

**LINWOOD COMMON COUNCIL
CAUCUS AGENDA
December 8, 2021
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. Byrnes _____ Mrs. DeDomenicis _____
 Mr. Ford _____ Mr. Gordon _____ Mr. Levinson _____
 Mr. Michael _____ Mr. Paolone _____

 Professionals: Mr. Youngblood ___ Mr. Polistina _____ Mrs. Napoli _____
2. Approval of Minutes Without Formal Reading
3. Mayor's Report
4. Councilwoman Byrnes
 - A. Neighborhood Services
5. Councilwoman DeDomenicis
 - A. Public Works
 1. Resolution rescinding Resolution 188, 2021 authorizing a Shared Service with Atlantic County in applying for a LEAP Implementation Grant due to a change in the grant application and authorizing a new Resolution approving said changes.
 2. Resolution rejecting bids received for Lawn & Snow Removal Services
 3. Resolution authoring the re-advertisement for bids for Lawn & Snow Removal Services
 4. Resolution extending the Contract with Miller's Lawn Care Inc for Lawn Maintenance and Snow Removal Services
6. Councilman Ford
 - A. Planning, Engineering, & Development
 1. Resolution authorizing the hiring of Donna McBride as an Administrative Assistant to the Construction Office
7. Councilman Gordon
 - A. Planning, Engineering, & Development
 1. Resolution authorizing a Change Order with American Pipe Cleaning with regard to the 2021 Video Inspection and Main Cleaning
8. Councilman Levinson
 - A. Revenue & Finance
 1. Resolution authorizing 2021 Budget Appropriation Transfers
 2. Resolution canceling appropriation balances
9. Councilman Michael
 - A. Public Safety
 1. Resolution authorizing the hiring of Anthony Onesky as a Substitute School Crossing Guard
10. Council President Paolone
 - A. Administration
11. Solicitor's Report
 - A. Resolution authorizing the cancellation of taxes for Block 110 Lot 1.01 located at 4 E. Glenside Avenue

**LINWOOD COMMON COUNCIL
AGENDA OF REGULAR MEETING
December 8, 2021**

CALL TO ORDER

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

FLAG SALUTE: Councilman Eric Ford

ROLL CALL

APPROVAL OF MINUTES WITHOUT FORMAL READING

PRESENTATION

187-2021	Honorary Resolution
197-2021	Honorary Resolution
198-2021	Honorary Resolution

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.

188-2021	A Resolution to rescind Resolution No. 186, 2021 authorizing participation with Atlantic County Government in applying for a LEAP Implementation Grant
189-2021	A Resolution authorizing participation with Atlantic County Government in applying for a LEAP Implementation Grant
190-2021	A Resolution authorizing the hiring of Anthony Onesky as a Substitute School Crossing Guard for the City Linwood
191-2021	A Resolution authorizing the hiring of Donna McBride as an Administrative Assistant in the Construction Office for the City of Linwood
192-2021	A Resolution authorizing the cancellation of taxes for Block 110 Lot 1.01 located at 4 East Glenside Avenue in the City of Linwood
193-2021	A Resolution authorizing 2021 Budget Appropriation Transfers
194-2021	A Resolution cancelling Appropriation Balances
195-2021	A Resolution rejecting the bids for Lawn Maintenance and Snow Removal Services for the City of Linwood
196-2021	A Resolution authorizing the City of Linwood to re-advertise for bids for Lawn Maintenance and Snow Removal Services for the City of Linwood
199-2021	A Resolution extending the Contract with Miller's Lawn Care Inc. for Lawn Maintenance and Snow Removal Services
200-2021	A Resolution approving Change Order No. 1 with American Pipe Cleaning, LLC with regard to the 2021 Video Inspection and Main Cleaning in the City of Linwood

APPROVAL OF BILL LIST: \$

MEETING OPEN TO THE PUBLIC

FINAL REMARKS BY MAYOR AND COUNCIL

ADJOURNMENT

RESOLUTION No. 188, 2021

A RESOLUTION TO RESCIND RESOLUTION NO. 186 OF 2021 AUTHORIZING PARTICIPATION WITH ATLANTIC COUNTY GOVERNMENT IN APPLYING FOR A LEAP IMPLEMENTATION GRANT

WHEREAS, the Common Council of the City of Linwood passed Resolution No. 186 of 2021 authorizing participation with Atlantic County Government in applying for a LEAP Implementation Grant; and

WHEREAS, the Common Council of the City of Linwood is desirous of rescinding said Resolution due to revisions in the County's application;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that Resolution No. 186 of 2021 authorizing participation with Atlantic County Government in applying for a LEAP Implementation Grant be and is hereby rescinded effective immediately.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at the Regular Meeting of the City of Linwood, held this 8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 189, 2021

**A RESOLUTION AUTHORIZING PARTICIPATION WITH ATLANTIC COUNTY
GOVERNMENT IN APPLYING FOR A LEAP IMPLEMENTATION GRANT**

WHEREAS, the State of New Jersey has appropriated \$10 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development, and implementation of new shared and regional services; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

WHEREAS, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

WHEREAS, the Atlantic County Government proposes to enter into a shared services agreement, but face certain expenses associated with implementation that present a burden to the local units; and

WHEREAS, the purpose of this shared services agreement is to purchase three (3) trailer mounted attenuators (TMA) to make available on an as needed basis to all Atlantic County municipalities, at no cost, through a shared service agreement, which will benefit the residents of all participating local units; and

WHEREAS, the Atlantic County Government has agreed to be the lead agency in this program and will submit the application to DLGS on behalf of all participating units;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Linwood, that the City of Linwood does hereby join with Atlantic County Government in applying for a LEAP Implementation Grant in the amount of \$65,202.50 to support implementation of this shared service.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at the Regular Meeting of the City of Linwood, held this 8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 190, 2021

A RESOLUTION AUTHORIZING THE HIRING OF ANTHONY ONESKY AS A
SUBSTITUTE SCHOOL CROSSING GUARD FOR THE CITY OF LINWOOD

WHEREAS, vacancies exist in the position of Substitute
School Crossing Guard in the City of Linwood; and

WHEREAS, the Common Council of the City of Linwood is
desirous of filling the aforesaid vacancies;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of
the City of Linwood, County of Atlantic, that Anthony Onesky is
hereby hired, effective immediately, as a Substitute School
Crossing Guard at a rate of \$38.71 per diem, in accordance with
the Linwood Salary Ordinance and all amendments thereto;

BE IT FURTHER RESOLVED, that this Resolution is contingent
upon a satisfactory completed background check on Anthony Onesky.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of
Linwood, do hereby certify that the foregoing resolution was duly
adopted at the Regular Meeting of the City of Linwood, held this
8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and
official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 191, 2021

A RESOLUTION AUTHORIZING THE HIRING OF DONNA MCBRIDE AS AN ADMINISTRATIVE ASSISTANT IN THE CONSTRUCTION OFFICE FOR THE CITY OF LINWOOD

WHEREAS, there exists a vacancy in the position of Administrative Assistant in the Construction Office for the City of Linwood; and

WHEREAS, applications were received and based upon an interview a recommendation has been made to hire Donna McBride to fill the position;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood, Atlantic County, New Jersey that Donna McBride be and is hereby hired to fill the position of Administrative Assistant in the Construction Office for the City of Linwood effective December 20, 2021 at an hourly rate of \$20.00 as provided for in the Linwood Salary Ordinance and all amendments thereto.

BE IT FURTHER RESOLVED, said appointment includes a Probationary Period of 90 days from the date of hire per Linwood's Policy and Procedures Employee Manual and all amendments thereto.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at the Regular Meeting of the City of Linwood, held this 8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 192, 2021

A RESOLUTION AUTHORIZING THE CANCELLATION OF TAXES FOR BLOCK 110 LOT 1.01 LOCATED AT 4 EAST GLENSIDE AVENUE IN THE CITY OF LINWOOD

WHEREAS, Steven Peled is the owner of Block 110 Lot 1.01 located at 4 East Glenside Avenue in the taxing district of the City of Linwood; and

WHEREAS, Steven Peled was granted a minor subdivision by the Linwood Planning Board to create the subject lot, but failed to satisfy certain conditions required by the Board to complete the subdivision approval; and

WHEREAS, the City of Linwood erroneously taxed this lot for approximately 13 years with all taxes having been paid by the owner; and

WHEREAS, Steven Peled filed a Complaint in Tax Court under Correction of Error, N.J.S.A. 54:51A-7, which allows a property owner to receive a refund for over payments for a maximum period of three years; and

WHEREAS, the Tax Assessor has settled this case resulting in an overpayment of taxes in the total amount of \$11,920.19 for calendar years 2018, 2019 and 2020; and

WHEREAS, by Resolution No. 30, 2021, the City of Linwood authorized a refund of the overpaid taxes in the amount of \$11,920.19 that was collected from Steven Peled for the 2018, 2019 and 2020 property taxes due to the fact that the subject lot was never legally created and does not exist; and

WHEREAS, it is also necessary to cancel the taxes for the years being refunded;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood, that the Tax Collector is hereby authorized, empowered and directed to cancel the following taxes for Block 110 Lot 1.01; \$3,885.08 for 2018, \$3,974.16 for 2019, and \$4,060.95 for 2020.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at the Regular Meeting of the City of Linwood, held this 8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 193, 2021

A RESOLUTION AUTHORIZING 2021 BUDGET APPROPRIATION TRANSFERS

WHEREAS, Budget transfers are permitted between budget appropriations as per N.J.S.A. 40A: 4-58 during the last two months of the year,

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood, Atlantic County and State of New Jersey that the list of 2021 Budget transfers be and the same are hereby approved.

BE IT FURTHER RESOLVED, that the Treasurer's Office shall be authorized to make further budget transfers if needed before December 31, 2021.

<u>Appropriation</u>	<u>From</u>	<u>To</u>
Unemployment Insurance	2,000.00	
Fire O/E	5,000.00	
Police O/E	10,000.00	
Social Security		2,000.00
Fire S/W		5,000.00
Police S/W		10,000.00
Totals:	17,000.00	17,000.00

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at the Regular Meeting of the City of Linwood, held this 8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 194, 2021

A RESOLUTION CANCELING APPROPRIATION BALANCES

WHEREAS, the following Current Fund budget appropriation balances remain unexpended:

Legal Services OE	10,000.00
Workers Comp Insurance	10,000.00
Engineer OE	4,000.00
Emergency Management OE	5,000.00
Group Insurance	30,000.00
Emergency Medical Services	10,500.00

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be credited to Surplus;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that the above listed unexpended balances of the Current Fund be canceled.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at the Regular Meeting of the City of Linwood, held this 8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 195, 2021

**A RESOLUTION REJECTING THE BIDS FOR LAWN MAINTENANCE AND SNOW
REMOVAL SERVICES FOR THE CITY OF LINWOOD**

WHEREAS, the City of Linwood advertised for and received bids for Lawn Maintenance and Snow Removal Services on Wednesday, December 1, 2021 at 10:00 A.M.; and

WHEREAS, the bids submitted have been reviewed and it has been discovered that the bid pricing sheets for snow removal on three City owned properties were inadvertently left out of the bid packet thereby creating material error resulting in an inaccurate cost analysis; and

WHEREAS, the City Solicitor has determined that the material error in the bid specifications requires the bids to be rejected;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that the bids submitted on December 1, 2021 for Lawn Maintenance and Snow Removal Services for the City of Linwood be and are hereby rejected as a result of a material error in the bid specifications.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at the Regular Meeting of the City of Linwood, held this 8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 196, 2021

A RESOLUTION AUTHORIZING THE CITY OF LINWOOD TO RE-ADVERTISE FOR BIDS FOR LAWN MAINTENANCE AND SNOW REMOVAL SERVICES FOR THE CITY OF LINWOOD

WHEREAS, by Resolution No. 195, 2021, City Council rejected the bids received for Lawn Maintenance and Snow Removal Services on December 1, 2021 due to an error in the bid specifications; and

WHEREAS, specifications have been revised and are on file and available for inspection in the Office of the City Clerk, Linwood, New Jersey;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood, Atlantic County, New Jersey that the aforesaid specifications are hereby approved;

BE IT FURTHER RESOLVED, by the Common Council of the City of Linwood, Atlantic County, New Jersey that the City Clerk is hereby directed to advertise for bids for the aforesaid in the December 13, 2021 issue of The Press, bids to be received on Tuesday, December 28, 2021 at 10:00 A.M. prevailing time at the Municipal Clerk's Office, Linwood, New Jersey;

BE IT FURTHER RESOLVED, that the Common Council of the City of Linwood reserves the right to reject all bids.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at the Regular Meeting of the City of Linwood, held this 8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 199, 2021

A RESOLUTION EXTENDING THE CONTRACT WITH MILLER'S LAWN CARE INC. FOR LAWN MAINTENANCE AND SNOW REMOVAL SERVICES

WHEREAS, on January 1, 2020, the City of Linwood entered into a Contract with Miller's Lawn Care Inc. for Lawn Maintenance and Snow Removal Services; and

WHEREAS, the term of said Agreement expires on December 31, 2021; and

WHEREAS, the City advertised for and received bids on December 1, 2021; and

WHEREAS, on December 8, 2021, the bids received have been rejected as a result of a material error in the bid specifications and the City is re-advertising for bids to be received on December 28, 2021; and

WHEREAS, it is necessary to extend the term of the Contract with Miller's Lawn Care Inc.;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that the Mayor and City Clerk be and are hereby duly authorized, empowered and directed to execute any documents to extend the current Contract with Miller's Lawn Care Inc. for Lawn Maintenance and Snow Removal Services for one month or until such time a subsequent Contract is awarded.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at the Regular Meeting of the City of Linwood, held this 8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 200, 2021

A RESOLUTION APPROVING CHANGE ORDER NO. 1 WITH AMERICAN PIPE CLEANING, LLC WITH REGARD TO THE 2021 VIDEO INSPECTION AND MAIN CLEANING IN THE CITY OF LINWOOD

WHEREAS, Change Order No. 1 with American Pipe Cleaning, LLC with regard to the 2021 Video Inspection and Main Cleaning 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 \$5,936.65 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 with American Pipe Cleaning, LLC regarding the 2021 Video Inspection and Main Cleaning 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 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 the Regular Meeting of the City of Linwood, held this 8th day of December 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 8th day of December 2021.

LEIGH ANN NAPOLI, 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: 12-07-2021
Re: Availability of Funds-Sewer Video Inspection and Main Cleaning Change Order #2

Pursuant to 40A: 4-57, I hereby certify that sufficient funds in the amount of \$5,936.65 are available under Capital Ordinance #4-2018D Sewer Improvements. Funds will be encumbered to American Pipe Cleaning LLC PO Box 2043 Ocean, NJ 07712.

