

MINUTES OF REORGANIZATION MEETING OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF AUDUBON PARK, IN THE COUNTY OF CAMDEN, NEW JERSEY, HELD JANUARY 6, 2014 AT THE ANNEX BUILDING AT 7:00 PM.

The Reorganization Meeting of the Mayor and Borough Council of the Borough of Audubon Park was convened at the Annex Building, 504 Road A, Audubon Park, NJ on Monday, January 6, 2014, at 7:00 PM.

ROLL CALL: Councilman Delengowski, Councilwoman DiPasquale, Councilwoman Hook, Councilwoman Jones and Councilwoman Lewis were present. Councilman Passon (excused) was absent. Eric Riso, Esquire was present.

GENERAL ELECTION RESULTS FROM NOVEMBER 5, 2013:

The Mayor requested that the clerk read the General Election Results from November 5, 2013.

DEMOCRAT

REPUBLICAN

Dennis Delengowski 167

No Nomination Made

Gloria Jones 157

No Nomination Made

OATH OF OFFICE OF NEWLY ELECTED OFFICIALS

Assemblyman Angel Fuentes administered the Oath of Office to Councilmembers, Dennis Delengowski and Gloria Jones.

PRESIDENT OF COUNCIL NOMINATIONS AND OATH OF OFFICE:

Councilwoman DiPasquale made a motion to nominate Karen Lewis as President of Council, seconded by Councilman Delengowski. Roll call vote: Councilman Delengowski-yes, Councilwoman DiPasquale-yes, Councilwoman Hook-yes, Councilwoman Jones-yes, and Councilwoman Lewis-yes.

Eric Riso, Esquire administered the Oath of Office to President of Council Karen Lewis.

RESOLUTIONS:

The following resolutions were approved by consent agenda with a motion by Councilman Delengowski, seconded by Councilwoman DiPasquale. Roll call vote: Councilman Delengowski-yes, Councilwoman DiPasquale-yes, Councilwoman Hook-yes, Councilwoman Jones, and Councilwoman Lewis-yes.

**RESOLUTION ESTABLISHING MAYOR AND COUNCIL MEETINGS
FOR THE BOROUGH OF AUDUBON PARK FOR 2014
NO. 2014:01**

WHEREAS, the Open Public Meetings Act requires that all public bodies, at the time of their annual organization meeting, or within 7 days thereof, shall post, mail to newspapers, and give notice to certain other persons, the schedule of meetings for the succeeding year;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Audubon Park, hereby promulgates its schedule of meetings for the year 2014 as follows:

TIME: 7:00 PM

PLACE: Annex Building
Behind Road "A" behind Albatross Road
Audubon Park, NJ 08106

DATES: The Regular Meeting of the Mayor and Borough Council of the Borough of Audubon Park will be held the first Monday of each month, except for

in July 2014, there will be no meeting.

The Working Session of the Mayor and Borough Council of the Borough of Audubon Park will be held the third Monday of each month, except for in July 2014, there will be no meeting.

BE IT FURTHER RESOLVED that the Retrospect and the Courier Post are hereby designated as the official newspapers for the Borough of Audubon Park and that the Borough Clerk is hereby directed to post a Public Notice of 2014 Schedule of Meetings, forward a copy to the Retrospect and the Courier Post, and to save a copy for the Borough files; and

BE IT FURTHER RESOLVED that this Resolution and the schedule contained herein, may be amended from time to time provided that the terms of the Act are fully followed.

RESOLUTION OF 2014 APPOINTMENTS

2014:02

WHEREAS, the following appointments are required for the Borough of Audubon Park by the Mayor with approval from the Borough Council:

- Municipal Clerk (3 year appointment).....Dawn M. Pennock
- Accounting Clerk.....Margaret King
- Deputy Treasurer.....John A. Bruno, Jr.
- Deputy Tax Collector.....Dawn M. Pennock
- Chief Financial Officer.....Dawn Thompson
- Clerk’s Assistant.....Gail Barnett-Wolenter
- Librarian.....Terri Curatola

RESOLUTION OF 2014 DIRECTORS/ALTERNATES

2014:03

WHEREAS, the following appointment of Directors by the Mayor with the approval of Borough Council are required:

Chair/Alternate

- Director of Finance.....Mayor/Ms. DiPasquale
- Director of Personnel.....Mrs. Jones/Ms. DiPasquale
- Director of Public Safety.....Mayor/Chief Cavallo
- Insurance/JIF.....Ms. Hook/ Ms. Lewis
- Director of Communications.....Mr. Delengowski/Mrs. Jones
- Director of MPB.....Ms. Lewis/Gail Barnett-Wolenter
- Director of Senior Citizens/Community Affairs....Mrs. Jones/Kathy Wright
- Director of Property..... Mr. Passon/Mr. Delengowski
- Director of Planning.....Mayor/Council
- Director of Library.....Ms. DiPasquale/Mrs. Jones
- Director of Public Works.....Mr. Passon
- Director of Board of Health..... Ms. Lewis/Gail Barnett-Wolenter
- Director of LSF.....Ms. Hook
- Fire Protection Administrator.....Mrs. Kim Young/Ms. Hook

RESOLUTION #2014:04

WHEREAS, N.J.S.A. 40A:5-14 mandates that the Governing Body shall, by resolution, passed by a majority of the membership thereof, approve a Cash Management Plan.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Audubon Park as follows:

1. The attached Cash Management Plan will guide the investment of idle funds of the Borough of Audubon Park.

2. The attached Cash Management Plan includes a policy statement to guide its implementation.

3. The Chief Financial Officer will administer the plan.

4. The Plan is subject to annual audit, and

BE IT FURTHER RESOLVED that a certified copy of this resolution with the Cash Management Plan attached shall be forwarded to the following:

A. The Chief Financial Officer of the Borough.

B. The Borough Auditor

C. All appropriate depositories

RESOLUTION OF THE BOROUGH OF AUDUBON PARK, COUNTY OF CAMDEN, AND
STATE OF NEW JERSEY APPOINTING RISK MANAGER
NO. 2014:05

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Audubon Park that Peter DiGiambattista of Associated Insurance Partners be designated as the Risk Manager for the Borough of Audubon Park for the year commencing January 1, 2014 and ending December 31, 2014; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized and directed to execute the attached agreement with Associated Insurance Partners, 515 Grove Street, Suite 1C, Haddon Heights, NJ 08035.

RESOLUTION #2014:06

**SUBJECT: AUTHORIZING AWARD OF CONTRACT FOR
BOROUGH SOLICITOR FOR THE YEAR 2014.**

WHEREAS, on December 12, 2013 Requests for Proposals under a fair and open process were received for Borough Solicitor for the Borough of Audubon Park; and

WHEREAS, one response was received from Platt and Riso; and

WHEREAS, it is the desire of the Governing Body to award said bid and appoint Platt and Riso as Borough Solicitor; and

WHEREAS, the Chief Financial Officer has advised that this contract is subject to the availability of funds in the 2014 Municipal Budget for said purpose;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Audubon Park, County of Camden, State of New Jersey, that the contract award for Borough Solicitor for 2014 be made to Platt & Riso.

RESOLUTION #2014:07

**SUBJECT: AUTHORIZING AWARD OF CONTRACT FOR
MUNICIPAL AUDITOR FOR THE YEAR 2014.**

WHEREAS, on December 12, 2013 Requests for Proposals under a fair and open process were received for Municipal Auditor Services for the Borough of Audubon Park; and

WHEREAS, said responses were tabulated and Petroni & Associates, LLC, was designated as the lowest, responsible responder; and

WHEREAS, it is the desire of the Governing Body to award said bid to the lowest responder which was Petroni & Associates, LLC for Auditing Services; and

WHEREAS, said contract is awarded for basic Financial and Auditing Services in accordance with the RFP; and

WHEREAS, the Chief Financial Officer has advised that this contract is subject to the availability of funds in the 2014 Municipal Budget for said purpose;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Audubon Park, County of Camden, State of New Jersey, that the contract be awarded for Municipal Auditor for 2014 to Petroni & Associates, LLC.

RESOLUTION #2014:08

SUBJECT: AUTHORIZING AWARD OF CONTRACT FOR
MUNICIPAL ENGINEER FOR THE YEAR 2014.

WHEREAS, on December 12, 2013 Requests for Proposals under a fair and open process were received for Municipal Engineer for the Borough of Audubon Park; and

WHEREAS one response was received Key Engineers; and

WHEREAS, it is the desire of the Governing Body to award said bid and appoint Key Engineers as Municipal Engineer; and

WHEREAS, the Chief Financial Officer has advised that this contract is subject to the availability of funds in the 2014 Municipal Budget for said purpose;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Audubon Park, County of Camden, State of New Jersey, that the contract be awarded for Municipal Engineer for 2014 to Key Engineers.

**RESOLUTION APPOINTING ANIMAL CONTROL OFFICER
2014:09**

WHEREAS, the State requires that each Municipality appoint an Animal Control Officer;

NOW, THEREFORE, BE IT RESOLVED that Mayor and Council hereby appoint Robert Chabot of Independent Animal Control of Lindenwold, NJ as the Animal Control Officer for the year 2014 for the Borough of Audubon Park;

BE IT FURTHER RESOLVED that the Mayor of Audubon Park, Lawrence E. Pennock, is hereby authorized to execute the aforesaid Agreement on behalf of the Borough.

**RESOLUTION OF THE BOROUGH OF AUDUBON PARK, COUNTY OF CAMDEN, AND
STATE OF NEW JERSEY AUTHORIZING THE BOROUGH OF AUDUBON PARK TO
ENTER INTO A SERVICE CONTRACT WITH BARBER CONSULTING SERVICES –
NO. 2014:10**

BE IT RESOLVED that the Mayor and Borough Council of the Borough of Audubon Park hereby authorize the Borough of Audubon Park to enter into a contract with Barber Consulting Services in the amount of \$2,000.00 for computer services commencing January 1, 2014 and ending December 31, 2014; and

BE IT FURTHER RESOLVED that the Mayor of the Borough of Audubon Park is hereby authorized to implement this Resolution and execute any documents necessary in connection therewith.

RESOLUTION #2014:11

SUBJECT: AUTHORIZING AWARD OF CONTRACT FOR
BOND COUNSEL FOR THE YEAR 2014.

WHEREAS, on December 12, 2013 Requests for Proposals under a fair and open process were received for Municipal Bond Counsel for the Borough of Audubon Park; and

WHEREAS, one response was received from Parker McCay; and

WHEREAS, it is the desire of the Governing Body to award said bid and appoint Parker McCay as Municipal Bond Counsel; and

WHEREAS, the Chief Financial Officer has advised that this contract is subject to the availability of funds in the 2014 Municipal Budget for said purpose;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Audubon Park, County of Camden, State of New Jersey, that the contract be awarded for Municipal Bond Counsel for 2014 to Parker McCay.

**RESOLUTION IMPLEMENTING RULES OF DECORUM FOR PUBLIC MEETINGS
NO. 2014:12**

WHEREAS, the Mayor and Council of the Borough of Audubon Park (“Borough”) have determined that it is in the best interests of the Governing Body and residents of the Borough to implement rules of decorum for all public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Borough of Audubon Park, County of Camden, State of New Jersey, that the following decorum shall be exercised at all public meetings:

1. Each member of Council shall cooperate with the Mayor in preserving order and decorum, and no member of Council or the Mayor shall, by conversation or otherwise, delay or interrupt the proceedings of the Governing Body, nor disturb any member of Council or the Mayor while speaking, or fail to abide by the orders of the Council or the Mayor.

2. Any person who shall disturb the peace of the Governing Body, make impertinent or slanderous remarks or conduct herself/himself in a boisterous manner while addressing the Governing Body shall be forthwith barred by the Mayor or Chairperson of the meeting in the Mayor’s absence from further audience before the Governing Body, except that if the speaker shall submit to proper order under these rules, permission for him to continue may be granted by a majority vote of the Governing Body.

3. The Borough Clerk is directed to contact the Chief of Police to inform the Police Department of the time and date of the meeting to be held. The Police Department shall take any and all appropriate steps within the parameters of law, including the use of electronic equipment, to secure the room where the public meeting is to take place, and provide adequate protection for the citizens and Governing Body members attending said meetings.

4. Any person wishing to address the Governing Body shall be given one five (5) minute time period per meeting to comment in public session. Time cannot be shared with or allotted to other speakers. The allotted time of five (5) minutes shall include and commence from the beginning of the speaker’s remarks, and includes any time that passes during questioning or colloquy between the speaker and the Governing Body. In the event a person representing a class or group seeks to speak on behalf of that class, group or organization, additional time may be granted to that person by the Governing Body. Any person who continues beyond his/her five (5) minute time limit will be asked to cease his/her comments. If a speaker refuses to conclude his/her comments at that time, he/she will be declared out of order by the Mayor or Chairperson and be subject to arrest.

5. Mayor and Borough Council meetings shall be conducted in a courteous manner. Citizens and Governing Body members will be allowed to state their positions in an atmosphere free of slander, threats of violence or the use of Governing Body members as a forum for politics. Sufficient warnings may be given by the Mayor at any time during the remarks and, in the event that any individual shall violate the rules of decorum heretofore set forth, the Mayor may then cut off comment or debate.

6. Each Governing Body member and every member of the public shall be required to utilize a silent alert mode on, or to mute the sound emitted from, all electronic devices in their possession (including but not limited to cellular telephones, pagers, radios, personal data assistants, and hand-held or portable computers), during all public meetings subject to the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq. Law enforcement and emergency services personnel acting in their official capacity shall be exempt from the provisions described in this section.

RESOLUTION TO ESTABLISH A TEMPORARY BUDGET
2014:13

WHEREAS, R.S. 40:2-22 provides that where there are any contracts, commitments, or payments to be made prior to the adoption of the 2014 budget, temporary appropriations should be made for the purpose and account required in the manner and time provided, and

WHEREAS, the date of this resolution is within the first 30 days of January, 2014.

THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Audubon Park, that pursuant to N.J.S.A. 40A:4-19, a temporary budget is established in the amount of 26.25% of the adopted 2013 budget.

RESOLUTION #2014:16

**SUBJECT: AUTHORIZING AWARD OF CONTRACT FOR
GOVERNMENT BANKING SERVICES**

WHEREAS, the Borough of Audubon Park solicited and received Requests for Proposals for Government Banking Services; and

WHEREAS, two proposals were received, with 1st Colonial Community Bank offering the highest quality services, with the lowest net cost to the Borough for the year 2014;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Audubon Park, County of Camden, State of New Jersey that a contract for Government Banking Services be awarded to 1st Colonial Community Bank, for the year 2014, conditional upon the following;

1. The Mayor and Clerk are hereby authorized to endorse the Contract on behalf of the Borough of Audubon Park.
2. A current, valid Governmental Unit Deposit Protection Act (GUDPA) certificate is filed with the Municipal Clerk.

Motion made by Councilwoman DiPasquale to Adjourn the meeting at 7:13 PM, seconded by Councilwoman Jones. All ayes.

DAWN M. PENNOCK, RMC
MUNICIPAL CLERK