

**LINWOOD COMMON COUNCIL  
CAUCUS AGENDA  
February 22, 2023  
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 \_\_\_\_\_                      Mrs. Byrnes \_\_\_\_\_  
                                                 Mrs. DeDomenicis \_\_\_\_\_                      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. Ordinance amending and supplementing Chapter 277, Zoning – final reading
5. Councilwoman Byrnes
  - A. Neighborhood Services
6. Councilwoman DeDomenicis
  - A. Public Works
    1. Resolution authorizing an Agreement with Atlantic County for Aerial Mosquito Control Spraying
    2. Resolution authorizing the extension of the Shared Services Agreement with the ACUA for Solid Waste and Bulk Waste Collection
7. Councilman Levinson
  - A. Revenue & Finance
    1. Resolutions for refund of taxes for 104 Arlington Avenue and 210 Haines Avenue due to permanently disabled veteran status
8. Councilman Michael
  - A. Public Safety
9. Council President Ford
  - A. Administration
    1. Ordinance amending Chapter 124 Development Fees – final reading
    2. Resolution awarding a Contract for Professional Services to AtlantiCare for the Employee Assistance Program
10. Solicitor's Report

**LINWOOD COMMON COUNCIL  
AGENDA OF REGULAR MEETING  
February 22, 2023**

**CALL TO ORDER**

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

**FLAG SALUTE:** Councilman Matt Levinson

**ROLL CALL**

**APPROVAL OF MINUTES WITHOUT FORMAL READING**

**ORDINANCES**

**3 OF 2023** AN ORDINANCE AMENDING, REVISING AND SUPPLEMENTING CHAPTER 124, DEVELOPMENT FEES, SECTION 124-4 RESIDENTIAL DEVELOPMENT FEES OF THE CODE OF THE CITY OF LINWOOD IN COMPLIANCE WITH A SETTLEMENT AGREEMENT WITH FAIR SHARE HOUSING CORPORATION AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED THE PROVISIONS OF WHICH ARE INCONSISTENT THEREWITH.

*FIRST READING:* February 8, 2023

*PUBLICATION:* February 13, 2023

*PASSAGE:* February 22, 2023

**4 OF 2023** AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 277, ZONING, OF THE CODE OF THE CITY OF LINWOOD AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT THEREWITH.

*FIRST READING:* February 8, 2023

*PUBLICATION:* February 12, 2023

*PASSAGE:* February 22, 2023

**RESOLUTIONS**

**52-2023** A Resolution awarding a Non-Competitive Contract for Professional Services to AtlantiCare Behavioral Health for the Employee Assistance Program

**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.

**48-2023** A Resolution authorizing entering into an Agreement with Atlantic County for Municipal Aerial Mosquito Control Spraying

**49-2023** A Resolution extending the Shared Services Agreement with the Atlantic County Utilities Authority for Solid Waste and Bulk Waste Collection Services

**50-2023** A Resolution authorizing the refund of the 2022 tax payments for Block 65 Lot 3 located at 104 Arlington Avenue in the City of Linwood

**51-2023** A Resolution authorizing the refund of the 2022 tax payments for Block 163 Lot 2 located at 210 Haines Avenue in the City of Linwood

Linwood Common Council  
Agenda of Regular Meeting  
2/22/2023  
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**APPROVAL OF BILL LIST: \$**

**MEETING OPEN TO THE PUBLIC**

**FINAL REMARKS BY MAYOR AND COUNCIL**

**ADJOURNMENT**

ORDINANCE NO. 3, 2023

AN ORDINANCE AMENDING, REVISING AND SUPPLEMENTING CHAPTER 124, DEVELOPMENT FEES, SECTION 124-4 RESIDENTIAL DEVELOPMENT FEES OF THE CODE OF THE CITY OF LINWOOD IN COMPLIANCE WITH A SETTLEMENT AGREEMENT WITH FAIR SHARE HOUSING CORPORATION AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED THE PROVISIONS OF WHICH ARE INCONSISTENT THEREWITH

BE IT ORDAINED, by the Common Council of the City of Linwood, County of Atlantic and State of New Jersey that Chapter 124, Development Fees, Section 124-4 Residential Development Fees of the Code of the City of Linwood be and hereby is amended as follows:

SECTION 1:

§ 124-4 **Residential development fees.**

**A. Imposed fees.**

(1) Within the zoning districts allowing residential development, residential developers, except for developers of the types of development specifically exempted below, shall pay a fee of 1 1/2% of the equalized assessed value for residential development, provided that no increased density is permitted.

(2) When an increase in residential density pursuant to N.J.S.A. 40:55D-70d(5) (known as a "d variance") has been permitted, developers may be required to pay a development fee of 6% of the equalized assessed value for each additional unit that may be realized. However, if the zoning on a site has changed during the two-year period preceding the filing of such a variance application, the base density for the purposes of calculating the bonus development fee shall be the highest density permitted by right during the two-year period preceding the filing of the variance application.

(3) Example: If an approval allows four units to be constructed on a site that was zoned for two units, the fees could equal 1 1/2% of the equalized assessed value on the first two units; and the specified higher percentage up to 6% of the equalized assessed value for the two additional units, provided that zoning on the site has not changed during the two-year period preceding the filing of such a variance application.

**B. Eligible exactions, ineligible exactions and exemptions for residential development.**

(1) Affordable housing developments and developments where the developer has made a payment in lieu of on-site construction of affordable units shall be exempt from development fees.

(2) Developments that have received preliminary or final site plan approval prior to the adoption of a municipal development fee ordinance shall be exempt from development fees, unless the developer seeks a substantial change in the approval. Where a site plan approval does not apply, a zoning and/or building permit shall be synonymous with preliminary or final site plan approval for this purpose. The fee percentage shall be vested on the date that the building permit is issued.

(3) Deleted in its entirety.

(4) Deleted in its entirety.

SECTION 2: All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

SECTION 3: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4: This Ordinance shall take effect upon passage and publication as provided by law.

<i>FIRST READING:</i>	<i>February 8, 2023</i>
<i>PUBLICATION:</i>	<i>February 13, 2023</i>
<i>PASSAGE:</i>	<i>February 22, 2023</i>

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, February 8, 2023 and will be further considered for final passage after a public hearing thereon at a meeting of said Common Council on February 22, 2023.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

ORDINANCE NO. 4, 2023

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 277, ZONING, OF THE CODE OF THE CITY OF LINWOOD AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT THEREWITH.

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

SECTION 1: Chapter 277 Zoning, Article II Definitions, 277-3 Terms defined is hereby amended to add the following:

BOARDING HOUSE: Boarding house has the meaning set forth in N.J.S.A. 55: 13B-3.

COOPERATIVE SOBER LIVING RESIDENCE, (CSLR): A recovery home that is a rooming or boarding house that has been issued a “F” License by the New Jersey Department of Community Affairs pursuant to N.J.A.C. 5:27-1.1 et seq. It does not operate as a single housekeeping unit. The 2017 New Jersey Uniform Construction Code defines a CSLR as “a residential setting that serves solely as a home for individuals who are recovering from drug or alcohol addiction and is intended to provide an environment where the residents can support each other’s sobriety and recovery.” In addition to the other requirements specified in the regulations, a cooperative sober living residence must satisfy the following criteria;

- a. Management by an entity or organization that provides an operator who shall reside in the residence and exercise some level of control over the operation of the residence and establishes the residence’s rules;
- b. Occupancy shall not exceed 10 individuals, exclusive of the operator;
- c. The requirement of the maintenance of an alcohol and drug free environment;
- d. No provision of on-site counseling therapy, clinical treatment, or alcohol and/or drug treatment by the licensee;
- e. No provision of food, laundry, financial, or other personal services by the licensee;
- f. Ability of licensee, at its discretion, to provide non clinical recovery and support services. The licensee may also elect to mandate or encourage residents to attend self-help recovery programs, participate in activities

related to maintaining sobriety and continuing recovery, or receive off-site services deemed desirable or necessary to maintain sobriety; and

- g. Ability of licensee, at its discretion, to require drug or alcohol testing of residents.

**NON-OXFORD HOUSE MODEL RECOVERY HOME:** A recovery home that does not operate using the Oxford House model and does not operate as a single housekeeping unit. Examples of activities that indicate the house is a Non-Oxford House Model, may include but are not limited to: residents enter into individual leases with the owner or operator of the home for the occupancy of their room and the common area; there is a limited number of staff on site who will enforce rules, oversee the taking of medication, and perform random drug screening; residents are required to attend AA/NA meetings; residents are required to attend mandatory house meetings; residents are prohibited from sleeping outside the house; staff enforces a curfew; or guests are prohibited. They are rooming homes or boarding houses.

**OXFORD HOUSE MODEL RECOVERY HOME:** Oxford House has been authorized by Congress to provide community living arrangements for persons with drug and alcohol addiction. It is a recovery home in which the residents are self-governing, all residents contribute to the maintenance and expenses of the house, the residents determine who can reside in the house, there is no limit to how long an individual can reside in the house, there is no addiction treatment, therapy, or paid staff provided; the house operates as a single housekeeping unit, and the house is not required to be licensed by the New Jersey Department of Community Affairs.

**RECOVERY HOME:** A residential environment that provides people in recovery a safe alcohol and drug free place to live as they transition back into the community.

**ROOMING HOUSE:** A rooming house has the meaning set forth in N.J.S.A. 55:13B-3.

**SECTION 2:** Chapter 277 Zoning, Article VI Supplemental Regulations Applicable to All Zones is hereby amended to add the following section:

Boarding House, Cooperative Sober Living Residence, Non-Oxford House Model Recovery Home, Oxford House Model Recovery Home, Recovery Home and Rooming House.

1. A rooming house or boarding house operating as a Non -Oxford house model recovery home is a conditional use permitted in all residential zones as stated in Chapter 277-4, as a reasonable accommodation for

persons with disabilities, only if it meets the following specified conditions and is a Cooperative Sober Living Residence (CSLR).

- (i) The owner obtains a Class F license to operate a cooperative sober living residence from the New Jersey Department of Community Affairs pursuant to N.J.A.C. 5:27-1.1 et seq; and
  - (ii) Requires a minimum separation distance of 600 feet from any other existing or proposed CSLR facility
  - (iii) Requires a minimum separation of 1,000 feet from any school, in accordance with the most recent Drug Free School Zone Map.
2. All other rooming houses and boarding houses which are not operating as Non-Oxford Model Recovery Homes are prohibited in all residential zones found in Chapter 277-4.
  3. A residential single-family detached dwelling unit which includes an Oxford House Model Recovery Home is a permitted use in all residential zones found in Chapter 277-4.

SECTION 3: All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

SECTION 4: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 5: This Ordinance shall take effect upon passage and publication as provided by law.

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<i>PUBLICATION:</i>	<i>February 12, 2023</i>
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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR



Vincent J. Polistina, PE, PP, CME  
Craig R. Hurlless, PE, PP, CME  
Ronald N. Curcio, PE, PP  
Jennifer L. Heller, PP, AICP  
Charles J. Kaenzig, PE



Civil / Municipal Engineering  
Site Plan and Subdivision Design  
Surveying  
Land Use Planning  
Water and Wastewater Design  
Environmental Consulting  
Inspection / Construction Management

Review and Report of Proposed Ordinance No. 4 of 2023  
City of Linwood  
February 3, 2023

The City of Linwood has recently observed an increase in interest in the establishment of Cooperative Sober Living Residences (CSLR) facilities within the City. In response to the recent increase in interest, the City believes it is their responsibly to develop applicable regulations and require appropriate development patterns for these facilities. There are no controls or ordinances in the City code for this type of use. The City believes that this makes the current time the right moment to research, develop, and adopt regulations to ensure appropriate development patterns.

The City recognizes that there is a growing need for CSLR and other community-based rehabilitation facilities. These facilities provide a unique and potentially beneficial treatment option for the populations they serve. The City also recognizes that inappropriate development patterns and densities of these facilities can have a detrimental impact on the facility's residents and the surrounding community. The City's goal is to develop and implement land use regulations which will ensure that the development patterns of these facilities maximize the benefits for facility residents and minimize the impact to the surrounding neighborhoods.

In accordance with N.J.S.A. 40:55D-66.1, community residences for the developmentally disabled, community shelters for victims of domestic violence, community residences for the terminally ill, community residences for persons with head injuries, and adult family care homes for elderly persons and physically disabled adults shall be a permitted use in all residential districts of a municipality, and the requirements therefor shall be the same as for single family dwelling units located within such districts.

The City of Linwood also recognizes that the Fair Housing Act provides protections for persons with disabilities and the Fair Housing Act does not preempt local zoning laws or preclude the adoption, amendment or enforcement of zoning regulations by the City of Linwood pursuant to its local police powers as long as the zoning regulations are consistent with state and federal law, including the Fair Housing Act.

The City of Linwood is residential in character and consists of a housing stock of predominantly single-family homes, a significant portion of them being large. The City also has bus mass transit options along its major corridors, Route 9 and Shore Road, and its street layout makes it a walkable City with businesses in close proximity. These are all resources that make it easier for organizations to care for those in recovery who rely on walking and transit options for their transportation needs. Given these and other factors, it is anticipated that the number of these facilities in the City will increase going forward.

Taking the proactive approach of regulating CSLR type facilities starts with an understanding of what type of facilities can be regulated. Regulation of "oxford model" homes that establish and operate under the definition of a "family" in single-family zones is not something that the City has the authority to do. However, the facilities regulated by the New Jersey Department of Community Affairs as Class "F" Community Sober Living Residences do not meet the definition of a family and do not qualify as a single-family use. These facilities are not fully controlled by the residents and are managed and operated either as non-profit or for-profit businesses. These Class "F" Licensed facilities effectively operate as rooming or boarding houses and are regulated under the New Jersey Rooming and Boarding House Act of

1979. These facilities are, therefore, able to be regulated by the City as something other than a standard single-family residential use. While regulation of these facilities is permitted, the City must permit them in all residential zones and is required to take the least restrictive approach possible to effectuate the intended regulations. Given these parameters, the best approach to regulating CSLR facilities appears to be to treat them as a conditional use in all single-family residential zones.

Having established that CSLR facilities can be regulated as conditional uses by the City, the next critical step is to develop and adopt minimally restrictive regulations that seek to protect facility residents and neighboring communities from adverse conditions. A key element to the success of CSLR type facilities is immersion into an existing neighborhood and community. The success of these facilities relies on “normalization” for the residents. This is achieved by locating the facility in an established neighborhood. The CSLR phase of treatment relies on immersion into a community to reestablish sober living habits and encourage the resident to become part of a supportive community.

Given that the success of CSLR type facilities relies on the strength of the surrounding neighborhood, it can also be understood that concentrating these facilities in a small area is detrimental to their success and the surrounding neighborhood. To avoid the deleterious effects of clustered CSLR facilities, the establishment of a separation distance between facilities has become a common practice. This allows for the establishment of a facility in any residential zone but prevents more from concentrating around it. What has been the subject of much debate has been the appropriate spacing distance between facilities. While recommended distance varies by study, generally, allowing no more than 1 facility per City block seems to be the most consistently recommended approach.

For the City of Linwood, the City’s traditional street layout with standard and consistent block lengths simplifies the determination of appropriate spacing distances. Each standard block in the City averages 600 to 700 feet long and is separated from the next block by a 50-foot wide right of way. Establishing a 600-foot separation distance between CSLR facilities would, therefore, ensure one facility would be permitted per block. Adopting a conditional use standard that requires a 600-foot separation distance between CSLR facilities would provide the recommended separation without being arbitrary or overly restrictive.

In addition to separation from similar facilities, another separation distance regulation that was reviewed was separation from certain community facilities. Pursuant to the State of New Jersey’s Drug-Free School Zone Act and subsequent guidance from various offices of the State, the City’s Drug Free School Zone Map lists and depicts facilities that have been identified as special resources, particularly for children and adolescents, in the community. These facilities have been identified as being deserving of special protections from the presence of illicit substances. Given the elevated protections afforded to these facilities, a thorough review of the appropriateness of separation from them is consistent with the goals of the Drug-Free School Zone Act.

A CSLR is, by definition, a facility that houses individuals who are recovering from drug and/or alcohol addiction. Studies have shown that the rate at which recovering individuals relapse within the first year after treatment is significantly higher than the rate of drug and alcohol abuse by the general population. This corresponds with the same timeframe during which recovering individuals would most likely be a resident at a CLSR facility. Evaluating this information with respect to the Drug-Free School Zone Map raises some concerns about the placement of CSLR facilities within the restricted areas.

If a CSLR resident has an elevated potential to relapse during their residency, it would be to their benefit to be located outside of areas that could cause major setbacks to their recovery. Drug-Free School Zone areas are designed with harsher penalties, such as a minimum 3-year prison sentence that would be a

major setback to anyone in recovery. Instead of benefiting from treatment options and staying on the path to recovery, an individual apprehended in this area may be incarcerated and ineligible for parole for an extended period of time. It would stand to reason that the best locations for CSLR facilities would be outside of these areas unless there was a competing reason why proximity to such a facility would be beneficial to CSLR residents.

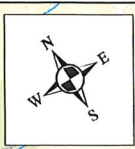
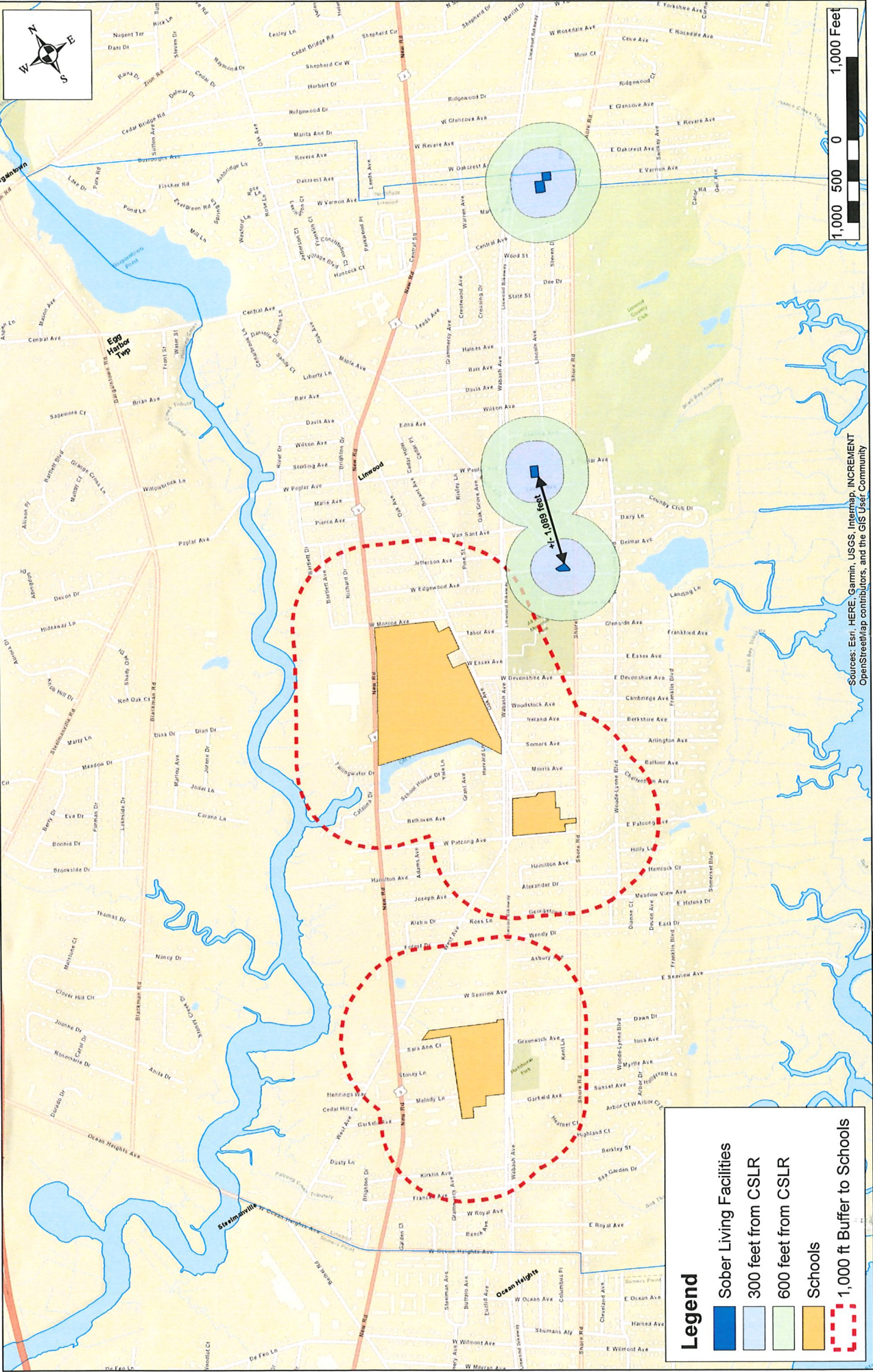
Given that the goal of any regulation of CSLR facilities should be to provide the minimum restriction necessary to achieve the desired goal, it was necessary to conduct an individual review of each facility type listed and depicted on the Drug-Free School Zone Map. This was done to determine whether separation from each facility type was in the best interest of both the City and future CSLR residents. The different types of facilities listed and depicted on the Drug-Free School Zone Map include schools, municipal parks, municipal bicycle paths and public libraries. They are afforded unequal levels of protection. Three facility types listed on the map are municipal parks, municipal bicycle paths and public libraries. These facility types deserve protection from the presence of illicit drugs but they are not singularly focused resources for children in the same way that schools are. Many of these facilities offer resources and public services to adults and children alike. These are, therefore, assets to prospective CSLR facility residents and limiting proximity to them could unfairly limit access to the benefits these facilities offer.

In contrast to these types of public facilities, schools are singularly focused on providing resources for children in a highly regulated and safe environment. The larger perimeter afforded to school properties on the Drug-Free School Zone Map is indicative of the importance of these facilities to the community's youth and adolescents. School facilities are uniquely child focused and should always offer a safe space for children in the community. Schools also generally do not offer services for adults so proximity to them does not present any specific value to the residents of a CSLR facility. It is, therefore, reasonable and justifiable to provide unique protection to school facilities and CSLR residents in the form of separation between the two.

The most effective way to ensure this unique protection would be to maintain a 1000-foot buffer, consistent with the Drug-Free School Zone Map, between schools and CSLR facilities.

In summary, the following provisions are recommended to be considered for inclusion in the City's Land Use Ordinance:

1. Listing CSLR facilities with up to 10 residents as conditional uses in all residential zones.
2. Requiring a minimum separation distance of 600 feet from any other existing or proposed CSLR facility.
3. Requiring a minimum separation of 1,000 feet from any school, in accordance with the most recent Drug-Free School Zone Map.



**Legend**

- Sober Living Facilities
- 300 feet from CSLR
- 600 feet from CSLR
- Schools
- 1,000 ft Buffer to Schools

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT  
OpenStreetMap contributors, and the GIS User Community

**RESOLUTION No. 52, 2023**

A RESOLUTION AWARDING A NON-COMPETITIVE CONTRACT FOR PROFESSIONAL SERVICES TO ATLANTICARE BEHAVIORAL HEALTH FOR THE EMPLOYEE ASSISTANCE PROGRAM

**WHEREAS**, there exists within the City of Linwood, New Jersey, the need to engage a professional for an Employee Assistance Program for City employees; and

**WHEREAS**, the Local Public Contracts Law (N.J.S. 40A:11.1 et. seq.) requires that a Resolution authorizing the award of Contracts for "Professional Services" without competitive bids must be advertised;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood that AtlanticCare Behavioral Health is hereby hired for a sum not to exceed \$2,577.11 for the Employee Assistance Program for City employees, as per the attached proposal, and all matters relating thereto;

**BE IT FURTHER RESOLVED**, that the Mayor and City Clerk be and are hereby duly authorized, empowered and directed to execute a Contract or Agreement with AtlanticCare Behavioral Health with regard to the aforesaid. This Contract is awarded without competitive bidding as a "Professional Service" under the provision of the Local Public Contracts Law because the Local Public Contracts Law permits professional services to be awarded without the necessity of competitive bidding.

A copy of this Resolution shall be published in an official newspaper of the City of Linwood as required by law within ten (10) days of its passage.

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon a certification of availability of funds by 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 22nd day of February, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of February, 2023.

\_\_\_\_\_  
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:** 2-17-2023  
**Re:** Availability of Funds-Employee Assistance Program

Pursuant to 40A: 4-57, I hereby certify that sufficient funds of \$2,577.11 will be available under employee group health insurance other expenses in the operating budget. Funds will be encumbered to AtlantiCare Behavioral Health, 2500 English Creek Ave Egg Harbor Twp, NJ 08234.



## Employee Assistance Program

Prepared for: City of Linwood

Research shows that Employee Assistance Programs can reduce sick leave by 33%, work related accidents by 65%, lost time by 40%, grievances by 50% and time spent on supervisor reprimands by 74%.

AtlantiCare's Employee Assistance Program has a 20 year history in the region. AtlantiCare is the region's largest healthcare organization with the most comprehensive medical and behavioral health services. AtlantiCare's more than 6,000 staff and providers serve the community in more than 100 locations in five southern New Jersey counties.

### Benefits for Employers

- Customized program to meet your employees' needs
- Trend identification reporting to identify opportunities to be addressed
- Management referral and coordination
- Unlimited supervisor consultations concerning how to manage conflict, use positive communication techniques and support employees who may be in need of services
- Critical incident crisis debriefing to initiate healing after a traumatic workplace event. Includes follow up with staff involved following debriefing
- Professional wellness training seminars. \*See attached training list\*
- Reduces healthcare costs associated with stress and mental health issues
- EAP coverage for employees and their immediate family members 18 and older
- Unlimited telephone support, referrals and manager consultations
- 24/7 confidential toll free EAP hot line access
- Individual, Family and Couple Counseling
  - Initial appointment offered with 24 hours (urgent); 72 hours in non-urgent situation
- Licensed Therapists including a Department of Transportation (DOT) qualified Substance Abuse Professional (SAP) for all your employees under DOT regulations
- Trauma focused training and support for community crisis events affecting employees
- Critical Incident Debriefing
  - Within 8-10 hours dependent upon incident need
- Professional behavioral health wellness training seminars
- Unlimited coordination with human resources for management referrals
- Promotional Marketing Materials Provided (Flyers and Brochures)
- Quarterly utilization reports
- Initial on-site employee and manager EAP benefit training
- Representation at one benefit fair annually
- Additional trainings customized to your employees' needs



## Benefits for Employees

- Local
- 24/7 toll-free telephone hotline providing easy and immediate access to professional assistance
- Confidential assessments and interventions utilizing a short term, solution focused model
- Unlimited telephonic support
- 2 EAP orientation sessions annually for supervisors
- Unlimited referrals and resource linkages
- In person and virtual services offered
- Counseling services offered:

Financial & Legal Pressures	Child and Elder Care Resources	Work / Life Balance
Alcohol & Drug Abuse	Emotional/ Psychological Issues	Anger Management & Conflict Resolution
Communication Issues	Grief & Loss	Wellness & Growth
Depression	Family/Relationship Issues	Critical Incidents
Anxiety & Stress	Job related stress	Gambling Issues





**Sample of Employee Wellness Seminars**

<b>Sample of Employee Wellness Seminars</b>	
<b>EAP Information Session</b>	<ul style="list-style-type: none"> <li>▪ Learn about what is offered in an Employee Assistance Program</li> <li>▪ Understand how to navigate your EAP and the benefits you receive</li> <li>▪ Learn about the events in your life that might lead you to utilize EAP services</li> <li>▪ Understand confidentiality of EAP</li> </ul>
<b>Building Healthy Workplace Relationships/Communication</b>	<ul style="list-style-type: none"> <li>▪ Improve your ability to communicate effectively.</li> <li>▪ Learn how to become a more approachable leader or team member and engage in successful collaboration</li> <li>▪ Learn how conflict impacts teams and skills to address and resolve conflict</li> </ul>
<b>Be. Here. Now. Mindfulness</b>	<ul style="list-style-type: none"> <li>▪ Learn how to remain centered and in control of your emotions. Develop a mindfulness practice.</li> </ul>
<b>Grief &amp; Loss: Normal Reactions to Life Changes</b>	<ul style="list-style-type: none"> <li>▪ Review the many life adjustments that are often faced and identify common feelings associated with mourning.</li> <li>▪ Learn about the grieving process and how to engage in positive and supportive behaviors</li> </ul>
<b>Workplace Wellbeing</b>	<ul style="list-style-type: none"> <li>▪ Learn about the impact psychological wellbeing has on business.</li> <li>▪ Understand the behaviors that undermine or support workforce wellness and explore programs that maintain wellness in the workplace.</li> </ul>
<b>Navigating Organizational Change</b>	<ul style="list-style-type: none"> <li>▪ Identify common reactions to workplace change</li> <li>▪ Learn how to stay strong during periods of change and lessen the impact of change through team cohesion.</li> </ul>
<b>Responding with Resilience</b>	<ul style="list-style-type: none"> <li>▪ Increase stress awareness &amp; respond with positive coping, learn about disaster recovery timelines and common emotional reactions</li> <li>▪ Learn the importance of resilience in your life and how it positively impacts your work and home</li> <li>▪ Learn skills to hone your resilience</li> </ul>
<b>Feeling Good From the Inside Out</b>	<ul style="list-style-type: none"> <li>▪ Explore how modifying negative thinking patterns can positively impact wellness</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Learn how setting healthy boundaries and living mindfully can improve mood</li> </ul>
<b>Work – Life Harmony</b>	<ul style="list-style-type: none"> <li>▪ Identify priorities to make the most of your time and develop strategies to set healthy limits with others</li> <li>▪ Discover what changes you can make to bring a greater sense of balance to your life</li> </ul>
<b>Signs and Symptoms of Depression/Stress/Suicide</b>	<ul style="list-style-type: none"> <li>▪ How to recognize signs and symptoms of depression, stress and suicide</li> <li>▪ Learn strategies to prevent suicide and recognize warning signs</li> <li>▪ Stress reducing coping skills</li> </ul>
<b>Addressing Substance Use</b>	<ul style="list-style-type: none"> <li>▪ Designed for leaders, supervisors and managers</li> <li>▪ How to recognize signs and symptoms of substance use</li> <li>▪ Skills to address substance use with employees</li> </ul>
<b>Working Together Towards Wellness</b>	<ul style="list-style-type: none"> <li>▪ Designed for leaders and teams. Learn how to recognize and respond to a coworker’s mental health needs. Facilitate empowerment to promote resiliency and foster a supportive and engaged environment.</li> </ul>



City of Linwood  
 Employee Assistance Program Proposal \*  
 [\* Pricing based on 80 employees]

Session Model	Monthly	Annually
4 Session Model +	\$ 214.76	\$2,577.11
5 Session Model+	\$265.74	\$3,188.85
6 Session Model+	\$315.63	\$3,787.57

*+ Face-To-Face counseling sessions available to each family member per year*

Per Member per month cost would range \$2.68 - \$3.94 depending on selection

**Formal contract proposal to be forthcoming upon verbal agreement of services and cost**

**RESOLUTION No. 48, 2023**

A RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH ATLANTIC COUNTY FOR MUNICIPAL AERIAL MOSQUITO CONTROL SPRAYING

**WHEREAS**, the Common Council of the City of Linwood is desirous of entering into an agreement with the County of Atlantic for Municipal Aerial Mosquito Control; and

**WHEREAS**, said Agreement has been presented and reviewed and is found to be acceptable;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood that the Mayor be and is hereby duly authorized, empowered and directed to execute a Contract and Agreement on behalf of the City of Linwood with the County of Atlantic for Municipal Aerial Mosquito Control.

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 22nd day of February, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of February, 2023.

\_\_\_\_\_  
LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

\_\_\_\_\_  
DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_



# Atlantic County

## Department of Public Works

Dennis Levinson  
County Executive

Gregory Brookins  
Department Head

609/645-5898 FAX: 645-5836  
TDD: 348-5551

Division of Roads and Bridges  
609/645-5830 FAX: 645-5873

Office of Fleet Management  
609/645-5812 FAX: 645-5950

Division of Parks and Recreation  
609/645-5960 FAX: 645-5868

Office of Mosquito Control  
609/645-5948 FAX: 645-5873

### 2023 Municipal Aerial Mosquito Control Agreement

On behalf of Linwood, (City, town, borough) I hereby authorize the Atlantic County Department of Public Works, Office of Mosquito Control, to perform aerial application of pesticides for mosquito control over certain areas of Linwood (City, etc.)

I understand that all pesticides and aircraft are those approved for aerial application by both State and Federal governments. Also, these areas to be treated have high populations of mosquitoes, being either a nuisance, a health hazard, or both.

The Atlantic County Department of Public Works, Office of Mosquito Control shall notify Linwood (City, etc.) Police Department, the municipality, and local news media prior to each application.

Telephone 609-927-4108

Email Address lnapolie@linwoodcity.org

(Mayor or Representative)

2-7-2023

(Date)



P.O. Box 719 • New Road and Dolphin Avenue • Northfield, New Jersey 08225-0719

Visit our web site at: <http://www.aclink.org>

Atlantic County is an Equal Opportunity Employer



**RESOLUTION No. 49, 2023**

A RESOLUTION EXTENDING THE SHARED SERVICES AGREEMENT WITH  
THE ATLANTIC COUNTY UTILITIES AUTHORITY FOR SOLID WASTE AND  
BULK WASTE COLLECTION SERVICES

**WHEREAS**, on March 13, 2013, the City of Linwood entered into a Shared Services Agreement with the Atlantic County Utilities Authority for Solid Waste and Bulk Waste Collection Services; and

**WHEREAS**, the term of said Agreement expires on March 17, 2023; and

**WHEREAS**, the Common Council is desirous of extending the Agreement;

**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 Shared Services Agreement with the Atlantic County Utilities Authority for Solid Waste and Bulk Waste Collection Services until October 31, 2023 for an amount of \$128,258.78.

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon a Certification of Availability of Funds by 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 22nd day of February, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of February, 2023.

\_\_\_\_\_  
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:** 02-17-2023  
**Re:** Availability of Funds-Solid Waste and Bulk Waste Collection

Pursuant to 40A: 4-57, I hereby certify that sufficient funds of \$128,258.78 will be available under solid waste collection other expenses in the 2023 operating budget. Funds will be encumbered to Atlantic County Utilities Authority, 6700 Delilah Rd Egg Harbor Township, NJ 08234.



# ACUA

## Atlantic County Utilities Authority

P.O. Box 996 • Pleasantville, NJ, 08232-0996  
street address: 6700 Delilah Road, Egg Harbor Twp., NJ, 08234-5623  
609.272.6950 • www.acua.com • info@acua.com

February 8, 2023

Leigh Ann Napoli, Municipal Clerk  
City of Linwood  
400 Poplar Avenue  
Linwood, NJ 08201

**Re: Shared Services Agreement for the Extension of the Residential Solid Waste Collection and Removal Contract**

Dear Ms. Napoli,

Following up on our meeting held on January 30, 2023, the Atlantic County Utilities Authority would like to offer the shared services, referenced above, to the City of Linwood. The ACUA currently provides seventeen (17) solid waste collection services and twenty-one (21) recycling collection services with municipalities all of which have been entered into pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:40:14B-49, et seq. Curbside collection for both solid waste and recycling conducted by the ACUA are marked by outstanding customer service, care, and continuing communication with local officials to help identify real time problems and solutions.

For the purpose of this contract, the ACUA would propose to enter into an inter-local shared services agreement between the City of Linwood and the Atlantic County Utilities Authority. State law provides broad authorization for local units of government to enter into contracts for shared services through the Uniform Shared Services and Consolidation Act, "Any local unit may enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction, including services incidental to the primary purposes of any of the participating local units."

ACUA's proposal for the weekly City-wide collection of residential solid waste, bulk collection, and the collection of solid waste containers at designated locations for the initial term of **March 18, 2023 to October 31, 2023** at an annual amount of **\$128,258.78** which will be prorated at a monthly amount of **\$17,101.17** per month. During the month of October 2023, or sooner, the City of Linwood and the ACUA will review contract terms and discuss determination made regarding the performance of future services.

Solid waste materials will be collected curbside every Monday thru Friday beginning at 7:00 am and completed by 6:00 pm each day. Bulk collection is limited to **two-bulk items** per household on the day of trash collection.

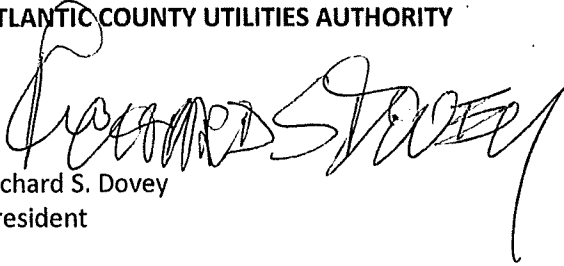


Any disposal costs or other fees for material collected are the responsibility of the City of Linwood. Materials will be collected on all holidays with the exception of Thanksgiving, Christmas and New Year's Day. The ACUA will work with the City of Linwood to advertise any changes due to the holiday interruption.

Thank you again for this opportunity. We look forward to working with you on this agreement. Please call me at 609-272-6950 should you have any questions.

Sincerely,

**ATLANTIC COUNTY UTILITIES AUTHORITY**

A handwritten signature in black ink, appearing to read "Richard S. Dovey", written over the typed name and title.

Richard S. Dovey  
President

- C: Gary Conover, Vice President Solid Waste  
Linda Bazemore, Vice President of Administration and Finance/CFO  
Tanya Tartaglio, Business Manager  
Stanley Witherspoon, Operations Manager  
Wayne Bryant, Project Analyst

**RESOLUTION No. 50, 2023**

A RESOLUTION AUTHORIZING THE REFUND OF THE 2022 TAX PAYMENTS FOR BLOCK 65 LOT 3 LOCATED AT 104 ARLINGTON AVENUE IN THE CITY OF LINWOOD

**WHEREAS**, Jessica Miller, is the owner of Block 65 Lot 3 located at 104 Arlington Avenue in the taxing district of the City of Linwood; and

**WHEREAS**, Jessica Miller, made application to the Tax Assessor, of the City of Linwood, for property tax exemption as a Surviving Spouse of a 100% permanently disabled veteran and the Tax Assessor for the City of Linwood granted the exemption for Jessica Miller as of February 2, 2022; and

**WHEREAS**, the mortgage company Corleogic has paid the 2022 3<sup>rd</sup> & 4<sup>th</sup> quarter 2022 taxes and is requesting a refund of payments made;

**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 Corelogic, in the amount of \$4,750.94 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 4<sup>th</sup> quarter of 2023 balance of \$188.88 property taxes for the property known as block 65 lot 3 assessed in the name of Patrick W. Carney.

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 22nd day of February, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of February, 2023.

\_\_\_\_\_  
LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

\_\_\_\_\_  
DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

BLQ: 65. 3.  
Owner Name: MILLER, JESSICA

Tax Year: 2022 to 2023  
Property Location: 104 E ARLINGTON AVE

Tax Year: 2022	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	2,343.90	2,343.90	2,412.05	2,380.78	9,480.63
Other Bill Adj:	2,343.90-	0.00	0.00	0.00	2,343.90-
Total Billed:	0.00	2,343.90	2,412.05	2,380.78	7,136.73
Payments:	2,343.90	0.00	4,824.10	2,191.90	9,359.90
Balance Adjust:	2,343.90	2,343.90-	2,412.05	0.00	2,412.05
Balance:	0.00	0.00	0.00	188.88	188.88

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2022 Prin Balance
								9,480.63		9,480.63
01/28/22	1	Payment	001	VARIOUS	CK	13596	419 CORELOGI	2,343.90	0.00	7,136.73
03/10/22	1	Adjustment	TDV			13751	11 TDV	2,343.90-	0.00	4,792.83
03/10/22	1	Adjustment	064			13751	12 TDV	2,343.90	0.00	7,136.73
03/10/22	2	Adjustment	069			13750	1 CANCEL	2,343.90-	0.00	4,792.83
08/02/22	3	Payment	001	VARIOUS	CK	14209	432 CORELOGI	2,412.05	0.00	2,380.78
09/15/22	3	Adjustment	064			14359	4 144-2022	2,412.05	0.00	4,792.83
10/28/22	3	Payment	001	VARIOUS	CK	14502	451 CORELOGI	2,312.11	68.67	2,480.72
02/06/23	3	Payment	001	VARIOUS	CK	14853	433 CORELOGI	99.94	2.18	2,380.78
02/06/23	4	Payment	001	VARIOUS	CK	14853	434 CORELOGI	2,191.90	76.14	188.88

Tax Year: 2023	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	2,370.16	2,370.16	0.00	0.00	4,740.32
Payments:	0.00	0.00	0.00	0.00	0.00
Balance:	2,370.16	2,370.16	0.00	0.00	4,740.32

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2023 Prin Balance
								4,740.32		4,740.32

Total Principal Balance for Tax Years in Range: 4,929.20



CoreLogic  
3001 Hackberry Road  
Irving, TX 75063-0156  
Phone: 800-225-4707

February 07, 2023

RE: Parcel# 00065.0000 00003.0000  
Address: 104 ARLINGTON AVE, LINWOOD, NJ 08221-2302  
Homeowner(s): MILLER, CHRISTOPHER and MILLER, JESSICA

Dear Tax Collector:

We are writing this letter with regards to the refund on the parcel# 00065.0000 00003.0000 due to tax exemption and/or Disabled Veterans approved. We request you to send the refund for the property to the given mailing address:

CoreLogic Refund Department,  
PO Box 9202,  
Coppell, TX 75019.

CoreLogic Customer Product Support

**RESOLUTION No. 51, 2023**

A RESOLUTION AUTHORIZING THE REFUND OF THE 2022 TAX PAYMENTS FOR BLOCK 163 LOT 2 LOCATED AT 210 HAINES AVENUE IN THE CITY OF LINWOOD

**WHEREAS**, Joshua Lamboy, is the owner of Block 163 Lot 2 located at 210 Haines Avenue in the taxing district of the City of Linwood; and

**WHEREAS**, Joshua Lamboy, 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 Joshua, Lamboy as of January 26,2022; and

**WHEREAS**, the mortgage company Corleogic has paid the 2023 1st quarter taxes and is requesting a refund of payments made;

**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 Corelogic, in the amount of \$1,486.13 which is the amount of the payment of taxes to said property owner.

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 22nd day of February, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of February, 2023.

\_\_\_\_\_  
LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

\_\_\_\_\_  
DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

BLQ: 163. 2.  
Owner Name: LAMBOY, JOSHUA N

Tax Year: 2023 to 2023  
Property Location: 210 W HAINES AVE

Tax Year: 2023	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	1,486.13	1,486.12	0.00	0.00	2,972.25
Payments:	1,486.13	0.00	0.00	0.00	1,486.13
Balance:	0.00	1,486.12	0.00	0.00	1,486.12

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2023 Prin Balance
								2,972.25		2,972.25
02/06/23	1	Payment	001	VARIOUS	CK	14853	874 CORELOGI	1,486.13	0.00	1,486.12
		CORELOGIC 1Q								

Total Principal Balance for Tax Years in Range: 1,486.12



CoreLogic  
3001 Hackberry Road  
Irving, TX 75063-0156  
Phone: 800-225-4707

February 07, 2023

RE: Parcel# 00163.0000 00002.0000  
Address: 210 HAINES AVE, LINWOOD, NJ 08221-1919  
Homeowner(s): LAMBOY JOSHUA N

Dear Tax Collector:

We are writing this letter with regards to the refund on the parcel# 00065.0000 00003.0000 due to tax exemption and/or Disabled Veterans approved. We request you to send the refund for the property to the given mailing address:

CoreLogic Refund Department,  
PO Box 9202,  
Coppell, TX 75019.

CoreLogic Customer Product Support