



## BOROUGH OF HADDON HEIGHTS SPECIAL MEETING AGENDA

Monday, March 11, 2024 at 7:00 pm

### 1. CALL TO ORDER:

In compliance with requirements of the Open Public Meetings Act, Chapter 231, P.L. 1975, notice of this Special Meeting was transmitted to the Retrospect and the Courier Post March 7, 2024. In addition, notice was posted on the bulletin board, front door of the Borough Hall and the borough website at [www.haddonhts.com](http://www.haddonhts.com). Notice was filed in the office of the Borough Clerk on the aforementioned date. Notices have remained continuously posted.

### 2. ROLL CALL

### 3. PLEDGE OF ALLEGIANCE

### 4. NEW BUSINESS:

Resolution 2024:85 – Resolution of the Borough of Haddon Heights Authorizing Award of the FY2023 Camden County Open Space Infield Improvements at Fitzgerald Memorial Park Project to Vulcan Construction Inc.

Resolution 2024:86 – Resolution of the Borough of Haddon Heights, In the County of Camden, New Jersey Authorizing an Emergency Temporary Appropriation Pursuant to N.J.S.A. 40A:4-20.

### 5. PUBLIC COMMENT

### 6. ADJOURNMENT

**RESOLUTION 2024:85**

**A RESOLUTION OF THE BOROUGH OF HADDON HEIGHTS AUTHORIZING  
AWARD OF THE FY2023 CAMDEN COUNTY OPEN SPACE INFIELD  
IMPROVEMENTS AT FITZGERALD MEMORIAL PARK  
PROJECT TO VULCAN CONSTRUCTION INC.**

**WHEREAS**, the Borough of Haddon Heights has received bids for the FY2023 Infield Improvements at Fitzgerald Memorial Park on March 5, 2024; and

**WHEREAS**, the lowest base bid is from Vulcan Construction, Inc. of Cookstown, New Jersey 08511; and

**WHEREAS**, the Borough Engineer has reviewed the bid documents and consulted with the Municipal CFO and has concluded to recommend the award to the low bidder; and

**WHEREAS**, the CFO has provided the Certification of Availability of Funds; and

**WHEREAS**, the award of said bid is contingent upon the approval of the Borough Solicitor's review; and

**NOW, THEREFORE, BE IT RESOLVED**, to authorize the award of the base bid for the FY2023 Infield Improvements at Fitzgerald Memorial Park, to Vulcan Construction Inc. of Cookstown, New Jersey.

**CERTIFICATION**

The foregoing Resolution was duly adopted at the Special Meeting of the Borough of Haddon Heights held on March 11, 2024, at the Borough Hall, 625 Station Avenue, Haddon Heights, New Jersey 08035.

**BOROUGH OF HADDON HEIGHTS**

By: \_\_\_\_\_  
**Zachary Houck, Mayor**

**CERTIFIED BY:**

\_\_\_\_\_  
**Kelly Santosusso, RMC, Borough Clerk**  
**Dated: March 11, 2024**

Certification Of Availability of Funds

This is to certify to the of the HADDON HEIGHTS BOROUGH that funds for the following resolutions are available.

Contract Amount: 57,255.00  
Resolution Date: 03/11/24  
Resolution Number: 2024-85

Vendor: VULCA005 VULCAN CONSTRUCTION GROUP INC  
3 Hance Drive  
Cookstown, NJ 08511

Contract: C24-0002 Fitzgerald Infield  
Improvements

Account Number	Amount	Department Description
4-01-28-370-215	7,255.00	
G-02-41-722-303	50,000.00	
Total	57,255.00	

Only amounts for the 2024 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer



**BACH A s s o c i a t e s, P C**  
E N G I N E E R S • A R C H I T E C T S • P L A N N E R S

March 7, 2024

Borough of Haddon Heights  
625 Station Avenue  
Haddon Heights, NJ 08035

Attn: Kelly Santosusso, Borough Clerk

Re: FY 2023 Local Recreation Improvement Grant  
Improvements at Fitzgerald Memorial Park  
Borough of Haddon Heights, NJ 08035  
Bach Associates No.: HH2024-2

Dear Ms. Santosusso:

We have tabulated the bids received on March 5, 2024, for the above-reference project and find the apparent low bidder to be Vulcan Construction, Inc. of Cookstown, New Jersey, in the amount of \$57,225.<sup>00</sup>, representing Items 1 through 6 of the Base Bid. Enclosed for your reference is the Bid Tabulation and memorandum regarding the bid results.

As you may be aware, this project is to be funded by two (2) \$25,000.<sup>00</sup> Camden County Open Space grants from Rounds 20 & 23 for a total of \$50,000. **Therefore, the Borough will be responsible for the remaining \$7,225.<sup>00</sup>**

By copy of this letter we are forwarding a copy of the apparent low bidder's documents to the Borough Solicitor and returning all original bid documents to the Borough Clerk.

Therefore, in accordance with the Local Public Contracts Law, NJSA 40A:11-1 et. seq., the contract should be awarded to the lowest responsible bidder, which appears to be Vulcan Construction, Inc. The award should be contingent upon favorable review by the Borough Solicitor and certification of availability of funds by the Borough CFO.

Should you have any questions, or require any additional information, please contact me.

Very truly yours,  
BACH ASSOCIATES, PC

Steven M. Bach, PE, RA, PP, CME  
President

Enclosure

Cc: Mayor & Council c/o Kelly Santosusso, Borough Clerk  
Howard Long, Borough Solicitor (w/ low bid docs)  
Craig A. Reilly, PE, CME

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## Kelly Santosusso

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**From:** Craig Reilly <creilly@bachdesignngroup.com>  
**Sent:** Thursday, March 7, 2024 5:13 PM  
**To:** Kelly Santosusso; Mike Mansdoerfer; Howard Long  
**Cc:** Steven Bach  
**Subject:** Recommendation Letter - FY 2023 Local Recreation Improvement Grant, Infield Improvements at Fitzgerald Memorial Park  
**Attachments:** L-Borough-Recommendation 030724.pdf; Vulcan Construction (LOW BID).pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Kelly,

See attached award recommendation and low bid documents for the above referenced project. The originals will be hand delivered tomorrow morning.

Also, I have copied the Borough CFO and Solicitor for their review.

Let me know if there are any questions or additional information is needed.

Thanks,

Craig Reilly, PE, CME  
**BACH ASSOCIATES, PC**  
304 White Horse Pike  
Haddon Heights, N.J. 08035  
(856) 546-8611 Fax (856) 546-8612

[creilly@bachdesignngroup.com](mailto:creilly@bachdesignngroup.com)



**BID TABULATION – MARCH 5, 2024**

**PROJECT NAME:**  
FY 2023 CAMDEN COUNTY OPEN SPACE  
INFIELD IMPROVEMENTS AT FIZGERALD MEMORIAL PARK  
**PROJECT NUMBER:**  
HH2024-2  
**CLIENT:**  
BOROUGH OF HADDON HEIGHTS

#	DESCRIPTION	QUANTITY & UNITS	VULCAN CONSTRUCTION GROUP, INC.		LIVY LLC D/B/A MAGNOLIA GARDEN VILLAGE	
			UNITS PRICE	TOTAL	UNITS PRICE	TOTAL
1	TILLING, 6" THICK & CONDITIONER, 1" THICK	2145 SY	\$7.00	\$15,015.00	\$16.79	\$36,014.55
2	TILLING, 4" THICK & CONDITIONER, 1" THICK	1040 SY	\$8.00	\$8,320.00	\$15.87	\$16,504.80
3	INFIELD MIX, 1/2" THICK	2145 SY	\$8.00	\$17,160.00	\$1.68	\$3,603.60
4	CUT OUT LIPS	700 SY	\$6.00	\$4,200.00	\$21.00	\$14,700.00
5	ATHLETIC MIX SODDING, 4' WIDE ROLL	700 SY	\$12.00	\$8,400.00	\$9.00	\$6,300.00
6	EXCAVATION, 1" THICK	1040 SY	\$4.00	\$4,160.00	\$13.50	\$14,040.00
TOTAL AMOUNT BASE BID:				\$57,255.00		\$91,162.95

NOTE: IT SHOULD BE NOTED THAT LIVY LLC HAS CALCULATION ERRORS, HOWEVER THIS DOES NOT AFFECT THE LOW BID



**BACH Associates, PC**  
ENGINEERS • ARCHITECTS • PLANNERS

**MEMORANDUM**

**TO:** Kelly Santosusso, Borough Clerk

**FROM:** Steven M. Bach, PE, RA, PP, CME

**RE:** FY 2023 CAMDEN COUNTY OPEN SPACE  
INFIELD IMPROVMENTS AT FIZGERALD MEMORIAL PARK  
BOROUGH OF HADDON HEIGHTS

**DATE:** March 5, 2023


I have reviewed the bids submitted for the above referenced project and have found Gower's Landscaping, Inc. missing their Bidform & JCW, Inc. with calculation errors, however this does not affect the low bid. A copy of the bid tabulation has been attached for your review.

The list of successful bidders is as follows:

<b><u>CONTRACTOR</u></b>	<b><u>BASE BID AMOUNT</u></b>
VULCAN CONSTRUCTION GROUP, INC.	\$57,255.00
LIVY LLC D/B/A MAGNOLIA GARDEN VILLAGE	\$91,162.95

I HEREBY CERTIFY THIS TO BE A TRUE  
COPY THAT OF WHICH IS ON FILE IN THE  
OFFICE OF THE BOROUGH CLERK,  
BOROUGH OF HADDON HEIGHTS, COUNTY  
OF CAMDEN, STATE OF NEW JERSEY.

DATE

 3/7/24

STEVEN M. BACH, PE, RA, PP, CME  
New Jersey PE Lic. No. 41507

# MEMORANDUM

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**TO:** Mayor and Council c/o Kelly Santosusso, Borough Clerk  
Michael Mansdoerfer, Borough CFO

**CC:** File HH2024-2

**FROM:** Steven M. Bach, PE, RA, PP, CME  
Craig A. Reilly, PE, CME

**DATE:** March 7, 2024

**RE:** Submittal Determination – Rototilling Equipment  
Rounds 20 & 23 – Recreation Facility Enhancement Funding  
Infield Improvements at Fitzgerald Memorial Park  
Haddon Heights Borough  
Camden County, New Jersey

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This memorandum serves to provide our office's determination regarding the project submittal by the contractor (Vulcan Construction, Inc.) for the above referenced project.

## EQUIPMENT SUBMITTAL - ACCEPTED

Attached is the accepted submittal for the tilling equipment provided by the contractor. Vulcan Construction, Inc. indicated in their submittal that they intend to use:

1. Basic Tiller
2. Power Landscape Rake or Rockhound Landscape Rake

to "separately rototill 4"-6" deep with the basic Tiller and then to finish with the Power Landscape Rake / Rockhound to remove stones/rocks" to a depth of 2" per the contractor.

The Contract Specifications require in Section 329223 that the contractor "utilize a soil renovator to address the soil compaction to a depth of four (4") inches to five (6") inches" and the equipment used should be a Rotadarion or approved equal. This specified soil renovator is a one step process which buries grass, clods, rocks, and other organic debris while reverse rototilling and conditioning the final soil surface.

Our office has determined the provided multistep process utilizing the submitted basic Tiller – and Power Landscape Rake / RockHound Landscape Rake is an "equal" to the specified Rotadarion soil renovator process for the work effort specified and is therefore acceptable. This determination is based on the limited area that requires tilling / sod installation.

If you should have any questions, or if any additional information is required, please contact our office at (856) 546-8611.

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**From:** Salvador Munoz <[smunoz@vulcan-construction.co](mailto:smunoz@vulcan-construction.co)>

**Sent:** Thursday, March 7, 2024 10:23:45 AM

**To:** Steven Bach <[sbach@bachdesigngroup.com](mailto:sbach@bachdesigngroup.com)>

**Subject:** Fitzgerald Park Infield Improvements - Tilling

Steve,

As discussed on our call, our proposed, alternate method of preparing the sod portion of this project would be as follows:

1. Till the area to the depth specified in the plans, using a standard tiller
2. Use a " Power Landscape Rake" or "Rockhound" attachment which will further level the area and collect all stones and debris to a depth of 2"

Best Regards,

**SALVADOR MUNOZ**

*PRESIDENT / SUPERINTENDENT*

**P:** (848) 525-1201

**F:** (848) 997-1230

**E:** [SMUNOZ@VULCAN-CONSTRUCTION.CO](mailto:SMUNOZ@VULCAN-CONSTRUCTION.CO)

**A:** 3 HANCE DRIVE, COOKSTOWN, NJ 08511



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## **BACH Associates, PC**

**ENGINEERS • ARCHITECTS • PLANNERS**

**Comments:**

☒ No Exceptions Taken      ☐ Resubmit \_\_\_\_\_ Copies  
☐ Approved as Noted      ☐ Rejected \_\_\_\_\_

These shop drawings have been reviewed for general conformance with the contract plans and specifications. Markings or comments shall not be construed as relieving the contractor from compliance with the contract documents, nor does it authorize any extra work, nor shall it relieve the contractor from responsibility for errors or omissions in the shop drawings. Contractors shall check and certify all quantities, dimensions and accuracy as required for a complete and functional project.

Checked By  Date 3/7/24

## **BOROUGH OF HADDON HEIGHTS, NEW JERSEY**

### **RESOLUTION 2024:86**

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#### **RESOLUTION OF THE BOROUGH OF HADDON HEIGHTS, IN THE COUNTY OF CAMDEN, NEW JERSEY AUTHORIZING AN EMERGENCY TEMPORARY APPROPRIATION PURSUANT TO N.J.S.A. 40A:4-20**

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#### **BACKGROUND**

**WHEREAS**, pursuant to N.J.S.A. 40A:4-20, municipalities in the State of New Jersey are permitted, in addition to temporary appropriations necessary for the period prior to the adoption of the budget and regular appropriations, to make emergency temporary appropriations for any purposes for which appropriations may lawfully be made for the period between the beginning of the current fiscal year and the date of the adoption of the budget for the current fiscal year; and

**WHEREAS**, the Borough Council of the Borough of Haddon Heights, County of Camden, New Jersey ("Borough") has not heretofore adopted the budget for the current fiscal year; and

**WHEREAS**, the Borough desires to appropriate \$25,000 to temporarily fund the Camden County Open Space Infield Improvements at Fitzgerald Memorial Park Project; and

**WHEREAS**, such emergency temporary appropriation shall be included under the correct headings in the budget when adopted; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HADDON HEIGHTS, IN THE COUNTY OF CAMDEN, STATE OF NEW JERSEY (NOT LESS THAN TWO-THIRDS OF ALL THE MEMBERS THEREOF AFFIRMATIVELY CONCURRING), AS FOLLOWS:**

**Section 1.** An emergency temporary appropriation in the amount of \$35,000 to fund the Borough's Capital Improvement Fund ("Emergency Temporary Appropriation"), in accordance with Section 20 of the Local Budget Law, N.J.S.A. 40A:4-20, is hereby authorized and approved.

**Section 2.** The amount of such Emergency Temporary Appropriation shall be included under corresponding headings in the budget as adopted or, if such Emergency Temporary Appropriation is adopted after the introduction and approval of the budget and was not included in the budget as approved such Emergency Temporary Appropriation shall be included by amendment in the budget as adopted without public advertisement or public hearing.

**Section 3.** A certified copy of this Resolution shall be provided to the Director of the New Jersey Department of Community Affairs, Division of Local Government Services, forthwith upon adoption.

**Section 4.** All resolutions or parts thereof, inconsistent herewith are hereby rescinded and repealed to the extent of any such inconsistency.

**Section 5.** This resolution shall take effect immediately upon adoption this 20th day of February, 2024.

Date: March 11, 2024

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, RMC, Borough Clerk