. He stated that the wording should have been, “.....would consist of at a minimum”.*

*Councilman Fields and Councilwoman Caputo agreed to the amendment.*

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			X			
Councilman Dr. Gary A. Miller			X			
Councilwoman Dr. Gail A. Caputo		X	X			
Councilman William R. Fields	X		X			

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**ORDINANCE(S)**

*Councilman Fields introduced Ordinance Number 675 on second reading with public hearing, seconded by Councilman Miller.*

**ORDINANCE NUMBER 675**

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**AN ORDINANCE AMENDING AND SUPPLEMENTING A BOND ORDINANCE OF THE BOROUGH OF MEDFORD LAKES, FINALLY ADOPTED ON AUGUST 12, 2020 ENTITLED “A BOND ORDINANCE OF THE BOROUGH OF MEDFORD LAKES, IN THE COUNTY OF BURLINGTON, NEW JERSEY AUTHORIZING THE CONSTRUCTION OF IMPROVEMENTS TO THE BOROUGH’S FIRE HOUSE STATION AND THE BOROUGH’S ADMINISTRATION BUILDING, THE CONSTRUCTION OF ROAD IMPROVEMENTS, THE ACQUISITION OF A POLICE VEHICLE AND RELATED EQUIPMENT AND THE ACQUISITION OF A DUMP TRUCK APPROPRIATING THE SUM OF \$708,500 THEREFORE; AUTHORIZING THE ISSUANCE OF \$423,075 OF BOND OR NOTES OF THE BOROUGH FOR**

**FINANCING SAID IMPROVEMENTS; AND MAKING CERTAIN DETERMINATIONS AND COVENANTS AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING.”**

BE IT ORDAINED BY THE COUNCIL OF THE BOROUGH OF MEDFORD LAKES, IN THE COUNTY OF BURLINGTON, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section A. Section 3(A), subsection E. of Bond Ordinance 671 is hereby amended, revised, replaced, and supplemented to read as follows:

<u>Purpose/ Improvement</u>	<u>Estimated Total Cost</u>	<u>Down Payment</u>	<u>Grants</u>	<u>Amount of Obligations</u>	<u>Period of Usefulness</u>
Acquisition of new personal protective equipment for the Borough's Fire Department, including the acquisition of all related materials and performance of all work necessary therefore and incidental thereto.	\$15,000	\$750	\$0	\$14,250	15 years

Section B. Section 3(A) of Bond Ordinance 671 is hereby amended to add a new subsection F. to read as follows:

<u>Purpose/ Improvement</u>	<u>Estimated Total Cost</u>	<u>Down Payment</u>	<u>Grants</u>	<u>Amount of Obligations</u>	<u>Period of Usefulness</u>
Acquisition of new fire apparatus I-pads and related computer hard/software for the Borough's Fire Department, including the acquisition of all related materials and performance of all work necessary therefore and incidental thereto.	\$4,000	\$200	\$0	\$3,800	5 years

Section C. Section 6(B) of Bond Ordinance 671 is hereby amended, revised, replaced, and supplemented to read as follows:

The period of usefulness of the improvements or purposes within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this Bond Ordinance is 11.20 years.

Section D. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed as separate, distinct and independent provisions and such holding shall not affect the validity of the remaining portions of the Ordinance adopted by the Borough Council on August 12, 2020.

Section E. All other ordinances or parts of ordinances inconsistent herewith are repealed to the extent of such inconsistency.

Section F. This amendatory bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

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Manager Burton explained the Ordinance and how it allows for amendment to the original Fire Department Capital request for CY20.

Deputy Mayor Cranston opened the meeting to a public hearing. Hearing no in-person or Zoom participant comments he closed the public hearing and called the vote.

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			X			
Councilman Dr. Gary A. Miller		X	X			
Councilwoman Dr. Gail A. Caputo			X			
Councilman William R. Fields	X		X			

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**CONSENT AGENDA RESOLUTION(S)**

Deputy Mayor Cranston introduced under consent agenda Resolution Number(s) 1-21 through 21-21, seconded by Councilman Fields.

Deputy Mayor Cranston read each Resolution by title.

**RESOLUTION NUMBER 1-21**

**A RESOLUTION APPOINTING THE BOROUGH CLERK AS AMERICANS WITH DISABILITIES COORDINATOR**

**WHEREAS**, every municipality is required to designate an ADA Coordinator; and

**WHEREAS**, the ADA Coordinator's role is to ensure compliance with the Americans with Disabilities Act.

**NOW THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey hereby appoints the Borough Clerk as ADA Coordinator for the Borough of Medford Lakes for year 2021.

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon adoption according to law.

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**RESOLUTION NUMBER 2-21**

**A RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CANCEL 2021 PROPERTY TAX AND SEWER FEES OF DELINQUENT AMOUNTS LESS THAN \$10.00**

**WHEREAS**, N.J.S.A. 40A:5-17 allows for the cancellation of property tax overpayments or delinquent amounts in the amounts of less than \$10.00; and

**WHEREAS**, the governing body of the Borough of Medford Lakes may authorize the Tax Collector to process, without further action on their part, any cancellation of property tax overpayments or delinquencies of less than \$10.00.

**THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, hereby authorizes the Tax Collector to cancel said tax amounts as deemed necessary.

**BE IT FURTHER RESOLVED**, that a certified copy of the Resolution be forwarded to the Tax Collector, the Chief Financial Officer and the Municipal Auditor.

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**RESOLUTION NUMBER 3-21**

**A RESOLUTION NAMING OFFICIAL DEPOSITORIES**

**FOR THE BOROUGH OF MEDFORD LAKES FOR THE YEAR 2021**

**WHEREAS**, N.J.S.A 40A: 5-14 mandates that the Governing Body of a Municipal Corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the State and organized under laws of the United States;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey that, any financial institution or bank that is licensed to do business in the State of New Jersey and is covered by the GOVERNMENT UNIT DEPOSIT PROTECTION ACT, and the New Jersey Cash Management Fund, be and are, hereby designated as official depositories for Borough funds. Prior to the deposit of any Municipal funds in the above-mentioned depositories said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered.

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**RESOLUTION NUMBER 4-21**

**A RESOLUTION AUTHORIZING INVESTMENT OF IDLE FUNDS  
AND FUND TRANSFERS**

**WHEREAS**, it is desirable that idle funds of the Borough of Medford Lakes be invested in legal investment vehicles at all times; and

**WHEREAS**, it is occasionally necessary to transfer funds for the purpose of meeting current Borough expenses or for the purpose of effecting investments.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey that it does hereby authorize the Chief Financial Officer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles such as investments to the investing institution; and

**BE IT FURTHER RESOLVED** by the Borough Council of the Borough of Medford Lakes that it does authorize the Chief Financial Officer to transfer funds by wire solely for the following purposes and subject to all pertinent regulations:

1. To or from Borough checking or savings accounts to other Borough accounts.
  2. To or from Borough checking or savings accounts to other Borough accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Borough of Medford Lakes, New Jersey.
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**RESOLUTION NUMBER 5-21**

**A RESOLUTION AUTHORIZING NEWSPAPERS FOR THE PUBLICATION OF LEGAL NOTICES**

**WHEREAS**, it is required to designate newspapers for publication of Legal Notices.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey that **The Burlington County Times c/o Courier Times, Inc.**, 1 Oxford Valley, 2300 East Lincoln Hwy., #500D, Langhorne, PA 19047, published daily and the **Courier-Post**, 301 Cuthbert Blvd., Cherry Hill, NJ 08002, published daily, be authorized as official newspapers for the publication of Legal Notices of the Borough: it being the intent of this resolution with respect to any Legal Notice that such may be published in either newspaper.

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**RESOLUTION NUMBER 6-21**

**RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER  
AFFIRMATIVE ACTION**

**WHEREAS**, N.J.A.C. 17:27-1.1 provides that no public work contracts can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

**WHEREAS**, N.J.A.C. 17:27-3.5 provides that each public agency shall annually designate an officer or employee to serve as its public agency compliance officer.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey hereby appoints the Borough Clerk as the Public Agency Compliance Officer for a one-year term ending December 31, 2021.

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**RESOLUTION NUMBER 7-21**

**A RESOLUTION AUTHORIZING THE RE-ESTABLISHMENT OF A PETTY CASH FUND**

**WHEREAS**, N.J.S.A.40A: 5-21 authorizes the establishment of a Petty Cash Fund for the Clerk's Office of the Borough of Medford Lakes to be used by such office or department to pay claims for small miscellaneous expenses; and

**WHEREAS**, said Petty Cash Fund was established by Resolution dated June 8, 1972 by the Borough Council of the Borough of Medford Lakes; and

**WHEREAS**, it is the desire of the Borough Council that said fund be continued under direction of the Clerk; and

**WHEREAS**, by order of the Administrative Office of the Courts of the State of New Jersey, Rule 7:7-8 (e) the Medford Lakes Borough Court is required to pay subpoenaed witnesses a \$2.00 fee when called to testify on behalf of the State or on behalf of indigent defendants.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey, that:

1. During the year 2021 the Borough Clerk be and is hereby authorized and permitted to establish a Petty Cash Fund in the amount not to exceed \$220.00 pursuant to the provisions of N.J.S.A 40A: 5-21. Said Petty Cash Fund will be

used by such office or department to pay claims for small miscellaneous expenses and witness fees as determined by the Medford Lakes Borough Court.

2. The Borough Clerk, having custody of the Fund be bonded in an amount not less than \$1,000.00 and will maintain said Fund in accordance with the laws and regulations governing its operation.

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**RESOLUTION NUMBER 8-21**

**A RESOLUTION AUTHORIZING SIGNATURES ON BOROUGH BANK ACCOUNTS**

**WHEREAS**, it is the desire of the Borough Council of the Borough of Medford Lakes to designate certain Borough Officials as signatories for Borough Bank Accounts.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Medford Lakes, New Jersey that the following Borough Officials are hereby authorized to sign checks or withdrawal slips:

- A. The following bank accounts of the Borough of Medford Lakes shall require two (2) signatures as followings: First Signature shall be that of the Mayor. In the absence of the Mayor, a Borough Councilperson shall sign. Second signature shall be that of the Chief Financial Officer. In the absence of the Chief Financial Officer, the Municipal Clerk shall sign. In the absence of the Chief Financial Officer and the Municipal Clerk, the Borough Manager or the Tax Collector shall sign.

Accounts: Current Fund, General Capital Fund, Wastewater, Wastewater Capital, Police Body Armor, Environmental, Street Opening, Planning and Zoning, Animal Control, Municipal Alliance, Flood Relief, Public Defender, Unemployment, Special Law Enforcement,

- B. The Payroll account of the Borough of Medford Lakes shall require two (2) signatures from the following officers: Chief Financial Officer, the Borough Clerk, Borough Manager or Tax Collector.
- C. The Tax Title Lien Account of the Borough of Medford Lakes shall require two (2) signatures as following: Signature number one shall be that of the Tax Collector. Signature number two shall be that of the Chief Financial Officer. In the absence of the Chief Financial Officer, the Municipal Clerk shall sign. In the absence of the Chief Financial Officer and the Municipal Clerk, the Borough Manager shall sign.
- D. The Municipal Court Account and Municipal Court Bail Account of the Borough of Medford Lakes shall require the signature of the Court Administrator. In the absence of the Court Administrator, the Deputy Court Administrator or Municipal Court Judge shall sign.
- E. Any Bank Account not listed in this resolution shall require the signatures as listed in "A" above unless a Resolution of the Governing Body is adopted.

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**RESOLUTION NUMBER 9-21**

**A RESOLUTION ADOPTING RULES AND REGULATIONS  
REGARDING IMPLEMENTATION OF LICENSING FEES**

**WHEREAS**, Ordinance No. 478, as amended, at Section 9, provides that rules and regulations may be imposed by Resolution, implementing licensing fees.

**THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey that the following fees shall be in effect until further notice:

**DOGS:**

- \$10.20 Spayed and Neutered
- \$13.20, if not spayed and neutered.
- \$10.00 Late Charge (to be assessed 30 days after due date)

**CATS:**

- \$10.20 Spayed and Neutered
- \$13.20, if not spayed and neutered.
- \$10.00 Late Charge (to be assessed 30 days after due date)

The late charge shall be due and payable for dogs and cats that are owned prior to January 31, 2021, annually, thirty (30) days after such date. For dogs and cats that are acquired after January 31, 2021, the late charge shall be due and payable thirty (30) days after the licensing is required under Section 6B, C and D.

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**RESOLUTION NUMBER 10-21**

**A RESOLUTION ESTABLISHING A GRACE PERIOD FOR PAYMENT OF TAXES AND SETTING THE RATE OF INTEREST ON DELINQUENT TAXES FOR THE YEAR 2021 AND ESTABLISHING MISCELLANEOUS CHARGES**

**WHEREAS**, the Borough of Medford Lakes has determined that it is desirable for taxpayer to be permitted a grace period for the payment of taxes; and

**WHEREAS**, R.S. 54:4-67 provides that the Governing Body may establish a grace period and fix the rate of interest to be charged; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, that no interest shall be charged on taxes which are paid within ten (10) days of the date on which they become due, but interest shall be paid from the date due on all taxes which are paid more than ten (10) days after they become due; and

**BE IT FURTHER RESOLVED**, that the rate of interest on delinquent taxes and delinquent assessments shall be eight percent (8%) per annum for the year 2021 except when the total delinquency exceeds \$1,500.00, the interest rate shall be eighteen percent (18%) per annum on the portion in excess of \$1,500.00 and shall remain at eighteen percent (18%) (even if the amount is below \$1,500.00) until the account becomes current; and

**BE IT FURTHER RESOLVED**, that an additional penalty of six percent (6%) of the amount of the delinquency in excess of \$10,000.000 including taxes, assessments and sewer charges be charged to a taxpayer who fails to pay the delinquency prior to the end of the fiscal year.

**BE IT FURTHER RESOLVED**, that a charge of \$25.00 will be collected for the issuance of a Certificate of Redemption.

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**RESOLUTION NUMBER 11-21**

**A RESOLUTION ESTABLISHING A GRACE PERIOD FOR PAYMENT OF SEWER SERVICES AND SETTING THE RATE OF INTEREST ON DELINQUENT SEWER SERVICES FOR THE YEAR 2021**

**WHEREAS**, the Borough of Medford Lakes has determined that it is desirable for taxpayer to be permitted a grace period for the payment of sewer services; and



**WHEREAS**, N.J.S.A. 40:14A-21 provides that the Governing Body may establish a grace period and fix the rate of interest to be charged; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, that no interest shall be charged on sewer services which are paid within ten (10) days of the date on which they become due, but interest shall be paid from the date due on all sewer services which are paid more than ten (10) days after they become due; and

**BE IT FURTHER RESOLVED**, that the rate of interest on delinquent sewer services shall be eighteen percent (18%) per annum for the year 2021; and

**BE IT FURTHER RESOLVED**, that an additional penalty of six percent (6%) of the amount of the delinquency in excess of \$10,000.000 including taxes, assessments and sewer charges be charged to a taxpayer who fails to pay the delinquency prior to the end of the fiscal year.

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**RESOLUTION NUMBER 12-21**

**A RESOLUTION AUTHORIZING THE TAX COLLECTOR  
TO REFUND OR TO APPLY CREDITS FOR TAXES**

**WHEREAS**, there are taxpayers of the Borough of Medford Lakes who are due to receive refunds without interest for duplicate tax payments; and

**WHEREAS**, there are taxpayers of the Borough of Medford Lakes who are due to receive refunds with five percent (5%) interest resulting from judgments by the Burlington County Board of Taxation pursuant to N.J.S.A. 54:3-27.2.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, that the Borough of Medford Lakes Tax Collector be and hereby is authorized with the concurrence of the Chief Financial Officer to make such refunds or to apply such credits at their discretion.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Tax Collector and CFO for their records.

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**RESOLUTION NUMBER 13-21**

**A RESOLUTION AUTHORIZING THE ISSUANCE OF  
DUPLICATE TAX SALE CERTIFICATE PURSUANT TO CHAPTER 99 OF  
THE PUBLIC LAWS OF 1997 AND SETTING A FEE**

**WHEREAS**, the Tax Collector of this municipality has previously issued a tax sale certificate covering a premise commonly known and referred to with a block and lot number as set out in the municipal tax map; and

**WHEREAS**, the purchaser of the aforesaid tax sale certificate has indicated to the Tax Collector that they have lost or otherwise misplaced the original tax sale certificate and have duly filed the appropriate Affidavit of Loss with the Tax Collector.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, that the Tax Collector of the municipality be and is hereby authorized, upon receipt of the appropriately executed and notarized Loss Affidavit and the payment of a fee of \$100.00 per

certificate, to issue an appropriate duplicate tax sale certificate to the said purchaser covering the certificate lost as previously described all in accordance with the requirements of Chapter 99 of Public Laws of 1997.

**BE IT FURTHER RESOLVED**, that a copy of this resolution and the Loss Affidavit be attached to the duplicate certificate to be issued to said purchaser and that said duplicate certificate shall be stamped or otherwise have imprinted upon it the word "DUPLICATE" as required by law.

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**RESOLUTION NUMBER 14-21**

**A RESOLUTION ESTABLISHING A FEE FOR MAILING OF TAX NOTICES  
IN LIEU OF ANY TWO PUBLICATIONS**

**WHEREAS**, N.J.S.A. 54:5-26 states that a notice of Tax Sale be published in a newspaper circulated within the municipality once in each of the four preceding calendar weeks prior to the week of the sale; and

**WHEREAS**, N.J.S.A. 54:5-26 allows in lieu of any two publications notice to the property owner, person or entity entitled by direct or certified mail is allowed; and

**WHEREAS**, the cost for such notice shall be added to the cost of the sale in addition to those provided in R.S. 54:5-38.

**THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey hereby authorizes the Tax Collector to charge a \$25.00 fee for each set of notices mailed for a particular property pursuant to N.J.S.A. 54:5-26.

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**RESOLUTION NUMBER 15-21**

**A RESOLUTION CREATING A CHANGE FUND FOR THE POLICE  
DEPARTMENT TO PROCESS REQUESTS FOR REPORTS**

**Whereas**, certain funds are collected by the Police Department for copies of police reports, accident reports, etc; and

**Whereas**, the Police Department needs a change fund on hand to make change when needed.

**Now, Therefore Be It Resolved**, by the Mayor and Council of the Borough of Medford Lakes that a change fund in the amount of \$50.00 is authorized to be used by the Borough Police Department.

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**RESOLUTION NUMBER 16-21**

**A RESOLUTION OF THE BOROUGH OF MEDFORD LAKES, COUNTY OF BURLINGTON, STATE OF  
NEW JERSEY AUTHORIZING THE CERTIFIED MUNICIPAL FINANCE OFFICER (CMFO) TO PAY  
CERTAIN CLAIMS BETWEEN MEETINGS OF THE GOVERNING BODY**

**WHEREAS**, N.J.S.A. 40A:5-17 provides that the governing body may, by resolution, designate one person who may approve claims between meetings of the governing body; and

**WHEREAS**, the Borough has specified the designee as the Certified Municipal Financial Officer (CFO) as the person authorized to pay these claims and present them to the governing body at its next meeting for ratification, except that, prior to being paid, such vouchers shall be brought to the attention of the CFO, Borough Manager and the Administration Committee of Borough Council for their approval; and

**WHEREAS**, in order for a claim to be paid a purchase order must be presented in accordance with the Purchasing Policy of the Borough of Medford Lakes and approved by the Certified Municipal Finance Officer, Borough Manager and the Administration Committee of Borough Council. The claim shall be paid by a check drawn on the municipality, signed by the authorized signers designated by Resolution of the Borough of Medford Lakes but in no instance shall a check be issued in this manner without one signature being that of a governing body member.

**NOW, THEREFORE BE IT RESOLVED** that the following claims may be processed and paid between meetings of the governing body:

1. Statutory payments
  2. Utility payments
  3. Insurance payments
  4. Installment payments of authorized debt
  5. Contractual payments as prescribed in an approved contract
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#### **RESOLUTION NUMBER 17-21**

#### **A RESOLUTION AUTHORIZING THE ASSESSOR TO EXECUTE STIPULATIONS OF SETTLEMENT AND FILE ASSESSOR APPEALS**

**WHEREAS**, Statutory provision is made for the review and correction of errors prior to certification of an assessment list; and

**WHEREAS**, provision is also allowed for the discovery and correction of errors after establishment of the Tax Rate; and

**WHEREAS**, changes in property ownership at times necessitates adjustment to the Veteran and/or Senior Citizens deductions allowed on the assessment list; and

**WHEREAS**, responsibility for maintenance and correction of the assessment list rests with the local Assessor subject to Laws and Regulations.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough of Medford Lakes Council, County of Burlington, State of New Jersey, that the Assessor, fulfilling the duties and requirements of his office, be authorized to file with the Burlington County Board of Taxation such Appeals as may be necessary to maintain accuracy and equality in the assessment list of the Borough of Medford Lakes.

**BE IT FURTHER RESOLVED**, that the Assessor is hereby authorized to execute stipulations of settlement on behalf of the Municipality.

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution accompany any Appeal filed by the Assessor with the Burlington County Board of Taxation.

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#### **RESOLUTION NUMBER 18-21**

#### **A RESOLUTION APPOINTING A FIRE OFFICIAL FOR 2021**

**WHEREAS**, N.J.A.C. 5:71 – 3.2 (a) provides for the certification and appointment of a Fire Official; and

**WHEREAS**, N.J.A.C. 5:71 – 3.2 (a) requires that Fire Officials be certified by the State of New Jersey; and

**WHEREAS**, N.J.A.C. 5:71 – 3.2 (a) outlines the duties of the Fire Official including the inspection of life hazard uses.

**NOW THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey that Craig Farnsworth, II, Fire Official #139530 is hereby appointed as the Fire Official for calendar year 2021.

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**RESOLUTION NUMBER 19-21**

**A RESOLUTION APPOINTING CROSSING GUARDS FOR 2021**

**WHEREAS**, it is the desire of the Borough to utilize Crossing Guards to assist in the safe movement of our children and other residents as they cross identified Borough crosswalks during School hours; and

**WHEREAS**, the New Jersey State Statute governing Crossing Guards requires that they be appointed each year; and

**WHEREAS**, it is the desire of the Borough Council to appoint qualified individuals to fill the position of Crossing Guard; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the BOROUGH OF MEDFORD LAKES that the following appointment(s) be made as Crossing Guards:

<u>Appointee</u>	<u>Class Designation</u>	<u>Commencement of Term</u>	<u>Expiration of Term</u>
Diane Albrecht	Crossing Guard	January 1, 2021	December 31, 2021
Janet Dwier	Crossing Guard	January 1, 2021	December 31, 2021
Ann Schaeffer	Crossing Guard	January 1, 2021	December 31, 2021
Larry Wolf	Crossing Guard	January 1, 2021	December 31, 2021
Suzanne O'Connor	Crossing Guard	January 1, 2021	December 31, 2021
Ann Marie Lombardi	Crossing Guard	January 1, 2021	December 31, 2021
Lou Potter	Crossing Guard	January 1, 2021	December 31, 2021
Peter Dobush	Crossing Guard	January 1, 2021	December 31, 2021
Bruce Marchitello	Crossing Guard	January 1, 2021	December 31, 2021
Fran Gaysek	Crossing Guard	January 1, 2021	December 31, 2021
Charles Streichert	Crossing Guard	January 1, 2021	December 31, 2021
Norton Druger	Crossing Guard	January 1, 2021	December 31, 2021
Meredith Moyer	Crossing Guard	January 1, 2021	December 31, 2021
Barbara Gregory	Crossing Guard	January 1, 2021	December 31, 2021
Joseph Sorino	Crossing Guard	January 1, 2021	December 31, 2021
Kathleen Gerber	Crossing Guard	January 1, 2021	December 31, 2021
Leslie Laporte	Crossing Guard	January 1, 2021	December 31, 2021

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**RESOLUTION NUMBER 20-21**

**A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A TEMPORARY BUDGET**

**WHEREAS**, N.J.S.A. 40A:4-19 requires the Governing Body to make appropriations to provide for the period between January 1, 2021 and the adoption of the Budget; and

**WHEREAS**, the total appropriation shall not exceed 26.25 % of the total of the appropriations for the preceding fiscal year, less the appropriations for interest and debt redemption charges capital improvement fund and public assistance.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, that the attached appropriations constitute the 2021 Temporary Budget for the Borough of Medford Lakes:

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**RESOLUTION NUMBER 21-21**

**APPOINTMENT OF DEPUTY MUNICIPAL CLERK**

**WHEREAS**, there exists a need for a Deputy Municipal Clerk in order to serve in the absence of the Municipal Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey as follows:

1. Dr. Robert J. Burton is hereby appointed Deputy Clerk for the Borough of Medford Lakes, for the term commencing January 1, 2021 and ending December 31, 2021.

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*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			X			
Councilman Dr. Gary A. Miller	X		X			
Councilwoman Dr. Gail A. Caputo			X			
Councilman William R. Fields		X	X			

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**RESOLUTION(S)**

*Deputy Mayor Cranston introduced Resolution Number 22-21, seconded by Councilman Miller.*

**RESOLUTION NUMBER 22-21**

**A RESOLUTION ESTABLISHING A SCHEDULE OF REGULAR MEETINGS FOR THE YEAR 2021**

**WHEREAS**, the Open Public Meeting Law effective January 19, 1976 provides for the compilation and dissemination of a schedule of regular meetings for public bodies.

**NOW, THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey that the following be and hereby is a compilation of Regular meetings to be held by this Council during the 2021 year.

**BE IT FURTHER RESOLVED** In compliance with the Open Public Meetings Law PL 1975 C. 23,1, the Borough Council of the Borough of Medford Lakes disseminates the following **Annual Notice** of the schedule of meetings to be held during the calendar year 2021. All meetings (unless noticed) will commence at **7:00 PM** prevailing time, in Oaks Hall, at Municipal Cabin, 1 Cabin Circle, Medford Lakes, NJ 08055 on the following dates:

**1<sup>st</sup> Meeting**

January 13, 2021  
February 10, 2021  
March 10, 2021

**2<sup>nd</sup> Meeting**

January 27, 2021  
February 24, 2021  
March 24, 2021

April 14, 2021	April 28, 2021
May 12, 2021	May 23, 2021
June 09, 2021	June 23, 2021
July 14, 2021	None
August 11, 2021	None
September 08, 2021	September 22, 2021
October 13, 2021	October 27, 2021
November 10, 2021	None
December 08, 2021	None

Official action may be taken at these meetings.

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston	X		X			
Councilman Dr. Gary A. Miller		X	X			
Councilwoman Dr. Gail A. Caputo			X			
Councilman William R. Fields			X			

*Councilman Miller introduced Resolution Number 23-21, seconded by Councilwoman Caputo*

**RESOLUTION NUMBER 23-21**

**A RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT FOR AUDITOR**

**WHEREAS**, the Borough of Medford Lakes has a need to acquire a Municipal Auditor pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Borough of Medford Lakes has solicited proposals for professional services through a Fair and Open Process pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is one (1) year; and

**WHEREAS**, Inverso & Stewart has completed and submitted a Business Entity Disclosure Certification which certifies that Inverso & Stewart has not made any reportable contributions to a political or candidate committee in the Borough of Medford Lakes in the previous one year, and that the contract will prohibit Inverso & Stewart from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Certification of Available Funds has been met in accordance with N.J.A.C. 5:30-5.3 through 5.5 and is based on a yearly retainer dollar value of this contract in the amount of \$30,000 from the CY2021 General Operating Fund – Finance & Administrative Auditing Services– Account #1-01-20-130-264 and CY2021 Wastewater General Operating Fund – Auditing Services – Account #1-07-55-501-264.

**WHEREAS**, there exists in the Borough of Medford Lakes a need for a Municipal Auditor to perform Auditing services for the Borough in connection with the preparation of the annual audit and financial statements; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the BOROUGH OF MEDFORD LAKES that a professional services contract for “Borough Auditor” is awarded to:

1. Robert P. Inverso, C.P.A., R.M.A., P.S.A. of Inverso & Stewart, LLC, 651 Route 73 North, Suite 402, Marlton, NJ 08053
2. The agreed to contract attached shall be for the period of 1/1/21 to 12/31/21.
3. The Clerk shall publish once in the Official Newspaper a legal notice stating the nature, duration, type of service and amount of contract.
4. The Business Disclosure Entity Certification and the Determination of value be placed on file with this resolution.

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			<b>X</b>			
Councilman Dr. Gary A. Miller	<b>X</b>		<b>X</b>			
Councilwoman Dr. Gail A. Caputo		<b>X</b>	<b>X</b>			
Councilman William R. Fields			<b>X</b>			

*Councilman Miller introduced Resolution Number 24-21, seconded by Councilwoman Caputo.*

**RESOLUTION NUMBER 24-21**

**A RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT FOR BOND COUNSEL**

**WHEREAS**, the Borough of Medford Lakes has a need to acquire Bond Counsel pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Borough of Medford Lakes has solicited proposals for professional services through a Fair and Open Process pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the anticipated term of this contract is one (1) year; and

**WHEREAS**, Raymond Coleman Heinold, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Raymond Coleman Heinold, LLP has not made any reportable contributions to a political or candidate committee in the Borough of Medford Lakes in the previous one year, and that the contract will prohibit Raymond Coleman Heinold, LLP from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Borough of Medford Lakes is empowered under N.J.S.A. 40A: 11-2(6) to retain and engage Bond Counsel; and

**WHEREAS**, the Certification of Available Funds has been met in accordance with N.J.A.C. 5:30-5.3 through 5.5 and is based on a dollar value of this contract in the amount of \$175 per hour from the CY2021 General Operating Fund – Finance & Administrative Other Expenses– Account #1-01-20-130-201.

**WHEREAS**, the Contract shall be active for the period of January 1, 2021 until December 31, 2021; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the BOROUGH OF MEDFORD LAKES that a professional services contract for “Bond Counsel” is awarded to:

1. Mr. Thomas J. Coleman, III, of Raymond Coleman Heinold, LLP, 325 New Albany Road, Moorestown, NJ 08057
  2. The agreed to contract attached shall be for the period of 1/1/21 to 12/31/21.
  3. The Clerk shall publish once in the Official Newspaper a legal notice stating the nature, duration, type of service and amount of contract.
  4. The Business Disclosure Entity Certification and the Determination of value be placed on file with this resolution.
- 

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			<b>X</b>			
Councilman Dr. Gary A. Miller	<b>X</b>		<b>X</b>			
Councilwoman Dr. Gail A. Caputo		<b>X</b>	<b>X</b>			
Councilman William R. Fields			<b>X</b>			

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*Councilwoman Caputo introduced Resolution Number 25-21, seconded by Councilman Fields*

**RESOLUTION NUMBER 25-21**

**A RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT FOR  
A MUNICIPAL SOLICITOR FOR CALENDAR YEAR 2021**

**WHEREAS**, there exists a need for a Municipal Solicitor; and

**WHEREAS**, the Borough of Medford Lakes has solicited proposals for professional services through a Fair and Open Process pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the Borough of Medford Lakes has a need to acquire a Municipal Solicitor pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is one (1) year; and

**WHEREAS**, Douglas L. Heinold, Esq. will complete and submit a Business Entity Disclosure Certification which certifies that Douglas L. Heinold, Esq. has not made any reportable contributions to a political or candidate committee in the Borough of Medford Lakes in the previous one year, and that the contract will prohibit Douglas L. Heinold, Esq. from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Certification of Available Funds has been met in accordance with N.J.A.C. 5:30-5.3 through 5.5 and is based on a yearly retainer dollar value of this contract in the amount of \$34,500 from the CY2021 General Operating Expenses – Legal Service Fees – Account #1-01-20-155-240 and CY2021 Wastewater General Operating Fund – Legal Expenses – Account #1-07-55-501-240.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the BOROUGH OF MEDFORD LAKES that a professional services contract for “Borough Solicitor” is awarded to:

1. Douglas L. Heinold, Esq. of Raymond Coleman Heinold, LLP 325 New Albany Road, Moorestown, NJ 08057.
2. The agreed to contract attached shall be for the period of 1/1/21 to 12/31/21.



3. The Clerk shall publish once in the Official Newspaper a legal notice stating the nature, duration, type of service and amount of contract.
4. The Business Disclosure Entity Certification and the Determination of value be placed on file with this resolution.

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			<b>X</b>			
Councilman Dr. Gary A. Miller			<b>X</b>			
Councilwoman Dr. Gail A. Caputo	<b>X</b>		<b>X</b>			
Councilman William R. Fields		<b>X</b>	<b>X</b>			

*Councilwoman Caputo introduced Resolution Number 26-21, seconded by Councilman Miller.*

**RESOLUTION NUMBER 26-21**

**A RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT FOR PROSECUTOR**

**WHEREAS**, the Borough of Medford Lakes has a need to acquire a Municipal Prosecutor pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Borough of Medford Lakes has solicited proposals for professional services through a Fair and Open Process pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the value of the acquisition may exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is one (1) year; and

**WHEREAS**, **Martin J. Buckley, Esq.** has completed and submitted a Business Entity Disclosure Certification which certifies that **Martin J. Buckley, Esq. of Dasti, Murphy, McGuckin, Ulaky, Kputsouris & Connors, PC** has not made any reportable contributions to a political or candidate committee in the Borough of Medford Lakes in the previous one year, and that the contract will prohibit **Martin J. Buckley, Esq. of Dasti, Murphy, McGuckin, Ulaky, Kputsouris & Connors, PC** from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Certification of Available Funds has been met in accordance with N.J.A.C. 5:30-5.3 through 5.5 and is based on a per session dollar value of this contract in the amount of \$165.00 per hour from the CY2021 General Operating Fund – Prosecutor Regular Salaries & Wages – Account #1-01-25-275-101.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the BOROUGH OF MEDFORD LAKES that a professional services contract for “Borough Prosecutor” is awarded to:

1. Martin J. Buckley, Esq. of Dasti, Murphy, McGuckin, Ulaky, Kputsouris & Connors, PC, 620 West Lacey Road, P.O. Box 1057, Forked River, NJ 08731
2. The agreed to contract attached shall be for the period of 1/1/21 to 12/31/21.
3. The Clerk shall publish once in the Official Newspaper a legal notice stating the nature, duration, type of service and amount of contract.
4. The Business Disclosure Entity Certification and the Determination of value be placed on file with this resolution.

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*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			X			
Councilman Dr. Gary A. Miller		X	X			
Councilwoman Dr. Gail A. Caputo	X		X			
Councilman William R. Fields			X			

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*Councilwoman Caputo introduced Resolution Number 27-21, seconded by Councilman Miller.*

**RESOLUTION NUMBER 27-21**

**A RESOLUTION APPOINTING A PUBLIC DEFENDER FOR 2021**

**WHEREAS**, the Borough of Medford Lakes has a need to acquire a Public Defender pursuant to the provisions of N.J.S.A. 40A: 11-2(6); and

**WHEREAS**, the Borough of Medford Lakes has solicited proposals for professional services through a Fair and Open Process pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the anticipated term of this contract is for one year ending December 31, 2021; and

**WHEREAS**, the Certification of Available Funds has been met in accordance with N.J.A.C. 5:30-5.3 through 5.5 and is based on a dollar value of this contract in the amount of \$475 per session from the CY2021 General Operating Expenses – Public Defender Salary – Account #1-01-43-495-101.

**WHEREAS**, Timothy S. Farrow, Esq. will complete and submit a Business Entity Disclosure Certification which certifies that Timothy S. Farrow, Esq. has not made any reportable contributions to a political or candidate committee in the Borough of Medford Lakes in the previous one year, and that the contract will prohibit Timothy S. Farrow, Esq. from making any reportable contributions through the term of the contract; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the BOROUGH OF MEDFORD LAKES that a professional services contract for “Borough Public Defender” is awarded to:

1. Timothy S. Farrow, Esq., of Domers, Bonamassa & Hynes, P.C., Four Greentree Centre, 601 Route 73 North, Suite 105, Marlton, NJ 08053.
  2. The agreed to contract attached shall be for the period of 1/1/21 to 12/31/21.
  3. The Clerk shall publish once in the Official Newspaper a legal notice stating the nature, duration, type of service and amount of contract.
  4. The Business Disclosure Entity Certification and the Determination of value be placed on file with this resolution.
- 

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			<b>X</b>			
Councilman Dr. Gary A. Miller		<b>X</b>	<b>X</b>			
Councilwoman Dr. Gail A. Caputo	<b>X</b>		<b>X</b>			
Councilman William R. Fields			<b>X</b>			

*Councilman Miller introduced Resolution Number 28-21, seconded by Councilwoman Caputo*

**RESOLUTION NUMBER 28-21**

**A RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT TO THE  
CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Borough of Medford Lakes has a need to acquire a Risk Management Consultant pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Borough of Medford Lakes has solicited proposals for professional services through a Fair and Open Process pursuant to N.J.S.A. 19:44A-20.4 et seq. and Chapter 9 of the Borough Code; and

**WHEREAS**, the anticipated term of this contract is one (1) year; and

**WHEREAS**, Conner Strong & Buckelew Companies, LLC, has completed and submitted a Business Entity Disclosure Certification which certifies that Conner Strong & Buckelew Companies, LLC, has not made any reportable contributions to a political or candidate committee in the Borough of Medford Lakes in the previous one year, and that the contract will prohibit Conner Strong & Buckelew Companies, LLC, from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Governing Body of Medford Lakes Borough has resolved to join Camden County Municipal Joint Insurance Fund, a self-insurance pooling fund, following a detailed analysis; and

**WHEREAS**, the Bylaws of said Fund permit each municipality to appoint a RISK MANGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws; and

**WHEREAS**, the Certification of Available Funds has been met in accordance with N.J.A.C. 5:30-5.3 through 5.5 and is based on a dollar value of this contract in the amount equal to 6% of the Borough’s Fund Assessment from the CY2021 General Operating Expenses – Insurance Liability – Account #1-01-23-210-000.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the BOROUGH OF MEDFORD LAKES that a professional services contract for Risk Management Consultant in accordance with 40A: 11-5 is awarded to Michael C. Avalone, CIC, CRM of Conner Strong & Buckelew Companies, LLC, 231 Main Street, Toms River, NJ 08753.

1. The agreed to contract attached shall be for the period of 1/1/21 to 12/31/21.
2. The Clerk shall publish once in the Official Newspaper a legal notice stating the nature, duration, type of service and amount of contract.
3. The Business Disclosure Entity Certification and the Determination of value be placed on file with this resolution.

Deputy Mayor Cranston called for the vote.

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			X			
Councilman Dr. Gary A. Miller	X		X			
Councilwoman Dr. Gail A. Caputo		X	X			
Councilman William R. Fields			X			

Councilman Fields introduced Resolution Number 29-21, seconded by Councilman Miller.

**RESOLUTION NUMBER 29-21**

**A RESOLUTION AWARDING CONTRACTS FOR PROFESSIONAL SERVICES FOR SPECIAL PROJECTS ARCHITECTS**

**WHEREAS**, the Borough of Medford Lakes has a need to acquire Special Project Architects pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Borough of Medford Lakes has solicited proposals for professional services through a Fair and Open Process pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the value of the acquisition may exceed \$17,500; and

**WHEREAS**, the anticipated terms of these contracts are one (1) year; and

**WHEREAS**, the following firms have completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Borough of Medford Lakes in the previous one year, and that the contract will prohibit them from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Certification of Available Funds has been met in accordance with N.J.A.C. 5:30-5.3 through 5.5 and is based on a dollar value of this contract in the amount to be determined by each contract awarded, pursuant to the fees identified in their proposal, listed in the awarding Resolution and from the CY2021 General Capital Fund – Public Works Building Construction – Account #C-04-55-920-001.

**WHEREAS**, there exists in the Borough of Medford Lakes a need for Special Project Architects to perform services for the Borough in connection with Public Works and Fire House issues.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey that the following are hereby awarded contracts for Special Projects Architects:

1. Becica Associates, LLC., 500 S. Kings Hywy., Cherry Hill, NJ 08034  
Joseph F. McKernan Jr. Architects and Associates, LLC, 100 Dobbs Lane, Suite 204, Cherry Hill, NJ 08034  
Buell Kratzer Powell, 1525 Locust Street, 5<sup>th</sup> Floor, Philadelphia, PA 19102
2. The agreed to contract attached shall be for the period of 1/1/21 to 12/31/21.
3. The Clerk shall publish once in the Official Newspaper a legal notice stating the nature, duration, type of and amount of contract.

4. The Business Disclosure Entity Certification and the Determination of value be placed on file with this resolution.

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			X			
Councilman Dr. Gary A. Miller		X	X			
Councilwoman Dr. Gail A. Caputo			X			
Councilman William R. Fields	X		X			

*Councilwoman Caputo introduced Resolution Number 30-21, seconded by Councilman Fields.*

**RESOLUTION NUMBER 30-21**

**A RESOLUTION AWARDING CONTRACTS FOR PROFESSIONAL SERVICES FOR A SPECIAL PROJECTS ENGINEER**

**WHEREAS**, the Borough of Medford Lakes has a need to acquire Special Project Engineers pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Borough of Medford Lakes has solicited proposals for professional services through a Fair and Open Process pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the value of the acquisition may exceed \$17,500; and

**WHEREAS**, the anticipated terms of these contracts are one (1) year; and

**WHEREAS**, the following firms have completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Borough of Medford Lakes in the previous one year, and that the contract will prohibit Environmental Resolutions, Inc. from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Certification of Available Funds has been met in accordance with N.J.A.C. 5:30-5.3 through 5.5 and is based on a dollar value of this contract in the amount to be determined by each contract awarded, pursuant to their proposed fee schedule, listed in the awarding Resolution and from the CY2021 General Operating Fund – Engineering Fees– Account #1-01-20-165-244 and CY2021 Wastewater General Operating Fund – Engineering Fees – Account #1-07-55-501-244.

**WHEREAS**, there exists in the Borough of Medford Lakes a need for Special Project Engineers to perform engineering services for the Borough in connection with Roadway, Wastewater, Dams and Drainage issues.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey that the following are hereby awarded contracts for Special Projects Engineer:

1. Alaimo Group, 200 High Street, Mount Holly, NJ 08060
2. Environmental Resolutions, 815 East Gate Drive, Suite 103, Mt. Laurel, New Jersey 08054
3. The agreed to contract attached shall be for the period of 1/1/21 to 12/31/21.

4. The Clerk shall publish once in the Official Newspaper a legal notice stating the nature, duration, type of and amount of contract.
  5. The Business Disclosure Entity Certification and the Determination of value be placed on file with this resolution.
- 

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			<b>X</b>			
Councilman Dr. Gary A. Miller			<b>X</b>			
Councilwoman Dr. Gail A. Caputo	<b>X</b>		<b>X</b>			
Councilman William R. Fields		<b>X</b>	<b>X</b>			

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*Councilwoman Caputo introduced Resolution Number 31-21, seconded by Councilman Miller.*

**RESOLUTION NUMBER 31-21**

**A RESOLUTION RE-APPOINTING A TEMPORARY CHIEF FINANCIAL OFFICER**

**WHEREAS**, a vacancy occurred in the position of Chief Financial Officer effective August 1, 2017; and

**WHEREAS**, the Borough Council with approval from the NJ Department of Community Affairs, Division of Local Government Services appointed Dr. Robert J. Burton, Borough Manager as acting Chief Financial Officer for a third, one-year appointment expiring July 31, 2020; and

**WHEREAS**, the Borough sought approval from the Director of the Division of Local Government Services for an additional one-year term; and

**WHEREAS**, Dr. Burton has received approval from the Division.

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, of the County of Burlington, in the State of New Jersey that Dr. Robert J. Burton, Borough Manager is hereby appointed as Temporary Chief Financial Officer for an additional one-year term in accordance with the following:

1. Approval from the Director of the Division of Local Government Services (attached)
  2. The appointment is retroactive to August 1, 2020 and expires July 31, 2021 and is made in accordance with N.J.S.A. 9-140.1 et seq.
- 

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			<b>X</b>			
Councilman Dr. Gary A. Miller		<b>X</b>	<b>X</b>			
Councilwoman Dr. Gail A. Caputo	<b>X</b>		<b>X</b>			
Councilman William R. Fields			<b>X</b>			

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*Councilman Fields introduced Resolution Number 32-21, seconded by Councilwoman Caputo.*

**RESOLUTION NUMBER 32-21**

**A RESOLUTION OF THE BOROUGH OF MEDFORD LAKES WAIVING 4<sup>th</sup> QUARTER INTEREST PROPERTY TAX FOR 106 MOHAWK TRAIL**

**WHEREAS**, Drew and April Wagner are the property owners of 106 Mohawk Trail, Medford Lakes, NJ also known as Block #30019, Lot #739.01; and

**WHEREAS**, the Wagner’s notified the Borough that their property did not update correctly in the Edmunds Finance System utilized by the Borough Tax Office and created two (2) different accounts and causing interest to accrue; and

**WHEREAS**, the Borough Tax Collector and Borough Manager (Acting CFO) investigated the claim and concur that waiving of the interest fee is in the public interest.

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, as follows:

- All accrued interest for property taxes incurred for CY2020 4<sup>th</sup> Quarter is hereby waived.
- The waiver of interest is limited to the above matter only and shall not, in anyway, be deemed a precedent or apply, in the future, to the collection of property tax and interest thereon.
- Copies of this Resolution shall be forwarded to the Chief Financial Officer and Sewer Collections.

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			X			
Councilman Dr. Gary A. Miller			X			
Councilwoman Dr. Gail A. Caputo		X	X			
Councilman William R. Fields	X		X			

*Councilman Miller introduced Resolution Number 33-21, seconded by Councilwoman Caputo.*

**RESOLUTION NUMBER 33-21**

**A RESOLUTION APPOINTING AND MEMORIALIZING A CLASS IV AND ALTERNATE MEMBER TO THE PLANNING BOARD AND RELISTING CURRENT MEMBERS TO THE PLANNING BOARD**

**WHEREAS**, pursuant to the provisions of N.J.S.A. 40:55D-23 the Borough has a need to fill an expired Class IV and Alternate II members to the Planning Board; and

**WHEREAS**, the Mayor appoints the Class I and Class II members and the governing body appoints Class III, Class IV, and Alternate Members.

**NOW THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey that the following Class I, Class II and Class III members are hereby appointed, and the current Class IV and Alternate members are relisted:

1. Class I (Mayor’s Designee) – Deputy Mayor Tom Cranston – Exp. 06/30/22

2. Class II (Municipal Employee) – David Crane – Exp. 6/30/21
3. Class III (Council Representative) – Councilman William R. Fields – Exp. 6/30/21
4. Class IV (Regular Member) – Mike Keating – Exp. 12/31/22
- 5. Class IV (Regular Member) – Thomas Bintliff – Exp. 12/31/24**
6. Class IV (Regular Member) – Karen Schneider – Exp. 12/31/22
7. Class IV (Regular Member) – William Smith – Exp. 12/31/21
8. Class IV (Regular Member) – Steve Bruder – Exp. 12/31/21
9. Class IV (Regular Member) – Dennis O’Neill – Exp. 12/31/21
10. Alternate I Member – Jeff West – Exp. 12/31/21
- 11. Alternate II Member – James Vogdes – 12/31/22**

*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			<b>X</b>			
Councilman Dr. Gary A. Miller	<b>X</b>		<b>X</b>			
Councilwoman Dr. Gail A. Caputo		<b>X</b>	<b>X</b>			
Councilman William R. Fields			<b>X</b>			

**REPORT(S)**

*Manager Burton submitted a written report and commented on having reviewed the tree permit issue with the Code Enforcement Official, the Phase II and Phase III Tabernacle Road projects will be postponed until Spring, the Ballinger Park project walkway will be poured tomorrow, xmas tree pickup starts 1/25, Re-Lining project to start 1/18 and he thanked the ML Webelos for having him visit to discuss local government.*

*Clerk McIntosh submitted a written report and commented on changing over the files from CY20 to CY21 and processing contracts.*

*Solicitor Heinold stated that he is working on a final draft of the lighting Ordinance, noting that testing was done at one of the sites under review and that a future Executive Session will need to be scheduled to discuss the legal issues involved with a possible Ordinance.*

**COMMUNICATION(S)**

*Clerk McIntosh stated that the Borough had received two (2) Citizen Leadership applications for membership on the Tree Advisory Subcommittee.*

**BILL LIST(S)**

- 1. Dated January 8, 2021 with 48 Line Items, Total List Amount = \$974,196.39**

*Councilman Miller motioned approval of the Bill List(s) seconded by Councilman Fields.*

*Deputy Mayor Cranston called for the vote.*



**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			<b>X</b>			
Councilman Dr. Gary A. Miller	<b>X</b>		<b>X</b>			
Councilwoman Dr. Gail A. Caputo			<b>X</b>			
Councilman William R. Fields		<b>X</b>	<b>X</b>			

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**PUBLIC COMMENT #2**

*Deputy Mayor Cranston opened the meeting to public comment.*

1. Lori Doyle of Medford Lakes (via Zoom) asked when the Tree Advisory Subcommittee would be starting its work and how would residents not on the subcommittee be allowed to ask questions.

*Clerk McIntosh stated that council just received the two membership applications tonight and that all questions for the subcommittee should be directed to the Clerk.*

2. Pete Rogers of Medford Lakes stated that he enjoyed his conversations with Mayor Hanold during the many elections and the Mayor did a great job for the community and will be sorely missed.

*Deputy Mayor Cranston thanked everyone and closed public comment.*

*Deputy Mayor Cranston invited council and staff to share their thoughts and memories of Mayor Hanold.*

1. Councilwoman Caputo said that she had only known Bob for a short time but really admired his concern for the community, the residents and was open to listening to different points of view.
2. Solicitor Heinold stated that Bob held the Borough close to his heart, was a tough client with strong opinions but appreciated his candor.
3. Councilman Miller stated that Bob was very thorough with every project he undertook and everything he worked for including the Lions Club Charities was for the benefit of the community and he will be missed very much.
4. Councilman Fields stated that he has known Bob for the last five years and though he was determined in his thoughts he would still be open to listening to different points of view. He will be missed for the great interactions and teaching qualities that he possessed and will go down in history as one of the hardest working governing body members.
5. Clerk McIntosh said that Bob was a great asset to the Borough and will be very much missed for his leadership and friendship over the last ten years.
6. Manager Burton stated that Bob had taught him so much over the years, his thoroughness reminded him of his own father and will be greatly missed.
7. Deputy Mayor Cranston said that he worked on his opening remarks for the last couple of days to make sure they conveyed his feelings and noting that Bob was fiercely loyal and proud to call him a friend.

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*Deputy Mayor Cranston introduced Resolution Number 34-21, seconded by Councilman Fields*

**RESOLUTION NUMBER 34-21**

**A RESOLUTION AUTHORIZING A CLOSED/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 Governing Body of Medford Lakes Borough 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 Governing Body will reconvene.

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

\_\_\_\_\_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;

\_\_\_\_\_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;

~~XXXX~~ 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;

~~XXXX~~ 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;

\_\_\_\_\_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 Borough Council hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Borough Attorney advises the Borough Council that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Borough or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Borough Council, 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 Borough Clerk to take the appropriate action to effectuate the terms of this resolution.

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*Deputy Mayor Cranston called for the vote.*

**VOTE**

	Moved	Seconded	Ayes	Nays	Absent	Abstain
Deputy Mayor Thomas J. Cranston			X			
Councilman Dr. Gary A. Miller	X		X			
Councilwoman Dr. Gail A. Caputo		X	X			
Councilman William R. Fields			X			

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*Council exited the Closed/Executive Session and took no further actions.*

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*Councilman Fields motioned to adjourn, seconded by Councilman Miller.*

Vote to adjourn:

Yeas –Cranston, Fields, Miller, Caputo

Nays – None

Meeting Adjourned