



City of Burlington

COUNCIL MEETING AGENDA

January 7, 2025
7:00 pm

NOTICE OF THIS MEETING WAS ADVERTISED IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT.

FIRE EXITS: TURN LEFT UPON EXITING COUNCIL CHAMBERS AND THE ENTRANCE TO THE BUILDING.

Cindy A. Crivaro, RMC
Municipal Clerk

Please silence all electronics during this meeting. Thank you.

GOVERNING BODY ROLL CALL:

_____ Councilman Dave Ballard	_____ Councilwoman Geneva Rijs
_____ Councilwoman Dawn Bergner-Thompson	_____ Councilman Richard Spaulding
_____ Councilman George Chachis	_____ Councilwoman Suzanne Woodard
_____ Councilman Timothy Hutton	

ALSO PRESENT:

_____ Mayor Barry Conaway
 _____ Administrator Johanna Conyer
 _____ Municipal Attorney Stuart Platt, Esq. / Justin Strausser, Esq.
 _____ Financial Consultant Dean Ciminera / _____
 _____ Director of Housing Bill Harris
 _____ Director of Public Works Bill Curry / _____
 _____ Acting Police Chief Ryan Elbertson / _____

Others: _____

EXPLANATION OF ORDINANCES ON FIRST READING

Johanna Conyer, Administrator

EXPLANATION OF RESOLUTIONS

Johanna Conyer, Administrator

Overview of RFP selection process of the follow Consultant and Contractor Resolutions.

PUBLIC COMMENTS

Each Citizen will be allotted up to five (5) minutes to speak, to allow everyone an opportunity to express their concerns.

MOTION TO OPEN PUBLIC COMMENTS: 1. _____ 2. _____

MOTION TO CLOSE PUBLIC COMMENTS: 1. _____ 2. _____

CONSENT AGENDA

All items listed with an asterisk (*) are routine by the Common Council and will be enacted by one motion. Should a Council Member wish to discuss a consent agenda item separately, that item can be removed from the consent agenda and considered in its normal sequence on the regular agenda.

_____ Moved that all Consent Agenda items (*) be approved _____

PETITIONS AND COMMUNICATIONS*

APPROVAL OF INVOICES*

APPROVAL OF MINUTES*

ORDINANCE(S) - INTRODUCTION & FIRST READING

AN ORDINANCE OF THE CITY OF BURLINGTON AMENDING, SUPPLEMENTING, AND REVISING CHAPTER 207, ARTICLE IV OF THE CODE OF THE CITY OF BURLINGTON ENTITLED, "HISTORIC PRESERVATION"

RESOLUTIONS / CONSENT AGENDA RESOLUTIONS*

Resolution No. 01-2025* Approving Council appointments as Council representatives to the Tourism Council, Main Street Burlington, Land Use Board and Local Emergency Planning Committee; as Council liaisons to the Board of Education, Historic Preservation Commission, Board of Island Managers and Chamber of Commerce for the year 2025.

Resolution No. 02-2025* Approving the Annual Schedule of Regular Meetings and Work Sessions for the year 2025.

Resolution No. 03-2025* Designating the Burlington County Times as the official newspaper and the Trenton Times as the secondary newspaper for the year 2025.

Resolution No. 04-2025* Approving the Mayor's appointment of Parker McCay, P.A. to serve as Bond Counsel for the period of January 1, 2025, to December 31, 2025, at an amount not to exceed \$15,000.00.

Resolution No. 05-2025 Approving the Mayor's appointment of Maley & Associates to serve as Redevelopment Counsel for various projects for the term of January 1, 2025, through December 31, 2025, at an amount not to exceed \$20,000.00.

Resolution No. 06-2025* Approving the Mayor's appointment of Eric M. Bernstein & Associates to serve as Worker's Compensation Special Counsel for the period of January 1, 2025, to December 31, 2025, at an amount not to exceed \$20,000.00.

Resolution No. 07-2025* Approving the Mayor's appointment of certain designated Law Firms as Pool Attorneys for Special Self-Insurance Tort & Civil Litigation matters for the term of January 1, 2025, through December 31, 2025.

Resolution No. 08-2025* Approving the Mayor's appointment of certain designated Law Firms as Pool Attorneys for Tax Appeals Counsel matters for the term of January 1, 2025, through December 31, 2025.

Resolution No. 09-2025* Approving the Mayor's appointment of The Platt Law Group, P.C to serve as COAH/Fair Share Housing Counsel for the period of January 1, 2025, to December 31, 2025, at an amount not to exceed \$10,000.00.

Resolution No. 10-2025* Approving the Mayor's appointment of certain designated Law Firms as Pool Attorneys for Labor Counsel matters for the term of January 1, 2025, through December 31, 2025.

Resolution No. 11-2025* Approving the Mayor's appointments of certain designated Law Firms as Pool Counsel to serve as Alternate Redevelopment Counsel for various projects for the term of January 1, 2025, through December 31, 2025.

Resolution No. 12-2025* Approving the Mayor's appointment of certain designated Attorneys as Pool Counsel for Special Projects and Legal matters for the term of January 1, 2025, through December 31, 2025.

Resolution No. 13-2025* Approving the Mayor's appointment of Environmental Resolutions, Inc. to serve as Water Engineer for the period of January 1, 2025, to December 31, 2025, at an amount not to exceed \$100,000.00.

Resolution No. 14-2025* Approving the Mayor's appointment of Pennoni Associates, Inc. to serve as Sewer Engineer for the period of January 1, 2025, to December 31, 2025, at an amount not to exceed \$135,000.00.

Resolution No. 15-2025* Approving the Mayor's appointment of certain designated Engineers as Pool Engineers for Construction Inspections and Engineering matters for the term of January 1, 2025, through December 31, 2025.

Resolution No. 16-2025* Approving the Mayor's appointment of certain designated Engineers as Pool Engineers for Special Projects and Engineering matters for the term of January 1, 2025 through December 31, 2025.

Resolution No. 17-2025* Approving the Mayor's appointment of Hardenbergh Insurance Group to serve as its Risk Management Consultant in accordance with the New Jersey Municipal Self-Insurer's Joint Insurance Fund Bylaws, for the period of January 1, 2025, to December 31, 2025.

Resolution No. 18-2025* Appointing Mercadien, P.C. to serve as Municipal Auditor for the period January 1, 2025, to December 31, 2025, at an amount not to exceed \$45,300.00.

Resolution No. 19-2025* Approving the Mayor's appointment of Qual-Lynx to serve as the Insurance Third Party Insurance Claims Administrator for the period January 1, 2025, to December 31, 2025, at an amount not to exceed \$27,872.00.

Resolution No. 20-2025* Approving the Mayor's appointment of the Phoenix Advisors, LLC to provide Financial Advisory Consultant Services for the period of January 1, 2025, to December 31, 2025, at an amount not to exceed \$10,000.00.

Resolution No. 21-2025* Approving the Mayor's appointment of Bowman & Company, LLP to Provide Financial Services, for the period of January 1, 2025, to December 31, 2025, total amount not to exceed \$138,000.00.

Resolution No. 22-2025* Approving the Mayor's appointment of Owen, Little & Associates, Inc. to serve as the Certified Floodplain Manager for the period January 1, 2025, to December 31, 2025, at an amount not to exceed \$22,000.00.

Resolution No. 23-2025* Consenting to the Mayor's appointments to the City of Burlington Historic Preservation Commission.

Resolution No. 24-2025* Approving the Mayor's appointments of Johanna S. Conyer, William J. Harris and William T. Curry to serve as Acting Mayor, for the year 2025.

Resolution No. 25-2025* Designating William J. Harris as the Fair Housing Officer for the City of Burlington, for the year 2025.

Resolution No. 26-2025* Appointing Johanna S. Conyer as the Public Agency Compliance Officer, for the year 2025.

Resolution No. 27-2025* Appointing William J. Harris, as the Municipal Housing Liaison and as the RCA Administrator for the Administration of the RCA Affordable Housing Program for the period of January 1, 2025, to December 31, 2025.

Resolution No. 28-2025* Approving the Temporary Budget for the year 2025.

Resolution No. 29-2025* Authorizing the establishment of a Cash Management Plan for the year 2025.

Resolution No. 30-2025* Expressing appreciation for our Volunteer Firefighters in recognition of New Jersey's Volunteer Firemen's Day, January 14, 2025.

Resolution No. 31-2025* Acknowledging and celebrating Reverend Dr. Martin Luther King, Jr.

Resolution No. 32-2025* Authorizing the Chief Financial Officer to re-establish petty cash accounts for the year 2025.

Resolution No. 33-2025* Authorizing the following City Officials to sign checks or withdrawal slips where a combination of three principal signatures is required: Mayor, Municipal Clerk and Chief Financial Officer or Tax Collector for the year 2025.

Resolution No. 34-2025* Approving the Chief Financial Officer's naming of Official Depositories for the City of Burlington for the year 2025 and authorizing investment of funds.

Resolution No. 35-2025* Authorizing the Land Use Board to reject all bids for 2025 Board Engineer and Planner and authorizing the rebid.

Resolution No. 36-2025* Authorizing a contract with JFK Plumbing for on-call miscellaneous plumbing services in an amount not to exceed \$31,625.00.

Resolution No. 37-2025* Authorizing a contract with Matney Electrical Contracting for on-call general electric services, in an amount not to exceed \$33,450.00; and authorizing a contract with JJS Electric for secondary on-call general electric services.

Resolution No. 38-2025* Authorizing a contract with Mac-Rose Contractors, Inc. for on-call miscellaneous utility reconstruction services in an amount not to exceed \$42,000.00; and authorizing a contract with Waters & Bugbee General Contractors for secondary on-call miscellaneous utility reconstruction services.

Resolution No. 39-2025* Affirming the City of Burlington's Civil Rights Policy

Resolution No. 40-2025* Certifying compliance with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964".

Resolution No. 41-2025* Approving Special Law Enforcement Officers, Class I, Class II and Class III for the year 2025.

Resolution No. 42-2025* Approving School Crossing Guards for the year 2025.

Resolution No. 43-2025 Approving the Mayor's appointment of Brownfield Redevelopment Solutions, Inc. to provide Environmental Management Services for the period January 1, 2025, to December 31, 2025, at an amount not to exceed \$20,000.00.

Resolution No. 44-2025* Waiving the charitable solicitation permit fees for the City of Burlington Fire Department for the year 2025.

Resolution No. 45-2025* Approving the appointment of Clarke, Caton, Hintz to serve as Historic Preservation Commission Consultants for the term of January 1, 2025, through December 31, 2025, at an amount not to exceed \$29,650.00.

Resolution No. 46-2025* Authorizing the establishment of rates of interest for the nonpayment of taxes, utility charges and special assessments due to the City for the year 2025.

Resolution No. 47-2025 Authorizing an agreement with Max Spann R.E. & Auction Company to provide online auction services in the amount of 10% of the buyer's premium of the sale of 524 & 526 High Street.

Resolution No. 48-2025* Authorizing the award of contracts for the supply and delivery of various chemicals for the year 2025.

Resolution No. 49-2025* Rejecting all bids for the 2025 Water Plant Laboratory Testing for Water Monitoring and authorizing the rebid.

Resolution No. 50-2025* Rejecting all bids for the 2025-2026 Maintenance Contract for Water & Wastewater Instrumentation and Chlorination Equipment and authorizing the re-bid.

Resolution No. 51-2025 Authorizing Change Order No. 1 with Dynamic Sandblasting & Painting for an increase in the amount of \$93,117.60, to a contract total of \$1,563,867.96, in connection with the Broad Street Tank Rehabilitation Project.

Resolution No. 52-2025* Authorizing Change Order No. 4 with National Metering Services for a decrease in the amount of \$68,885.25 in connection with the Residential Water Meter Replacement Project, to a contract total of \$1,550,300.37.

Resolution No. 53-2025 Granting the floodplain variance application for the property located at 613 Moorland Avenue, pursuant to City Code Section 170-04.

Resolution No. 54-2025* Authorizing the Tax Collector to cancel any municipal charge, delinquency, or refund for less than \$5.00, pursuant to N.J.S.A. 40A:5-17.1(b).

COUNCIL COMMENTS

ADJOURNMENT 1. _____ 2. _____

ALL INTERESTED INDIVIDUALS ARE INVITED TO ATTEND AND COMMENT. ANYONE IN NEED OF SPECIAL ACCOMMODATIONS OR ACCESS TO DISABILITY, SHOULD CONTACT THE MUNICIPAL CLERK'S OFFICE, AT 609-386-0200 x 101 OR x 102, PRIOR TO THE MEETING.

ORDINANCE NO. ____-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AMENDING, SUPPLEMENTING, AND REVISING CHAPTER 207, ARTICLE IV OF THE CODE OF THE CITY OF BURLINGTON ENTITLED, "HISTORIC PRESERVATION"

WHEREAS, the City of Burlington (the "City") is a Faulkner Act municipality with a Mayor-Council form of government pursuant to N.J.S.A. 40:69A-31, *et seq.*, with its organization, positions, powers and duties outlined within the Code of the City of Burlington as set forth pursuant to the Faulkner Act; and

WHEREAS, Chapter 207, Article IV of the City Code sets forth the rules and regulations of the City of Burlington Historic Preservation Commission; and

WHEREAS, the City wishes to amend Chapter 207, Article IV to address issues regarding attendance of applicants at meetings and notification of new property owners that they are located within one of the City's Historic Districts; and

WHEREAS, pursuant to N.J.S.A. 40:48-2, the Common Council is authorized to enact and amend ordinances as deemed necessary for the preservation of the public health, safety and welfare and as may be necessary to carry into effect the powers and duties conferred and imposed upon the City by law.

NOW, THEREFORE BE IT ORDAINED by the Common Council for the City of Burlington, in the County of Burlington, State of New Jersey that the Code of the City of Burlington is hereby amended, revised and/or supplemented as follows:

SECTION 1: Chapter 207, Article IV, Section 22, entitled "Establishment of system; Historic Preservation Map", is hereby amended, supplemented, and revised as follows:

§ 207-22 Establishment of system; Historic Preservation Map.

- A. [No Changes]
- B. [No Changes]
- C. [No Changes]
- D. [No Changes]
- E. Every municipal certificate of compliance issued to owners of properties or structures in the Historic District in connection with the sale or conveyance of properties or structures in the Historic District shall state, in conspicuous typeface, that the property or structure is subject to the limitations and regulations governing properties and structures in the Historic District under Chapter 207, Article IV of the City Code. Such notification, along with a copy of the appropriate ordinance and other pertinent HPC documents, shall be mailed by certified mail, return receipt requested, to the prospective buyer and seller, realtor, and attorney of the buyer. This notice shall be sent in addition to the issuance of a regular

certificate of compliance. Such notification shall be deemed actual and constructive notice to new property owners of the effect and applicability of these provisions to their ownership, use and improvement of their property.

F. In order to facilitate the work of the Commission, to improve transparency and communication, and to help ensure compliance with this historic preservation ordinance, any lessor of real property within the City shall provide written notification to the lessee on or before the landlord/ tenant lease is signed whenever said property is located within one of the City's historic districts and/or the property is a site that is individually designated as historic by the City. The historic districts and individually listed sites are shown on the map of the Historic Districts included with this ordinance, the City's master plan and on the City's website. This written notification to the lessee shall be submitted on the City's standard form and include the following:

- 1) A statement that the property in question is located within a historic district or that it is an individually listed historic site in the City;
- 2) A statement that the City has a Historic Preservation ordinance that regulates any renovation work or alterations on the exterior of the structure or structures on the site;
- 3) A statement that any work on the exterior of the structure or structures may require application to and review by the Commission prior to the start of any exterior work as described in this ordinance;
- 4) The notification shall reference this ordinance and the City's website where additional information about the City's historic districts, historic sites

The written notification required above shall be completed no later than at the time the lease for the property is executed between the lessor and lessee thereof. The required written notification form can be obtained from the City and on the City's website.

SECTION 2: Chapter 207, Article IV, Section 32, entitled "Procedures for the Commission's review of building permits", is hereby amended, supplemented, and revised as follows:

§ 207-32 **Procedures for the Commission's review of building permits.**

- A. [No Changes]
- B. [No Changes]
- C. When an application is found to be technically complete, the Commission's Secretary shall schedule the application to be reviewed at the Commission's next regularly scheduled meeting. The property owner shall be notified of the meeting date and shall be allowed an opportunity to speak at the meeting. In order for the application to be heard, the applicant or their designated representative shall be present at the meeting. If the applicant cannot be present, they shall notify the Commission's Secretary in writing who the designated

representative will be. If neither the applicant nor their designated representative can attend the meeting, they shall notify the Commission Secretary by 12:00 pm the day before the scheduled meeting. If neither the applicant nor their designated representative is present at the meeting, the application shall be “denied without prejudice” until such time as the applicant or their designated representative attends a meeting where the application is scheduled to be heard and listed on the agenda. Once an application has been heard, the Commission shall inform the property owner and the Zoning Officer of its decision by written resolution setting forth its findings and conclusions no later than fourteen (14) calendar days from the public hearing of the application at a Commission meeting.

SECTION 3: Chapter 195, Article III, Section 29, entitled “Registration and licensing”, is hereby amended, supplemented, and revised as follows:

§ 195-29 **Registration and licensing.**

Each rental unit shall be registered annually and inspected upon each change in tenancy and biennially. The registration shall expire one year from the date of issuance. Any lease which has been executed prior to the adoption this article shall not be affected but the rental unit must nevertheless be registered and inspected in accordance with this article. No rental unit shall hereafter be rented unless the rental unit is registered in accordance with this article.

- A. [No Changes]
- B. [No Changes]
- C. [No Changes]
- D. At each change of occupancy of any rental unit, the registered landlord of the rental unit shall provide proof of compliance with § 207-22(F) of the City Code.

SECTION 4: Except as set forth in Sections 1, 2, and 3, the balance of the Code of the City of Burlington shall not be affected by this Ordinance.

SECTION 5: All Ordinances contrary to the provisions of this Ordinance are hereby repealed to the extent they are inconsistent herewith.

SECTION 6: If the provisions of any section, subsection, paragraph, subdivision or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph or subdivision, or clause of this Ordinance.

SECTION 7: This Ordinance shall take effect thirty (30) days after final passage by Council or twenty (20) days after approval by the Mayor, whichever comes first.

ORDINANCE NO. ____-2025

Passed Common Council,

President
Common Council

Approved,

Barry W. Conaway, Mayor

ATTEST:

Cindy A. Crivaro, RMC
Municipal Clerk

Introduction: 01/07/25
Publication: 00/00/25
2nd & Final: 00/00/25
Publication: 00/00/25
Effective: 00/00/25

RESOLUTION NO. 01-2025

The Common Council of the City of Burlington hereby approves the following appointments for the year 2025:

Councilwoman Bergener-Thompson as Council's representative to the Tourism Council; and

Councilwoman Rijs as Council's representative as a Member to Main Street Burlington; and

Councilwoman Woodard as Council's representative as a Member to the Land Use Board; and

Councilman Spaulding as Council's liaison to the Board of Education; and

Councilman Hutton as Council's liaison to the Historic Preservation Commission; and

Councilman Ballard as Council's liaison to the Board of Island Managers; and

Councilwoman Woodard and Councilman Hutton as Council's representatives to the Local Emergency Management Committee; and

Councilman Chachis as liaison to the Greater Burlington Chamber of Commerce.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 02-2025

**CITY OF BURLINGTON
COMMON COUNCIL MEETING SCHEDULE**

NOTICE is hereby given that the following is the schedule of the Regular Meeting Dates and Work Session Meeting Dates of the Common Council of the City of Burlington (which may include executive sessions) for 2025 to be held in the Council Meeting Room, located at 525 High Street, Burlington, N.J., beginning at 7:00 p.m. except where specifically set forth otherwise:

REGULAR MEETINGS

(Formal action will be taken- work session may follow)

January 7, 2025	June 17, 2025
January 21, 2025	July 1, 2025
February 4, 2025	July 15, 2025
February 18, 2025	August 7, 2025
March 4, 2025	September 2, 2025
March 18, 2025	September 16, 2025
April 1, 2025	October 7, 2025
April 22, 2025	October 21, 2025
May 6, 2025	November 6, 2025
May 20, 2025	December 2, 2025
June 3, 2025	December 9, 2025
	January 6, 2026

WORK SESSIONS

(No formal action taken)

January 14, 2025	May 13, 2025
February 11, 2025	July 8, 2025
March 11, 2025	September 9, 2025
April 15, 2025	October 14, 2025

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 02-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 03-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
DESIGNATING THE OFFICIAL NEWSPAPER OF THE CITY OF BURLINGTON

The Common Council of the City of Burlington hereby designates the Burlington County Times as the official newspaper and the Trenton Times as the secondary newspaper for the year 2025.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 04-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR BOND COUNSEL
SERVICES

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process of Bond Counsel, whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain the Bond Counsel may exceed the threshold of \$17,500.00 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, the Request for Proposals was publicly advertised and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the Mayor has and selected the law firm of Parker McCay, P.A. to serve as Bond Counsel based upon the Mayor's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the Request for Proposals; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby approves of Mayor Barry W. Conaway's appointment of the law firm of Parker McCay, P.A. to serve as Bond Counsel for the term of January 1, 2025, through December 31, 2025.
2. The compensation and services for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and the law firm of Parker McCay, P.A.
3. The City of Burlington is hereby authorized to enter into and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, a Professional Services Contract with the law firm of Parker McCay, P.A. to provide Bond Counsel services setting forth the following terms:

RESOLUTION NO. 04-2025

- a. The term of January 1, 2025 through December 31, 2025
- b. An amount estimated not to exceed: \$15,000

4. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1) (a) of the local public contracts law.

This resolution shall be printed once in the City's official newspaper.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 05-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING APPOINTMENT OF REDEVELOPMENT COUNSEL

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process of Redevelopment Counsel, whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain the services of attorneys as "Redevelopment Counsel" for various special projects involving unique or specialized legal knowledge, which services may exceed the threshold of \$17,500.00 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, a Request for Proposals was publicly advertised, and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council, of the City of Burlington hereby approves Mayor Barry W. Conaway's appointment of Maley & Associates, 1150 Haddon Avenue, Suite 210, Collingswood, NJ 08108 as Redevelopment Counsel, for the period January 1, 2025, to December 31, 2025, at an amount estimated not to exceed \$20,000.

1. The compensation of the Redevelopment Counsel for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City of Burlington and Maley & Associates; and
2. The City of Burlington is hereby authorized to enter into, and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, the Professional Services Contract for the Redevelopment Counsel services with Maley & Associates; and
3. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1) (a) of the local public contracts law.
4. This resolution shall be printed once in the City's official newspaper.

RESOLUTION NO. 05-2025

Redevelopment Counsel: \$20,000

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 06-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING THE APPOINTMENT OF WORKERS' COMPENSATION SPECIAL COUNSEL

WHEREAS, there exists a need in the City of Burlington, for a Workers' Compensation Special Counsel, and funds are available and have been certified by the local finance officer; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into may exceed the \$17,500.00 threshold established by N.J.S.A. 19:44A-20.5; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40a:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised:

NOW, THEREFORE, BE IT RESOLVED, that the Common Council, of the City of Burlington hereby approves Mayor Barry W. Conaway's appointment of Eric M. Bernstein & Associated, LLC, 34 Mountain Blvd, Building A, P.O. Box 4922, Warren NJ 07059, as Workers' Compensation Special Counsel, for the period January 1, 2025 to December 31, 2025, at an amount estimated not to exceed \$20,000.

1. The compensation of the Workers' Compensation Special Counsel for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City of Burlington and Eric M. Bernstein & Associates, LLC; and
2. The City of Burlington is hereby authorized to enter into and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, the Professional Services Contract for the Workers' Compensation Special Counsel services with Eric M. Bernstein & Associates, LLC; and
3. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1) (a) of the local public contracts law.

This resolution shall be printed once in the City's official newspaper.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
City Clerk

January 7, 2025

RESOLUTION NO. 06-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 07-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING APPOINTMENT OF CERTAIN DESIGNATED ATTORNEYS AS POOL
COUNSEL FOR SPECIAL SELF-INSURANCE TORT & CIVIL LITIGATION MATTERS

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process of Special Self-Insurance Tort & Civil Litigation Counsel, whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain the services of attorneys as "Special Projects Counsel" for various special projects involving unique or specialized legal knowledge, which services may exceed the threshold of \$17,500.00 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, a Request for Proposals was publicly advertised and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5et seq.; and

WHEREAS, the Mayor has selected several law firms to be assigned projects or matters from the pool of attorneys for Special Projects Counsel based upon the Mayor's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the responses provided by the law firms to the City's Request for Proposals for Special Projects Counsel; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby approves of Mayor Barry W. Conaway's appointment of the following law firms or attorneys to serve as Special Self-Insurance Tort & Civil Litigation Counsel for various projects and/or legal matters based upon a determination of the best needs of the City (hereafter "Special Projects Counsel Pool") for the term of January 1, 2025 through December 31, 2025:

- Law Offices of Swati M. Kothari, LLC, 712 E. Main Street, Suite 2A, Moorestown, NJ 08057
- Zeller & Wieliczko, LLP, 120 Haddontowne Court, Cherry Hill, NJ 08034
- The Law Offices of Swati M. Kothari, LLC, 712 East Main Street, Suite 2C, Moorestown, New Jersey 08057

RESOLUTION NO. 07-2025

- Michael A. Armstrong & Associates, LLC, 79 Mainbridge Lane, Willingboro, NJ 08046
- Marmero Law, LLC, 44 Euclid Street, Woodbury, NJ 08096

2. The compensation of the Attorneys for these services for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and the Special Projects Counsel Pool, which shall be consistent with the RFP proposals submitted by the attorneys and firms.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
City Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 08-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING APPOINTMENT OF CERTAIN DESIGNATED LAW FIRMS AS POOL
COUNSEL FOR TAX APPEAL MATTERS

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process of Tax Appeals Counsel, whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain the Tax Appeal attorney may exceed the threshold of \$17,500.00 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, the Request for Proposals was publicly advertised. and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5et seq.; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington as follows:

- (a) The Common Council of the City of Burlington hereby approves Mayor Barry W. Conaway's appointment of the following law firms or attorneys to serve as Tax Appeal Counsel for various projects and/or legal matters based upon a determination of the best needs of the City (hereafter "Tax Appeal Counsel Pool") for the term of January 1, 2025, through December 31, 2025:

- Zeller & Wieliczko, LLP, 120 Haddontowne Court, Cherry Hill, NJ 08034
- Marmero Law, LLC, 44 Euclid Street, Woodbury, NJ 08096
- Eric M. Bernstein & Associates, LLC, 34 Mountain Blvd, Building A, P.O. Box 4922, Warren, NJ 07059

(b) The compensation of the Attorneys for these services for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and the Tax Appeal Counsel Pool, which shall be consistent with the RFP proposals submitted by the attorneys and firms.

RESOLUTION NO. 08-2025

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 09-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING THE APPOINTMENT OF COAH/FAIR SHARE HOUSING COUNSEL

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process of COAH/Fair Share Housing Counsel, whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain the COAH/Fair Share Housing Counsel may exceed the threshold of \$17,500.00 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, the Request for Proposals was publicly advertised, and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the Mayor has and selected The Platt Law Group, P.C., 40 Berlin Avenue, Stratford, New Jersey 08084 to serve as COAH/Fair Share Housing Counsel based upon the Mayor's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the Request for Proposals; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby approves of Mayor Barry W. Conaway's appointment of The Platt Law Group, P.C. to serve as COAH/Fair Share Housing Counsel for the term of January 1, 2025 through December 31, 2025.
2. The compensation and services for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and The Platt Law Group, P.C..
3. The City of Burlington is hereby authorized to enter into, and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, a Professional Services Contract with the Platt Law Group, P.C. to provide COAH/Fair Share Housing Counsel services setting forth the following terms:

RESOLUTION NO. 09-2025

- a. The term of January 1, 2025 through December 31, 2025;
- b. In an amount estimated not to exceed:

COAH/Fair Share Housing Counsel \$10,000

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 10-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING APPOINTMENTS OF CERTAIN DESIGNATED LAW FIRMS AS POOL
COUNSEL FOR LABOR MATTERS

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process of Labor Counsel, whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain the services of attorneys as "Labor Counsel" for various special projects involving unique or specialized legal knowledge, which services may exceed the threshold of \$17,500.00 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, a Request for Proposals was publicly advertised, and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the Mayor has selected several law firms to be assigned projects or matters from the pool of attorneys for Labor Counsel based upon the Mayor's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the responses provided by the law firms to the City's Request for Proposals for Labor Counsel; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington as follows:

(a) The Common Council of the City of Burlington hereby approves Mayor Barry W. Conaway's appointment of the following law firms or attorneys to serve as Labor Counsel for various projects and/or legal matters based upon a determination of the best needs of the City (hereafter "Labor Counsel Pool") for the term of January 1, 2025 through December 31, 2025:

- Law Offices of Swati M. Kothari, LLC, 712 E. Main Street, Suite 2A, Moorestown, NJ 08057
- Zeller & Wieliczko, LLP, 120 Haddontowne Court, Cherry Hill, NJ 08034
- Lenox Law Firm, 136 Franklin Corner Road, Unit B2, Lawrenceville, NJ 08648
- Steinhart Cappelli & Tipton, LLC 1010 Kings Highway South Building 1, 2nd Floor, Cherry Hill, NJ 08034
- Michael A. Armstrong & Associates, LLC, 79 Mainbridge Lane, Willingboro, NJ 08046
- Marmero Law, LLC, 44 Euclid Street, Woodbury, NJ 08096

RESOLUTION NO. 10-2025

(b) The compensation of the Attorneys for these services for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and the Labor Counsel Pool, which shall be consistent with the RFP proposals submitted by the attorneys and firms.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 11-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON APPROVING APPOINTMENTS OF CERTAIN DESIGNATED LAW FIRMS AS POOL COUNSEL FOR ALTERNATE REDEVELOPMENT COUNSEL

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process of Alternate Redevelopment Counsel, whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain the services of attorneys as "Alternate Redevelopment Counsel" for various special projects involving unique or specialized legal knowledge, which services may exceed the threshold of \$17,500.00 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, a Request for Proposals was publicly advertised and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the Mayor has selected two law firms to be assigned projects or matters based upon the Mayor's determination of the "most advantageous, price and other factors," based upon the evaluation criteria set forth in the responses provided by the law firms to the City's Request for Proposals for Alternate Redevelopment Counsel and based upon the needs of the City of Burlington for various Redevelopment projects; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby approves Mayor Barry W. Conaway's appointment of the following law firms to serve as Alternate Redevelopment Counsel for various projects based upon a determination of the best needs of the City (hereafter "Alternate Redevelopment Counsel") for the term of January 1, 2025, through December 31, 2025:

- Parker McCay, 9000 Midlantic Drive, Suite 300, P.O. Box 5054, Mount Laurel, New Jersey, 08054-5054
- Michael Armstrong & Associates, 79 Mainbridge Lane, Willingboro, New Jersey, 08016

RESOLUTION NO. 11-2025

2. The compensation of the Attorneys for these services for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and the law firm appointed as Alternate Redevelopment Counsel, which shall be consistent with the RFP proposals submitted by the attorneys and firms.

3. The City of Burlington is hereby authorized to enter into and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, a Professional Services Contract with designated firms to provide legal services and serve as the Alternate Redevelopment Counsel for the City of Burlington setting forth the following terms:

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RJIS						
SPAULDING						
WOODARD						

RESOLUTION NO. 12-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING APPOINTMENT OF CERTAIN DESIGNATED ATTORNEYS AS POOL
COUNSEL FOR SPECIAL PROJECTS AND LEGAL MATTERS

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process of Special Projects Counsel, whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain the services of attorneys as "Special Projects Counsel" for various special projects involving unique or specialized legal knowledge, which services may exceed the threshold of \$17,500.00 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, a Request for Proposals was publicly advertised, and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the Mayor has selected several law firms to be assigned projects or matters from the pool of attorneys for Special Projects Counsel based upon the Mayor's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the responses provided by the law firms to the City's Request for Proposals for Special Projects Counsel; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington as follows:

(a) The Common Council of the City of Burlington hereby approves Mayor Barry W. Conaway's appointment of the following law firms or attorneys to serve as Special Projects Counsel for various projects and/or legal matters based upon a determination of the best needs of the City (hereafter "Special Projects Pool Attorneys") for the term of January 1, 2025, through December 31, 2025:

- Zeller & Wieliczko, LLP, 120 Haddontowne Court, Cherry Hill, NJ 08034
- Parker McCay, 9000 Midlantic Drive, Suite 300, P.O. Box 5054, Mount Laurel, NJ 08054-5054
- Swati M. Kothari, Esquire, 712 E. Main Street, Suite 2A, Moorestown, NJ 08057
- Michael A. Armstrong & Associates, 79 Mainebridge Lane, Willingboro, NJ 08046
- Lenox Law Firm, 136 Franklin Comer Road, Unit B2, Lawrenceville, NJ 08648
- Marmero Law, 44 Euclid Street, Woodbury, NJ 08096

RESOLUTION NO. 12-2025

The compensation of the Attorneys for these services for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and the Special Projects Pool Attorneys, which shall be consistent with the RFP proposals submitted by the attorneys and firms.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO.13-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING THE APPOINTMENT OF ENVIRONMENTAL RESOLUTIONS, INC. AS
WATER ENGINEER

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process for Water Engineer whereby proposals were solicited and evaluated by the Mayor based upon criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain a water engineer will exceed the threshold of \$17,500.00 established by N.J.S.A.:44A-20.5; and

WHEREAS, the Request for Proposals was publicly advertised and proposals opened and announced in accordance with N.J.S.A. 19-44A-20.5 et seq.

WHEREAS, the Mayor has appointed and selected Environmental Resolutions, Inc., 815 East Gate Drive, Suite 103, Mt. Laurel, New Jersey 08054 to serve as the Municipal Water Engineer based upon the Mayor's determination of the "most advantageous, price and other factors based upon the evaluation criteria set forth in the Request for Proposals; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A.40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby approves of Mayor Barry W. Conaway's appointment of Environmental Resolutions, Inc. to serve as the Water Engineer for the term of January 1, 2025 through December 31, 2025.

2. The compensation of the Water Engineer for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and Environmental Resolutions, Inc.

3. The City of Burlington is hereby authorized to enter into and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, a Professional Services Contract with Environmental Resolutions, Inc. to provide water engineering services setting forth the following terms:

RESOLUTION NO.13-2025

- (a) A term of January 1, 2025 through December 31, 2025.
- (b) Hourly rates and compensation not more than that set forth in Environmental Resolutions, Inc. proposals.
- (c) In an amount estimated not to exceed: \$100,000

4. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1) (a) of the local public contracts law.

This resolution shall be printed once in the City's official newspaper.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 14-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON APPROVING APPOINTMENT OF PENNONI ASSOCIATES, INC. AS SEWER ENGINEER

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process for Sewer Engineer whereby proposals were solicited and evaluated by the Mayor based upon criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain a sewer engineer will exceed the threshold of \$17,500.00 established by N.J.S.A.:44A-20.5; and

WHEREAS, the Request for Proposals was publicly advertised, and proposals opened and announced in accordance with N.J.S.A. 19-44A-20.5 et seq.

WHEREAS, the Mayor has appointed and selected Pennoni Associates, Inc., 515 Grove Street, Suite 1B, Haddon Heights, New Jersey 08035 to serve as the Municipal Sewer Engineer based upon the Mayor's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the Request for Proposals; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A.40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby approves of Mayor Barry W. Conaway's appointment of Pennoni Associates, Inc. to serve as the Sewer Engineer for the term of January 1, 2025 through December 31, 2025.
2. The compensation of the Sewer Engineer for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and Pennoni Associates, Inc.
3. The City of Burlington is hereby authorized to enter into and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, a Professional Services Contract with Pennoni Associates, Inc. to provide sewer engineering services setting forth the following terms:

RESOLUTION NO. 14-2025

- (a) A term of January 1, 2025 through December 31, 2025.
- (b) Hourly rates and compensation not more than that set forth in Pennoni Associates, Inc.'s proposal.
- (c) In an amount estimated not to exceed: \$135,000

4. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1) (a) of the local public contracts law.

This resolution shall be printed once in the City's official newspaper.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 15-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON APPROVING APPOINTMENT OF CERTAIN DESIGNATED ENGINEERS AS POOL ENGINEERS FOR CONSTRUCTION INSPECTIONS AND ENGINEERING MATTERS

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process of Construction Inspection Engineer, whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain the services of engineers as "Construction Inspection Engineers" for various special projects involving unique or specialized engineering knowledge, which services may exceed the threshold of \$17,500.00 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, a Request for Proposals was publicly advertised, and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the Mayor has selected several engineering firms to be assigned projects or matters from the pool of engineers for Construction Inspection Engineer based upon the Mayor's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the responses provided by the law firms to the City's Request for Proposals for Construction Inspection Engineer; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby approves of Mayor Barry W. Conaway's appointment of the following engineering firms or engineers to serve as Construction Inspection Engineer for various projects and/or engineering matters based upon a determination of the best needs of the City (hereafter "Construction Inspection Engineers") for the term of January 1, 2025, through December 31, 2025:

RESOLUTION NO. 15-2025

- Alaimo Group, 200 High Street, Mt. Holly, New Jersey 08060
- Environmental Resolutions Inc., 815 East Gate Drive, Suite 103, Mount Laurel, NJ 08054
- Pennoni Associates, Inc., 1900 Market Street, Suite 300, Philadelphia, PA 19103
- M&M Construction, 33 Commerce Dr., Cranford, NJ 07016
- Roberts Engineering Group LLC, 1670 Whitehorse-Hamilton Square Rd., Hamilton, NJ 08690
- Grant Engineering & Construction Group, LLC, 211 Warren St. Suite 209, Newark, NJ 07103

2. The compensation of the Engineers for these services for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and the Construction Inspection Engineers, which shall be consistent with the RFP proposals submitted by the engineers and firms.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 16-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING APPOINTMENT OF CERTAIN DESIGNATED ENGINEERS AS POOL
ENGINEERS FOR SPECIAL PROJECTS AND ENGINEERING MATTERS

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process of Special Projects Engineers, whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain the services of engineers as "Special Projects Engineers" for various special projects involving unique or specialized engineering knowledge, which services may exceed the threshold of \$17,500.00 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, a Request for Proposals was publicly advertised, and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the Mayor has selected several engineering firms to be assigned projects or matters from the pool of engineers for Special Projects Engineers based upon the Mayor's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the responses provided by the law firms to the City's Request for Proposals for Special Projects Engineers; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington as follows:

(a) The Common Council of the City of Burlington hereby approves of Mayor Barry W. Conaway's appointment of the following engineering firms or engineers to serve as Special Projects Engineers for various projects and/or engineering matters based upon a determination of the best needs of the City (hereafter "Special Projects Pool Engineers") for the term of January 1, 2025, through December 31, 2025:

- Bach & Associates, 304 White Horse Pike, Haddon Heights, New Jersey 08035
- Environmental Resolutions, Inc., 815 East Gate Drive, Suite 103, Mt. Laurel, New Jersey 08054
- Alaimo Group, 200 High Street, Mt. Holly, New Jersey 08060

RESOLUTION NO. 16-2025

- Pennoni Associates, Inc., 515 Grove Street, Suite 1B, Haddon Heights, New Jersey 08035
- Roberts Engineering Group LLC, 1670 Whitehorse-Hamilton Square Rd., Hamilton, New Jersey 08690
- Grant Engineering & Construction Group, LLC, 211 Warren St, Suite 209, Newark, New Jersey 07103

(b) The compensation of the Engineers for these services for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and the Special Projects Pool Engineers, which shall be consistent with the RFP proposals submitted by the engineers and firms.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 17-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON APPROVING APPOINTMENT OF RISK MANAGEMENT CONSULTANT

WHEREAS, the City of Burlington has resolved to join the New Jersey Municipal Self Insurers' Joint Insurance Fund ("NJMSIJIF") following a detailed analysis; and

WHEREAS, the Bylaws of NJMSIJIF require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that NJMSIJIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW THEREFORE, BE IT RESOLVED that the City of Burlington does hereby appoint Hardenberg Insurance Group, 8000 Sagemore Drive, Suite 8101, P.O. Box 8000, Marlton, New Jersey 08053 as its Risk Management Consultant in accordance with the Fund's Bylaws.

1. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1) (a) of the local public contracts law.

This resolution shall be printed once in the City's official newspaper.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 18-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING APPOINTMENT OF A MUNICIPAL AUDITOR

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69 A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process for a Municipal Auditor whereby proposals were solicited and evaluated by the Common Council based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain a Municipal Auditor may exceed the threshold of \$17,500 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, the Request for Proposals was publicly advertised, and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et. seq., and

WHEREAS, the Mayor has appointed Mercadien, P.C., P.O. Box 7648, Princeton, New Jersey 08543 to serve as the Municipal Auditor based upon the Council's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the Request for Proposals; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2024.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby approves the appointment of Mercadien, P.C. to serve as the Municipal Auditor for the term of January 1, 2025 through December 31, 2025.
2. The compensation of the Municipal Auditor for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and Mercadien, P.C.
3. The City of Burlington is hereby authorized to enter, and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, a Professional Services Contract for Mercadien, P.C. to provide auditing services setting forth the setting forth the following terms:

- (a) A term of January 1, 2025 through December 31, 2025.

RESOLUTION NO. 18-2025

(b) In an amount estimated not to exceed: \$45,300

4. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1) (a) of the local public contracts law.

This resolution shall be printed once in the City's official newspaper.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 19-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING APPOINTMENT OF QUAL-LYNX AS THE THIRD-PARTY INSURANCE
CLAIMS ADMINISTRATOR

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69 A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process for an Insurance - Third Party Claims Administrator whereby proposals were solicited and evaluated by the Mayor based upon the criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain an Insurance - Third Party Administrator may exceed the threshold of \$17,500 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, the Request for Proposals was publicly advertised and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et. Seq., and

WHEREAS, the Mayor has appointed Qual-Lynx to serve as the municipal Insurance - Third Party Claims Administrator based upon the Mayor's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the Request for Proposals; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby approves of Mayor Barry W. Conaway's appointment of Qual-Lynx to serve as the Third Party Claims Administrator for the term of January 1, 2025 through December 31, 2025.
2. The compensation of the Insurance - Third Party Administrator for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and Qual-Lynx.
3. The City of Burlington is hereby authorized to enter into and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, a Professional Services Contract for Qual-Lynx to provide Third Party Claims Administration setting forth the following terms:

RESOLUTION NO. 19-2025

- A term of January 1, 2025 through December 31, 2025
- Compensation amount estimated not to exceed \$27,872.00.

4. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1) (a) of the local public contracts law.

This resolution shall be printed once in the City's official newspaper.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 20-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR FINANCIAL
ADVISORY CONSULTANT SERVICES

WHEREAS, there exists a need for Financial Advisory Consulting Services, and funds are available and have been certified by the Chief Financial Officer's Certification attached; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40:11-1 et. seq. requires that the resolution authorize the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection;

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington as follows:

1. The Mayor and the Municipal Clerk are hereby authorized and directed to execute an agreement with Phoenix Advisers, LLC, 625 Farnsworth Avenue, Bordentown, New Jersey 08505, in an amount estimated not to exceed \$10,000 for the term of January 1, 2025, through December 31, 2025.

2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(l)(a) of the Local Public Contracts Law because the contract is for a service performed by a person authorized by law to practice a recognized profession that is regulated by law.

This resolution shall be printed once in the City's official newspaper.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 20-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 21-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
AUTHORIZING THE AWARD OF A CONTRACT FOR FINANCIAL SERVICES TO
BOWMAN & COMPANY, LLP

WHEREAS, the City of Burlington has a need to acquire Financial Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A- 20.4 or 20.5 as appropriate; and,

WHEREAS, it has been determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one (1) year; and

WHEREAS, Bowman & Company, LLP has submitted a proposal dated November 5, 2024, indicating they will provide the Financial Services for the City of Burlington; and

WHEREAS, Bowman & Company, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Bowman & Company, LLP has not made any reportable contributions to a political or candidate committee in the City of Burlington in the previous one year, and that the contract will prohibit Bowman & Company, LLP from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025 in an amount not to exceed \$138,000.00.

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Burlington authorizes the Mayor Barry W. Conaway to enter a contract with Bowman & Company, LLP as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution. and,

BE IT FURTHER RESOLVED that the Municipal Clerk shall publish such notice as required under the law. This appointment is made without competitive bidding as professional services under the provisions of the Local Public Contracts Law, as provided in N.J.S.A. 40A:11-5.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 21-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 22-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING A CONTRACT WITH OWEN, LITTLE & ASSOCIATES, INC. PURSUANT TO AN RFP/RFQ ISSUED FOR PROPOSALS TO PROVIDE CERTIFIED FLOOD PLAIN MANAGEMENT SERVICES TO THE CITY OF BURLINGTON FOR THE YEAR 2025

WHEREAS, the City of Burlington is a Faulkner Act municipality with a Mayor-Council form of government pursuant to N.J.S.A. 40:69A-31, *et seq.*, with its organization, positions, powers, and duties outlined within the Code of the City of Burlington as set forth pursuant to the Faulkner Act; and

WHEREAS, to comply with FEMA's Community Rating System regulations and in interpreting Flood Elevation Certificates (FECs), the City of Burlington needs to retain the services of a Certified Flood Plain Manager; and

WHEREAS, FEMA regulations require that such services be performed by an independent contractor; and

WHEREAS, the City of Burlington currently has in place a contract with a Certified Flood Plain Manager for the provision of these services in which the term of the Agreement is scheduled to expire shortly; and

WHEREAS, in order to comply with FEMA's regulations and in anticipation of the need to retain a Certified Flood Plain Manager for the provision of these services in the year 2024, the Common Council authorized the Mayor's administrative staff to explore options for providing such services by an experienced, reputable and dependable Certified Flood Plain Manager Services; and

WHEREAS, by Resolution adopted, the Common Council previously authorized the issuance of a Request for Proposals and/or Request for Qualifications (RFP/RFQ) through an open, competitive contracting process, as permitted pursuant to the Local Public Contracts Law, N.J.S.A. 40A:1 l-1 *et seq.*, to solicit bids from qualified consultants to provide such services; and

WHEREAS, the City received two qualified firms to provide the required services; and

WHEREAS, the proposal from Owen, Little & Associates, Inc. was deemed to be qualified and proposed to provide the requested services; and

WHEREAS, the proposal from Owen, Little & Associates, Inc. currently has a contract with the City of Burlington to perform the requested services which services are being provided in a timely, professional and competent fashion such that the Director of Housing and Community Development recommends the award of the subject contract to Owen, Little & Associates, Inc. for 2025, consistent with the RFP/RFQ issue and the proposal provided by Owen, Little & Associates, Inc.

RESOLUTION NO. 22-2025

NOW THEREFORE, BE IT RESOLVED that the Common Council for the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby authorizes the Mayor to execute a contract on behalf of the City of Burlington with Owen, Little & Associates, Inc. to perform the scope of services as described in the RFP/RFQ issued and consistent with the proposal submitted by Owen, Little & Associates, Inc. dated November 5, 2024 at rates consistent with the proposal submitted in an amount estimated not to exceed \$20,000.
2. The Mayor, City Clerk, and such other City Professionals and Administrative Staff as may be necessary are authorized to carry out and/or execute such other tasks, documents, and/or notices as may be necessary to affect this contract.
3. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1) (a) of the local public contracts law.

This resolution shall be printed once in the City's official newspaper.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 23-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
 APPROVING AN APPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION

WHEREAS, the City of Burlington (the “City”) is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to Chapter 207, Section 27, the Mayor shall appoint regular members and alternates to the Historic Preservation Commission with the approval of the Common Council; and

WHEREAS, the Mayor has recommended the re-appointment of the following individuals: Milton D, Smith for a four (4) year term as Class A, John Krimmel for a four (4) year term as Class C, Kymberlee Tinnick for a four (4) year term as Class C, and Mary L. Wirth to a two (2) year term as Alternate 1.

NOW THEREFORE BE IT RESOLVED, the Common Council of the City of Burlington hereby approves the Mayor’s re-appointments to the Historic Preservation Commission of Milton D. Smith, Class A for a four year term 1/1/2025 thru 12/31/28, John Krimmel, Class C for a four year term 1/1/2025 thru 12/31/28, Kymberlee Tinnick, Class C for a four year term 1/1/2025 thru 12/31/28 and Marly L. Wirth, Alternate 1 for a two (2) year term 01/01/25 thru 12/31/26.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 24-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON HEREBY APPROVES MAYOR'S APPOINTMENTS OF JOHANNA S. CONYER, WILLIAM J. HARRIS AND WILLIAM T. CURRY TO SERVE AS ACTING MAYOR, FOR THE YEAR 2025 AS PER N.J.S.A. 40:69A-42.

WHEREAS, should the occasion arise thereby that the Mayor is prevented by absence from the municipality, due to disability, or other just cause from attending to the duties of his office, and in accordance with N.J.S.A. 40:69A-42, Mayor Barry W. Conaway hereby selects Johanna S. Conyer, William J. Harris and William T. Curry as Acting Mayor; and

WHEREAS, if the Mayor is ever unable to attend to the duties of his office for a period of sixty (60) consecutive days, for any of the above stated reasons, an acting mayor will then be appointed by the Common Council who shall succeed to all the rights, duties of the Mayor, or the then acting Mayor.

NOW, THEREFORE BE IT RESOLVED, that the Common Council of the City of Burlington does hereby confirm the Mayor's appointments for Acting Mayor.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 25-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
DESIGNATING A FAIR HOUSING OFFICER FOR THE CITY OF BURLINGTON FOR THE
YEAR 2025

WHEREAS, City of Burlington must make efforts to affirmatively further fair housing; and

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

WHEREAS, City of Burlington will comply with:

- (a) The Housing and Community Development Act of 1974, as amended, and regulations issued thereto; and
- (b) The Civil Rights Act of 1964, and the regulations issued thereto; and
- (c) The Fair Housing Act of 1968 and will affirmatively further fair housing, and
- (d) The Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED that, William J. Harris shall be designated as the Fair Housing Officer for City of Burlington; and

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

BE IT FURTHER RESOLVED that William J. Harris will conduct a public information and outreach campaign to publicize the City of Burlington's fair housing services.

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

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 25-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 26-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON DESIGNATING JOHANNA S. CONYER AS THE PUBLIC AGENCY COMPLIANCE OFFICER FOR THE CITY OF BURLINGTON IN THE COUNTY OF BURLINGTON FOR THE YEAR 2025

WHEREAS, pursuant to N.J.A.C. 17:27-3.5, each public agency is annually required to designate an employee to serve as its Public Agency Compliance Officer with respect to public contracts, including procurement contracts, service contracts, and construction contracts that exceed that agency's public bidding threshold; and

WHEREAS, the Public Agency Compliance Officer ensures that no public contracts exceed the agency's public bidding threshold is awarded and moneys paid until the prospective vendor has agreed to contract performance which complies with current Affirmative Action Regulations and State Laws; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, that Johanna S. Conyer be designated the City of Burlington's Public Agency Compliance Officer for the year 2025.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 27-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON APPOINTING WILLIAM J. HARRIS AS THE MUNICIPAL HOUSING LIAISON (MHL)/RCA ADMINISTRATOR FOR THE CITY OF BURLINGTON IN THE COUNTY OF BURLINGTON FOR THE YEAR 2025

WHEREAS, the City of Burlington's Fair Share Plan and Project Plan promote an affordable housing program pursuant to the Fair Housing Act (N.J.S.A. 52:27d-301, et seq.) and COAH's Third Round Substantive Rules (N.J.AC. 5:94-1, et seq.); and

WHEREAS, pursuant to N.J.S.A 5:94-7 and N.J.AC. 5:80-26.1 et seq. the City of Burlington is required to appoint a Municipal Housing Liaison for the administration of the City of Burlington's affordable housing program to enforce the requirements of N.J.AC. 5:94-7 and NJ.A.C. 5:80-26.1 et seq.; and

WHEREAS, pursuant to N.J.AC. 5:80-26.1 et seq. the City of Burlington is required to appoint an administrator for the administration of the City of Burlington's RCA Housing Program to enforce the requirements of N.J.AC. 5:94-1 et seq., N.J.A.C. 5:95-1 et seq. and NJ.AC. 5:80-26.1 et seq.; and

WHEREAS, the City of Burlington has amended Chapter 70 of the Municipal Code to provide for the appointment of an MHL to administer the City of Burlington's affordable housing program and to provide for the appointment of an RCA Administrator to administer the City of Burlington's RCA affordable housing program; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Burlington in the County of Burlington and the State of New Jersey that William J. Harris is hereby appointed by the Governing Body of the City of Burlington as the Municipal Housing Liaison for the administration of the affordable housing program and as the RCA Administrator for the administration of the RCA affordable housing program, pursuant to and in accordance with Chapter 70 of the City of Burlington's Municipal Code.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 27-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

**CITY OF BURLINGTON
RESOLUTION NO. 28-2025**

RESOLUTION - TEMPORARY BUDGETS

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2025 budgets, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2025: and

WHEREAS, the total appropriations in the 2024 budgets, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2024 budgets is the sum of \$20,776,000.00 for the General Fund, \$2,659,000.00 for the Water Fund, and \$2,999,000.00 for the Sewer Fund; and

WHEREAS, 26.25% of the total appropriations in the 2024 budgets, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2024 budgets is the sum of \$5,453,000.00 for the General Fund, \$697,987.50 for the Water Fund, and \$787,237.50 for the Sewer Fund;

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records:

GENERAL FUND – 2025

	<u>REVENUES</u>		
Amt. to be Raised by Taxation	\$ 5,632,850.00		
State & Federal Grants	47,865.02		
		<u>SALARIES & WAGES</u>	<u>OTHER EXPENSES</u>
General Administration	\$ 64,800.00	\$ 11,700.00	
Mayor & Council	8,700.00	2,600.00	
City Clerk	39,100.00	20,600.00	
Financial Administration	27,200.00	29,700.00	
Audit Services		22,500.00	
Collection of Taxes	66,400.00	4,300.00	
Assessment of Taxes	8,600.00	11,600.00	
Legal Services		56,600.00	
Engineering Services		27,600.00	

Economic Development		15,800.00
Office of Community Development	24,600.00	13,900.00
Historic Preservation Commission	1,500.00	8,400.00
Resolution No. xx-2025		

Page 2

Planning Board	5,100.00	9,600.00
Uniform Construction Code	30,200.00	14,900.00
Code Enforcement	54,700.00	11,200.00
Liability Insurance		237,000.00
Workers Compensation Insurance		89,000.00
Employee Group Insurance		700,000.00
Police Department	1,269,800.00	116,300.00
Emergency Management Service	3,100.00	3,200.00
Aid to Endeavor EMS		0.00
Fire Department	9,200.00	74,000.00
Aid to Volunteer Fire		0.00
Uniform Fire Safety Act	20,500.00	5,100.00
Fire Hydrant Service		0.00
Municipal Prosecutor		0.00
Streets & Roads	106,100.00	55,400.00
Other DPW Functions	105,800.00	15,000.00
Sanitation	7,400.00	123,900.00
Public Buildings & Grounds	33,000.00	44,500.00
Vehicle Maintenance	28,200.00	51,500.00
Board of Health	7,100.00	800.00
Animal Control Officer		6,600.00
Recreation Programs	37,200.00	24,400.00
Operation of Boat Ramp		2,200.00
Maintenance of Parks	6,600.00	8,600.00
Aid to Library		0.00
Accumulated Leave Compensation	0.00	
Celebration of Public Events	52,500.00	29,800.00
Electricity & Natural Gas		141,500.00
Telecommunications		23,700.00
Gasoline/Diesel Fuel		35,500.00
Solid Waste Disposal Costs		144,400.00
Recycling Tax		4,200.00
Public Employee Retirement System		0.00
Police & Fire Retirement System		0.00
Social Security & Med. Taxes		119,500.00
Defined Contribution Retirement Program		5,300.00
Unemployment Compensation Insurance		10,500.00
Municipal Court		120,300.00
Public Defender		2,300.00
		<hr/>
Subtotal	\$2,017,400.00	\$2,462,100.00

Safe & Secure Communities Grant	142,200.00	78,300.00
Body Armor Replacement Fund		2,715.02

Resolution No. xx-2025
Page 3

Capital Improvement Fund		50,000.00
Payment of Bond Principal		670,000.00
Payment of Bond Interest		212,000.00
Payment of Note Principal		0.00
Payment of Note Interest		46,000.00
		<hr/>
TOTAL GENERAL FUND	\$2,159,600.00	\$3,257,400.00

WATER FUND – 2025

	<u>REVENUES</u>	
Water Rents		\$ 778,300.00
	<u>SALARIES</u>	<u>OTHER</u>
	<u>& WAGES</u>	<u>EXPENSES</u>
Water Operating Expenses	\$ 239,900.00	\$ 319,000.00
Water P.E.R.S.		0.00
Water Social Security & Med. Taxes		18,100.00
Water Unemployment Insurance		1,000.00
Subtotal	<hr/>	<hr/>
	\$ 239,900.00	\$ 338,000.00
Capital Improvement Fund		50,000.00
Payment of Bond Principal		95,000.00
Payment of Bond Interest		11,900.00
Payment of Note Principal		0.00
Payment of Note Interest		16,600.00
Water NJEIT Trust Loan – Principal		15,000.00
Water NJEIT Trust Loan – Interest		10,000.00
Water NJEIT Fund Loan – Principal		2,500.00
Water NJEIT Fund Loan – Interest		0.00
		<hr/>

TOTAL WATER FUND \$ 239,900.00 \$ 538,400.00

Resolution No. xx-2025
Page 4

SEWER FUND – 2025

	<u>REVENUES</u>	
Sewer Rents		\$1,375,400.00
	<u>SALARIES</u>	<u>OTHER</u>
	<u>& WAGES</u>	<u>EXPENSES</u>
Sewer Operating Expenses	\$ 240,800.00	\$ 442,600.00
Sewer P.E.R.S.		0.00
Sewer Social Security & Med. Taxes		19,600.00
Sewer Unemployment Insurance		1,000.00
Subtotal	\$ 240,800.00	\$ 463,200.00
Capital Improvement Fund		0.00
Payment of Bond Principal		115,000.00
Payment of Bond Interest		16,000.00
Payment of Note Principal		0.00
Payment of Note Interest		23,000.00
Sewer NJEIT Trust Loan – Principal		251,000.00
Sewer NJEIT Trust Loan – Interest		40,000.00
Sewer NJEIT Fund Loan – Principal		226,400.00
Sewer NJEIT Fund Loan – Interest		0.00
TOTAL SEWER FUND	\$ 240,800.00	\$1,134,600.00
GRAND TOTAL	\$2,640,300.00	\$5,194,115.02

RESOLUTION NO. 28-2025

ROLL CALL:

CITY OF BURLINGTON

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

**CITY OF BURLINGTON
RESOLUTION NO. 29-2025
A RESOLUTION AUTHORIZING
THE CASH MANAGEMENT PLAN FOR 2025**

WHEREAS, N.J.S.A. 40A:5-14 requires that each local unit annually adopt a cash management plan;

WHEREAS, it is desired by the Common Council of the City of Burlington to comply with said statute;

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Burlington, County of Burlington, that the attached cash management plan for the year ending December 31, 2025 be approved and is hereafter effective until changed by subsequent resolution.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RJS						
SPAUDING						
WOODARD						

**CASH MANAGEMENT PLAN OF THE CITY OF BURLINGTON
IN THE COUNTY OF BURLINGTON, NEW JERSEY**

I. PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the City of Burlington. The Plan is intended to ensure that all public funds identified herein are deposited in interest-bearing investments hereinafter referred to. The intent of the Plan is to ensure that the decisions made with regard to the deposits and the permitted investments will be done to maximize the safety, liquidity (regarding the availability for the intended purposes), and the investment returns within such limits. The Plan is intended to ensure that any deposit or permitted investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such deposits or permitted investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

A. The plan is intended to cover the deposits and/or investments of the following funds and accounts of the City of Burlington:

1. General Fund
2. Grant Fund
3. Capital Funds
4. Utility Funds
5. Dog Fund
6. Other Trust Funds

III. DESIGNATION OF OFFICIALS OF THE CITY OF BURLINGTON AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer, and/or designee, of the City of Burlington is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such deposits or any permitted investments, such officials of the City of Burlington are directed to supply to all depositories or any other parties with whom the deposits or permitted investments are made, a written copy of the Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORY

Revised Statute N.J.S.A. 40:3-25 provides that moneys held in any separate fund, i.e., General Account, Capital Funds, Utility Funds, Trust Accounts and all Escrow Accounts, shall be treated as moneys held in trust and shall not be diverted to any other purpose;

The following banks and financial institutions are hereby designated as official depositories for the deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in permitted investments as provided for in this plan, and that the custodian shall be Tara Krueger:

NJ Cash Management Fund	Citizens Bank
Bank of New York Mellon	Bank of America
Wells Fargo Bank	Cornerstone Bank
TD Bank	

Prior to the deposit of any municipal funds in the above-mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Governmental Unit Deposit Protection Act (R.S. 17:9-41).

All disbursements shall require three signatures and shall be made by checks signed by the Mayor, the Chief Financial Officer or the Tax Collector, and the City Clerk or Deputy Clerk.

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgments to the designated official(s) referred to in Section III above.

V. AUTHORIZED INVESTMENTS

- A. Except as otherwise specifically provided for herein, the designated official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in deposit, in the following Permitted Investments:
1. Government money market mutual funds; and
 2. Obligations of the U.S. Government including Treasury Bills, Notes or Bonds; and
 3. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c. 281 (C52:18A-90); and
 4. Certificates of Deposit in GUDPA approved banks; and
 5. Interest-bearing Bank Accounts in GUDPA approved banks.
- B. Any investment instruments in which the security is not physically held by the local unit shall be covered by a third party custodial agreement, which shall provide for the designation of such investments in the name of the local unit and prevent unauthorized use of such investments.
- C. Purchase of investment securities shall be executed by the "delivery versus payment" method to ensure that securities are either received by the local unit or a third party custodian prior to or upon the release of the local unit's funds.
- D. Any investment not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash management Fund, shall be purchased and redeemed through the use of a national or State Bank located within this State or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of least two years pursuant to section 9 of P.L. 1967, c.93 (C49:3-56) and

has at least \$25 million in capital surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Reserve bank of New York its position in and borrowing on such U.S. Government securities.

- E. Investments shall only be made after a cash flow analysis has been conducted, keeping in mind the principles of preservation of capital, liquidity, diversification, and maturity requirements.

VI. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted investment involves a document or security which is not physically held by the City of Burlington, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such instruments shall be in the name of the City of Burlington to ensure that there is no unauthorized use of the funds or the permitted investments or deposits. Purchase of any permitted investments that involves securities, shall be executed by a "delivery versus payment" method to ensure that such permitted investments are either received by the City of Burlington or by a third party custodian prior to or upon the release of the City of Burlington's funds.

To ensure that all parties with whom the City of Burlington deals, either by way of deposits or permitted investments, are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing, and all such parties shall acknowledge the receipt of this Plan in writing, a copy of which shall be on file with the Designated Official(s).

VII. ISSUANCE OF PAYMENTS

To the extent that any statutory, utility service, contractual, emergency, note or bond payment falls within a time frame period in which the issuance of the payment would cause the payment to be not filed in a timely manner, payment shall be approved by the City Business Administrator and shall further be reported on the bill list at the next scheduled Common Council meeting.

VIII. REPORTING REQUIREMENTS

During each month in which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the Common Council of the City of Burlington a written report of any deposits or permitted investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the City of Burlington as a deposit or a permitted investment.
- B. The amount of securities or deposits purchased or deposits made.
- C. The class or type of securities purchased or deposits made.
- D. The book value of such deposits or permitted investments.

- E. The earned income on such deposits or permitted investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such deposits or permitted investments.
- G. The market value of all deposits or permitted investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the Common Council of the City of Burlington.

IX. TIME OF PLAN

This plan shall be in effect from January 1, 2025 to December 31, 2025 and is hereafter effective until changed by subsequent resolution. Attached to the Plan is a resolution of the Common Council of the City of Burlington approving this Plan for such period of time. The plan may be amended from time to time. To the extent that any amendment is adopted by the Common Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 30-2025 OF THE COMMON COUNCIL, OF THE CITY OF BURLINGTON, HEREBY ACKNOWLEDGES APPRECIATION FOR OUR VOLUNTEER FIREFIGHTERS IN RECOGNITION OF NEW JERSEY'S VOLUNTEER FIREMEN'S DAY, JANUARY 12, 2025

Whereas, NJ Statute 36:1-8 establishes the second Sunday of January in each year for the purpose of paying special tribute to volunteer firefighters and for the general observance of that purpose and shall be known as "Volunteer Fireman's Day"; and

Whereas, the Mayor and the Common Council of the City of Burlington are greatly appreciative of our volunteer firefighters who serve as members of the City of Burlington Fire Division, under the command of Chief Rusty Caruso; and

Whereas, we cannot thank enough our volunteer firefighters who are thrown into dangerous situations, often leave family dinners, get up in the middle of the night, and disrupt their daily lives, in order to protect our residents and businesses;

Now, Therefore Be It Resolved, by the Mayor and Common Council of the City of Burlington that on the occasion of Volunteer Firemen's Day, we do hereby recognize and commend all of our volunteer firefighters for their tireless and dedicated service to our City; and

Be It Further Resolved, that on behalf of all of our residents and businesses, we do hereby extend our gratitude and appreciation on this day, and every day.

Be It Further Resolved, that the Municipal Clerk is to provide copies of this resolution to the Fire Chief for his distribution to the fire houses.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 30-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 31-2024 OF THE COMMON COUNCIL, OF THE CITY OF BURLINGTON, HEREBY ACKNOWLEDGES AND CELEBRATES REVEREND DR. MARTIN LUTHER KING, JR.

Whereas, the City of Burlington Common Council resolved to celebrate Monday, January 20, 2025, as the Reverend Dr. Martin Luther King, Jr., Day; and

Whereas, Dr. King, of the Southern Christian Leadership Conference, led the struggle for equal opportunities for all Americans regardless of race or creed; and

Whereas, Dr. King was taken from us on April 4, 1968, his legacy and deeds have not been forgotten:

Now, Therefore, Be It Resolved, that as the Oliver Cromwell Black History Society, triumphs African-American heritage in the City of Burlington, we join them in remembering Dr. Martin Luther King Jr., on this day.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

CITY OF BURLINGTON
RESOLUTION NO. 32-2025

RESOLUTION RE-ESTABLISHING PETTY CASH FUNDS
FOR THE YEAR 2025

BE IT RESOLVED by the Common Council of the City of Burlington that the Chief Financial Officer be and is hereby authorized to re-establish the following petty cash accounts for the year 2025:

Petty Cash Accounts - Checking Accounts

- | | | |
|----|-----------------|-----------|
| 1. | Chief of Police | \$ 200.00 |
| 2. | City Clerk | \$ 400.00 |
| 3. | Fire Department | \$ 200.00 |

Petty Cash Accounts - Restricted Cash Accounts (1)

- | | | |
|----|------------------|-----------|
| 1. | Water Department | \$ 200.00 |
| 2. | Public Works | \$ 100.00 |
| 3. | Sewer Department | \$ 100.00 |

(1) Restricted to use in accordance with the meal allowance provision of the union contract during the year.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

CITY OF BURLINGTON
 RESOLUTION NO. 33-2025
 AUTHORIZING SIGNATURES ON CITY CHECKS

BE IT RESOLVED, by the Common Council of the City of Burlington that the following City Officials are hereby authorized to sign checks or withdrawal slips where a combination of three principal signatures is required:

MAYOR; AND
 CITY CLERK OR DEPUTY CLERK; AND
 CHIEF FINANCIAL OFFICER OR TAX COLLECTOR

BE IT FURTHER RESOLVED that signature cards with the signatures of the persons authorized to sign be forwarded to the appropriate City Depositories when required.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDNG						
WOODARD						

CITY OF BURLINGTON
RESOLUTION NO. 34-2025

A RESOLUTION NAMING OFFICIAL DEPOSITORIES FOR THE CITY OF
BURLINGTON FOR THE YEAR 2025 AND AUTHORIZING INVESTMENT OF FUNDS

WHEREAS, N.J.S.A. 40A:5-14 mandates that the governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state; and

WHEREAS, it is occasionally necessary to transfer funds for the purpose of effecting investments,

NOW, THEREFORE, BE IT RESOLVED on the 7th day of January, 2025, by the Common Council of the City of Burlington, County of Burlington, State of New Jersey, that:

1. New Jersey Cash Management Fund
Bank of New York Mellon (Debt Service Payments) Wells Fargo (Debt Service Payments)
TD Bank (Debt Service Payments)
Investors Bank

be and are hereby designated as depositories for the City of Burlington for the year 2025.

2. Prior to the deposit of any municipal funds in the above-mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Units Deposit Protection Act (R.S. 17:9-41).

BE IT FURTHER RESOLVED, by the Common Council of the City of Burlington, County of Burlington, State of New Jersey, that it does hereby authorize the Chief Financial Officer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to the investing institution, and that the Chief Financial Officer is hereby authorized to transfer funds by wire solely for the following purposes and subject to all pertinent regulations:

1. To or from the City of Burlington's checking or savings accounts to other City accounts.
2. To or from City of Burlington's checking or savings accounts to or from accounts specified by banks solely for the purpose of investing for the account of the City of Burlington.

RESOLUTION NO. 34-2025

3. To or from City of Burlington's checking or savings accounts to or from accounts specified by banks solely for the purpose of making debt service payments of the City of Burlington.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 35-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
AUTHORIZING THE JOINT LAND USE BOARD TO REJECT ALL BIDS FOR BOARD
ENGINEER AND PLANNER AND AUTHORIZING RE-ADVERTISEMENT

WHEREAS, the City of Burlington (the "City") is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, the City Joint Land Use Board (the "Board") advertised for Requests for Proposals and Qualifications for Board Engineer and Board Planner for 2025; and

WHEREAS, on December 18, 2024, the Board, consistent with N.J.S.A. 40A:11-13.2, rejected the responses to the Request for Proposals and Qualifications received to date given that the Land Use Board seeks additional qualified candidates with specific expertise and knowledge of the City of Burlington by Board Resolution No. 20-2024; and

WHEREAS, the City Common Council therefore wishes to authorize the Board's aforementioned rejection of the responses to the Request for Proposals and Qualifications and to authorize re-advertisement of same.

NOW THEREFORE BE IT RESOLVED, that the Common Council of the City of Burlington hereby affirms the City Joint Land Use Board's rejection of all proposals received for Board Engineer and Board Planner for 2025.

BE IT FURTHER RESOLVED that the Mayor, City Clerk, and appropriate department heads are hereby authorized to prepare the proposal and qualifications specifications for the positions of Board Engineer and Board Planner to be re-advertised.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 35-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 36-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AWARDING A CONTRACT FOR ON-CALL PLUMBING SERVICES

WHEREAS, the City of Burlington (the "City") is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, the City of Burlington requires on-call plumbing services; and

WHEREAS, the City solicited three (3) quotes for the aforementioned services; and

WHEREAS, JFK Plumbing has submitted the lowest proposal for the aforementioned services; and

WHEREAS, City Engineer has recommended that the City award a contract for on-call plumbing services to JFK Plumbing; and

WHEREAS, the contract total will be dependent on the services utilized, but will not exceed \$31,625.00; and

WHEREAS, the Common Council wishes to award the aforementioned contract to JFK Plumbing.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington as follows:

1. The contract for on-call plumbing services is hereby awarded to JFK Plumbing, as recommended by the City's Engineer.
2. The Mayor and City Clerk are hereby authorized to execute any and all documents necessary to facilitate this award of contract in a form to be approved by the City Solicitor.

Attest:

President
Common Council

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 36-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

Christopher J. Noll, PE, CME, PP
President & CEO

William H. Kirchner, PE, CME, N-2
Vice President

Rakesh R. Darji, PE, PP, CME, CFM
Vice President/Treasurer

Benjamin R. Weller, PE, CME, CPWM, S-3, C-3
Secretary



**ENVIRONMENTAL
RESOLUTIONS, INC.**

Engineers • Planners • Scientists • Surveyors

Joseph P. Orsino, Jr. CET, Vice President

Harry R. Fox, NICET III

G. Jeffrey Hanson, PE, CME

Joseph R. Hirsh, PE, CME, CPWM

C. Jeremy Noll, PE, CME, CPWM

Marc H. Selover, LSRP, PG

December 6, 2024
40002 30

Re: 2025 On-Call Plumber
Burlington City

Mr. William Curry, Director of Public Works
City of Burlington
525 High Street
Burlington, NJ 08016

Dear Bill:

As you are aware, we recently requested quotes for an On-Call Plumber to provide general plumbing services for the City as needed. Quotes were solicited from three (3) plumbers and one (1) quote was submitted. The quotes included hourly rates and an allowance for materials, and assumed 80 hours of regular time and 20 hours of overtime will be needed for both a plumber and a plumber's helper. A summary of the quoted prices for the projected work is presented below:

Plumber	Quoted Amount
JFK Plumbing	\$31,625.00
Len the Plumber	No Quote
Davis Plumbing	No Quote

As JFK Plumbing was the only quote received and based on the City's experience with this plumber, it is recommended that the quoted total amount of \$31,625.00 be awarded to JFK Plumbing as the City's On-Call Plumber. It is important to note that the actual hourly rates and material prices will govern, and the plumber should bill and be paid throughout the year as the work occurs. Total expenditures should be kept below \$44,000.00 to comply with public bidding requirements.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

William H. Kirchner, PE, CME
City Engineer

WHK/jad

cc: All Bidders
Johanna Conyer, Business Administrator, via email
Zoraida Pagan, Confidential Secretary, via email
Dean Ciminera, CFO, via email
Cindy Crivaro, Municipal Clerk, via email

G:\40000 - Burlington City\40000 - 40099\40002\40002_30 - On-Call Contracts\2025 Contracts\RFQ\On-Call Plumber\Correspondence\40002 30
Award Recommendation On-Call Plumber.docx

RESOLUTION NO. 37-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
AWARDING A CONTRACT FOR ON-CALL GENERAL ELECTRICAL SERVICES

WHEREAS, the City of Burlington (the "City") is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, the City of Burlington requires on-call general electrical services; and

WHEREAS, the City solicited three (3) quotes for the aforementioned services; and

WHEREAS, Matney Electrical Contracted has submitted the lowest proposal for the aforementioned services in an amount not to exceed \$33,450.00; and

WHEREAS, the contract total will be dependent on the services utilized; and

WHEREAS, City Engineer has recommended that the City award a contract for on-call general electrical services to Matney Electrical Contracting in an amount not to exceed \$33,450.00; and

WHEREAS, JJS Electric submitted the second lowest bid and the City Engineer has recommended that the City utilize their services as necessary as the secondary/back-up on call contractor; and

WHEREAS, the Common Council wishes to award the aforementioned contracts to Matney Electrical Contracting and JJS Electric.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington as follows:

1. The contract for on-call general electrical services is hereby awarded to Matney Electrical Contracting, as recommended by the City's Engineer, in the amount of \$33,450.00.
2. The contract for secondary on-call general electrical services is hereby awarded to JJS Electric, as recommended by the City's Engineer.
3. The Mayor and City Clerk are hereby authorized to execute any and all documents necessary to effectuate the foregoing in a form to be approved to the City Solicitor.

RESOLUTION NO. 37-2025

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

Christopher J. Noll, PE, CME, PP
President & CEO

William H. Kirchner, PE, CME, N-2
Vice President

Rakesh R. Darji, PE, PP, CME, CFM
Vice President/Treasurer

Benjamin R. Weller, PE, CME, CPWM, S-3, C-3
Secretary



ENVIRONMENTAL RESOLUTIONS, INC.

Engineers • Planners • Scientists • Surveyors

Joseph P. Orsino, Jr. CET, *Vice President*

Harry R. Fox, NICET III

G. Jeffrey Hanson, PE, CME

Joseph R. Hirsh, PE, CME, CPWM

C. Jeremy Noll, PE, CME, CPWM

Marc H. Selover, LSRP, PG

December 6, 2024
40002 30

Re: 2025 On-Call Electrician
Burlington City

Mr. William Curry, Director of Public Works
City of Burlington
525 High Street
Burlington, NJ 08016

Dear Bill:

As you are aware, we recently requested quotes for an On-Call Electrician to provide general electric services for the City as needed. Quotes were solicited from three (3) electricians and two (2) quotes were submitted. The quotes included hourly rates and an allowance for materials, and assumed 80 hours of regular time and 20 hours of overtime will be needed for both an electrician and an electrician's helper. A summary of the quoted prices for the projected electrical work is presented below:

Electrician	Quoted Amount
Matney Electrical Contracting	\$33,450.00
JJS Electric, Inc.	\$42,250.00
Perino Electric, LLC.	No Quote

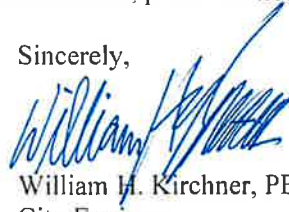
As Matney Electrical Contracting was the lowest quote received and based on the City's experience with this electrician, it is recommended that the quoted total amount of **\$33,450.00 be awarded to Matney Electrical Contracting as the City's Primary On-Call Electrician.**

As JJS Electric, Inc. was the second lowest quote received and based on the City's experience with this electrician, it is recommended that the quoted total amount of **\$42,250.00 be awarded to JJS Electric, Inc. as the City's Secondary On-Call Electrician.** The purpose of the Secondary On-Call Electrician is to have a backup in the case the Primary On-Call Electrician can not respond quickly enough.

It is important to note that the actual hourly rates and material prices will govern, and the electrician should bill and be paid throughout the year as the work occurs. Total expenditures should be kept below \$44,000.00 to comply with public bidding requirements.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



William H. Kirchner, PE, CME
City Engineer

WHK/jad

cc: All Bidders
Johanna Conyer, Business Administrator, via email
Zoraida Pagan, Confidential Secretary, via email
Dean Ciminera, CFO, via email
Cindy Crivaro, Municipal Clerk, via email

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Award Recommendation On-Call Electrician.docx

RESOLUTION NO. 38-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
AWARDING A CONTRACT FOR ON-CALL SERVICES FOR MISCELLANEOUS UTILITY
RECONSTRUCTION

WHEREAS, the City of Burlington (the “City”) is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, the City of Burlington requires on-call miscellaneous utility reconstruction services; and

WHEREAS, the City issued a request for proposals for the aforementioned services; and

WHEREAS, Mac-Rose Contractors, Inc. has submitted the lowest proposal for the aforementioned services; and

WHEREAS, City Engineer has recommended that the City award a contract for on-call miscellaneous utility reconstruction services to Mac-Rose Contractors, Inc.; and

WHEREAS, the contract total will be dependent on the services utilized, but shall not exceed \$42,000.00; and

WHEREAS, Waters & Bugbee General Contractors submitted the second lowest bid and the City Engineer has recommended that the City utilize their services as necessary as the secondary/back-up on call contractor; and

WHEREAS, the Common Council wishes to award the aforementioned contracts to Mac-Rose Contractors, Inc. and Waters & Bugbee General Contractors.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington as follows:

1. The contract for on-call miscellaneous utility reconstruction services is hereby awarded to Mac-Rose Contractors, Inc., as recommended by the City’s Engineer in an amount not to exceed \$42,000.00.
2. The contract for secondary on-call miscellaneous utility reconstruction services is hereby awarded to Waters & Bugbee General Contractors, as recommended by the City’s Engineer
3. The Mayor and City Clerk are hereby authorized to execute any and all documents necessary to facilitate this award of contract in a form to be approved by the City Solicitor.

Resolution No. 38-2025

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

Christopher J. Noll, PE, CME, PP
President & CEO

William H. Kirchner, PE, CME, N-2
Vice President

Rakesh R. Darji, PE, PP, CME, CFM
Vice President/Treasurer

Benjamin R. Weller, PE, CME, CPWM, S-3, C-3
Secretary



Joseph P. Orsino, Jr. CET, Vice President

Harry R. Fox, NICET III

G. Jeffrey Hanson, PE, CME

Joseph R. Hirsh, PE, CME, CPWM

C. Jeremy Noll, PE, CME, CPWM

Marc H. Selover, LSRP, PG

December 10, 2024
40002 30

Re: 2025-2026 Public Works On-Call Contractor for Miscellaneous Utility Reconstruction
City of Burlington
Bid Award Recommendation

Mr. Bill Curry, Director of Public Works
City of Burlington
525 High Street
Burlington, NJ 08016

Dear Mr. Curry:

As you are aware, we received bids for the City's Public Works On-Call Contractor; a contract with various construction related items that the City may elect to utilize if conditions arise wherein a contractor's services are required for water, sewer or public works repairs/small projects that are of an emergent nature. The intent of the contract is to meet purchasing requirements so that in an emergency condition, the City is not forced to delay a project due to public bidding needs.

Bids were received on December 3, 2024, for the 2025-2026 Public Works On-Call Contractor for Miscellaneous Reconstruction. Two (2) bids were received and are summarized in the attached bid summary and in the abbreviated version provided below.

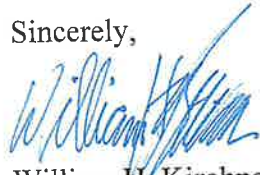
<u>Company</u>	<u>Base Bid: 2025</u>	<u>Base Bid: 2026</u>	<u>Total Base Bid</u>
Mac-Rose Contractors, Inc.	\$1,388,479.00	\$1,428,483.00	\$2,816,962.00
Waters & Bugbee General Contractors	\$1,455,200.00	\$1,527,960.00	\$2,983,160.00
<i>Engineer's Estimate</i>	<i>\$1,448,870.00</i>	<i>\$1,525,985.00</i>	<i>\$2,974,855.00</i>

Based upon our review of the bid documentation and the City's experience with **Mac-Rose Contractors, Inc.**, it is recommended that the contract be awarded to **Mac-Rose Contractors, Inc.**, as the Primary On-Call Contractor. Please note as this is an on-call contract, the actual work amount will ultimately depend on the services utilized. If you find this acceptable, please schedule this for action at the next Council Meeting.

We recommend that the City also award a Back-Up On-Call Contractor to the second low bidder in case the primary contract holder is unable to respond quickly to an emergency. As the second low bidder, we recommend **Waters & Bugbee General Contractors**, be awarded the Back-Up On-Call Contractor. Please note as this is an on-call contract, the actual work amount will ultimately depend on the services utilized. If you find this acceptable, please schedule this for action at the next Council Meeting.

If you have additional questions or require additional information, please do not hesitate to contact our office.

Sincerely,



William H. Kirchner, PE, CME
City Water Engineer

WHK/eed
Attachment

cc: All Bidders
Johanna Conyer, Business Administrator, JConyer@burlingtonnj.us
Zoraida Pagan, Confidential Secretary, ZPagan@burlingtonnj.us
Dean Ciminera, CFO, DCiminera@burlingtonnj.us
Cindy Crivaro, Municipal Clerk, CCrivaro@burlingtonnj.us

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2025\Correspondence\2024-12-6 40002 30 Award Recommendation Letter.docx

RESOLUTION NO. 39-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON TO APPROVE THE CITY'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of the City of Burlington ("City") to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act; and

WHEREAS, the Common Council for the City of Burlington has determined that certain procedures need to be established to accomplish this policy.

NOW, THEREFORE BE IT ADOPTED AND RESOLVED by the Common Council for the City of Burlington that:

Section 1: No official, employee, appointee or volunteer of the City of Burlington by whatever title known, or any entity that is in any way a part of the City of Burlington shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the City of Burlington's business or using the facilities or property of the City of Burlington.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the City of Burlington to provide services that otherwise could be performed by the City of Burlington.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Business Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

RESOLUTION NO. 39-2025

Section 6: The Business Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the City of Burlington as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Business Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Business Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the City of Burlington. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the City of Burlington's web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the City of Burlington in order for the public to be made aware of this policy and the City of Burlington's commitment to the implementation and enforcement of this policy.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

Resolution No. 40-2025

GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment
Decisions Under Title VII of the Civil Rights Act of 1964"

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Common Council of the City of Burlington, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON January 7, 2025.

President
Common Council

Cindy A. Crivaro, RMC
City Clerk

January 7, 2025

Resolution No. 40-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment
Decisions Under Title VII of the Civil Rights Act of 1964"**

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES

STATE OF NEW JERSEY
COUNTY OF BURLINGTON

We, members of the governing body of the City of Burlington being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Common Council of the City of Burlington of the in the County of Burlington;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

Sworn to and subscribed before me this
7th day of January
Notary Public of New Jersey

Notary Public of New Jersey

Cindy A. Crivaro, RMC
Municipal Clerk

The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

RESOLUTION NO. 41-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON APPROVING SPECIAL LAW ENFORCEMENT OFFICERS, CLASS I AND CLASS II AND III

The Common Council of the City of Burlington hereby appoints the following Special Law Enforcement Officers, as per recommendation of the Administration for the year 2025:

SLEO Class III

Javier Ortiz
Daniel Pascal
Brandon Roberson
Walter Walczak
Joseph McHugh

SLEO Class II

Christopher Rivell
Stephen Hesson

SLEO Class I

Jeffrey Green
Justin Pires
Seray Kahya
Marissa Lorang
Adam Hwilka

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 41-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIIS						
SPAULDING						
WOODARD						

RESOLUTION NO. 42-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPOINTING SCHOOL CROSSING GUARDS FOR THE 2025 SCHOOL YEAR

WHEREAS, the City of Burlington (the “City”) is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, N.J.S.A. 40A:9-154.1 provides that municipalities may appoint school crossing guards for terms not exceeding one year.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the following school crossing guards are hereby appointed for the 2025 school year:

- | | |
|-------------------|-------------------|
| Andrew Cross | Robin McNeil |
| Claude Sivels | Virginia Thompson |
| James Ogburn | Julianna Merluse |
| Patricia Kennedy | John Lipscomb |
| John Gusrang | Kathy Griffith |
| Kathleen O’Connor | Alfred Greenwood |
| Bruce Robinson | Whitney Brown |
| Brian Williams | Gerald Cipollone |
| Robert Ballard | Robert Brown |
| Aldo Bucci | Betty Searls |
| Sharon Sallie | Mary Peebles |
| Diane Wagner | Lauren Kamps |

BE IT FURTHER RESOLVED that Patricia Kennedy is hereby appointed as head crossing guard.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 42-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 43-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING THE APPOINTMENT OF BROWNFIELD REDEVELOPMENT SOLUTIONS,
INC. FOR ENVIRONMENTAL MANAGEMENT SERVICES

WHEREAS, the City of Burlington is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited by the administration pursuant to a fair and open process for Environmental Management Services whereby proposals were solicited and evaluated by the Mayor based upon criteria set forth in the publicly advertised Request for Proposals for such services; and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain environmental management services may exceed the threshold of \$17,500.00 established by N.J.S.A.:44A-20.5; and

WHEREAS, the Request for Proposals was publicly advertised and proposals opened and announced in accordance with N.J.S.A. 19-44A-20.5 et seq.

WHEREAS, the Mayor has appointed and selected Brownfield Redevelopment Solutions, Inc., 739 Stokes Road, Units A & B, Medford, NJ 08055, to provide environmental management services based upon the Mayor's determination of the "most advantageous", price and other factors based upon the evaluation criteria set forth in the Request for Proposals; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A.40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington as follows:

1. The Common Council of the City of Burlington hereby approves of Mayor Barry W. Conaway's appointment of Brownfield Redevelopment Solutions, Inc. to provide Environmental Management Services for the term of January 1, 2025 through December 31, 2025.
2. The compensation for Environmental Management Services for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and Environmental Resolutions, Inc.

RESOLUTION NO. 43-2025

3. The City of Burlington is hereby authorized to enter into and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, a Professional Services Contract with Brownfield Redevelopment Solutions, Inc. to provide environmental management services setting forth the following terms:

- (a) A term of January 1, 2025 through December 31, 2025.
- (b) Hourly rates and compensation not more than that set forth in Environmental Resolutions, Inc. proposals.
- (c) In an amount estimated not to exceed: \$20,000

4. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1) (a) of the local public contracts law.

This resolution shall be printed once in the City's official newspaper.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 44-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING THE ELIMINATION OF SOLICITATION FEES CHARGED TO THE CITY OF BURLINGTON FIRE DEPARTMENT FOR THE YEAR 2025

WHEREAS, the City of Burlington (the "City") is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, the City of Burlington Fire Department has requested the waiver of charitable solicitation fees for the year 2025; and

WHEREAS, the City has determined these fees should be waived to assist in Fire Department fundraising.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Burlington hereby waives the charitable solicitation permit fees for the City of Burlington Fire Department for the year 2025.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 45-2025 OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF BURLINGTON APPROVING THE APPOINTMENT OF THE HISTORIC PRESERVATION COMMISSION CONSULTANT FOR THE YEAR 2025

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., proposals were solicited pursuant to a fair and open process for Professional Historic Preservation Services whereby proposals were reviewed by the Historic Preservation Commission based upon the criteria set forth Request for Proposals for such services; and

WHEREAS, the Request for Proposals was publicly advertised and proposals opened and announced in accordance with N.J.S.A. 19:44A-20.5 et. Seq., and

WHEREAS, the Chief Financial Officer has determined that the value of the anticipated professional services contract to be entered into to retain a Historic Preservation Commission Consultant will exceed the threshold of \$17,500 established by N.J.S.A. 19:44A-20.5; and

WHEREAS, the Historic Preservation Commission has appointed Clarke, Caton, Hintz to serve as the Historic Preservation Commission Consultant based upon the Commission's determination of the "most advantageous, price and other factors" based upon the evaluation criteria set forth in the Request for Proposals; and

WHEREAS, the services being retained are for Professional Services otherwise exempt from public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for the year 2025.

NOW THEREFORE BE IT RESOLVED by the Historic Preservation Commission of the City of Burlington as follows:

1. The Historic Preservation Commission of the City of Burlington hereby approves the appointment of Clarke, Caton, Hintz to serve as Historic Preservation Commission Consultants for the term of January 1, 2025 through December 31, 2025.
2. The compensation of the Historic Preservation Commission Consultants for the 2025 calendar year shall be in accordance with the professional services contract to be entered into between the City and Historic Preservation Commission Consultants.
3. The City of Burlington is hereby authorized to enter into and the Mayor and Municipal Clerk authorized and directed to execute, on behalf of the City of Burlington, a Professional Services Contract for Clarke, Caton, Hintz to provide consulting services setting forth the following terms:

RESOLUTION NO. 45-2025

- a. A term of January 1, 2025 through December 31, 2025
- b. Compensation of \$29,650.00 as set forth in Clarke, Caton, Hintz's proposal.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 46-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
ESTABLISHING RATES OF INTEREST FOR NONPAYMENT OF TAXES, UTILITY
CHARGES AND SPECIAL ASSESSMENTS DUE TO THE CITY FOR 2025

WHEREAS, the City of Burlington (the "City") is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, N.J.S.A. 54:4-67 permits the City Common Council to fix the rate of interest to be charged for nonpayment of taxes, utility charges, and special assessments.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington as follows:

1. The rate of interest to be charged for the nonpayment of taxes, utility charges and special assessments will be at 8% per annum on the first \$1,500 becoming delinquent after due date, and 18% on all amounts in excess of \$1,500 becoming delinquent after due date.
2. No interest shall be charged if full payment of any tax installment is made within ten (10) calendar days of the date upon which the same became payable.
3. A 6% penalty shall be charged on any delinquency in excess of \$10,000 if not paid by the end of the calendar year.
4. Nothing in this resolution shall be construed as related to the interest due on the unpaid balance of an assessment where the assessment is being paid on an installment basis, and payment is not delinquent, pursuant to Section 56-35 of Title 40 of the New Jersey Statutes.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 46-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER- THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 47-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING THE SALE OF CITY OWNED PROPERTIES, BLOCK 33 LOTS 5 & 6, 524 & 526 HIGH STREET, ON AN ONLINE AUCTION WEBSITE THROUGH MAX SPANN R.E. & AUCTION COMPANY

WHEREAS, the City of Burlington (the “City”) is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, there exists a need for Auction Marketing Services for the City of Burlington in the County of Burlington, State of New Jersey; and

WHEREAS, the properties listed on Schedule “A” attached hereto are no longer needed for public use and shall be offered for public sale, date to be determined, pursuant to the requirements of N.J.S.A. 40A:12-13(a); and

WHEREAS, the City Common Council previously adopted Ordinance #31-2024 declaring 524-526 High Street no longer needed for public use and authorized the sale of the properties; and

WHEREAS, on or about December 19, 2024, the City Clerk’s Office conducted a private sale of the property; and

WHEREAS, the aforementioned private sale resulted in no bids received; and

WHEREAS, the City of Burlington intends to utilize the online auction services of Max Spann R.E. & Auction Company located at www.maxspann.com; and

WHEREAS, the sale is being conducted pursuant to the Division of Local Government Services’ Local Finance Notice 2008-9; and

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington as follows:

1. The Professional Services Agreement with Max Spann R.E. & Auction Company, P.O. Box 4992, Clinton, New Jersey 08809 (a New Jersey licensed real estate broker), is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

2. Max Spann R.E. & Auction Company shall provide the following services in connection with the listing and auctioning of the properties the municipality wishes to sell during the term of this Agreement.

a. Advertise the auction in media deemed most effectual and appropriate by Max Spann R.E. & Auction Company.

RESOLUTION NO. 47-2025

- b. Furnish a qualified Auctioneer.
- c. Take any and all other action reasonably calculated in conformance with N.J.S.A. 40A:12-13 to effect an advantageous sale of the properties in accordance with the terms of the agreement.

3. The City of Burlington is not responsible for payment of any brokerage commissions. Max Spann R.E. & Auction Company will charge a ten (10%) percent buyer's premium to be added to the sale price payable solely by the purchaser.

4. A notice of this auction shall be printed in the Burlington County Times.

BE IT FURTHER RESOLVED the City of Burlington reserves the right to reject bids from the auction list at any time.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Business Administrator and City CFO.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

Schedule A- Properties to be Auctioned

Residence on 11,227 sq. ft. +/- parcel located at 524-526 High Street and officially designated on the tax rolls as Block 33 Lots 5 & 6, City of Burlington, Burlington County, State of New Jersey.

CITY OF BURLINGTON
RESOLUTION ORDINANCE REQUEST FORM

Council Meeting Date: January 7, 2025

TO: Johanna S. Conyer, Business Administrator
FROM: Bill Harris, Director of Housing & Community Development
DEPARTMENT REQUESTING RESOLUTION: Housing & Community Development
TITLE OF RESOLUTION: AUTHORIZING HIRING OF MAX SPANN REAL ESATE & AUCTION COMPANY TO SELL 524-526 HIGH STREET

BRIEF DESCRIPTION OF ACTION:

The City Council adopted Ordinance #31-2024 declaring 524-526 High Street no longer needed for public use and authorized the sale of the said property. The property is located in a Town Center-1 zone and its appraised value is \$55,000 as determined by Appraisal One, Inc. It should be noted that the area of the property is less than the required minimum lot size of 15,000 sq. ft., in a TC-1 zone. Therefore, the property had to be advertised for sale to the three adjoining owners only first as per the City Solicitor’s advice. On December 19, 2024, the City Clerk conducted a private sale of the property which was limited to said property owners: the City, the Burlington City Board of Education, and St. Katherine Drexel parish. Neither of the non-City owners submitted a bid. Based on the recommendation of the City Solicitor, I am requesting that City Council hire Max Spann Real Estate & Auction Company due to their experience in selling City-owned property as well as other municipalities. A copy of the firm’s proposal is attached. No fee will be charged to the City for this service as the buyer pays the commission. I further recommend that the successful bidder be required to pay for the preparation of the deed by the City Solicitor and the associated recording fees.

BIDDING PROCESS: Public auction to be authorized by City Council and conducted by City Clerk.

APPROPRIATION ACCOUNT TO BE CHARGED: N/A

AMOUNT OF PROPOSED CONTRACT: N/A

Bill Harris 130
Contact Person *{Please Print}* Extension#

Approved by Business Administrator: _____
Date Signature

Certification of Funds Needed

Please note that the Contact Person is the point person for providing pertinent information regarding request.

******Please attach all supporting documents******



PROFESSIONAL SERVICES AGREEMENT

FOR

AUCTION MARKETING SERVICES

AGREEMENT, dated this ----- day of -----
----- 20__, by and between the City of Burlington with a mailing address of
525 High Street Burlington, NJ 08016 (hereinafter referred to as the "SELLER"), and Max Spann
R.E. & Auction Co., a licensed New Jersey Real Estate Broker and Certified Auctioneer, with a
business mailing address of P.O. Box 4992, Clinton, New Jersey 08809 (hereinafter referred to as
"Max Spann R.E. & Auction")

WITNESS

WHEREAS, the parties seek to list property for sale through Max Spann R.E. & Auction Co.
and to attempt to effectuate the sale of real property listed on schedule A (the "Property") at an
Auction to be conducted by Max Spann R.E. & Auction Co., Auction specialist, and

WHEREAS, the parties wish to enumerate the services to be provided by and
compensation paid to Max Spann R.E. & Auction Co. in connection with the listing and auctioning
of Property.

NOW, THEREFORE, the parties agree as follows:



1. **AUCTION:** Seller authorizes Max Spann R.E. & Auction Co. to take such action as may be reasonably necessary in conformance with N.J.S.A. 40A:12-13 to advertise and conduct an auction to procure a purchaser for the Property.

2. **SERVICES:** Max Spann R.E. & Auction Co. shall provide the following services to the Seller in connection with the listing and auctioning of the Property and/or future real estate properties the municipality sells during the term of this Agreement:
 - (a) Advertise the Auction in media deemed most effectual and appropriate by Max Spann R.E. & Auction Co.
 - (b) Furnish a qualified Auctioneer.
 - (c) Post and circulate promotional material on the Property promoting the Auction.
 - (d) Take any and all other action reasonably calculated in conformance with N.J.S.A. 40A:12-13 to effect an advantageous sale of the Property in accordance with the terms of this Agreement.

3. **TERMS AND CONDITIONS OF SALE:** The terms and conditions of sale are as follows:
 - (a) The terms and conditions of sale are more particularly set forth in a Contract of Sale, Resolution Authorizing Sale and Notice of Sale prepared by the Seller's attorney, which documents shall be distributed by Max Spann R.E. & Auction Co. to prospective purchasers prior to the Auction.

 - (b) The Contract of Sale shall notify purchaser that the three (3) day attorney review period does not apply to this transaction.



(c) The Seller reserves the right to accept or reject any/or all bids. Seller will give notice of acceptance or rejection of bid no later than 15 days following the auction. Any reserve price established by the Seller will be non-published and be held confidential between the Seller and Max Spann R.E. & Auction Co. until the conclusion of the Auction.

(d) Max Spann R.E. & Auction Co., a New Jersey licensed real estate broker, shall hold all deposit money. In case of forfeiture by a prospective purchaser of any earnest money payment upon the above described properties, said deposit money shall be divided equally between the parties hereto, one-half to the Seller and one half to the Max Spann R.E. & Auction Co.

(e) The closing of title shall take place within forty-five (45) days of Seller's acceptance of the bid.

(f) Seller authorizes Max Spann R.E. & Auction Co. to advertise the Property.

4. **COMPENSATION:** The Seller is not responsible for payment of any brokerage commissions. In accordance with prevailing custom and practice, Max Spann R.E. & Auction Co. will charge a BUYER'S PREMIUM payable solely by the purchaser and has determined it will charge a BUYERS PREMIUM of ten percent (10%) to be added to the sales price which sum shall be due and payable at closing from the sale proceeds. Seller agrees sale will be contingent upon said Buyer's Premium being paid by the purchaser.
5. **TERM:** This Agreement shall extend from the date hereof for a one-year period (the Term"). Seller shall be obligated to pay Max Spann R.E. & Auction Co. the compensation set forth in section 4 above on any completed purchase of the Property resulting from an accepted bid on the Auction date or during the Term.
6. **SELLER'S REPRESENTATIONS:** Seller makes the following representations:



- (a) Seller understands its responsibilities under New Jersey's Law against Discrimination and agrees to abide by the same.
 - (b) Seller has title to the Property and the legal right to enter into this Agreement.
 - (c) Seller will provide Max Spann R.E. & Auction Co. with a certified list of individual parcels and lots to be included in the sale. Said list shall designate properties as conforming or non-conforming and be certified as to accuracy by the appropriate municipal official/employee.
 - (d) Seller shall convey title free from all liens and encumbrances, except those liens and encumbrances which would be revealed by a title search of the property. Seller further agrees to defend, indemnify and hold harmless Max Spann R.E. & Auction Co., its officers, directors and employers from any and all claims of any nature whatsoever, including but not limited to claims arising from Seller/Purchaser Contract disputes, zoning, title or environmental issues as they pertain to the Property or to off-site conditions relating to the Property of the Municipality.
 - (e) Seller hereby agrees to indemnify, defend and hold Broker harmless from any and all damages, claims, losses or demands, resulting from the Broker's performance (unless due to Broker's negligence, willful misconduct or fraud) of its duties hereunder on any transaction which is the result thereof.
7. **PROSPECTIVE PURCHASERS:** Seller shall refer to Max Spann R.E. & Auction Co. any and all inquiries from prospective purchasers or real estate brokers concerning the Property, from the date hereof until the end of the Term.
8. **BIDDER:** Max Spann R.E. & Auction Co. does not guarantee production of the highest bidder, nor does it guarantee execution of a Contract of Sale by the highest bidder at the Auction.



9. **APPLICABLE LAW:** This Agreement shall be governed by and construed in accordance with the Law of the State of New Jersey. In the event any part of this Agreement shall be negated as a matter of law, it is the intent of the parties that the balance of the Agreement shall remain in full force and effect. This Agreement shall be binding upon the heirs and assigns of both parties.

10. **ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement between the parties and may not be amended or cancelled except by an Agreement in writing signed by both parties.



IN WITNESS WHEREOF, the parties hereto have affixed their hands, as of the date first above written.

SELLERS

MAX SPANN REAL ESTATE & AUCTION CO.

By: _____

Maximillian M. Spann, President

Mayor,

Attest:

Clerk,

Secretary,

RESOLUTION NO. 48-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
 AUTHORIZING THE AWARD OF A CONTRACT FOR THE SUPPLY AND DELIVERY OF
 VARIOUS CHEMICALS FOR THE YEAR 2025

WHEREAS, the City of Burlington (the “City”) is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, the City Administration was authorized to solicit sealed bids by the Common Council for the supply and delivery of the various chemicals listed below. The bid opening was held on Tuesday, December 4, 2024 in the City Hall Council Chambers; and

WHEREAS, the Administration reviewed the submitted bids and recommends that the Common Council award the contracts to the lowest qualified bidder, based on the attached bid summary.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington that the Mayor and Municipal Clerk are hereby authorized to enter into a contract with the companies listed below:

<u>VENDOR</u>	<u>CHEMICAL</u>	<u>PRICE/ESTIMATED AMOUNT</u>
Univar Solutions USA, Inc.	Sodium Hypochlorite	\$2.45/gallon (\$108,535.00)
PVS Chemicals, Inc.	Sodium Hydroxide	\$1.98/gallon (\$47,520.00)
Coyne Chemical Co., Inc.	Potassium Permanganate	\$198.4557/55lb drum (\$8,930.51)
Carbon Activated Corp.	Powdered Activated Carbon	\$1.52/lb (\$48,640.00)
Coyne Chemical Co., Inc.	Powdered Activated Carbon (Backup Supplier)	\$1.6203/lb (\$51,849.60)
PVS Chemicals, Inc.	Liquid Sodium Bisulfite	\$4.05/gallon (\$81,000.00)
Coyne Chemical Co., Inc.	Hydrated Lime	\$0.4220/pound (\$11,394.00)
SNF Polydyne	Sludge Polymer	\$15.91/gallon (13,125.75)

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to execute any documentation necessary to effectuate the foregoing in a form to be approved to the City Solicitor.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RESOLUTION NO. 48-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

Christopher J. Noll, PE, CME, PP
President & CEO

William H. Kirchner, PE, CME, N-2
Vice President

Rakesh R. Darji, PE, PP, CME, CFM
Vice President/Treasurer

Benjamin R. Weller, PE, CME, CPWM, S-3, C-3
Secretary



ENVIRONMENTAL RESOLUTIONS, INC.

Engineers • Planners • Scientists • Surveyors

Joseph P. Orsino, Jr. CET, Vice President

Harry R. Fox, NICET III

G. Jeffrey Hanson, PE, CME

Joseph R. Hirsh, PE, CME, CPWM

C. Jeremy Noll, PE, CME, CPWM

Marc H. Selover, LSRP, PG

December 10th, 2024
40008 09

Re: 2025 Supply and Delivery of Various Chemicals
Bid Award Recommendation

Bill Curry, Director of Public Works
525 High Street
Burlington, NJ 08016

Dear Mr. Curry:

Bids were received on December 4, 2024 for the 2025 Supply and Delivery of Various Chemicals. Five (5) bidders obtained copies of the bid documents, of which five (5) submitted bids. The five (5) bids received are summarized in the attached bid summary and in the abbreviated version provided below.

NO	DESCRIPTION	UNIT	Carbon Activated Corporation	George S. Coyne Chemical Co., Inc.	Miracle Chemical Company	PVS Chemicals, Inc.	SNF Polydyne	Univar Solutions USA, Inc.
1	Liquid Sodium Hypochlorite	\$/gal	NO BID	\$4.5992	\$2.548	\$2.59	NO BID	\$2.45
2	Liquid Sodium Hydroxide	\$/gal	NO BID	\$2.9484	NO BID	\$1.98	NO BID	NO BID
3	Potassium Permanganate	\$/55-lb drum	NO BID	\$198.4557	NO BID	NO BID	NO BID	\$198.55
4	Powdered Activated Carbon	\$/lb	\$1.52	\$1.6203	NO BID	NO BID	NO BID	NO BID
5	Liquid Sodium Bisulfite	\$/gal	NO BID	\$8.5156	\$4.277	\$4.05	NO BID	NO BID
6	Hydrated Lime	\$/lb	NO BID	\$0.4220	NO BID	NO BID	NO BID	\$0.465
7	Sludge Polymer	\$/gal	NO BID	\$25.2606	NO BID	NO BID	\$15.91	NO BID

Based upon our review of the bid documentation, **it is recommended that Item #1, Liquid Sodium Hypochlorite, be awarded at \$2.45 per gallon to Univar Solutions USA, Inc.** Please note that as the prices listed are a per gallon price, the total contract price will be dependent on the amount of chemical delivered during the duration of the contract. So that you have an approximate overall cost, the City estimates it uses 44,300 gallons per year which would yield an expense of \$108,535.00.

Based upon our review of the bid documentation, **it is recommended that Item #2, Liquid Sodium Hydroxide, be awarded at \$1.98 per gallon to PVS Chemicals, Inc.** Please note that as the prices listed are a per gallon price, the total contract price will be dependent on the amount of chemical delivered during the duration of the contract. So that you have an approximate overall cost, the City estimates it uses 24,000 gallons per year which would yield an expense of \$47,520.00.

Based upon our review of the bid documentation, **it is recommended that Item #3, Potassium Permanganate, be awarded at \$198.4557 per 55-lb drum to Coyne Chemical Co., Inc.** Please note that as the

prices listed are unit prices, the total contract price will be dependent on the amount of chemical delivered during the duration of the contract. So that you have an approximate overall cost, the City estimates it uses 45 55-lb drums per year which would yield an expense of \$8,930.51.

Based upon our review of the bid documentation, **it is recommended that a primary contract for Item #4, Powdered Activated Carbon, be awarded at \$1.52 per pound to Carbon Activated Corporation.** Please note that as the prices listed are a per pound price, the total contract price will be dependent on the amount of chemical delivered during the duration of the contract. So that you have an approximate overall cost, the City estimates it uses 32,000 pounds per year, which would yield an expense of \$48,640.00. Please note that our recommendation of award for Powdered Activated Carbon is contingent upon the successful completion of a two-week trial period, given this is a new brand of activated carbon and we want to verify it meets the appropriate performance standards. Because of this stipulation, **we also recommend the award of a Backup Supplier for Activated Carbon at \$1.6203 per pound to Coyne Chemical Co., Inc.** in the event the trial is unsuccessful. The approximate overall cost, if the Backup Supplier is used, would yield an expense of \$51,849.60.

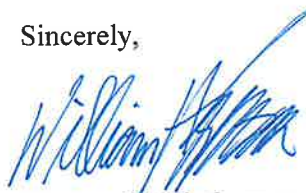
Based upon our review of the bid documentation, **it is recommended that Item #5, Liquid Sodium Bisulfite, be awarded at \$4.05 per gallon to PVS Chemicals, Inc.** Please note that as the prices listed are a per gallon price, the total contract price will be dependent on the amount of chemical delivered during the duration of the contract. So that you have an approximate overall cost, the City estimates it will use 20,000 gallons per year which would yield an expense of \$81,000.00.

Based upon our review of the bid documentation, **it is recommended that Item #6, Hydrated Lime, be awarded at \$0.4220 per pound to Coyne Chemical Co., Inc.** Please note that as the prices listed are a per pound price, the total contract price will be dependent on the amount of chemical delivered during the duration of the contract. So that you have an approximate overall cost, the City estimates it will use 27,000 pounds per year which would yield an expense of \$11,394.00.

Based upon our review of the bid documentation, **it is recommended that Item #7, Sludge Polymer, be awarded at \$15.91 per gallon to SNF Polydyne.** Please note that as the prices listed are a per gallon price, the total contract price will be dependent on the amount of chemical delivered during the duration of the contract. So that you have an approximate overall cost, the City estimates it will use 825 gallons per year which would yield an expense of \$13,125.75.

If you have additional questions or require additional information, please do not hesitate to contact our office.

Sincerely,



William H. Kirchner, PE, CME
City Water Engineer

WHK/eed

cc: All Bidders
Johanna Conyer, Business Administrator, JConyer@burlingtonnj.us
Zoraida Pagan, Confidential Secretary, ZPagan@burlingtonnj.us
Dean Ciminera, CFO, CFO@burlingtonnj.us
Marc Zott, Water Department Superintendent, MZott@burlingtonnj.us
Richard Edge, Plant Chief Operator, Redge@burlingtonnj.us
Charles Ercol, Sewer Superintendent, CErcol@burlingtonnj.us
Cindy Crivaro, Municipal Clerk, CCrivaro@burlingtonnj.us

**ENVIRONMENTAL RESOLUTIONS
SUMMARY OF BIDS**

Bid Opening 12/4/2024 at 10:00 AM

**2025 SUPPLY & DELIVERY OF VARIOUS CHEMICALS
CITY OF BURLINGTON
BURLINGTON COUNTY, NEW JERSEY
40008 09**

NO	DESCRIPTION	UNIT PR.	George S. Coyne Chemical Co., Inc.	Miracle Chemical Company	PVS Chemicals, Inc.	SNF Polydyne	Univar Solutions USA, Inc.
Base Bid - 1 Year Contract Chemical Supply (2025) - Complete							
1	Liquid Sodium Hypochlorite (per gallon)		\$4,5992	\$2,548	\$2.59	NO BID	\$2.45
TOTAL AMOUNT BASE BID:			\$203,744.56	\$112,876.40	\$114,737.00	NO BID	\$108,535.00
Base Bid - 1 Year Contract Chemical Supply (2025) - Complete							
2	Liquid Sodium Hydroxide (per gallon)		\$2,9484	NO BID	\$1.98	NO BID	NO BID
TOTAL AMOUNT BASE BID:			\$70,761.60	\$47,520.00			
Base Bid - 1 Year Contract Chemical Supply (2025) - Complete							
3	Potassium Permanganate (per 55lb drum)		\$198.4557	NO BID	NO BID	NO BID	\$198.55
TOTAL AMOUNT BASE BID:			\$8,930.51				\$8,934.75
Base Bid - 1 Year Contract Chemical Supply (2025) - Complete							
4	Powdered Activated Carbon (per pound)		\$1.6203	NO BID	NO BID	NO BID	NO BID
TOTAL AMOUNT BASE BID:		\$1.52	\$51,849.60				
Base Bid - 1 Year Contract Chemical Supply (2025) - Complete							
5	Liquid Sodium Bisulfite (per gallon)		\$8.5156	\$4.277	\$4.05	NO BID	NO BID
TOTAL AMOUNT BASE BID:			\$170,312.00	\$85,540.00	\$81,000.00		
Base Bid - 1 Year Contract Chemical Supply (2025) - Complete							
6	Hydrated Lime (per pound)		\$0.4220	NO BID	NO BID	NO BID	\$0.465
TOTAL AMOUNT BASE BID:			\$11,394.00				\$12,555.00
Base Bid - 1 Year Contract Chemical Supply (2025) - Complete							
7	Sludge Polymer (per gallon)		\$25.2606	NO BID	NO BID	\$15.91	NO BID
TOTAL AMOUNT BASE BID:			\$20,840.00			\$13,125.75	

Lowest total amount base bid:

RESOLUTION NO. 49-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
REJECTING ALL BIDS FOR 2025 WATER PLANT LABORATORY TESTING FOR WATER
MONITORING AND AUTHORIZATION TO RE-BID

WHEREAS, the City of Burlington (the "City") is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, the City requested prospective bidders to submit bids for the 2025 Water Plant Laboratory Testing for Water Monitoring; and

WHEREAS, due to renovations at the City Hall Building, all bids were not received by the bid opening date and time; and

WHEREAS, to ensure that the proposal process is completed fairly for all bidders and the City of Burlington, the City deems it in the best interests of all parties to reject all bids and authorize the contract be re-bid; and

WHEREAS, to ensure the services continue as necessary, the current 2024 contract with Garden State Laboratories must be extended until February 1, 2025.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington that all bids received for the 2025 Water Plant Laboratory Testing for Water Monitoring are hereby rejected.

BE IT FURTHER RESOLVED that the Mayor, City Clerk, and appropriate department heads are hereby authorized to prepare the proposal specifications for the 2025 Water Plant Laboratory Testing for Water Monitoring to be re-advertised and re-bid.

BE IT FURTHER RESOLVED that the current 2024 contract with Garden State Laboratories is authorized to be extended until February 1, 2025.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 49-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RJS						
SPAULDING						
WOODARD						

Christopher J. Noll, PE, CME, PP
President & CEO

William H. Kirchner, PE, CME, N-2
Vice President

Rakesh R. Darji, PE, PP, CME, CFM
Vice President/Treasurer

Benjamin R. Weller, PE, CME, CPWM, S-3, C-3
Secretary



Joseph P. Orsino, Jr. CET, *Vice President*
Harry R. Fox, NICET III
G. Jeffrey Hanson, PE, CME
Joseph R. Hirsh, PE, CME, CPWM
C. Jeremy Noll, PE, CME, CPWM
Marc H. Selover, LSRP, PG

December 9, 2024
40008 03

Mr. William Curry, Director of Public Works
City of Burlington
525 High Street
Burlington, NJ 08016

Re: Professional Services Contract for 2025 Laboratory Testing Services for Water Monitoring
Recommendation to Re-Bid

Dear Bill:

As you are aware, proposals were received on December 3, 2024 for the Professional Services Contract for 2025 Laboratory Testing Services for Water Monitoring. However, on the day that proposals were received, City Hall was undergoing renovations and the Municipal Clerk's office was closed. As a result, some of the proposals that were received did not make it to the Council Chambers for the Public Opening. To ensure that the proposal process is fair for all bidders and after consultation with the City's Solicitor, we recommend that the City reject all proposals received and re-advertise the contract.

We suggest re-advertising and collecting new proposals to be opened on January 8, 2025. We have been in touch with the Municipal Clerk and agreed that if bidders who already submitted a proposal wish to reuse their proposal for the new date, they can submit a letter to the Municipal Clerk indicating as much (and copy our office). Bidders may also choose to have their proposal returned to them and submit a new proposal for the January 7 deadline. We are in the process of contacting the laboratories that submitted proposals to inform them of the situation and their options for the new proposal date.

In the meantime, we recommend extending the City's contract with the current Primary Laboratory (Garden State Laboratories) for at least a month to cover the period after the current contract ends (Dec. 31, 2024) but before the new contract can be awarded.

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

William H. Kirchner, P.E., C.M.E.
City Water Engineer

WHK/kmh

cc: Marc Zott, Superintendent
Johanna S. Conyer, Administrator
Cindy Crivaro, Municipal Clerk
Dean Ciminera, CFO
Justin Strausser, The Platt Law Group

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RESOLUTION NO. 50-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
AUTHORIZING READVERTISEMENT AND RE-BID OF THE 2025-2026 MAINTENANCE
CONTRACT FOR WATER & WASTEWATER INSTRUMENTATION AND
CHLORINATION EQUIPMENT

WHEREAS, the City of Burlington (the "City") is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, the City requested prospective bidders to submit bids for the 2025-2026 Maintenance Contract for Water & Wastewater Instrumentation and Chlorination Equipment; and

WHEREAS, no bids were received by the bid opening date of December 3, 2024; and

WHEREAS, the City wishes to readvertise and re-bid the contract; and

WHEREAS, to ensure the services continue as necessary, the current 2024 contract with Allied Control Services must be extended as necessary.

NOW THEREFORE BE IT RESOLVED that the Mayor, City Clerk, and appropriate department heads are hereby authorized to prepare the proposal specifications for the 2025-2026 Maintenance Contract for Water & Wastewater Instrumentation and Chlorination Equipment for readvertisement and re-bid.

BE IT FURTHER RESOLVED that the current 2024 contract with Allied Control Services is authorized to be extended as necessary.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RESOLUTION NO. 50-2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

Christopher J. Noll, FE, CME, PP
President & CEO

William H. Kirchner, FE, CME, N-2
Vice President

Rakesh R. Darji, FE, PP, CME, CFM
Vice President/Treasurer

Benjamin R. Weller, FE, CME, CPWM, S-3, C-3
Secretary



Joseph P. Orsino, Jr. CET, *Vice President*
Harry R. Fox, NICET III
G. Jeffrey Hanson, FE, CME
Joseph R. Hirsh, FE, CME, CPWM
C. Jeremy Noll, FE, CME, CPWM
Marc H. Selover, LSRP, PG

December 9, 2024
40008 04

Mr. William Curry, Director of Public Works
City of Burlington
525 High Street
Burlington, NJ 08016

Re: 2025-2026 Maintenance of Water and Wastewater Instrumentation and Chlorination Equipment
Recommendation to Re-Bid

Dear Bill:

As we have discussed, the 2025-2026 Maintenance of Water and Wastewater Instrumentation and Chlorination Equipment Contract was recently advertised with a Bid Opening date of December 3, 2024. However, no bids were received. Therefore, we recommend re-advertising the contract with a new bid date of January 8, 2024.

In the meantime, we recommend extending the City's current Instrumentation Contract with Allied Control Services for at least a month to cover the period after the current contract ends (Dec. 31, 2024) but before the new contract can be awarded.

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

William H. Kirchner, P.E., C.M.E.
City Water Engineer

WHK/kmh

cc: Marc Zott, Water Superintendent
Charles Ercol, Sewer Superintendent
Johanna S. Conyer, Administrator
Cindy Crivaro, Municipal Clerk
Dean Ciminera, CFO

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RESOLUTION NO. 51-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
 AUTHORIZING CHANGE ORDER NO. 1 WITH DYNAMIC SANBLASTING & PAINTING
 FOR THE BROAD STREET TANK REHAB PROJECT

WHEREAS, the City of Burlington (the “City”) is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, it is the recommendation of City Engineer, Environmental Resolutions, Inc., per their correspondence dated December 4, 2024, that the Common Council of the City of Burlington authorize an amended agreement with Dynamic Sandblasting & Painting in the form of Change Order No. 1, in connection with the Broad Street Tank Rehab Project; and

WHEREAS, this Change Order No. 1 is an increase in the amount of \$93,117.60, making a revised total contract amount of \$1,563,867.96.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington that the Mayor and Municipal Clerk are hereby authorized to execute a change order in a form acceptable to the City Solicitor, with Dynamic Sandblasting & Painting for an increase in the amount of \$93,117.60, to a contract total of \$1,563,867.96, in connection with the Broad Street Tank Rehab Project.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

Courtesy

Christopher J. Noll, PE, CME, PP
President & CEO
William H. Kirchner, PE, CME, N-2
Vice President
Rakesh R. Darji, PE, PP, CME, CFM
Vice President/Treasurer
Benjamin R. Weller, PE, CME, CPWM, S-3, C-3
Secretary



**ENVIRONMENTAL
RESOLUTIONS, INC.**
Engineers • Planners • Scientists • Surveyors

Joseph P. Orsino, Jr., CET, Vice President
Harry R. Fox, NICET III
G. Jeffrey Hanson, PE, CME
Joseph R. Hirsh, PE, CME, CPWM
C. Jeremy Noll, PE, CME, CPWM
Marc H. Selover, LSRP, PG

December 4, 2024
40353 23

Re: **Change Order #1**
Broad St. Tank Rehabilitation Project
City of Burlington

Mr. Bill Curry, Director of Public Works
City of Burlington
525 High Street
Burlington, NJ 08016

Dear Bill:

Enclosed please find Change Order #1 for the above referenced project. This Change Order includes the replacement of a 16-inch gate valve on the tank supply line under Veteran's Drive, which was not seating completely and needed to be replaced to prevent water from leaking into the tank fill line during construction. In addition, it includes the cost of temporarily relocating antennas for the City Police Department's surveillance equipment during construction, which requires a change in the contract, as neither the City Water Department nor our office were aware prior to award that these antennas were on the tank. Finally, the Change Order also includes half of the cost of AT&T's scaffolding rental fees for the project, which the City agreed to pay due to the structure of AT&T's lease agreement. In contrast to the agreements with the other carriers, AT&T's lease does not clearly hold AT&T responsible for the cost of equipment relocation during tank maintenance.

These changes result in a net increase of \$93,117.60 to the base contract price of \$1,470,750.36, for an adjusted contract price of \$1,563,867.96. The adjusted contract price is a 6.33% increase on the original contract. Our office recommends that the City of Burlington proceed with this Change Order.

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

William H. Kirchner, PE, CME
City Engineer

WHK/jad

Encl.

cc: Dean Ciminera, CFO (via email: CFO@burlingtonnj.us)
Yuri Bishop (via email: accountspayable@burlingtonnj.us)
Vinny Lagares, Dynamic Sandblasting and Painting, LLC. (via email: vinny@dynamicssandblasting.com)

40350 - 40399\40353 23 Broad St Tank Rehab Construction\Payments\Change Orders\40353 23 Change Order #1 Letter.docx

40353 23
BROAD STREET TANK REHABILITATION PROJECT
BURLINGTON CITY, BURLINGTON COUNTY
CHANGE ORDER #1
12/3/2024

Contractor:

Dynamic Sandblasting and Painting
815 Hope Road, Bldg #2, 2nd Floor
Eastontown, NJ 07724

IT IS HEREBY AGREED THIS 3rd DAY OF DECEMBER 2024, SUBJECT TO THE PROVISIONS OF THE CONTRACT AND SPECIFICATIONS TO MAKE THE FOLLOWING CHANGES:

ITEM	DESCRIPTION	UNIT PRICE	QUANTITY CHANGE	ADDITIONS	REDUCTIONS
X1	Relocate City Police Antennas	\$27,378.00	1 LS	\$27,378.00	
X2	16-inch Valve Replacement	\$38,739.60	1 LS	\$38,739.60	
X3	Additional Scaffolding Rental	\$27,000.00	1 LS	\$27,000.00	
				\$93,117.60	\$0.00

ADJUSTMENT TOTAL: \$93,117.60

BASE CONTRACT PRICE: \$1,470,750.36

ADDITIONS: \$93,117.60

REDUCTIONS: \$0.00

ADJUSTED CONTRACT PRICE: \$1,563,867.96

% CONTRACT ADJUSTMENT 6.33%

Vinny Lagares

DYNAMIC SANDBLASTING
AND PAINTING

William H. Kirchner

WILLIAM H. KIRCHNER, PE, CME

BURLINGTON CITY

RESOLUTION NO. 52-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
 AUTHORIZING CHANGE ORDER #4 WITH NATIONAL METERING SERVICES FOR THE
 RESIDENTIAL WATER METER REPLACEMENT PROJECT

WHEREAS, the City of Burlington (the “City”) is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, it is the recommendation of City Engineer, Environmental Resolutions, Inc. per their correspondence dated December 5, 2024, that the Common Council of the City of Burlington authorize an amended agreement with National Metering Services in the form of Change Order No. 4, in connection with the Residential Water Meter Replacement Project; and

WHEREAS, this Change Order No. 4 is a decrease in the amount of \$68,885.25, making a revised total contract amount of \$1,550,300.37.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Burlington that the Mayor and Municipal Clerk are hereby authorized to execute a change order in a form acceptable to the City Solicitor, with National Metering Services for a decrease in the amount of \$68,885.25, to a contract total of \$1,550,300.37, in connection with the Residential Water Meter Replacement Project.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

Christopher J. Noll, PE, CME, PP
President & CEO

William H. Kirchner, PE, CME, N-2
Vice President

Rakesh R. Darji, PE, PP, CME, CFM
Vice President/Treasurer

Benjamin R. Weller, PE, CME, CPWM, S-3, C-3
Secretary



Joseph P. Orsino, Jr., CET, *Vice President*
Harry R. Fox, NICET III
G. Jeffrey Hanson, PE, CME
Joseph R. Hirsh, PE, CME, CPWM
C. Jeremy Noll, PE, CME, CPWM
Marc H. Selover, LSRP, PG

December 5, 2024
40008 39-3

Mr. William Curry,
Director of Public Works
City of Burlington
525 High Street
Burlington, NJ 08016

Re: Residential Water Meter Replacement Project
NJ I-Bank Project No: S340140-02
City of Burlington
Change Order #4 (Final)

Dear Bill:

Enclosed please find Change Order #4 (Final) for the above reference project. The change order reflects the final as built and supplied quantities of meters for the above-referenced project. The original contract amount is \$1,595,062.00. Change Order #1 in the amount of \$19,025.12, adjusted the contract price to \$1,614,087.12. Change Order #2 & #3 (Combined) resulted in a net increase of \$5,098.50, adjusting the contract amount to \$1,619,185.92. Change Order #4 results in a net decrease in the amount of \$68,885.25, adjusting the final contract price to \$1,550,300.37.

The final adjusted contract price is -2.8% decrease of the original contract. Both the contractor and I have signed the Change Order.

If you have any comments or questions, or require any additional information, please do not hesitate to contact our office.

Sincerely,

William H. Kirchner, PE, CME
City Water Engineer

WHK/kvv
Attachment

cc: Tara Kreuger, CFO
Dean Ciminera, Bowman & Company, LLP
Cindy Crivaro, Municipal Clerk
Marc Zott, Superintendent
Rich Verdiramo, National Metering Services

40008 39-3
RESIDENTIAL WATER METER REPLACEMENT PROJECT
NJ I-BANK PROJECT NO. S340140-02
CITY OF BURLINGTON
BURLINGTON COUNTY, NEW JERSEY
CHANGE ORDER #4
1/24/2024

CONTRACTOR:
 NATIONAL METERING SERVICES
 163 SCHUYLER AVENUE, PO BOX 491
 KEARNY, NJ 07032

IT IS HEREBY AGREED THIS 24TH DAY OF JANUARY 2024
 THE CONTRACT AND SPECIFICATIONS TO MAKE THE FOLLOWING CHANGES:

ITEM	DESCRIPTION	UNIT PRICE	QUANTITY CHANGE	UNITS	ADDITIONS	REDUCTIONS
R1b	Install 5/8" Meter, Complete	\$60.00	-155.00	Units		(\$9,300.00)
R2a	Furnish 3/4" Meter, Complete	\$348.00	-26.00	Units		(\$9,048.00)
R2b	Install 3/4" Meter, Complete	\$60.00	-32.00	Units		(\$1,920.00)
R3a	Furnish 1" Meter, Complete	\$422.00	-49.00	Units		(\$20,678.00)
R3b	Install 1" Meter, Complete	\$60.00	-49.00	Units		(\$2,940.00)
R4a	Furnish 1 1/4" Meter, Complete	\$422.00	-6.00	Units		(\$2,532.00)
R4b	Install 1 1/4" Meter, Complete	\$65.00	-6.00	Units		(\$390.00)
R5a	Furnish 1 1/2" Meter, Complete	\$752.00	-15.00	Units		(\$11,280.00)
R5b	Install 1 1/2" Meter, Complete	\$100.00	-19.00	Units		(\$1,900.00)
R6a	Furnish 2" Meter, Complete	\$910.00	-4.00	Units		(\$3,640.00)
R6b	Install 2" Meter, Complete	\$100.00	-8.00	Units		(\$800.00)
A7a	Furnish 3" Meter, Complete	\$4,486.65	1.00	Units	\$4,486.65	
A8a	Furnish 4" Meter, Complete	\$5,867.40	1.00	Units	\$5,867.40	
R9b	Install 6" Meter, Complete	\$184.30	-1.00	Units		(\$184.30)
R10	Furnish & Install 8" Meter, Complete	\$14,627.00	-1.00	Units		(\$14,627.00)
					\$10,354.05	(\$79,239.30)

ADJUSTMENT TOTAL: (\$68,885.25)

BASE CONTRACT PRICE: \$1,595,062.00

ADDITIONS CO#1-4: \$34,477.67

REDUCTIONS: (\$79,239.30)

ADJUSTED CONTRACT PRICE: \$1,550,300.37


 National Metering Services

 Project Manager

 APPROVED BY OWNER

% OVER BASE CONTRACT (MAX 20%) -2.8%

RESOLUTION NO. 53-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON
APPROVING FLOODPLAIN VARIANCES FOR PROPERTY LOCATED AT 613
MOORLAND AVENUE

WHEREAS, Ernest Lee and Christel M. Jackson-Lee (“Applicants”) are the owners of the property located at 613 Moorland Avenue in the City of Burlington (“Property”); and

WHEREAS, the Property is within a 100-year floodplain zone; and

WHEREAS, the Applicant has applied for floodplain variances pursuant to City Code Section 170-04, dated October 2, 2024 (“Application”); and

WHEREAS, the Applicant requests floodplain variances due to the stated hardships contained therein; and

WHEREAS, pursuant to City Code Section 170-04, a public hearing was held on December 10, 2024 with the presentation of William Harris, Director of the Department of Community Affairs and by the sworn testimony of Allison Iannaccone, City Certified Floodplain Manager and Christel M. Jackson-Lee, represented at the hearing by her attorney, Thomas J. Scattergood, Esq., on behalf of the Applicant; and

WHEREAS, Mr. Harris indicated the Application met the definition of substantial improvements in that the cost of construction exceeds 50% of the assessed improved value of the Property; and

WHEREAS, Christel M. Jackson-Lee, the owner of the Property, testified. She indicated she was seeking a hardship variance to construct a proposed addition to have a level floor with the existing structure to allow for easier handicap access for Ernest Lee; and

WHEREAS, Allison Iannaccone, the City Certified Floodplain Manager, prepared a report dated December 4, 2024 regarding this matter and reviewed all of the Applicant’s plans; and

WHEREAS, Ms. Iannaccone testified that Applicant’s application potentially failed to demonstrate an exceptional hardship pursuant to FEMA Technical Bulletin P-933 dated July 2014 without the sworn testimony of Applicants’ licensed architect as to the feasibility of potential mitigation techniques; and

WHEREAS, Ms. Iannaccone recommended that the Common Council reject Applicants’ floodplain variance application for the foregoing reason; and

WHEREAS, Ms. Jackson-Lee testified that she would be willing to raise the proposed elevation of the addition to twelve (12) feet to comply with FEMA requirements and to provide documents as requested by Ms. Iannaccone; and

RESOLUTION NO. 53-2025

WHEREAS, City Council opened the hearing to the public and one member of the public appeared in connection with the Application and asked questions concerning the FEMA regulations; and

WHEREAS, upon motion duly made and seconded, City Council determined that there was substantial credible evidence in the record to grant the floodplain variance application as revised based upon the testimony provided at the hearing.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Burlington hereby grants the floodplain variance application of the Applicant for the property located at 613 Moorland Avenue, Burlington City, New Jersey pursuant to City Code Section 170-04 at an elevation level of twelve (12) feet and will provide _____.

President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						

RESOLUTION NO. 54-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING CANCELLATION OF PROPERTY TAXES PURSUANT TO N.J.S.A. 40A:5-17.1

WHEREAS, the City of Burlington (the “City”) is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, pursuant to N.J.S.A. 40A:5-17.1(b), municipalities may adopt a resolution authorizing a municipal employee chosen by the governing body to process, without further action on the part of the governing body, the cancellation of any property tax refund, delinquency, or the charges and fees imposed by the municipality of less than a certain amount; and

WHEREAS, the City wishes to authorize the City Tax Collector to cancel any municipal charge, delinquency, or refund for less than \$5.00.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington that the City Tax Collector is hereby authorized to cancel any property tax refund, delinquency, or charges of less than \$5.00.

 President
 Common Council

Attest:

 Cindy A. Crivaro, RMC
 Municipal Clerk

January 7, 2025

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
CHACHIS						
HUTTON						
RIJS						
SPAULDING						
WOODARD						