

## REORGANIZATION-JANUARY 6, 2013

The Reorganization Meeting of the Mayor and Council of the Borough of Runnemede was held on the above date in the meeting room of the Borough Hall, 24 N. Black Horse Pike, Runnemede, NJ. The meeting was called to order at 5:00 P.M.

**STATEMENT:** The Mayor read the notice of this meeting pursuant to the "Open Public Meetings Act."

The Runnemede Fire Department Honor Guard presented the flags. The pledge of allegiance was recited, Nisha Patel and Marissa Realdine sang the national anthem and Pastor Engelhardt gave the invocation.

**CERTIFICATES OF ELECTION:** The Certificates of Election were read whereby Beverly Moore and Eleanor Kelly were elected to three year terms as members of council. At this time Beverly Moore was sworn into office by the Mayor of Lawnside, Mary Ann Wardlow and Beverly Moore was sworn into office by Assemblyman Angel Fuentes.

**ROLL CALL:** Present: Mayor Kalvaitis, Council Members: Kappatos, Moore, Passio, White, Kelly all were present.

**NOMINATIONS FOR PRESIDENT OF COUNCIL:** Mayor Kalvaitis requested nominations for President of Council. A motion was made by Passio seconded by Kelly that Nick Kappatos be President of Council for the year 2013. There appearing to be no other nominations, Mayor Kalvaitis closed the nominations and requested a roll call vote with the following results: Ayes: Kelly, Moore & Passio; Nays: White. Abstentions: Kappatos. Mayor Kalvaitis declared Nick Kappatos President of Council for the year 2013.

Mayor Kalvaitis wished everyone present a Happy New Year and congratulated the new members of council. Council President Kappatos acknowledged the dignitaries present and gave all an opportunity to address those assembled.

At this time on the behalf of the JFK Democrat Club, Rose Butrica & Mary Lou Venella presented gifts to the newly elected officials.

The Mayor and each Council Member addressed the assembled audience and acknowledged their family and friends.

### RESOLUTION #13-01

#### RESOLUTION CREATING THE COMMITTEES OF BOROUGH COUNCIL OF THE BOROUGH OF RUNNEMEDE FOR THE YEAR 2013

WHEREAS, it has been decided that it is in the best interest of the Borough of Runnemede that Borough Council shall have committees composed by Members of Borough Council for the proper and efficient administration of the affairs of Runnemede.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Runnemede, that the following named committees of the Borough Council are hereby established for the year 2013:

<b>Finance, Personnel &amp; Administration:</b>	Kappatos, Kelly & Moore
<b>Public Safety:</b>	Kelly, Kappatos & Passio
<b>Health, Education &amp; Welfare:</b>	White & Kelly
<b>Public Works:</b>	Moore, Kappatos, Passio
<b>Engineering:</b>	Passio, White & Kappatos
<b>Public Events:</b>	Passio, Kalvaitis & Kelly

## REORGANIZATION-JANUARY 6, 2013

BE IT RESOLVED, that the members of said committees shall supervise and coordinate the Borough affairs within the spheres of the respective committees, as aforesaid, between meetings of the Mayor and Borough Council.

BE IT FURTHER RESOLVED, that the Mayor, a member of all committees, shall appoint the members of Borough Council to the respective committees, as aforesaid, and shall designate the Chairman of each committee.

### BOROUGH OF RUNNEMEDE

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, Kelly, Passio; Nays: None. Abstentions: White. Mayor Kalvaitis declared the resolution adopted.

#### RESOLUTION #13-02

#### A RESOLUTION AUTHORIZING AGREEMENTS FOR PROFESSIONAL SERVICES, FOR THE BOROUGH OF RUNNEMEDE, COUNTY OF CAMDEN, STATE OF NEW JERSEY

WHEREAS, there exists a need for a Borough Solicitor, a Borough Auditor, a Borough Prosecutor, and a Borough Public Defender, and funds are available and have been certified by the Local Finance Office and certification being attached to this resolution; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contract for "Professional Services" without competitive bids must be publicly advertised;

WHEREAS, The Borough of Runnemede desires to award agreement for aforesaid professional services for the year 2013:

Position	Name	Duration	Not to Exceed
Solicitor	Leonard J. Wood, Jr., Esquire of Wade, Long, Wood & Kennedy, LLC	12 months	As Per Contract
Auditor	Michael Cesaro of Bowman & Co.	12 months	As Per Contract
Prosecutor	Sam Ragonese, Esquire or in case of conflict, any other duly appointed municipal prosecutor.	12 months	As Per Contract
Public Defender	Michael Bonamassa, Esquire	12 months	As Per Contract
Bond Counsel	Philip A. Norcross, Esquire Parker McCay, PA	12 months	As Per Contract
Labor Counsel	Louis Rosner, Esquire	12 months	As per Contract
Engineer	Steven Bach, Bach Associates, PC	12 months	As per Contract

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Runnemede as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute the attached agreements for Professional Services.
2. The aforesaid services are recognized as professional services under the laws of the State of New Jersey and accordingly are excluded from and may be awarded without competitive bidding requirements of the New Jersey Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a).

BE IF FURTHER RESOLVED that the Borough Clerk shall forthwith cause to be printed once, in a newspaper authorized by law to publish the Borough's legal advertisements.

BOROUGH OF RUNNEMEDE

## REORGANIZATION-JANUARY 6, 2013

A motion was made by Kappatos seconded by Kelly the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

### RESOLUTION #13-03

#### RESOLUTION AUTHORIZING THE PURCHASE OF INSURANCE

WHEREAS, there exists the need for insurance coverage and consultant services for the Borough of Runnemede; and

WHEREAS, such insurance coverage and consultant services are excluded from the competitive bidding requirements of the New Jersey Public Contract Law pursuant to the express provisions of the NJSA 40:A 11-5 (1) (M); and

WHEREAS, funds are available for the payment of such contracts under the line item entitled Insurance "O" in the 2013 Budget of the Borough of Runnemede as certified by the Borough Treasurer; and

WHEREAS, the Borough desires to use the services of Conner Strong Companies, Inc., Insurance Broker, as consultant for the acquisition and servicing of said insurance and who will be compensated by said insurance company;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Runnemede that the Borough be and is hereby authorized to enter into and award the above mentioned contracts and utilize the services of the above mentioned insurance broker pursuant to the terms and conditions as set forth above and as may be further set forth in a written contract;

BE IT FURTHER RESOLVED that the appropriate Borough Officials be and are hereby authorized to enter into and execute all written agreements and other documents necessary to effectuate the above mentioned award;

BE IT FURTHER RESOLVED that a copy of the within resolution and the written contract shall be on file and made available for public inspection in the office of the Borough Clerk;

BE IT FURTHER RESOLVED that the Borough Clerk shall forthwith cause to be printed once, in a newspaper authorized by law to publish the Borough's legal advertisements, a brief notice stating the nature, duration, service and amount of the contracts are on file and available for public inspection in the office of the clerk of the Borough of Runnemede.

#### BOROUGH OF RUNNEMEDE

A motion was made by Kappatos seconded by Kelly the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

#### APPOINTMENTS:

<b>Contract Compliance Officer:</b>	Joyce Pinto
<b>Municipal Housing Liaison:</b>	Joyce Pinto
<b>Planning Board Member (4 Year Term):</b>	Joseph Aupperle
<b>Planning Board Member (Member of Council):</b>	Nick Kappatos
<b>Alternate Planning Board Member (One Year Term):</b>	William Obert
<b>Alternate Planning Board Member (Two Year Term):</b>	Anthony Beatrice
<b>Class III Planning Board Member (One Year Term):</b>	John Gunn, Jr.

## REORGANIZATION-JANUARY 6, 2013

<b>Police Matrons:</b>	April Pippin
	Nancy Binck
	Priscilla Hunter
	Lisa Coxe
	Christine Harper
<b>Liaison to Senior Citizens (Member of Council):</b>	Pat Passio
<b>Municipal Coordinator on Aging:</b>	Val Colasuonno
<b>Clean Community Program Coordinator:</b>	Kathy Vasinda
<b>Recycling Coordinator:</b>	John Gunn
<b>Storm Water Coordinator:</b>	John Gunn
<b>Municipal Alliance Coordinator:</b>	Ginny Betteridge
<b>Liaison to Board of Trustees of the Library:</b>	Beverly Moore
<b>Library Board of Trustees (Alternate) 1 yr term:</b>	Kenneth Virtue
<b>Bailiff:</b>	Nancy Binck
<b>Veterans Affairs Committee:</b>	James Kellogg
	William Sampolski
	William Moen
<b>Special Police Officers:</b>	Peter Dougherty, Class I
	Howard Brooks, Class II
	Joseph A. Marchese, Class II
	Michael Amato, Class II
	Matthew J. Carroll, Class II
<b>Crossing Guards:</b>	Thomas Bovera
	Gina Bowne
	Katherine Halwood
	Danielle Riddle
	Mary Idelson
	Doris Knause
	Rachelle Cepero
	April Pippin

**REORGANIZATION-JANUARY 6, 2013**

Nicole Panichelli

Mary McLean

Karolyn McCann

Loretta Nolan

Anita Panichelli

Ramona Sparano

Nicole Baird

Kelly Ann Thomas

Jennifer Hicken

Dennis Starts

**Part-Time EMT'S:**

Thomas Buscio

Katherine Koff

Waddell Dockery

John Feret

David Haines

Mark Harris

Kyle Lautenbacher

Mary McLean

Timothy Smith

Phillip Kormann

Lois Tadley

John Robert Wilson

Daniel Dobleman

Robert Fowler

Scott Kibler

Sean McGowan

Anthony Dolce

Robert Bove

Bernard Moore

## **REORGANIZATION-JANUARY 6, 2013**

A motion was made by Kappatos seconded by Passio the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

### **RESOLUTION #13-04**

#### **RESOLUTION ADOPTING DRUG/ALCOHOL ABUSE POLICY FOR ALL EMPLOYEES REQUIRED TO HAVE A COMMERCIAL DRIVER'S LICENSE, BOROUGH OF RUNNEMEDE, COUNTY OF CAMDEN, STATE OF NEW JERSEY**

WHEREAS, the State of New Jersey has mandated that all employees of municipalities holding a commercial driver's license be tested for drug/alcohol use; and

WHEREAS, in order to comply with this directive, effective January 1, 2013, Borough officials have sought advice from various experts in the field; and

WHEREAS, Mayor and Council of the Borough of Runnemede, after reviewing the information gathered, have begun implementation of a plan by drawing up a policy statement; and

THEREFORE BE IT RESOLVED, That Mayor and Council do hereby adopt the attached policy which will act as guide to insure the safety of both our employees and residents.

#### **BOROUGH OF RUNNEMEDE**

A motion was made by Kappatos seconded by Kelly the resolution be adopted. The motion carried. Mayor Kalvaitis declared the resolution adopted.

### **RESOLUTION #13-05**

#### **2013 TEMPORARY BUDGET**

(SEE ATTACHED COPY OF TEMPORARY BUDGET)

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

### **RESOLUTION #13-06**

#### **MEETINGS OF BOROUGH COUNCIL**

BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede, that the regular monthly meetings of the Borough Council for the year 2013 shall be held on the First Tuesday of each month, unless otherwise advertised, and all meetings of the council shall be held in the Municipal Building, 24 N. Black Horse Pike, Runnemede, New Jersey, at 7:00 PM in the evening (prevailing local time), unless some other place shall be specifically designated by the Council for any particular meetings, and in such cases, such meeting shall be held at said place designated.

#### **BOROUGH OF RUNNEMEDE**

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried. Mayor Kalvaitis declared the resolution adopted.

**REORGANIZATION-JANUARY 6, 2013**

**RESOLUTION #13-07**

**RULES & PROCEDURE**

BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede, that the book on Parliamentary Procedure, entitled "Roberts on Rules and Orders" shall govern all meetings of this Council and that Good and Welfare shall be the last order of business taken up by Council at each regular meeting for the year 2013.

**BOROUGH OF RUNNEMEDE**

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried. Mayor Kalvaitis declared the resolution adopted.

**RESOLUTION #13-08**

**(SEE ATTACHED COPY OF CASH MANAGEMENT PLAN)**

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

**RESOLUTION #13-09**

**RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES**

BE IT RESOLVED by the Council of the Borough of Runnemede as follows:

Section 1. In accordance with N.J.S.A. 54:4-67, interest shall be charged for the non-payment of taxes beginning on the tenth calendar day following the date upon which the same became payable, at the rate of eight percent (8%) per annum on the first One Thousand Five Hundred Dollars (\$1,500.00) of the delinquency, and at the rate of eighteen percent (18%) per annum on any amount in excess of One Thousand Five Hundred Dollars (\$1,500.00), to be calculated from the date the tax was payable until the date of actual payment. In addition, a penalty of six percent (6%) shall be charged to a taxpayer with a delinquency in excess of Ten Thousand Dollars (\$10,000.00) who fails to pay the delinquency prior to the end of the calendar year. Delinquency shall mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.

Section 2. In accordance with N.J.S.A. 54:5-61, if the amount of a tax sale certificate is more than Two Hundred Dollars (\$200.00), the holder of the certificate, upon redemption, is also entitled to receive an additional 2% of the amount of the certificate (redemption penalty). When the amount of the certificate is more than Five Thousand Dollars (\$5,000.00) but less than Ten Thousand Dollars (\$10,000.00), the holder of the certificate is entitled to receive an additional 4% of the amount of the certificate. If the amount of the certificate exceeds Ten Thousand Dollars (\$10,000.00), then the holder of the certificate is entitled to receive an additional 6% of the value of the certificate. Municipalities are entitled to the 2%, 4% or 6% redemption fees as well as outside lien holders.

**BOROUGH OF RUNNEMEDE**

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

**RESOLUTION #13-10**

**BOROUGH OFFICIALS' BONDS**

**REORGANIZATION-JANUARY 6, 2013**

BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede, that the Borough Officials required to be bonded by the Borough of Runnemede shall be bonded by the Camden Burlington Joint Insurance Fund for the year 2013 under the blanket coverage it provides.

BE IT FURTHER RESOLVED that the expense of furnishing the foregoing bonds is included in the premium paid by the Borough of Runnemede.

**BOROUGH OF RUNNEMEDE**

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried. Mayor Kalvaitis declared the resolution adopted.

**RESOLUTION #13-11**

**DESIGNATING THE LEGAL NEWSPAPER**

BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede that the Record Breeze, Retrospect and the Courier-Post be and are hereby designated as the legal newspapers for the Borough of Runnemede for the year 2013

**BOROUGH OF RUNNEMEDE**

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried. Mayor Kalvaitis declared the resolution adopted.

**RESOLUTION #13-12**

**SIGNATURES FOR CHECKS ON MUNICIPAL COURT ACCOUNT  
AND BAIL BOND ACCOUNT OF THE BOROUGH OF RUNNEMEDE**

WHEREAS, the Auditors, Bowman & Company have recommended the signatures on all the checks drawn on the Borough of Runnemede Municipal Court Account and the Borough of Runnemede Bail Bond Account be that of the Municipal Judge and the Court Administrator.

Namely:

Municipal Judge  
Court Administrator

Nicholas Trabosh  
Theresa McGuigan

BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede, that on all checks drawn on the Borough of Runnemede Municipal Court Account and Borough of Runnemede Municipal Court Account and Borough of Runnemede Bail Bond Account at Commerce Bank, Runnemede, N.J. Branch, the signatures affixed thereto shall be that of the Municipal Judge, Nicholas Trabosh and the Court Administrator, Theresa McGuigan.

**BOROUGH OF RUNNEMEDE**

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried. Mayor Kalvaitis declared the resolution adopted.

**RESOLUTION #13-13**

**MUNICIPAL IMPROVEMENT SEARCH CLERK**

WHEREAS, Section C54:5-18.1 to 18.6 of the Revised Statutes of New Jersey provides for the appointment of the Borough Clerk or the Borough Engineer who shall issue certification as to liability of property within the Borough for assessments for municipal improvements; and



## REORGANIZATION-JANUARY 6, 2013

BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede, that the Borough Clerk is hereby appointed to make the certifications.

### BOROUGH OF RUNNEMEDE

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

### RESOLUTION #13-14

#### RESOLUTION FULFILLING THE REQUIREMENT OF THE OPEN PUBLIC MEETINGS ACT, CHAPTER 231 OF THE LAWS OF 1975, UPON REORGANIZATION

WHEREAS, the Open Public Meetings Act, Chapter 231 of the Laws of 1975, requires adequate notice of all public meetings and specifies the manner to which the same shall be accomplished; and

WHEREAS, the said Act contains certain requirements pertaining to public bodies to fulfill its stated purpose of guaranteeing the public's right to know;

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Borough of Runnemede as follows:

1. Written notice of meetings shall be posted by the Clerk on the official bulletin board located in the Borough Clerks Office, 24 N. Black Horse Pike, Runnemede, New Jersey.
2. Written notice of meetings shall be given to the following two newspapers:
  - (1) Retrospect
  - (2) Courier-Post
3. Written notice of meetings shall be filed with the Clerk of the Municipality.
4. Within seven (7) days following the annual reorganization meeting, the Clerk shall post and there shall remain posted throughout the year on the bulletin board specified above and mail to the newspapers specified above and file with the clerk of the municipality, a schedule of the regular meetings of the Borough of Runnemede to be held during the succeeding year and in the event that such schedule is thereafter revised, such revision shall be posted, mailed and file in the manner described above. The schedule of meetings annexed hereto and made part hereof which designates the dates, times and places of such meetings shall satisfy the requirements of this subsection until revised; and

NOTICE IS HEREBY GIVEN by the Runnemede Borough Council that the following is a list of the caucus meetings of the Borough Council until the next re-organization meeting in January, 2014.

All such meetings to be held at 5:00 P.M. (unless otherwise indicated) at the Runnemede Borough Hall, 24 N. Black Horse Pike, Runnemede, New Jersey. Formal action may be taken at such meetings, on any and all business involving the Borough of Runnemede.

#### REGULAR MONTHLY WORK SESSIONS

January 29, 2013  
February 26, 2013  
March 26, 2013  
April 30, 2013

July 30, 2013  
August 27, 2013  
September 24, 2013  
October 29, 2013

**REORGANIZATION-JANUARY 6, 2013**

May 28, 2013  
June 25, 2013

November 26, 2013

**NOTICE OF ANNUAL SCHEDULED MEETINGS**

NOTICE IS HEREBY GIVEN by the Runnemede Borough Council that the following is a list of the regular meetings of the Borough Council until the next re-organization meeting in January, 2014.

All such meetings to be held at 7:00 P.M. (unless otherwise indicated) at the Runnemede Borough Hall, 24 N. Black Horse Pike, Runnemede, New Jersey. Formal action may be taken at such meetings, on any and all business involving the Borough of Runnemede.

February 5, 2013  
March 5, 2013  
April 2, 2013  
May 7, 2013  
June 5, 2013  
July 2, 2013

August 6, 2013  
September 3, 2013  
October 1, 2013  
November 6, 2013  
December 3, 2013  
December 30, 2013 (4 PM)

**BOROUGH OF RUNNEMEDE**

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried. Mayor Kalvaitis declared the resolution adopted.

**RESOLUTION #13-15**

**RESOLUTION APPOINTING FUND COMMISSIONER  
AND ALTERNATE FOR THE CAMDEN COUNTY  
MUNICIPAL JOINT INSURANCE FUND AND  
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND,  
BOROUGH OF RUNNEMEDE, COUNTY OF CAMDEN, STATE OF  
NEW JERSEY**

WHEREAS, pursuant to the requirements for participation in the Camden County Municipal Joint Insurance Fund and Excess Liability Joint Insurance Fund; a fund commissioner and an alternate must be appointed by each participating municipality; and

WHEREAS, said fund commissioner and alternate for the Borough of Runnemede, should be a resident of Runnemede and that said commissioner and alternate be familiar with the insurance coverage needs for the Borough; and

WHEREAS, said commissioner will be authorized to act, and in his/her absence the appointed alternate, in behalf of the Borough of Runnemede in the Camden County Municipal Joint Insurance Fund and Excess Liability Joint Insurance Fund, and shall report to Mayor and Council for advice and consent;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede that **Eleanor Kelly** be and is hereby appointed as the Borough's Fund Commissioner to the Camden County Municipal Joint Insurance Fund and Excess Liability Joint Insurance Fund, and

BE IT FURTHER RESOLVED that Nick Kappatos be and is hereby appointed as the alternate to the Fund Commissioner to act in her absence;

## REORGANIZATION-JANUARY 6, 2013

BE IT FURTHER RESOLVED that said commissioner and alternate is hereby authorized to act in behalf of the Borough with advice and consent of Mayor and Council, and that this appointment shall be for one year commencing January 1, 2013 through December 31, 2013.

### BOROUGH OF RUNNEMEDE

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

### RESOLUTION #13-16

#### RESOLUTION NAMING STATE CONTRACT VENDORS FOR 2013 BOROUGH OF RUNNEMEDE, COUNTY OF CAMDEN, STATE OF NEW JERSEY

WHEREAS, in the past, the Borough of Runnemede has availed itself of the right to purchase materials, supplies and equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury pursuant to N.J.S.A. 40A:11-12; and

WHEREAS, it is desirable from time-to-time to obtain materials, supplies and equipment under contracts for such materials, supplies, and equipment entered into on behalf of the State by the said Division without the necessity of advertising for bids, or in cases where no bids have been received; and

WHEREAS, it is contemplated that it will be necessary or desirable to obtain materials, supplies and equipment under such contracts entered into on behalf of the State of New Jersey by said Division during the year 2013; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Runnemede, County of Camden, State of New Jersey as follows:

1. That the purchases by the Borough of Runnemede through the several municipal departments shall be purchased under a contract or contracts for such materials, supplies or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury, in those cases where it is desirable and in the best interest of the Borough of Runnemede, and in those cases where bids have been sought by advertisement therefore and no bids are received.

2. That a copy of the Resolution be forwarded to the all department heads, of the Borough of Runnemede, Municipal Auditor, and any other party interested.

### BOROUGH OF RUNNEMEDE

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

### RESOLUTION #13-17

#### RESOLUTION AUTHORIZING THE MUNICIPAL TAX COLLECTOR TO CANCEL PROPERTY TAX REFUNDS OR DELINQUENCIES FOR LESS THAN TEN DOLLARS (\$10.00), BOROUGH OF RUNNEMEDE, COUNTY OF CAMDEN, STATE OF NEW JERSEY

WHEREAS, N.J.S.A. 40A:5-17.1 allows the governing body of a municipality to authorize a municipal employee, chosen by the municipal governing body, to process, without further action on the part of the governing body, any property tax refund of less than Ten Dollars (\$10.00); and

## REORGANIZATION-JANUARY 6, 2013

WHEREAS, the acts allow the governing body to authorize a municipal employee chosen by the governing body to process, without further action on the part of the governing body, the cancellation of any property refund or delinquency of less than Ten Dollars (\$10.00); and

WHEREAS, the Mayor and Council find a need to adopt such a resolution to authorize such refunds and cancellations without approval by Mayor and Council at monthly meetings;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede, that the tax collector of the Borough of Runnemede, pursuant to applicable law, is hereby authorized to process any property tax refund of less than Ten Dollars (\$10.00) and or the cancellation of any property tax refund or delinquency of less than Ten Dollars (\$10.00) for the fiscal year 2012 without further approval of Mayor and Council.

### BOROUGH OF RUNNEMEDE

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

### RESOLUTION #13-18

#### RESOLUTION APPOINTING FUND COMMISSIONER AND ALTERNATE FOR THE SOUTHERN NEW JERSEY REGIONAL EMPLOYEE BENEFIT FUND, BOROUGH OF RUNNEMEDE, COUNTY OF CAMDEN, STATE OF NEW JERSEY

WHEREAS, pursuant to the requirements for participation in the Southern New Jersey Regional Employee Benefits Fund; a fund commissioner and an alternate must be appointed by each participating municipality; and

WHEREAS, said fund commissioner and alternate for the Borough of Runnemede, should be a resident of Runnemede and that said commissioner and alternate be familiar with the insurance coverage needs for the Borough; and

WHEREAS, said commissioner will be authorized to act, and in his/her absence the appointed alternate, in behalf of the Borough of Runnemede in the Southern New Jersey Regional Employee Benefits Fund, and shall report to Mayor and Council for advice and consent;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede that **Eleanor Kelly** be and is hereby appointed as the Borough's Fund Commissioner to the Southern New Jersey Regional Employee Benefits Fund, and

BE IT FURTHER RESOLVED that **Nick Kappatos** be and is hereby appointed as the alternate to the Fund Commissioner to act in her absence;

BE IT FURTHER RESOLVED that said commissioner and alternate is hereby authorized to act in behalf of the Borough with advice and consent of Mayor and Council, and that this appointment shall be for one year commencing January 1, 2013 through December 31, 2013.

### BOROUGH OF RUNNEMEDE

A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

REORGANIZATION-JANUARY 6, 2013

RESOLUTION # 13-19

**RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT  
BOROUGH OF RUNNEMEDE, COUNTY OF CAMDEN, STATE OF NEW JERSEY**

WHEREAS, pursuant to the requirements of the Camden County Municipal Joint Insurance Fund and Municipal Excess Liability Joint Insurance Fund each participating municipality must appoint a Risk Management Consultant to advise the participating municipality as to insurance coverage needs;

NOW THEREFORE BE IT RESOLVED by Mayor and Council of the Borough of Runnemede that Michael Avalone of Conner Strong & Buckelew be and is hereby appointed as Risk Management Consultant and that Richard E. Wright, Jr. be and is hereby appointed as an alternate Risk Management Consultant for the Borough of Runnemede, which appointment shall be for one year commencing January 1, 2013 through December 31, 2013.

BOROUGH OF RUNNEMEDE

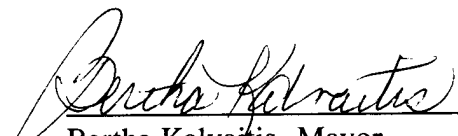
A motion was made by Kappatos seconded by Moore the resolution be adopted. The motion carried and Mayor Kalvaitis requested a roll call vote with the following results: Ayes: Kappatos, Moore, White, Kelly, Passio; Nays: None. Abstentions: None. Mayor Kalvaitis declared the resolution adopted.

**GOOD & WELFARE:**

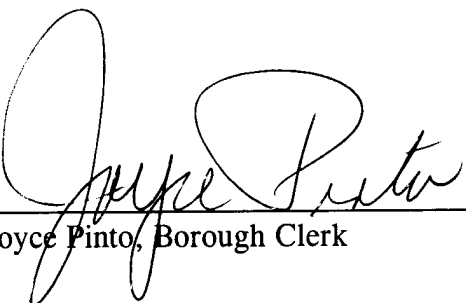
There appearing to be no one wishing to speak at this time a motion was made by Kappatos seconded by Moore the Good & Welfare portion be closed. The motion carried.

ADJOURNMENT: There appearing to be no other business to come before Mayor and Council at this time a motion was made by Kappatos seconded by Moore the meeting adjourn. The motion carried and Mayor Kalvaitis declared the meeting adjourned at 5:30 P.M.

Approved by:

  
\_\_\_\_\_  
Bertha Kalvaitis, Mayor

Attest:

  
\_\_\_\_\_  
Joyce Pinto, Borough Clerk

RESOLUTION NO. 13-05

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payment is to be made prior to the final adoption of the annual Municipal Budget, **Temporary Appropriations** shall be made for the purposes and amounts required in the manner and time therein provided; and

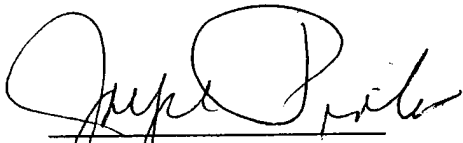
WHEREAS, the Temporary Appropriations shall be adopted within the first 30 days of the Municipality's fiscal year, and shall not exceed 26.25% of the prior year's adopted Budget, exclusive of appropriations made for Debt Service, Capital Improvements and Public Assistance; and

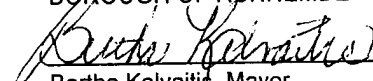
WHEREAS, the total amount appropriated in the 2012 Municipal Budget, as detailed above, was \$ 7,347,948.88

WHEREAS, 26.25% of the above amount is \$ 1,928,836.58

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council, that the following Temporary Appropriations be approved.

BE IT FURTHER RESOLVED, that an additional sum of \$120,000 be appropriated for Debt Service and Capital Improvements for a total Temporary Budget of \$ 2,048,836.58


  
Joyce Pinto, Borough Clerk

BOROUGH OF RUNNEMEDE  
  
Bertha Kalvaitis, Mayor

I HEREBY CERTIFY, that the foregoing resolution is a true copy of a resolution adopted by the Mayor and Council of the Borough of Runnemede, New Jersey at a meeting of said Mayor and Council held on the 6th day of January, 2013.

IN WITNESS THEREOF, I have hereunto set my hand and affixed the seal of this Borough.

DATED: 1/6/2013

  
Joyce Pinto, Borough Clerk

Adoption of Resolution

Name	Yes	No	Abstain	Absent
Kelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kappatos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**GENERAL FUND**  
**TEMPORARY BUDGET APPROPRIATIONS**  
**Resolution 13-05**

	<u>SW</u>	<u>OE</u>
<b>GENERAL GOVERNMENT:</b>		
Administration		
Salaries & Wages	\$25,000.00	
Other Expenses		\$20,482.76
Mayor & Council		
Salaries & Wages	10,000.00	
Other Expenses		2,000.00
Municipal Clerk		
Salaries & Wages	25,000.00	
Other Expenses		8,000.00
Financial Administration		
Salaries & Wages	35,000.00	
Other Expenses		10,000.00
Audit Services		
Other Expenses		15,000.00
Tax Collection		
Salaries & Wages	15,000.00	
Other Expenses		5,000.00
Tax Assessment		
Salaries & Wages	10,000.00	
Other Expenses		15,000.00
Legal Services		
Salaries & Wages	0.00	
Other Expenses		29,000.00
Engineering Services		
Salaries & Wages	0.00	
Other Expenses		12,000.00
<b>LAND USE ADMINISTRATION:</b>		
Planning Board		
Salaries & Wages	2,000.00	
Other Expenses		2,000.00
<b>CODE ENFORCEMENT:</b>		
Code Enforcement		
Salaries & Wages	5,000.00	
Other Expenses		300.00
<b>INSURANCE:</b>		
Liability Insurance		
Other Expenses		80,000.00
Worker Compensation		
Other Expenses		80,000.00
Employee Group Insurance		
Other Expenses		280,000.00
Unemployment Compensation		
Other Expenses		15,000.00

	<u>SW</u>	<u>OE</u>
<b>PUBLIC SAFETY:</b>		
Police Department		
Salaries & Wages	\$350,000.00	
Other Expenses		\$20,000.00
Fire Department		
Salaries & Wages	20,000.00	
Other Expenses		10,000.00
Fire Hydrant Service		
Other Expenses		25,000.00
Aid to Volunteer Fire Co.		
Other Expenses		20,500.00
Emergency Medical Technician		
Salaries & Wages	65,000.00	
Other Expenses		10,000.00
Municipal Prosecutor		
Salaries & Wages	1,000.00	
<b>PUBLIC WORKS:</b>		
Road Department		
Salaries & Wages	30,000.00	
Other Expenses		20,000.00
Sanitation Department		
Salaries & Wages	50,000.00	
Other Expenses		50,000.00
Buildings & Grounds		
Salaries & Wages	0.00	
Other Expenses		15,000.00
Vehicle Maintenance		
Salaries & Wages	0.00	
Other Expenses		30,000.00
<b>HEALTH &amp; HUMAN SERVICES:</b>		
Board of Health		
Salaries & Wages	1,000.00	
Other Expenses		500.00
<b>PARKS &amp; RECREATION:</b>		
Maintenance of Free Public Library		
Local Library Aid		
Other Expenses		\$30,000.00
Recreation Department		
Salaries & Wages		
Other Expenses		2,500.00
<b>OTHER COMMON OPERATING FUNCTIONS:</b>		
Celebration of Public Events		
Other Expenses		2,500.00



	<u>SW</u>	<u>OE</u>	
<b>UTILITY EXPENSES:</b>			
Electricity			
Other Expenses		\$25,000.00	
Street Lighting			
Other Expenses		25,000.00	
Telephone			
Other Expenses		35,000.00	
Water			
Other Expenses		2,000.00	
Natural Gas			
Other Expenses		20,000.00	
Fuel Oil			
Other Expenses		0.00	
Sewer Treatment			
Other Expenses		1,000.00	
Gasoline			
Other Expenses		50,000.00	
<b>SOLID WASTE DISPOSAL COSTS:</b>			
Sanitary Landfill			
Other Expenses		81,935.48	
<b>STATUTORY EXPENDITURES:</b>			
Public Employee Retirement System			
Other Expenses		0.00	
Social Security & Medicare			
Other Expenses		35,000.00	
Disability			
Other Expenses		5,000.00	
Police & Fire Retirement System			
Other Expenses		0.00	
<b>MUNICIPAL COURT FUNCTIONS:</b>			
Municipal Court			
Salaries & Wages	25,000.00		
Other Expenses		4,000.00	
Public Defender			
Salaries & Wages	1,000.00		
<b>Subtotal</b>	<u>\$670,000.00</u>	<u>\$1,093,718.24</u>	<u>\$1,763,718.24</u>
<b>CAPITAL IMPROVEMENTS:</b>			
5% Downpayment			
Other Expenses		\$0.00	
<b>DEBT SERVICE:</b>			
Bond Principal			
Other Expenses		0.00	
Note Principal			
Other Expenses		0.00	
Interest on Bonds			
Other Expenses		50,000.00	
Interest on Notes			
Other Expenses		0.00	
<b>RESERVE FOR UNCOLLECTED TAXES:</b>			
Reserve for Uncollected Taxes			
Other Expenses		0.00	
<b>TOTAL GENERAL FUND</b>	<u>\$670,000.00</u>	<u>\$1,143,718.24</u>	<u>\$1,813,718.24</u>

**SEWER UTILITY FUND  
TEMPORARY BUDGET APPROPRIATIONS**

	<u>SW</u>	<u>OE</u>	
<b>GENERAL GOVERNMENT:</b>			
Administration			
Salaries & Wages	15,000.00		
Other Expenses		20,000.00	
Operations			
Salaries & Wages	57,205.85		
Other Expenses		26,412.50	
Audit Services			
Other Expenses		5,000.00	
Engineering Services			
Other Expenses		1,000.00	
Legal Services			
Other Expenses		0.00	
<b>INSURANCE:</b>			
Liability Insurance			
Other Expenses		10,000.00	
Worker Compensation			
Other Expenses		10,000.00	
Employee Group Insurance			
Other Expenses		15,000.00	
<b>STATUTORY EXPENDITURES:</b>			
Social Security & Medicare			
Other Expenses		5,000.00	
Disability			
Other Expenses		500.00	
<b>Subtotal</b>	72,205.85	92,912.50	165,118.35
<b>CAPITAL IMPROVEMENTS:</b>			
5% Downpayment			
Other Expenses		0.00	
<b>DEBT SERVICE:</b>			
Bond Principal			
Other Expenses		25,000.00	
Interest on Bonds			
Other Expenses		45,000.00	
<b>TOTAL SEWER UTILITY FUND</b>	\$ 72,205.85	\$ 162,912.50	\$ 235,118.35
<b>TOTAL 2013 TEMPORARY BUDGET</b>	\$ 742,205.85	\$ 1,306,630.74	\$ 2,048,836.59

**RESOLUTION NO. #13-08**

WHEREAS, N.J.S.A. 40A: 5-14 requires every municipality to adopt a Cash Management Plan on an annual basis;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Runnemede, County of Camden, State of New Jersey, that the following requirements be a part of the **2013 Cash Management Plan**, and be adhered to:

**I. Cash Management and Investment Objectives**

- A. Preservation of capital;
- B. Adequate safekeeping of assets;
- C. Maintenance of liquidity to meet operating needs;
- D. Diversification of the Borough's portfolio to minimize risks associated with individual investments.

**II. Designation of Official Depositories**

- A. The following banks are hereby designated as legal depositories for all municipal funds:
  - 1. Citizens Bank
  - 2. Susquehanna Bank
  - 3. Equity Bank
  - 4. Beneficial Savings Bank
  - 5. Hudson United Bank
  - 6. Sun National Bank
  - 7. New Jersey State Cash Management Fund
  - 8. PNC Bank
  - 9. Sovereign Bank
  - 10. TD National Bank (Formally Commerce Bank)
  - 11. Wells Fargo Bank
  - 12. First Colonial Bank

- B. Each depository must submit to the Chief Financial Officer / Treasurer a copy of the Governmental Unit Deposit Protection Act (GUDPA) notification of eligibility, which is filed semi-annually with the Department of Banking each June 30th and December 31st;
- C. This list may be amended or supplemented from time to time as Mayor and Council deems necessary.

### **III. Cash Management**

- A. All municipal funds received by any official or employee shall be either deposited within 48 hours to an account in the name of the Borough of Runnemede, or shall be turned over to the Treasurer within 48 hours of receipt, in accordance with N.J.S.A. 40A: 5-15;
- B. The Chief Financial Officer / Treasurer shall minimize any accumulated idle cash in checking accounts, by assuring that excess balances are promptly swept into the investment portfolio;
- C. Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer or the Treasurer;
- D. Change Funds and Petty Cash Funds are not required to be maintained in interest-bearing accounts.
- E. Deposits may also be in the form of various entities as approved by the CFO.

### **IV. Permissible Investments**

- A. Bonds or other obligations of the United States of America, or obligations guaranteed by the United States of America;
- B. Government money market mutual funds;
- C. Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors;
- D. Bonds or other obligations of the local unit, or school districts of which the local unit is a part;
- E. Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments;

- F. Local Government investment pools;
- G. New Jersey State Cash Management Fund;
- H. Repurchase agreements of fully collateralized securities.

**V. Authority for Investment Management**

- A. The Chief Financial Officer / Treasurer is authorized and directed to make investments on behalf of the Borough. All investment decisions shall be consistent with this plan, and all appropriate regulatory constraints.

**VI. Safekeeping**

- A. Securities purchased on behalf of the Borough shall be delivered electronically or physically to the Borough's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Borough.

**VII. Procedures for Disbursement of Funds**

- A. Payments shall be prepared by the Chief Financial Officer / Treasurer and submitted to Mayor and Council for their approval;
- B. No municipal funds shall be disbursed by the Chief Financial Officer / Treasurer prior to approval of the Borough Committee, except for:
  - 1. Debt Service payments;
  - 2. Investments;
  - 3. Payroll turnovers to agency accounts;
- C. Tax payments to Camden County, the Runnemede Board of Education, and the Black Horse Pike Regional High School Board of Education shall be made in accordance with schedules provided by each taxing district;
- D. Checks approved for payment shall be signed by 1) Mayor, 2) the Treasurer, and 3) the Borough Clerk. Two of the three signatures must be original signatures, but the third may be an facsimile signature;
- E. Checks paid from the following accounts must contain all three signatures:
  - 1. Current Fund Account;
  - 2. General Capital Fund Account;
  - 3. Escrow (Trust Other) Account;
  - 4. Planning Board Account;
  - 5. Sewer Utility Fund Account;

F. Checks paid from the following accounts are permitted to have only two signatures:

1. Animal Control Account;
2. Payroll Account;
3. Public Assistance Account;
4. Law Enforcement Account;
5. Uniform Construction Code Account;
6. Police Outside Employment Account;
7. Municipal Alliance Account;
8. Uniform Fire Safety Account;
9. Unemployment Account;
10. Public Defenders Account;
11. C.D.B.G. Account;
12. Sewer Capital Fund Account;
13. Public Events Account;
14. Parks & Recreation Account;

G. Checks paid from the following accounts are permitted to have only one signature:

1. Tax Title Lien Redemption & Premium Accounts;

H. Wire transfers and Automated Clearing House (ACH) payments are to be made by the Chief Financial Officer / Treasurer.

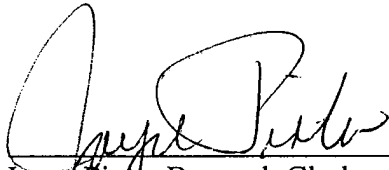
### **VIII. Reporting**

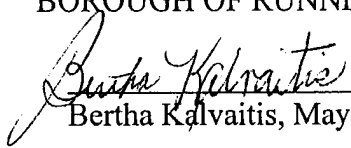
A. The Chief Financial Officer / Treasurer shall report to Mayor and Council all purchases of investments in accordance with N.J.S.A. 40A: 5-15.2;

A. The Chief Financial Officer / Treasurer shall also report to Mayor and Council the available cash in each fund and/or bank account.

B. Audit

C. This Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-14.

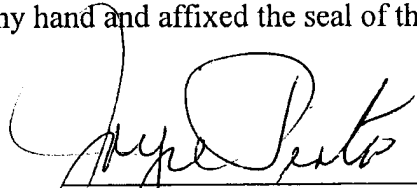
  
Joyce Pinto, Borough Clerk

BOROUGH OF RUNNEMEDE  
  
Bertha Kalvaitis, Mayor

I HEREBY CERTIFY, that the foregoing resolution is a true copy of a resolution adopted by Mayor and Council of the Borough of Runnemede, New Jersey at a meeting of said Mayor and Council on the 6<sup>th</sup> day of January, 2013

IN WITNESS THEREOF, I have hereunto set my hand and affixed the seal of this Borough.

DATED: 1/6/13

  
Joyce Pinto, Borough Clerk

Adoption of Resolution

Name	Yes	No	Abstain	Absent
Kelly	✓			
Moore	✓			
Passio	✓			
White	✓			
Kappatos	✓			