

**BOROUGH OF PENNS GROVE
COUNTY OF SALEM, STATE OF NEW JERSEY
MAYOR AND COUNCIL REGULAR MEETING
APRIL 21, 2020 – 7:00 P.M.
AGENDA**

1. CALL TO ORDER
2. STATEMENT: In accordance with section V of the Open Public Meetings Act, Chapter 231 P.L 1975, Notice of this meeting was posted on the Borough of Penns Grove Municipal Bulletin Board designed for that purpose. Notice was also posted on the Borough of Penns Grove website: www.pennsgrove-nj.org Notice was mailed to the official newspaper as provided by Resolution.
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. ROLL CALL
6. CORRESPONDENCE:
 - TRI-CO JIF – 2019 Safety Incentive Program
7. MINUTES:
 - January 21, 2020 (Regular); January 21, 2020 (Executive); February 18, 2020 (Special); and March 10, 2020 (special) meeting minutes.
8. COMMITTEE REPORTS:
 - Buildings & Grounds
 - General Government
 - Housing/Zoning & Planning/Shade Tree
 - Parks & Recreation/Board of Health
 - Public Works/Streets & Roads
 - Public Safety
9. SOLICITORS REPORT
10. FINANCE OFFICERS REPORT
11. CHIEF OF POLICE REPORTS
12. FIRE CHIEF REPORTS
13. CLERK'S REPORT

14. ORDINANCE(S):

2020-1 – AN ORDINANCE CREATING THE POSITION OF BUSINESS ADMINISTRATOR

****PUBLIC HEARING****

WHEREAS, the Borough of Penns Grove has determined that the day-to-day demand of administrative and governmental affairs has grown to the extent that it has become increasingly difficult for the Mayor and Council to devote adequate time to the discharge of such duties; and

WHEREAS, the public interest in the economical and efficient administration of Borough business requires the creation of the position of Business Administrator; and

WHEREAS, the Business Administrator will provide the Mayor and Council necessary assistance in management of the administrative affairs of the Borough of Penns Grove.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Penns Grove that Chapter 5 of the Code of the Borough of Penns Grove shall be created as follows:

1. Chapter 5 shall be titled, "Business Administrator, Borough of Penns Grove."
2. Chapter 5 shall contain the following

§ 5-1. Preamble.

The public interest in the economical and efficient administration of Borough business requires the creation of the position of Business Administrator. The Business Administrator will provide the Penns Grove Borough Council necessary assistance in the prompt day-to-day administrative affairs of the Borough of Penns Grove, coordinate the activities of the various departments within the municipality and assist in planning and execution of governmental efforts in those areas where a continuous and sustained effort is required.

§ 5-2. Establishment of position.

Pursuant to N.J.S.A. 40A:9-136 et seq., the position of Business Administrator for the Borough of Penns Grove is hereby established.

§ 5-3. Appointment and service; Acting Administrator.

- A. The Business Administrator shall be appointed by majority vote of the Borough Council.
- B. During the absence or disability of the Administrator, the Borough Council may appoint an Acting Administrator to perform the duties of the office.
- C. Upon removal or resignation of the Administrator, the Borough Council may, by resolution, appoint an Acting Administrator to serve at its pleasure or until a Business Administrator is appointed. Removal of an Acting Administrator shall be by majority vote of the Borough Council.

§ 5-4. Compensation.

- A. A Part time hourly rate shall be determined by the Borough Council upon approval of the Department of Community Affairs, if applicable.
- B. Borough Council, by resolution, shall provide compensation for the Acting Administrator during his/her service as Acting Administrator, however, such compensation shall not exceed the maximum salary provided in the salary ordinance for the position of Administrator and shall require approval of the Department of Community Affairs, if applicable.

§ 5-5. Qualifications and residence.

- A. The Business Administrator shall possess such qualifications as the Borough Council deems necessary for the management and administration of the Borough of Penns Grove.
- B. The Business Administrator shall not be required to be a resident of the Borough of Penns Grove at the time of hire, however, he/she shall establish residency in the Borough of Penns Grove within twelve months of the date of hire.

§ 5-6. Removal from office.

The Borough Administrator may be removed from office only by a 2/3 vote of the Penns Grove Borough Council in accordance with N.J.S.A. 40A:9-138.

§ 5-7. Participation in political campaigns.

The Business Administrator shall not engage in any organized political campaigns within the Borough of Penns Grove.

§ 5-8. Duties and responsibilities.

A. The Business Administrator shall be the chief administrator of the Borough of Penns Grove and shall, under the supervision and control of the Penns Grove Borough Council, perform the following duties:

1. Serve as chief administrator of the Borough of Penns Grove.
2. Attend all meetings of the governing body of the Borough of Penns Grove, with the right to participate in all discussions.
3. Advise the Borough of Penns Grove governing body on policy recommendations.
4. Execute all laws of the State of New Jersey and ordinances and resolutions of the Borough of Penns Grove.
5. Establish and maintain effective personnel practices and maintain appropriate records of all employees.
6. Negotiate contracts, subject to the approval by the Penns Grove Borough Council.
7. Make recommendations concerning the nature and location of Borough improvements.
8. Receive and reply to all inquiries and complaints concerning Borough business and provide information and assistance in respect thereto.
9. Carry out all policies and directives promulgated by the governing body of the Borough of Penns Grove.
10. Coordinate the efforts of all municipal entities, including but not limited to the Borough of Penns Grove Planning Board, Sewerage Authority and Housing Authority.
11. Perform such other duties as may be required by ordinance, resolution or direction of the Borough Council.
12. Ensure all laws and all acts of the governing body, subject to enforcement by him/her or by officers and employees and also subject to his/her direction and supervision are faithfully executed.
13. Submit to the governing body and make available to the public a condensed report of finances and administrative activities of the Borough as required by the governing body of the Borough of Penns Grove.
14. Keep the governing body fully advised as to the current financial condition and future needs of the Borough and to make such recommendations to the governing body concerning the affairs of the Borough as he/she deems appropriate.
15. Study and recommend the procedure and policy of the governing body for requisition, purchase, inspection, receipt, storage, distribution, internal transfer and disposal of, and standards, specifications and payment for, supplies, materials and equipment, after consultation with department heads.
16. Prepare and present to the governing body an annual report of the Borough affairs, which shall include a report from each department head.
17. Act as a liaison between the Borough and the various state, county and federal agencies with respect to all applications for funds or services needed or required by the Borough.
18. Review and supervise the Borough's insurance program and policies.
19. Receive and review any complaints concerning the functions and obligations of the Borough made by any of its residents or taxpayers and to maintain a permanent record of all complaints and the disposition of said complaints.
20. Receive and reply to all inquiries and complaints concerning Borough business and provide information and assistance in respect thereto.
21. Organize and chair a committee for Economic Development of the Borough of Penns Grove.
22. Perform such other duties as may be required by the Mayor and Council.

2020-2 – AN ORDINANCE CHANGING APPROPRIATE AUTHORITY

****TITLE ONLY****

WHEREAS, N.J.S.A. 40A:14-118 provides for the establishment of an Appropriate Authority, whom the Chief of Police shall be directly responsible to; and
WHEREAS, Section 116-2(B)(1) of the Code of the Borough of Penns Grove states that the Chief of Police shall be directly responsible to the Appropriate Authority for the day-to-day operation of the Police Department pursuant to policies established by said Appropriate Authority; and
WHEREAS, Section 116-2(B)(1) further states that the Mayor shall be the Appropriate Authority; and
WHEREAS, the governing body has determined that the Appropriate Authority shall be changed from the Mayor to the Police Committee, which is authorized pursuant to N.J.S.A. 40A:14-118.
NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Penns Grove that Section 116-2(B)(1) of the Code of the Borough of Penns Grove shall be changed to read that the Appropriate Authority shall be the Police Committee.

15. RESOLUTIONS:

2020-4-61 – RESOLUTION TO HIRE MUNICIPAL SOLICITOR

WHEREAS, the Borough of Penns Grove is in need of a Municipal Solicitor; and
WHEREAS, the Law Office of Louis Guzzo (Edward Hill, Esq.) has satisfied the criteria necessary for this position; and
WHEREAS, the Mayor has appointed the Law Office of Louis Guzzo (Edward Hill, Esq.) for the position of Municipal Solicitor and the Council has provided its' consent.
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that the Law Offices of Louis Guzzo (Edward Hill, Esq.) is hereby appointed as Municipal Solicitor for the Borough of Penns Grove for the term set forth in the Professional Services Contract.
AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval.
AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.
AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-62 – RESOLUTION TO HIRE AUDITOR

WHEREAS, the Borough of Penns Grove is in need of Municipal Auditing Services; and
WHEREAS, Bowman and Company has satisfied the criteria necessary for this position; and
WHEREAS, the Mayor has appointed Bowman and Company for the position of Municipal Auditor and the Council has provided its consent.
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Bowman and Company is hereby appointed as Municipal Auditor for the Borough of Penns Grove for the term set forth in the Professional Services Contract.
AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.
AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of

Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-63 – RESOLUTION TO HIRE BOND COUNSEL

WHEREAS, the Borough of Penns Grove is in need of Bond Counsel; and

WHEREAS, Wilentz, Goldman & Spitzer, P.A. has satisfied the criteria necessary for this position; and

WHEREAS, the Mayor has appointed Wilentz, Goldman & Spritzer, P.A. for the position of Bond Counsel and the Council has provided its consent.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Wilentz, Goldman & Spitzer, P.A. is hereby appointed as Bond Counsel for the Borough of Penns Grove for the term set forth in the Professional Services Contract.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-64 – RESOLUTION TO HIRE MUNICIPAL ENGINEER

WHEREAS, the Borough of Penns Grove is in need of Municipal Engineering Services; and

WHEREAS, SmithCo Engineering Group, Inc. has satisfied the criteria necessary for this position; and

WHEREAS, the Mayor has appointed SmithCo Engineering Group, Inc. for the position of Municipal Engineer and the Council has provided its consent.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that SmithCo Engineering Group, Inc. is hereby appointed as Municipal Engineer for the Borough of Penns Grove for the term set forth in the Professional Services Contract.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-65 – RESOLUTION TO HIRE GRANT CONSULTANT

WHEREAS, the Borough of Penns Grove is in need of a Grant Consultant; and

WHEREAS, Triad Associates has satisfied the criteria necessary for this position; and

WHEREAS, the Mayor has appointed Triad Associates for the position of Grant Consultant and the Council has provided its consent.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Triad Associates is hereby appointed as Grant Consultant for the Borough of Penns Grove for the term set forth in the Professional Services Contract.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-66 – RESOLUTION TO HIRE SPECIAL ATTORNEY FOR IN REM TAX SALE FORECLOSURES

WHEREAS, the Borough of Penns Grove is in need of a Special Attorney to handle In Rem Tax Sale Foreclosures; and

WHEREAS, Malamut and Associates has satisfied the criteria necessary for this position;

And

WHEREAS, the Mayor has appointed Malamut and Associates for the position of Special Attorney for In Rem Tax Sale Foreclosures and the Council has provided its consent.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Malamut and Associates is hereby appointed as Special Attorney for In Rem Tax Sale Foreclosures for the Borough of Penns Grove for the term set forth in the Professional Services Contract.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-67 – RESOLUTION TO HIRE MUNICIPAL PROSECUTOR

WHEREAS, the Borough of Penns Grove is in need of Municipal Prosecutor for its Municipal Court;

And

WHEREAS, Chance & McCann (Andrea Rhea, Esq.) has satisfied the criteria necessary for this position;

And

WHEREAS, the Mayor has appointed Chance & McCann (Andrea Rhea, Esq.) for the position of Municipal Prosecutor and the Council has provided its consent.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Chance & McCann (Andrea Rhea, Esq.) is hereby appointed as Municipal Prosecutor for the Borough of Penns Grove for the term set forth in the Professional Services Contract.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-68 – RESOLUTION TO HIRE PUBLIC DEFENDER

WHEREAS, the Borough of Penns Grove is in need of a Public Defender for its Municipal Court; and
WHEREAS, the Law Offices of Adler and Stomel (Terry Stomel) has satisfied the criteria necessary for this position; and

WHEREAS, the Mayor has appointed Adler and Stomel for the Position of Public Defender and the Council has provided its consent.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Adler and Stomel is hereby appointed as Public Defender for the Penns Grove Municipal Court for the term set forth in his Professional Services Contract.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-69 – RESOLUTION TO HIRE SPECIAL ATTORNEY FOR TAX APPEALS

WHEREAS, the Borough of Penns Grove is in need of a Special Attorney to handle tax appeals; and
WHEREAS, Malamut and Associates has satisfied the criteria necessary for this position; and
WHEREAS, the Mayor has appointed Malamut and Associates for the position of Special Attorney for Tax Appeals and the Council has provided its consent.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Malamut and Associates is hereby appointed as Special Attorney for Tax Appeals for the Borough of Penns Grove for the term set forth in the Professional Services Contract.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-70 – RESOLUTION TO HIRE MUNICIPAL ENGINEER

WHEREAS, the Borough of Penns Grove is in need of Municipal Engineering Services; and
WHEREAS, Sickels and Associates has satisfied the criteria necessary for this position; and
WHEREAS, Sickels and Associates has served as Municipal Engineer for Penns Grove for many years and has several unfinished projects; and

WHEREAS, the Mayor has appointed Sickels and Associates for the position of Municipal Engineer, limited to the completion of those incomplete projects which were begun by Sickels and Associates and the Council has provided its consent.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Sickels and Associates is hereby appointed as Municipal Engineer for the Borough of Penns Grove, and such appointment shall be limited to completion of those incomplete projects which were begun by Sickels and Associates, for the term set forth in the Professional Services Contract.

AND, BE IT FURTHER RESOLVED, that the Professional Services Contract is subject to the review and approval of the Borough Solicitor.

AND, BE IT FURTHER RESOLVED, that such appointment is subject to approval by the Department of Community Affairs, Division of Local Government Services in accordance with the Memorandum of Understanding between the Borough of Penns Grove and the Department of Community Affairs, Division of Local Government Services.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-71 – RESOLUTION TO TURNOVER UNCLAIMED REDEMPTION MONIES TO BOROUGH

WHEREAS, pursuant to R.S. 54:5-57 the unclaimed redemption monies shall escheat to the municipality if the lien holder shall fail to surrender the tax sale certificate within five years of notification of redemption; and

WHEREAS, Tax Sale Certificate #080025 against Block 40, Lot 27, also known as N Smith Avenue, was redeemed on March 31, 2015 by Ocwen Loan Servicing in the amount of \$787.35; and

WHEREAS, multiple attempts to notify the lien holder, Precious Y Telufusi, were done without success. Regular and certified mailings were returned unclaimed; any phone or fax number associated to the lien holder was not in service; and

WHEREAS, the five-year time of redemption has expired as of March 31, 2020 with monies now considered unclaimed and may be escheated to the municipality;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove, County of Salem, a check shall be issued in the amount of 787.35 from the Tax Lien Redemption Account and issued to the Borough of Penns Grove Treasurer;

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Tax Collector and the Chief Financial Officer for their record and guidance;

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-72 – RESOLUTION AUTHORIZING ELECTRONIC TAX SALE IN ACCORDANCE WITH N.J.S.A. 54:5-19.1

WHEREAS, N.J.S.A. 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations promulgated by the Director of the Division of Local Government Services, and WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process, and

WHEREAS, N.J.A.C. 5:33-1.1 authorizes a municipality, without a QPA, with an estimated contract greater than \$2,625.00, to use a quotation process in lieu of the RFP/Public Bid; and WHEREAS, upon solicitation of service quotations, NJ Tax Lien Investors/RealAuction.com is determined to be the only active vendor in this area, and

WHEREAS, NJ Tax Lien Investors/RealAuction.com, whom conducted the 2016 through 2019 electronic tax sale, has a price quotation of \$15.00 per certificate advertised , with \$3,360.00 as 2019's invoice, and

WHEREAS, the Borough of Penns Grove wishes to award NJ Tax Lien Investors/RealAuction.com contract for electronic tax sale;

THEREFORE, BE IT RESOLVED, by the Mayor and Council of Penns Grove Borough, County of Salem, that the Tax Collector is hereby authorized to complete an electronic tax sale in the year of 2020 , with NJ Tax Lien Investors/RealAuction.com, for 2019 municipal charges, and BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-73 – RESOLUTION AUTHORIZING MAILINGS AND ADVERTISEMENT OF 2020 TAX SALE NOTICES

WHEREAS, N.J.S.A. 54:5-26 requires, among other information, that notice of a pending tax sale shall be published in a newspaper circulating in the municipality, once a week for four calendar weeks preceding the calendar week containing the website address where the of the tax sale may be viewed; and

WHEREAS, N.J.S.A. 54:5-27 requires, the Tax Collector shall mail the tax sale notice at least once during the four calendar weeks preceding the tax sale date to the property owner and any person or entity entitled to notice of foreclosure pursuant to section 20 of P.L. 1948, c96 (C.54:5-104.48). Said notice of tax sale may be given by regular or certified mail, the costs of which shall be added to the cost of the sale provided in R.S. 54:5-38.

WHEREAS, municipalities conducting online tax sales are permitted to add up to \$25.00 per mailing of in lieu of advertisement. A maximum of two in lieu of mailings, totaling \$50.00 per parcel, are permitted per municipal fee ordinance, and

WHEREAS, the tax sale notice, with all required information, shall be published in five public places as well as on the municipal website as required by regulations set forth, and

THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Penns Grove, County of Salem, that the Tax Collector, in hereby authorized to advertise the tax sale once a week for four calendar weeks preceding the tax sale date containing the website address where the of the tax sale may be viewed; and shall mail the tax sale notice at least once during the four calendar weeks preceding the calendar week of the tax sale. Two in lieu of advertisement mailings may be completed at the fee of \$25.00 each, not to exceed \$50.00 per parcel, and

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-74 – A RESOLUTION AUTHORIZING THE BOROUGH OF PENNS GROVE TAX COLLECTOR TO PREPARE AND ISSUE ESTIMATED TAX BILLS FOR THIRD QUARTER 2020 PROPERTY TAXES

WHEREAS, as a result of the State of New Jersey’s failure to adopt a budget, the Salem County Board of Taxation is unable to certify the tax rate for year 2020; and

WHEREAS, without a 2020 certified tax rate, the Tax Collector of the Borough of Penns Grove will be unable to issue Final 2020 tax bills on a timely basis,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that:

The Tax Collector of the Borough of Penns Grove is hereby authorized and directed to prepare and issue estimated tax bills for the third installment of 2020 taxes. The Tax Collector shall proceed and take such actions as are permitted and required by Chapter 72, Public Laws of 1994 and N.J.S.A. 54:4-66.2 and 54:4-66.3.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-75 – RESOLUTION REQUESTING TEMPORARY CLOSURE OF COUNTY ROADS

WHEREAS, Broad Street, Main Street and Maple Avenue are Salem County Roads and are located within the Borough of Penn’s Grove (“Borough”); and

WHEREAS, the Penns Grove High School Student Congress desires to conduct a Parade on October 10, 2020, from 9:00 a.m. until 11:00 a.m., with a setup time of 9:30 a.m.; and

WHEREAS, the participants of the Parade will march on streets located within the Borough taking the following route:

Beginning at the Barber Avenue to East Main Street; East Main Street to and through Virginia Avenue to Harding Highway; ending at the Penns Grove High School.

WHEREAS, the proposed route shall remain closed to motor vehicle traffic from 10:00 a.m. until 11:00 a.m. in order to accommodate the Parade participants;

WHEREAS, the application was approved by the governing body at a meeting held on the 7th day of April, 2020;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Penn’s Grove, County of Salem, State of New Jersey, hereby request that the County of Salem allow for the temporary closure of the aforementioned route on October 10, 2020 from 10:00 a.m. until 11:00 a.m. in order to accommodate the participants of the Penns Grove Day Parade;

AND, BE IT FURTHER RESOLVED, that the Clerk shall forward a copy of this Resolution to the Salem County Engineer’s Office, who will forward to the Salem County Board of Chosen Freeholders for consideration.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-76 – RESOLUTION AUTHORIZING AN APPLICATION FOR CHARITABLE SOLICITATION

WHEREAS, the Penns Grove Elk Lodge 1358 requested permission to conduct a Charitable Solicitation; and

WHEREAS, U.S. Route 130 and Main Street is located within the Borough of Penns Grove (“Borough”) County of Salem, State of New Jersey; and

WHEREAS, the applicant has requested to solicited at the intersection of U.S. 130 and Main Street on May 9, 2020 (rain date May 16, 2020) from 8:00 a.m. until 1:00 p.m.;

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Borough of Penn’s Grove, County of Salem, State of New Jersey, hereby granted approval at its’ regularly scheduled meeting held on March 3, 2020, with the following conditions:

1. Approval from the Salem County Board of Chosen Freeholders.
2. Approval from the State of New Jersey, Department of Transportation.

AND, BE IT FURTHER RESOLVED, that the Clerk shall forward a copy of this Resolution to the Salem County Engineer’s Office, who will forward to the Salem County Board of Chosen Freeholders for consideration.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-77 – RESOLUTION OF THE PENNS GROVE BOROUGH COUNCIL ENACTING STRICT EMERGENCY HOUSING INSPECTION PROTOCOL IN THE BOROUGH OF PENNS GROVE BY THE PENNS GROVE HOUSING OFFICE RELATIVE TO THE ISSUANCE OF OR VIOLATIONS OF BOROUGH CODE CHAPTER 213 CERTIFICATE OF OCCUPANCY

WHEREAS, a pandemic outbreak of the CORONAVIRUS is spreading across the globe having taken the precious lives of tens of thousands with no end in sight, and

WHEREAS, towns, cities and whole countries are experiencing uncontrolled spread of the virus, and

WHEREAS, draconian measures are being taken worldwide to control the spread of the virus, and WHEREAS, the United State of America has limited travel, retail business, public assembly and other measures to limit the spread of the virus, and

WHEREAS, the Penns Grove Municipal employees were potentially affected by a walk-in person whose wife was under quarantine measures, and

WHEREAS, the Borough of Penns Grove Housing Office is charged with inspecting homes and rental units requiring the interaction of unknown people in known and unknown properties, and

WHEREAS, it is the intent of Borough Council to ensure the safety of tenants and other lawful occupants of residential properties by conducting necessary Certificate of Occupancy inspections of residential units during this time of limited social interaction, and

WHEREAS, it is the intent of Borough Council to ensure the safety of the Housing inspector(s) in conducting inspections of said units, and

WHEREAS, it is necessary for Borough Council to restrict and enforce the process of obtaining and conducting Certificate of Occupancy inspections to ensure the safety of the inspector, tenants and owners alike.

NOW, THEREFORE, BE IT RESOLVED by the Penns Grove Borough Council that the Housing Inspection Office shall operate under the following temporary strict guidelines as to conducting Certificate of Occupancy inspections as outlined in Borough Code Chapter 213 Certificate of Occupancy:

1. The current housing inspector hours of operation will continue unabated.
2. The Housing Office will provide the same level of customer satisfaction, efficiency and timeliness of service now provided, given the emergency limited conditions of operation now set forth.
3. Office hours shall be conducted by office phone, email, fax or U.S. Mail only. No public walk-in assistance will be conducted.
4. No Certificate of Occupancy inspections shall be conducted without first having filed a Certificate of Occupancy Application (by fax, email or U.S Mail) and paying of applicable fees (by U.S. Mail.)
5. No unit shall be inspected unless free of tenants, occupants, contractors or personal property with the exception of Re-Sale properties with holdover tenants.

Violations of Borough Code Chapter 213 Certificate of Occupancy will be prosecuted to the fullest extent allowable per section 213-8 Violations and Penalties. Unauthorized occupancy prior to a Certificate of Occupancy being issued shall bear the maximum fine of \$2,000. A repeat offender shall be subjected to not more than 90 days in jail

2020-4-78 – RSOLUTION AUTHORIZING THE BOROUGH OF PENNS GROVE TAX COLLECTOR TO PREPARE AND MAIL ESTIMATED TAX BILLS IN ACCORDANCE WITH P.L. 1994, C. 72

WHEREAS, the Borough of Penns Grove has scheduled budget adoption pending notification of transitional aid application award and the County of Salem Board of Taxation is unable to certify the Borough of Penns Grove tax rate at this time and the Borough of Penns Grove Tax Collector will be unable to mail the Borough's 2020 tax bills on a timely basis; and

WHEREAS, in accordance with Chapter 72, P.L. 1994, the Borough of Penns Grove Council does not need approval from the Director of the Division of Local Government Services since the estimated tax

levy will not exceeding 105% maximum allowed. Approval will enable the Borough of Penns Grove to meet its financial obligations, maintain the tax collection rate, provide uniformity for tax payments, and save the unnecessary cost of interest borrowing.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Penns Grove, County of Salem and State of New Jersey on the April 7, 2020 as follows:

1. The Borough of Penns Grove Tax Collector is hereby authorized and directed to prepare and issue estimated tax bills for the Borough for the third installment of 2020 taxes. The Tax Collector shall proceed upon approval from the Director and take such actions as are permitted and required by L. 1994, c. 72 (N.J.S.A. 54:4-66.2 AND 54:4-66.3).
2. The entire estimated tax levy for 2020 is hereby set at \$ 7,047,603.58
3. In accordance with law, the third installment of 2020 taxes shall not be subject to interest until the later of August 10th or the twenty-fifth calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

2020-4-79 – RESOLUTION AUTHORIZING AN APPLICATION FOR CHARITABLE SOLICITATION

WHEREAS, the Penns Grove Twins Football team has requested permission to conduct a Charitable Solicitation; and

WHEREAS, U.S. Route 130 and Main Street is located within the Borough of Penns Grove (“Borough”) County of Salem, State of New Jersey; and

WHEREAS, the applicant has requested to solicited at the intersection of U.S. 130 and Main Street on May 30, 2020 (rain date June 6, 2020) from 8:00 a.m. until 2:00 p.m.;

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Borough of Penn’s Grove, County of Salem, State of New Jersey, hereby grants approval with the following conditions:

1. Approval from the Salem County Board of Chosen Freeholders.
2. Approval from the State of New Jersey, Department of Transportation.

AND, BE IT FURTHER RESOLVED, that the Clerk shall forward a copy of this Resolution to the Salem County Engineer’s Office, who will forward to the Salem County Board of Chosen Freeholders for consideration.

AND, BE IT FURTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-80 – RESOLUTION AUTHORIZING AN EMERGENCY TEMPORARY RESOLUTION N.J.S.A. 40A:4-20

WHEREAS, an emergency condition has arisen with respect to the need to provide budgetary funds for 2020 and

WHEREAS, the cause of the emergency is due to the fact that the Borough is unable to adopt the 2020 Annual Budget without proper revenue figures and state approval, and

WHEREAS, it is considered necessary for the health and welfare of the community to continue to provide necessary services,

WHEREAS, the total emergency temporary resolution adopted in the year 2020 pursuant to the provisions of Chapter 96 P.L.1951 (N.J.S. 40A:4-20) including this resolution totals \$2,222,885.00 for the Current Fund.

1. Emergency temporary appropriations are made and the same are hereby made for:
VEHICLE REPAIR AND MAINTENANCE

Other Expenses \$ 10,000.00
TOTAL \$ 10,000.00

NOW THEREFORE BE IT RESOLVED, (not less than two-thirds of all members thereof affirmatively concurring) that in accordance with N.J.S.A. 40A:4-20,

2. That said Emergency Temporary Appropriation will be provided for in full in the 2020 budget under the titles as listed above.

3. That three certified copies of this resolution be filed with the Director of Local Government Services.

2020-4-81 – RESOLUTION APPOINTING FUND COMMISSIONER TO THE SOUTHERN COSTAL REGIONAL EMPLOYEE BENEFITS FUND

BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that

_____ be and is hereby appointed as Fund Commissioner
(Name of Fund Commissioner)

Commissioner to the Southern Coastal Regional Employee Benefits Fund, effective

_____, to represent the BOROUGH OF PENNS GROVE

and

BE IT FURTHER RESOLVED that _____ be and is
(Name of Alternate Fund Commissioner)
appointed as Alternate Fund Commissioner to the Southern Coastal Regional Employee Benefits Fund effective _____.

2020-4-82 – RESOLUTION APPROVING PROMOTION

WHEREAS, Joseph Johnson currently holds the position of Corporal with the Borough of Penns Grove Police Department; and

WHEREAS, the Police Department is in need of a Sergeant in order to fulfill its hierarchy needs; and

WHEREAS, Joseph Johnson possesses the qualifications and experience necessary for the position of Sergeant; and

WHEREAS, interviews were conducted by the Carneys Point Command Staff of 3 and they supported his promotion to Sergeant; and

WHEREAS, the Chief of Police supports his promotion to Sergeant; and

WHEREAS, the New Jersey Department of Community Affairs has approved the promotion so long as the Borough examines its police table or organization with the State Monitor.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Joseph Johnson shall be promoted to the position of Sergeant with the Borough of Penns Grove Police Department subject to the conditions of the State of New Jersey Department of Community Affairs

AND, BE IT FUTURE RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-83 – RESOLUTION APPROVING PROMOTION

WHEREAS, Anthony Minguez currently holds the position of Patrolman with the Borough of Penns Grove Police Department; and

WHEREAS, the Police Department is in need of a Sergeant in order to fulfill its hierarchy needs; and

WHEREAS, Anthony Minguez possesses the qualifications and experience necessary for the position of Sergeant; and

WHEREAS, interviews were conducted by the Carneys Point Command Staff of 3 and they supported his promotion to Sergeant; and

WHEREAS, the Chief of Police supports his promotion to Sergeant; and

WHEREAS, the New Jersey Department of Community Affairs has approved the promotion so long as the Borough examines its police table or organization with the State Monitor.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that Anthony Minguez shall be promoted to the position of Sergeant with the Borough of Penns Grove Police Department subject to the conditions of the State of New Jersey Department of Community Affairs.

AND, BE IT FUTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

2020-4-84 – RESOLUTION APPROVING CHILD ABUSE PREVENTION POLICY

WHEREAS, the Borough of Penns Grove (also referred to herein as “Borough”) recognizes that the protection and safe treatment of minors in the workplace is of critical importance; and

WHEREAS, in order to help prevent child abuse and safeguard children, policies and procedures have been established which apply to all situations where minors are in the care, custody, and/or employment of the Borough; and

WHEREAS, those policies and procedures have been attached hereto; and

WHEREAS, the Mayor and Council have reviewed those policies and would like to approve them for the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Penns Grove that the attached child abuse prevention policy is hereby approved.

AND, BE IT FUTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

16. NEW BUSINESS:

- Housing Official – Additional Hours
- Appointment/Hire – Housing Inspectors
- Hire – Janitor/Handyperson
- Free Rabies Vaccination Animal Clinic – April 11, 2020 cancelation due to COVID-19
- Planning Board member(s) and vacant positions
- Mediation Order
- Website

17. PAYMENT OF BILLS:

18. PUBLIC SESSION:

19. ADJOURNMENT.