



BOROUGH OF HADDON HEIGHTS COUNCIL BUSINESS MEETING AGENDA

Tuesday, December 19, 2023, 7:00 pm

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 7, 2023. *Meeting notice has been continually posted on the Borough website.*"
2. ROLL CALL:
3. CAUCUS SESSION:
 - a) Annual Reorganization Meeting – *Saturday, January 6, 2024 at 11:00 am*
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. PRESENTATION OF OFFICER OF THE YEAR 2023 – *Patrolman Ryan DeJoseph*
8. APPROVAL OF MINUTES of the December 5, 2023 Business Meeting
9. APPROVAL OF EXECUTIVE SESSION MINUTES of the December 5, 2023 Business Meeting
10. COUNCIL MEMBER REPORTS:
11. MAYOR'S REPORT:
12. UNFINISHED BUSINESS:
13. NEW BUSINESS:

Resolution 2023:212 – Resolution Authorizing A Shared Services Agreement By and Between The Borough of Haddon Heights and the Township of Riverside For The Provision of Shared Chief Financial Officer Services

Resolution 2023:213 – Resolution to Close Escrow Account and Authorize Refund of Planning Board Escrow Balance – *Natalino, 1931 Bryn Mawr Avenue*

Resolution 2023:214 – Resolution to Close Escrow Account and Authorize Refund of Planning Board Escrow Balance – *Oswald, 409 White Horse Pike*

Resolution 2023:215 – Resolution Authorizing Partial Refund of a Permit Fee – *Hutchinson Plumbing Heating Cooling*

Resolution 2023:216 – Authorizing Budget Appropriation Transfers During the Last Two Months of the Fiscal Year for the Borough of Haddon Heights, Camden County, New Jersey

Resolution 2023:217 – Resolution Authorizing Partial Refund of a Community Center Rental Deposit

Resolution 2023:218 – Resolution Awarding A Contract to New Jersey Animal Control, LLC for the Purpose of Providing Animal Control Services to the Borough of Haddon Heights for a Period of One Year

Resolution 2023:219 – Resolution Authorizing Cancellation of Outstanding Checks

Resolution 2023:220 – Resolution Authorizing Payment of Bills and Claims for the Second Half of December

Resolution 2023:221 – Resolution Authorizing an Animal Census In Accordance With N.J.S.A. 4:19-15.15 and an Award of a Proposal Therefore to New Jersey Animal Control, L.L.C.

Resolution 2023:222 – 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.) Contract matter related to potential Shared Services Agreement for Emergency Medical Services for 2024. 2.) Contract matter related Shared Services Agreement for the Fire Department. 3.) Contract matter related to employment contracts of the Chief and Captain of Police. 3.) Contract Matter related to Shared Services Agreement with the Borough of Audubon for Municipal Court Services. 4.) Contract Matter related to Devon Avenue Sanitary Landfill Remediation 5.) Personnel Discussion related to Construction Office hours of operation. Discussions are expected to be one hr. in duration. Formal action may be taken on any of the foregoing items following Executive Session.*

Resolution 2023:223 – Resolution Authorizing Carry Over of Certain Earned Benefits Due to Unforeseen Circumstances

14. PUBLIC COMMENT

15. ADJOURNMENT

BOROUGH OF HADDON HEIGHTS

Officer of the Year 2023

Commendation



Whereas, Patrolman Ryan DeJoseph is known by Sergeants and Administration to have a "Positive attitude, a friendly demeanor, and an extremely strong work ethic;" and

Whereas, Patrolman DeJoseph is consistently proactive with traffic enforcement, arrests, and handling all calls for service with the utmost safety and professionalism; and

Whereas, Patrolman DeJoseph led the police department in criminal investigations and has developed a reputation as an expert in the surrounding area for identifying and investigating fictitious government documents and temporary tags; and

Whereas, Patrolman DeJoseph strives every shift to assure that he is leading by example and providing top notch service to the residents of Haddon Heights; and

Whereas, Patrolman DeJoseph was recently hired in July of 2022 and has already displayed many characteristics that make up a great officer in such a short period of time, and has proven to be a very important asset to this department; and

Therefore, I, Mayor Zachary Houck, present Patrolman Ryan DeJoseph this Certificate of Commendation as Officer of the Year 2023. His actions reflect great credit upon himself, and are deeply appreciated by the residents of Haddon Heights.

Zachary Houck
Mayor

**RESOLUTION OF THE BOROUGH OF HADDON HEIGHTS
RESOLUTION 2023:212**

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BY AND BETWEEN
THE BOROUGH OF HADDON HEIGHTS AND THE TOWNSHIP OF RIVERSIDE FOR THE
PROVISION OF SHARED CHIEF FINANCIAL OFFICER SERVICES**

WHEREAS, the Borough of Haddon Heights (“Borough”) and the Township of Riverside (“Township”) are both Local Units and are permitted, in accordance with N.J.S.A. 40A:65-1 et seq., the Uniform Shared Services and Consolidation Act (“Act”), to enter into an Agreement to provide jointly, or through each respective agency itself, such services authorized by the Act, including areas of general government administration, such as shared services; and

WHEREAS, a fiscal and operational analysis has identified opportunities to further improve the efficiency of the Office of Finance of the Borough, through the utilization of a shared Chief Financial Officer which shall reduce the cost of services for the respective Local Units; and

WHEREAS, the Local Units have determined it to be in their mutual best interests to provide for a shared Chief Financial Officer to provide services to their respective Local Units, with the Township acting as the Lead Agency; and

WHEREAS, this Agreement is established in accordance with the provisions of the “Uniform Shared Services and Consolidation Act”, P.L.2007, c.63 (C.40A:65-1, et seq.), approved on April 3, 2007 as a means for local units to engage in more efficient operations and services in a cost-effective manner; and

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

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.

2. The Mayor and Borough Council of the Borough of Haddon Heights hereby authorizes and approves the Shared Service Agreement in a form attached hereto and made a part hereof and authorizes the Mayor, Borough Clerk and./or their respective designees to take and all actions necessary to effectuate the intent of this Resolution.
3. Pursuant to N.J.S.A. 40A:65-4, the subject SSA shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs, pursuant to rules and regulations promulgated by the Director.
4. A copy of the SSA shall be made available for public inspection at the offices of the Borough Clerk upon it's effective date.
5. The SSA shall take effect upon the adoption of appropriate resolutions by all the parties hereto, and execution of agreements authorized thereunder as set forth in the SSA.
6. Any other pre-existing SSA's between the parties, of a similar nature are hereby rendered null and void effective December 31, 2023.

Date: December 19, 2023

Mayor Zachary Houck

CERTIFICATION:

I, Kelly Santosusso, RMC, Clerk of the Borough of Haddon Heights, do hereby certify the forgoing to be a true and correct copy of a resolution adopted by the Council of the Borough of Haddon Heights at the Regular Meeting of December 19, 2023 held in the Municipal Building, 625 Station Avenue, Haddon Heights, New Jersey 08035.

Kelly Santosusso, RMC, Borough Clerk

SHARED SERVICES AGREEMENT

BOROUGH OF HADDON HEIGHTS



AND

TOWNSHIP OF RIVERSIDE



**FOR THE PROVISION OF CHIEF FINANCIAL
OFFICER RELATED SERVICES PURSUANT TO
N.J.S.A. 40A:65-1 AND N.J.S.A. 40A:65-4.1**

**SHARED SERVICE AGREEMENT – CHIEF FINANCIAL OFFICER
BOROUGH OF HADDON HEIGHTS – RIVERSIDE TOWNSHIP**

THIS AGREEMENT is made this 1st day of January, 2024, by and between the Borough of Haddon Heights, a municipal corporation of the State of New Jersey, located in Camden County, New Jersey, with an address of 625 Station Avenue, Haddon Heights, New Jersey 08035 (hereinafter referred to as “Haddon Heights”) and Riverside Township, located in Burlington County, New Jersey, with an address of 237 S. Pavilion Avenue, Riverside, New Jersey 08075, (hereinafter referred to as “Riverside”) collectively known hereinafter as the "Local Unit(s)."

WHEREAS, the parties hereto are permitted in accordance with N.J.S.A. 40A:65-1 et seq., the Uniform Shared Services and Consolidation Act (“Act”), to enter into an Agreement to provide jointly, or through each respective agency itself, such services authorized by the Act, including areas of general government administration, such as shared services; and

WHEREAS, opportunities to further improve the efficiency of the Office of Finance of both Haddon Heights and Riverside, through the utilization of a shared Chief Financial Officer, which shall reduce the cost of services for the respective Local Units; and

WHEREAS, the Local Units¹ have determined it to be in their mutual best interests to provide for a shared Chief Financial Officer to provide services to their respective Local Units, with Riverside acting as the Lead Agency; and

WHEREAS, this Agreement is established in accordance with the provisions of the “Uniform Shared Services and Consolidation Act”, P.L.2007, c.63 (C.40A:65-1, et seq.), approved on April 3, 2007 as a means for local units to engage in more efficient operations and services in a cost-effective manner; and THE BOROUGH OF BERLIN, a municipal corporation of the County of Camden and State of New

¹ As defined by N.J.S.A. 40A:65-3.

Jersey, established pursuant to its enabling legislation, N.J.S.A. 40A:60-1 et seq., having its principal offices at 59 South White Horse Pike, Berlin, New Jersey 08009, hereinafter referred to as "BOROUGH",

WHEREAS, N.J.S.A 40A:9-140.10 requires that there shall be a chief financial officer appointed by the BOROUGH hereinafter referred to as "CFO"; and

NOW, THEREFORE, with the foregoing recital paragraphs incorporated herein by reference and in consideration of the mutual covenants contained herein, the Local Units hereto, intending to be legally bound, hereby agree as follows:

1. The Local Units hereby agree that Michael Mansdoerfer shall serve as the Chief Financial Officer (hereinafter referred to as "CFO") for the Local Units pursuant to the terms of this Agreement.
2. The CFO shall receive all salary, compensation, all employment benefits and entitlements of any form or nature, including but not limited to health insurance coverage, pension payments, FICA, taxes, and retirement benefits for the duties and responsibilities performed therefore from Riverside. Tenure shall only issue through and with Riverside.
3. In exchange for and in consideration of, the sufficiency of which is hereby acknowledged by the Local Units, Haddon Heights shall pay Riverside a total sum of nine-five thousand (\$95,000) per year for a term of three (3) years for CFO services in accordance with the job description and duties set forth herein. Moreover, the CFO shall serve as the Borough's Qualified Purchasing Agent services. Said payment shall be issued to the Township on a quarterly basis each calendar year.
5. The Local Units agree mutually to indemnify and hold harmless each other, its elected and appointed officials, officers, employees and agents, from any and all claims by or on behalf of the CFO for Compensation and Benefits, as well as any action by the Local Units for discipline, removal, or any alleged violation of the CFO's rights to the extent any such actions arises while in the course of duties for the other Local Unit.
6. Either Local Unit may opt out of this Agreement after a period of twelve (12) months following its approval upon sixty (60) days advance written notice forwarded to the individuals identified in Paragraph 8 hereof. Upon termination of this agreement by either party for any reason, which shall be no sooner than the end of year one with sixty (60) days notice, Haddon Heights shall not be obligated to the Chief Financial Officer or Riverside in any way except for any outstanding payment provided within this Agreement prior to and including the effective date of the termination.
7. Professional liability coverage is provided through the Joint Insurance Fund for each Local Unit. Each Local Unit shall provide professional liability coverage for the services which are specifically performed for the respective Local Unit and bonding as required by law.
8. All notices, statements, demands, requests, consents, approvals, authorizations, offers, agreements, appointments or designations hereunder given by either Local Unit to the other, shall be in writing and shall be sufficiently given and served upon the other Local Unit as follows:

As to the Township:

Riverside Township
PO Box 188
Riverside, NJ 08075
Phone: 856-461-1460 x2
Attention: Susan M. Dydek, RMC
sdydek@riversidetwp.org

As to Haddon Heights:

Borough of Haddon Heights
625 Station Avenue
Haddon Heights, New Jersey 08035
Phone: 856-547-7164
Attention: Kelly Santosusso, RMC
ksantosusso@haddonhts.com

Notices shall be effective when received at the address specified above. Changes in the respective addresses or individual to which such notice should be directed may be made from time to time, by any Local Unit, by written notice to the other Local Unit.

9. The Local Units acknowledge that it is in the best interests of parties to avoid litigation if at all possible. Therefore, the Local Units agree to non-binding mediation of any and all issues pertaining to this Shared Services Agreement, including but not limited to issues that may have not been specifically provided for in this Agreement. The mediator shall be selected by mutual agreement of the parties.
10. The Local Units agree that if any personnel issue arises involving the CFO, the Administrators of the Local Units shall meet and use their best efforts to resolve the issue amicably prior to mediation. Unresolved issues should be jointly investigated as soon as possible.
11. The Local Units to this Agreement represent and warrant to the other that all action necessary for the Local Units to enter into and perform obligations required by this Agreement have been validly undertaken and that the undersigned are authorized to execute this Agreement.
12. Miscellaneous.

The following provisions shall apply to this Agreement:

- A. DELEGATION OF TASK. Riverside grants to Haddon Heights and Haddon Heights hereby accepts from Riverside, authorization to utilize the Riverside CFO. The terms of delegation are limited to this Agreement.
- B. PROVISIONS OF SERVICES. The services to be provided by the CFO to the Local Units shall be generally described as for performance of financial services under the laws of the State of New Jersey, including but not limited to those services prescribed by N.J.A.C. 5:32-2.1 such as:
 - (1) The CFO shall perform the following duties for the Borough including but not limited to: assist the Mayor and members of the governing body in the preparation

of the annual budget; supervise the posting and maintenance of all books of original entry of all funds; comply with N.J.S.A. 40A:2-1 et seq. (Local Bond Law), N.J.S.A. 40A:4-1 et seq. (Local Budget Law), N.J.S.A. 40A:5-1 et seq. (Fiscal Affairs Law), N.J.S.A. 40A:11-1 et seq. (Local Public Contracts Law), and N.J.A.C. 5:30 (Community Affairs); supervise the preparation of monthly reports of the Treasurer, Tax Collector, and investments; comply with all Department of Community Affairs, Division of Local Government Services directives; comply with Single Audit Requirements; development of an Internal Control System to safeguard municipal assets; supervision of petty cash and change funds; prepare and sign the of Annual Financial Statement, Annual Debt Statement, and Supplemental Debt Statement; coordinate of all public funds; prepare end of fiscal year report of all revenues and expenditures; supervise the maintenance of separate accounts for all municipal budget appropriations; suggest recommendations for better management of municipal finances; shall direct and supervise all departments and officers of the Borough government, following consultation with, and subject to the approval of, the governing body; shall be required in all instances to consult and confer with, and obtain the consent of, the Mayor or the members of the Council who serve as Chairman or co-Chairman of a particular department prior to instituting or undertaking any action with respect to said department, and shall implement all decisions and orders as directed by the Mayor and Council; shall be responsible to the Mayor and Council for the fiscal and other administration of all Borough affairs; shall attend all meetings when by the governing body with the right to take part in discussion but not to vote; shall ensure that all laws and all acts of the governing body subject to enforcement by him or by officers and employees subject to his direction and supervision are faithfully executed; shall prepare and submit the annual budget and capital improvement program to the governing body; shall submit to the governing body and make available to the public a complete report of finances and other activities of the Borough as required by the Mayor and Council; direct the finances of the Borough and maintain a compilation and analysis of budget costs and estimates; keep the Mayor and Council fully advised as to the current financial condition and future needs of the Borough and to make such recommendations to them concerning the affairs of the Borough as he deems appropriate; organize and establish a central purchasing system; purchase all materials, supplies and equipment for which funds are provided in the municipal budgets; approve all bills and vouchers for payment prior to final approval by the governing body; purchase all materials, supplies, equipment and labor under contract required by any department, office or agency of the Borough; establish a proper purchasing and requisitioning procedure; authorize any transfer of supplies, materials and equipment between departments and offices and, with the authorization of the governing body, to sell surplus, obsolete, unused or waste supplies, materials and equipment; study, recommend, implement and enforce procedure and policy of the governing body for requisition, purchase, inspection, receipt, storage, distribution, internal transfer and disposal of, and standards and specifications and payment for, supplies, materials and equipment, after consultation with department heads; negotiate contracts for the Borough, other than personnel or labor contracts, as authorized and directed by and subject to the approval of the governing body and to ensure that all terms and conditions favorable to the Borough in any statute or contract are faithfully kept

and performed and, upon knowledge of any violation, shall immediately make said violation known to the governing body; prepare and present to the governing body an annual report of the Borough affairs which shall include a report from each department head; act as 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; review and supervise the Borough's insurance program and policies; 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; and perform such other duties as may be required by the Mayor and Council. Shall work three (3) full days in the Borough's Municipal Building every other week and two (2) days on the intervening weeks and be physically present therefore. Notwithstanding the foregoing, the CFO shall be on call to assist the Borough with all duties and responsibilities elaborated herein on a 24/7 hour, as needed basis.

- C. LIMITATIONS. To the extent that this Agreement constitutes a delegation of authority by either, this Agreement shall not be construed to delegate any authority other than as specifically set forth herein. Neither Local Unit intends to create an agency relationship other than that which may be specifically required by this Agreement or required by law. This Agreement is limited to CFO services.
- D. NO PERSONAL LIABILITY. No covenant, condition or provision contained within this Agreement shall be deemed to be that of a past or present official, officer, employee or agent of either party in his or her individual capacity, nor shall any such person be liable personally by reason of executing this Agreement in their official capacity as authorized by that Local Units governing body/members.
- E. DURATION OF AGREEMENT; NOTICE OF NON-RENEWAL. This Agreement shall be effective from January 1, 2024 through December 31, 2026, unless otherwise terminated in a manner consistent with this Agreement. This Agreement is not automatically renewable; however, it may be extended by resolution to continue with the Shared Services Agreement by each Local Unit on or before October 1, 2026. Haddon Heights shall provide written notice of its intent to renew this Agreement should its intent be to do so and the parties shall negotiate revisions as may be needed.
- G. GOVERNING LAW. The terms of this Shared Services Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of New Jersey, including all matters of enforcement, validity, and performance.
- H. SEVERABILITY AND MODIFICATION. In the event that any portion of this Agreement shall be made inoperative by reason of judicial, administrative, or other ruling, the remainder of this Agreement shall remain in full force and effect.
- I. AMENDMENTS. This Agreement may not be amended, altered, or modified in any manner except in writing, signed by the parties thereto.
- J. HEADINGS. This section and any other headings contained in this Agreement are for reference only and shall not affect the meaning and interpretation of this Agreement.

- K. AVAILABILITY OF AGREEMENT. A copy of this Agreement shall be on file and open to public inspection at the Municipal Building in the Office of the Clerk of each Local Unit.
- L. ENTIRE AGREEMENT. This Agreement shall consist of the entire Agreement of the parties and it is acknowledged that there is no side or oral Agreement or understanding relating to the undertakings as set forth.
- M. NO ASSIGNMENT. This Agreement and all rights, duties, and obligations contained herein may not be assigned by either party without the other party's prior written permission.
- N. WAIVER. It is understood and agreed by the parties that failure or delay in the enforcement of any of the provisions of this Agreement by either of the parties shall not be construed as a waiver of those provisions.
- O. NO PRESUMPTION AGAINST DRAFTER. The Parties acknowledge that this Agreement was reviewed by their respective legal counsel, and therefore, no presumption shall arise against the drafter of this Agreement.
- P. INCONSISTENT PRIOR AGREEMENTS. Any pre-exist Shared Services Agreement between the parties shall be rendered null and void effective December 31, 2023.
- Q. EXECUTION OF THIS AGREEMENT. This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written:

ATTEST

BOROUGH OF HADDON HEIGHTS

Kelly Santosusso, RMC

Zachary Houck, Mayor

Date:

ATTEST

RIVERSIDE TOWNSHIP

Susan M. Dydek, RMC

J. Michael Higgins, Mayor

Date:

RESOLUTION 2023:213

RESOLUTION TO CLOSE ESCROW ACCOUNT AND AUTHORIZE REFUND OF PLANNING BOARD ESCROW BALANCE

WHEREAS, developers/applicants are required to deposit monies with the Borough for the purposes of offsetting Borough professional costs to review plans or to inspect approved development and for the purpose of ensuring the satisfactory completion of public or private improvements; and

WHEREAS, these deposited monies, following all necessary withdrawals to cover the Borough's expenses or costs, may be released upon satisfactory completion of work, receipt of review board decisions, or completion of guaranteed work, upon passage of a Borough resolution authorizing such release; and

WHEREAS, efforts were made to contact all professionals to verify project completion and satisfy all professional services billings.

WHEREAS, the escrow balance for Planning Board Case #PB22-12-1P is \$166.00 and shall be refunded to:

Carl and Nicole Natalino
1931 Bryn Mawr Avenue
Haddon Heights, NJ 08035

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Haddon Heights, in the County of Camden and State of New Jersey, that the above referenced escrow balance be refunded to Carl and Nicole Natalino, 1931 Bryn Mawr Avenue, Haddon Heights, New Jersey.

Date: December 19, 2023

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION:

I, Kelly Santosusso, Clerk of the Borough of Haddon Heights do hereby certify that the foregoing resolution was duly adopted by Borough Council at the Work Session Council meeting held on the 19th day of December, 2023.

Kelly Santosusso, RMC, Borough Clerk

HADDON HEIGHTS BOROUGH
625 STATION AVE
HADDON HEIGHTS, NJ 08035
Phone: (856)547-7164
Fax: (856)547-5259

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, CORRESPONDENCE, ETC.

NO. 23-01294

SHIP TO

ORDER DATE: 12/05/23

DELIVERY DATE:

STATE CONTRACT:

F.O.B. TERMS:

VENDOR ACCT NUM:

VENDOR PHONE #:

VENDOR FAX #:

VENDOR

Vendor #: NATAL010

CARL & NICOLE NATALINO
1931 Bryn Mawr Ave
Haddon Heights, NJ 08035

PAYMENT RECORD

CHECK NO.

DATE PAID

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAWS OF 1966)

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Escrow:Close & Refund Balance	PB22-12-1P NATALINO - 1931 BRYN MAWR AVE.	166.0000	166.00
			TOTAL	=====
				166.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

VENDOR SIGN HERE

OFFICIAL POSITION

DATE

DEPARTMENT HEAD CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

SIGNATURE

DATE

APPROVED FOR PAYMENT

COUNCIL PERSON APPROVAL

MAYOR APPROVAL

PAYMENT AUTHORIZED

Payment Authorized: Res. No. 11

Borough Clerk Signature [Signature]

DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW
CERTIFICATION OF FUNDS

I hereby certify that funds are available as encumbered

12-5-23 [Signature]

DATE

TREASURER

REQUISITIONER

SIGNATURE

DATE

TAX ID NO. OR SOCIAL SECURITY NO. INCORPORATED? ☐ YES ☐ NO

November 21, 2023
10:30 AM

HADDON HEIGHTS BOROUGH
Project Statement

Page No: 18

Project Id: PB22-12-1P
Category Id: PLANNING BOARD

Project Name: NATALINO - 1931 BRYN MAWR AVE.

Statement Date Range: 10/15/23 to 11/15/23
Project Status: Active

CARL & NICOLE NATALINO
1931 BRYN MAWR AVE.
HADDON HEIGHTS NJ 08035

Block: 135
Lot: 15.01
Qual:

Date	Type	Description	Amount	Balance
		Opening Balance:		166.00
		** No Activity for this Period **		
Total Transactions:				
		Opening Balance:	166.00	
		Deposits:	0.00	
		Adjustments:	0.00	
		Developer Interest:	0.00	
		Expenditures:	0.00	

		Unencumbered Balance:	166.00	
		Encumbrances:	0.00	
		Closing Balance:	166.00	

* Denotes Transaction that is not included in Balance. The Transaction was previously incurred and billed.

11/30/23 - waiting to hear back from Bach & Maley Givens.

11/30 - okay to close per Bach.

12/1 - outstanding invoice from Maley-Givens
see attached -

12/1, Mike - how do you want to handle?
Suzanne

?
PAYMENT APPLIED
TO GELAY IN ERROL
\$28800 SENT
12.19.23
FROM GELAY
ACCT.

	Deposit	Legal	Engineer	Balance
Sep-20	\$ 175.00	\$ 112.00		\$ 63.00
Feb-21	\$ -	\$ 208.00		\$ (145.00)
Mar-21	\$ 145.00	\$ 32.00		\$ (32.00)
Dec-22	\$ 750.00	\$ 32.00		\$ 686.00
Jul-23			\$ 200.00	\$ 486.00
Aug-23		\$ 320.00		\$ 166.00
Mar-21				\$ 166.00
Mar-21				\$ 166.00

Maley Givens, P. C.

1150 Haddon Avenue
Suite 210
Collingswood, NJ 08108

Invoice submitted to:
Borough of Haddon Heights
Kelly Santosusso, RMC, Borough Clerk
625 Station Avenue
Haddon Heights, NJ 08035

January 5, 2023

In Reference To: **Natalino**
Invoice #20435

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
12/14/2022 EKG Various communications with Ritter with Bach Review Letter/review; Review prior approval	0.20 160.00/hr	
12/15/2022 EKG Attend Planning Board meeting - Hearing on Application	0.30 160.00/hr	
12/19/2022 EKG Draft memorializing res. for Natalino	0.80 160.00/hr	
12/20/2022 EKG Various communications with Chair/Vice Chair with draft Res. for review/edit; Various communications with Ritter with final Res. for January meeting	0.30 160.00/hr	
For professional services rendered	1.60	\$256.00
Previous balance		\$32.00
Balance due		\$288.00

Current	30 Days	60 Days	90 Days	120 Days
256.00	0.00	0.00	0.00	32.00

RESOLUTION 2023:214

RESOLUTION TO CLOSE ESCROW ACCOUNT AND AUTHORIZE REFUND OF PLANNING BOARD ESCROW BALANCE

WHEREAS, developers/applicants are required to deposit monies with the Borough for the purposes of offsetting Borough professional costs to review plans or to inspect approved development and for the purpose of ensuring the satisfactory completion of public or private improvements; and

WHEREAS, these deposited monies, following all necessary withdrawals to cover the Borough's expenses or costs, may be released upon satisfactory completion of work, receipt of review board decisions, or completion of guaranteed work, upon passage of a Borough resolution authorizing such release; and

WHEREAS, efforts were made to contact all professionals to verify project completion and satisfy all professional services billings.

WHEREAS, the escrow balance for Planning Board Case #PB23-1-3PB is \$154.00 and shall be refunded to:

Mark Oswald
409 White Horse Pike
Haddon Heights, NJ 08035

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Haddon Heights, in the County of Camden and State of New Jersey, that the above referenced escrow balance be refunded to Mark Oswald, 409 White Horse Pike, Haddon Heights, New Jersey.

Date: December 19, 2023

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION:

I, Kelly Santosusso, Clerk of the Borough of Haddon Heights do hereby certify that the foregoing resolution was duly adopted by Borough Council at the Work Session Council meeting held on the 19th day of December, 2023.

Kelly Santosusso, RMC, Borough Clerk

HADDON HEIGHTS BOROUGH
625 STATION AVE
HADDON HEIGHTS, NJ 08035
Phone: (856)547-7164
Fax: (856)547-5259

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, CORRESPONDENCE, ETC.

NO. 23-01302

SHIP TO

ORDER DATE: 12/12/23

DELIVERY DATE:

STATE CONTRACT:

F.O.B. TERMS:

VENDOR ACCT NUM:

VENDOR PHONE #:

VENDOR FAX #:

VENDOR

Vendor #: OSWAL

MARK OSWALD
409 White Horse Pike
Haddon Heights, NJ 08035

PAYMENT RECORD

CHECK NO.

DATE PAID

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAWS OF 1966)

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Escrow:Close Account & Refund	PB23-1-3PB OSWALD - 409 WHITE HORSE PIKE	154.0000	154.00
			TOTAL	=====
				154.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

X

VENDOR SIGN HERE

OFFICIAL POSITION

DATE

DEPARTMENT HEAD CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

SIGNATURE

DATE

APPROVED FOR PAYMENT

COUNCIL PERSON APPROVAL

MAYOR APPROVAL

PAYMENT AUTHORIZED

Payment Authorized: Res. No. _____

Borough Clerk Signature _____

DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW
CERTIFICATION OF FUNDS

I hereby certify that funds are available as encumbered

DATE

TREASURER

REQUISITIONER

SIGNATURE

DATE

TAX ID NO. OR SOCIAL SECURITY NO. INCORPORATED? ☐ YES ☐ NO

Project Id: PB23-1-3PB
Category Id: PLANNING BOARD

Project Name: OSWALD - 409 WHITE HORSE PIKE

Statement Date Range: 10/15/23 to 11/15/23
Project Status: Active

MARK OSWALD
409 WHITE HORSE PIKE
HADDON HEIGHTS NJ 08035

Block: 34
Lot: 17
Qual:

Date	Type	Description	Amount	Balance
		Opening Balance:		154.00
		** No Activity for this Period **		
Total Transactions:				
		Opening Balance:	154.00	
		Deposits:	0.00	
		Adjustments:	0.00	
		Developer Interest:	0.00	
		Expenditures:	0.00	
		Unencumbered Balance:	154.00	
		Encumbrances:	0.00	
		Closing Balance:	154.00	

* Denotes Transaction that is not included in Balance. The Transaction was previously incurred and billed.

12/7 waiting to hear back from Margie @ Maley-Givens

12/8 no open invoices from Maley-Givens

12/9 Mike can you work on refunding escrow
to Dr. Oswald. I believe he lives in

Waddonfield. Thanks Suzanne

RESOLUTION 2023:215

RESOLUTION AUTHORIZING REFUND OF A PARTIAL PERMIT FEE TO HUTCHINSON PLUMBING HEATING COOLING

WHEREAS, the Construction Office received a permit application from Hutchinson Plumbing Heating Cooling on October 4, 2023;

WHEREAS, an Electrical and Mechanical Permit #2023-0454 in the amount of \$323.00 was issued October 18, 2023 for a gas to gas conversion, replacement of gas furnace and removal of 275 gallon tank at 2004 Sycamore Street, Block 146, Lot 13; and

WHEREAS, the applicant has indicated that the homeowner no longer wishes to move forward with the work originally intended at the home; and

WHEREAS, the Construction Official has authorized a refund in the amount of \$300.00; and

WHEREAS, the Construction Official's calculation takes into consideration deducting the state permit surcharge fee of \$23.00; and

NOW, THEREFORE IT BE RESOLVED that the Governing Body of the Borough of Haddon Heights in County of Camden and State of New Jersey hereby authorizes a refund in the amount of \$300.00 to be issued to Hutchinson Plumbing Heating Cooling, 621 Chapel Avenue, Cherry Hill, New Jersey 08034.

Date: December 19, 2023

Mayor Zachary Houck

ATTEST:

Kelly Santosusso, RMC, Borough Clerk

12/12/23

To: Kelly Santosusso

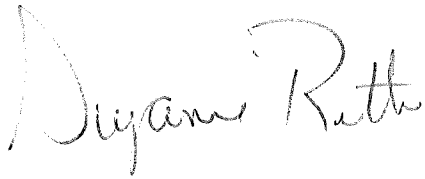
From: Construction Office

Property Location: 2004 Sycamore Street

Permit #: 2023-0454

Kelly, can you request Haddon Heights Council to refund \$300.00 for the canceled permit #2023-0454 for the property listed at 2004 Sycamore Street in Haddon Heights. The amount of \$300.00 does not include the DCA fee. The homeowner is not going to forward with this project. Please make check payable to Hutchinson and mail check to:

Hutchinson Plumbing Heating Cooling
621 Chapel Avenue
Cherry Hill, NJ 08034

A handwritten signature in cursive script, reading "Suzanne Ritter". The ink is dark and the signature is fluid.

Suzanne M. Ritter
Construction Office

Attn: Construction Office

Attached is the permit that was issued to Hutchinson Plumbing Heating Cooling on 10/18/23, Permit Number 2023-0454. We are Requesting a refund for the permit due the customer's request to cancel the HVAC Installation at:

Property Address: 2004 Sycamore

Owner in Fee: Osman

Thank you in Advance for your cooperation. Should you have any questions please Contact me at 856-207-9953 or Email CarlCanfield@hutchbiz.com

Respectfully,



Carl W Canfield Jr.

Permit Coordinator



HADDON HEIGHTS
514 W ATLANTIC AVE.
HADDON HEIGHTS, NJ 08035
856 - 5462580

Permit Number: 20230454
Update Number:
Control Number: 15456
Application Date: 10/04/2023
Permit Date: 10/18/2023

CONSTRUCTION PERMIT

IDENTIFICATION

OWNER/PROPERTY DETAILS

Block: 146 Lot: 13 Qualification Code:
Work Site Location: 2004 SYCAMORE ST HADDON HEIGHTS

Owner In Fee: OSMAN, DAVID
Address: 2004 SYCAMORE ST
HADDON HEIGHTS NJ 08035

Telephone: ()

Use Group(s): R-5

Contractor: MATTHEW MOZDIERZ

Address: 621 E. CHAPEL AVENUE
CHERRY HILL NJ 08034

Telephone: ()

Lic. No. / Bldrs. Reg. No.: 13H01747500

Federal Emp. No.: 22-3766253

is hereby granted permission to perform the following work :

[] BUILDING [] PLUMBING [] DEMOLITION
[X] ELECTRICAL [X] FIRE PROTECTION [] OTHER
[] ELEVATOR DEVICES [X] MECHANICAL
[] ASBESTOS ABATEMENT [] LEAD HAZARD ABATEMENT

(Subchapter 8 only)

DESCRIPTION OF WORK:

GAS TO GAS CONVERSION, REPLACE GAS FURNACE. REMOVE 275 GALLON TANK
FROM BASEMENT.

ESTIMATED COST OF WORK:

Cost of Construction: 0.00
Cost of Rehabilitation: 12,700.00
Cost of Demolition: 0.00

Total Cost: \$12,700.00

NOTE: If construction does not commence within one (1) year of date of issuance, or
if construction ceases for a period of six (6) months, this permit is void.

Ed Gorman

Construction Official

Date

10/18/23

PAYMENTS	(Office Use Only)
Building	
Electrical	\$75.00
Plumbing	
Fire Protection	\$75.00
Elevator Devices	
Mechanical	\$150.00
VolFee (DCA)	
AltFee (DCA)	\$23.00
DCA Minimum Fee	\$0.00
Other Fees	
CO Fee	
CCO Fee	
Minimum Fee	
Total	\$323.00
All Fees Waived:	No

Amount to be Paid: \$323.00
Check Number: 5085
Check amount: \$323.00

Collected by: SMR
Receipt No:
Total Cash Amount:
Total Check Amount: \$323.00
Total CC Amount:
Grand Total: \$323.00

Note:

RESOLUTION 2023:216

AUTHORIZING BUDGET APPROPRIATION TRANSFERS DURING THE LAST TWO MONTHS OF THE FISCAL YEAR FOR THE BOROUGH OF HADDON HEIGHTS, CAMDEN COUNTY, NEW JERSEY

WHEREAS, the provisions of N.J.S.A. 40A:4-58, permit the transfer of appropriations during the last two months of the fiscal year; and

WHEREAS, from time to time it becomes necessary to transfer funds for various reasons in order to operate the Borough on a sound financial basis.

NOW THEREFORE BE IT RESOLVED, that the Borough Governing Body agrees to said transfer of budget appropriations below:

Account Number	Account Title	Transfer To	Transfer From	Budget As Modified
3-01-20-100-200	Administrative/Executive OE	40.09		13,040.09
3-01-20-120-102	Municipal Clerk SW	4062.21		139,354.21
3-01-20-130-220	Financial Administration OE	10,683.48		43,333.48
3-01-20-145-220	Collection of Taxes OE	40.70		8,540.7
3-01-20-150-101	Assessment of Taxes S&W	3,974.05		27,324.05
3-01-22-195-200	Construction Code OE	1,759.81		6,044.81
3-01-25-265-300	Fire Hydrant Service OE	12,124.8		96,124.8
3-01-26-315-200	Vehicle Maintenance	10,052.80		41,052.80
3-01-28-370-100	Parks & Recreation SW	16,045.82		26,115.82
3-01-31-445-289	Water Service	3,611.32		17,111.32
3-0132-465-200	Solid Waste Disposal	60,000.00		390,175.00
3-01-42-465-205	Shared Service-Construction	29,000.00		1,079,183.00
3-01-43-490-200	Municipal Court OE	600.00		153,642.00
3-01-20-135-200	Auditing Service		11,790.70	34,209.30
3-01-21-180-200	Planning Board OE		95,000.00	17,976.00
3-01-23-220-259	Employee Group Insurance OE		30,000.00	1,304,846.00
3-01-28-370-200	Parks & Recreation OE		15,024.38	4,975.62
	TRANSFER TOTAL	151,995.08	151,995.08	

Date: December 19, 2023

COUNCIL MEMBER	MOTION	2 ND	YES	ABSTAIN	NO	ABSENT
Christopher Morgan						
Tom Ottoson						
Regina Philipps						
Kate Russo						
Matthew Pagan						
Kate Harron						

CERTIFICATION

I, Kelly Santosusso, RMC, Borough Haddon Heights Clerk, hereby certify that the foregoing resolution was duly adopted by the Borough of Haddon Heights Committee at its Regular Business Meeting held on the 19th day of December, 2023. In addition, Michael Mansdoerfer Borough of Haddon Heights, CFO also certifies the availability of sufficient funds as stated above.

Kelly Santosusso, RMC
Borough of Haddon Heights Clerk

Michael Mansdoerfer, CMFO
Borough of Haddon Heights Chief Financial Officer

RESOLUTION 2023:217

RESOLUTION AUTHORIZING A PARTIAL REFUND OF A COMMUNITY CENTER RENTAL DEPOSIT

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

WHEREAS, a partial refund of a deposit is necessary due to rental applicant not showing for reservation; Borough retains \$150.00 of a \$250.00 deposit in such instances and a refund shall be issued as follows:

<u>Name</u>	<u>Amount</u>
Brandie Davis 320 West Branch Avenue Apt. #130I Pine Hill, NJ 08021	\$100.00

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

Date: December 19, 2023

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

*never snowed

**BOROUGH OF HADDON HEIGHTS
COMMUNITY CENTER RENTAL AGREEMENT**

1. RENTER NAME: Brendie Davis
2. RENTER ADDRESS: [REDACTED]
Pine Hill NJ 08021
3. PRIMARY PHONE: [REDACTED] ALTERNATE PHONE: [REDACTED]
4. EMAIL ADDRESS: [REDACTED]
5. DATE OF RENTAL: 12/10/23
6. TIME OF EVENT: 3pm TO: 9pm
(Please be sure to include all set-up, clean-up and "additional free" time in your event time)
7. TYPE OF EVENT (please be specific): Book Launch
- a. If event is a fundraiser, will raffles or another "game of chance" be offered? ☒ No ☐ Yes
- b. If you answered yes, please indicate which type?

Additional Games of Chance licenses are required and must be obtained through the State of NJ and Borough of Haddon Heights. Please contact Borough Clerk (856) 547-7154 ex 30. Bingo of any kind is NOT permitted in any government owned building.

8. ANTICIPATED NUMBER OF GUESTS: 100
9. Rental Fee is due **30 DAYS PRIOR** to your event. Total Due: _____ Due By: _____
Rental Fee: Resident \$100/hr - Non-Resident \$150/hr

By signing below, renter agrees to all rules and regulations and is responsible for condition of facility.
Security Deposit Paid X

Renter Signature

Date

Kelly Santosusso, Borough Clerk

Refund
\$100

RESOLUTION 2023:218

RESOLUTION AWARDING A CONTRACT TO NEW JERSEY ANIMAL CONTROL LLC FOR THE PURPOSE OF PROVIDING ANIMAL CONTROL SERVICES TO THE BOROUGH OF HADDON HEIGHTS FOR A PERIOD OF ONE YEAR

WHEREAS, in order to protect the health, safety and welfare of the citizens of Haddon Heights, there is a need to provide the continuation of animal control services; and

WHEREAS, New Jersey Animal Control, LLC has submitted a competitive proposal for animal control services for a period of one year to the Borough in the amount of \$6,000.00 annually, payable at \$500 per month; and

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Haddon Heights in the County of Camden and State of New Jersey hereby authorizes New Jersey Animal Control, LLC to provide animal control services to the Borough of Haddon Heights for the period January 1, 2024 through December 31, 2024.

Date: December 19, 2023

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

ANIMAL CONTROL SERVICES AGREEMENT

THIS AGREEMENT effective _____ by and between the Borough of Haddon Heights (hereinafter called “the Borough”), a municipal corporation of the State of New Jersey, and New Jersey Animal Control, LLC, 617 Stokes Road, Suite 4 – Box #302, Medford, NJ 08055 (hereinafter referred to as “NJAC”).

WHEREAS, the Borough is empowered under the law of the State of New Jersey to retain and engage Animal Control Services; and

WHEREAS, New Jersey Animal Control, LLC has been duly appointed by the Borough as its Animal Control Service Provider; and

WHEREAS, it is necessary and appropriate that the agreement and understanding between the parties be reduced to written form.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the parties agree as follows:

1. Term. The term of this Agreement shall be effective from January 1, 2024 until December 31 2024. This Agreement shall be renewable on a yearly basis provided that the Borough and NJAC agree to the terms two weeks in advance of the contract expiration.
2. Scope of Services. NJAC shall perform to the Borough’s satisfaction all services required as Animal Control Officer during the term of this Agreement and as authorized. It is agreed and understood that the Animal Control Services provided by NJAC shall comply with all statutory requirements and with all rules and regulations governing animal control and Animal Control Officers set forth by the New Jersey Department of Health pursuant to N.J.S.A. 4:19, N.J.S.A. 4:22 and N.J.A.C. 8:23A.

NJAC shall provide the Borough with the following services as listed below and referenced in Exhibit A – Fee Schedule:

- A. Provide Emergency Support to the Borough, Borough Police Department and Borough Fire Department for any situation involving domestic animals or wildlife determined to be a public safety issue or involve any human health risk including, but not limited to: reported vicious strays, dogs running at large, injured/sick wildlife determined to be a danger, any animal (domestic or wildlife) injured or in distress, police incidents involving animal removal, fire rescues and situations in which animal cruelty is suspected.
- B. Collection/impoundment of dogs and cats and delivery to the County Animal Shelter for housing. Notification will be made to owner if animal is identifiable through Borough records, chip or tags. Animals will be posted to NJAC social media outlets to assist in locating the owners of animals that are unidentifiable.

- C. Collection of sick/injured domestic animals (stray, misplaced, or abandoned) and delivery of the same to the Borough-approved and contracted veterinarian office for care.
 - Identifiable sick/injured dogs and cats. The owner(s) shall be notified as soon as possible for instruction on the treatment of the animal beyond humane first aid. The owner will be liable for any costs associated with veterinarian services of their animal.
 - Stray sick/injured dogs and cats. The Borough will take responsibility for costs incurred (at pre-approved rates negotiated and contracted between the Borough and the Veterinarian office) for stray animal veterinarian services.
- D. Collection of injured wildlife (excluding deer) – Monday through Friday during the business hours of 8:30am-5:00pm – and transport to Woodford-Cedar Run Wildlife Refuge for care.
- E. Removal of deceased domestic animals located in Borough roadways and public areas only at the request of the Borough during normal business hours. Deceased animals located on residential property are considered a private service provided to residents by NJAC.
- F. Removal of deceased wildlife (excluding deer) located in Borough roadways and public areas only at the request of the Borough during normal business hours. Deceased wildlife located on residential property is considered a private service provided to residents by NJAC.
- G. Transfer of unwanted pets (animal surrenders) to the County Animal Shelter at a service charge payable by the owner to NJAC at the time surrender is made.
- H. Transportation, subsequent testing and reporting of animals suspected of rabies – that either came in contact with a human being and/or has been authorized by the Borough – in conjunction with the New Jersey State Department of Health.
- I. Domestic animal bite investigations, confinement and reporting to the County Health Department.
- J. Support of HLEO in animal cruelty or neglect investigations and subsequent court appearances on behalf of the Borough.
- K. As appropriate, issuance of violation notices and summonses with Borough-provided Citation Book.
- L. Enforcement of rabies shot requirements and licensing follow-up as authorized by the Borough.
- M. Implementation of dog census as requested and approved by the Borough. Census work would be estimated and submitted to the Borough for approval as separate work order.
- N. 24-hour, 7-day per week telephone number(s) for receiving complaints and service requests. All calls from Borough staff shall be returned by NJAC within one (1) hour of receipt.
- O. Services shall be provided on a 24/7 basis (Monday-Friday, 8:30am to 5:00pm for Normal Business Hours; Monday-Friday, 5:00pm to 8:30am for non-Business weekday hours; Friday, 5:00pm to Monday, 8:30am for Weekend hours, and Holidays*) as referenced in Exhibit A - Fee Schedule. The Borough will make requests for service through County Dispatch, the Borough Clerk's office or the Borough Police Department. Resident concerns must be directed to the Borough Clerk or Police Department, who may refer the resident to NJAC for advice.

- P. Detailed monthly reports with relevant supporting intake information from the County Animal Shelter and Woodford-Cedar Run Wildlife Refuge. Borough records to be retained for 12 months (deceased/removed animals), one-year (all records/documentation) or until authorization of disposal is received from local, county or State Department of Health (pending investigations).
- Q. NJAC shall be equipped with the necessary vehicles (as required by N.J.A.C. 8:23-A-1.12), traps and trapping equipment to ensure safe transportation of all abandoned or misplaced animals within the Borough. NJAC shall use its own vehicles while working as Animal Control Officer for the Borough and will hold the Borough harmless as the result of any damage committed to the operation and maintenance of its vehicles and equipment
- R. All animal control services provided shall be carried out by a Certified Animal Control Officer. All Animal Control personnel responding to complaints within the Borough will either be in uniform or have proper credentials in their possession identifying them as an Animal Control Officer.
- S. NJAC will provide the Borough will all necessary licensing and insurance documents required in performing the duties of a Certified Animal Control Officer.
3. Compensation. During the term of this contract, NJAC shall be compensated a monthly animal control fee of \$500.00 per month. Additional fees will be charged in accordance with the Fee Schedule attached herein as Exhibit A. NJAC will submit a report summarizing all Borough animal control activity for the prior month, and its corresponding invoice, to the Municipal Clerk by the 10th of the month. Payment for services will be remitted to NJAC by the 15th day of the following month.
4. Insurance. NJAC shall be covered by professional liability insurance in an amount acceptable to the Borough with the Borough named as an additional insured
5. Termination. Either party may terminate this Agreement without cause upon sixty (60) days written notice. In the event of termination, the Borough's sole obligation to NJAC shall be payment for all services performed up to the date of their receipt of notice thereof, and for such additional services as the Borough may specifically request NJAC to undertake in order to complete any work in progress. The rate of compensation for all such services shall be based on Exhibit A - Fee Schedule.

6. Indemnification. NJAC agrees to indemnify and hold the Borough, its officials, employees and agents, harmless from any and all liability of expense, including costs of defense, resulting from any claim, action or lawsuit related to the provision of services by NJAC under this Agreement provided that such action results from the negligence and/or intentional acts or omissions of NJAC or any of its agents, and/or from circumstances where NJAC, or any of its agents, acted outside of the scope of their duties or contrary to law.
7. Assignment. This Agreement may not be assigned by either party.
8. Responsibilities. NJAC shall perform his or her responsibilities in a good, professional and workmanlike manner in conformity with the responsibilities, demand and ethics of his or her profession.
9. Modification. No change, modification, waiver or discharge of any or all of the provisions of this Agreement shall be effective unless made in writing and executed by both of the parties hereto.
10. Paragraph Headings. Paragraph headings shall not be of any force or effect whatsoever in the interpretation of this Agreement and shall be deemed inserted and used solely for the convenience of the Parties.

[signature page follows]

IN WITNESS WHEREOF, the parties intending to be legally bound have executed this Agreement as of the date first above written.

BOROUGH OF HADDON HEIGHTS

NEW JERSEY ANIMAL CONTROL

DATE:

DATE:

EXHIBIT A – FEE SCHEDULE

2024 Service Description – Haddon Heights Borough	2024 Fee
Monthly fee which covers the following animal control services during Normal Business Hours of Monday-Friday, 8:30am-5:00pm:	\$500.00 per month
<ul style="list-style-type: none"> ✿ Collection of contained, non-injured domestic animals and transport to the County Animal Shelter ✿ Collection of sick/injured domestic animals and transport to Borough-contracted veterinarian ✿ Removal of deceased domestic animals located in Borough roadways and public areas, upon request of the Borough ✿ Sick/injured wildlife that poses a threat of rabies ✿ Monthly animal activity reporting 	
Emergency Services outside of Normal Business Hours (After Hours) and Weekends for the following animal control services:	\$50.00 per animal
<ul style="list-style-type: none"> ✿ Collection of contained, non-injured domestic animals and transport to the County Animal Shelter ✿ Collection of sick/injured domestic animals and transport to Borough-contracted veterinarian ✿ Sick/injured wildlife that poses a threat of rabies ✿ Emergency Support as needed 	
Emergency Services during Holidays* for the following animal control services:	\$50.00 per animal
<ul style="list-style-type: none"> ✿ Collection of contained, non-injured domestic animals and transport to the County Animal Shelter ✿ Collection of sick/injured domestic animals and transport to Borough-contracted veterinarian ✿ Sick/injured wildlife that poses a threat of rabies ✿ Emergency Support as needed 	
ACO Services:	No Charge
<ul style="list-style-type: none"> ✿ Domestic animal bite investigations, confinement & reporting ✿ Court Appearances (as required) ✿ Enforcement of rabies shot requirements & licensing follow-up as authorized by the Borough ✿ Issuance of Borough violation notices and summonses with Borough-provided citation book, as necessary 	
Wildlife Services:	\$50.00/animal
<ul style="list-style-type: none"> ✿ Collection of injured wildlife (excluding deer) and transport to Woodford-Cedar Run Wildlife Refuge for care ✿ Removal of deceased wildlife (excluding deer) located in Borough roadways and public areas, upon request of the Borough 	
Animal Surrender Service	Fees to be payable by resident/animal owner
Removal of deceased deer (as requested by Borough)	\$250.00 per animal
Dog Census	To be discussed, estimated and approved by the Borough

**Federal and/or Borough-Observed Holidays include: New Year's Day, Martin Luther King, Jr. Birthday, President's Day, Good Friday, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving Day, and Christmas Day*

RESOLUTION 2023:219

RESOLUTION CANCELING OUTSTANDING CHECKS

WHEREAS, upon review of the financial records of various bank accounts maintained by Borough of Haddon Heights, it was determined that there are several stale-dated outstanding checks; and

WHEREAS, it is in the best interest of the Borough to cancel these outstanding checks;

NOW, THEREFORE BE IT RESOLVED by Mayor and Council of the Borough of Haddon Heights, that the following outstanding checks be canceled:

CHECK #	DATE	PAYEE	AMOUNT
<u>Current Fund</u>			
26761	12/21/21	Voorhees Animal Orphanage	\$ 350.00
26846	02/01/22	Micro Systems-NJ.com. LLC	\$1,500.00
26879	02/15/22	Carol Larro	\$ 50.00
27215	07/19/22	Alison Miller	\$ 65.00
27659	02/07/23	Alex Cybulski	\$ 34.05
27822	04/04/23	Coit Cleaning and Restoration	\$ 296.50
27826	04/04/23	Jeremiah Dolph	\$ 43.25
28045	07/05/23	Renice Morrel	\$ 325.00

BE IT FURTHER RESOLVED, that the Chief Financial Officer is hereby directed to record the effects of this resolution in the financial accounts of the Borough.

Date: December 19, 2023

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

December 15, 2023
07:05 AM

HADDON HEIGHTS BOROUGH
Check Reconciliation Verification Listing

Page No: 1

Checking Account: COMMERCE

Check #	Check Date	Recon. Date	Vendor	Check Amount
✓ 26761	12/21/21		VOORA VOORHEES ANIMAL ORHPANAGE	350.00
✓ 26846	02/01/22		MICRO MICRO SYSTEMS-NJ.COM. L.L.C.	1,500.00
✓ 26879	02/15/22		LARRC CAROL LARRO	50.00
✓ 27215	07/19/22		MILLER1 ALISON MILLER	65.00
✓ 27343	09/20/22		LARRC CAROL LARRO	80.00
✓ 27659	02/07/23		CYBULSKI ALEX CYBULSKI	34.05
✓ 27822	04/04/23		COITCR COIT CLEANING AND RESTORATION	296.50
27826	04/04/23		DOLPH005 JEREMIAH DOLPH	43.25
28037	07/05/23	08/31/23	HHEDU HADDON HEIGHTS BD OF EDUCATION	1,311,384.33
28045	07/05/23		MORRR RENICE MORREL	325.00
28061	07/18/23	08/31/23	ANTHR ANTHONY'S RISTORANTE	450.00
28063	07/18/23	08/31/23	AUTOS AUTO SHINE CAR WASH, INC	500.00
28069	07/18/23	08/31/23	CUHEAP COOPER UNIV HOSPITAL	2,940.00
28079	07/18/23	08/31/23	MCANJ MUNICIPAL CLERKS ASSOC OF NJ	100.00
28082	07/18/23	08/31/23	NJDCA NJ DEPT OF COMMUNITY AFFAIRS	2,800.00
28096	07/18/23	08/31/23	USPOST U.S. POSTAL SERVICE	654.16
28101	07/18/23	08/31/23	VISSOLAR VISION SOLAR	292.00
28103	08/02/23	08/31/23	BLUE1 HORIZON BLUE CROSS BLUE SHIELD	10,222.25
28104	08/02/23	08/31/23	BOWMA BOWMAN AND COMPANY LLP	8,569.30
28105	08/02/23	08/31/23	CCMUA REGIONAL SEWER SERVICE	440.00
28106	08/02/23	08/31/23	CCTR CAMDEN COUNTY TREASURER	1,476,117.95
28107	08/02/23	08/31/23	COMC COMCAST	703.49
28108	08/02/23	08/31/23	COUNC COUNTY CONSERVATION CO	1,071.00
28109	08/02/23	08/31/23	DECHRIST JIM DECHRISTY	65.00
28110	08/02/23	08/31/23	EVOLUTTS EVOLUTION TRAINING SOULTIONS	450.00
28111	08/02/23	08/31/23	HHVFW HADDON HEIGHTS VFW	690.00

RESOLUTION 2023:220

RESOLUTION AUTHORIZING PAYMENT OF BILLS & CLAIMS FOR THE SECOND HALF OF DECEMBER

December 19, 2023

Per Attached:

<i>Current Fund</i>	118,659.45
School Taxes	0.00
Appropriated Reserves	0.00
Escrow Fund	11,304.50
Grant Fund	82,926.29
Capital Fund	185,269.93
Trust – Dog	6.60
<i>Trust Fund</i>	197.67
Total Per Attached	<u>398,364.44</u>

Payroll

Current Fund	86,997.93
Grant Fund	0.00
Trust Fund	23,819.03
Total Payroll	<u>110,816.96</u>

Total

509,181.40

Date: December 19, 2023

Mayor Zachary Houck

ATTEST: _____

Kelly Santosusso, RMC, Borough Clerk

December 15, 2023
01:37 PM

HADDON HEIGHTS BOROUGH
Purchase Order Listing By Vendor Id

Page No: 3

Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	Invoice	1099
PO #	PO Date	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Exc1
FIRSTDUE FIRST DUE										
23-01299	12/07/23	SCHEDULING/ASSETS&INV RENEWAL								
1	SCHEDULING/ASSETS&INV RENEWAL	2,047.50	3-01-25-265-256	B	Fire - Computer Maintenance	R	12/07/23	12/15/23	4115	N
Vendor Total:		2,047.50								
GANNETT NEW YORK/NEW JERSEY										
23-01329	12/13/23	LEGAL ADS 11/10 - 11/24								
1	LEGAL AD 11/24-ST MARYS REDEV	42.90	3-01-21-180-217	B	Planning Bd - Advertising	R	12/13/23	12/15/23	6034839	N
2	LEGAL AD 11/10-ST MARYS REDEV	44.62	3-01-21-180-217	B	Planning Bd - Advertising	R	12/13/23	12/15/23	6034839	N
Vendor Total:		87.52								
GLOUCESTER TOWNSHIP										
23-01254	11/29/23	ANNUAL LIC PLATE READER								
1	2023 ANNUAL LIC PLATE READER	550.00	3-01-25-240-256	B	Police - Service Contracts	R	11/29/23	12/15/23	7164	N
Vendor Total:		550.00								
GLOUCESTER CO POLICE ACADEMY										
23-01255	11/29/23	DRUGS FOR PTL - DEJOSEPH								
1	DRUGS FOR PTL - DEJOSEPH	150.00	3-01-25-240-231	B	Police - Training / Schools	R	11/29/23	12/15/23		N
Vendor Total:		150.00								
HEALEY JESSICA HEALEY										
23-00568	06/28/23	SUMMER REC 2023 REFUND								
1	SUMMER REC 2023 REFUND	65.00	3-01-55-004-001	B	Refund of CY Revenue	R	06/28/23	12/15/23		N
Vendor Total:		65.00								
KANEKARA KARA KANE										
23-00957	09/14/23	CABIN RENTAL 9/23 REFUND								
1	CABIN RENTAL 9/23 REFUND	220.00	3-01-55-004-001	B	Refund of CY Revenue	R	09/14/23	12/15/23		N
Vendor Total:		220.00								

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Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/chk	First Rcvd	Enc Date	Date	chk/Void	Invoice	1099
Item Description																	Excl
MALEYG MALEY GIVENS Continued																	
23-01309 12/12/23 Legal:Tax Abatement 508Station																	
1 Legal:Tax Abatement 508Station					387.00		3-01-20-155-381		B Legal - Other Legal Expenses		R	12/12/23	12/12/23			21783	N
23-01312 12/12/23 Escrow:St Mary's																	
1 Escrow:St Mary's					441.00		RD22-9-1R		P 18 MHP REDEVELOP-HH SENIOR		R	12/12/23	12/12/23			21016	N
Vendor Total:					2,763.00												
MIDAFI DIVAL SAFETY EQUIPMENT, INC																	
23-01300 12/07/23 FLOW TEST SCOTT REGULATORS																	
1 FLOW TEST SCOTT REGULATORS					37.00		3-01-25-265-235		B Fire - Personal Protective Equip		R	12/07/23	12/15/23			3391951	N
Vendor Total:					37.00												
NAPAMCH NAPA AUTO PARTS																	
23-01317 12/13/23 NAPA FIRE DEPT INVOICES																	
1 ABSORBENT					104.40		3-01-25-265-254		B Fire - Maint/Repair Bldgs		R	12/13/23	12/15/23			6869-124636	N
2 FLOOR JACK					190.86		3-01-25-265-254		B Fire - Maint/Repair Bldgs		R	12/13/23	12/15/23			6869-124635	N
					295.26												
Vendor Total:					295.26												
NATAL010 CARL & NICOLE NATALINO																	
23-01294 12/05/23 Escrow:Close & Refund Balance																	
1 Escrow:Close & Refund Balance					166.00		PB22-12-1P		P NATALINO - 1931 BRYN MAWR AVE.		R	12/05/23	12/05/23				N
Vendor Total:					166.00												
NETS NETWORKS PLUS, LLC																	
23-01334 12/15/23 SENTINEL ONE ANTIVIRUS																	
1 SENTINEL ONE ANTIVIRUS					222.00		3-01-20-100-515		B Computer Maintenance		R	12/15/23	12/15/23			11993	N
Vendor Total:					222.00												
NJANB NJ AMERICAN WATER																	
23-01331 12/13/23 NJAW NOVEMBER 2023																	
1 HH FIRE DEPT					83.97		3-01-31-445-289		B Water Service		R	12/13/23	12/15/23				N

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Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Acct Type	Description	Stat/chk	First Rcvd	chk/Void	Invoice	1099
Item	Description	Amount	Charge	Account	Acct Type	Description	Stat/chk	Enc Date	Date	Invoice	Excl		
NJAMB NJ AMERICAN WATER													
23-01331 12/13/23 NJAW NOVEMBER 2023													
Continued													
2	DEVON SOCCER FIELDS	240.61	3-01-31-445-289	B	Water Service	R		12/13/23	12/15/23				N
3	LAKE ST PUMP STATION	56.71	3-01-31-445-289	B	Water Service	R		12/13/23	12/15/23				N
4	DEVON SOCCER FIELDS	249.37	3-01-31-445-289	B	Water Service	R		12/13/23	12/15/23				N
5	COMMUNITY GARDEN	22.67	T-13-56-860-819	B	Reserve Community Garden Expenses (516)	R		12/13/23	12/15/23				N
6	MUNICIPAL BLDG	82.98	3-01-31-445-289	B	Water Service	R		12/13/23	12/15/23				N
7	SOF BLDG	82.98	3-01-31-445-289	B	Water Service	R		12/13/23	12/15/23				N
8	LOG CABIN	22.67	3-01-31-445-289	B	Water Service	R		12/13/23	12/15/23				N
9	CERVINO FIELD	181.58	3-01-31-445-289	B	Water Service	R		12/13/23	12/15/23				N
10	COMMUNITY CENTER	65.47	3-01-31-445-289	B	Water Service	R		12/13/23	12/15/23				N
11	FIRE HYDRANTS	8,010.40	3-01-25-265-389	B	Fire Hydrant Water Service	R		12/13/23	12/15/23				N
12	HH BALLFIELD	56.71	3-01-31-445-289	B	Water Service	R		12/13/23	12/15/23				N
		9,156.12											
Vendor Total:		9,156.12											
NJHSS NJ DEPT. HEALTH & SENIOR SVCS.													
23-01325 12/13/23 DOG LICENSES NOVEMBER 2023													
1	DOG LICENSES NOVEMBER 2023	6.60	T-12-56-850-821	B	Dog Fees Due State of NJ	R		12/13/23	12/15/23				N
Vendor Total:		6.60											
OLIZR RONI OLIZI													
23-01285 12/05/23 Reimburse:Gingerbread Event													
1	Reimburse:Gingerbread Event	150.00	T-13-56-860-823	B	Reserve for Neighbor Night out (520)	R		12/05/23	12/05/23				N
Vendor Total:		150.00											
ONECA ONE CALL CONCEPTS													
23-01320 12/13/23 NOVEMBER 2023													
1	NOVEMBER 2023	188.76	3-01-26-290-254	B	Public Works - Sewer Maint/Repairs	R		12/13/23	12/15/23			3115083	N
Vendor Total:		188.76											

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HADDON HEIGHTS BOROUGH
Purchase Order Listing By Vendor Id

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Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
PO #	PO Date	Description	Amount	Charge Account							
Item Description											
OSWALD MARK OSWALD											
23-01302	12/12/23	Escrow:Close Account & Refund									
1	Escrow:Close Account & Refund	154.00	PB23-1-3PB	P	OSWALD - 409 WHITE HORSE PIKE	R	12/12/23	12/15/23			N
Vendor Total:			154.00								
PARKER MCGAV P.A.											
23-01291	12/05/23	Escrow: Legal									
1	Escrow: Legal	117.00	PB23-11-1P	P	NCPG 1500 KINGS, LLC	R	12/05/23	12/05/23		3171902	N
23-01298	12/07/23	Escrow:Legal									
1	Escrow:Legal	195.00	PB23-11-1P	P	NCPG 1500 KINGS, LLC	A	12/07/23	12/07/23		3173537	N
23-01301	12/07/23	Planning Board:Legal									
1	Planning Board:Legal	799.50	3-01-21-180-205	B	Planning Bd - Professional Service	R	12/07/23	12/07/23		3173829	N
Vendor Total:			1,111.50								
PRINCE PRINCETON HOSTED SOLUTIONS											
23-01324	12/13/23	PHONES NOVEMBER 2023									
1	PHONES NOVEMBER 2023	267.36	3-01-31-440-216	B	Regular Telephones	R	12/13/23	12/15/23		233340301	N
Vendor Total:			267.36								
PSE&G PSE&G											
23-01336	12/15/23	PSE&G OCTOBER 2023 (2)									
1	MUNICIPAL BUILDING	1,012.25	3-01-31-430-288	B	Electric & Gas	R	12/15/23	12/15/23			N
2	HH FIRE DEPT	673.73	3-01-31-430-288	B	Electric & Gas	R	12/15/23	12/15/23			N
			1,685.98								
23-01337	12/15/23	PSE&G NOVEMBER 2023 (2)									
1	STREET LIGHTS	8,436.44	3-01-31-435-288	B	Street Lighting	R	12/15/23	12/15/23			N
2	CERVINO FIELD	7.53	3-01-31-430-288	B	Electric & Gas	R	12/15/23	12/15/23			N
3	LOG CABIN	574.05	3-01-31-430-288	B	Electric & Gas	R	12/15/23	12/15/23			N
4	CANNON LIGHTS	5.09	3-01-31-435-288	B	Street Lighting	R	12/15/23	12/15/23			N
5	SOF BLDG	1,337.06	3-01-31-430-288	B	Electric & Gas	R	12/15/23	12/15/23			N
6	COMMUNITY CENTER	975.40	3-01-31-430-288	B	Electric & Gas	R	12/15/23	12/15/23			N
7	E ATLANTIC AVE TRAF SIGNAL	24.98	3-01-31-435-288	B	Street Lighting	R	12/15/23	12/15/23			N

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HADDON HEIGHTS BOROUGH
Purchase Order Listing By Vendor Id

Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	Invoice	1099
PO #	PO Date	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Excl
PSE&G										
23-01337	12/15/23	PSE&G NOVEMBER 2023 (2)	Continued	Continued						
8	DEVON AVE TRAF SIGNAL	24.98	3-01-31-435-288	B	Street Lighting	R	12/15/23	12/15/23		N
9	DEVON AVE LIGHTS	1,836.84	3-01-31-435-288	B	Street Lighting	R	12/15/23	12/15/23		N
10	GLOVER AVE LIGHTS	234.86	3-01-31-435-288	B	Street Lighting	R	12/15/23	12/15/23		N
		13,457.23								
Vendor Total:		15,143.21								
PUBSU										
23-00939	09/12/23	RITA MOSKO UNIFORM								
1	RITA MOSKO UNIFORM	220.00	3-01-25-240-235	B	Police - Purchase Uniforms	R	09/12/23	12/15/23	81335	N
Vendor Total:		220.00								
RETR0										
23-01327	12/13/23	LEGAL AD- REORG MEETING								
1	LEGAL AD- REORG MEETING	27.52	3-01-20-120-217	B	Clerk - Legal Advertising	R	12/13/23	12/15/23	20295	N
Vendor Total:		27.52								
SJSAN										
23-01322	12/13/23	NOV 2023 TRASH COLLECTION								
1	NOV 2023 TRASH COLLECTION	46,583.33	3-01-26-305-202	B	Trash - SJ Sanitation	R	12/13/23	12/15/23	193384	N
Vendor Total:		46,583.33								
VER24										
23-01338	12/15/23	INTERNET DECEMBER 2023								
1	MUNI BLDG INTERNET DEC 2023	129.99	3-01-31-440-216	B	Regular Telephones	R	12/15/23	12/15/23		N
2	CABIN INTERNET DEC 2023	128.01	3-01-31-440-216	B	Regular Telephones	R	12/15/23	12/15/23		N
		258.00								
Vendor Total:		258.00								
VER33										
23-01339	12/15/23	NOVEMBER 2023 PHONES (2)								
1	856-546-1025	77.73	3-01-31-440-216	B	Regular Telephones	R	12/15/23	12/15/23		N

Vendor # Name

PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	Invoice	1099
Item Description										Enc Date	Date		Excl

VER33 VERITON continued

23-01340 12/15/23 DECEMBER 2023 PHONES (1)

1	856-546-0295	42.20	3-01-31-440-216	B Regular Telephones	R	12/15/23	12/15/23						N
2	856-546-2582	57.11	3-01-31-440-216	B Regular Telephones	R	12/15/23	12/15/23						N
3	856-546-2583	16.67	3-01-31-440-216	B Regular Telephones	R	12/15/23	12/15/23						N
4	856-546-5340	170.89	3-01-31-440-216	B Regular Telephones	R	12/15/23	12/15/23						N
		286.87											

Vendor Total: 364.60

WALTHER DEBRA WALTHER

23-00331 04/11/23 REFUND 2023 COMM GARDEN FEE

1	REFUND 2023 COMM GARDEN FEE	25.00	T-13-56-860-819	B Reserve Community Garden Expenses (516)	R	04/11/23	12/15/23						N
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Vendor Total: 25.00

WML WADE, LONG, WOOD, & LONG, LLC

23-01323 12/13/23 LEGAL FEES NOVEMBER 2023

1	LEGAL FEES NOVEMBER 2023	7,185.75	3-01-20-155-205	B Legal Contractual - solicitor Expense	R	12/13/23	12/15/23						N
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Vendor Total: 7,185.75

Total Purchase Orders: 54 Total P.O. Line Items: 85 Total List Amount: 398,364.44 Total Void Amount: 0.00

Totals by Year-Fund	Fund	Budget Total	Revenue Total	G/L Total	Project Total	Total
Fund Description						
CURRENT FUND	3-01	118,659.45	0.00	0.00	0.00	118,659.45
ESCROW FUND-PLANNING BOARD	3-17	0.00	0.00	0.00	11,304.50	11,304.50
Year Total:		118,659.45	0.00	0.00	11,304.50	129,963.95
GENERAL CAPITAL FUND	C-04	185,269.93	0.00	0.00	0.00	185,269.93
GRANT FUND	G-02	82,926.29	0.00	0.00	0.00	82,926.29
DOG TRUST (ANIMAL)	T-12	6.60	0.00	0.00	0.00	6.60
TRUST - OTHER TRUST	T-13	197.67	0.00	0.00	0.00	197.67
Year Total:		204.27	0.00	0.00	0.00	204.27
Total of All Funds:		387,059.94	0.00	0.00	11,304.50	398,364.44

Project Description	Project No.	Project Total
GELAY - 100 NINTH AVE	PB21-12-2P	288.00
NATALINO - 1931 BRYN MAWR AVE.	PB22-12-1P	166.00
UNA VOCE -414 WHITE HORSE PIKE	PB22-5-1P	3,345.75
OSWALD - 409 WHITE HORSE PIKE	PB23-1-3PB	154.00
NCPG 1500 KINGS, LLC	PB23-11-1P	312.00
18 WHP REDEVELOP-HH SENIOR	RD22-9-1R	4,615.00
BROKEN GROUND- 501 STATION	RD22-9-2R	2,423.75
Total of All Projects:		<u><u>11,304.50</u></u>

RESOLUTION 2023:221

RESOLUTION AUTHORIZING AN ANIMAL CENSUS IN ACCORDANCE WITH N.J.S.A. 4:19-15.15 AND AN AWARD OF A PROPOSAL THEREFORE TO NEW JERSEY ANIMAL CONTROL, L.L.C.

WHEREAS, N.J.S.A. 4:19-15.15, entitled Canvass of dogs, report, provides in pertinent part, that any person appointed for the purpose by the governing body of the municipality, shall, at the direction of the governing body, cause a canvass to be made of all dogs owned, kept or harbored within the limits of their respective municipalities and shall report, on or before September 1 of the year in which the census is taken, to the clerk or other person designated to license dogs in the municipality and to the local board of health, and to the State Department of Health the result thereof; and

WHEREAS, New Jersey Animal Control, LLC (“NJ Animal Control”) is a privately owned, full-service animal and wildlife control business serving the central-south New Jersey and surrounding areas with a staff of New Jersey State-certified Animal Cruelty Investigator, New Jersey State-certified Animal Control Officers, and New Jersey State-licensed trappers; and

WHEREAS, NJ Animal Control in response to quotations in accordance with the New Local Public Contracts law has submitted a proposal for animal census services to the Borough of Haddon Heights; and

WHEREAS, NJ Animal Control is a member of the New Jersey animal Control Officers Association, Burlington County Animal Rescue Team, Burlington County Emergency Rescue Team, and the N.J. Association of Wildlife Rehabilitators; and

WHEREAS, a review of the submitted proposal attached hereto and made a part hereof has been approved by the Borough’s Chief Financial Officer with a recommendation to the governing body to secure said services as needed.

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

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.

2. The Borough Council of the Borough of Haddon Heights hereby authorizes the acceptance of the proposal from NJ Animal Control in the form attached hereto and made a part hereof and further authorizes the Mayor and Borough Clerk to execute any and all documents to effectuate the authorizations set forth herein.

Date: December 19, 2023

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION

I, Kelly Santosusso, Borough Clerk for the Borough of Haddon Heights do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution adopted at a public meeting of the Governing Body held on December 19, 2023.

Kelly Santosusso, RMC, Borough Clerk



New Jersey Animal Control, LLC

NJAC

ANIMAL CENSUS PROPOSAL

PREPARED FOR:
BOROUGH OF HADDON HEIGHTS
625 STATION AVENUE
HADDON HEIGHTS, NJ 08035

617 STOKES ROAD
SUITE 4, BOX #302
MEDFORD, N.J. 08055
(609) 685-3384

MANAGER@NEWJERSEY-ANIMALCONTROL.COM
WWW.NEWJERSEY-ANIMALCONTROL.COM

BOROUGH OF HADDON HEIGHTS

ANIMAL CENSUS PROPOSAL

EXECUTIVE SUMMARY

In the past, N.J.S.A. 4:19-15.15 legislation required the governing body of a municipality to appoint a person(s) to canvass residents, either annually or biennially, to identify owners harboring unlicensed dogs and cats. These canvasses provided a venue for confirming the appropriate license was purchased by Borough of Haddon Heights residents. New Jersey Animal Control, LLC. (NJAC) is pleased to present the Borough of Haddon Heights with this proposal for implementing a census in 2024.

BOROUGH OF HADDON HEIGHTS DATA

This proposal is based on the information provided by the Borough and data available from the 2020 Census for the Borough of Haddon Heights. Significant changes or updates to this information may affect the timing and/or pricing provided in this proposal.

- ☐ Total Population: 7,495
- ☐ Number of Residential Households: 2,600 (apartments not included)
- ☐ Number of Dog Licenses: 226
- ☐ Number of Cat Licenses: unknown

PROPOSAL FOR ANIMAL CENSUS

NJAC suggests the following activities in order to implement an animal census for the Borough of Haddon Heights. This is our initial thoughts on how best to approach the census. If the Borough has other ideas or suggestions for carrying out this census, NJAC would be more than happy to discussion all options to meet the Borough's needs.

- ❑ Prior to the implementation of the census, it is recommended that the Borough make announcements to its residents through public meetings, the Borough website, Borough Facebook page and any other social media outlets.
- ❑ The Borough will provide a list of homeowners that will be cross-referenced by NJAC against the Borough-supplied animal license information.
- ❑ NJAC will create a census log for use by NJAC Animal Control Officers and staff during census canvas.
- ❑ NJAC will create a Borough of Haddon Heights census communication, which will be shared with the Borough for review and approval prior to printing, for use with the census activities. This communication will include information on the census, how to obtain an animal license and any associated fees.
- ❑ NJAC representatives will go door-to-door with the main goal of: 1) providing information regarding the census and NJAC's role, and 2) confirming and/or collecting animal information from each resident of the Borough.
 - Residents with unlicensed animals will be provided with the Borough of Haddon Heights Census communication, including a 7-day warning, and will be recorded on the census tracking form.
 - If NJAC is unable to make contact with a resident during the initial visit, an instruction card along with the Borough of Haddon Heights Census communication, including a 7-day warning, will be left at the property.
- ❑ The Borough will be responsible for issuance of licenses and collection of license fees from residents.
- ❑ NJAC will issue a summons to all residents who fail to obtain the required license following receipt of the 7-day warning notice.
- ❑ NJAC will appear in court as the Charging Officer in all cases, as necessary.
- ❑ NJAC will provide a completed final report which will can be filed with the State of New Jersey

PRICING & PROJECT TIME

It is estimated that the census work for the Borough of Haddon Heights will take approximately 2-4 months to complete, barring any unexpected delays or changes in scope of work. The implementation date and all activities will be planned together with the Borough.

- ❑ Due to the unknown number of citations and court appearances for unlicensed animals, NJAC proposes the following fee structure:
 - Census Canvass: \$10,500.00. This fee includes all pre-census work, canvassing by NJAC Animal Control Officers, NJAC support of Borough office staff during census, and post-census reporting and logs.
 - Support of Apartment Complex activities & follow up: \$55.00 per hour (optional)
 - Summons Issuance: \$55.00 per hour
 - Court Appearances: \$55.00 per hour
- ❑ NJAC proposes that payment be made by the Borough in three payments:
 - First installment of \$4,500 to be paid to NJAC at the start of the Census
 - Second payment of \$3,000 to be due to NJAC four weeks after the start of the Census
 - Third payment of \$3,000 to be paid to NJAC at completion of Census and following the submission of all forms and collected information to the Borough.

If additional follow-up or activity is requested for this census, pricing can be negotiated between the Borough and NJAC.

RESOLUTION 2023:222

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.) Contract Matter related to potential Shared Services Agreement for Emergency Medical Services with Boroughs of Runnemede and Barrington 2.) Contract Matter related to Shared Services Agreement with Barrington for Fire Department Services. 3.) Contract Matter related to Shared Services Agreement with the Borough of Audubon for Municipal Court Services. Contract Matter related to Devon Avenue Landfill Remediation. Discussions are expected to be ½ hr. in duration. Formal action may be taken on the foregoing item following Executive Session.**
- X (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. **4.) Contract matters related to employment contracts for Chief and Captain of Police. 5.) Matter related to Personnel discussion regarding Construction Office hours of operation. Discussions are expected to be ½ hr. in duration. Formal action may be taken on any of the foregoing items following Executive Session.**
- (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 December 19, 2023 that an Executive Session closed to the public shall be held on December 19, 2023 at approximately 7:30 pm for the discussion of matters relating to the specified item(s) designated above.

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 foregoing resolution was duly adopted by the Governing Body of the Borough of Haddon Heights at a public meeting held on December 19, 2023.

Date: December 19, 2023

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2023:223

RESOLUTION AUTHORIZING CARRY OVER OF CERTAIN EARNED BENEFITS DUE TO UNFORESEEN CIRCUMSTANCES

WHEREAS, Benjamin Zwaska serves as a full time employed firefighter for the Haddon Heights Fire Department as part of a Shared Services Agreement with the Barrington Fire Department, in the rank of Captain; and

WHEREAS, due to unforeseen circumstances, specifically loss of service of active personnel, Captain Zwaska served the Fire Department to provide needed coverage in order to protect the health, safety and welfare of the residents, rather than utilize his personally entitled contractual emoluments; and

WHEREAS, given his selfless service to the community, Captain Zwaska has hereby been deemed eligible to use certain accumulated time as set forth herein.

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

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Borough Council of the Borough of Haddon Heights hereby grants forty (40) hours of vacation time and twenty-six (26) hours of personal time, to which he was entitled to utilize in 2023 but refused, to be carried over and utilized in 2024.

Date: December 18, 2023

Mayor Zachary Houck

ATTEST:

Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION

I, Kelly Santosusso, Borough Clerk for the Borough of Haddon Heights do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution adopted at a public meeting of the Governing Body held on December 18, 2023.

Kelly Santosusso, RMC, Borough Clerk