

LINWOOD COMMON COUNCIL

CAUCUS AGENDA

April 9, 2025

6:00 P.M.

**NOTICE OF THIS MEETING HAS BEEN PUBLISHED
IN ACCORDANCE WITH THE REQUIREMENTS OF
THE OPEN PUBLIC MEETINGS ACT.**

1. Roll Call Mayor Matik _____ Mrs. Albright _____ Mr. Kelly _____
 Mr. Levinson _____ Mr. Michael _____ Mr. Walcoff _____
 Mr. Ford _____

- Professionals: Mr. Youngblood _____ Mr. Polistina _____ Mrs. Napoli _____

2. Approval of Minutes Without Formal Reading

3. Mayor's Report

4. Councilwoman Albright
 - A. Planning, Engineering, & Development
 1. Resolution approving Change Order No. 1 – Final with Capela Construction, Inc. with regard to the Memorial Park Drainage Extension Project
 2. Resolution approving Change Order No. 2 – Final with Command Company, Inc. with regard to the Linwood Bike Path Extension Phase II Project

5. Councilman Kelly
 - A. Neighborhood Services

6. Councilman Levinson
 - A. Revenue & Finance
 1. Resolution authorizing the cancellation of taxes and refund of a tax overpayment for Block 121 Lot 8 located at 510 W. Barr Avenue in the City of Linwood
 2. Salary Ordinance – final reading

7. Councilman Michael
 - A. Public Safety

8. Councilman Walcoff
 - A. Public Works

9. Council President Ford
 - A. Administration

10. Solicitor's Report

**LINWOOD COMMON COUNCIL
AGENDA OF REGULAR MEETING
April 9, 2025**

CALL TO ORDER

**NOTICE OF THIS MEETING HAS BEEN
PUBLISHED IN ACCORDANCE WITH THE
REQUIREMENTS OF THE OPEN PUBLIC MEETINGS ACT.**

FLAG SALUTE: Councilman Adam Walcoff

ROLL CALL

APPROVAL OF MINUTES WITHOUT FORMAL READING

ORDINANCES

02-2025

AN ORDINANCE PROVIDING FOR AND ESTABLISHING SALARIES, COMPENSATION AND SALARY RANGES OF OFFICERS AND EMPLOYEES OF THE CITY OF LINWOOD, AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH.

FIRST READING:

March 12, 2025

PUBLICATION:

March 20, 2025

PASSAGE:

April 9, 2025

RESOLUTIONS WITHIN CONSENT AGENDA

All matters listed under item, **Consent Agenda**, are considered to be routine by City Council, and will be enacted by one motion in the form listed. Any items requiring expenditure are supported by a Certification of Availability of Funds and any item requiring discussion will be removed from the Consent Agenda and discussed separately. All Consent Agenda items will be reflected in full in the minutes.

82-2025

A Resolution approving Change Order No. 1 – Final with Capela Construction, Inc. with regard to the Memorial Park Drainage Extension Project

83-2025

A Resolution authorizing the cancellation of taxes and refund of a tax overpayment for Block 121 Lot 8 located at 510 W. Barr Avenue in the City of Linwood

84-2025

A Resolution approving Change Order No. 2 – Final with Command Company, Inc. with regard to the Linwood Bike Path Extension Phase II Project

APPROVAL OF BILL LIST: \$

MEETING OPEN TO THE PUBLIC

FINAL REMARKS BY MAYOR AND COUNCIL

ADJOURNMENT

ORDINANCE NO. 2, 2025

AN ORDINANCE PROVIDING FOR AND ESTABLISHING SALARIES, COMPENSATION AND SALARY RANGES OF OFFICERS AND EMPLOYEES OF THE CITY OF LINWOOD, AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HERewith.

BE IT ORDAINED, by the Common Council of the City of Linwood, County of Atlantic and State of New Jersey as follows:

SECTION 1: That the following salaries, wages and compensations shall be paid to the following officials, officers and employees of the City of Linwood, retroactive to January 1, 2025, subject, however, to the provisions of certain Employment Contracts between the City of Linwood and the Mainland Police Benevolent Association, the bargaining agent for the members of the Linwood Police Department and Linwood Superior Officers; the Teamsters Local 331 inclusive of the Police Secretary, Linwood Uniformed Firefighters Association Local Union #4370, and also except as otherwise stated herein.

PART TIME HOURLY

RANGE

Administrative Assistant	\$ 15.49 to \$35.00
Clerk Typist	\$ 15.49 to \$35.00
Code Enforcement Officer	\$ 15.49 to \$35.00
Deputy Court Administrator	\$ 15.49 to \$35.00
Dispatcher	\$ 15.49 to \$35.00
Fire Relief	\$ 15.49 to \$35.00
Groundskeeper	\$ 15.49 to \$35.00
Matron	\$ 15.49 to \$35.00
Recreation Aide	\$ 15.49 to \$35.00
Special Law Enforcement Officer Class II	\$ 15.49 to \$35.00
Special Law Enforcement Officer Class III	\$ 15.49 to \$35.00
Summer Intern	\$ 15.49 to \$35.00

PART TIME PER DIEM

RANGE

Planning Board Recording Secretary	\$ 50.00 to \$500.00
Planning Board Tape Recorder Operator/Secretary	\$ 50.00 to \$500.00
School Crossing Guard Captain	\$ 20.00 to \$ 80.00
School Crossing Guard	\$ 20.00 to \$ 70.00

PART TIME PER ANNUM

	<u>RANGE</u>
Clean Communities Coordinator	\$ 50.00 to \$20,000.00
Code Enforcement Officer	\$ 1,000.00 to \$20,000.00
Computer Maintenance Coordinator	\$ 500.00 to \$20,000.00
Communications Coordinator	\$ 1,000.00 to \$20,000.00
Construction Official	\$ 5,000.00 to \$75,000.00
Council Member	\$ 5,000.00 to \$20,000.00
Council President	\$ 5,000.00 to \$25,000.00
Deputy Emergency Management Director	\$ 500.00 to \$20,000.00
Drug Alliance Coordinator	\$ 1,000.00 to \$20,000.00
Emergency Management Director	\$ 1,000.00 to \$20,000.00
Journeyman Electrician	\$ 3,100.00 to \$20,000.00
Floodplain Manager	\$ 1,000.00 to \$20,000.00
Mayor	\$ 5,000.00 to \$25,000.00
Park Director	\$ 5,000.00 to \$25,000.00
Assistant Memorial Park Director	\$ 1,000.00 to \$20,000.00
Municipal Magistrate	\$10,000.00 to \$50,000.00
Planning Board Secretary	\$ 5,000.00 to \$30,000.00
Qualified Purchasing Agent	\$ 500.00 to \$30,000.00
Recycling Coordinator	\$ 1,000.00 to \$20,000.00
Utilities Collector	\$ 2,000.00 to \$20,000.00
Sub-Code Off/Building Inspector	\$ 5,000.00 to \$25,000.00
Sub-Code Off/Electrical Inspector	\$ 5,000.00 to \$25,000.00
Sub-Code Off/Fire Protection	\$ 5,000.00 to \$25,000.00
Sub-Code Off/Plumbing Inspector	\$ 5,000.00 to \$25,000.00
Tax Assessor	\$10,000.00 to \$50,000.00
Uniform Fire Official/Fire Marshall	\$ 5,000.00 to \$20,000.00
Uniform Fire Safety Inspector	\$ 1,000.00 to \$20,000.00
Zoning Officer	\$ 5,000.00 to \$20,000.00

FULL TIME PER ANNUM

	<u>RANGE</u>
Account Clerk	\$35,000.00 to \$60,000.00
Accountant	\$35,000.00 to \$60,000.00
Accounting Assistant	\$35,000.00 to \$60,000.00
Administrative Assistant	\$35,000.00 to \$60,000.00
Administrator	\$50,000.00 to \$95,000.00
Bookkeeper	\$35,000.00 to \$50,000.00
Chief Financial Officer	\$50,000.00 to \$110,000.00
Code Enforcement Officer/Housing Inspector	\$35,000.00 to \$60,000.00
Deputy Court Administrator	\$35,000.00 to \$60,000.00
Deputy Municipal Clerk	\$35,000.00 to \$60,000.00
Deputy Tax Collector	\$35,000.00 to \$60,000.00
Dispatcher / Supervisor	\$35,000.00 to \$60,000.00
Dispatcher	\$35,000.00 to \$60,000.00
Equipment Operator	\$35,000.00 to \$80,000.00
Fire Captain	\$50,000.00 to \$130,000.00
F/F Step 1	\$45,000.00 to \$55,000.00
F/F Step 2	\$45,000.00 to \$55,000.00
F/F Step 3	\$45,000.00 to \$65,000.00
F/F Step 4	\$45,000.00 to \$70,000.00

<u>FULL TIME PER ANNUM (continued)</u>	<u>RANGE</u>
F/F Step 5	\$45,000.00 to \$80,000.00
F/F Step 6	\$45,000.00 to \$80,000.00
F/F Step 7	\$45,000.00 to \$83,000.00
F/F Step 8	\$45,000.00 to \$90,000.00
F/F Step 9	\$45,000.00 to \$90,000.00
F/F Step 10	\$45,000.00 to \$90,000.00
F/F Step 11	\$45,000.00 to \$100,000.00
F/F Step 12	\$45,000.00 to \$100,000.00
F/F Step 13	\$45,000.00 to \$105,000.00
General Supervisor	\$40,000.00 to \$100,000.00
Groundskeeper	\$35,000.00 to \$50,000.00
Municipal Clerk	\$35,000.00 to \$140,000.00
Municipal Court Administrator	\$35,000.00 to \$75,000.00
Patrolman - During Probation	\$40,000.00 to \$50,000.00
Patrolman - Step 1	\$40,000.00 to \$55,000.00
Patrolman - Step 2	\$40,000.00 to \$60,000.00
Patrolman - Step 3	\$40,000.00 to \$65,000.00
Patrolman - Step 4	\$40,000.00 to \$70,000.00
Patrolman - Step 5	\$40,000.00 to \$75,000.00
Patrolman - Step 6	\$40,000.00 to \$85,000.00
Patrolman - Step 7	\$40,000.00 to \$95,000.00
Patrolman - Step 8	\$40,000.00 to \$95,000.00
Patrolman - Step 9	\$40,000.00 to \$95,000.00
Patrolman - Step 10	\$40,000.00 to \$100,000.00
Patrolman - Step 11	\$40,000.00 to \$105,000.00
Patrolman - Step 12	\$40,000.00 to \$110,000.00
Police Captain	\$75,000.00 to \$150,000.00
Police Chief	\$75,000.00 to \$175,000.00
Police Deputy Chief	\$75,000.00 to \$160,000.00
Police Chief's Secretary	\$35,000.00 to \$70,000.00
Police Lieutenant	\$75,000.00 to \$140,000.00
Police Sergeant	\$75,000.00 to \$120,000.00
Public Works Foreman	\$35,000.00 to \$90,000.00
Public Works Laborer	\$35,000.00 to \$75,000.00
Public Works Superintendent	\$50,000.00 to \$100,000.00
Secretary	\$35,000.00 to \$70,000.00
Tax Collector	\$35,000.00 to \$85,000.00
Tech. Assistant to Construction Office	\$35,000.00 to \$80,000.00

SECTION 2A: A current full time employee, employed as of January 1, 2012, shall be paid together with his or her annual salary as fixed and determined by this ordinance, additional compensation based upon length of his or her full time service, effective and limited to January 1, 2012, an amount to be added to base salary and paid bi-weekly or monthly in accordance with the following schedule:

YEARS OF SERVICE

COMPENSATION PER ANNUM
IN ADDITION TO FIXED SALARY

3
Each year after 3 to 30 years

\$350.00
\$350.00 plus \$150.00 for
each additional year up to
a maximum of \$4,000.00

However, all longevity pay for current employees shall be frozen at the level of service achieved effective January 1, 2012 and no new employee or current employee who has not reached a level of service whereby he or she is entitled to longevity pay as of that date, shall be paid longevity, nor shall said employees be entitled to longevity pay at any time in the future.

SECTION 2B: The aforesaid additional compensation and all overtime paid for any union employee shall be payable in accordance with the terms of the union employee contracts.

SECTION 2C: The period of eligibility for length of service for longevity pay shall be determined as of the anniversary date of the full time employment of each employee. Those employees hired from January 1 to June 30 will be considered to have completed a full year December 31 of that year. Those employees hired after June 30 will be considered to have completed a full year December 31 of the following year. For all years thereafter, all anniversary dates will be on January 1. However, all current employees shall be frozen at the level of employment achieved as of January 1, 2012 for purposes of longevity and no new employees shall be entitled to longevity.

SECTION 2D: All full time employees holding a Bachelor's Degree in a subject related to that employee's position within the City of Linwood shall receive additional compensation in the amount of \$1,250.00 per year. All full time employees holding a Master's Degree related to that employee's

position within the City of Linwood shall receive additional compensation in the amount of \$1,400.00 per year. Such additional compensation shall be added to base salary and paid bi-weekly or monthly.

SECTION 3: All said salaries, wages and compensation shall be paid to the Municipal Magistrate, Tax Assessor, Emergency Management Director, Fire Inspector and the Uniform Fire Official in equal monthly installments; to the Mayor, Councilpersons, and Drug Alliance Coordinator in equal quarterly installments; and all of the other abovementioned salaries, wages and compensation shall be paid biweekly, in equal installments, every other Friday.

SECTION 4: All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

SECTION 5: Should any section, clause, sentence, phrase or provision of this ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance.

SECTION 6: This ordinance shall take effect retroactively to January 1, 2025 upon its final passage, publication and adoption in the manner prescribed by law.

FIRST READING: March 12, 2025
PUBLICATION: March 20, 2025
PASSAGE: April 9, 2025

The within Ordinance was introduced at a meeting of the Common Council of the City of Linwood, County of Atlantic and State of New Jersey held on, March 12, 2025 and will be further considered for final passage after a public hearing thereon at a meeting of said Common Council on April 9, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

RESOLUTION No. 82, 2025

A RESOLUTION APPROVING CHANGE ORDER NO. 1 - FINAL WITH CAPELA CONSTRUCTION, INC. WITH REGARD TO THE MEMORIAL PARK DRAINAGE EXTENSION PROJECT

WHEREAS, Change Order NO. 1 - Final with Capela Construction, Inc. with regard to the Memorial Park Drainage Extension Project has been submitted for review and approval; and

WHEREAS, recommendations have been made to authorize the Change Order which will result in a decrease of the total contract price in the amount of \$75.00 in accordance with the attached Change Order incorporated herein and made part hereof;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that Change Order NO. 1 - Final with Capela Construction, Inc. regarding the Memorial Park Drainage Extension Project be and is hereby authorized and approved;

BE IT FURTHER RESOLVED, by the Common Council of the City of Linwood that the Mayor be and is hereby authorized and directed to execute Change Order NO. 1 - Final with regard to the above referenced project.

BE IT FURTHER RESOLVED, that this Resolution is contingent upon a Certification of Availability of Funds from the Chief Financial Officer of the City of Linwood.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 9th day of April, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of April, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

CONTRACT CHANGE ORDER

CHANGE ORDER NO. 1 - Final

DATE March 28, 2025

CONTRACT NO. 58

PROJECT DESCRIPTION Memorial Park Drainage Extension

CONTRACT DATE February 12, 2025

CONTRACTOR Capela Construction Inc.

REASON FOR CHANGE ORDER As-Built Quantity Adjustment

<u>CONTRACT</u> <u>ITEM NO.</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT</u> <u>PRICE</u>	<u>EXTENSION</u>	
				<u>Additions</u>	<u>Deletions</u>
7	6 LF	15" HDPE Storm Pipe	\$100.00	\$600.00	
8	3 LF	15" Reinforced Concrete Pipe, Class IV	\$125.00		\$375.00
9	16 SF	Concrete Gutter, 8" Thick	\$25.00		\$400.00
11	10 SY	Topsoil, Fertilize & Seed	\$10.00	\$100.00	
		Sub-Total		\$700.00	\$775.00
		Total			\$75.00

ACCEPTED:

ORIGINAL CONTRACT AMOUNT \$ 43,916.00

CONTRACTOR

DATE _____

PREVIOUS CHANGE ORDERS \$ 0.00

APPROVAL RECOMMENDED:

THIS CHANGE ORDER NO. 1 - FINAL \$ -75.00

POLISTINA & ASSOCIATES

DATE _____

TOTAL CHANGE ORDERS
TO DATE

\$ - 75.00

APPROVED:

ADJUSTED CONTRACT AMOUNT

\$ 43,841.00

OWNER

DATE _____

PERCENT CHANGE IN CONTRACT

- 0.17 %

NOTE: All work under this Change Order to be done under applicable provisions of the contract. Change Order not valid unless properly authorized and approved.

RESOLUTION No. 83, 2025

A RESOLUTION AUTHORIZING THE CANCELLATION OF TAXES AND REFUND OF A TAX OVERPAYMENT FOR BLOCK 121 LOT 8 LOCATED AT 510 W BARR AVENUE IN THE CITY OF LINWOOD

WHEREAS, Kieram Sean Osling is the owner of Block 121 Lot 8 located at 510 W Barr Avenue in the taxing district of the City of Linwood; and

WHEREAS, Kieram Sean Osling made application to the Tax Assessor, of the City of Linwood, for property tax exemption due to his 100% permanently disabled veteran status and the Tax Assessor for the City of Linwood granted the exemption for Kieram Sean Osling as of February 7, 2025; and

WHEREAS, the City of Linwood must refund the prorated amount of \$1,489.95 that was collected from Kieram Sean Osling for the 1st quarter of 2025 property taxes. Tax Collector must also cancel and remove the 2nd quarter of 2025 taxes due to the exemption granted to Kariem Sean Osling;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that the Chief Financial Officer of the City of Linwood be and is hereby authorized, empowered and directed to execute and deliver a draft in favor of Kieram Sean Osling, in the amount of \$1,489.95 which is the amount of the payment of taxes to said property owner.

BE IT FURTHER RESOLVED, by the Common Council of the City of Linwood, that the Tax Collector is hereby authorized, empowered and directed to cancel the 2nd quarter of 2025 taxes for the property known as block 121 lot 8 assessed in the name of Kieram Sean Osling.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 9th day of April, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of April, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 84, 2025

A RESOLUTION APPROVING CHANGE ORDER NO. 2 - FINAL WITH COMMAND COMPANY, INC. WITH REGARD TO THE LINWOOD BIKE PATH EXTENSION PHASE II PROJECT

WHEREAS, Change Order NO. 2 - Final with Command Company, Inc. with regard to the Linwood Bike Path Extension Phase II Project has been submitted for review and approval; and

WHEREAS, recommendations have been made to authorize the Change Order which will result in an increase of the total contract price in the amount of \$6,336.15 in accordance with the attached Change Order incorporated herein and made part hereof;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that Change Order NO. 2 - Final with Command Company, Inc. regarding the Linwood Bike Path Extension Phase II Project be and is hereby authorized and approved;

BE IT FURTHER RESOLVED, by the Common Council of the City of Linwood that the Mayor be and is hereby authorized and directed to execute Change Order NO. 2 - Final with regard to the above referenced project.

BE IT FURTHER RESOLVED, that this Resolution is contingent upon a Certification of Availability of Funds from the Chief Financial Officer of the City of Linwood.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 9th day of April, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of April, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

Memo

To: Mayor and Members of Council
From: Anthony Strazzeri, CFO
CC: Leigh Ann Napoli, RMC, CMR, MPA, City Clerk
Date: 4-4-2025
Re: Availability of Funds – Bike Path Extension Phase 2 Change Order #2

Pursuant to 40A: 4-57, I hereby certify that sufficient funds in the amount of \$6,336.15 are available under Capital Ordinance #5-2024B Roadway Improvement Funds will be encumbered to Command Co Inc. 1318 Antwerp Ave Egg Harbor City, NJ 08215.

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT
CHANGE ORDER NUMBER 2 - FINAL
STATE AID PROJECT

Project	Linwood Bike Path Extension Phase II
Municipality	City of Linwood
County	Atlantic
Contractor	Command Company, Inc.

In accordance with the project Supplementary Specification, the following are changes in the contract.

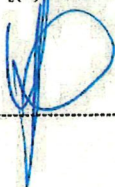
Location and Reason for Change:

Change Order No. 2 - Final addresses the as-built quantity adjustments required for the completion of the project.


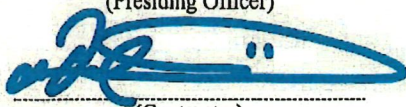
Item No.	Description	Quantity (+/-)	Unit Price	Amount
7	Dense Graded Aggregate, Base Course, 6" Thick	- 137 SY	\$14.00	- \$1,918.00
8	Hot Mix Asphalt, 12.5M64 Surface Course, 2" Thick	+ 42.08 TON	\$180.00	+ \$7,574.40
9	6" x 6" Treated Timber Retaining Wall	- 20 LF	\$40.00	- \$800.00
10	Reset Utility Valve Casting	- 4 UNIT	\$400.00	- \$1,600.00
11	Concrete Vertical Curb	+ 230 LF	\$37.00	+ \$8,510.00
12	Concrete Sidewalk, 4" Thick	+ 2 SY	\$82.00	+ \$164.00
15	Traffic Markings, Thermoplastic	- 92 SF	\$30.00	- \$2,760.00
16	Traffic Markings, Thermoplastic Lines, 4"	+ 530 LF	\$2.00	+ \$1,060.00
17	Removal of Traffic Stripes	+ 1,039 LF	\$3.00	+ \$3,117.00
19	Temporary Silt Fence	- 1,185 LF	\$3.00	- \$3,555.00
24	Traffic Directors, Flaggers	- 24 HOUR	\$86.63	- \$2,079.12
25	Fuel Price Adjustment	- 2.75426 LS	\$500.00	- \$1,377.13

Amount of Original Contract	\$	195,699.12
Adjusted Amount Based on Change Order 1	\$	215,911.92
Adjusted Amount Based on Change Order 2 - Final	\$	222,248.07
% Change in Contract [(+) Increase or (-) Decrease]		+ 13.57 %

Extra	\$	20,425.40
Supplemental	\$	0.00
Reduction	\$	14,089.25
Total Change	\$	6,336.15

 _____ (Engineer)	4/4/25 _____ (Date)
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Approved: _____ (District Manager) (Bureau of Local Aid)	_____ (Date)
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 _____ (Presiding Officer)	_____ (Date)
 _____ (Contractor)	04.03.25 _____ (Date)