

BOROUGH OF LAUREL SPRINGS
REGULAR MEETING OF MAYOR AND COUNCIL
MONDAY, October 18, 2021
MAYOR THOMAS A. BARBERA PRESIDING

SALUTE TO THE FLAG AND MOMENT OF SILENCE was led by Mayor Barbera

OPEN PUBLIC MEETINGS LAW – Mayor Barbera stated that adequate notice of this meeting was given by emailing the Retrospect and the Courier-Post on January 4, 2021, and posting on the Borough Website and bulletin board.

ROLL CALL recorded as present: Cruz, DiGregorio, DiMarco, Riondino, and Redstreak; and as absent: DelPidio

ENGINEER'S REPORT – Jeff Hanson – Environmental Resolutions, Inc.

CAPITAL ITEMS

1. 2020 Road Improvement Program

NJDOT approved the combination of both the FY2019 and FY2020 projects together into one (1) bid package / contract. The contract for the Base Bid plus Alternate Bid #1 (West Atlantic Ave. Streetscape) in the amount of \$478,044.00 was awarded to American Asphalt Company, Inc. at the September 20, 2021 Council meeting. We sent the contracts to the Contractor for execution and will be holding a preconstruction meeting during the next few weeks. It is anticipated that construction will be completed during the late Fall of 2021 or Spring of 2022 depending upon the Contractor's schedule.

2. 2021 Road Improvement Program

In November, the Borough received correspondence from NJDOT awarding a FY2021 Municipal Aid Grant in the amount of \$174,930.00 for the reconstruction of Trenton Avenue and Virginia Avenue. The surveying work has been completed and base plans have been drafted. We are currently working on the design phase of the project. Once the Construction Plans and Specifications are completed we will advertise the project for bid. It is anticipated that construction of the project will be done during the Spring of 2022.

3. FY2022 NJDOT Local Aid Grant Application

A grant application for the reconstruction of Poplar Avenue (Lindsay Avenue to West Elma Avenue) and Washington Avenue (Central Avenue to Chestnut Avenue) on June 30, 2021. We will apprise the Governing Body of any updates we receive with regard to the status of the application.

4. FY2022 NJDOT Safe Routes to Schools Application

Our office submitted an application for the FY2022 NJDOT Safe Routes to School Grant program to support the installation of flashing speed limit beacons along Stone Road and Broadway, near the Borough Elementary School. We will apprise the Governing Body of any updates we receive with regard to the status of the application.

5. Master Plan Re-Examination

ERI recently completed a routine Master Plan Re-Examination report for the Borough. The report makes several recommendations regarding revisions to the plan and Borough ordinances. We will continue to work with the Ordinance Review Committee, Council and the Joint Land Use Board to implement some the desired changes going forward.

OTHER PROJECTS

6. 2020 Laurel Lake Dam Safety Inspection Report

We received correspondence dated March 23, 2021 from NJDEP Division of Dam Safety & Flood Engineering indicating that the 2020 Laurel Springs Dam Safety Inspection Report is satisfactory. The Borough is required to perform the minor maintenance and repairs detailed in that report as a condition of the DEP approval. The next report will be due in 2024.

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Borough Engineer Hanson reviewed the report and said that a preconstruction meeting will be scheduled in the next few weeks.

APPROVAL OF MINUTES

- Work Session Meeting of September 20, 2021 - The motion to approve by Councilman Redstreak was seconded by Councilman Cruz, with Cruz, DiGregorio, DiMarco, Riondino and Redstreak in favor, no abstentions.

BOROUGH PERSONNEL MATTERS

- Resignation of Chris Grega – the motion to accept by Councilman Redstreak, was seconded by Councilman Cruz, with Cruz, DiGregorio, DiMarco, Riondino and Redstreak in favor, none opposed and no abstentions.
- Appointment – Brandon Tyler Jones – part-time Public Works as needed – the motion to appoint by Councilman Redstreak was seconded by Councilman Cruz, with Cruz, DiGregorio, DiMarco, Riondino and Redstreak in favor, none opposed and no abstentions.

ORDINANCES

- **First Reading**
 - Ordinance #861-2021- Amending and Supplementing Chapter 19 of the Code of the Borough of Laurel Springs Entitled, “Fire Department”
 - First Reading by Title – Mayor Barbera read the ordinance by title
 - Motion to Introduce – by Councilman Redstreak was seconded Councilman Cruz, with DiGregorio, DiMarco, Riondino, DelPidio and Redstreak in favor, none opposed and no abstentions.
 - Second Reading, Public Hearing and Adoption are scheduled for Monday, November 8, 2021, 7 pm in the Laurel Springs Recreation Center, 820 Grand Avenue, Laurel Springs, NJ 08021.

RESOLUTIONS

- #086-2021- INSERTION OF AN ITEM OF REVENUE NEW JERSEY BODY WORN CAMERA GRANT

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality, when such item shall have been made available by law, and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for an equal amount;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Borough Council of the Borough of Laurel Springs do hereby request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2021 in the sum of \$10,000.00, which is now available as a revenue from a Sustainable Communities Resiliency Grant.

BE IT FURTHER RESOLVED, that a like sum of \$10,000.00 is hereby appropriated under the title “Sustainable Jersey Grant – Other Expenses,” pursuant to the provisions of the statute.
- The motion to approve by Councilman Redstreak was seconded by Councilman Cruz, with Cruz, DiGregorio, DiMarco, Riondino and Redstreak in favor, none opposed and no abstentions.
- #087-2021 - TO AFFIRM THE BOROUGH OF LAUREL SPRINGS’ 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 Borough of Laurel Springs 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 governing body of Borough of Laurel Springs has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Mayor and Council of the Borough of Laurel Springs that:

Section 1: No official, employee, appointee or volunteer of the Borough by whatever title known, or any entity that is in any way a part of the Borough 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

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while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough's business or using the facilities or property of the Borough.

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 Borough to provide services that otherwise could be performed by the Borough.

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 Borough 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.

Section 6: The Borough shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough 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 Borough 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 Borough shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough. 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 Borough's web site.

Section 9: This resolution shall take effect immediately.

- The motion to approve by Councilman Redstreak was seconded by Councilman Cruz, with Cruz, DiGregorio, DiMarco, Riondino and Redstreak in favor, none opposed and no abstentions.

- **#088-2021 - ADOPTING PERSONNEL POLICIES AND PROCEDURES**

WHEREAS, it is the policy of the Borough of Laurel Springs to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Mayor and Council of the Borough of Laurel Springs has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Mayor and Council of the Borough of Laurel Springs that the Personnel Policies and Procedures Manual, Employee Handbook and Volunteer Handbook attached hereto are hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Borough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Council of the Borough of Laurel Springs.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough shall operate under the legal doctrine known as "employment at will."

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BE IT FURTHER RESOLVED that the Borough Administrator and all managerial/supervisory personnel are responsible for these employment practices, and the Borough Attorney shall advise the Borough Administrator and all managerial/supervisory personnel in the implementation of the policies and procedures in this manual.

- The motion to approve by Councilman Redstreak was seconded by Councilman Cruz, with Cruz, DiGregorio, DiMarco, Riandino and Redstreak in favor, none opposed and no abstentions.

#089-2021

**SUPPORTING SUBMISSION OF APPLICATION FOR NEW JERSEY
DEPARTMENT OF TRANSPORTATION SAFE ROUTES TO SCHOOL
PROGRAM**

WHEREAS, Laurel Springs Borough is applying for funding to conduct the construction of off-road facilities for pedestrians along Broadway and Stone Road, a major component of the school route for Laurel Springs School within The Borough of Laurel Springs; and

WHEREAS, the project will help to continue and improve the promotion and encouragement of pedestrian access and safety for school children and their guardians; and

WHEREAS, maintenance of the facilities, once constructed, will be assumed by Laurel Springs Borough with the exception of (1) local ordinances that places maintenance responsibility with each individual property owner, and (2) those crosswalks on State or County Highways;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Laurel Springs that it hereby supports the submission of a grant application for the Safe Routes to School Program within the State of New Jersey Department of Transportation and authorizes the Mayor, Municipal Clerk, Administrator, and Township Engineer to execute any and all documents necessary and related to the submission of said grant application or grant agreement.

- The motion to approve by Councilman Redstreak was seconded by Councilman Cruz, with Cruz, DiGregorio, DiMarco, Riandino and Redstreak in favor, none opposed and no abstentions.

#090-2021

**AUTHORIZING PRIVATE SALE TO CONTIGUOUS PROPERTY OWNER PURSUANT TO N.J.S.A.
40A:12-13(B)(5) OF CERTAIN BOROUGH-OWNED REAL PROPERTY**

WHEREAS, the Borough of Laurel Springs is the owner of certain property located within the Borough, more particularly known as Block 27, Lot 7, 306 Mt. Vernon Avenue; and

WHEREAS, Block 27, Lot 7, consists of approximately 0.086 acres, is landlocked, and not suitable for development pursuant to the Borough's zoning regulations; and

WHEREAS, N.J.S.A. 40A:12-13(b)(5) provides that a parcel such as the property may be sold by private sale to an adjacent property owner pursuant to an ordinance and without conducting a public auction, provided that (i) the property is undersized; (ii) there are no capital improvements on the property; (iii) the sale of the property is made for at least fair market value; and the purchaser is both an adjacent property owner and the highest bidder of all other adjacent property owners, and subject to the satisfaction of certain conditions and/or requirements, if any; and

WHEREAS, on August 18, 2021, certified letters were sent noticing the adjacent property owners at 308 Mount Vernon Avenue and 801 Grand Avenue, Laurel Springs of the exposure of public lands for sale, at which time the owner of 308 Mount Vernon responded and the owner of 801 Grand Avenue did not;

WHEREAS, the Governing Body of the Borough of Laurel Springs has determined that it is in the best interest of the municipality and its residents to convey Block 27, Lot 7, 306 Mt. Vernon Avenue to the adjacent property owner at 308 Mount Vernon at a private sale; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Laurel Springs, County of Camden and State of New Jersey that the sale of the property located at 306 Mount Vernon Avenue, also known as Block 27, Lot 7, shall be subject to the following conditions and restrictions:

1. The property shall be sold for \$1,000.00.
2. The sale of the property is being made subject to terms, conditions, restrictions and limitations, if any.
3. The property is being sold "as is" and purchaser shall be responsible for all other costs incurred by the municipality to convey said property, such as legal fees, services for the preparation of necessary deeds, descriptions, and costs. These costs shall be paid in addition to the prices bid at the time of transfer of title.
4. It is recommended that the purchaser have a full title search conducted.

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- The motion to approve by Councilman Redstreak was seconded by Councilman Cruz, with Cruz, DiGregorio, DiMarco, Riondino and Redstreak in favor, none opposed and no abstentions.

COMMITTEE REPORTS – all reports are on file and available for review.

- **DIRECTOR OF PUBLIC WORKS, BOARDS, SERVICES/PRESIDENT OF COUNCIL** – Councilman Redstreak reported that with Public Works all was going well. The old trash truck was in for repair, with no towing bill. He commented on help that was received from people in the town in getting the trash truck off the track, regarding the helpful nature of living in a small town. He referred to employees getting their start here and being able to use it as steppingstones to larger towns where there are more jobs available. All is well with the Sewer Utility, which has overall been quiet. There were some mark outs needed on Tomlinson. Regarding Boards and Services there was delivery of the final Re-examination Report from Planner, Ed Fox. On September 23rd Ordinance Review met and began an overall review of outdated codes. Borough Administrator Cheeseman and he attended the Sustainable Jersey award program. He attended the Green Team meeting before the Council Meeting on September 13th the Clean Up at Crystal Springs will be on April 23rd of next year. Walt FEST will be May 21st. The Whitman enactor will be present for Walt FEST and an event at the school. There was conversation of combining Walt FEST with Laurel Springs Day. The principal at Laurel Springs School is putting together a 4, 5 and 6 grade group for the Tree Lighting. The Makers' Workshop is having a Makers' Market the night of the tree lighting and Beautification will be working on downtown decorations. He had some polo shirts printed up and distributed some, inspired by the Sustainable Jersey ceremony and some of the garb that other municipalities wore.
- **DIRECTOR OF PUBLIC BUILDINGS & GROUNDS** – Councilman Cruz reported that the Cord Mansion Stair Tower addition was issued a CO and the construction complete and the Borough Hall staff had a walk through so they can begin to move into the addition. Public Works will have the use of a box truck and will move the remainder of one storage unit into the recreation center and Agway building. This will allow the removal of the trailer and the vacation of the storage unit. The building will not be able to open to the public as the office equipment placement is temporary with wiring temporarily tacked up and no safety shields installed.
- **DIRECTOR OF MUNICIPAL COURT** – Councilwoman DiGregorio had no report.
- **DIRECTOR OF RECREATION** – Councilman DelPidio was absent.
- **DIRECTOR OF ADMINISTRATION AND FINANCE** – Councilman Riondino reviewed the CFO report for the month ending September 30, 2021.
- **DIRECTOR OF COMMUNITY ENGAGEMENT**- Councilwoman DiMarco said the newsletter was out. She gave information about a community Trunk or Treat at Sterling High School. She has been working on advertising the Meet and Greet Whitman Event at the Farmhouse on Saturday for Camden County History Month. She was made aware of a Community Night at Sterling of a student organized equity and social justice event. A lot of effort has been put into correcting the Halloween dates for parade and trick or treat. She is applying for a SEA poetry grant for Walt FEST next year.
- **DIRECTOR OF PUBLIC SAFETY- POLICE AND FIRE**- Barbera read the Fire and Police Report for the month of June 2020 and commended a crew of the Laurel Springs Fire Department who were able to make a lifesaving incident during a Lindenwold Fire call.
- **MAYOR'S REPORT** – Mayor Barbera had Chief Mazziotta review the Police Report for the month of September 2021 and Chief Cheeseman the Fire Report for the month of September 2021. Mayor Barbera recounted his activities in his report dated October 21, 2021.

OLD BUSINESS - none

NEW BUSINESS/CORRESPONDENCE

- **Best Practices Inventory** – There was conversation about the best practices inventory. Borough Administrator Cheeseman, CFO Ciminera and Municipal Clerk Amadio reviewed the initial draft. The number of questions was downsized for scoring and a lot of questions were unscored. There were questions regarding Shared Services and the American Recovery Act. The Borough does well every year and continues to do so.
- **Sterling Municipal Alliance September Minutes** – Mayor Barbera reviewed the letter that gave some details about a Borough resident.
- **Planning Board Resolution adopting 2021 Master Plan Reexamination Report** – Mayor Barbera commented that this matter was discussed under the Committee Report section of the agenda.

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COMMENTS FROM THE PUBLIC - none

ANNOUNCEMENTS

- *Wednesday, October 20th – School Board Meeting @7pm @Laurel Springs School*
- *Thursday, October 21st – Combined Land Use Board @7pm @Rec Center*
- *No Work Session Meeting in October*
- *Thursday, October 28th through Sunday October 31st – curfew for juveniles @8pm*
- *Sunday, October 31st – Halloween Parade @12:30 pm @Schoolyard*
- *Sunday: October 31st – Trick or Treat following Halloween Parade*
- *Tuesday, November 2nd – General Election @6am-8pm @Rec Center*
- *Wednesday, November 3rd – Recreation Commission Meeting @7pm @Rec Center*
- *Sunday, November 7th – Daylight Savings Time ends – set clocks one hour back*
- *Monday, November 8th - Regular Council Meeting @ 7pm @Rec Center*

ADJOURNMENT –There being no further business a motion was made by Councilman Redstreak to adjourn at 7:37 pm.

Respectfully submitted

Dawn T. Amadio, RMC, Municipal Clerk