

**BOROUGH OF MEDFORD LAKES**  
**APRIL 5, 2007**

**WORKSHOP SESSION**

A workshop meeting of the Borough Council of the Borough of Medford Lakes, New Jersey, was held on the above date in the Denby Annex of the Medford Lakes Colony beginning at 6:30pm. Mayor Casey presided. The agenda for the meeting was to discuss employee notes on the Borough's pending Policies and Procedures Manual.

In attendance were Mayor Tim Casey, Councilman Paul Weiss, Councilman Gary Woodend, Solicitor Peter Lange, Manager Richard Knight, and employee representative Mark McIntosh.

Employees previously forwarded their questions and comments concerning the Policies and Procedures Manual for Council's consideration. Points of clarification include:

**GIFTS/CONFLICT OF INTEREST** - Council set the maximum cost of meals that employees may except at \$30 and at \$100 for other entertainment. Council members are governed by the same parameters as the employees.

Solicitor Lange will confirm that the wording for this section is appropriate.

**SEPARATION** – Council discussed the possibility of forfeiting vacation pay due at separation, if two weeks notice is not given.

Solicitor Lange will investigate whether or not the Borough can forfeit vacation pay for any reason.

**DRESS CODE** – non-uniformed administration employees may avail themselves of Casual Day on Fridays. Uniformed employees are exempt from Casual Day.

**VACATION** – Council discussed vacation and scheduling policies. In the future, vacation requests for a calendar year must be submitted by March 30 of that year. Any requests received by department heads after that time may not be honored, due to scheduling conflicts. Unused vacation time may be carried over into the next year, but must be used before March 30 of that year.

**REGULAR MEETING**

The Regular Meeting of the Borough Council of the Borough of Medford Lakes, New Jersey, was held in the Denby Annex of the Medford Lakes Colony beginning at 7:30pm. Mayor Casey presided and 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.

In attendance were Mayor Tim Casey, Councilman Paul Weiss and Councilman Gary Woodend. Also present were Manager Rich Knight and Deputy Clerk Mark McIntosh. Solicitor Lange had to leave for a prior engagement.

**PUBLIC COMMENT**

*There was no public comment at this time.*

**APPROVAL OF MINUTES**

Mayor Casey made a motion, seconded by Councilman Weiss, to approve the minutes of the Regular Council Meeting on March 22, 2007, with changes.

VOTE TO APPROVE MINUTES

Ayes: Weiss, Woodend

Nays: None

Abstain: Casey

Minutes are approved

**CONSENT AGENDA RESOLUTIONS**

“Consent Agenda” items are considered to be routine and will be enacted with a single motion; any items requiring expenditure are supported with a Certification of Availability of Funds from the Chief Financial Officer; any item requiring discussion will be removed from the Consent Agenda; all Consent Agenda items will be reflected in full in the minutes.

Casey introduced Resolution 63-07, seconded by Councilman Woodend.

**RESOLUTION 63-07**

**A RESOLUTION AUTHORIZING THE REFUND OF AN OVERPAYMENT**

**WHEREAS**, a refund is due an overpayment of 2007 Property Taxes as the result of both the Group 21 Title Agency and First American Mortgage Company paying the same first quarter installment; and

**WHEREAS**, the property is located at 81 Pequot Trail, Medford Lakes, New Jersey, also known as Block 10010, Lot 9; and

**WHEREAS**, a refund in the amount of \$1,584.83 should be granted to Group 21 Title Agency;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, and State of New Jersey, that a check representing the overpayment amount of \$1,584.83 be dispensed to: Group 21 Title Agency, 5 Green Tree Center, Marlton, NJ, 08053.

VOTE TO APPROVE RESOLUTION 63-07

Ayes: Casey, Weiss, Woodend

Nays: None

Resolution 63-07 is approved

Mayor Casey introduced Resolution 64-07, seconded by Councilman Woodend.

**RESOLUTION 64-07**

**A RESOLUTION CANCELING RESOLUTION NUMBER 22-07, A RESOLUTION AUTHORIZING THE REFUND OF AN OVERPAYMENT**

**WHEREAS**, the tax collector requests the cancellation of Resolution 22-07; and

**WHEREAS**, the resolution approved a refund of an overpayment for the property located at 42 Natchez Trail, Medford Lakes, New Jersey, also known as Block 30066, Lot 2761; and

**WHEREAS**, a refund in the amount of \$1,886.14 was authorized by the resolution;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, and State of New Jersey, that Resolution 22-07 hereby is cancelled.

VOTE TO APPROVE RESOLUTION 64-07

Ayes: Casey, Weiss, Woodend

Nays: None

Resolution 64-07 is approved

Mayor Casey introduced Resolution 65-07, seconded by Councilman Woodend.

**RESOLUTION 65-07**

**A RESOLUTION CANCELING RESOLUTION NUMBER 20-07, A RESOLUTION AUTHORIZING THE REFUND OF AN OVERPAYMENT**

**WHEREAS**, the tax collector requests the cancellation of Resolution 20-07; and

**WHEREAS**, the resolution approved a refund of an overpayment of 2006 Sewer Taxes for the property located at 181 Blackfoot Trail, Medford Lakes, New Jersey, also known as Block 10016, Lot 6; and

**WHEREAS**, a refund in the amount of \$150.00 was authorized by the resolution;

**THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Medford Lakes, County of Burlington, State of New Jersey, that Resolution 20-07 hereby is cancelled.

VOTE TO APPROVE RESOLUTION 65-07

Ayes: Casey, Weiss, Woodend

Nays: None

Resolution 65-07 is approved

Mayor Casey introduced Resolution 66-07, seconded by Councilman Woodend.

**RESOLUTION 66-07**

**A RESOLUTION AUTHORIZING THE TAX COLLECTOR TO REFUND OR TO APPLY CREDITS FOR TAXES**

**WHEREAS**, there are taxpayers of the Borough of Medford Lakes who are due to receive refunds without interest for duplicate tax payments; and

**WHEREAS**, there are taxpayers of the Borough of Medford Lakes who are due to receive refunds with five percent (5%) interest resulting from judgments made by the Burlington County Board of Taxation pursuant to N.J.S.A. 54:3-27.2;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, and State of New Jersey, that the Borough of Medford Lakes Tax Collector be and hereby is authorized with the concurrence of the Chief Financial Officer to make such refunds or to apply such credits at their discretion; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Tax Collector and CFO for their records.

VOTE TO APPROVE RESOLUTION 66-07

Ayes: Casey, Weiss, Woodend

Nays: None

Resolution 66-07 is approved

**RESOLUTIONS**

Mayor Casey introduced Resolution 60-07, seconded by Councilman Woodend.

**RESOLUTION 60-07**

**A RESOLUTION AUTHORIZING PARTICIPATION IN THE BURLINGTON COUNTY SHARED SERVICES FORUM**

**WHEREAS**, the 40 municipalities within Burlington County are interested in providing cost effective and efficient delivery of governmental services to their citizens; and

**WHEREAS**, it is believed that jointly shared services provided by various municipalities and school districts will be cost effective and efficient; and

**WHEREAS**, there is a need to facilitate shared services;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Governing Body of the Borough of Medford Lakes, that the Borough does actively support discussing and researching possible new and enhanced shared services between one or more municipalities, Burlington County and/or local school districts; and

**BE IT FURTHER RESOLVED** that the following two representatives of the Borough of Medford Lakes, Richard J. Knight and Donna A. Condo, are hereby authorized and encouraged to participate in all meetings of the Burlington County Shared Services Forum and/or its subcommittees for the purpose of reaching a consensus on the best opportunities for shared services among these governmental agencies; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Burlington County Board of Chosen Freeholders and the Township Manager of Maple Island.

VOTE TO APPROVE RESOLUTION 60-07

Ayes: Casey, Weiss, Woodend

Nays: None

Resolution 60-07 is approved

Mayor Casey introduced Resolution 61-07, seconded by Councilman Weiss.

**RESOLUTION 61-07**

**A RESOLUTION AUTHORIZING THE READING OF THE 2007 MUNICIPAL BUDGET IN TITLE ONLY**

**WHEREAS**, the budget must be read in full unless at least one week prior to the date of hearing, a complete copy of the approved budget shall be made available for public inspection; and

**WHEREAS**, the budget must be available for public inspection in the regional library of the County; and

**WHEREAS**, a resolution must be passed by a majority of the full membership stating that the law has been met and allowing that the budget be read by title;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, and State of New Jersey, that all of the requirements by law have been met to read the 2007 Municipal Budget by title only.

The budget was prepared in anticipation of anticipated extraordinary aid.

VOTE TO APPROVE RESOLUTION 61-07

Ayes: Casey, Weiss, Woodend

Nays: None

Resolution 61-07 is approved

Mayor Casey introduced Resolution 62-07, seconded by Councilman Woodend.

**RESOLUTION 62-07**

**RESOLUTION AUTHORIZING AN EMERGENCY TEMPORARY APPROPRIATION IN ANTICIPATION OF THE ADOPTION OF THE 2007 MUNICIPAL BUDGET, IN ACCORDANCE WITH NJSA 40A:4-20**

**WHEREAS**, the Borough Council of the Borough of Medford Lakes introduced the 2007 Municipal Budget on March 8, 2007; and

**WHEREAS**, the Public Hearing is being held on April 5, 2007, in accordance with proper notice; and

**WHEREAS**, the Borough of Medford Lakes has applied for Extraordinary Municipal Aid and must wait for an award announcement prior to adopting the 2007 budget; and

**WHEREAS**, the Chief Financial Officer has recommended approving an emergency temporary appropriation to meet the expenses of the municipality until the 2007 Budget can be adopted; and

**WHEREAS**, NJSA 40A:4-20 authorizes a municipality to make emergency temporary appropriations for any purposes for which appropriations may lawfully be made from the period between the beginning of the current fiscal year and the date of the adoption of the budget for said year; and

**WHEREAS**, it is the desire of the governing body to adopt such emergency temporary budget up to 50% of the introduced municipal budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Medford Lakes that, pursuant to NJSA 40A: 4-20, an emergency temporary budget is hereby approved in the amount of 50% of the 2007 Introduced Municipal Budget; and

**BE IT FURTHER RESOLVED** that, upon adoption of this resolution, a certified copy be transmitted to the Director of the Division of Local Government Services.

VOTE TO APPROVE RESOLUTION 62-07

Ayes: Casey, Weiss, Woodend

Nays: None

Resolution 62-07 is approved

Mayor Casey introduced Resolution 48-07, seconded by Councilman Woodend, on Second Reading.

**RESOLUTION 48-07**

**A RESOLUTION INTRODUCING AND APPROVING THE 2007 MUNICIPAL BUDGET**

**WHEREAS**, the Municipal Budget of the Borough of Medford Lakes, County of Burlington, for the year 2007 is hereby introduced;

**BE IT RESOLVED** that the following statements of revenues and appropriations shall constitute the Municipal Budget for the year 2007; and

**BE IT FURTHER RESOLVED** that said Budget be published in the Central Record in the issue of March 22, 2007; and

**BE IT FURTHER RESOLVED** that the Governing Body of the Borough of Medford Lakes, County of Burlington, and State of New Jersey:

1. does hereby approve the following as the Budget for the Year 2007; and
2. that notice is hereby given that the budget and tax resolution were approved by the Mayor and Council of the Borough of Medford Lakes , County of Burlington, on March 8, 2007; and
3. that a hearing on the budget and tax resolution will be held at Vaughan Hall, 79 Tecumseh Trail, Medford Lakes, NJ, in Demby Annex on April 5, 2007, at 7:30PM, at which time and place objections to said budget and tax resolution for the year 2007 may be presented by taxpayers or other interested persons.

The 2007 budget for Medford Lakes authorizes a 17-cent tax increase, which represents an increase of 3.8% over the 2006 budget. The entire 17-cent increase is dedicated solely for dam restoration. All other areas of operation represent a 0% increase.

Borough auditor Bob Stewart appeared at the meeting to explain the budget to the public; however, not one person from the public was in attendance. Mr. Stewart explained that any budgetary changes have to be made prior to the State's announcement of extraordinary aid.

The deadline for application for extraordinary aid was April 4, 2007.

VOTE TO APPROVE RESOLUTION 48-07

Ayes: Casey, Weiss, Woodend

Nays: None

Resolution 48-07 is approved

Mayor Casey introduced Resolution 67-07, seconded by Councilman Woodend.

**RESOLUTION NUMBER 67-07**

**A RESOLUTION RECOGNIZING APRIL 15 THROUGH APRIL 21, 2007 AS NATIONAL VOLUNTEER WEEK**

**WHEREAS**, the President of the United States has proclaimed April 15, 2007 through April 21, 2007 as National Volunteer Week; and

**WHEREAS**, numerous volunteers make Medford Lakes stronger and better by reaching out to help neighbors in need; and

**WHEREAS**, during National Volunteer Week, we recognize the millions of individuals who dedicate their time, talents, and energy to making a difference in the lives of others and reaffirm our commitment to supporting their efforts;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, County of Burlington, and State of New Jersey, that we recognize April 15, 2007 through April 21, 2007 as National Volunteer Week and call upon all Medford Lakes residents to recognize and celebrate the important work that volunteers do every day throughout our community and the country; and

**BE IT FURTHER RESOLVED** that we encourage our residents to explore ways to help their neighbors in need and serve a cause greater than themselves; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to all volunteer organizations within the Borough of Medford Lakes.

Council directed Manager Knight to prepare a letter, for Mayor Casey's signature, thanking the Borough's volunteers for their dedication. This would include fire, EMS, and board members; each volunteer will receive an individual letter.

**VOTE TO APPROVE RESOLUTION 67-07**

Ayes: Casey, Weiss, Woodend

Nays: None

Resolution 67-07 is approved

**NEW BUSINESS**

**SCHOOL BUDGET** - Mayor Casey met with representatives of the Medford Lakes School Board and with Superintendent Lynch to discuss their 2007 budget. For the first time in several years, it represents a decrease of \$1.09 cents per hundred dollars of assessed value.

**SIGN REQUEST** – Neeta School has been named a “Best Practices School” by the New Jersey Department of Education. The board asked if they could post a sign acknowledging the award on the signs at the entrances to Medford Lakes. Council referred the request to the Medford Lakes Planning Board.

**ASSESSMENTS** – Councilman Woodend was contacted by a resident who asked him to review the assessments on homes with improvements, two of which are reported to be under-valued following improvements. Mr. Woodend discussed the complaint with Code Official Tom Heck, who provided him with copies of Certificates of Occupancy for the previous two years.

Mr. Woodend sited a home on Chippewa Trail that recently doubled it's size, with a tax increase of only \$5,000. Tax Assessor Doug Kolton's license requires him to inspect properties.

Council directed Mr. Kolton to examine the two particular homes in question and report his findings.

Council also directed Mr. Kolton to prepare a spreadsheet showing homes that made improvements from January 1, 2004 to April 3, 2007. It should show pre-construction assessments and post-construction assessments. (Assessment is the market value of the improvements.)

**BOARD VACANCIES** – at the present time, only one vacancy exists – alternate on the Planning Board. Previously, Council sent a letter to resident Michael Keating asking if he would be interested in the position.

Council directed Manager Knight to determine what his answer was concerning the vacancy and ask Mr. Keating to forward a letter to Council concerning his interest.

### **OLD BUSINESS**

**OAKS HALL** – the roof trusses have been delivered.

Council discussed the staining of the logs and whether or not the inside logs should be stained the same color as the outside of the building. Council agreed on four colors to compare – natural, natural oak, cedar and teak. Four samples will be submitted for consideration. Manager Knight is in the process of creating a change order for the purchase of the stain.

Following a discussion of in-floor heating, Council directed Manager Knight to have architect Ragan prepare an alternate bid with specs for radiant heating, to be included in the bid packets.

Council discussed the possibility of using geo-thermal heating for the building, which entails using a special hose in Ballinger Lake. This would require the permission of the Colony; Councilman Weiss will raise the issue of the Borough's use of Ballinger Lake at the next Colony Board meeting.

Council directed Manager Knight to gather information concerning geo-thermal heating.

Council also directed Manager Knight to ask the Medford Lakes Environmental Commission to submit any information or suggestions they might have.

Manager Knight will do some investigation with the Pinelands concerning geo-thermal restrictions

Mayor Casey asked that, when electric is run to the building or if a trench is dug for the geo-thermal heating, an accommodation be made for an electric supply to the dock at the lake's edge.

**DAM RECONSTRUCTION** – the excavation is almost complete. Arsenic was found in the soil, which slowed the construction. It is no longer an issue; however, completion date is now the middle of June.

**NANTUCKET TRAIL SEWER** – repairs have begun. The break was found to contain an infiltration of ground water only – not an effluence of pollutants.

**MOLD** – Councilman Weiss met with employees of the wastewater and public works departments. Some employees voiced continuing concern about mold in the public works building, between the fire department and the garage bays. The mold is not being managed from their point of view; it could potentially become an OSHA problem.

Councilman Weiss directed DPW Superintendent Pat McCorristan to prepare recommendations for eliminating the problem and to provide them to Manager Knight within two weeks of Mr. McCorristan's return from vacation.

Council discussed what to do with all the materials being stored on the second floor of the DPW building. Once again, Councilman Weiss offered the use of Vaughan Hall for temporary storage space until Oaks Hall is complete. Some of the items include historic materials that will be displayed in the new building. Council suggesting getting an inventory of the materials and, if it is historical in nature, having it removed.

Paul Weiss will meet with Medford Lakes' historian Clint Alexander to discuss the stored materials.

### **PAYMENT OF BILLS**

Mayor Casey made a motion, seconded by Councilman Weiss, to pay the bills on the Bill List. An invoice for \$100,000 was added to the list from Heartbilt Homes. Council decided to pay it after the payrolls are certified.

#### VOTE TO APPROVE PAYMENT OF BILL LIST

Aye: Casey, Weiss, Woodend

Nays: None

Bills are approved for payment

### **ADJOURNMENT**

The meeting was adjourned without an Executive Session.

Respectfully submitted,

Richard Knight  
Borough Manager

