

LINWOOD COMMON COUNCIL
CAUCUS AGENDA
May 25, 2016
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 DePamphilis __ Mr. Beinfest _____ Mrs. DeDomenicis _____
 Mr. Gordon _____ Mr. Heun _____ Mr. Matik _____
 Mr. Paolone _____

Also Present: Mr. Youngblood ____ Mrs. Napoli ____ Mr. Polistina __

2. Approval of Minutes Without Formal Reading
3. Mayor's Report
4. Councilman Beinfest
 - A. Neighborhood Services
5. Councilwoman DeDomenicis
 - A. Public Works
6. Councilman Gordon
 - A. Engineering
7. Councilman Heun
 - A.
8. Councilman Matik
 - A. Public Safety
 1. Resolution authorizing PBA contract
 2. MOU for sheltering with Somers Point
 - B. Poplar Avenue site
9. Councilman Paolone
 - A. Revenue & Finance
 1. Budget adoption
 2. Salary resolution for non-contractual employees
 3. Resolution authorizing contract with Professional Property Appraisals for inspections
 - B. Planning & Development
 1. Resolution authorizing a refund of unused escrow fees for 2 Rose Lane
 2. Resolution authorizing a refund of an engineering escrow fund to NJAW
10. Mr. Youngblood
 - A. Resolution authorizing a settlement with the County of Camden

**LINWOOD COMMON COUNCIL
AGENDA OF REGULAR MEETING
May 25, 2016**

CALL TO ORDER

FLAG SALUTE Councilman Darren Matik

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

ROLL CALL

APPROVAL OF MINUTES WITHOUT FORMAL READING

RESOLUTIONS

-2016 A Resolution approving the 2016 budget

NEW BUSINESS

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.

- | | |
|----------------|--|
| 89-2016 | A Resolution establishing salaries for non-contractual employees of the City of Linwood for 2016 |
| 90-2016 | A Resolution authorizing settlement with the County of Camden of claims filed against the City of Linwood for police officer training related expenses |
| 91-2016 | A Resolution awarding a Non-Competitive Contract for Professional Services to Professional Property Appraisers, Inc. for appraisal services in the City of Linwood |
| 92-2016 | A Resolution authorizing a refund of unused escrow funds posted as part of a Zoning Board of Adjustment Application |
| 93-2016 | A Resolution authorizing the execution of a Memorandum of Agreement and Contract on behalf of the City of Linwood with the Mainland PBA No. 77 |
| 94-2016 | A Resolution authorizing the refund of an Engineering Escrow Fund posted as part of a Street Opening Application |

APPROVAL OF BILL LIST: \$

MEETING OPEN TO THE PUBLIC

FINAL REMARKS BY MAYOR AND COUNCIL

ADJOURNMENT

RESOLUTION No. 89, 2016

A RESOLUTION ESTABLISHING SALARIES FOR NON-CONTRACTUAL EMPLOYEES OF
THE CITY OF LINWOOD FOR 2016

WHEREAS, the Common Council of the City of Linwood passed Ordinance No. 3 of 2016 on April 27, 2016; and

WHEREAS, Ordinance No. 3 of 2016 established salary ranges for City employees; and

WHEREAS, the Common Council of the City of Linwood believes it is in the best interest for the City of Linwood to know the exact salaries of the non-contractual City employees;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that the non-contractual employees of the City of Linwood be compensated at an annual salary in accordance with the list attached hereto.

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 25th day of May, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 25th day of May, 2016.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

RICHARD L. DEPAMPHILIS, III, MAYOR

APPROVED: _____

**SALARIES FOR NON-CONTRACTUAL EMPLOYEES
FOR THE CITY OF LINWOOD YEAR 2016**

TITLE/PART-TIME	
Administrative Assistant	12.50/hour
Building Inspector	9,734/annum
Clean Communities Coordinator	715/annum
Clerk/Typist	9.32-12.94/hour
Code Enforcement	13.46-15.00/hour
Communications Coordinator	1,794.00/annum
Computer Maintenance Coordinator	520/annum
Construction Official	11,357/annum
Council Member	7,938/annum
Council President	8,750/annum
Deputy Court Administrator	15.39/hour
Deputy Emergency Management Director	1,010/annum
Drug Alliance Coordinator	1,600/annum
Emergency Management Director	2,005/annum
Floodplain Manager	1,000/annum
Journeyman Electrician	3,100/annum
Matron	9.00/hour
Mayor	9,557/annum
Memorial Park Director	5,916/annum
Municipal Magistrate	10,000/annum
Planning Board Secretary	9,353/annum
Planning Board Tape Operator	200/meeting
Recreation Aide	8.38-9.00/hour
Recycling Coordinator	1,420/annum
Special Law Enforcement Officers/Class II	15.00/hour
School Crossing Guard	38.71/diem
School Crossing Guard Captain	46.42/diem
Sewer Account Supervisors	2,476/annum
Sub-Code Electrical Inspector	9,734/annum
Sub-Code Fire Protection Inspector	9,734/annum
Sub-Code Plumbing Inspector	9,734/annum
Summer Intern	8.38/hour
Tax Assessor	31,155/annum
Uniform Fire Official/Fire Marshall	8,520/annum
Deputy Fire Official/Fire Marshall	1,200/annum
Zoning board of Adjustment Secretary	9,353/annum
Zoning Review Officer	11,113/annum

TITLE/FULL-TIME	
Assistant Tax Collector	30,000/annum
Chief Financial Officer	66,098/annum
Chief of Police	125,037/annum
City Clerk	86,960/annum
Court Administrator	31,108/annum
Deputy City Clerk	40,101/annum
Secretary Code Office	27,500/annum
Superintendent Public Works	88,466/annum
Tax Collector	55,165/annum
Tech Assistant to Construction Office	46,642/annum
Code Enforcement Official	39,494/annum

RESOLUTION No. 90, 2016

**A RESOLUTION AUTHORIZING SETTLEMENT WITH THE COUNTY OF CAMDEN OF
CLAIMS FILED AGAINST THE CITY OF LINWOOD FOR POLICE OFFICER TRAINING
RELATED EXPENSES**

WHEREAS, a claim was made by the County of Camden against the City of Linwood and other municipalities for reimbursement of examination, hiring and training costs of police officers in accordance with the provisions of N.J.S.A 40A:14-178; and

WHEREAS, the applicable statute provides for the reimbursement of either 100% or 50% of the specified expenses for all officers trained by one municipality and hired by another municipality depending upon the length of permanent employment with the municipality that paid for the training and the date of hire by the next municipality; and

WHEREAS, the City of Linwood hired 1 officer who had received such training; and

WHEREAS, the County of Camden has made a claim against the City of Linwood and various other municipalities wherein the County was seeking reimbursement of a portion of the training expenses; and

WHEREAS, a Settlement has been reached whereby Camden County has agreed to accept a compromise payment of Nine Hundred Fifty Dollars (\$950) in return for a full release of the pending claim against the City of Linwood; and

WHEREAS, the Common Council of the City of Linwood is desirous of approving and authorizing said settlement;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that the Settlement with the County of Camden in the amount of Nine Hundred Fifty Dollars (\$950) is hereby authorized and approved by the City of Linwood;

BE IT FURTHER RESOLVED, that the Chief Financial Officer of the City of Linwood is authorized, empowered and directed to issue a draft in the amount of Nine Hundred Fifty Dollars (\$950) payable to the County of Camden on behalf of the City of Linwood in consideration for the execution of a full release of the specified pending claim.

BE IT FURTHER RESOLVED, that this Resolution is conditioned upon the review and approval of the subject release by the City Solicitor.

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 25th day of May, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal
this 25th day of May, 2016.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

RICHARD L. DEPAMPHILIS, III, MAYOR

APPROVED: _____

RESOLUTION No. 91, 2016

A RESOLUTION AWARDING A NON-COMPETITIVE CONTRACT FOR PROFESSIONAL SERVICES TO PROFESSIONAL PROPERTY APPRAISERS, INC FOR APPRAISAL SERVICES IN THE CITY OF LINWOOD

WHEREAS, there exists within the City of Linwood, New Jersey, the need to engage a professional for appraisal services of residential properties with regard to the 2016 County Tax Board appeals; 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 Professional Property Appraisers, Inc., PO Box 905, Delran, NJ 08075, is hereby hired for an amount of \$6,650 for residential inspections services with regard to the 2016 County Tax Board appeals;

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 Professional Property Appraisers, Inc. 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 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 25th day of May, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 25th day of May, 2016.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

RICHARD L. DEPAMPHILIS, III, MAYOR

APPROVED: _____

Memo

To: Mayor and Members of Council
From: Anthony Strazzeri, CFO
CC: Leigh Ann Napoli, RMC, CMR, MPA, City Clerk
Date: 5-20-16
Re: Availability of Funds-Residential Inspections

Pursuant to 40A: 4-57, I hereby certify that sufficient funds of \$6,650.00 will be available under buildings and grounds in the operating budget. Funds will be encumbered to Professional Property Appraisers, Inc., PO Box 905, Delran NJ 08075.

Professional Property Appraisers, Inc.

PO Box 905

Delran, NJ 08075

Phone: 1-866-957-1388

May 17, 2016

Ms. Diane Hesley, CTA
Tax Assessor
City of Linwood
400 Poplar Avenue
Linwood, NJ 08221

RE: Residential Inspection Service

Dear Ms. Hesley:

Responding to your request we are pleased to submit the following for your consideration.

Professional Property Appraisers, Inc. (PPA) shall measure all residential properties in the City of Linwood for the 2016 County Tax Board appeals. If someone is home, an attempt will be made to perform an interior inspection. If no one is home, an appointment card will be left at the property. Residents will be able to contact PPA via a toll-free phone number or the PPA website which is noted on the call back card left at the property.

PPA will also encode same properties into the CAMA system. This data will be uploaded to the CAMA system for your review on a daily basis. PPA will note and track where there are any significant discrepancies with the existing data for your review.

PPA will take digital photos of the properties while inspecting if the current photo on file is not correct or if the property has been updated since the last photo.

The cost for the Residential Inspection Services as described above is:

Thirty-five (\$35) Dollars per property

For example: 190 properties would be \$6,650.

Thank you for considering this proposal.

Very truly yours,



Brian Schneider, SLREA, CTA
Vice President, CFO

RESOLUTION No. 92, 2016

A RESOLUTION AUTHORIZING THE REFUND OF UNUSED ESCROW FUNDS POSTED AS PART OF A ZONING BOARD OF ADJUSTMENT APPLICATION

WHEREAS, an Escrow Fund was established in the amount of \$1,000.00 on March 7, 2008 by Mr. & Mrs. Henry Roth of 2 Rose Lane, Linwood, New Jersey; and

WHEREAS, the construction project has been completed and all inspections have been finalized and passed; and

WHEREAS, a total of \$800.00 was paid for Engineering reviews and site inspections leaving an unused balance of \$200.00; and

WHEREAS, the balance to be refunded is \$200.00;

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 hereby is authorized, empowered and directed to issue a check from the City of Linwood in the amount of \$200.00, to Henry Roth, 2 Rose Lane, Linwood, NJ 08221 with regard to unused escrow funds for a Zoning Board of Adjustment Application.

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 25th day of May, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 25th day of May, 2016.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

RICHARD L. DEPAMPHILIS, III, MAYOR

APPROVED: _____

RESOLUTION No. 93, 2016

A RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF AGREEMENT AND CONTRACT ON BEHALF OF THE CITY OF LINWOOD WITH THE MAINLAND PBA NO. 77

WHEREAS, the City of Linwood and the Linwood Police Department, through its representative, The Mainland PBA No. 77, has been in the process of negotiating a Contract for the years 2016, 2017, 2018, 2019, 2020 and 2021; and

WHEREAS, the City of Linwood and the Linwood Police Department through its representative, The Mainland PBA No. 77, have resolved and settled their differences through negotiations; and

WHEREAS, a Memorandum of Agreement has been prepared and a Contract will be prepared embodying all of the terms and conditions as have been agreed upon by the City of Linwood and The Mainland PBA No. 77;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that the attached Memorandum of Agreement and a Contract, embodying the terms and conditions thereof, are hereby accepted by the City of Linwood, subject to its acceptance by the Linwood Police Department through its representative, The Mainland PBA No. 77;

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized, empowered and directed to execute the attached Memorandum of Agreement and the final Contract, embodying the terms and conditions thereof, for a period commencing January 1, 2016 through December 31, 2021 on behalf of the City of Linwood upon the acceptance of said Memorandum of Agreement and Contract by the Linwood Police Department through its representative, The Mainland PBA No.77;

BE IT FURTHER RESOLVED, that this Resolution is conditioned upon the review and approval of the subject Memorandum of Agreement and Contract by the City Solicitor.

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 25th day of May, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 25th day of May, 2016.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

RICHARD L. DEPAMPHILIS, III, MAYOR

APPROVED: _____

RESOLUTION No. 94, 2016

A RESOLUTION AUTHORIZING THE REFUND OF ENGINEERING ESCROW FUND POSTED
AS PART OF A STREET OPENING APPLICATION

WHEREAS, an Escrow Fund was established in the amount of \$100.00 on May 9, 2016; by New Jersey American Water, 3215 Fire Road, New Jersey 08234; and

WHEREAS, the meter-box was not reset at 2102 Grammercy Avenue, Linwood, and no inspections will be required by the Municipal Engineer; and

WHEREAS, a total of \$100.00 was paid for Engineering reviews and site inspection; and

WHEREAS, the Escrow Fund of \$100.00 is to be refunded;

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 hereby is authorized, empowered and directed to issue a check from the City of Linwood in the amount of \$100.00, to New Jersey American Water, 3215 Fire Road, Egg Harbor Township, New Jersey 08234 with regard to an engineering escrow refund for Street Opening Permit #S-026-16 for 2102 Grammercy Avenue in 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 25th day of May, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 25th day of May, 2016.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

RICHARD L. DEPAMPHILIS, III, MAYOR

APPROVED: _____