

BOROUGH OF MEDFORD LAKES, NEW JERSEY

REGULAR MEETING (7:00pm)

January 27, 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 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.

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.

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 (in-person) answered in attendance. Also present was Borough Manager Dr. Robert J. Burton (in-person) and Solicitor Douglas L. Heinold (via Zoom Meeting). Councilwoman Gail A. Caputo was absent.

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.

MINUTES

Councilman Millers introduced adoption of the January 13, 2021 Regular Meeting Minutes and January 13, 2021 Closed/Executive Session Meeting Minutes, seconded by Councilman Fields.

Councilman Fields asked that an item in the Closed/Executive Session minutes be revised and the amendment was agreed to by Councilman Miller.

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			

ORDINANCE(S)

Deputy Mayor Cranston introduced Ordinance Number 676 on first reading, seconded by Councilman Miller.

ORDINANCE NUMBER 676

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION FOR CERTAIN EMPLOYEES AND OFFICERS OF THE BOROUGH OF MEDFORD LAKES AND SPECIFYING THE METHOD OF PAYMENT THEREOF

BE IT ORDAINED by the Borough Council of the Borough of Medford Lakes in the County of Burlington, New Jersey that:

Section 1. The below listed salary guide as designated herein is fixed on an annual basis respective to the position listed below. All employees may be paid bi-weekly, monthly, or quarterly, as directed by the Borough Manager.

Overtime compensation for hours worked in excess of the regular workweek (40-hours) shall be at time and one-half rate.

Section 2. The rates of salaries stated herein are the rates and ranges. Employees may be paid up to these ranges at the discretion of the Municipal Manager. Members of the Police Department salaries are established in accordance with the agreement made between the Borough of Medford Lakes and the Medford Lakes Police Officer’s Association and Superior Officer’s Association. Such compensation, however, shall not be less than permitted by applicable State and Federal Law.

Section 3. The Manager, at his/her discretion, can hire replacement employees up to and including the present maximum rates as set forth in this Ordinance.

Section 4. All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

Section 5. This Ordinance shall take effect immediately upon its final adoption and publication according to law.

TITLE	MINIMUM	MAXIMUM
ADMINISTRATION		
Mayor and Borough Council	\$ 1.00	\$ 3,000.00
Municipal Manager	\$ 5,000.00	\$ 120,000.00
Deputy Municipal Manager	\$ 5,000.00	\$ 35,000.00
Municipal Clerk	\$ 5,000.00	\$ 80,000.00
Deputy Clerk	\$ 1.00	\$ 40,000.00

Chief Financial Officer	\$	5,000.00	\$	43,000.00
Fiscal Officer	\$	5,000.00	\$	40,000.00
Clerical Staff (FT and/or PT)	\$	1,000.00	\$	35,000.00
Clerical Staff (Hourly)		Minimum Wage	\$	25.00
Recording Secretary (Per Meeting)	\$	50.00	\$	200.00
Tax Assessor	\$	5,000.00	\$	35,000.00
Tax Collector	\$	5,000.00	\$	55,000.00
Sewer Collector	\$	5,000.00	\$	45,000.00
Recycling Coordinator	\$	1,000.00	\$	10,000.00
Safety Coordinator	\$	1,000.00	\$	10,000.00
Secretary to Board	\$	1,000.00	\$	10,000.00
Rabies Clinic Assistant (per Clinic)	\$	75.00	\$	200.00
MUNICIPAL COURT				
Municipal Court Sound Recorder (per Session)	\$	25.00	\$	175.00
Municipal Court Administrator (Hourly)	\$	15.00	\$	50.00
Deputy Municipal Court Administrator (Hourly)	\$	15.00	\$	40.00
Deputy Municipal Court Administrator (on-call)	\$	15.00	\$	100.00
Municipal Judge	\$	500.00	\$	25,000.00
POLICE DEPARTMENT				
Police Chief	\$	60,000.00	\$	135,000.00
Police Lieutenant	\$	50,000.00	\$	117,000.00
Police Sergeant	\$	40,000.00	\$	105,000.00
Police Corporal	\$	40,000.00	\$	97,500.00
Police Officer (2nd to 8th year)	\$	30,000.00	\$	90,000.00
Police Officer (Academy & Field Trained)	\$	25,000.00	\$	55,000.00
Police Officer (Untrained)	\$	25,000.00	\$	45,000.00
Police Officer (Off-Duty Details) (Hourly)	\$	-	\$	85.00
Crossing Guards (Hourly)		Minimum Wage	\$	20.00
Special Police (Hourly)	\$	15.00	\$	25.00
Police Secretary	\$	500.00	\$	50,000.00
CONSTRUCTION DEPARTMENT				
Construction Official	\$	1,000.00	\$	30,000.00
Subcode Officials	\$	500.00	\$	6,500.00
Subcode Officials (Hourly & Per Inspection)	\$	15.00	\$	25.00
CODE ENFORCEMENT				
Code Enforcement Officer	\$	1,000.00	\$	11,000.00
Deputy Code Enforcement Officer	\$	500.00	\$	5,000.00
Zoning Officer	\$	500.00	\$	5,000.00
Deputy Zoning Officer	\$	250.00	\$	2,500.00
EMERGENCY MANAGEMENT				

Emergency Management Coordinator	\$	500.00	\$	5,000.00
Emergency Management Coordinator (During Emergency - NTE 100 Hrs.)	\$	20.00	\$	40.00
Deputy Emergency Management Coordinator	\$	250.00	\$	2,500.00
Deputy Emergency Management Coordinator (During Emergency - NTE 100 Hrs.)	\$	20.00	\$	40.00
FIRE DEPARTMENT				
Fire Official	\$	1,500.00	\$	6,000.00
Fire Inspector	\$	500.00	\$	2,500.00
Fire/EMS Technician (Hourly)		Minimum Wage	\$	16.00
Emergency Medical Services Administrator	\$	-	\$	3,000.00
Special Projects Foreperson (Hourly)	\$	15.00	\$	65.00
Special Projects Foreperson	\$	2,500.00	\$	25,000.00
Firefighter Safer Grant (Per Call)	\$	5.00	\$	35.00
Fire Administrator	\$	500.00	\$	14,000.00
PUBLIC WORKS DEPARTMENT				
Certified Public Works Manager	\$	15,000.00	\$	90,000.00
Borough Engineer/Superintendent of Public Works	\$	15,000.00	\$	55,000.00
Assistant Superintendent of Public Works	\$	5,000.00	\$	75,000.00
Public Works Foreman (Hourly)	\$	18.00	\$	40.00
Public Works Laborer (Hourly)		Minimum Wage	\$	30.00
Mechanic	\$	15.00	\$	25.00
WASTEWATER DEPARTMENT				
Wastewater Operator	\$	5,000.00	\$	110,000.00
Borough Engineer/Superintendent of Wastewater	\$	15,000.00	\$	100,000.00
Backup Wastewater Operator	\$	5,000.00	\$	82,000.00
Wastewater Operator Assistant (Hourly)	\$	15.00	\$	35.00
Wastewater Laborer (Hourly)		Minimum Wage	\$	27,000.00

Deputy Mayor Cranston read the Ordinance by title and Manager Burton and Clerk McIntosh explained that the Ordinance provides a range for salaries and is done every couple of years.

Public Hearing on the Ordinance will be held at the February 10, 2021 meeting.

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			

RESOLUTION(S)

Councilman Fields introduced Resolution Number 35-21, seconded by Councilman Miller.

RESOLUTION NUMBER 35-21

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A MOSQUITO SPRAYING AGREEMENT WITH THE COUNTY OF BURLINGTON

WHEREAS, the County of Burlington, Department of Highway, Division of Mosquito Control will be conducting aerial Larval Mosquito Control in the Borough of Medford Lakes between April 1, 2021 through November 30, 2021; and

WHEREAS, the insecticides and aircraft to be used are approved and licensed aerial applicators; and

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 the Mayor is authorized to execute the attached agreement with the Burlington County Mosquito Commission.

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			

Councilman Miller introduced Resolution Number 36-21, seconded by Councilman Fields

RESOLUTION NUMBER 36-21

A RESOLUTION AWARDING A CONTRACT FOR PROFESSIONAL SERVICES RELATED TO THE LONG RANGE ROAD PROGRAM

WHEREAS, the Borough of Medford Lakes has a need to acquire a Special Project Engineer; 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, Environmental Resolutions Inc. has submitted a proposal (attached) and is identified as a qualified Special Project Engineer in accordance with Borough of Medford Lakes Resolution Number 30-21; 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 not to exceed \$10,500.00 and from the CY21 Current Fund – Engineering Fees – Account(s) #1-01-20-165-244.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey hereby awards a contract NTE \$10,500.00 to, Environmental

Resolutions, Inc., 815 East Gate Drive, Suite 103, Mt. Laurel, NJ 08054 for General Engineering Services to include NJDOT Grant Applications, Traffic Pattern Reviews and Tax Map Revisions.

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			

Councilman Miller introduced Resolution Number 37-21, seconded by Councilman Fields.

RESOLUTION NUMBER 37-21

A RESOLUTION AWARDING A CONTRACT FOR PROFESSIONAL SERVICES RELATED TO UPDATES TO THE STORMWATER CONTROL ORDINANCE

WHEREAS, the Borough of Medford Lakes has a need to acquire a Special Project Engineer; 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, Environmental Resolutions Inc. has submitted a proposal (attached) and is identified as a qualified Special Project Engineer in accordance with Borough of Medford Lakes Resolution Number 30-21; 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 not to exceed \$7,500.00 and from the CY21 Current Fund – Engineering Fees – Account(s) #1-01-20-165-244.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey hereby awards a contract NTE \$7,500.00 to, Environmental Resolutions, Inc., 815 East Gate Drive, Suite 103, Mt. Laurel, NJ 08054 for General Engineering Services to include NJDOT Grant Applications, Traffic Pattern Reviews and Tax Map Revisions.

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			

REPORT(S)

Manager Burton submitted a written report and commented on Ballinger Park, xmas tree pickup and the camera work starting in association with the re-lining project.

Clerk McIntosh submitted a written report and commented on a safety visit from the CCJIF and the preparation for the upcoming Free Rabies Clinic.

Solicitor Heinold stated that he is working on a final draft of the lighting Ordinance.

Councilman Miller said that a meeting with the Manager and Councilwoman Caputo regarding the Adhoc Tree Committee was held and that Councilwoman Caputo would be chairperson and Councilman Miller would be co-chair. They set a goal to be up and running within a month.

Councilman Miller also stated that the Colony would like to move forward with a "Laker Lights" event in May that would continue for a three-day period and that the Police Department and other community groups are in support.

COMMUNICATION(S)

Clerk McIntosh stated that the Borough had received a thank you letter from Nan Hanold regarding the plant sent in memory of Mayor Hanold and the support she received from council and the community. He further stated that the Borough received notice from the NJDOT of a grant award for Lenape Trail in the amount of \$100,000.

BILL LIST(S)

- 1. Dated January 22, 2021 with 75 Line Items, Total List Amount = \$110,694.65
- 2. Dated January 26, 2021 with 1 Line Item, Total List Amount = \$359,330.72

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			X			
Councilman Dr. Gary A. Miller	X		X			
Councilwoman Dr. Gail A. Caputo					X	
Councilman William R. Fields		X	X			

PUBLIC COMMENT #2

Deputy Mayor Cranston opened the meeting to public comment. Hearing none he closed public comment.

Deputy Mayor Cranston introduced Resolution Number 38-21, seconded by Councilman Miller

RESOLUTION NUMBER 38-21

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;

_____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.

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			

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

Councilman Miller motioned to adjourn, seconded by Deputy Mayor Cranston.

Vote to adjourn:

Yeas –Cranston, Fields, Miller, Caputo

Nays – None

Meeting Adjourned