

**LINWOOD COMMON COUNCIL  
CAUCUS AGENDA  
November 9, 2022  
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. Ford \_\_\_\_\_                    Mr. Levinson \_\_\_\_\_  
   Mr. Michael \_\_\_\_\_                    Mr. Paolone \_\_\_\_\_  
  
     Professionals:            Mr. Youngblood \_\_\_\_\_                    Mr. Polistina \_\_\_\_\_                    Mrs. Napoli \_\_\_\_\_
2. Approval of Minutes Without Formal Reading
3. Mayor's Report
  - A. Planning Board appointment
4. Councilwoman Albright
  - A. Planning, Engineering, & Development
5. Councilwoman Byrnes
  - A. Neighborhood Services
    1. Resolution amending the Salary Resolution for the Park Director
  - B. Revenue & Finance
    1. Resolution authorizing budget appropriation transfers
    2. Resolution authorizing a refund of a tax overpayment for 212 W. Jefferson Avenue
6. Councilwoman DeDomenicis
  - A. Public Works
    1. Honorary Resolution for John D. Showell, Jr.
7. Councilman Ford
  - A. Planning, Engineering, & Development
    1. Ordinance amending Chapter 221 Sewers
    2. Resolution authorizing a change order with American Pipe Cleaning for 2022 Video Inspection
8. Councilman Levinson
  - A. Revenue & Finance
9. Councilman Michael
  - A. Public Safety
10. Council President Paolone
  - A. Administration
    1. Resolution authorizing a Raffle & Bingo License to Our Lady of Sorrows
11. Solicitor's Report

**LINWOOD COMMON COUNCIL  
AGENDA OF REGULAR MEETING  
November 9, 2022**

**CALL TO ORDER**

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

**FLAG SALUTE:** Councilman Todd Michael

**ROLL CALL**

**APPROVAL OF MINUTES WITHOUT FORMAL READING**

**RESOLUTIONS**

**166-2022** A Resolution honoring John D. Showell, Jr.  
**171-2022** A Resolution authorizing 2022 Budget Appropriation transfers

**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.

**167-2022** A Resolution authorizing the refund of a tax overpayment made by Robert Merrifield, Jr. for Block 99 Lot 6, 212 W. Jefferson Avenue  
**168-2022** A Resolution amending Resolution No. 46, 2022, A Resolution establishing salaries for non-contractual employees of the City of Linwood for 2022  
**169-2022** A Resolution authorizing the issuance of a Raffle License, #2023-01, to Our Lady of Sorrows  
**170-2022** A Resolution authorizing the issuance of a Bingo License, #2023-01, to Our Lady of Sorrows  
**172-2022** A Resolution approving Change Order No. 1 with American Pipe Cleaning, LLC with regard to the 2022 Video Inspection and Main Cleaning

**APPROVAL OF BILL LIST: \$1,307,971.31**

**MEETING OPEN TO THE PUBLIC**

**FINAL REMARKS BY MAYOR AND COUNCIL**

**ADJOURNMENT**

# Resolution

City of Linwood, New Jersey

No. 166, 2022

A RESOLUTION HONORING JOHN D. SHOWELL, JR.

**WHEREAS**, JOHN (DANNY) SHOWELL, JR. is an Equipment Operator for the Linwood Public Works Department; and

**WHEREAS**, DANNY has been employed by the City of Linwood for twenty-five years, having commenced employment on October 27, 1997; and

**WHEREAS**, DANNY's employment has been characterized by hard work, devotion and dedication to the City of Linwood and its residents for the benefit of the community; and

**WHEREAS**, for the past twenty-five years, DANNY has served the City of Linwood and its residents with great distinction, devotion, and integrity;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Common Council of the City of Linwood, on behalf of all of the citizens of Linwood, thank, acknowledge and commend JOHN D. SHOWELL, JR. for his twenty-five years of exemplary and dedicated service to the City of Linwood and its residents.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing Resolution was unanimously adopted at a Regular Meeting of the Linwood City Council this 9th day of November 2022.

  
Darren Matik, Mayor

  
Blair Albright

\_\_\_\_\_  
June Byrnes

\_\_\_\_\_  
Stacy DeDomenicis

\_\_\_\_\_  
Eric Ford

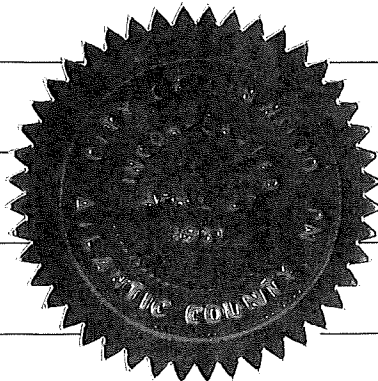
\_\_\_\_\_  
Matt Levinson

\_\_\_\_\_  
Todd Michael

\_\_\_\_\_  
Ralph A. Paolone, Council President

\_\_\_\_\_  
Joseph L. Youngblood, Jr., City Solicitor

\_\_\_\_\_  
Leigh Ann Napoli, Municipal Clerk



**RESOLUTION No. 171, 2022**

A RESOLUTION AUTHORIZING 2022 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 2022 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, 2022.

<u>Appropriation</u>	<u>From</u>	<u>To</u>
Tax Assessor O/E	1.00	
Emergency Management O/E	1.00	
Legal O/E	45,251.00	
Recreation O/E	1,505.00	
ACUA Share of Costs O/E		1.00
Electric O/E		5,000.00
Street Lighting O/E		5,000.00
Telephone O/E		5,000.00
Natural Gas O/E		5,000.00
Water & Sewer O/E		2,000.00
Gasoline O/E		5,000.00
Fire Hydrant Service O/E		3,000.00
Tax Assessor S/W		1.00
Emergency Management S/W		1.00
Public Works S/W		15,250.00
Recreation S/W		1,505.00
Totals:	46,758.00	46,758.00

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 November, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of November, 2022.

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

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

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

**RESOLUTION No. 167, 2022**

A RESOLUTION AUTHORIZING THE REFUND OF TAX OVERPAYMENT MADE BY ROBERT MERRIFIELD, JR. BLOCK 99 LOT 6, 212 W. JEFFERSON AVENUE

**WHEREAS**, ROBERT & LILLIAN MERRIFIELD, JR. were the previous owners of Block 99 Lot 6 Located at 212 W. Jefferson Avenue in the taxing district of the City of Linwood; and

**WHEREAS**, an automatic withdrawal on the 2024 4th quarter property taxes was processed on behalf of Mr. Merrifield; and

**WHEREAS**, property at 212 W. Jefferson Avenue was sold by Mr. Merrifield and a new deed recorded on August 29, 2022 to D.R. Horton Inc.; and

**WHEREAS**, Mr. Merrifield is no longer the owner of record and has requested the refund of the 2024 4th quarter taxes in the amount of \$1,031.82 for the property taxes paid;

**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 Estate of Robert S. Merrifield Jr., Rob Merrifield, Executor, 16 Warren Manor Court, Cockeysville, MD 21030 in the amount of \$1,031.82 which represents the amount of the overpayment to said property owners.

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 November, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of November, 2022.

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

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

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

## Silvia Washington

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**From:** Verizon <rob.merrifield@verizon.net>  
**Sent:** Thursday, November 3, 2022 10:17 AM  
**To:** swashington@linwoodcity.org  
**Cc:** rob.merrifield@verizon.net  
**Subject:** Re: 212 W Jefferson Ave, Linwood - Property Tax Refund

Hi Sliva,

Our family was the previous owner of 212 W. Jefferson Ave, Linwood. The property was sold / closed on 8/16/22.

Per review of the bank account, the City of Linwood withdrew \$1,031.82 on 11/1/22 for property taxes in error. The property taxes should be billed / paid to the new owners, D. R. Horton: 2040 Briggs Rd, Mt. Laurel, NJ.

Please refund the \$1,031.82 to:

Estate of Robert S. Merrifield Jr.  
Rob Merrifield - Executor  
16 Warren Manor Ct.  
Cockeysville, MD. 21030

443.465.2433

Thank you for your assistance.  
Rob

Sent from my iPhone

BLQ: 99. 6. Tax Year: 2022 to 2022  
Owner Name: MERRIFIELD, JR ROBERT & LILLIAN Property Location: 212 W JEFFERSON AVE

Tax Year: 2022	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	1,020.50	1,020.50	1,045.40	1,031.82	4,118.22
Payments:	1,020.50	1,020.50	1,045.40	1,031.82	4,118.22
Balance:	0.00	0.00	0.00	0.00	0.00

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2022 Prin Balance
			Description							
			Original Billed					4,118.22		4,118.22
02/01/22	1	Payment	001		CK	13621	73 ACHTAX1Q	1,020.50	0.00	3,097.72
		Direct withdrawal								
05/02/22	2	Payment	001		CK	13893	84 ACHTAX2Q	1,020.50	0.00	2,077.22
		Direct withdrawal								
08/01/22	3	Payment	001		CK	14193	85 ACHTAX3Q	1,045.40	0.00	1,031.82
		Direct withdrawal								
11/01/22	4	Payment	001		CK	14511	90 4QACTAX	1,031.82	0.00	0.00
		Direct withdrawal								

Total Principal Balance for Tax Years in Range: 0.00



# Atlantic County Document Summary Sheet



**INST # 2022044778**  
 RECD 08/29/2022 VOL 15293  
 RCPT # 1678345 RECD BY BW (5 PGS)  
 CON \$160,000.00 RTF \$667.00  
 JOSEPH J. GIRALDO, COUNTY CLERK  
 ATLANTIC COUNTY, NJ

ATLANTIC COUNTY CLERK  
 5901 MAIN ST  
 MAYS LANDING, NJ 08330

**Return Name and Address**

Surety Title Company, LLC  
 11 Eves Drive, Suite 150  
 Marlton, NJ 08053  
 138512CD-01

Official Use Only

Submitting Company		Surety Title Company, LLC			
Document Date (mm/dd/yyyy)		8/16/2022			
Document Type		Deed			
No. of Pages of the Original Signed Document (Including the cover sheet)		5			
Consideration Amount (if applicable)		\$160,000.00			
First Party (Grantor or Mortgagor or Assignor) (Enter up to five names)	Name(s)	Last Name First Name Middle Initial Suffix (or Company Name as written)		Address (Optional)	
	Merrifield, Robert S. Jr. Merrifield, Robert Stark Jr. Merrifield, Robert S. III, Executor				
Second Party (Grantee or Mortgagee or Assignee) (Enter up to five names)	Name(s)	Last Name First Name Middle Initial Suffix (or Company Name as written)		Address (Optional)	
	D.R. Horton, Inc. - New Jersey				
Parcel Information (Enter up to three entries)	Municipality	Block	Lot	Qualifier	Property Address
	Linwood City	99	6		212 W Jefferson Avenue Linwood, NJ 08221
Reference Information (Enter up to three entries)	Book Type	Book	Beginning Page	Instrument No.	Recorded/File Date

\*DO NOT REMOVE THIS PAGE\*  
 DOCUMENT SUMMARY SHEET (COVER SHEET) IS PART OF ATLANTIC COUNTY FILING RECORD, RETAIN THIS PAGE FOR FUTURE REFERENCE.



**RESOLUTION No. 168, 2022**

A RESOLUTION AMENDING RESOLUTION NO. 46 OF 2022, A RESOLUTION ESTABLISHING SALARIES FOR NON-CONTRACTUAL EMPLOYEES OF THE CITY OF LINWOOD FOR 2022

**WHEREAS**, the Common Council of the City of Linwood adopted Resolution No. 46 of 2022 establishing salaries for non-contractual employees of the City of Linwood for calendar year 2022 on February 9, 2022; and

**WHEREAS**, the Common Council of the City of Linwood is desirous of amending said Resolution to amend the title of Part-Time Memorial Park Director to Park Director; and

**WHEREAS**, the Common Council of the City of Linwood is desirous of amending said Resolution to amend the salary of the Part-Time Park Director to \$15,636/annum;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood that the title and salary of the Part-Time Memorial Park Director is hereby amended to Park Director at \$15,636/annum.

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 November, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of November, 2022.

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

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

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

**RESOLUTION No. 169, 2022**

A RESOLUTION AUTHORIZING THE ISSUANCE OF A RAFFLE LICENSE, #2023-01,  
TO OUR LADY OF SORROWS CHURCH

**WHEREAS**, Our Lady of Sorrows Church has applied for a Raffle License, to conduct games January 6, 2023 through December 15, 2023; and

**WHEREAS**, Our Lady of Sorrows Church has fulfilled all of the requirements and met all qualifications for such a license, including but not limited to obtaining a Registration Identification Number, that number being 257-1-14250;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood that a Raffle License be issued to Our Lady of Sorrows Church and that the Clerk be authorized to sign any documentation deemed necessary or useful.

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 November, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of November, 2022.

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

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

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

**RESOLUTION No. 170, 2022**

A RESOLUTION AUTHORIZING THE ISSUANCE OF A BINGO LICENSE, #2023-01, TO  
OUR LADY OF SORROWS CHURCH

**WHEREAS**, Our Lady of Sorrows Church has applied for a Bingo License, to conduct games January 6, 13, 20, 27, 2023, February 3, 10, 17, 24, 2023, March 3, 17, 24, 2023, April 14, 21, 28, 2023, May 5, 12, 19, 26, 2023, June 2, 9, 16, 23, 30, 2023, July 7, 14, 21, 28, 2023, August 4, 11, 18, 25, 2023, September 1, 8, 15, 22, 29, 2023, October 6, 13, 20, 27, 2023, November 3, 10, 2023, and December 1, 8, 15, 2023; and

**WHEREAS**, Our Lady of Sorrows Church has fulfilled all of the requirements and met all qualifications for such a license, including but not limited to obtaining a Registration Identification Number, that number being 257-1-14250;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood that a Bingo License be issued to Our Lady of Sorrows Church and that the Clerk be authorized to sign any documentation deemed necessary or useful.

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 November, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of November, 2022.

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

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

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

**RESOLUTION No. 172, 2022**

A RESOLUTION APPROVING CHANGE ORDER NO. 1 WITH AMERICAN PIPE CLEANING, LLC WITH REGARD TO THE 2022 VIDEO INSPECTION AND MAIN CLEANING

**WHEREAS**, Change Order NO. 1 with American Pipe Cleaning, LLC with regard to the 2022 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 \$4,200.00 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 with American Pipe Cleaning, LLC regarding the 2022 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 a Regular Meeting of the City Council of Linwood, held this 9th day of November, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of November, 2022.

\_\_\_\_\_  
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:** 11-07-2022  
**Re:** Availability of Funds-Sewer Video Inspection and Main Cleaning Change Order #1

Pursuant to 40A: 4-57, I hereby certify that sufficient funds in the amount of \$4,200.00 are available under Ordinance #3-2020E Sewer Improvements. Funds will be encumbered to American Pipe Cleaning LLC PO Box 2043 Ocean, NJ 07712.



POLISTINA & ASSOCIATES		PAGE NO. 2 OF 3
CONSULTING ENGINEERS		APPLICATION NO. 1
EGG HARBOR TOWNSHIP, NEW JERSEY		PA# 7501.41
CITY OF LINWOOD		DATE 11/4/2022
CONTRACTOR'S APPLICATION AND CERTIFICATION FOR PAYMENT UNDER CONTRACT WITH		
AMERICAN PIPE CLEANING, LLC		SEPTEMBER 7, 2022
CONTRACT NO. 39 - 2022 SANITARY SEWER VIDEO INSPECTION AND MAIN CLEANING		
Total Amount of Original Contract -----		\$34,965.75
Total Amount of Work Completed to Date -----		\$29,570.30
Less 2% Retainage -----		\$591.41
Less Previous Payment -----		\$0.00
Total Amount Due This APPLICATION NO. 1 -----		\$28,978.89

CERTIFICATION OF CONTRACTOR

I Certify that all items, units, quantities, and prices of work and material shown in this Application for Payment are correct; that all work has been performed and materials supplied in full accordance with the terms of the contract documents between the City of Linwood and American Pipe Cleaning, LLC dated September 7, 2022 and all authorized changes thereto; that the foregoing is a true and correct statement of the contract up to and including the last day of the period covered by this application, and that no part of the stated amount due has been received.

BY:   
 AMERICAN PIPE CLEANING, LLC

11/7/22  
 DATE

RECOMMENDED: \_\_\_\_\_  
 POLISTINA & ASSOCIATES

\_\_\_\_\_  
 DATE

APPROVED: \_\_\_\_\_  
 THE CITY OF LINWOOD

\_\_\_\_\_  
 DATE

MONTHLY PROGRESS REPORT

CONTRACT NO. 39 - 2022 SANITARY SEWER VIDEO INSPECTION AND MAIN CLEANING

UNDER CONSTRUCTION BY: AMERICAN PIPE CLEANING, LLC  
(Contractor)

FOR: THE CITY OF LINWOOD  
(Client)

- 1 WORK INCLUDED IN THIS PROGRESS REPORT:  
The Contractor has completed approximately 90% of the cleaning, jetting and video inspection of the sanitary sewer mains located within the contract limits.
  
- 2 CONDITIONS OF THE WORK:  
Conditions of the work have been satisfactory.
  
- 3 APPLICATION OF THE AMOUNT AND VALUE OF THE WORK TO DATE UNDER THIS CONTRACT:  
The Contractor has completed work on the contract valued at \$29,570.30 less 2% retainage. The amount due to the Contractor under Application No. 1 is \$28,978.89.

SUBMITTED BY: \_\_\_\_\_  
Polistina & Associates  
Construction Services Representative