

**BOROUGH OF WENONAH
ANNUAL REORGANIZATION MEETING**

January 5, 2023

Wenonah Municipal Building

7:00 PM

Pledge of Allegiance

Welcome Guests and Officials

Mayor Elect Jessica S. Doheny Swearing in by John R. Dominy, Esq.

Newly Elected Council Member Jeanne W. Grigri

Swearing in by John R. Dominy, Esq

Newly Elected Council Member Jaclyn Graves

Swearing in by Mayor Jessica S. Doheny & Fire Chief Tim Nessler

Call to Order / Roll Call

Open Public Meetings Act

Invocation – Pastor, Tim Nessler

Motion to Approve with a "Consent Agenda": Confirmation of Employees/Appointments/Boards & Commissions & Resolutions R-2023-1 thru 21 and Salary Ordinance O-2023-1.

- No. R-2023 - 1 • Appointing President of Council
- No. R-2023 - 2 • Designating Official Newspapers
- No. R 2023 - 3 • Establishing a Schedule of Public Meetings
- No. R 2023 - 4 • Designating Official Depositories
- No. R 2023 - 5 • Designating Signatories of Warrants & Checks
- No. R 2023 - 6 • Authorizing the 2023 Temporary Appropriations
- No. R 2023 - 7 • Authorizing the Execution of a Cash Management Plan
- No. R 2023 - 8 • Establishing Committees of Council & Appointing Representatives
- No. R 2023 - 9 • Appointing Members of the Combined Planning Board
- No. R 2023 -10 • Fixing Rate of Interest for Non-Payment of Taxes
- No. R 2023 -11 • Appointing Municipal Solicitor, Engineer, Bond Counsel, Auditor, Financial Advisor
- No. R 2023 -12 • Appointing a Fund Commissioner, Safety Administrator, Claims Coordinator, Safety Coordinator for the JIF
- No. R 2023 - 13 • Appointing an Alternate Fund Commissioner, EPL Contact and Alternate EPL Contact
- No. R 2023 - 14 • Appointing a Risk Management Consultant
- No. R 2023 - 15 • Appointing Members of the Wenonah Board of Health
- No. R 2023 - 16 • Appointing Public Agency Compliance Officer
- No. R 2023 - 17 • Appointing Members of the Wenonah Shade Tree Commission
- No. R 2023 - 18 • Appointing Members of the Wenonah Environmental Commission
- No. R 2023 - 19 • Appointing Members to the Wenonah Library Board
- No. R 2023 - 20 • Adopting Roberts Rules of Order for the Conduct of Meetings
- No. R 2023 - 21 • Affirming Civil Rights Policy

Introduction of the 2023 Wenonah Fire Company Line Officers by Chief Tim Nessler

Recognition of the Volunteer of the Year Award Recipient

Presentation of Reports by Various Boards & Commissions Covering Activities in 2022

Mayor's Message & Closing Comments

Open to Public

Adjourn

**BOROUGH OF WENONAH
REORGANIZATION MEETING
JANUARY 5, 2023- 7:00 pm
2023 OFFICIALS
(Employee/ Appointments/ Boards & Commissions)**

Title & Name	Term Expires
<u>Mayor (4-year term)</u> Jessica S. Doheny	December 31, 2026
<u>Council member (3- year term)</u> Daniel Cox, Council President Jacklyn Graves Jeanne W. Grigri Susan Mayer Anthony J. Fini Jonathan Barbato	December 31, 2024 December 31, 2025 December 31, 2025 December 31, 2024 December 31, 2023 December 31, 2023
<u>Municipal Attorney</u> Matthew P. Lyons. Esq.	December 31, 2023
<u>Borough Engineer</u> Dave Kreck, PE, CME The Petit Group, LLC	December 31, 2023
<u>Tax Map Maintenance Professional</u> Gloucester County	
<u>Municipal Auditor</u> Carol McAllister, CPA (Bowman)	December 31, 2023
<u>Financial Advisor</u> Sherry L. Tracy	December 31, 2023
<u>Municipal Clerk/ Administrator</u> Karen L. Sweeney	Tenured
<u>Administrative Assistant to the Clerk</u> Vacant	
<u>Municipal Finance Officer</u> Robert Scharle`	Tenured
<u>Bond Counsel</u> Wilentz, Attorneys at Law	December 31, 2023
<u>Special Projects Engineer</u> Suburban Consultants	December 31, 2023
<u>Treasurer</u> Karen L. Sweeney	Tenured
<u>Utility Clerk/ Deputy Treasurer</u> Huda Ijaz	December 31, 2023
<u>Finance Office Clerk</u> Carol Newman	December 31, 2023
<u>Solid waste Coordinators</u> Brian Nicholson/ Ryan Wells	December 31, 2023

<u>Judge of Municipal Court (3- Year term)</u> <u>Municipal Court Administrator Borough</u> <u>Prosecutor Public Defender Violations Clerk</u>	Shared Service w/ Mantua Twp April 2015-2018 (3+ year) + 3 ending 2024
<u>Tax Collector</u> Kim Jaworski	Tenured
<u>Tax Assessor</u>	County Service
<u>Registrar of Vital Statistics- 3-year term</u> Karen L. Sweeney	Coincides with Clerk position
<u>Deputy Registrar of Vital Statistics- 3-year term</u> Huda Ijaz	December 31, 2024
<u>Insurance Risk Management Consultant</u> Cettei & Connell, Inc.	December 31, 2023
<u>Economic Development Representative</u> Councilman, Jonathan Barbato	December 31, 2023
<u>Fire Marshall</u> Gloucester County	December 31, 2023
<u>Construction Code Officials</u> <u>Michael S. Riggs, Code Enforcement</u> <u>Construction Official, Jim Gallagher</u> <u>Building & Housing, Rich Holloway</u> <u>Electrical Official, Chris Romano</u> <u>Plumbing Official, Mark Goggin</u> <u>Zoning Official, Kevin Howarth</u> <u>Fire Sub Code Official, John Horner</u> <u>Property Maintenance, Graham B. Land</u>	Inter- local Agreement w/ Mantua Twp December 2018-2022 (started 2014) 2023-2026
<u>Superintendent of Public Works</u> Brian Nicholson	December 31, 2023
<u>Licensed Operator, Utilities</u> Brian Nicholson	December 31, 2023
<u>Clean Communities Coordinator</u> Anthony J. Fini	December 31, 2023
<u>Emergency Mgmt. Coordinator (3 Yr. term)</u> Richard Black	December 31, 2023
<u>Deputy Emergency Mgmt. Coord. (3 Yr. term)</u> John R. Dominy	December 31, 2025
<u>Wenonah Municipal Alliance</u> Anthony J. Fini	December 31, 2023
<u>Police Contract Services with Mantua TWP</u>	June 1, 2018- December 31, 2028
<u>Wenonah Volunteer Fire Dept. Line Officers</u> Chief, Tim Nessler Ass't Chief, Derek Pedersen Captain, Ryan Sole	December 31, 2023 December 31, 2023 December 31, 2023

<u>Public Agency Compliance Officer for Affirmative Action</u> Karen L. Sweeney, Municipal Clerk	December 31, 2023
<u>Equal Opportunity Employment Officer</u> Jessica S. Doheny	December 31, 2023
<u>Welfare Director Gloucester County</u>	County Service

Boards & Commissions

Combined Planning Board

Class I II III 1- year term

Jessica S. Doheny	Class I	Dec.31, 2023 Mayor/ Mayor Designee
Brian Nicholson	Class II	Dec. 31, 2023 Mayor Appointment
Dan Cox	Class III	Dec. 31, 2023 Council Appointment

Public Members (4- Year term- Staggered)

John Zupko	Class IV	December 31, 2026
Charles Horan	Class IV	December 31, 2025
Chris Newman	Class IV	December 31, 2024
Scott Barnes * EC	Class IV	December 31, 2024
Maggie Striebel	Class IV	December 31, 2026
Barb Capelli	Class IV	December 31, 2025

*EC= Environmental commission representative to the Planning Board

Alternate Members (2- Year Term- Staggered) Residents appointed by Mayor

Rich Wright	Alternate #1	December 31, 2023
Abby Lutz	Alternate #2	December 31, 2024
Dale Taylor, Esq	PB Solicitor	December 31, 2023
Dave Kreck	PB Engineer	December 31, 2023
Brian Slaugh	COAH Planner	December 31, 2023

Shade Tree Commission (5- Year term)

Gary Odenbrett, Chairman	December 31, 2027
Patrick Ream	December 31, 2025
Chris Newman	December 31, 2025
Dan Cox	December 31, 2027
Larry Bacon	December 31, 2023
Colleen Moran	December 31, 2024
James Ramsay	December 31, 2024
Beth Brabston	December 31, 2024
Alternate member: Jeff Craig	December 31, 2026

Environmental Commission (3- Year term)

Scott Barnes, Chairman	December 31, 2023
Julia Horn	December 31, 2023
Julia Ream	December 31, 2023
David Coates	December 31, 2024
Sharon Ceravolo	December 31, 2024
Scott Conway	December 31, 2024
Richard Dilks	December 31, 2025

Associate Members of the Environmental Commission

Bob Bevilacqua
John Forren
Dave Kreck

Library Board of Trustees (5- Years Term)

Linda Helmbrecht - President	December 31, 2023
Carol Newman, Treasurer	December 31, 2024
Deb Cline	December 31, 2026
Ellen Krott Hummel	December 31, 2027
Gary Christensen	December 31, 2025
Anne Zuber	Head Librarian
Mayor Jessica S. Doheny (or delegate)	Terms coincides with Mayoral term
Kristine Height, School Administrator	Terms coincides with School term

Board of Health

**Wenonah Board of Health- 5 members, 3- year team
(Meet 3 times a year Jan./May/Sept.)**

Michelle Contarino	December 31, 2024
Minelle Eastlack	December 31, 2025
Katherine Sporer	December 31, 2023
Melissa Buscher	December 31, 2025

**RESOLUTION 2023-1
BOROUGH OF WENONAH
RESOLUTION APPOINTING PRESIDENT OF COUNCIL**

WHEREAS, NJSA 40A:60-3(b) requires the election of a President of Council at the annual meeting;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Wenonah that Daniel Cox. is hereby appointed President of Council for calendar year 2023.

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Clerk

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Clerk

RESOLUTION 2023-2

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR THE
BOROUGH OF WENONAH, COUNTY OF GLOUCESTER,
STATE OF NEW JERSEY**

WHEREAS, it is necessary to designate the official newspaper of the Borough of Wenonah in which public notices, legal advertisements, requests for bids and such other official communications or information from the Borough of Wenonah, as may be necessary, shall appear; and

WHEREAS, Section 3 of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires that certain notices of meetings be submitted to two (2) newspapers, one of which shall be the official newspaper; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, with the Mayor concurring, as follows:

1. The NJ Advance Media 161 Bridgeton Pike Mullica Hill, NJ be and is hereby designated as the official newspaper for the Borough of Wenonah;
2. The Courier Post, 301 Cuthbert Blvd., Cherry Hill, New Jersey 08002 is hereby designated to receive all notices of meetings where such notices are required to be sent to a second or alternate newspaper under the "Open Public Meetings Act."

ADOPTED AT THE ANNUAL REORGANIZATION MEETING of the Borough of Wenonah, County of Gloucester, State of New Jersey on January 5, 2023.

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Clerk

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Clerk

RESOLUTION 2023-3

**RESOLUTION OF THE BOROUGH OF WENONAH
ESTABLISHING BUSINESS MEETINGS
OF THE MAYOR AND BOROUGH COUNCIL
AND RELATING TO NOTICE OF ALL SUCH MEETINGS**

WHEREAS, the "Open Public Meetings Act" requires written notice of all meetings of the Mayor and Council be posted in at least one public place designated and supplied to two newspapers designated by Resolution and further requires mailing to all persons requesting a copy of same upon payment of an established fee;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Wenonah, as follows:

1. Notice of all meetings shall be posted by the Clerk on the bulletin board located within the Municipal Building;
2. All advance notices of meetings shall be given to the NJ Advance Media and Courier Post newspapers;
3. A fee of \$10.00 payable in advance is hereby established as that fee imposed upon persons requesting mailed, written notice of unscheduled meetings of the Mayor and Borough Council;

BE IT FURTHER RESOLVED that regularly scheduled meetings of the Mayor and Borough Council for the Calendar Year 2023 shall be held on the following dates at the Municipal Building, 1 South West Avenue, Wenonah, New Jersey at 7:00 P.M., prevailing time:

BUSINESS MEETINGS

January 26, 2023
February 23, 2023
March 23, 2023
April 27, 2023
May 25, 2023
June 22, 2023
July 27, 2023
August 24, 2023
September 28, 2023
October 26, 2023
November 16, 2023
December 21, 2023
January 5, 2023, Reorganization

BE IT FURTHER RESOLVED that a copy of this Resolution shall be mailed to the newspapers designated above and posted in the Borough Hall within seven (7) days of the adoption hereof.

BE IT FURTHER RESOLVED, that the Meeting Format has been changed from in-person attendance at the Municipal Building, 1 South West Avenue, Wenonah, NJ

BOROUGH OF WENONAH

BY: _____
Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Wenonah at the Reorganization meeting held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

RESOLUTION NO. 2023-4

**RESOLUTION DESIGNATING DEPOSITORIES FOR THE
BOROUGH OF WENONAH, COUNTY OF GLOUCESTER AND
STATE OF NEW JERSEY**

WHEREAS, a cash management plan of a municipality shall include the designation of a depository or depositories as defined in Section 1 of P.L. 1970, c.236 (NJSA 17:9-41);

WHEREAS, said case management plan may permit deposits in such depository or depositories as permitted in Section 4 of P.L. 1970, c. 236 (NJSA 17:9-44);

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, with the Mayor concurring as follows:

1. That Ocean First Bank is hereby designated as depositories of funds for the Borough of Wenonah for the General Account, the account of the consolidated Water & Sewer Utility. Borough of Wenonah Bond Account (if any), and any such other accounts as currently exist or may be required and necessary for the proper fiscal operation of the Borough of Wenonah for the year 2023.

2. That the Treasurer of the Borough of Wenonah is hereby authorized to deposit funds in any of the above listed financial institutions and, further, that the Borough Treasurer may receive informal quotes as to the amount of interest to be paid on such monies deposited and deposit such sums as the Borough Treasurer may deem advisable in those approved financial institutions which offer the highest rate of return to the Borough of Wenonah (such deposits to be for investment purposes), or to conduct such other financial business with said depositories as is required and necessary, or in the best interest of the fiscal operation of the Borough of Wenonah.

ADOPTED AT THE ANNUAL REORGANIZATION MEETING of the Borough of Wenonah, County of Gloucester, State of New Jersey on January 5, 2023.

BY: _____
Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

RESOLUTION 2023 – 5

**RESOLUTION DESIGNATING SIGNATORIES FOR
WARRANTS & CHECKS FOR THE BOROUGH OF
WENONAH, COUNTY OF GLOUCESTER, STATE
OF NEW JERSEY**

WHEREAS, it is necessary for the proper and orderly functioning of the financial obligations of the Borough of Wenonah to officially designate a member of the governing body to sign checks and warrants on behalf of the Borough of Wenonah; and

WHEREAS, it is also both necessary and prudent to designate additional members of the governing body to sign warrants and checks in the absence or inability of those first designated to do so,

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, with the mayor concurring, as follows:

1. That Mayor Jessica S. Doheny is designated and authorized as the primary signatory of warrants and checks for the Borough of Wenonah on behalf of the governing body;
2. That, in the absence of the mayor or in the instance of her inability to act, the Council President shall be authorized as the secondary signatory of warrants or checks;
3. That, in the absence or inability to act by either the Mayor and the Council President, the Council Chairperson of the Finance & Budget Committee of the Borough shall be authorized as an additional signatory of warrants and checks.

ADOPTED AT THE ANNUAL REORGANIZATION MEETING of the Borough of Wenonah, County of Gloucester, State of New Jersey on January 5, 2023.

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

CERTIFICATION

I hereby certify that there is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

RESOLUTION 2023 - 6

**RESOLUTION OF THE BOROUGH OF WENONAH
AUTHORIZING TEMPORARY
APPROPRIATIONS**

WHEREAS, N.J.S.A. 40A:4-19 provides that the governing body may make temporary appropriations for any purposes for which appropriations may lawfully be made for the period between the beginning of the current fiscal year and the date of the adoption of the budget for the current fiscal year; and

WHEREAS, the Borough has deemed certain temporary appropriations to be necessary and such appropriations are conforming to the provisions of N.J.S.A. 40A:4-19, with such appropriations depicted on the Schedule annexed hereto and, by reference, a part hereof;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Wenonah, with the mayor concurring, that the annexed temporary appropriations appearing on the annexation hereto be and are hereby adopted;

BOROUGH OF WENONAH

by: _____
Jessica S. Doheny, Mayor

Attest:

Karen L. Sweeney, Municipal Clerk

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Wenonah at the Reorganization Meeting held January 5, 2023.

Karen L. Sweeney, Municipal Clerk

RESOLUTION NO. 2023-6

BOROUGH OF WENONAH

COUNTY OF GLOUCESTER

2023 TEMPORARY BUDGET

WHEREAS, N.J.S.A. 40A:4-19 provides that temporary appropriations should be made for the purposes and amounts required in the manner and time provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2023; and

WHEREAS, 26.25% of the total appropriations in the 2022 budget exclusive of any appropriations made for debt service in the said 2023 budget in the sum of \$580,753.826 for the Current Fund and \$164,587.50 for the Water & Sewer Utility Fund; and

WHEREAS, N.J.S.A. 40A:4-19 provides that temporary appropriations should be made for the amount of such debt service in the manner and time therein provided;

NOW THEREFORE BE IT RESOLVED, that the following appropriations for 2023 be made, and that a certified copy of this resolution be forwarded to the Chief Financial Officer for their records:

CURRENT FUND

Administrative & Executive:		
Other Expenses:		
Printing and Legal Advertising	\$	1,500.00
Miscellaneous		6,000.00
Human Services:		
Other Expenses		200.00
Elections:		
Other Expenses		1,000.00
Financial Administration:		
Salaries and Wages		20,000.00
Other Expenses		11,000.00
Collection of Taxes:		
Salaries and Wages		5,000.00
Other Expenses		3,000.00
Legal Services and Costs:		
Other Expenses		10,000.00
Engineering Services and Costs:		
Other Expenses		5,000.00
Planning Board:		
Salaries and Wages		750.00
Other Expenses		2,000.00
Insurance:		
Group Insurance Plans		47,000.00
Liability Insurance		50,000.00
Workers Compensation Insurance		30,000.00
Temporary Disability Insurance		400.00

CURRENT FUND (CONT'D)

Emergency Management Services:	
Other Expenses	\$ 100.00
Aid to Volunteer Fire Company	400.00
Fire:	
Other Expenses	7,000.00
Fire Prevention:	
Salaries and Wages	700.00
Garbage & Trash	
Other Expenses	15,000.00
Road Repair and Maintenance:	
Salaries and Wages	35,000.00
Other Expenses	15,000.00
Gasoline	5,000.00
Public Buildings and Grounds	
Other Expenses	10,000.00
Heating Oil/Gas	10,000.00
Telephone	10,000.00
Electricity	10,000.00
Shade Tree:	
Other Expenses	2,000.00
Celebration of Public Events:	
Other Expenses	500.00
Environmental Commission:	
Other Expenses	1,000.00
Street Lighting:	
Other Expenses	8,000.00
Sanitary Landfill:	
Other Expenses	36,000.00
Social Security	14,022.12
Maintenance of Free Public Library	10,000.00
Interlocal Services Agreement -- Mantua Township	
Municipal Court	10,000.00
Interlocal Services Agreement -- Mantua Township	
Police Services	153,181.70
Interlocal Services Agreement -- Logan Township	
Garbage & Trash	<u>35,000.00</u>
<i>2023 Maximum Permitted Current Fund</i>	
<i> Temporary Operating Budget</i>	\$ 580,753.82
Add:	
Debt Service:	
Bond Principal	145,000.00
Bond Interest	<u>59,000.00</u>
<i>2023 Total Current Fund Temporary Budget</i>	<u><u>\$ 784,753.82</u></u>

WATER & SEWER UTILITY FUND

Salaries and Wages	\$ 65,000.00
Other Expenses	47,000.00
Gloucester County Sewer System - Share of Costs	40,000.00
Social Security	<u>12,587.50</u>
<i>2023 Maximum Permitted Water & Sewer Utility Fund Operating Budget</i>	 \$ 164,587.50
Add:	
Debt Service:	
Bond Principal	220,000.00
Bond Interest	<u>130,000.00</u>
<i>2023 Total Water & Sewer Utility Fund Temporary Budget</i>	 <u><u>\$ 514,587.50</u></u>

DATED: January 5, 2023

ADOPTED:

RESOLUTION 2023-7

**RESOLUTION AUTHORIZING THE EXECUTION
OF A CASH MANAGEMENT PLAN FOR THE
BOROUGH OF WENONAH**

WHEREAS, it is the recommendation of the Borough's Auditor that the Borough of Wenonah adopt a Cash Management Plan; and

WHEREAS, it is the Borough of Wenonah's desire to maintain its finances according to the requirements of the appropriate State Statutes, specifically N.J.S.A. 40A:5-14, in order to set forth a basis for deposits and investments of certain public funds of the Borough of Wenonah, pending their use for approved legal purposes.

NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Wenonah authorize the attached Cash Management Plan based on the recommendations of our Chief Financial Officer and our Auditor and in accordance with the Statutes of the State of New Jersey.

ADOPTED AT THE ANNUAL REORGANIZATION MEETING of the Borough of Wenonah, County of Gloucester, State of New Jersey on January 5, 2023.

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Clerk

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Clerk

RESOLUTION 2023-8

**RESOLUTION OF THE BOROUGH OF WENONAH
ESTABLISHING COMMITTEES
OF COUNCIL AND APPOINTING REPRESENTATIVES THERETO**

WHEREAS, the Borough Council intends to establish specific Committees as subdivisions of Council for the purpose of assigning primary responsibility for the conduct of Borough business for calendar year 2023 in accordance with NJSA 40A:60-3; and

WHEREAS, Members of Borough Council must be appointed as Members and as a chairperson of the said Committees;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Wenonah that the attached list of Committees and Committee appointments be and is hereby established for the term of the calendar year 2023.

BOROUGH OF WENONAH

BY: _____
Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Wenonah at the Reorganization meeting held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

**BOROUGH OF WENONAH
2023
COUNCIL COMMITTEES**

Personnel

Susan Mayer, Chair
Jeanne W. Grigri
Dan Cox

Public Works/Public Buildings & Grounds

Dan Cox, Chair
Jonathan Barbato
Jackie Graves

Public Safety

Anthony Fini, Chair
Jackie Graves
Dan Cox

Finance

Jackie Graves, Chair
Susan Mayer
Jeanne W. Grigri

Legal and Ordinance

Jonathan Barbato, Chair
Anthony Fini
Susan Mayer

Public Programs

Jeanne W. Grigri, Chair
Jonathan Barbato
Anthony Fini

CASH MANAGEMENT PLAN
OF
BOROUGH OF WENONAH
COUNTY OF GLOUCESTER
NEW JERSEY

I STATEMENT OF PURPOSE

This Cash Management Plan (the 'plan') has been prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for deposits ('deposits') and permitted investments ('investments') of certain public funds of the Borough of Wenonah, pending the use of such funds for the intended purposes. The plan is intended to assure that all such public funds are deposited in interest bearing accounts or permitted investments. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be made in a manner intended to insure the safety and preservation of principal value, the liquidity (regarding its availability for the intended purpose) and the maximum investment return within such limits. The plan is intended to insure 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

The Plan is intended to cover the deposit and or investment of the following governmental fund types and accounts of the Borough of Wenonah as follows:

Current Fund
Federal & State Grant Fund
Trust Funds
General Capital Fund
Water/Sewer Utility Operating Fund
Water/Sewer Utility Capital Fund

**III DESIGNATION OF OFFICIALS OF THE BOROUGH OF WENONAH
AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER
THE PLAN**

The Treasurer and Chief Financial Officer of the Borough of Wenonah shall be charged with the administering of this plan. The Chief Financial Officer shall monitor all deposits and investments for consistency with this plan. No person shall engage in an investment transaction involving the Borough of Wenonah funds except as directed or authorized by the Chief Financial Officer. Prior to making such deposits or permitted investments, all authorized depositories or investment facilities shall be supplied with a written copy of this plan, which shall be acknowledged in writing by such parties and a copy of such acknowledgement shall be kept on file with the Borough.

IV DESIGNATION OF DEPOSITORIES

Any New Jersey Financial Institution eligible under the Governmental Unit Deposit Protection Act

**V DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH
WHOM THE DESIGNATED OFFICIALS MAY DEAL**

N/A

VI AUTHORIZED INVESTMENTS

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

VI AUTHORIZED INVESTMENTS (Cont'd)

- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the schools district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:18A-90.4) or;
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236(C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed

For the purposes of the above language, the term “local government investment pool” shall have the following definitions:

Local Government Investment Pool: An investment pool:

- (a) which is managed in accordance with 17 C.F.R., sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;

VI AUTHORIZED INVESTMENTS (Cont'd)

- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the "Administrative" Procedure Act", P.L. 1968, c.410 (c52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or 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 at least two years pursuant to section 9 of P.I. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

VII 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 Borough of Wenonah, 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 institution shall provide for the designation of such investments in the name of the Borough of Wenonah to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any method to insure that such Permitted Investments are either received by the Borough of Wenonah or by a third party custodian prior to or upon the release of the Borough of Wenonah's funds.

To assure that all parties with whom the Borough of Wenonah 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 that Plan in writing, a copy of which shall be on file with the Borough.

VIII REPORTING REQUIREMENTS

Each month during which this Plan is in effect, the Chief Financial Officer shall supply to the governing body of the Borough of Wenonah 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 Borough of Wenonah as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- 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.

VIII REPORTING REQUIREMENTS (Cont'd)

- 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 governing body of the Borough of Wenonah.

IX TERM OF PLAN

This Plan shall be in effect from the date of this resolution to December 31, 2023. Attached to this Plan is a Resolution of the governing body of the Borough of Wenonah approving this Plan for such period of time. This Plan may be amended from time to time. To the extent that any amendment is adopted by the Commissioners, the Designated Officials are 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.

RESOLUTION 2023-9

RESOLUTION OF THE BOROUGH OF WENONAH APPOINTING MEMBERS OF THE COMBINED PLANNING BOARD

BE IT RESOLVED by the Borough Council of the Borough of Wenonah, in confirmation of the mayor's appointment of the Class II, Class IV and Alternate Members, that the following members be appointed to the Planning Board for terms commencing January 1, 2023 and terminating on the dates specified, as follows:

1. Daniel Cox as a Class III Member for a term expiring December 31, 2023; (Council appointment)
2. Brian Nicholson as a Class II Member for a term expiring December 31, 2023; (Mayor appointment)
3. Jessica S. Doheny Class I Member for a term expiring December 31, 2023.

BOROUGH OF WENONAH

BY: _____
Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Wenonah at the Reorganization Meeting held on January 5, 2023.

Karen L. Sweeney, Borough Clerk

RESOLUTION NO. 2023 – 11

**RESOLUTION OF THE BOROUGH OF WENONAH
APPOINTING SOLICITOR, MUNICIPAL ENGINEER, BOND COUNSEL, AND
MUNICIPAL AUDITOR, LABOR COUNSEL**

WHEREAS, the Borough requires the services of certain licensed professionals for calendar year 2023 including a Solicitor, Municipal Engineer, Bond Counsel, Municipal Auditor and Special Engineer and Financial Advisor

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

WHEREAS, the below appointments to such positions are made pursuant to an "Open and Fair" process in accordance with NJSA 19:44A-20.5, et seq.; and

WHEREAS, an invitation for submission of proposals relating to these appointments was publicly advertised and proposals received and processed as provided by the aforesaid Statute;

WHEREAS, the Borough Council hereby determines and finds that the process for the award of the professional service contracts herein constitutes, and has at all times constituted, a "Fair and Open process" under the aforesaid Statute made and provided therein;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Wenonah in the County of Gloucester and State of New Jersey, as follows:

1. Matthew P. Lyons, Esq is hereby appointed as Municipal Solicitor for calendar year 2023; and
2. David Kreck, P.E. is hereby appointed Municipal Engineer for calendar year 2023; and
3. Carol McAllister, CPA of Bowman & Company is hereby appointed as Municipal Auditor for calendar year 2023; and
4. The firm of Wilentz, Attorneys at Law is hereby appointed as Bond Counsel for calendar year 2023; and
5. Suburban Consulting Engineers is hereby appointed as Special Project Engineer for calendar year 2023; and

6. Phoenix Advisors, LLC Sherry L. Tracey is hereby appointed as Financial Advisor; and

BE IT FURTHER RESOLVED that the aforesaid appointments are made without competitive bidding as "Professional Services" under provisions of the "Local Public Contracts Law" because such appointments encompass professional services recognized, licensed and regulated by law and such services are not conducive to competitive bidding;

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized and directed to execute contracts with the aforesaid persons or firms consistent with the compensation proposals received by the Borough;

BE IT FURTHER RESOLVED that a copy of this Resolution shall be published in the NJ Advance Media/Gloucester County Times within ten (10) days of the date of adoption hereof.

BOROUGH OF WENONAH

BY: _____
Jessica S. Doheny, MAYOR

ATTEST:

KAREN L. SWEENEY, MUNICIPAL CLERK

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Wenonah at the Reorganization meeting held on January 5, 2023.

KAREN L. SWEENEY, MUNICIPAL CLERK

RESOLUTION NO. 2023-12

**RESOLUTION OF THE BOROUGH OF WENONAH
APPOINTING A FUND COMMISSIONER,
CLAIMS COORDINATOR, SAFETY ADMINISTRATOR
AND SAFETY COORDINATOR
FOR THE GLOUCESTER, SALEM, CUMBERLAND
COUNTIES MUNICIPAL JOINT INSURANCE FUND
FOR THE BOROUGH OF WENONAH**

WHEREAS, the Borough is a member of the Gloucester, Salem and Cumberland Counties Municipal Joint Insurance Fund; and

WHEREAS, it is necessary to have a Fund Commissioner, Claims Coordinator and Safety Coordinator appointed to represent the Borough in such positions;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Wenonah hereby appoints the following persons to such positions for terms commencing January 1, 2023 and ending on December 31, 2023;

1. Karen L. Sweeney as Fund Commissioner; and Safety Administrator;
2. Karen L. Sweeney as Claims Coordinator;
3. Carol Newman as Safety Coordinator;

BE IT FURTHER RESOLVED that the Clerk forward a copy of this Resolution to the Joint Insurance Fund forthwith after the adoption hereof.

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

RESOLUTION NO. 2023-13

**RESOLUTION APPOINTING
ALTERNATE FUND COMMISSIONER, EMPLOYMENT PRACTICES
LIABILITY CONTACT AND ALTERNATE EMPLOYMENT
PRACTICES LIABILITY CONTACT FOR THE GLOUCESTER, SALEM,
CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND FOR THE
BOROUGH OF WENONAH**

WHEREAS, the Borough is a member of the Gloucester, Salem and Cumberland Counties Municipal Joint Insurance Fund; and

WHEREAS, it is necessary to have an Alternate Fund Commissioner, EPL Contact and an Alternate EPL contact appointed to represent the Borough in such positions;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Wenonah hereby appoints the following persons to such positions for terms commencing January 1, 2023, and ending December 31, 2023:

1. Carol Newman as Alternate Fund Commissioner;
2. Jessica S. Doheny as EPL Contact;
3. Karen L. Sweeney as Alternate EPL Contact;

BE IT FURTHER RESOLVED that the Clerk forward a copy of this Resolution to the Joint Insurance Fund forthwith after the adoption hereof.

By:

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 6, 2023.

Karen L. Sweeney, Municipal Clerk

RESOLUTION 2023-14
RISK MANAGEMENT CONSULTANT
GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Governing Body of the Borough of Wenonah is a member of the **Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund**, a self insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund require that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws and;

WHEREAS, the Bylaws indicate a fee not to exceed 2 percent (2%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the governing body and;

WHEREAS, NJSA 40A:11-5 (1) (m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant's are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW THEREFORE, be it resolved that the governing body of the Borough of Wenonah does hereby appoint David Strout of (Cettei & Connell Insurance Agency) as its Risk Management Consultant in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1), (a), (i).

ATTEST: _____

Karen L. Sweeney, RMC/ADMIN

MUNICIPALITY: _____

Jessica S. Doheny, Mayor

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of new Jersey, at the Annual Reorganization of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

DATE: January 5, 2023

**RISK MANAGEMENT CONSULTANT AGREEMENT
GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

This Agreement, entered into this 1st day of January 2023, between the Borough of Wenonah (hereinafter referred to as the "Municipality") and Cettei & Connell, Inc, a Corporation of the State of New Jersey, and David Strout, the responsible agent, having their principal office located at 135 South Broad Street Woodbury, NJ 08096 (hereinafter referred to as the "Consultant").

WHEREAS, the Consultant has offered the services to the Municipality as the Professional Risk Management Consultant as required in the Bylaws of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund; and

WHEREAS, the Municipality desires to contract for these professional services pursuant to the resolution adopted by the Mayor and Council of the Municipality at a meeting held on January 7, 2023;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth in this Agreement, agree as follows:

1. For and in consideration of the compensation set forth in Paragraph 3 of this Agreement, the Consultant hereby agrees in consultation with the Municipality to provide Professional Risk Management services to the Municipality as follows:
 - A) The Consultant shall assist the MUNICIPALITY in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.
 - B) The Consultant shall assist the MUNICIPALITY in understanding and selecting the various types of coverage and limits available from the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund.
 - C) The Consultant shall review with the MUNICIPALITY any additional types of coverage that the Consultant believes the MUNICIPALITY should purchase that are not available from the Fund. The Consultant shall purchase and bind any additional types of coverage authorized by the MUNICIPALITY.
 - D) The Consultant shall assist the MUNICIPALITY in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the Consultant.
 - E) The Consultant shall review the MUNICIPALITY's annual assessment as prepared by the Fund, and shall assist the MUNICIPALITY in the preparation of its annual insurance budget.
 - F) The Consultant shall review the loss and engineering reports for the MUNICIPALITY, and shall assist the Safety Committee in its loss containment objectives within the MUNICIPALITY.

- G) The Consultant shall attend and actively participate in the MUNICIPALITY's Safety Committee activities and meetings, and shall present information to the Safety Committee on Safety related topics.
- H) The Consultant shall attend the MUNICIPALITY's Member Accident Review Panel meetings and assist the MUNICIPALITY in determining the cause of accidents. The Consultant shall suggest any remedial actions necessary to avoid future accidents.
- I) The Consultant shall assist the MUNICIPALITY in determining the necessary training for each employee in each Municipal Department based upon the employee's job description and in accordance with OSHA and other governmental regulations.
- J) The Consultant shall assist the MUNICIPALITY in scheduling employee training, both internal and external, including the tracking of course attendance and completion of course requirements.
- K) The Consultant shall review the MUNICIPALITY's loss data on a regular basis and prepare reports to the MUNICIPALITY on recent losses, open claims, and loss trends.
- L) The Consultant shall assist the MUNICIPALITY by reporting to the Fund changes in exposures including the deletion and addition of vehicles, equipment, and properties and the contracting of Municipal services to third parties.
- M) The Consultant shall assist the MUNICIPALITY and Fund professionals in the annual renewal process including the gathering and verification of exposure data.
- N) The Consultant shall order Certificates of Insurance from the Fund.
- O) The Consultant shall review Certificates of Insurance received by the MUNICIPALITY.
- P) The Consultant shall review proposed contracts between the MUNICIPALITY and organizations and contractors to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.
- Q) The Consultant shall evaluate and advise the MUNICIPALITY on the risk management aspects of public events being staged or sponsored by the MUNICIPALITY.
- R) The Consultant shall review the annual coverage documents to verify the accuracy of the policies.
- S) The Consultant shall respond to questions regarding coverage from the MUNICIPALITY's officials.
- T) The Consultant shall actively attend and participate on the Fund Subcommittees as authorized by the Fund Bylaws.
- U) The Consultant shall regularly attend the Monthly Executive Committee meetings of the Fund.
- V) The Consultant shall execute and file with the MUNICIPALITY, as part of this agreement, and the Executive Director's office a copy of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund Confidentiality Agreement.
- W) The Consultant shall at least twice annually, prepare and present a written report to the Governing Body of the MUNICIPALITY outlining the MUNICIPALITY's Insurance and Safety Program.

- X) The Consultant shall perform any other services required by the Fund's Bylaws.
- 2. The term of this Agreement shall be for a period of **one (1) year commencing the first day of January, 2023**, or from the effective date of coverage, unless this Agreement is terminated as set forth in Paragraph 5 of this Agreement.
- 3. The Fund Bylaws allow the Municipality to pay its Consultant for services rendered no more than 6% of the Municipality's gross assessment; therefore, the Municipality authorizes the Fund to pay its Consultant, as compensation for services rendered, 2% **OR** set percentage fee of the Municipality's gross assessment). Said fee shall be paid to the Consultant within thirty (30) days of the payment of the Municipality's assessment to the Fund. The Consultant shall receive no other compensation or commission for the placement or servicing of any municipal coverage with the Fund.
- 4. For any type of coverage that is authorized by the Municipality, to be purchased outside of the coverage offered by the Fund, the Consultant shall receive as his full compensation, the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Paragraph 3 of this Agreement.
- 5. Either party may cancel this Agreement at any time by notifying the other party, in writing, of their intention to terminate this Agreement. The termination shall be effective on the ninetieth day after service of the notice. The compensation provided for in Paragraph 3 shall be pro-rated to the date of termination.

ATTEST: _____
(signature)

MUNICIPALITY REP: _____
(signature)

PRINT NAME: _____

PRINT REP NAME: _____

ATTEST: _____
(signature)

CONSULTANT: _____
(signature)

PRINT NAME: _____

PRINT NAME: _____

PRINT FIRM: _____

DATE: _____

RESOLUTION NO. 2023-15

**RESOLUTION OF THE BOROUGH OF WENONAH
APPOINTING MEMBERS
OF THE WENONAH BOARD OF HEALTH**

BE IT RESOLVED that Melissa Buscher and Minelle Eastlack hereby appointed as member of the Board of Health for a term of three (3) years ending December 31, 2025.

BY: _____
Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

BOROUGH OF WENONAH
R-2023-16

**RESOLUTION APPOINTING KAREN L. SWEENEY AS
PUBLIC AGENCY COMPLIANCE OFFICER – AFFIRMATIVE ACTION**

WHEREAS, N.J.A.C. 17:27-1.1 provides that no public work contracts can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

WHEREAS, N.J.A.C. 17:27-3.5 provides that each public agency shall annually designate an officer or employee to serve as its public agency compliance officer.

NOW, THEREFORE, BE IT RESOLVED by the Wenonah Council of the Borough of Wenonah, County of Gloucester, State of New Jersey that Karen L Sweeney, Administrator, be appointed as the Public Agency Compliance Officer for a one-year term ending December 31, 2023.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Division of Public Contracts Equal Employment Opportunity Compliance Office.

ADOPTED at the Reorganization Meeting of the Wenonah Council of the Borough of Wenonah on January 5, 2023.

ATTEST:

BOROUGH OF WENONAH

Karen L. Sweeney, Municipal Clerk/Admin

Jessica S. Doheny, Mayor

CERTIFICATION

I, Karen L. Sweeney, Clerk of the Borough of Wenonah, in the County of Gloucester, do hereby certify that the foregoing Resolution was presented and duly adopted by the Borough of Wenonah Council at a meeting held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

RESOLUTION NO. 2023 - 17

**RESOLUTION OF THE BOROUGH OF WENONAH
APPOINTING MEMBERS TO
THE SHADE TREE COMMISSION**

BE IT RESOLVED that Gary Odenbrett and Daniel Cox are hereby appointed as a member of the Shade Tree Commission with a 5 year term expiring December 31, 2027.

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

RESOLUTION NO. 2023 – 18

**RESOLUTION OF THE BOROUGH OF WENONAH
APPOINTING MEMBERS OF THE
WENONAH ENVIRONMENTAL COMMISSION**

BE IT RESOLVED that Richard Dilks, hereby re-appointed as member of the Environmental Commission for a three (3) year term ending December 31, 2025.

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

RESOLUTION NO. 2023-19

**RESOLUTION OF THE BOROUGH OF WENONAH
APPOINTING MEMBERS
OF THE LIBRARY BOARD OF TRUSTEES**

BE IT RESOLVED that Ellen Krott Hummel hereby appointed member of the Library Board of Trustees for a 5-year term expiring December 31, 2027.

And Gary Christensen is filling an unexpired term expiring December 31, 2025.

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Clerk

RESOLUTION 2023-20

**A RESOLUTION TO ADOPT THE MOST CURRENT REVISION OF ROBERT'S RULES
OF ORDER FOR THE CONDUCT OF MEETINGS**

WHEREAS, the Borough of Wenonah Council of the Borough of Wenonah in order to properly conduct its meetings, desires to use an established and proven methodology.

NOW THEREFORE BE IT RESOLVED that the Borough of Wenonah Council of the Borough of Wenonah hereby adopts "Robert's Rules of Order", in its most currently revised addition for the purpose of conducting Municipal Meetings in an orderly and parliamentary manner.

ADOPTED at a regular meeting of the Borough of Wenonah held on January 5, 2023, at the Borough of Wenonah Municipal Building, Gloucester County, New Jersey.

Attest: _____
Karen L. Sweeney, Municipal Clerk

Mayor: _____
Jessica S. Doheny

CERTIFICATION

I hereby certify that this is a true copy of the foregoing Resolution which was adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at the annual Reorganization Meeting of said Borough Council held on January 5, 2023.

Karen L. Sweeney, Municipal Clerk

RESOLUTION NO. 2023-21

RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WENONAH, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY TO AFFIRM THE BOROUGH'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 Borough of Wenonah 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 the Borough of Wenonah has determined that certain procedures need to be established to accomplish this policy.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Wenonah, County of Gloucester and State of New Jersey 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 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 Clerk 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 Clerk 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 Clerk 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 Clerk 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.

Section 10

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

ADOPTED at a regular meeting of the Mayor and Council of the Borough of Wenonah, County of Gloucester, State of New Jersey held on January 5, 2023.

BOROUGH OF WENONAH

BY: _____
Jessica S. Doheny, **Mayor**

ATTEST:

KAREN L. SWEENEY
Municipal Clerk

ORDINANCE NO. O-2023-1

**ORDINANCE ESTABLISHING SALARIES
AND COMPENSATION OF VARIOUS BOROUGH OFFICERS
AND EMPLOYEES OF THE BOROUGH OF WENONAH FOR
CALENDAR YEAR 2023**

WHEREAS, NJSA 40A:9-165 requires the Council to fix and determine the salaries, wages, or compensation be paid to officers and employees of the municipality by Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Wenonah, as follows:

1. Annual salaries, wages and compensation for the various Borough officers and employees for the calendar year 2023 are established as set forth on the list attached hereto; and
2. This Ordinance shall be effective retroactive to January 1, 2023, unless clearly indicated to the contrary on the attached list hereto; and
3. All Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance be and are hereby repealed.

BOROUGH OF WENONAH

BY: _____ Date: _____
Mayor, Jessica S. Doheny

Attest:

Karen L. Sweeney, Municipal Clerk

NOTICE

The foregoing Ordinance was introduced at a Regular Meeting of the Mayor and Borough Council of the Borough of Wenonah conducted on January 5, 2023 and will be considered for final hearing and adoption at a meeting to be held on January 26, 2023 at 7:00 P.M., at which time any objections hereto may be heard.

KAREN L. SWEENEY, Municipal Clerk



BOROUGH OF WENONAH 2023
ACTUAL SALARIES, WAGES AND COMPENSATION

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Administrator	\$5,000	\$10,000
Municipal Clerk	\$40,000	\$80,000
Municipal Treasurer (Deputy Utilities)	\$8,000	\$16,000
Registrar of Vital Statistics	\$2,500	\$6,000
Qualified Purchasing Agent	\$1000	\$4,000
Finance Tax Clerk	\$18,000	\$45,000
Utilities Clerk (Deputy Treasurer)	\$15,000	\$50,000
Trash / Recycling Coordinator	\$2,000	\$4,500
Tax Clerk (Part Time) *	\$15.00/hr.	\$20.00/hr.
Deputy Registrar	\$1,500	\$5,000
Tax Collector	\$5,000	\$18,000
Combined Planning Board Secretary	\$2,500	\$4,000
Public Works Superintendent	\$58,000	\$90,000
Public Works Superintendent Assist*	\$20.00/hr.	\$32.00
Foreman 1*	\$24.00/hr.	\$30.00/hr.
Laborer 1	\$14.13/hr.	\$18.00/hr.
Laborer 2*	\$16.00/hr.	\$19.00/hr.
Laborer 3*	\$17.00/hr.	\$20.00/hr.
Laborer 4	\$20.00/hr.	\$27.00/hr.
Licensed Utility Operator	\$2,400.00	\$12,000.00
Certified Public Works Mgr.	\$2,000.00	\$5,000.00

On Call/Support	\$25.00/hr.	\$35.00
Seasonal Employees (Public Works)	\$14.13/hr.	\$20.00/hr.
Seasonal Program Manager	\$12.93/hr.	\$20.00/hr.
Program Staff*	\$12.93/hr.	\$14.00/hr.
Head Lifeguard	\$12.93/hr.	\$16.00/hr.
Senior Lifeguard	\$12.93/hr.	\$15.00/hr.
Junior Lifeguard	\$12.93/hr.	\$14.00/hr.
Librarian, Director	\$15.00/hr.	\$26.00/hr.
Librarian (special program)	\$14.13/hr.	\$21.00/hr.
Librarian, Senior	\$14.13/hr.	\$17.00/hr.
Librarian 1	\$14.13/hr.	\$15.00/hr.
Librarian 2	\$14.13/hr.	\$15.00/hr.
Librarian Assistant	\$14.13/hr.	\$14.50/hr.
*Position currently vacant		

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk
Jan. 5, 2023