



City of Burlington

SPECIAL COUNCIL MEETING AGENDA

December 18, 2025
7:00 pm

This Special Meeting was called pursuant to the provisions of the Open Public Meetings Law. Notice of this meeting was sent to the Burlington County Times and the Trenton Times, filed in the Office of the Municipal Clerk, posted on the (3) bulletin boards at the Municipal Building and the City of Burlington Website on November 14, 2025 & December 10, 2025, and has remained continuously posted.

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

ALSO PRESENT:

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

Others: _____

SALUTE TO FLAG

PRESENTATION(S)

NJSIAA Sectional Central Group 1 & Burlington Tri-County United Football League Recognition

EXPLANATION OF ORDINANCE(S) ON SECOND READING

Johanna Conyer, Administrator 16-2025

EXPLANATION OF RESOLUTION(S)

Johanna Conyer, Administrator 258-2025

PUBLIC COMMENTS

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

CONSENT AGENDA

All items listed with an asterisk (*) are routine 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 Seconded by _____.

APPROVAL OF PAYMENT OF BILLS*

APPROVAL OF MINUTES*

ORDINANCE(S) - SECOND READING, FINAL DISPOSITION & PUBLIC HEARING

ORDINANCE NO. 16-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AMENDING, SUPPLEMENTING, AND REVISING CHAPTER 146 OF THE CITY CODE, ENTITLED "FEE SCHEDULE"

RESOLUTION(S)

RESOLUTION NO. 258-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING 2025 BUDGET TRANSFER #2

COUNCIL COMMENTS

ADJOURNMENT 1. _____ 2. _____

ORDINANCE NO. 16-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AMENDING, SUPPLEMENTING, AND REVISING CHAPTER 146 OF THE CITY CODE, ENTITLED “FEE SCHEDULE”

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 146, Section 11 sets forth construction code fees within the City; and

WHEREAS, the City of Burlington wishes to amend Chapter 146, Section 11 to clarify the applicable fees; 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 146, Section 11 of the Code of the City of Burlington entitled “Chapter 125, Construction Codes, Uniform”, is hereby amended, supplemented, and revised as follows:

§ 146-11 Chapter 125, Construction Codes, Uniform.

Fees to be charged pursuant to Chapter 125, Construction Codes, Uniform, shall be as follows:

- A. The fee for plan review shall be 25% of the amount to be charged for the construction permit and shall be paid before the plans are reviewed. The amount paid for this fee shall be credited toward the amount of the fee to be charged for the construction permit. In the case of a discontinuance of a project, the plan review fees are not refundable. The deduction for plan review shall be 20% for projects that are reviewed by the Department of Community Affairs.
 1. The fee for building construction trailer shall be a flat fee of \$100, if electric is connected to the trailer.
- B. The fee for construction permit shall be the fees listed in Subsections E(1) through (10) hereof and shall be paid prior to the issuance of the permit.
- C. The fee for a tent smaller than 900 square feet shall be \$77. The fee for a tent in excess of 900 square feet, or more than 30 feet in any dimension, shall be \$100.
- D. The fee for roofing and siding work on a residential property shall be \$77 for attached dwellings. All other use groups shall be per the estimated costs of \$35 per \$1,000.00.
- E. The minimum fee for a basic construction permit covering any building, plumbing, electrical, fire protection, or mechanical work shall be \$77.

1. New structure fees. The fee for new structures, including additions, for all use groups, shall be \$0.046 per cubic foot of building volume, except for large open volume single story spaces in buildings, such as barns, silos, greenhouses, warehouses, distribution centers, and other storage-use occupancies, of 200,000 sq. ft. and larger, the fee shall be \$0.025 per cubic volume.
2. The fee shall be \$0.0011 per cubic foot for structures on farms, including commercial farm buildings under N.J.A.C.5:233.2(d) with a maximum fee for such structures on farms not to exceed \$1,602.
3. Plumbing/mechanical fees.
 - a. The fees for fixtures and stacks, including, but not limited to, sinks, urinals, water closets, bathtubs, shower stalls, laundry tubs, floor drains, water fountains, dishwashers, commercial dishwashers, clothes washers, hot-water heaters, vents, hose bibs, or similar devices shall be \$25 per item.
 - b. The fees for grease traps, oil separators, water-cooled air-conditioning units, refrigeration units, utility service connections, backflow preventers, steam boilers and furnaces, hot-water boilers, active solar systems, sewer pumps, interceptors, fuel oil piping, lawn sprinklers, whirlpool spas shall be \$117 per item.
 - c. The fee for a new or replacement mechanical device shall be \$77.00 for the first device and \$25.00 for each additional device. The fee shall be \$77.00 for the first four (4) connections of gas/fuel piping, and \$25.00 for each additional connection thereafter. Duct work shall be \$77.00 per zone.
 - d. For any item not listed above, the fee shall be \$77.00.
4. Electrical fees.
 - a. The fees for fixtures and devices having up to 1 HP or 1 KW shall be \$75 for one through 50 items.
 - b. For each additional 25 fixtures or devices of up to one HP or one KW, the fee shall be \$25.
 - c. For each motor or electrical device greater than 1 HP and less than or equal to 10 HP and for transformers and generators greater than 1 KW and less than or equal to 10 KW, the fee shall be \$30.
 - d. For each motor or electrical device greater than 10 HP and less than or equal to 50 HP, for each service panel, service entrance, or subpanel less than or equal to 200 amps, for each transformer and generator greater than 10 KW and less than or equal to 45 KW, and for each utility load management device the fee shall be \$75.
 1. The fee charged for electrical work for each permanently installed residential swimming pool as defined in the building subcode, spa, hot tub or fountain shall be \$77, which shall include any required bonding and associated equipment such as filter pumps, motors, disconnecting means, switches, required receptacles, heaters and similar items, other than panelboards and underwater lighting fixtures. The fee for public swimming pools shall be based upon the number of electrical fixtures and the rating of electrical devices involved in accordance with the fees above. Nonresidential: \$85.

2. For photovoltaic systems, the fee shall be based on the designated kilowatt rating of the system as follows:
 - a. One to 50kw, the fee shall be \$100.
 - b. 51kw to 100kw, the fee shall be \$250.
 - c. Greater than 100kw, the fee shall be \$600.
3. The fee charged for the installation of single and multiple station smoke or heat detectors and fire, burglar, or security alarm systems in any one- or two-family dwelling shall be a flat fee of \$77 per dwelling unit. For fire, burglar, and security alarm systems and detectors in all other buildings the fee shall be based upon the fees above. Commercial \$125.
- e. For each motor or electrical device greater than 50 HP and less than or equal to 100 HP, for each service panel, service entrance, or subpanel greater than 200 amps and less than or equal to 1,000 amps and for each transformer or generator greater than 45 KW and less than or equal to 112.5 KW, the fee shall be \$100.
- f. For each motor electrical device greater than 100 HP, for each service panel, service entrance, or subpanel greater than 1,000 amps and for each transformer or generator greater than 112.5 KW, the fee shall be \$485.
- g. Annual pool bonding permit fee shall be \$77.
- h. For any item not listed above, the fee shall be \$77.00.
5. Fire protection fees. Fire protection and other hazardous equipment: sprinklers, standpipes, smoke and heat detectors, pre-engineered suppression systems, gas and oil-fired appliances not connected to the plumbing system, kitchen exhaust systems, incinerators, and crematoriums.
 - a. The fee shall be as follows:
 1. 20 or fewer heads: \$70;
 2. 200 or fewer heads: \$130;
 3. 300 or fewer heads: \$250;
 4. 400 or fewer heads: \$625;
 5. 1,000 or fewer heads: \$822;
 6. For 1,000 heads or more: \$1,050.
 - b. The fee for 1 to 12 detectors shall be \$77; for each additional 24 detectors, the fee shall be \$15.
 - c. The fee for each standpipe shall be \$260.
 - d. The fee for each independent pre-engineered system shall be \$120.
 - e. The fee for each gas or oil-fired appliance that is not connected to the plumbing system shall be \$77.
 - f. The fee for each kitchen exhaust system shall be \$55.
 - g. The fee for each incinerator shall be \$400.
 - h. The fee for each crematorium shall be \$400.
 - i. For any item not listed above, the fee shall be \$150.00.
6. Elevator registration. All elevator registrations and inspections will be conducted by the State of New Jersey.
7. (Reserved).
8. Demolition fees.

- a. Class 1: \$400.
 - b. Class 2: \$275.
 - c. Class 3: \$150.
9. Sign fees. The fee for a permit to construct a sign shall be in the amount of \$6.00 per square foot for single-sided signs. For double-sided signs, the permit fee shall be \$2.00 per square foot.
10. Renovations, alterations, repairs, and minor work fees.
 - a. Fees for renovations, alterations, and repairs or site construction associated with premanufactured construction and the external utility connection for premanufactured construction shall be based upon the estimated cost of work. The fee shall be in the amount of \$35 per \$1,000. For the purpose of determining estimated cost, the applicant shall submit to the department such cost data as may be available produced by the architect or engineer of record, or by a recognized estimated firm, or by the contractor. A bona fide contractor's bid, if available, shall be submitted. The department shall make the final decision regarding estimated cost.
 - b. Fees for additions shall be computed on the same basis as for new construction for the added portion.
 - c. Fees for combination renovations and additions shall be computed as the sum of the fees computed separately in accordance with the items above.
11. Certificate of occupancy fee.
 - a. The fee for a certificate of occupancy shall be in the amount of 10% of the new construction permit fee that would be charged by the department pursuant to these regulations. The minimum fee shall be \$75, except for one- or two-family structures of less than 5,000 square feet in area and less than 30 feet in height, for which the minimum fee shall be \$55.
 - b. The fee for a certificate of occupancy granted pursuant to a change in use group shall be \$175.
 - c. The fee for a continued certificate of occupancy shall be \$125.
 - d. There shall be no fee for certificate of compliance or certificate of approval, except that a certificate of compliance shall be issued for all required annually tested devices/vessels per N.J.A.C 5:23-2.23(I), and the fee shall be \$120.00 per device/vessel.
 - e. The fee for an application for a variance in accordance with N.J.A.C. 5:23-2.10 shall be \$250 for Class I structures and \$75 for Class II and Class III structures. The fee for resubmission of an application for a variation shall be \$100 for Class I structures and \$40 for Class II and Class III structures.
 - f. The fee for a temporary certificate of occupancy shall be \$30 per thirty-day extension.
12. Training, certification and technical support programs.
 - a. In order to provide for the training, certification, and technical support programs required by the Act, the Department of Licensing and Inspection shall collect a surcharge fee to be based upon the volume of new

construction within the City. The fee shall be accounted for and forwarded to the Bureau of Regulatory Affairs in the manner herein provided.

- b. Amount. The fee shall be in the amount of \$0.00371 per cubic foot volume of new buildings and additions. Volume shall be computed in accordance with N.J.A.C. 5:23-2.28. The fee for all other construction shall be \$1.90 per \$1,000 of value of construction. The minimum permit surcharge fee shall be \$1.

13. The fee for asbestos abatement shall be \$50 for the application and \$10 for the certificate of occupancy. The fee for lead abatement shall be \$140.

14. Lead abatement. The fee for lead abatement shall be \$140.

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

SECTION 3: All Ordinances contrary to the provisions of this Ordinance are hereby repealed to the extent they are inconsistent herewith.

SECTION 4: 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 5: 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.

DRAFT

Passed Common Council,

Dawn Bergner-Thompson, President
Common Council

Approved,

Barry W. Conaway, Mayor

ATTEST:

Cindy A. Crivaro, RMC
Municipal Clerk

Introduction:	12/02/25
Publication:	12/09/25
2nd & Final:	12/18/25
Publication:	00/00/25
Effective:	00/00/25

RESOLUTION NO. 258-2025 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING 2025 BUDGET TRANSFER #2

WHEREAS, N.J.S.A. 40A:4-58 provides that a municipal governing body may make budget transfers during the last two months of the fiscal year;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, that the following **2025 Budget Transfers (#2)** be approved:

GENERAL FUND

<u>ACCOUNT #</u>		<u>FROM</u>	<u>TO</u>
1-20-100-011	Administration – SW		\$ 1,000.00
1-20-130-012	Finance Department – SW	\$ 1,000.00	
1-20-145-014	Tax Collector – SW	1,000.00	
1-20-150-012	Tax Assessor – SW		1,000.00
1-20-170-029	Economic Development – OE	5,000.00	
1-20-171-028	Community Development – OE		5,000.00
1-22-195-012	Construction Department – SW	2,000.00	
1-22-195-036	Construction Department – OE		2,000.00
1-23-210-029	Liability Insurance – OE	30,000.00	
1-23-220-029	Employee Group Insurance – OE	38,000.00	
1-26-290-011	Streets & Roads – SW		2,000.00
1-26-300-011	Other DPW Functions – SW		5,000.00
1-26-310-011	Buildings & Grounds – SW		5,000.00
1-28-370-154	Recreation Programs – OE		2,000.00
1-28-375-024	Parks Department – OE	5,000.00	
1-30-415-017	Accumulated Leave – SW		50,000.00
1-30-420-014	Celeb. of Public Events – SW		4,000.00
1-30-420-160	Celeb. of Public Events – OE		10,000.00
1-31-435-071	Electricity – OE		25,000.00
1-31-447-074	Fuel Products – OE	10,000.00	
1-31-465-141	Solid Waste Disposal – OE	10,000.00	
1-36-472-000	Social Security Taxes – OE	10,000.00	
	TOTAL GENERAL FUND	\$112,000.00	\$112,000.00

RESOLUTION NO. 258-2025

WATER OPERATING

<u>ACCOUNT #</u>		<u>FROM</u>	<u>TO</u>
5-55-502-058	Water Utility - OE	\$ 5,000.00	
5-55-526-000	NJ EIT Loan Interest – OE		\$ 5,000.00
TOTAL WATER OPERATING		\$ 5,000.00	\$ 5,000.00

SEWER OPERATING

<u>ACCOUNT #</u>		<u>FROM</u>	<u>TO</u>
N/A			
TOTAL SEWER OPERATING		\$.00	\$.00

Dawn Bergner-Thompson, President
Common Council

Attest:

Cindy A. Crivaro, RMC
Municipal Clerk

December 18, 2025

DRAFT

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