

\_\_\_\_\_  
Borough Attorney /s/ Robert L. Tarver, Jr.

**BOROUGH OF PENNS GROVE  
MAYOR AND COUNCIL**

**SCHEDULE I: RESOLUTION NO. 2021-9-96**

**Whereas**, the Borough of Penns Grove desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for up to \$400,000 for Infrastructure Improvements at Straughn Lane Pump Station.

**Be it therefore RESOLVED**,

- 1) that the Borough of Penns Grove does hereby authorize the application for such a grant; and,
- 2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Penns Grove and the New Jersey Department of Community Affairs.

**Be it further RESOLVED**, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

\_\_\_\_\_  
(signature)  
\_\_\_\_\_  
**LaDaena D. Thomas**  
\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
(signature)  
\_\_\_\_\_  
**Carol Mincey**  
\_\_\_\_\_  
**Council President**

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Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter						
Giordano						
Martin						
Mincey						
Rambo						
Scarpaci						

***CERTIFICATION:***

I, Sharon R. Williams, the Clerk of the Borough of Penns Grove, hereby certify that at a meeting of the Borough Council held on September 7, 2021, the above *RESOLUTION* was duly adopted.

AFFIX GOV'T,  
CORPORATE OR  
NOTARY SEAL

\_\_\_\_\_  
**Sharon R. Williams, Municipal Clerk, Borough of Penns Grove**

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Borough Attorney /s/ Robert L. Tarver, Jr.

## **BOROUGH OF PENNS GROVE COUNTY OF SALEM**

### **RESOLUTION NO. 2021-9-97**

#### **IDENTIFYING CDBG FAIR HOUSING OFFICER**

#### **Public Facilities Fund: Infrastructure Improvements at Straughn Lane Pump Station**

**WHEREAS**, the Borough of Penns Grove is applying for a Small Cities Community Development Block Grant from the New Jersey Department of Community Affairs (hereafter NJDCA) for funds for Infrastructure Improvements.

**WHEREAS**, the Borough of Penns Grove must make efforts to affirmatively further fair housing; and

**WHEREAS**, the Borough of Penns Grove has reviewed various actions that would be acceptable to the New Jersey State Department of Community Affairs and the U.S. Department of Housing and Urban Development; and

**WHEREAS**, the Borough of Penns Grove has made assurances in the grant agreement that:

- (1) It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issued thereto; and
- (2) It will comply with the Civil Rights Act of 1964, and the regulations issued thereto it; and
- (3) It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
- (4) It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

**NOW, THEREFORE, BE IT RESOLVED** that Ericka A. Walker, shall be designated as the Fair Housing Officer for the Borough of Penns Grove; and

**BE IT FURTHER RESOLVED** that the Fair Housing Officer shall contact USHUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights, inform those agencies of her appointment as Fair Housing Officer and request Fair Housing Information, and

**BE IT FURTHER RESOLVED** that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from the Borough of Penns Grove; and

**BE IT FURTHER RESOLVED** that the Borough of Penns Grove will publish in the local newspaper of record and post at the municipal building a public notice announcing the appointment of the Fair Housing Officer and the availability of local fair housing services.

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LaDaena D. Thomas, Mayor

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter						
Giordano						
Martin						
Mincey						
Rambo						
Scarpaci						

CERTIFICATION:

I, Sharon R. Williams, the Clerk of the Borough of Penns Grove, hereby certify that at a meeting of the Borough Council held on September 7, 2021 the above *RESOLUTION* was duly adopted.

AFFIX GOV'T  
SEAL

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Sharon R. Williams, Borough Clerk

Approved as to Form and Legality on Basis of Facts Set Forth

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Borough Attorney /s/ Robert L. Tarver, Jr.

**BOROUGH OF PENNS GROVE  
SALEM COUNTY  
STATE OF NEW JERSEY**

**RESOLUTION NO. 2021-9-98**

**GRANT MANAGEMENT PLAN  
FY2022 Small Cities Programs**

**Public Facilities Fund for Infrastructure Improvements at Straughn Lane Pump Station**

**WHEREAS**, the Borough of Penns Grove is applying for a Small Cities grant from the Public Facilities Fund and if awarded funding will entered into a Grant Agreement with the New Jersey Department of Community Affairs; and

**WHEREAS**, the Borough is required to submit a Grant Management Plan as part of the Small Cities application;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Penns Grove, County of Salem and State of New Jersey, that:

The Grant Management Plan prepared by the Borough and submitted to DCA Small Cities with the application for Infrastructure Improvements at Straughn Lane Pump Station is hereby adopted to identify Tammy Wetzel of Triad Associates as the Project Coordinator and Sharon Williams as the Program Director and Official Contact Person.

This is to certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Penns Grove Borough Council which was held on September 7, 2021.

ATTEST:

\_\_\_\_\_  
Sharon R. Williams, Borough Clerk

\_\_\_\_\_  
LaDaena D. Thomas, Mayor

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter						
Giordano						
Martin						
Mincey						
Rambo						
Scarpaci						

CERTIFICATION:

I, Sharon R. Williams, the Clerk of the Borough of Penns Grove, hereby certify that at a meeting of the Borough Council held on September 7, 2021 the above *RESOLUTION* was duly adopted.

AFFIX GOV'T  
SEAL

\_\_\_\_\_  
Sharon R. Williams, Borough Clerk

Approved as to Form and Legality on Basis of Facts Set Forth

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Borough Attorney /s/ Robert L. Tarver, Jr.

**BOROUGH OF PENNS GROVE  
SALEM COUNTY  
STATE OF NEW JERSEY**

**RESOLUTION NO. 2021-9-99  
CITIZEN PARTICIPATION PLAN FY2022**

**WHEREAS**, the Borough of Penns Grove is applying for FY2022 Small Cities Grants from the Public Facilities Fund with the New Jersey Department of Community Affairs; and

**WHEREAS**, a Grant Agreement requires the Borough of Penns Grove to comply with all federal regulations with respect to citizen participation; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Penns Grove, County of Salem, State of New Jersey, that:

The Citizen Participation Plan 2022 developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted by the Borough of Penns Grove; and

The Borough of Penns Grove will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above.

ATTEST:

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Sharon R. Williams, Municipal Clerk

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LaDaena D. Thomas, Mayor

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter						
Giordano						
Martin						
Mincey						
Rambo						
Scarpaci						

CERTIFICATION:

Adopted by the Mayor and Borough Council of Penns Grove this 7<sup>th</sup> day of September 2021.

\_\_\_\_\_  
Sharon R. Williams, Municipal Clerk



\_\_\_\_\_  
Borough Attorney /s/ Robert L. Tarver, Jr.

**BOROUGH OF PENNS GROVE  
COUNTY OF SALEM**

**RESOLUTION NO. 2021-9-100**

**TO COMMIT TO THE COMPETITIVE CONTRACTING PROCUREMENT PROCESS PURSUANT TO  
NJSA 40A:11-4.1 THROUGH 40A:11-4.5 FOR CERTAIN PROFESSIONAL SERVICES, CONTINGENT  
UPON AN FY2022 SMALL CITIES GRANT AWARD FROM THE NEW JERSEY DEPARTMENT OF  
COMMUNITY AFFAIRS FOR INFRASTRUCTURE IMPROVEMENTS AT STRAUGHN LANE PUMP  
STATION**

**WHEREAS**, the Borough of Penns Grove intends to submit in September 2021 an application to the New Jersey Department of Community Affairs, Small Cities Public Facilities Fund to complete infrastructure improvements at Straughn Lane Pump Station; and,

**WHEREAS**, the Small Cities Program requires, in certain instances, that professional services associated with the implementation of a Small Cities award be procured through a Competitive Contracting process;

**BE IT THEREFORE, RESOLVED**, that the Borough of Penns Grove does hereby commit to authorize the issuance of Requests for Proposals (RFP), under the aforementioned State Competitive Contracting guidelines, for Professional Engineering Services, contingent upon award of said Small Cities grant; and,

**BE IT FURTHER RESOLVED**, that the Borough Clerk will be directed to advertise these RFPs for a period of not less than 20 days in the Borough's official newspaper of record; that the Borough will strive to obtain three or more proposals; and the Borough will proceed with the RFP evaluation process if at least two proposals are received.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
LaDaena D. Thomas

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Sharon Williams, RMC, CMR

\_\_\_\_\_  
Borough Clerk

\_\_\_\_\_  
**LaDaena D. Thomas, MAYOR**

**ATTEST:**

\_\_\_\_\_  
SHARON WILLIAMS, CLERK  
DATE: September 7, 2021

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Borough Attorney /s/ Robert L. Tarver, Jr.

**BOROUGH OF PENNS GROVE  
COUNTY OF SALEM**

**RESOLUTION NO. 2021-9-101**

**RESOLUTION APPOINTING POLICE OFFICER**

**WHEREAS**, the Borough of Penns Grove is in need of a Police Officer; and

**WHEREAS**, Alex Fanfarillo has fulfilled all of the requirements set forth by statute to be a police officer; and

**WHEREAS**, the Police Director supports his candidacy; and

**WHEREAS**, Alex Fanfarillo has successfully completed or will complete the necessary training to serve as a police officer; and

**WHEREAS**, Alex Fanfarillo has obtained or will obtain the proper certifications from the Police Training Commission to serve as Police Officer

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

1. This Resolution memorializes the appointment of Christian Acevedo's during the Borough Council meeting of June 15, 2021.
2. This appointment shall be subject to approval by the State of New Jersey Department of Community Affairs and shall not be effective until such approval is received by the Borough of Penns Grove.

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

Attest:

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Sharon R. Williams, Municipal Clerk

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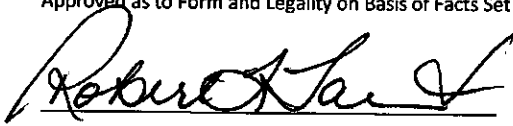
LaDaena D. Thomas, Mayor

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter						
Giordano						
Martin						
Mincey						
Rambo						
Scarpaci						

I certify, by signing and affixing the Government Seal, that the foregoing is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Penns Grove, in the County of Salem, at a regular meeting thereof held on the 7<sup>th</sup> day of September, 2021.

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Sharon R. Williams, Municipal Clerk



Borough Attorney /s/Robert L. Tarver, Jr.

**BOROUGH OF PENNS GROVE  
COUNTY OF SALEM, NEW JERSEY**

**RESOLUTION NO. 2021-9-102**

**ADOPTING COUNCIL RULES FOR THE BOROUGH OF PENNS GROVE**

**WHEREAS**, the Borough Council desires to adopt rules which are consistent with New Jersey municipal law, for the efficient operation of this body,

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Penns Grove, County of Salem, State of New Jersey, that the Bourough Council hereby adopts the attached Council Rules

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

**ATTEST:**

\_\_\_\_\_  
Sharon R. Williams, Municipal Clerk

\_\_\_\_\_  
LaDaena D. Thomas, Mayor

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter						
Giordano						
Martin						
Mincey						
Rambo						

**CERTIFICATION**

I, Sharon R. Williams, Municipal Clerk of the Borough of Penns Grove, County of Salem, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Penns Grove Borough Council on this 7th day of September 2021.

\_\_\_\_\_  
Sharon R. Williams, Municipal Clerk

# Borough of Penns Grove

## COUNCIL RULES OF THE BOROUGH COUNCIL BOROUGH OF PENNS GROVE

Adopted September 7, 2021

### A R T I C L E I

"Roberts Rules of Order" shall govern the deliberation of the Council.

### A R T I C L E II - MAYOR

**Section 1.** The Mayor shall preside over the deliberations of the Council and shall conduct the meetings thereof. He shall also participate in the determination of Borough affairs to the extent permitted by Statute. (See R.S. 40A:60-1 et. seq.)

**Section 2.** The Mayor shall on all occasions preserve the strictest order and decorum, and shall cause the removal of all persons who interrupt the orderly proceedings of the Council.

**Section 3.** When two or more Council Members shall rise at the same time, the Mayor shall name the one entitled to the floor.

**Section 4.** The Mayor shall decide all questions of order without debate subject to an appeal to the Council and may call upon the Council for the opinion of the Council, upon any question of order.

**Section 5.** The Mayor shall be an ex-officio member of all committees, both standing and special, and shall be informed in advance of all meetings of such committees.

**Section 6.** The Mayor shall serve as the liaison between the Governing Body and all Boards, Committees, Agencies or Organizations except as herein assigned to a specific Council Committee for liaison purposes or subsequently assigned by the Mayor.

**Section 7.** In the absence of the Mayor, or if unable to perform the duties of the office, the Council President (or, in his inability to act, the Council Member having the longest term as such) shall act as Mayor, as provided by Statute. (N.J.S.40A:60-

3c)

### **A R T I C L E   I I I   -   B O R O U G H   C L E R K**

Section 1. The Borough Clerk shall perform the duties as outlined in State Statute and these By-Laws.

Section 2. The Borough Clerk shall keep the Minutes and Ordinance Books properly and fully indexed and shall perform all the duties usually devolving upon such officer; and in addition, such other duties or services as the Mayor or Council may direct.

Section 3. Upon the introduction of an Ordinance, the same shall be properly numbered and recorded at length by the Borough Clerk in the Ordinance Book. The assigned number shall appear in the advertisement of such Ordinance.

Section 4. The Deputy Clerk shall perform duties assigned by the Borough Clerk. In the absence of the Borough Clerk, the Deputy Clerk shall have the authority, responsibility and duties of the Borough Clerk.

### **A R T I C L E   I V   -   M E E T I N G S**

**Section 1.** The Council shall hold an annual meeting on the first day of January at twelve o' clock noon, or during the first seven days of January in any year. (N.J.S.40A:60-3(a))

**Section 2.** That at the aforesaid meeting the Council shall fix the time and place for holding regular meetings during the ensuing year, which time and place shall not be changed except in accordance with the requirements of the Open Public Meetings Act.

**Section 3.** At the Annual Meeting, the Council will elect one of its members as Council President to serve for the calendar year. (N.J.S.40A:3(b))

**Section 4.** The Mayor shall, when necessary, call special meetings of the Council; in case of his neglect or refusal, any four members of the Council may call such meeting at such time and place in such Borough as they may designate, and in all cases of special meetings reasonable advance notice, considered to be of forty-eight hours, except in case of emergency, shall be given in person to all members of the Council, or left at their place of residence. (N.J.S.40A:60-3g)

**Section 5.** A quorum shall be as provided by the Revised Statutes of New Jersey, viz: three Council Members and the Mayor, and in the absence of the Mayor, four Council Members. (N.J.S.40A:60-3d)

**Section 6.** If no quorum be present at any meeting, those assembled shall have power and are hereby authorized to set a new meeting date, and then adjourn.

**Section 7.** The following order of business shall be observed, viz:

1. Call to Order
2. Flag Salute and Invocation
3. Open Public Meetings Act Statement
4. Roll Call
5. Approval of Minutes
6. Payment of Bills Actions to be Taken
7. Introduction of Resolutions
8. Ordinances - First Reading and Introduction
9. Ordinances - Second Reading and Public Hearing
10. Committee Reports
11. Departmental Reports
12. New Business
13. Public Comment
14. Executive Session (if necessary)
15. Adjournment

**Section 8.** The aforesaid order of business at any meeting may be changed by the Mayor or otherwise presiding officer.

**Section 9.** Except as otherwise required by the Statutes, or specifically provided in these Rules, all action of the Council shall be by a majority vote of those present.

**Section 10.** Upon demand of one member of the Council, or when ordered by the Mayor, or when directed by Statute, a roll call vote shall be taken and the yeas and nays entered in the Minutes of the meeting.

#### **A R T I C L E V.- COUNCIL MEMBERS RESPONSIBILITIES**

**Section 1.** The Borough Council shall be the legislative authority of the Borough vested with the power to enact municipal law. The Council shall be authorized to pass ordinances and resolutions, control and regulate the finances of the municipality, consent to the appointments of the mayor and have general investigative powers. (N.J.S. 40A:60-6)

**Section 2.** The Borough Council possesses no administrative authority and all administrative actions shall be conducted by the Mayor, Borough Administrator or their administrative designee pursuant to general law and statute. (N.J.S. 40A: 9-136) Council members shall not:

- (a) Supervise or direct the actions of any Borough employee.
- (b) Perform any functions which amount oversight or participation in the day to day operation of the Borough.

**Section 3.** Council members shall familiarize themselves with ethical standards in municipal government and shall act in accordance with those standards.

**A R T I C L E VI.- COMMITTEE CHAIRPERSON'S DUTIES**

A. The Council Committee Chairperson shall:

- (a) Coordinate, through the department head and in conjunction with the Borough Administrator, Council policy within his or her area of responsibility.
- (b) In conjunction with the Borough Administrator and the department head, plan, study and review proposed budgets within his or her area of responsibility.
- (c) In conjunction with the Borough Administrator and the department head, plan, study and review proposed projects within his or her own area of responsibility.
- (d) In conjunction with the Borough Administrator and the department head, make reports and recommendations to the Council regarding his or her area of responsibility.
- (e) In conjunction with the Borough Administrator, department head and Borough Attorney, draft resolutions and ordinances implementing recommended action in his or her area of responsibility.
- (f) Perform such acts as may be assigned to him or her by the Council.



B. Except as provided above, a Council Chairperson shall not:

(a) Make promises or commitments to anyone which directly or by inference tend to bind the Council.

(b) Act in such a manner or make decisions which set a precedent or violate established Council policy.

(c) Conduct formal hearings or inquiries regarding any Council area of responsibility unless specifically authorized by a majority of Council present.

C. A Council Chairperson shall be prepared to report to the Mayor and Council at each regular meeting on the activities and achievements of his or her area of responsibility.

## **A R T I C L E VII - COMMITTEES**

**Section 1.** The Mayor shall appoint all committees and the Chair thereof, subject to the approval of the Council, and shall be a member ex-officio, of each such committee. In addition, he shall see that all matters referred to the committees are acted upon and reported promptly. (N.J.S.40A:60-3e)

**Section 2.** The following Standing Committees of the Council, consisting of three Council Members each (other than the Mayor, ex-officio) shall be appointed at the Annual Meeting, viz:

General Governance & Finance  
Public Safety  
Recreation & Health  
Housing, Zoning & Planning  
Public Works & Utilities  
Buildings & Grounds

**Section 3.** Each Council Member shall be the Chair of one of the six Standing Committees named in this article, and a Member of two others.

**Section 4.** Standing Committees are appointed to expedite and facilitate the work of the Council, but only within statutory limits, as the entire Council is held responsible for any or all of its acts.

A. A Standing Committee shall:

1. Plan, study, direct, make procurement recommendations within budgetary limitations, and carry on the routine activities for which it has primary responsibility.

2. Perform such acts as may be assigned to it by the Council.

3. Report and make recommendations to the Council regarding its responsibilities and activities.

B. Except as provided above a Standing Committee or its members shall not:

1. Make promises or commitments to anyone, which directly or by inference, bind the Council.

2. Act in such a manner or make decisions, which set a precedent or violate established Council Policy.

3. Perform duties and functions which constitute the day to day operation of the Borough.

**Section 5.** Special Committees may be appointed for purposes other than those included in the duties of the Standing Committees.

**Section 6.** In case of death, resignation, removal from office, or incapacity to serve of any Committee Chair, the Mayor shall name the successor Chair, subject to the approval of the Council. The Mayor may, with the approval of a majority of the Council, change existing Committee assignments and/or Chair when it is in the best interests of the Borough to do so.

**Section 7.** The Chair of each Standing or Special Committee shall be prepared to report to the Mayor and Council at each regular meeting on the principal activities and achievements of his Committee. The Chair shall also prepare and submit in writing to the Mayor, not later than December 1 each year, a suitable annual report if so requested by the Mayor.

**A R T I C L E   V I I I   -   D U T I E S   O F   S T A N D I N G   C O M M I T T E E S   O F   T H E  
C O U N C I L**

**Section 1.** The General Governance Committee shall have primary responsibility for the following described activities and matters:

A. The examination and review of all vouchers prior to their submission to the Council for authority to pay the same.

B. The review of practices and procedures for the following:

1. The Chief Financial Officer's office
2. The Tax Collector's office.
3. The Tax Assessor's office.

B. Review and make recommendations regarding the budgets of the departments and functions under its jurisdiction.

C. Recommend the initiation of foreclosure action, and subsequent recommendation for the disposition of property acquired by the Borough under foreclosure of Tax Title Liens.

D. With the assistance of the Borough Administrator and the Chief Financial Officer, review departmental budgets; review budgetary figures relating to the activities above mentioned; review the final preparation, explanation and continuing supervision of the entire Municipal Budget.

E. The review, revision and all other matters pertaining to insurance coverage, not related to personnel benefits, of the Borough.

F. With the assistance of the Borough Administrator and the Chief Financial Officer, review the Capital Budget and make appropriate reports to the Division of Local Finance in Trenton.

G. Review and make recommendations to the Borough Council regarding personnel salaries.

**Section 2.** The Public Safety Committee shall have primary responsibility for the following described activities and matters:

A. The development of practices and procedures for the following:

1. Police activities
2. Fire activities
3. Granting of licenses, and the inspection of licensed premises and persons as designated by the Council.
4. Highway, traffic, all matters relating to existing or proposed street and off-street parking and the regulation thereof, except the construction and maintenance of municipal parking lots.
5. Review grievances and personnel matters with the Police and Fire Departments and recommend disposition of same to the Borough Council.

B. It shall be the responsibility of the Public Safety Committee to review and make recommendations to the Borough Council regarding personnel salaries.

C. It shall be the responsibility of the Public Safety Committee to review and make recommendations regarding the budgets of the departments and functions under its jurisdiction.

**Section 3.** The Recreation & Parks Committee shall have primary responsibility for the following described activities and matters:

A. The review and recommendation of practices and procedures for the following:

1. Parks/fields maintenance and improvements.
2. Recreation activities conducted at Borough expense or coordinated by the Recreation Committee.
3. Parks/fields use and the establishment of schedules in cooperation with the various organizations within the community for the use of these facilities.

B. It shall be the responsibility of the Recreation & Parks Committee to review and make recommendations to the Borough Council regarding personnel salaries.

C. It shall be the responsibility of the Recreation and Parks Committee to review and make recommendations regarding the budgets of the departments and functions under its jurisdiction.

**Section 4.** The Public Works & Streets and Roads Committee shall have primary responsibility for the following described activities and matters:

A. The review and recommendation of practices and procedures for the following:

1. Road construction, improvement, maintenance and cleaning, including street openings.

2. Construction and maintenance of sidewalks and curbs.

3. Maintenance of vehicles and other mechanical equipment as assigned.

6. Cutting of grass and weeds on roads and on municipal property as assigned.

8. Professional staff and consultants who assist with roads, wastewater treatment and related matters.

B. It shall be the responsibility of the Public Works and Streets & Roads Committee to review and make recommendations to the Borough Council regarding salaries.

C. It shall be the responsibility of the Public Works and Streets & Roads Committee to review and make recommendations regarding the budgets of the departments and functions under its jurisdiction.

**Section 5.** The Housing, Zoning & Planning/Shade Tree Committee shall have primary responsibility for the following described activities and matters:

A. Recommendations to the Borough Council on public housing development.

B. Review and recommendations to the Borough Council regarding zoning issues.

C. The Housing, Zoning & Planning/Shade Tree Committee shall have the right to review and make recommendations to the Borough

Council regarding development/redevelopment and planning projects in the Borough.

D. The Housing, Zoning & Planning/Shade Tree Committee shall be responsible for Shade tree matters, including leaf and brush collection.

E. Keep the Borough Council informed on matters affecting Zoning and Planning relating to the Borough, adjacent municipalities and the County and State governments.

F. Review and updating of all Borough regulations relating to zoning, subdivision control, site plan approval and building codes.

**Section 6.** The Buildings and Grounds Committee shall have primary responsibility for the following described activities and matters:

1. Maintenance of the Borough Hall and all other public buildings, not assigned elsewhere.

2. Maintenance and operation of the Municipal Garage.

3. Maintenance, cleaning, improvement and construction of all municipal parking lots.

4. Maintenance, cleaning, improvement and construction of all municipal property.

## **A R T I C L E IX - BILLS, CLAIMS AND VOUCHERS**

**Section 1.** All bills or claims against the Borough shall be in writing, fully itemized, and on such forms as the Borough shall provide for that purpose. As required by Statute, they shall be sworn to by the claimant before submission for approval and payment.

### **Section 2.**

A. All bills and claims must be supported by a certification of the receipt of the goods or the satisfactory rendering of the services by the responsible person accepting the same on behalf of the Borough, and who may be held accountable therefore. Each such bill or claim shall then be carefully reviewed and checked by, or under the direction of the Borough Official who

accomplishes the "Administrative Certificate" on the voucher form.

B. The General Governance Committee shall review the Bill List prior to submitting them to the Council for authorization to pay the same.

### **Section 3.**

A. All vouchers recommended for payment shall be presented to the Council by the Borough Clerk at a Regular Meeting unless of an emergency nature, which can be approved at a Special Meeting.

B. Authorization to draw the checks and pay the accounts of the approved vouchers shall be by motion of the Council.

**Section 4.** The corresponding vouchers shall accompany all checks drawn in payment thereof, when the said checks are presented to the Mayor, the Chief Financial Officer or Deputy Treasurer and to the Borough Clerk, for signature.

**Section 5.** All bills, vouchers and paid checks shall be filed in a safe place and be made available for public inspection whenever requested.

## **A R T I C L E X - SEAL**

Section 1. The seal of the Borough shall be in the custody of the Clerk and shall be impressed on all appropriate documents or papers.

## **A R T I C L E XI - AMENDMENTS**

### **Section 1.**

A. The Mayor or any member of the Council may propose amendments to these By-Laws, at any Regular or Special Meeting.

B. The Mayor will then appoint a Special Committee of three members of the Council to consider the proposed amendments.

**Section 2.** The Special Committee will present its recommendations at a subsequent Regular or Special Meeting of the Council.

**Section 3.** These Rules shall only be altered or amended by a two-thirds vote on a roll call, taken at two successive Regular Meetings or Special Meetings of the Council.

## **A R T I C L E   XII   -   ADOPTION AND TERM**

**Section 1.** The Council Rules shall be adopted by a resolution of the Council concurred in by a majority of the members of the Council. The Council Rules shall become effective immediately after adoption and shall remain in effect unless and until revised.



USDA

Form RD 1942-47  
(Rev. 12-97)LOAN RESOLUTION NO. 2021-9-103  
(Public Bodies)FORM APPROVED  
OMB NO. 0575-0015A RESOLUTION OF THE Borough CouncilOF THE Borough Of Penns GroveAUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING  
A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITSFY21 Police and Fire Equipment

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Borough Of Penns Grove

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of  
23,800.00pursuant to the provisions of N.J.S.A. 40A:60-1 et. seq.; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
14. That if the Government requires that a reserve account be established and maintained, disbursements from that account may be used when necessary for payments due on the bond if sufficient funds are not otherwise available. With the prior written approval of the Government, funds may be withdrawn for:
  - (a) Paying the cost of repairing or replacing any damage to the facility caused by catastrophe.
  - (b) Repairing or replacing short-lived assets.
  - (c) Making extensions or improvements to the facility.Any time funds are disbursed from the reserve account, additional deposits will be required until the reserve account has reached the required funded level.
15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain the Government's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
17. To accept a grant in an amount not to exceed \$ 29,000.00

under the terms offered by the Government; that the Mayor

and Clerk of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee

The vote was: Yeas \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

IN WITNESS WHEREOF, the \_\_\_\_\_ of the

Borough Of Penns Grove has duly adopted this resolution and caused it

to be executed by the officers below in duplicate on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

By LaDaena Thomas

Attest:

Title Mayor

Sharon Williams, Clerk

Title

**CERTIFICATION TO BE EXECUTED AT LOAN CLOSING**

I, the undersigned, as Clerk of the Borough Of Penns Grove  
hereby certify that the Borough Council of such Association is composed of  
Six (6) members, of whom \_\_\_\_\_, constituting a quorum, were present at a meeting thereof duly called and  
held on the 7th day of September, 2021; and that the foregoing resolution was adopted at such meeting  
by the vote shown above. I further certify that as of \_\_\_\_\_, the date of closing of the loan from the Government, said resolution  
remains in effect and has not been rescinded or amended in any way.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Title Sharon Williams, Clerk

**BOROUGH OF PENNS GROVE  
MAYOR AND COUNCIL  
RESOLUTION NO. 2021-9-104**

**RESOLUTION TO ADOPT 2021 MUNICIPAL BUDGET**

Be it resolved by the Council Members of the Borough of Penns Grove, County of Salem that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purpose stated of the sums therein set forth as appropriations, and authorization of the amount of:

- (a) \$ 3,177,529.05 (Item 2 below) for municipal purposes, and  
(Item 3 below) for school purposes in Type I School Districts only  
(b) \$ - (N.J.S.A. 18A:9-2) to be raised by taxation and,  
(Item 4 below) to be added to the certificate of amount to be raised by  
taxation for local school purposes in Type II School Districts only  
(N.J.S.A. 18A:9-3) and certification to the County Board of Taxation of the  
(c) \$ - following summary of general revenues and appropriations.  
(Sheet 43) Open Space, Recreation, Farmland and Historic Preservation  
(d) \$ - Trust Fund Levy  
(e) \$ - (Sheet 44) Arts and Culture Trust Fund Levy  
(f) \$ - (Item 5 Below) Minimum Library Tax

**SUMMARY OF REVENUES**

1. General Revenues		
Surplus Anticipated	<b>08-100</b>	\$ 570,000.00
Miscellaneous Revenues Anticipated	<b>13-099</b>	\$ 3,576,171.75
Receipts from Delinquent Taxes	<b>15-499</b>	\$ 530,000.00
AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL 2. PURPOSED (Item 6(a), Sheet 11)	<b>07-190</b>	\$ 3,177,529.05
AMOUNT TO BE RAISED BY TAXATION FOR <u>SCHOOLS IN</u> 3. <u>TYPE I SCHOOL DISTRICTS ONLY:</u>		
Item 6, Sheet 42	<b>07-195</b>	\$ -
Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)	<b>07-191</b>	\$ -
TOTAL AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY		\$ -
To Be Added TO THE CERTIFICATE FOR THE AMOUNT TO BE RAISED BY TAXATION FOR <u>SCHOOLS IN TYPE II SCHOOL</u> 4. <u>DISTRICTS ONLY:</u>		
Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)	<b>07-191</b>	
5. AMOUNT TO BE RAISED BY TAXATION MINIMUM LIBRARY TAX	<b>07-192</b>	\$ -
<b>Total Revenues</b>	<b>13-299</b>	\$ 7,853,700.80

Attest:

\_\_\_\_\_  
Sharon R. Williams, Municipal Clerk

\_\_\_\_\_  
LaDaena D. Thomas, Mayor

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter						
Giordano						
Martin						
Mincey						
Rambo						
Scarpaci						

It is hereby certified that this is a true copy of a resolution adopting the 2021 Municipal Budget adopted by the governing body on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Certified by me:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CLERK