

**ANNUAL ORGANIZATION MEETING**  
**Town Hall Council Chambers, 100 Central Avenue**  
100 Central Avenue, Hammonton, New Jersey  
January 3, 2023 at 7:00 pm

**Meeting Called To Order**

By Mayor DiDonato

**Oath of Office – Councilpersons Elect**

Councilperson – Steven Furgione

Councilperson – Renee Rodio

Councilperson – Sam Rodio

**Official 2023 Roll Call**

Councilperson:

Furgione -

Gribbin -

Oilva-

Renee Rodio-

Sam Rodio –

Wuillermin -

Mayor DiDonato -

**Public Notice**

Notice of this meeting has been posted and given to official newspapers. Please familiarize yourselves with the fire exits to the right and rear of the Council Chambers. Please do not proceed beyond the front benches without invitation from the Mayor to do so. Also, each person who wishes to address Council will be allotted 5 minutes.

**Pledge of Allegiance**

**Public Heard for Agenda Action Items**

**TOWN SOLICITOR APPOINTMENT (COUNCIL APPOINTMENT) ONE YEAR TERM**

**Resolution #001-2023**

**RESOLUTION APPOINTING A TOWN SOLICITOR FOR THE YEAR 2023**

**WHEREAS**, N.J.S.A. 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Hammonton, County of Atlantic and State of New Jersey, as follows:

**That** \_\_\_\_\_ **is** hereby appointed as Solicitor for the Town of Hammonton for a term of one (1) year.

That Solicitor has agreed to provide the legal services for the sum of \$125,000.00 with extraordinary services (Including litigation) billed at a rate of \$300.00 per hour for services rendered. Before the total of \$150,000.00 is reached, the Purchasing Agent is authorized to

seek RFQ's for the Solicitor position during the term of this contract.

That the Solicitor shall be available as consultant to the Officials of the Town of Hammonton and render such legal assistance as may be necessary during contract term.

That this contract is awarded as a "Professional Service", under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.

That the attached certification showing availability of funds and specifying the exact line item appropriations

Which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim

### **Oath of Office**

Town Solicitor

## **ADOPTION OF RULES OF COUNCIL**

### **RULES OF COUNCIL**

#### **RULE 1 – MEETING**

Council Meetings shall be held as set forth by resolution of Mayor and Council at 7:00 p.m., or as scheduled, with an executive session to be held at 6:00 p.m. and Council may adjourn from time to time, if a quorum is not present, or should there be a quorum, Council may adjourn from time to time until all business before it is completed. Council may schedule such executive meetings as it deems appropriate subject to the provisions of the Open Public Meeting Act.

In accordance with the provisions of the "Open Public Meeting Act", all meetings of the governing body shall be open to the public at all times. However, nothing in this act shall be construed to limit the discretion of the governing body to permit, prohibit, or regulate the active participation of the public at any meeting. In addition, the governing body may exclude the public from any meeting or portion of the meeting, normally reserved for discussion in an executive session of the governing body.

Department Heads shall be required to attend Council Meetings when asked to do so by the Mayor or Town Clerk.

#### **RULE 2 – QUORUM**

A majority of members of Council or Committees shall constitute a quorum for the transaction of business.

#### **RULE 3 – VOTING**

All voting shall be conducted orally in public and be taken by "Yeas" and "Nays" unless otherwise ordered by the Mayor or Deputy Mayor. In the event a member is unable to attend a meeting due to a unexpected personal or family emergency or because a special meeting conflicts with a previously scheduled commitment, that member may request permission from the Mayor, or his designee, which permission shall not be unreasonably withheld, to participate in the meeting by telephone or via other electronic or telecommunication device designed to permit the member to listen to the proceeding and participate verbally in the dialogue and the voting.

#### **RULE 4 – REPORTS OF COMMITTEES**

All committee chairpersons shall report at regular meetings of Council or at special meetings of Council called for that purpose, and every report of a committee shall be by a majority of the members thereof; except in

the case of sickness, or absence or recusal of the Chairperson; in which case it may be presented by any members of the Committee. This rule shall not be construed to prevent a minority of any Committee from presenting a counter report upon any matter which has first been reported by a majority.

#### RULE 5 – NOTICE: CONDUCT OF MEMBERS

Every member desiring to speak shall address the chair, and no member shall discuss any subject or engage in conversation during the meeting in any manner to interfere with business.

#### RULE 6 – PRIVILEGE OF NON-MEMBERS

Persons not members of Council shall not speak on any question, or interfere in any manner with the business while Council is in session, except on request and approval of the Chair.

#### RULE 7 – PAYMENT OF BILLS

All bills presented to Council for payment shall, before being paid, be approved by the Mayor and Chairperson of the proper committee; all supplies to be purchased on behalf of Town Council shall first be authorized by a purchase order given by the Purchasing Agent or Town Accountant which shall follow the State and Local purchase procedure. All bills must be presented in the form of a bill list to Mayor and Council prior to their approval at the regularly scheduled council meeting.

#### RULE 8 – MAYOR EX-OFFICIO MEMBER

The Mayor shall be a member of all committees by virtue of his/her office.

#### RULE 9 – RULES OF ORDER

- A. The Mayor shall preserve order and decorum, and decide questions of Order, subject to appeal of Council, upon a call of one member, on which appeal no member shall speak.
- B. No question on a motion or resolution shall be debated or put unless the same shall be seconded. When a motion or resolution shall be seconded, it shall be so stated by the Mayor. It shall then be read by the Clerk. Any member including the Mayor can request that the Motion or Resolution be reduced to writing if the Motion or Resolution is a matter of substance and not procedure. If such a request is made, the Motion or Resolution dealing with a matter of substance shall not be voted on until the entire Council has an opportunity to review it in its written form.
- C. A Motion to adjourn shall be in order.
- D. A Motion to adjourn, to lay on the table, or for the previous questions, shall be decided without debate.
- E. If any questions in debate shall contain several distinct propositions, a division shall be made at the request of any member.
- F. When a question has been put and decided, it shall be in order for a member who voted in the majority to move the consideration thereof; but no motion for reconsideration shall be in order more than once at the same meeting at which the vote was taken or more than once at the next subsequent meeting of Council and no motion for reconsideration shall be made after said next subsequent meeting.

- G. At the call on one member present, the “Yeas” and the “Nays” shall be ordered and entered on the minutes, and every member shall then be required to vote or abstain of record.
- H. No standing rule of order of Council shall be suspended, altered or amended unless same shall be proposed in writing at a regular or special meeting and adopted at the next meeting by a majority of the members of Council; but any of them may be suspended temporarily with the concurrence of two-thirds of the member of the Council present.
- I. In voting for election of Town Officers, or to fill vacancies in any position, where such election devolves upon council, a majority of the whole Council shall be necessary to elect, unless otherwise provided by statute or Ordinance.
- J. In voting for the payment of bills and other important questions, it shall be the call of the members and it shall be made a matter of record.
- K. All matters to be considered placed on the agenda for the Regular Meeting of Council shall have a cut off of 12:00 Noon on the Thursday preceding the Monday regular meeting. The Mayor shall set the agenda. Nothing in this section of this rule shall limit the right of the Mayor at his/her discretion to place on the floor for discussion and action if he/she deems necessary matters that are emergent and relate to the health, safety, or welfare of the community.
- L. Vote shall be cast on all matters put before Council in alphabetical order with the exception the Mayor shall cast the last vote.
- M. Notwithstanding the above, parliamentary procedure shall be consistent with “ROBERT’S RULES OF ORDER.”

#### RULE 10 – ORDER OF BUSINESS

The following shall be the order of business at all non-executive meetings – Roll Call, Pledge of Allegiance, Public Notice, Public Heard for Input on Agenda Action Items with an allowable time of five minutes for each person who desires to speak, Approval of Minutes, Dispense with Regular Order of Business, Report of Committees, Consideration of Bill List, New Business and Public Heard with an allowable time of five minutes for each person who desires to speak. The Mayor retains the right to change the Order of Business.

#### Rule 11 – DEPUTY MAYOR

The Mayor may appoint a Deputy Mayor to serve at the Mayor’s pleasure and who shall preside during the Mayor’s absence or at any time so called upon to act by said Mayor or a majority of Council. The Deputy Mayor shall act as Chairperson of any meetings that occur in the Mayor’s absence, but the Deputy Mayor shall have all the rights and obligations of a member of Council while so acting, including the right to make and second motions and resolutions, the right to vote and the right to participate in discussions on all matters before the governing body. Should the Mayor fail to appoint a Deputy Mayor, then in the event of the Mayor’s absence Council shall appoint one of its members to so act in his/her place and stead.

#### RULE 12 – CHAIR OR CHAIRPERSON

Except where used in Rule 4, the term Chair or Chairperson in the Rules of Council shall be defined as the Mayor or in his/her absence the Deputy Mayor.

#### RULE 13 – STANDING COMMITTEES

The following shall be the Standing Committees which shall be appointed by the Mayor:

COMMITTEE ON ADMINISTRATION

COMMITTEE ON BUSINESS AND INDUSTRY

COMMITTEE ON EDUCATION

COMMITTEE ON FINANCE

COMMITTEE ON LAW & ORDER

COMMITTEE ON PUBLIC WORKS & TRANSPORTATION

COMMITTEE ON QUALITY OF LIFE

COMMITTEE ON WATER & SEWER

RULE 14 – DUTIES OF COMMITTEES

Each Committee as designated in Rule 13 shall have the following duties and functions:

**COMMITTEE ON ADMINISTRATION**

This Committee shall oversee the office of the Town Clerk, Finance, I.T., Tax Collector, Tax Assessor, Building Inspector, the Construction Official and all sub-Code Officials. This Committee shall also oversee the television station, as well as all real property of the Town including its maintenance and care.

**COMMITTEE ON BUSINESS AND INDUSTRY**

This Committee shall concentrate on the efforts to enhance the Town's commercial and industrial expansion. It will act as liaison between Mayor & Council and the Chambers of Commerce, Main Street, Arts & Cultural Committee and the Service Clubs.

**COMMITTEE ON EDUCATION**

This Committee shall serve as a liaison between Mayor and Council and the Hammonton Board of Education as well as Richard Stockton College.

**COMMITTEE ON FINANCE**

This committee shall be composed of all members of Council. The Town Accountant, after receipt of the proposed budget requests of the Department Heads, and after conferring with the Chairperson of the various committees, shall submit the proposed budget to the office of the Mayor for review and suggestions. Upon completion (reflecting all appropriations and expenditures), the Mayor at the March Council meeting shall present the proposed budget to the full committee.

**COMMITTEE ON LAW & ORDER**

This Committee will oversee the Police Department and Judicial Department (Municipal Court). This Committee will also oversee the town's Volunteer Fire Department.

**COMMITTEE ON PUBLIC WORKS & TRANSPORTATION**

This Committee will oversee the Highway Department, Convenience Station and the provision and maintenance of streetlights and signs. They will oversee the ever-expanding and overlapping issues that arise in conjunction with the Municipal Airport and all transportation arteries that impact on the traffic flow involved with the Town.

**COMMITTEE ON QUALITY OF LIFE**

This Committee shall work to expand the quality of life of the Community. They will oversee all related items to the quality of life in Hammonton. This will include, but not be limited to the following: Planning Board, Zoning Board, Parks Commission, Environmental Commission, and the Historical Commission.

**COMMITTEE ON WATER & SEWER**

This Committee will oversee the Water and Sewer Department. They will also oversee the expansion and the future water allocation needs of the town, as well as the wastewater treatment system and discharge fields.

RULE 15 – APPOINTMENTS

No more nominations shall be made for any public office or position over and above the number of vacancies that exists for said office position. Each nominee for said office shall be voted on in turn through the casting of “Yes” or “No” votes until the vacancy is filled.

RULE 16 – COMMITTEE REPORTS

All reports of committees shall be made verbally except where the Mayor requests that the report be reduced to writing. Where the Mayor requests that the report be reduced to writing, it shall be submitted to Council in written form prior to the next subsequent meeting.

RULE 17 – SEATING ARRANGEMENTS

Seating arrangements will be made by the Mayor.

RULE 18 – REFERRALS TO COMMITTEES

All matters brought to the floor by a member of Council or the public which cannot be summarily disposed of at the same meeting shall be referred by the Mayor to the appropriate Committee as determined by him/her at his/her sole discretion.

RULE 19 – STEERING COMMITTEES

The Mayor, may, from time to time, create steering committees and select the members to serve on such committees at the Mayor’s pleasure. The Mayor shall inform each such committee of the issue or issues that it is to explore and discuss. The steering committee shall report to the regular standing committee and provide input to that committee on various issues and assist the standing committee in it’s decision making process. The steering committee will not have any authority to vote or commit the Town or Council on any issue, but shall only serve in an advisory capacity. The Mayor shall dissolve the committee at his/her pleasure or when its work is completed.

**MAYOR’S COUNCIL COMMITTEE APPOINTMENTS (First named Chairman)**

Administration –  
Business & Industry –  
Education –  
Finance -  
Law & Order –  
Public Works & Transportation –  
Quality of Life –  
Water & Sewer –

**MAYOR'S AD-HOC COMMITTEE APPOINTMENTS for 2023**

**Green Committee**

**Property Maintenance Task Force**

**Great Egg Harbor Watershed Assoc.**

**Town Advocate**

**Airport Committee**

**Bike Advisory Committee**

**Communications Director**

**Clock Committee**

**Diversity, Equity, Inclusion Committee**

**Veterans Monument Committee**

**Mayor's Appointments**

**Term**

**Appointee**

Environmental Commission

3 year

Environmental Commission	3 Year	
Environmental Commission/Class II	3 Year	
Ethical Standards Board	5 Year	
Ethical Standards Board	5 Year	
Ethical Standards Board	3 Year	
Historic Preservation Commission Class C	4 year	
Historic Preservation Commission Class C	4 year	
Historic Preservation Commission Class C	4 year	
Historic Preservation Commission Alternate 1	2 year	
Historic Preservation Commission Alternate 2	2 year	
Deputy Mayor	1 year	
Obscenity Review Board Council (Mayor has to serve)	1 year	Stephen DiDonato
Planning/Zoning	4 Year	
Planning/Zoning Alternate 2	2 year	
Planning/Zoning Class IV	4 year	
Planning Board Class IV	4 Year	
Rep Revitalization Committee Council	1 year	
Rep Revitalization Committee Council Alternate	1 year	
<b><u>Mayor's Appointments with Council's Confirmation</u></b>	<b><u>Term</u></b>	<b><u>Appointee</u></b>
Lake Quality Committee Environmental Rep.	1 year	
Lake Quality Committee Park Rep	1 year	
Lake Quality Committee Alternate 2	3 year	
Lake Quality Committee Alternate 2	3 year	
Lake Quality Committee Alternate 3	1 year	
Lake Quality Committee Alternate 2	2 year	
Park Commission	2 year	
Park Commission	2 year	
Park Commission Alternate 2	1 year	
Park Commission Council	1 year	



Park Commission Council

1 year

**COUNCIL'S APPOINTMENTS**

**TOWN AUDITOR FOR A TERM OF ONE YEAR**

**Resolution #002-2023**

**RESOLUTION APPOINTING A TOWN AUDITOR FOR THE YEAR 2023**

**WHEREAS**, N.J.S.A. 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and:

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Hammonton, County of Atlantic and State of New Jersey, as follows:

**That** \_\_\_\_\_ is hereby appointed as Town Auditor for the Town of Hammonton for a term of one (1) year.

That Auditor has agreed to provide necessary auditing services in an amount not to exceed \$33,800.00. The Purchasing Agent is authorized to re-advertise for RFQ's during the term of this contract if she Determines the contract will exceed same.

That the Auditor shall be available as consultant to the Officials of the Town of Hammonton and render such assistance as may be necessary during contract term.

That this contract is awarded as a "Professional Service", under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.

That the attached certification showing availability of funds and specifying the exact line item appropriations

Which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**BOND COUNSEL FOR A TERM OF ONE YEAR**

**Resolution #003-2023**

**RESOLUTION APPOINTING BOND COUNSEL FOR THE YEAR 2023**

**WHEREAS**, N.J.S.A. 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Hammonton, County of Atlantic and State of New Jersey, as follows:

**That** \_\_\_\_\_ is hereby appointed as Bond Counsel for the Town of Hammonton for a term of one (1) year.

That Bond Counsel has agreed to provide requested services at the following rates:

Ordinance/Certified Record Proceedings	\$600
Note Sales	\$.50 per \$1000 up to \$15,000,000
	\$.40 per \$1000 in excess of \$15,000,000
Each Additional Series	\$500
Bond Sales	\$3,500 plus \$1 per \$1000 bonds up to \$15,000,000
	\$.75 per \$1000 in excess of \$15,000,000
Refunding Bond Issue	\$5,000-per series of bonds plus bond sale fee
Arbitrage Compliance	\$250
Credit Enhancement	\$1,000
Hourly Fee Attorney	\$215
Hourly Fee Legal Assistant	\$135

Plus Reasonable Charge for Out of Pocket Expenses (copies, express delivery, etc), total not to exceed \$29,000.00 annually. Before the total of \$29,000.00 is reached, the Purchasing Agent is authorized to seek RFQ's for the position of Bond Counsel during the term of this contract.

That the Bond Counsel shall be available as consultant to the Officials of the Town of Hammonton and render such assistance as may be necessary during contract term.

That this contract is awarded as a "Professional Service", under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.

That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**LABOR ATTORNEY FOR A TERM OF ONE YEAR**

**Resolution #004- 2023**

**RESOLUTION APPOINTING A LABOR ATTORNEY FOR THE YEAR 2023**

**WHEREAS**, N.J.S.A. 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Hammonton, County of Atlantic and State of New Jersey, as follows:

**That** \_\_\_\_\_ is hereby appointed as Labor Attorney for the Town of Hammonton for a term of one (1) year.

That Labor Attorney has agreed to provide legal services at a rate of \$250.00 per hour at a total anticipated annual cost for services rendered not to exceed \$40,000.00. Before the total of \$40,000.00 is reached, the Purchasing Agent is authorized to seek RFQ's for the Labor Attorney position during the term of this contract.

That the Labor Attorney shall be available as consultant to the Officials of the Town of Hammonton and render such legal assistance as may be necessary during contract term.

That this contract is awarded as a "Professional Service", under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.

That the attached certification showing availability of funds and specifying the exact line item appropriations  
Which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**LANDSCAPE ARCHITECT/ PARK DESIGNER**

Appoint \_\_\_\_\_ as Landscape Architect / Park Designer for a term of one year.

**ECONOMIC DEVELOPMENT AND GRANT ADVISORY SERVICES**

Appoint \_\_\_\_\_ as Economic Development and Grant Advisory Services for a term of one year.

**CONFLICT SOLICITOR FOR A TERM OF ONE YEAR**

Appoint \_\_\_\_\_ as Conflict Solicitor for a term of one year.

**DEPUTY TOWN CLERK FOR A TERM OF ONE YEAR**

Appoint \_\_\_\_\_ as Deputy Town Clerk for a one year term

**FIRE CHIEF & ASSISTANT FIRE CHIEF FOR A TERM OF ONE YEAR**

Appointment of \_\_\_\_\_ as Fire Chief and \_\_\_\_\_ as Assistant Fire Chief for a term of one year, per Fire Company Elections.

**COURT PROSECUTOR FOR A TERM OF ONE YEAR**

**Resolution #005-2023**

**RESOLUTION APPOINTING A PROSECUTOR FOR THE YEAR 2023**

**WHEREAS**, N.J.S.A. 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Hammonton, County of Atlantic and State of New Jersey, as follows:

**That** \_\_\_\_\_ for the Town of Hammonton for a term of one (1) year.

That Prosecutor has agreed to provide services to the Town for the sum of \$54,000.00 annually. Before the total of \$54,000.00 is reached, the Purchasing Agent is authorized to seek RFQ's for the Court Prosecutor position during the term of this contract.

Should the prosecutor miss a regularly scheduled court session, for any reason including a conflict, each session(s) shall be docked at a rate of \$729.17.

That the Prosecutor shall be available as consultant to the Officials of the Town of Hammonton and render such legal assistance as may be necessary during contract term.

That this contract is awarded as a "Professional Service", under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.

That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**CONFLICT COURT PROSECUTOR FOR A TERM OF ONE YEAR**

Appoint \_\_\_\_\_ as Conflict Court Prosecutor

**PUBLIC DEFENDER FOR A TERM OF ONE YEAR**

Appoint \_\_\_\_\_ as Public Defender for a term of one year.

**CONFLICT PUBLIC DEFENDER FOR A TERM OF ONE YEAR**

Appoint \_\_\_\_\_ as Conflict Public Defender for a term of one year at a rate of \$175.00 per session.

**AIRPORT CONSULTANT FOR A TERM OF ONE YEAR**

**Resolution #006- 2023**

**RESOLUTION APPOINTING AN AIRPORT CONSULTANT FOR THE YEAR 2023**

**WHEREAS**, N.J.S.A. 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Hammonton, County of Atlantic and State of New Jersey, as follows:

**That**, \_\_\_\_\_ for the Town of Hammonton for a term of one (1) year.

That Airport Consultant has agreed to provide requested services at the following rates:

	<u>Hourly Rates</u>
Principal	\$ 80.00
Project Manager	\$163.00
Senior Civil Engineer	\$151.00
Civil Engineer	\$ 73.00
Senior Airport Planner	\$ 60.00
Airport Planner	\$ 40.00
Environmental Planner	\$ 40.00
Electrical Engineer	\$151.00
CADD	\$ 35.00
RPR	\$ 35.00
Budget Controller	\$ 45.00

That the total annual expenditure for services rendered shall not exceed \$170,000.00. Before the total of \$170,000.00 is reached; the Purchasing Agent is authorized to seek RFQ's for the Airport Consultant position during the term of this contract.

That the Airport Consultant shall be available as consultant to the Officials of the Town of Hammonton and render such assistance as may be necessary during contract term.

That this contract is awarded as a "Professional Service", under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.

That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**TOWN PLANNER FOR A TERM OF ONE YEAR**

**Resolution #007– 2023**

**RESOLUTION APPOINTING A TOWN PLANNER FOR THE YEAR 2023**

**WHEREAS**, N.J.S.A. 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Hammonton, County of Atlantic and State of New Jersey, as follows:

**That** \_\_\_\_\_ **TOWN PLANNER** for the Town of Hammonton for a term of one (1) year.

That the Town Planner has agreed to provide professional services at the following rates:

Principal Engineer Partner	\$ 135.00
Associates	\$ 105.00
Project Manager	\$ 100.00
Engineer	\$ 90.00
Assistant Engineer	\$ 75.00
Inspector	\$ 75.00
CAD Operator	\$ 65.00

That the total annual expenditure for services rendered shall not exceed \$40,000.00. Before the total of \$40,000.00 is reached for any or all services listed above, the Purchasing Agent is authorized to seek RFQ's for the position(s) during the term of this contract.

That this contract is awarded as a "Professional Service", under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.

That the attached certification showing availability of funds and specifying the exact line item appropriations Which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**TOWN ENGINEER FOR A TERM OF ONE YEAR**

**Resolution #008- 2023**

**RESOLUTION APPOINTING A TOWN ENGINEER FOR THE YEAR 2023**

(Includes Municipal Utilities and all departments of the Town of Hammonton)

**WHEREAS**, N.J.S.A. 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Hammonton, County of Atlantic and State of New Jersey, as follows:

That \_\_\_\_\_ for the Town of Hammonton for a term of one (1) year.

That Engineer has agreed to provide engineering services at the following rates:

Principal Engineer	\$150.00
Project Administrator	\$130.00
Dept Head	\$130.00
Senior Project Mgr	\$110.00
Project Mgr	\$ 95.00
Assoc Project Mgr	\$ 75.00
Sr. Tech	\$ 65.00
Technician	\$ 50.00
Survey Crew ( 3 person)	\$145.00
Survey Crew (2 person)	\$125.00
Survey Crew (1 person)	\$105.00
Senior Inspector	\$ 75.00
Inspector	\$ 60.00
Project Clerk	\$ 45.00

That the total annual expenditure for services rendered shall not exceed \$400,000.00. Before the total of \$400,000.00 is reached; the Purchasing Agent is authorized to seek RFQ's for the Engineer position during the term of this contract.

That the Engineer shall be available as consultant to the Officials of the Town of Hammonton and render such services as may be necessary during contract term.

That this contract is awarded as a "Professional Service", under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.

That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**ALTERNATE ENGINEER FOR A TERM OF ONE YEAR**

Appoint \_\_\_\_\_ as Alternate Town Engineer for a term of one year.

**TOWN TRAFFIC CONSULTANT FOR A TERM OF ONE YEAR**

**Resolution #009-2023**

**RESOLUTION APPOINTING A**

**TRAFFIC CONSULTANT FOR THE YEAR 2023**

**WHEREAS**, N.J.S.A. 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Hammonton, County of Atlantic and State of New Jersey, as follows:

That, \_\_\_\_\_ for the Town of Hammonton for a term of one (1) year.

That the Traffic Consultant has agreed to provide professional services at the following rates:

Principal Engineer Partner	\$ 135.00
Associates	\$ 105.00
Project Manager	\$ 100.00
Engineer	\$ 90.00
Assistant Engineer	\$ 75.00
Inspector	\$ 75.00
CAD Operator	\$ 65.00

That the total annual expenditure for services rendered shall not exceed \$25,000.00. Before the total of \$25,000.00 is reached for any or all services listed above, the Purchasing Agent is authorized to seek RFQ's for the position(s) during the term of this contract.

That this contract is awarded as a "Professional Service", under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.

That the attached certification showing availability of funds and specifying the exact line item appropriations Which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**TOWN DOCTOR FOR A TERM OF ONE YEAR**

Appoint \_\_\_\_\_ as Town Doctor for a term of one year per approval of Statewide Insurance Fund.

**Planning Board Class III (Council Members) - One Year Term**

\_\_\_\_\_ and \_\_\_\_\_ is appointed to the position of Planning Board Class III Member.

**Obscenity Review Board (Council Members) – One Year Term**

\_\_\_\_\_ and \_\_\_\_\_ for a term of one year.



**Town Clerks Report**

- 1) Oaths of Office for promotions in police department
- 2) Approval of Memorandum of Understanding for the Superior Officers Association for the Hammonton Police Department effective January 1, 2023.

**New Business**

**Ordinances for Introduction**

**RESOLUTIONS**

**Resolution #010-2023 Defer School Tax**

**R E S O L U T I O N DEFER SCHOOL TAX**

**WHEREAS**, regulations provide for the deferral of not more than 50% of the annual levy when school taxes are raised for a second year and have not been requisitioned by the school district; and

**WHEREAS**, the Division of Local Government Services requires that a resolution be adopted by a majority of the governing body prior to February 10 of the year subsequent to the deferral, authorizing an increase in the amount of the deferral; and

**WHEREAS**, it is the desire of the Governing Body of the Town of Hammonton, County of Atlantic to increase the amount of local school deferred taxes by \$69,740.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Town of Hammonton that the amount of deferred local school taxes be increased to \$9,991,448.50.

**Resolution #011-2023 Designate Banks and Signatures**

**RESOLUTION DESIGNATING OFFICIAL BANKS AND SIGNATURES**

**WHEREAS**, the Town of Hammonton is obligated to designate depositories in connection with the deposit of all monies received; and

**WHEREAS**, the proper officials who are authorized to sign all checks, warrants and drafts of the Town of Hammonton, excluding Municipal Court, should likewise be designated.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the Town of Hammonton, County of Atlantic and State of New Jersey, that the following are hereby designated as official depositories of the Town of Hammonton:

U.S. Bank  
Capital Bank

**BE IT FURTHER RESOLVED** that 2 signatures are required on each check as follows:

**1st Signature must be one of the following:**

**2nd Signature must be one of the following:**

Mayor  
Deputy Mayor  
Town Accountant  
Purchasing Agent  
Court Administrator  
Business Administrator

Treasurer  
Town Accountant  
Purchasing Agent  
Deputy Court Administrator

**Resolution # 012-2023 State Vendors**

**RESOLUTION AUTHORIZING CONTRACT(S) WITH CERTAIN APPROVED STATE CONTRACT VENDOR(S)  
FOR CONTRACTING UNITS PURUSANT TO N.J.S.A. 40A:11-12a**

**Whereas**, the Town of Hammonton pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any good or service under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**Now, therefore**, be it resolved, that the Town of Hammonton authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendor(s) listed below, pursuant to all conditions of the individual State contracts between January 1 and December 31; and

**Be it further resolved**, that the governing body of the Town of Hammonton, pursuant to N.J.A.C. 5:30-5.5(b), no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made; and

**Be it further resolved** by the Mayor and Council of the Town of Hammonton that pursuant to N.J.S.A. 40A:11-12 the following state contract is awarded:

<b><u>COMPANY</u></b>	<b><u>CERTIFICATION NUMBER</u></b>
A.E. Stone Inc.	82251
All Industrial Safety Products	85989
Avaya Inc. (Lucent)	80802
Continental Fire & Safety, Inc.	81365
	80956
Contractor Service Inc.	43024
Dell	89850,
	89967,
	88706
Fisher Scientific Co Inc	61493
Garden State Highway Products	87100,
	86462
Gov Connect	83453
Govdeals	83453
General Spring Service Corp	42120,
	89283
HA DeHart & Son	88264
Hach Co Inc	85091
Johnson & Towers, Inc.	42098
KML Technology Inc.	83903
Kyocera	40465
Lakeview Garage	82478
Lawmen Supply Co. of NJ Inc.	81295,

	82100
Old Dominion Brush Inc.	85861
Pitney Bowes Inc.	41258, 75237
Ransome Engines	85847
RFP Solutions	85847
SHI International	89851
Tactical Public Safety aka Harris Corp	85932
Vineland Auto Electric	81339, 86001
	42084
Winner Ford (Chas)	86921

**Resolution #013-2023 Designate Official Newspapers**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

**WHEREAS**, N.J.S.A. 40:53-1 provides that the governing body of every municipality may designate qualified newspaper(s) that circulate within the municipality for the publication of all advertisements and notices required by law to be published; and

**NOW, THEREFORE, BE IT RESOLVED** BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF HAMMONTON, COUNTY OF ATLANTIC, STATE OF NEW JERSEY as follows:

The Hammonton Gazette shall be designated as the official newspaper for the Town of Hammonton for the year 2023.

The Hammonton News and Press of Atlantic City shall be designated as the secondary newspaper(s) for publications to be displayed in the event that the Town cannot meet the deadline for legal advertising requirements in the official newspaper or in the event that the legal document is required to be advertised in two newspapers circulating within the municipality.

The Newark Star Ledger is designated as the newspaper for publications requiring statewide distribution.

**Resolution #014-2023 Authorize Temporary Budget for 2023**

**Resolution Adopting Temporary Appropriations**

**WHEREAS**, N.J.S.A. 40A:4-19 provides that temporary appropriations should be made for the purposes and amounts required in the manner and time provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January; and

**WHEREAS**, 26.25% of the total appropriations in the prior year budget, exclusive of any appropriations made for debt service or receipt of grants.

**NOW, THEREFORE, BE IT RESOLVED**, that Current Fund and Utility Fund appropriations are made and will be attached hereto.

**Resolution #015-2023 Fixing Interest rate for Nonpayment of Taxes or Assessments**

**Fixing Interest rate for Nonpayment of Taxes or Assessments**

**Whereas**, NJSA 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

**Whereas**, NJSA 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% to be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

**Now, Therefore be it resolved**, by the Mayor and Council of the Town of Hammonton, County of Atlantic, State of New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% annum on the first \$1,500.00 of taxes, water, sewer becoming delinquent after due date and 18% per annum on any amount of taxes, water or sewer in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency.
2. "Delinquency" Now is to be calculated on the sum of all taxes from year to year and not to be calculated on an individual year basis.
3. Effective January 1, 1991 a ten day grace period of quarterly tax payments and semi annual water/sewer payments made by cash, check or money order was established and will remain in effect with the addition of on line payment and charge card payment availability.

Any payments not made in accordance with paragraph 3 of this resolution shall be charged interest from the due date as set forth in paragraph 1 of this resolution.

**Resolution #016-2023 Adopt Cash Management Plan**

**Adopt Cash Management Plan**

**WHEREAS**, N.J.S.A. 40A:5-14 requires certain municipalities to adopt Cash Management Plans for certain public funds pending the use of such funds for intended purposes; and

**WHEREAS**, the Plan is intended to cover the deposit and/or investments of certain accounts identified by the Cash Management Plan; and

**NOW, THEREFORE,** BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF HAMMONTON, ATLANTIC COUNTY, NEW JERSEY that a Cash Management Plan shall and be hereby adopted for year 2023 consistent with the Cash Management Plan which is attached hereto and made a part hereof; and

**BE IT FURTHER RESOLVED** that the Chief Financial Officer, the Treasurer, the Town Accountant and the Purchasing Agent of the Town of Hammonton are hereby authorized and directed to make the required deposits and/or investments for the funds referred to in the within Plan.

#### CASH MANAGEMENT PLAN OF THE TOWN OF HAMMONTON

##### STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Town of Hammonton, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

##### IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Town of Hammonton:

- Current Fund
- Animal Control Funds
- Trust Funds
- Capital Funds
- Utility Funds

##### DESIGNATION OF OFFICIALS OF THE TOWN OF HAMMONTON AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE LAW

The Chief Financial Officer of the Town of Hammonton and the Treasurer (the "Designated Official") are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials. All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official referred to in Section III above.

##### AUTHORIZED INVESTMENTS

Except as otherwise specifically provided herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

- (3) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (4) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (5) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
- (6) Agreements for the repurchase of fully collateralized securities if:
  - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (2) of this section;
  - (b) the custody of collateral is transferred to a third party;
  - (c) the maturity of the agreement is not more than 30 days;
  - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
  - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

#### SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Town of Hammonton, then such investment or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the state of New Jersey. Such institution shall provide for the designation of such investments in the name of the Town of Hammonton to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Town of Hammonton or by a third party custodian prior to or upon the release of the Town of Hammonton's funds.

To assure that all parties with whom the Town of Hammonton deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official (s).

#### REPORTING REQUIREMENTS

On the fifteenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Town of Hammonton a written report of any Deposits or Permitted Investments as of the end of the previous month made pursuant to this Plan, which shall include, at a minimum, the following information:

- (1) The name of any institution holding funds of the Town of Hammonton as a Deposit or Permitted Investment.
- (2) The amount of securities or Deposits purchased or sold during the immediate preceding month.
- (3) The class or type of securities purchased or Deposits made.
- (4) The book value of such Deposits or Permitted Investments.
- (5) The earned income on such Deposits or permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediate preceding month.
- (6) The fees incurred to undertake such Deposits or Permitted Investments.

#### TERM OF THE PLAN

Attached to this Plan is a resolution of the governing body of the Town of Hammonton approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Mayor and Town Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**Resolution #017-2023 Appointing Assessor as Agent**

**RESOLUTION APPOINTING ASSESSOR AS AGENT FOR TOWN OF HAMMONTON**

**WHEREAS**, from time to time the Assessor discovers an error in calculation, transposing, measurement, computer of typographical errors in the Tax Assessments on the Tax List after the time the County Board of Taxation has certified the tax rate for the tax year; and

**WHEREAS**, the governing body of the Taxing District of the Town of Hammonton is desirous that every taxpayer pays their fair share of taxes; and

**WHEREAS**, the method of correcting such errors is to file a Petition of appeal for the current year with the Atlantic County Board of Taxation; and

**WHEREAS**, the error was not caused by the taxpayer.

**THEREFORE BE IT RESOLVED**, by the governing body of the Town of Hammonton that the Assessor is hereby authorized to act as an agent for the Taxing District and file a Petition of Appeal(s) for the year 2023 with the Atlantic County Board of Taxation to correct such errors; and

**BE IT FURTHER RESOLVED**, that the Tax Assessor shall report all tax appeals filed in the taxing district to the Governing Body and the Chief Financial Officer no later than June 1<sup>st</sup> of each year;

**And BE IT FURTHER RESOLVED** That a certified copy of this Resolution be forwarded to the Hammonton Tax Assessor to forward to Atlantic County Board of Taxation with any such Petition of Appeal.

**MAYOR'S ADDRESS**

**PUBLIC HEARD**

**MEETING ADJOURNED**