

**BOROUGH OF MEDFORD LAKES**  
**REGULAR COUNCIL MEETING**  
**March 22, 2001**

The regularly scheduled meeting of the Borough Council of the Borough of Medford Lakes, New Jersey, was held on the above date in Oaks Hall Council Chambers beginning at 7:30pm. Mayor Casey presided. Following the Pledge of Allegiance, Mayor Casey read the Statement of Compliance with the Open Public Meetings Act. This is to announce that adequate notice in the form of Notice of Meetings was (1) posted on the Administration Building bulletin board, (2) mailed to The Central Record, Medford, NJ, (3) mailed to the Burlington County Times, Willingboro, NJ, (4) mailed to the Courier Post, Cherry Hill, NJ, and (5) filed with the Municipal Clerk. Advance written notice of this meeting was mailed to all persons who requested such notice according to the Clerk of the Municipality.

Answering Roll Call were: Mayor Timothy S. Casey, Councilman Joseph A. Aromando, and Councilman Gary F. Woodend. Also present were Manager Julie Keizer and Solicitor Vogdes.

**PUBLIC COMMENT**

None at this time.

**PAYMENT OF BILLS**

Councilman Woodend had a questions with regard to the payment of internet services, and expressed his desire to see the Borough pay for theses services directly rather than reimburse the employee.

Mayor Casey made a motion, seconded by Councilman Aromando, to pay the bills listed on the Bills List.

VOTE TO APPROVE PAYMENT OF BILLS

Ayes: Casey, Aromando, Woodend

Nays: None

Motion carries

**APPROVAL OF MINUTES**

February 27, 2001 Minutes were reviewed by Council.

VOTE TO APPROVE MINUTES OF FEBRUARY 27, 2001

Ayes: Casey, Aromando, Woodend

Nays: None

Motion carries

March 8, 2001 Minutes were reviewed by Council. Corrections with regard to adjournment and the inclusion of an Executive Session were made.

VOTE TO APPROVE MINUTES OF MARCH 8, 2001

Ayes: Casey, Aromando, Woodend

Nays: None

**Motion carries**

**RESOLUTIONS**

**Borough of Medford Lakes  
Resolution 48-01**

**WHEREAS**, the Borough Council of the Borough of Medford Lakes adopted Ordinance Number 285 on March 14, 1991 authorizing an agreement and lease between the Borough of Medford Lakes and the Medford Emergency Squad, Inc. doing business as Medford Lakes Emergency Squad Inc.; and

**WHEREAS**, the above mentioned Ordinance provides for the lease to be renewed annually by the mutual agreement of both parties; and

**WHEREAS**, it is the desire of the Borough Council of the Borough of Medford Lakes to renew said agreement for the period of one year from, the date of expiration of the current agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes as follows:

1. That the lease agreement which is attached hereto and part thereof by and between the Borough of Medford Lakes and the Medford Emergency Squad is hereby authorized to be renewed for the period of one year commencing on March 15, 2001 and ending on March 15, 2002.
2. The Mayor and Clerk are hereby authorized and directed to affix their signatures and seal to all necessary documents.

Councilman Aromando requested the contract be updated before renewal next year.

**VOTE ON ADOPTION**

<b>Councilman</b>	<b>M</b>	<b>S</b>	<b>Y</b>	<b>N</b>	<b>A</b>	<b>AB</b>
Casey	X		X			
Aromando		X	X			
Woodend			X			

M-Motion; S-Second; A-Aye; N-Nay; A-Abstain; AB-Absent

**Borough of Medford Lakes  
Resolution No.: 49-01**

**A RESOLUTION AUTHORIZING THE REFUND OF A DUPLICATE TAX  
PAYMENT OF BLOCK: 20028.01 LOTS: 8,10**

**WHEREAS**, a duplicate first quarter tax payment was made on BLOCK: 20028.01 LOTS:8,10 ( currently assessed to Anthony Ricco Trust) by Servicetrak Network in the amount of \$1,321.86 and,

**WHEREAS**, Servicetrak Network have requested a refund of these monies;

**THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, that a Borough check representing the duplicate payment amount of \$1,321.86 be drawn to the order of Servicetrak Network.

**VOTE ON ADOPTION**

NAME	Moved	Second	Yes	No	Abstained	Absent
Casey	x		x			
Woodend			x			
Aromando		X	x			

**Borough of Medford Lakes  
Resolution No.: 50-01**

**A RESOLUTION APPROVING THE CANCELLATION OF OUTSTANDING CHECKS OVER 1 YEAR OLD**

**WHEREAS**, the Borough Of Medford Lakes has carried on its book balance outstanding checks in the amount of \$2,065.31 which are in excess of one year old; and

**WHEREAS**, it is necessary to cancel these outstanding checks in order to place these funds into fund balance.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes that the following outstanding checks are hereby canceled:

Check #	Amount
10105	30.00
6953	30.00
7078	56.48
7748	200.00
7735	27.99
8127	3.99
3468	135.00
9531	10.00
9610	30.00
10476	100.00
11313	55.00
14420	86.85
14475	100.00
14761	40.00
14852	100.00
15510	222.00

Councilman Woodend asked if the manager knew to whom the checks were for and why they did not cash them.

Manager Keizer explained that they were all current checks not payroll, and that some were paid twice and some were incorrect addresses.

**VOTE ON ADOPTION**

<b>Councilman</b>	<b>M</b>	<b>S</b>	<b>Y</b>	<b>N</b>	<b>A</b>	<b>AB</b>
Casey	X		X			
Aromando		X	X			
Woodend			X			

M-Motion; S-Second; Y-Aye; N-Nay; A-Abstain; AB-Absent

**Borough of Medford Lakes  
Resolution No.: 51-01**

**A RESOLUTION APPROVING CHANGE ORDER NO. 1  
ON THE CONTRACT FOR THE CONVERSION OF A FIRE TANKER**

WHEREAS, the BOROUGH OF MEDFORD LAKES and LEE'S EMERGENCY EQUIPMENT, have entered into a contract for the conversion of a street sweeper to a fire tanker, as the result of public bidding, as authorized by Resolution 89-00 for \$73,110.00.

WHEREAS, it appears that needed items were discovered in the conversion process that are a safety and operating standard, which must be on the tanker.

WHEREAS, the BOROUGH OF MEDFORD LAKES wishes to authorize the change order pursuant to Schedule A which is attached;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the BOROUGH OF MEDFORD LAKES that CHANGE ORDER NO.1 attached, is hereby approved, to increase the contract by \$1,744.00 which would bring the total contract price to \$74,854.00 which is less than the funding Ordinance provided for.

**VOTE ON ADOPTION**

<b>Councilman</b>	<b>M</b>	<b>S</b>	<b>Y</b>	<b>N</b>	<b>A</b>	<b>AB</b>
Casey		X	X			
Aromando			X			
Woodend	X		X			

M-Motion; S-Second; Y-Aye; N-Nay; A-Abstain; AB-Absent

**Borough of Medford Lakes  
Resolution No.: 52-01**

**A RESOLUTION APPROVING THE REDUCTION OF PERFORMANCE BONDS FOR MEDFORD PINES**

WHEREAS, Medford Pines Associates, LLC has posted the following bonds in connection with the subdivision known as Medford Pines which is serviced by the Medford Lakes Wastewater System; and

WHEREAS, Wayne Simpson, P.E. of Richard Alaimo Associates by way of the attached letter has recommended the following reduction.

Section	Original Amount	Reduced Amount
Section I	\$103,524.00	\$ 25,881.00
Section II	53,682.00	13,420.50

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Section III	45,522.00	11,380.50
Section IV	56,860.00	14,212.50
Section V	32,484.00	8,121.00
Section VI	75,511.20	18,877.80
Section VII	48,702.00	12,175.50

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough Of Medford Lakes that the above Performance Bonds be and are hereby reduced to the specified amounts.

Discussion was held on whether or not this Bond covered the paving of the roads.

Manager Keizer advised the Council that Alaimo Associates had represented that there was enough in the Bonds to cover the re-paving of the roads. The Manager will address this with the Engineer for clarification.

**VOTE ON ADOPTION**

Councilman	M	S	Y	N	A	AB
Casey	X		X			
Aromando			X			
Woodend		X	X			

M-Motion; S-Second; Y-Aye; N-Nay; A-Abstain; AB-Absent

**Borough of Medford Lakes  
Resolution Number: 54-01**

**A RESOLUTION AUTHORIZING CERTAIN  
BUDGETARY TRANSFERS**

**WHEREAS**, the Borough Council of the Borough of Medford Lakes did adopt a budget for the year 2000 in accordance with the Municipal Budget Law (N.J.S.A. 40A:4 et seq.); and,

**WHEREAS**, it has become necessary to transfer certain funds among the various line items as contained within the aforementioned adopted municipal budget; and,

**WHEREAS**, N.J.S.A. 40A:4-58 allows for the transfer of funds among line items of an reserve municipal budget during the first three months of the following fiscal year; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey that the Chief Financial Officer of the Borough of Medford Lakes is hereby authorized to make the following transfers as listed among the various line items.

From:	0-01-26-300-200 Public Works Other Expenses	\$1,000
	0-01-31-430-000 Electricity	2,100
	0-01-31-446-000 Natural Gas	<u>900</u>
		4,000
To:	0-01-21-180-200 Planning Board O & E	400
	0-01-31-460-000 Gasoline	1,200
	0-01-31-462-000 Diesel	1,900
	0-01-26-315-000 Vehicle Maintenance	<u>500</u>
		4,000

Councilman Aromando questioned why this was necessary and why the temporary budget would require transfers.

Manager Keizer explained that these are transfers within the 2000 reserves.

**VOTE ON ADOPTION**

Councilman	M	S	Y	N	A	AB
Casey	x		x			
Aromando		x	x			
Woodend			x			

M-Motion; S-Second; Y-Aye; N-Nay; A-Abstain; AB-Absent

**Borough of Medford Lakes**

**Resolution Number: 55-01**

**A RESOLUTION AUTHORIZING THE ISSUANCE OF A RAFFLE  
LICENSE TO THE LIONS CLUB OF MEDFORD LAKES**

**WHEREAS**, the **LIONS CLUB OF MEDFORD LAKES** has qualified in the prescribed manner and application to hold an off premises merchandise raffle on May 5, 2001 for a Chinese Auction ; and

**WHEREAS**, Council has reviewed the findings and determinations and concur that the raffle is to be conducted according to law;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey that a license to conduct the aforementioned raffle be and is hereby granted to the **LIONS CLUB OF MEDFORD LAKES**.

**VOTE ON ADOPTION**

NAME	Moved	Second	Yes	No	Abstained	Absent
Casey		X				
Aromando	x					
Woodend					X Member of Lion's	

**Borough of Medford Lakes**

**Resolution Number: 56-01**

**A RESOLUTION AUTHORIZING THE ISSUANCE OF A RAFFLE  
LICENSE TO THE LIONS CLUB OF MEDFORD LAKES**

**WHEREAS**, the **LIONS CLUB OF MEDFORD LAKES** has qualified in the prescribed manner and application to hold an off premises merchandise raffle on May 6, 2001 for a High Tea and Fashion Show; and

**WHEREAS**, Council has reviewed the findings and determinations and concur that the raffle is to be conducted according to law;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, New Jersey that a license to conduct the aforementioned raffle be and is hereby granted to the **LIONS CLUB OF MEDFORD LAKES**.

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**VOTE ON ADOPTION**

NAME	Moved	Second	Yes	No	Abstained	Absent
Casey		X	x			
Aromando	x		x			
Woodend					X member of Lions	

**CORRESPONDENCE**

Letter from New Jersey Conference of Mayors. Re: Governmental Loan Pool Program

Manager Keizer explained that this a loan pool program put together by the New Jersey Conference of Mayors. The purpose of this program is to put together a pool of municipalities, schools and other governmental agencies who need bonding. This group then receives a discounted rate due to the amount of the overall funding, a savings in bond ratings costs and closing costs are also realized.

The Council would like the Manager to pursue this option.

Letter from U.S. Department of Justice, Re: COPS in schools 2001 program funding

Chief Scott explained the program to the Council. The program would allow for an officer to be placed in the schools. Chief Scott referenced the recent instances of school violence.

Councilman Woodend inquired what the School Board thought of the idea.

Chief Scott responded that he had met with Frank Vanalesti, Superintendent of the Medford Lakes Schools and her was receptive, however the ultimate decision is of course Council and the Board.

Councilman Aromando expressed concern with school safety and brought to the attention of Chief Scott that the doors are always open.

The Council discussed various issues with the Chief, which surrounded prior practices and implementation of other grant programs.

Council requested that Chief Scott prepare a cost analysis with regard to the training costs and those costs associated with keeping an officer over the next 5 years.

The Council tabled further discussion pending the research by Chief Scott. A decision on the grant will be made at the April 26<sup>th</sup> meeting.

Letter from Chief Wingert, Re: Review of Fire Department Ordinance

Manger Keizer explained that Chief Wingert expressed concern over the need to have the Fire Department Ordinance reviewed. There would appear to be several issues which will need to be discussed which are policy related.

The Council invited Chief Wingert and the representatives of the Emergency Squad to the May 24<sup>th</sup> meeting of the Council to discuss such items.

Rutgers Center for Government Services sent out Elected Official course schedule. The Manager encouraged all to attend.

### **NEW BUSINESS**

None.

### **OLD BUSINESS**

Animal Ordinance/Noise Ordinance – discussion postponed until the return of Diane Forrester. The Council requested the Manger get a copy of the Ordinances to Mr. Thurber.

Incentive Program:

Manager Keizer presented her findings on the Incentive Program. The report included review of the incentives for the Fire Department, Public Works and the Sewer Department. The Manager explained her recommendations.

Councilman Aromando expressed his views on the current incentive program. He felt the first year was a educational year and that some parts were not implemented, as they should have been. However, he felt that the incentive program was worth preserving. He did not feel that it would be a good idea to take part of the incentive monies and distribute that into the base salaries of the employees as it would be an escalating cost to the Borough.

Mayor Casey expressed that he believed that the incentive program should be kept. He felt the educational component was very important and should also be preserved. However, he did agree that the use of overtime and the incentive should be reviewed.

Councilman Woodend expressed his concerns over the cost of the program and the benefit that it provides to the Borough.

Council instructed the manager to keep the incentive program, maintaining the educational portion, recommendation portion and employee evaluation portion, however to revamp the Departmental Criteria portion.

The Manager will have a revamped Incentive Program for the April 12, 2001 meeting.

Communications with the Public :

The Manger presented her findings which concluded that most municipalities recommended using a professional service for a newsletter, however that service is costly. The use of the Burlington County College printing facilities is still under review. The Manager recommended that the newsletter be released quarterly sticking to the current issues, avoiding advertisements and using volunteer help.

Mayor Casey agreed with using volunteers however the newsletter should fall under the supervision of the Manger.

Councilman Woodend again stated that he believed the website and the newspapers could accomplish the same goal with less work.

Mayor Casey stated that the goal should be a summer newsletter in June and that with the new Collector the Manager will have time to devote to the newsletter.

Facilities Plan –

DPW/Firehouse plan was discussed.

Councilman Wooded believed a man door should be at the rear of the Lion's building, together with adding about 4 feet to the rear for storage.

Councilman Aromando suggested arranging the vehicles as presented in the plan to make sure everything fits.

Mayor Casey stated that the goal would be to present the plans to the public on April 26<sup>th</sup> at Vaughn Hall.

Council agreed that a postcard should be sent to residents asking them to attend the meeting.

Councilman Aromando expressed that the DPW building is where the primary investment of the town lies, the capital investment is significant and that should be considered.

Mayor Casey stated that he will be meeting with the Lion's Board of Director's to discuss the building with them.

Mayor Casey suggested that Bob Stewart attend this meeting also to discuss the financing.

Councilman Aromando brought up the fact that the police, emergency services and public works functions could share an administrative building at the DPW site.

Mayor Casey stated that the architects had determined that construction rather than renovation of the police would be cost prohibitive due to the regulations one would have to comply with.

The Manager was directed to confirm this with the architect.

## **REPORTS FROM OFFICERS AND DEPARTMENTS**

**SOLICITOR** – He received the annual letter from the Auditor asking for any potential and pending litigation a response has been sent. The MLPOA contract has only a few items to be resolved.

**MANAGER** – Updated the Council with regard to Nahma Trail Sewer Extension. Also updated the Council with regard to the canoe situation at the end of Chicagami. The Manager explained that the engineer and the police had determined the canoes are in fact on private property.

Mr. Leggoe explained his problems with the canoes at their present location.

Councilman Aromando suggested that Mr. Leggoe discuss this with the neighbor.

Chief Scott offered the assistance of the Police Department in resolving this matter.

The manager reminded Council that she will need to have a job performance review.

The Council will perform this review as a group at the first meeting in May.

### **ADJOURNMENT**

Mayor Casey made a motion, seconded by Councilman Woodend, to adjourn.

#### VOTE TO ADJOURN

Ayes: Casey, Aromando, Woodend

Nays: None

Motion carries

Meeting adjourned to at 9:38pm

Respectfully submitted,

Julie Keizer, RMC  
Borough Clerk