



BOROUGH OF HADDON HEIGHTS
COUNCIL BUSINESS MEETING AGENDA
Tuesday, May 19, 2020, 7 p.m.
ZOOM

1. "In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, P.L. 1975, notice of this meeting was posted on the bulletin board designed for that purpose and notice was transmitted to the official newspapers provided by Resolution adopted January 4, 2020."
2. ROLL CALL
3. CAUCUS SESSION:
 - a) Update on COVID 19 – *Mayor Houck*
 - b) 2020 Census – *Mayor Houck*
 - c) Memorial Day – *Council President Madden*
4. RECESS OF CAUCUS SESSION AND COMMENCEMENT OF BUSINESS SESSION
5. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
6. PUBLIC COMMENT ON CAUCUS AND AGENDA ITEMS ONLY
7. APPROVAL OF MINUTES of the May 5, 2020 Council Work Session meeting
8. APPROVAL OF EXECUTIVE SESSION MINUTES of May 5, 2020
9. COUNCIL MEMBER REPORTS:
10. BOROUGH ENGINEER'S REPORT:
11. UNFINISHED BUSINESS:
12. NEW BUSINESS:

Introduction of Ordinance 2020:1488 – An Ordinance Amending Chapter 100 of the Code of the Borough of Haddon Heights Entitled Handicapped Parking

Public Hearing and Final Adoption is scheduled for Wednesday, June 3, 2020 at 7:00 pm in the Municipal Building located at 625 Station Avenue, Haddon Heights, New Jersey 08035. *Meeting may be conducted via ZOOM due to circumstances related to COVID-19.*

Introduction of Ordinance 2020:1489 – An Ordinance Amending Ordinance 2018:1453 An Ordinance Entitled "Residential Certificate Of Continued Occupancy" of the Code of the Borough of Haddon Heights, In the County of Camden, State of New Jersey

Public Hearing and Final Adoption is scheduled for Wednesday, June 3, 2020 at 7:00 pm in the Municipal Building located at 625 Station Avenue, Haddon Heights, New Jersey 08035. *Meeting may be conducted via ZOOM due to circumstances related to COVID-19.*

Resolution 2020:105 – Resolution Appointing Marian Hauser to the Position of Registrar of Vital Statistics

Resolution 2020:106 – Resolution Authorizing a Refund of a Street Opening Permit Fee to New Jersey American Water Company

Resolution 2020:107 – Resolution Authorizing a Refund of a Cabin Rental Fee

Resolution 2020:108 – Resolution Amending Resolution 2020:31 Resolution Concerning Appointments

Resolution 2020:109 – Resolution Authorizing the Payment of Bills and Claims for the 2nd Half of May

Resolution 2020:110 – A Resolution Providing For a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. ***1.) Matters of Attorney Client Privilege. Discussion is expected to be ½ hour in duration. Formal action may be taken following Executive Session.***

13. PUBLIC COMMENT

14. ADJOURNMENT

**ENGINEER'S STATUS REPORT
Borough of Haddon Heights
May 2020**

FY 2019 Camden County Open Space – Multi-Use Trail Grant

Update:

- Our office has completed the existing base survey and is proceeding with preparation of bid documents, plans, and specifications for public bidding of this project in spring 2020.

Previously Reported:

- Camden County Open Space Preservation Trust Fund Advisory Committee had announced applications for grant funding were available for constructing recreational trails in Camden County municipalities. Our office submitted an application in September 2019 for constructing a recreational trail in phases from the Norcross-McLaughlin Memorial Dell at Haddon Lake Park to the Devon Avenue recreation facilities. This application was submitted for Phase 1 beginning at the Norcross-McLaughlin Memorial Dell.
- The Borough has been notified that the Borough has been successful in the award of grant funding of \$100,000 for design, construction, and inspection/construction management for Phase 1 of this project.
- As determined by the Borough Engineering Committee, our office will bid this project under the same contract as the FY 2020 NJDOT Municipal Aid Funding – Devon Avenue project as both projects are in close proximity of each other and may be more cost efficient to maximize the grant awards.

FY 2020 Camden County Open Space – Recreational Facility Enhancement Applications

Update:

- Our office submitted the two (2) applications delineated below to the County Advisory Committee on May 1, 2020.

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Previously Reported:

- Camden County Open Space Preservation Trust Fund Advisory Committee has announced that 2020 application packets were due April 1, 2020. Grants are awarded on a competitive basis up to \$25,000. The Borough can submit up to two (2) applications.
- The Engineering Committee has indicated the two (2) applications submitted should be as follows:
 - Pickle Ball striping and additional pedestrian accessibility improvements for Devon Avenue recreation facility.
 - Recreational trail materials for Hoff's Park.
- Resolutions for authorization for our office to submit application were approved at the April Work Session meeting

Camden County CDBG Program Yr 2020-2021 – Architectural Barrier Removal & Access (Borough Wide - Various Intersections)

Previously Reported:

- CDBG has indicated the Program will continue grouping the funding allotments to 5 to 7 larger public infrastructure projects (\$150,000 - \$250,000) throughout the County for Program Year 2020-2021 consistent with the Program Year 2019.
- The Community Development Block Grant (CDBG) program has notified the Borough that applications for Year 2020-2021 are due March 2, 2020. Our office recommends the Borough resubmit this application for the CDBG 2020-2021 Program Year Application.
- The Borough of Haddon Heights does not have any Qualified Census Tracts; therefore, eligible projects are very limited.
- Our office recommends resubmitting an updated FY2019 application for architectural barrier removal & access which consists of handicap ramps at roadway intersections in close proximity to Borough schools and parks.
- A Borough resolution was approved and submitted with this application.
- This application was submitted on March 2, 2020.

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FY 2020 NJDOT Municipal Aid Funding – Devon Avenue

Update:

- Our office has completed the existing base survey and is proceeding with preparation of bid documents, plans, and specifications for public bidding of this project in spring 2020.

Previously Reported:

- The NJDOT announced the department has revised the solicitation and notification schedule for accepting applications for the NJDOT FY 2020 Municipal Aid program with a deadline of July 19, 2019. NJDOT has indicated grant awards are expected to be announced in November. Our office will submit an application for resurfacing the remaining of Devon Avenue. A resolution for authorization for our office to submit the application will be required.
- A resolution for authorization for our office to submit the application was approved at the June Council meeting.
- Our office submitted the application on July 18, 2019 and three (2) certified copies of the resolution have been forwarded to NJDOT.
- The Borough has been notified that the Borough has been successful in the award of grant funding of \$315,000 under the NJDOT FY2020 Municipal Aid Program for Devon Avenue (Phase II).
- Our office has forwarded a proposal to the Borough for the estimated cost of survey, design, and construction administration associated with the NJDOT Local Aid grant.

FY 2019 NJDOT Municipal Aid Funding – West High Street (Phase 5)

Update:

- Our office is processing closeout documents for this project and coordinating with the Contractor and NJDOT regarding asphalt pavement testing waiver.

Previously Reported:

- Our office recommended the Borough submit for a NJDOT FY 2019 Municipal Aid application for the improvements of West High Street – Phase V, between end of Phase IV and Seventh Street and Devon Avenue from the Borough of Bellmawr to Prospect Ridge Boulevard. A resolution authorizing our office to make application was approved at the October 2018, Council Meeting.
- Our office submitted Application (MA-2019-Reconstruction of Devon Avenue & West High-00331) including the cost estimate, location map, and scope of work description to reflect up to date unit costs on October 18, 2018.

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- The Borough has been notified that the Borough has been successful in the award of grant funding of \$400,000 under the NJDOT FY2019 Municipal Aid Program for West High Street (Phase V) and Devon Avenue.
- Our office has forwarded a proposal to the Borough for the estimated cost of survey, design, and construction administration associated with the NJDOT Local Aid grant.
- Our office has completed the existing base survey and is proceeding with preparation of bid documents, plans, and specifications for public bidding of this project.
- This project has been publicly advertised and the bid opening is scheduled for October 15th.
- There were two (2) bidders, with the low bidder being Landberg Construction, LLC, 82 Tuckahoe Rod, Dorothy, NJ, in the amount of \$196,619.00 for the Base Bid.
- A preconstruction meeting was held on November 27th between the Contractor, our office, and Dave Taraschi and the Notice to Proceed was issued for December 2, 2019.
- Construction is substantially complete. Our office is preparing a punchlist with all outstanding items to be addressed.
- Our office has processed Payment Application #1 to the Borough for approval.
- Construction is substantially complete.
- Our office has prepared a punchlist with all outstanding items to be addressed and will coordinate with the Contractor regarding completion.
- Payment Application #2 has been processed by our office and submitted to the Borough for approval and payment.

Resurfacing of the Tennis Courts at Devon Avenue

Previously Reported:

- It is understood that the Borough will be proceeding with the Base Bid (Existing Tennis Court Resurfacing), Add Alternate Bid #1 (Tennis Court Paint System), and Add Alternate Bid #2 (Perimeter Fencing) and that the Borough will not be proceeding with the parking lot paving add alternate bid item.
- Our office has initiated preparation of bid documents, plans, and specifications in accordance with our August 28, 2018 Engineer's Estimate. The bid documents will be prepared with continued input from the joint Borough/School Board committee.

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- With the confirmation that the Borough has been awarded two (2) Open Space grant awards (\$50,000 total) by Camden County to be utilized for this project and the Basketball Court improvements, our office coordinated with the Borough Clerk/Operations Manager, Kelly Santosusso, and negotiated with Shore Top Construction to include the Basketball Court improvements under this contract and not exceed the 20% change order of the initial contract amount. All improvements for the Basketball Court are included as designed with the exception of the perimeter fence surrounding the Basketball Court. Our office will solicit three (3) quotes for the installation of the basketball court fence.
- Color samples were provided. The samples were reviewed and approved by a representative of the BOE and Mayor and Council. The samples are on file at the Borough Hall.
- Our office has processed Payment Application #2 and submitted to the Borough for processing and approval. Change Order #1 has also been submitted for Borough review and approval.
- Basketball perimeter fencing is anticipated to be installed late October / mid-November.
- The project is substantially complete. Our office has completed a punchlist with all outstanding items yet to be completed. Our office will coordinate with the contractor regarding schedule and completion of all punchlist items.
- The staircase railing has been installed.

FY 2018 NJDOT Municipal Aid Funding – West High Street (Phase 4)

Previously Reported:

- Our office recommended the Borough submit for a NJDOT FY 2018 Municipal Aid application for the improvements of West High Street – Phase IV, between Black Horse Pike and West Atlantic Avenue. A resolution authorizing our office to make application was approved at the September 2017, Council Meeting.
- Our office submitted Application (MA-2018-Haddon Heights Borough-00318) including the cost estimate, location map, and scope of work description to reflect up to date unit costs on October 6, 2017.
- The Borough has been notified that the Borough has been successful in the award of grant funding of \$250,000 under the NJDOT FY2018 Municipal Aid Program for West High Street (Phase IV).

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- Our office has completed the survey, has substantially completed the bid documents, and anticipates construction for late summer of 2018. The construction limits are generally from 7th Avenue to West Atlantic and 10th Avenue (which is the end of Phase 3) to 9th Avenue as the base contract and a section from 9th Avenue to 8th Avenue as an add/alternate bid item.
- The Bid Opening was held on August 3, 2018. There were three (3) bidders, with the low bidder being Landberg Construction, LLC, 82 Tuckahoe Rod, Dorothy, NJ, in the amount of \$219,037.10 for the Base Bid and Add Alternate Bid #1.
- Our office attended the September 5th Shade Tree Commission meeting to discuss the project limits and anticipated removal and replacement of five (5) trees as a result of construction along the 600 block of West High Street. The Shade Tree Commission did not approve the removal and replacement.
- In association with Councilman Schreiber, our office has coordinated with NJDOT in order to utilize an alternate cartway width (curb to curb dimension) on the 600 block of West High Street. This would allow all existing trees to remain.
- The existing width is 29 to 30 ft wide, where the alternate cartway width would be 27 to 28 ft. While the cartway width will be decreased by 2 ft, the new 27 to 28 ft width would still allow for safe travel while retaining on street parking on both sides of the street.
- It is noted that in areas adjacent to the larger street trees, existing curbing may remain with steel tree plates installed along the new curb line.
- Our office will coordinate with the Contractor on implementation of the alternate design during early spring 2019.
- In association with Councilman Schreiber, our office will relay the alternate design to the Shade Tree Commission at the February 27th Shade Tree Commission meeting.
- The preconstruction meeting was held on March 29, 2019 with our office, Landberg Construction, and representatives of the Borough administration, Public Works Department, and Police Department.
- Notice to Proceed was issued for the week of April 22, 2019.
- The contractor will coordinate with the Borough, Police Department, and 7th Avenue School regarding construction schedule and pedestrian traffic/school activities.
- Construction commenced the week of May 27th.
- Payment Application #1 has been processed by our office and submitted to the Borough for approval and payment.

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- Construction is substantially complete. Our office has prepared a punchlist with outstanding items to be completed and will coordinate with the Contractor to complete in a timely fashion.
- Payment Application #2 has been processed by our office and submitted to the Borough for approval and payment.
- Closeout documents have been processed with the Contractor. Our office has submitted Payment Application #3 and Change Order #1 (Final) have been processed by our office and submitted to the Borough for approval.

Sanitary Sewer System Asset Management Plan

Previously Reported:

- As directed, our office initiated the process of completing the application to the New Jersey Environmental Infrastructure Bank (NJEIB) to fund the creation of an Asset Management Plan for the Borough's Sanitary Sewer System.
- The Project Information has been submitted to the financing program and a Project Reviewer has been assigned to the project.
- It is our understanding that the Borough is in the process of issuing a Request for Proposal to procure a consultant to work with the Department of Public Works in creating the Asset Management Plan.
- Our office will continue the application process and provide all pertinent information to the NJEIT as directed.
- Councilman Schreiber, Borough Clerk Kelly Santosusso, and our office are attended a tele-conference with representatives of the NJEIT on Wednesday June 20th at 11 AM.
- Our office is assisting in preparing a five (5) year budgetary estimate for potential projects for review by Council.
- A conference call with representatives of the New Jersey Environmental Infrastructure Bank (NJEIB) is scheduled for 11 AM on Tuesday November 20th.
- Our office has executed the Engineering Agreement and submitted to the Borough. It is our understanding the Agreement has been uploaded and submitted to the NJEIB.
- In coordination with the Borough Clerk / Administrator, all technical aspects of the NJEIB application have been completed and submitted.

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- The Borough Clerk / Administrator and Borough CFO are currently coordinating with the Borough's Bond Council (Parker McCay) to complete the NJEIB required submission of a Long Term Financial Addendum Form (Long Term FAF) and associated Resolutions / Ordinances.

Kings Highway Pump Station

Previously Reported:

- Our office has completed the as-built survey, permit, bid, and construction documents for the elimination of the existing Kings Highway Pump Station. A set of Bid Documents have been submitted to the Camden County Municipal Utilities Authority (CCMUA) for review.
- We have tabulated the two (2) bids received on July 15, 2014, for the above-referenced project and found the apparent low bidder to be Neri's Construction & Rentals, 849 Clayton Road, Williamstown, New Jersey. Neri's Construction's Base Bid was in the amount of \$122,543.⁰⁰ representing items 1 through 11 of their Base Bid.
- The Base Bid was awarded to Neri's Construction & Rentals for the Base Bid in the amount of \$122,543.00.
- A pre-construction meeting was held on Wednesday, September 17, 2014, with representatives from Neri's Construction & Rentals, Haddon Heights Public Works Department, CCMUA, and Bach Associates.
- Construction has commenced with the majority of work completed including the connection to the CCMUA line. Our office has prepared a punch list with remaining items to be addressed.
- Payment application #2 has been processed by our office and submitted to the Borough for payment. Neri's Construction has commenced addressing outstanding punch list items.

Inflow and Infiltration Program

Previously Reported:

- To facilitate the direct interconnection with the CCMUA for the elimination of the Kings Highway Pump station, the Borough must enter into an agreement with the CCMUA which calls for the Borough to develop a meaningful inflow and infiltration reduction program.
- Our office submitted a status memorandum dated July 10, 2013, to the CCMUA providing a general scope for the Borough's Project Work Plan in compliance with the January 22, 2013 CCMUA-Haddon Heights "Inter-municipal Agreement".

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- Additional meaningful inflow and infiltration reduction and associated reporting must be prepared and submitted to the CCMUA to remain in compliance with the "Inter-municipal Agreement". Our office awaits direction from the Governing Body.

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ORDINANCE 2020:1488

**AN ORDINANCE AMENDING CHAPTER 100 OF THE
CODE OF THE BOROUGH OF HADDON HEIGHTS
REGARDING HANDICAPPED PARKING**

NOW, THEREFORE BE IT ORDAINED by the Mayor and Council of the Borough of Haddon Heights, Camden County, State of New Jersey that amendments to Chapter 100 of the Code of the Borough of Haddon Heights, entitled Vehicles and Traffic are as follows and are so noted in *italics*:

§100-26. A

	Number of Spaces	Location
REMOVE:	1	217 Seventh Avenue <i>On the east side of Seventh Avenue from a point 340 feet from the southerly curb line of Station Avenue to a point 20 feet southerly therefrom.</i>

BE IT FURTHER ORDAINED that this ordinance becomes effective immediately upon public hearing, final adoption and publication as required by law.

Introduced: _____

Public Hearing: _____

Final Adoption: _____

ORDINANCE 2020:1489

AN ORDINANCE AMENDING ORDINANCE 2018:1453 AN ORDINANCE ENTITLED "RESIDENTIAL CERTIFICATE OF CONTINUED OCCUPANCY" OF THE CODE OF THE BOROUGH OF HADDON HEIGHTS, IN THE COUNTY OF CAMDEN, STATE OF NEW JERSEY

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens of the Borough of Haddon Heights to enact an Ordinance regulating the continued occupancy of residential units and issuance of an appropriate certificate therefore.

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Haddon Heights, County of Camden, State of New Jersey as follows:

Section 1: There is hereby created at Chapter 262, of the Code of the Borough of Haddon Heights, an Ordinance entitled "Residential Certificate of Continued Occupancy" as follows:

§262-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ENFORCEMENT OFFICER: The Zoning and/or Property Maintenance Code Official or his/her designee.

RESIDENTIAL PREMISES: A structure equipped with cooking facilities and designed for use as living space for one or more people, including, but not limited to, one or two-family homes, duplexes, townhouses and condominiums, excluding multiple-family dwellings, of the Code of the Borough of Haddon Heights.

§262-2. Certificate required.

No residential premises may be changed in tenancy, use or ownership unless a certificate of continued occupancy has been issued by the Enforcement Officer. If the change of tenancy, use or ownership is between immediate family members (spouse to spouse, parent to child, or sibling to sibling only), no certificate of continued occupancy is required.

§262-2.1. Securing the Certificate

The owner/seller of the property is required to obtain the certificate of occupancy.

§262.2.2. Exceptions; Failed Inspections.

Upon receipt of purchaser's agreement and acceptance by Enforcement Officer, properties may close and/or be occupied without a certificate while violations are being abated. No such agreement shall exceed 90 days.

§262-3. Application certificate.

An application for a continued certificate of occupancy shall be submitted on forms to be furnished by the Enforcement Officer.

§262-4. Inspections.

- A. The Enforcement Officer is hereby authorized to conduct inspections of residential premises upon receipt of an application advising of a pending change in tenancy, use or ownership.
- B. The inspection of the residential premises shall include a determination that the residential premises conforms, in all respects, to the Zoning and Property Maintenance Ordinances of the Borough.
 - (1) For the interior, if the inspection reveals items such as, but not limited to, additions, attic or basement apartments, finished basements, garages, sheds or pools, second kitchens and/or decks, a determination must be made that the aforementioned were installed or constructed either with the required permits or by virtue of a grant of a variance.
 - (2) For the exterior, the premises shall be graded and maintained to have a free flow of surface drainage and to prevent the accumulation of stagnant water thereon. All sidewalks, walkways, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous or dangerous conditions. It is the responsibility of the owner to maintain the proper repair of all sidewalks on the property. This includes all property to and including the curb line. All premises and exterior property shall be maintained free from weeds or plant growth in excess of ten (10") inches. Dead and dying trees, limbs, and leaves, or other natural growth which, by reason of rotting or deteriorating conditions or storm damage, constitute a hazard to persons in the vicinity thereof shall be kept pruned and trimmed to prevent such conditions. The properties on which such natural growth is located shall be kept clean so as not to constitute a hazard. It is the responsibility of the owner of the premises to maintain all trees located on the premises. It is the responsibility of the premises owner to remove any dead or decaying trees.
 - (3) Nothing herein shall relieve any residential or other property owner from compliance with the requirements of §233-1 through §233-12 of the Code of the Borough of Haddon Heights entitled, Fire Prevention.

§262-5. Issuance of certificate.

The Enforcement Officer shall, within 10 business days after receipt of a written application for a certificate of continued occupancy, either issue said certificate, provided that the inspections reveal that the residential premises complies with the requirements contained in § 100-4B or, in the event of noncompliance, notify the applicant as to the reason(s) why the residential premises failed the inspection. The Enforcement Officer will advise the applicant of what remedial action must be taken to correct the conditions.

§262-6. Disclaimer; liability.

The Borough of Haddon Heights does not guarantee to the purchaser, mortgagor or mortgagee that the residential premises inspected is free from latent or patent defects; nor is the Borough liable for damage or injury caused to any person as a result of any violation not recorded in the inspection report, nor is the Borough liable for any damages, claim or injuries to property which is the subject of the inspection.

§262-7. Fees.

A fee as provided for herein shall accompany each application for a certificate of continued occupancy; provided, however, that the Enforcement Officer may waive the inspection fee if a certificate of occupancy or a continued certificate of occupancy has been issued within 90 days of the date of the application. An applicant shall be entitled to one follow-up inspection at no charge. The charge for all additional follow-up inspections shall be set forth below, per inspection.

Inspection fee	\$50.00
Follow-up inspections	\$25.00
Application filing costs	\$11.00

§262-8. Violations and penalties.

Any person who shall violate any of the provisions of this ordinance shall, upon conviction, be punished by a fine of no less than a minimum fine of one (\$100) dollars, nor more than a maximum fine of two thousand (\$2,000) dollars; or by a period of community service not exceeding ninety (90) days or be subject to imprisonment in the county jail for a period of ninety (90) days. The Court may impose all, some or any combination of these sanctions.

Section 2: All other Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

Section 3: If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

Section 4: This Ordinance shall take effect immediately upon final passage and publication a required by law.

Introduced: _____

Public Hearing: _____

Adopted: _____

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION

I, Kelly Santosusso, RMC, Clerk of the Borough of Haddon Heights do hereby certify that the foregoing is a true copy of an Ordinance adopted by the Council of the Borough of Haddon Heights in the County of Camden, State of New Jersey on _____, 2020.

Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2020:105

RESOLUTION APPOINTING REGISTRAR OF VITAL STATISTICS

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Haddon Heights, in the County of Camden and State of New Jersey that Marian Hauser, CMR is hereby appointed to the position of Registrar of Vital Statistics.

BE IT FURTHER RESOLVED that this appointment is for a three (3) year term commencing May 19, 2020 through May 19, 2023.

Date: May 19, 2020

Council President Stephanie Madden

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2020:106

**RESOLUTION AUTHORIZING REFUND OF A STREET OPENING
PERMIT FEE TO NEW JERSEY AMERICAN WATER COMPANY**

WHEREAS, the Borough Clerk's office received a street opening application from New Jersey American Water Company for six openings at 306 Seventh Avenue.

WHEREAS, the permit application was in error and should have reflected two openings; fee submitted was \$400.00 at \$50 per hole; and

WHEREAS, the fee was deposited into the Borough's current fund in error; and

WHEREAS, New Jersey American Water Company was informed of this error and will submit a new application with correct information and applicable fee;

NOW, THEREFORE BE IT RESOLVED, that the Borough issue a refund in the amount of \$400.00 to New Jersey American Water Company.

Date: May 19, 2020

Council President Stephanie Madden

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

Kelly Santosusso

From: Marian Hauser
Sent: Monday, May 11, 2020 12:17 PM
To: Kelly Santosusso
Subject: Resolution for NJAW

Kelly, please write a resolution to NJAW for a refund of \$400. Error was NJAW, the application for Seventh Avenue (permit #2391) only two holes on Seventh Avenue that cost \$100. To make this process easier, NJAW will resubmit street opening permit application and send in check for \$100 for Seventh Ave.

Marian Hauser

Administrative Assistant
Registrar of Vital Statistics
Borough of Haddon Heights
625 Station Avenue
Haddon Heights, NJ 08035
856-547-7164, ext. 33
Fax: 856-547-5259
mhauser@haddonhts.com

RESOLUTION 2020:107

RESOLUTION AUTHORIZING REFUND OF A CABIN RENTAL FEE

WHEREAS, the Borough of Haddon Heights offers rental facilities for use by Haddon Heights residents; and

WHEREAS, in light of recent circumstances related to COVID 19, the refund below is necessary; and

<u>Name</u>	<u>Amount</u>
Paula Prusienski 1537 W. High Street Haddon Heights, NJ 08035	\$210.00

NOW, THEREFORE BE IT RESOLVED, by Mayor and Council of the Borough of Haddon Heights, County of Camden and in the State of New Jersey that the above refund is hereby approved.

Date: May 19, 2020

Council President Stephanie Madden

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2020:108

**RESOLUTION AMENDING RESOLUTION 2020:31
RESOLUTION CONCERNING APPOINTMENTS**

WHEREAS, various corrections and/or additional appointments are necessary for the year 2020;

WHEREAS, due to the resignation of a Planning/Zoning Board member, a new member must be appointed to fill the unexpired term of the resignee;

NOW, THEREFORE BE IT RESOLVED, that the individual named below is hereby appointed to the Planning/Zoning Board effective immediately.

Planning & Zoning Board
George Gionis

Term Expires
12/31/20

May 19, 2020

Council President Stephanie Madden

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2020:109

**RESOLUTION AUTHORIZING PAYMENT OF BILLS & CLAIMS
FOR THE SECOND HALF OF MAY**

Trust Account	\$	2,884.50
Capital Account	\$	-0-
Payroll Account <i>(5/7/2020 Trust)</i>	\$	10,303.50
<i>(5/7/2020) Current Fund)</i>	\$	77,619.48
Animal Account	\$	-0-
School Tax <i>(1st Half of May.)</i>	\$	602,824.67
County Tax	\$	-0-
Library Tax	\$	23,333.33
Current & Grant Fund	\$	323,637.64
Total Spending	\$	<u>1,040,603.12</u>

Date: May 19, 2020

Council President Stephanie Madden

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

Bill List Expenditures for Council Meeting
5/19/2020

<u>Fund</u>	<u>Amount</u>
<u>Trust</u>	
Per Attached Report	2,884.50
	<hr/>
Total Trust	2,884.50
<u>General Capital</u>	
Per Attached Report	0.00
	<hr/>
Total Capital	0.00
<u>Payroll</u>	
Payroll 05/07/2020 - Trust Fund	10,303.50
Payroll 05/07/2020 - Current Fund	77,619.48
	<hr/>
Total Payroll	87,922.98
<u>Animal</u>	
Per Attached Report	0.00
	<hr/>
Total Animal	0.00
<u>Current and Grant Fund</u>	
Per Attached Report	323,637.64
Library Tax	23,333.33
School Tax	602,824.67
County Taxes	0.00
	<hr/>
Total Current and Grant	949,795.64
Total Spending 04/21/2020	<u><u>\$ 1,040,603.12</u></u>

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type Charge Account	Acct Type Description	Stat/Chk Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
PRUS Paula Prusienski	20-00484 05/15/20 Cabin refund	1 Cabin Refund	210.00	0-01-55-004-001	B Refund of CY Revenue	R	05/15/20 05/15/20			N
	Vendor Total:		210.00							
PSEGR PSE&G	20-00468 05/11/20 514 ATL, W HIGH, 321 7TH	1 514 ATL, W HIGH, 321 7TH	2,253.22	0-01-31-430-288	B Electric & Gas	R	05/11/20 05/15/20			N
	20-00472 05/14/20 STREET LGHTS AND MISC ACCOUNTS	1 STREET LGHTS AND MISC ACCOUNTS	6,094.13	0-01-31-435-288	B Street Lighting	R	05/14/20 05/15/20			N
		2 STREET LGHTS AND MISC ACCOUNTS	7,299.57	0-01-31-430-288	B Electric & Gas	R	05/14/20 05/15/20			N
	Vendor Total:		13,393.70							
REPUSCR REPUBLIC SERVICES CAMDEN REC	20-00467 05/11/20 INV-4624-000001822	1 APRIL TIP FEE	379.25	0-01-32-465-203	B Solid Waste-Recycling Tipping Fees	R	05/11/20 05/15/20		4624-0000001822	N
	Vendor Total:		379.25							
RETRO THE RETROSPECT	20-00458 05/08/20 Meeting Notices	1 Meeting Notices	37.34	0-01-20-120-217	B Clerk - Legal Advertising	R	05/08/20 05/15/20		18248	N
	20-00475 05/15/20 AD FOR SYNOPSIS OF 2020 BUDGET	1	236.44	0-01-20-120-217	B Clerk - Legal Advertising	R	05/15/20 05/15/20		18260	N
	Vendor Total:		273.78							
RGGR0005 RG Group	20-00481 05/15/20 Bal owed on invoice 3670748	1 Bal owed on invoice 3670748	80.00	0-01-26-290-258	B Public Works - Street Maint/Repairs	R	05/15/20 05/15/20		3670748	N
	Vendor Total:		80.00							

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
VOORA	VOORHEES ANIMAL ORHPANAGE										
	20-00459 05/08/20 Stray Animal Holding May 2020	1 Stray Animal Holding May 2020	350.00	0-01-27-340-205	B Animal	R	05/08/20	05/15/20	47218		N
		Vendor Total:	350.00								
WLWL	WADE, LONG, WOOD, & LONG, LLC										
	20-00474 05/15/20 LEGAL FEES, APRIL	1 LEGAL FEES - APRIL	8,340.00	0-01-20-155-205	B Legal Contractual - Solicitor Expense	R	05/15/20	05/15/20			N
		Vendor Total:	8,340.00								
Total Purchase Orders:		39 Total P.O. Line Items:	44 Total List Amount:	952,680.14	Total Void Amount:		0.00				

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	0-01	949,081.24	0.00	0.00	949,081.24
	G-02	714.40	0.00	0.00	714.40
TRUST - OTHER TRUST	T-13	2,884.50	0.00	0.00	2,884.50
	Total of All Funds:	<u>952,680.14</u>	<u>0.00</u>	<u>0.00</u>	<u>952,680.14</u>

RESOLUTION 2020:110

A RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12

WHEREAS, the Governing Body of the Borough of Haddon Heights is subject to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.*, and

WHEREAS, the *Open Public Meetings Act, N.J.S.A. 10:4-12*, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution, and

WHEREAS, it is necessary for the Governing Body of the Borough of Haddon Heights to discuss in a session not open to the public certain matters relating to the item or items authorized by *N.J.S.A. 10:4-12b* and designated below:

- _____ (1) ***Matters required by Law to be Confidential:*** Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- _____ (2) ***Matters Where the Release of Information Would Impair the Right to Receive Funds:*** Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- _____ (3) ***Matters Involving Individual Privacy:*** Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including, but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- _____ (4) ***Matters Relating to Collective Bargaining Agreements:*** Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- _____ (5) ***Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds:*** Any matter involving the purchase, lease, or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

- _____ (6) **Matters Relating to Public Safety and Property:** Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of possible violations of the law.
- X (7) **Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege:** Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. **1.) Matters of Attorney Client Privilege. Discussion is expected to be ½ hour in duration. Formal action may be taken following Executive Session.**
- _____ (8) **Matters Relating to the Employment Relationship:** Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
- _____ (9) **Matters Relating to the Potential Imposition of a Penalty:** Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Haddon Heights, assembled in public session on May 19, 2020 that an Executive Session closed to the public shall be held on May 19, 2020 at approximately 7:30 p.m. for the discussion of matters relating to the specified item(s) designated above. Session will be conducted through a telephonic means of communication due to circumstances related to COVID 19.

It is anticipated that the deliberations conducted in Closed Session may be disclosed to the public upon the determination of the Governing Body that public interest will no longer be served by such confidentiality.

The following resolution was duly adopted by the Governing Body of the Borough of Haddon Heights at a public meeting held on May 19, 2020.

Date: May 19, 2020

Council President Stephanie Madden

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk