

**City of Woodbury
City Council Meeting Agenda
Virtual Meeting**

April 27, 2021

Virtual Waiting Room Opens 6:00 p.m.

Meeting starts 6:30 p.m.

Zoom Link: <https://bit.ly/3syFwjje>

Zoom Passcode: CCAPR27

Telephone Call: 1-301-715-8592

Telephone Webinar ID: 812 5961 9071

Telephone Passcode: 5746063

Pledge of Allegiance

Moment of Silent Reflection

Reading of the Open Public Meeting Statement

Roll Call

Approval of the Minutes

- December 22, 2020
- January 27, 2021

Proclamation

- Arbor Day

Open to the Public for Agenda Items

Ordinances

Second
Reading

ORDINANCE NO. 2337-21 AN ORDINANCE OF THE CITY OF WOODBURY ADOPTING A NEW CHAPTER OF THE CODE BOOK OF THE CITY OF WOODBURY TO BE TITLED “RENTAL HOUSING”

First
Reading

ORDINANCE NO. 2338-21 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY AMENDING CHAPTER 144, PROPERTY MAINTENANCE, OF THE CODE BOOK OF THE CITY OF WOODBURY TO ADD A NEW ARTICLE IV TO BE ENTITLED “MAINTENANCE OF VACANT PROPERTY”

First
Reading

ORDINANCE NO. 2339-21 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY AMENDING THE CODE BOOK OF THE CITY OF WOODBURY TO ADOPT A NEW CHAPTER TO BE ENTITLED “COMMERICAL BUILDING STANDARDS”

Resolutions

RESOLUTION NO. 21-69 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY IN SUPPORT OF THE WOODBURY HEART & SOUL PROGRAM

CONSENT AGENDA

RESOLUTION NO. 21-78 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY EXTENDING LEASE AGREEMENT EXTENSION BETWEEN THE CITY OF WOODBURY AND WOODBURY OLD CITY RESTORATION COMMITTEE, INC.

RESOLUTION NO. 21-79 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING CITY ENGINEER TO ISSUE NOTICE TO BIDDERS REGARDING THE WOOD STREET SEWER LINING PROJECT

RESOLUTION NO. 21-80 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY CERTIFICATION OF THE ANNUAL AUDIT

RESOLUTION NO. 21-81 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY APPROVING SUBMISSION OF CORRECTIVE ACTION PLAN FOR 2019 AUDIT

RESOLUTION NO. 21-82 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY APPOINTING TEMPORARY CO-ACTING ADMINISTRATORS

RESOLUTION NO. 21-83 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY TO REIMBURSE TAX PAYMENT BLOCK 31.02 LOT 16 98 N COLUMBIA ST.

END CONSENT AGENDA

Motion for Approval to Pay the Listed Vouchers

Reports

- Committee Reports
- Mayoral Report
- Clerk Report
- Department Reports

Unfinished Business

New Business

Open to the Public

Adjournment

NOTICE PURSUANT TO N.J.S.A 10:4-8(d)

The items listed on this tentative agenda of the Mayor and Council President of the City of Woodbury constitutes the agenda to the extent known at the time of posting. Since this agenda is tentative, items may be added and/or deleted prior to the commencement of the meeting. Formal action may or may not be taken regarding each item listed on the final agenda.

CITY OF WOODBURY, NEW JERSEY

ORDINANCE NO. 2337-21

AN ORDINANCE OF THE CITY OF WOODBURY ADOPTING A NEW CHAPTER OF THE CODE BOOK OF THE CITY OF WOODBURY TO BE TITLED "RENTAL HOUSING"

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodbury, County of Gloucester and State of New Jersey as follows:

Section 1. A new Chapter of the Code Book of the City of Woodbury titled "Rental Housing," is hereby adopted to read as follows:

Rental Housing

1. Definitions For the purpose of this chapter, the terms used herein are defined as follows:

BASEMENT

That portion of a building which is partly or completely below grade.

CITY

The City of Woodbury.

CELLAR

See "basement."

DWELLING UNIT

A room or group of rooms, located within a rental facility, forming a single habitable unit with facilities which are used or intended to be used for living or sleeping and which is provided with facilities for cooking and eating.

HABITABLE ROOM

A room occupied by one or more persons for living, eating or sleeping, including kitchens where provided, but not including serving and storage pantries, corridors, bathrooms and spaces that are not used frequently or during extended periods of time.

IMMEDIATE FAMILY MEMBER

"Immediate family member" is defined as the parents or foster parents, stepparents, spouse, domestic partner, civil union partner, children (including in-laws), stepchildren, adopted children, or foster children of the owner. The definition also includes the owner's sister, brother, mother-in-law, father-in-law, grandmother, grandfather, stepgrandparents, brother-in-law, or sister-in-law who reside in the owner's home.

LANDLORD

See "owner."

OCCUPANCY

The earlier of the effective date of the contractual obligation for the rental of the property or when an occupant begins to live or sleep in a dwelling unit.

OCCUPANT

Any individual who lives or sleeps in, or has actual possession of, a dwelling unit.

OWNER

Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

REGISTERED AGENT

An individual who shall be responsible for receiving notice of violation of this chapter and fulfilling the responsibility of the owner of a rental facility to correct such violation. The registered agent shall reside in the County of Gloucester. The name, physical address and telephone number of such registered agent must be filed with the City of Woodbury as provided in this chapter. The registered agent must sign an affidavit or notarized statement indicating that he or she has accepted the responsibility to act as the registered agent for the property owner, and that he or she will accept service of process, etc., for the out-of-county owner. This document is part of and must be submitted with the application for the registration of a rental facility.

RENTAL FACILITY

Every building, a group of buildings, or a portion thereof, consisting of a dwelling, apartment and/or one or more rooms, which contains no more than five dwelling units and has sleeping facilities for fewer than 25 occupants, kept, used, maintained and advertised, or held out to be a place where living accommodations are supplied, whether furnished or unfurnished, for pay or not, to one or more individuals who are not the owner or an immediate family member of the owner.

2. Registration

A. Registration is required. No building or part thereof shall be occupied as a rental facility prior to registration with the City as hereinafter provided. All rental facilities must be registered on an annual basis. The rental calendar begins on January 1 and ends on December 31 of each year.

B. Term of registration. All registrations hereunder issued shall be issued for a period of up to one year commencing upon approval for occupancy. The rental year ends on December 31.

C. Applications. Application to register a rental facility shall be made in writing prior to initial occupancy as a rental facility, on an annual basis, and/or prior to any change of occupancy and shall be signed by the owner on a form provided by the City Housing Official. The annual application forms shall be submitted prior to January 31 as determined by the Department, but such date shall not be less than 30 days from the mailed postmarked date from the Department. Said application shall state the name and physical address of the owner, the owner's driver's license number, owner's phone numbers, the name, address and telephone number of the registered agent (which may be the same as the owner); the location of the building; what portion of the building is to be used as a rental

facility; the number of dwelling units; the proposed number of occupants, and their dates of birth, in each dwelling unit; the number of rooms in each dwelling unit, the proposed use of each room and the dimensions of each such room. Such application shall be accompanied by a floor plan, drawn approximately to scale, indicating the location, use and accurate dimensions of each room covered by the application. Prior to occupancy or any change of occupancy of the premises during the registration period, the applicant shall furnish to the City a list of the names and dates of birth of all occupants and the driver's license numbers of any tenants of driving age occupying the premises.

D. Issuance.

(1) Inspections; penalty for not appearing; reinspection fees.

(a) Prior to initial occupancy and prior to every change of occupancy of 50% or more of the registered occupants, or every three years, an inspecting officer shall conduct a full inspection of the dwelling and premises in accordance with the performance standards described hereafter in §5.

(b) Prior to every change of less than 50% of the registered occupants or on an annual basis, an inspecting officer shall inspect the dwelling and premises for visible life safety violations, including but not limited to smoke detectors, CO detectors, handrails, guardrails, electrical, and any other life-safety-related items.

(c) For the purposes of this section, a decrease in occupancy does not constitute a change of occupancy.

(d) If all requirements of this chapter are complied with, and upon payment of all applicable fees hereinafter provided for, then the registration shall have been completed. Said registration shall be signed by the inspecting officer who conducted the inspection and the and shall set forth the name and address of the owner, the address of the rental facility, the number of dwelling units approved, the number of occupants approved for each dwelling unit, and the expiration date of the license. Notwithstanding the above, the inspecting officer or administrative assistant may inspect the premises at any additional time or frequency as is deemed necessary.

(e) A fee of \$25 shall be charged to any landlord who fails to appear or have an authorized person appear for an inspection or reinspection as scheduled.

(2) If the inspecting officer finds noncompliance with any requirement of this chapter, he shall furnish the owner with a written statement specifying the same. The owner may thereupon do any of the following:

(a) Remedy the defect(s) and request a reinspection.

(b) Appeal the decision of the inspecting officer to the City of Woodbury in the manner hereinafter provided.

(c) Apply to the City of Woodbury for a waiver of the defect in the manner hereinafter provided.

E. Renewal. Application for renewal shall be made on an annual basis, prior to the expiration of the registration, in the same manner as the initial application.

Applications for renewal shall be made by January 31 on an annual basis.

F. Modification during registration period. Any modification in the rental facility or any increase in the number of occupants desired to be approved during the term of an existing term of an existing registration shall require a new application or an addendum approved by the Housing Officer, as provided in Subsection C above.

If the registration is amended to allow an increase in the number of occupants, the amended certificate of registration shall be issued upon compliance with all terms of this chapter and approval by the City and payment of any additional fees required. If at the time during the term of the registration there is a change in the identity of any one or more of the occupants, the certificate of registration shall immediately become void.

3. Fees

A. Registration fee. The annual registration fee for each rental unit shall be \$100, due no later than July 31 of each year but prior to a change of tenant. The annual registration fee shall include one inspection and one reinspection at no additional fee.

B. Reinspection fee. The fee for any reinspection (second and subsequent) shall be \$50 per inspection.

C. Change of occupancy inspection: no fee for any additional change of occupancy inspection during the rental year (January 1 to December 31).

D. Late fee. Failure to submit a completed rental application to the Department by the due date or prior to any change of occupancy will be subject to a late fee of \$50.

4. Housing Department; inspecting officers

The Mayor, with the advice and consent of the Council, shall from time to time appoint or hire such inspecting officers as are deemed necessary to administer and enforce this chapter; one of which such inspecting officers may be designated as the "Housing Official." The Mayor, with the advice and consent of the Council, may from time to time appoint or hire such secretarial or clerical personnel as are deemed necessary to perform secretarial and clerical work required by this chapter. All persons appointed or hired pursuant hereto shall comprise the Housing Department of the City of Woodbury.

5. Performance Standards

The owner of any rental facility shall comply with the requirements of the City of Woodbury Property Maintenance Code, other applicable adopted codes and the following standards:

A. Egress. Every dwelling unit shall have safe and unobstructed means of egress which shall lead to a safe and open space at ground level accessible to a street.

B. Basement and attic occupancy. Basement and attic occupancy shall be permitted as long as the means of egress equals or exceeds that required by the State Uniform Construction Code N.J.A.C. 5:23 and the minimum habitable space requirements of the State Housing Code N.J.A.C. 5:28 are equaled or exceeded.

C. Utility service. If a dwelling unit shares electrical service or other utilities (i.e., heat or hot water) with another unit then the cost of such utility payments shall be borne by the landlord. Electric service must meet the minimum requirements for each dwelling unit per the requirements of the City of Woodbury Property Maintenance Code.

D. Water supply. The minimum rate of flow of hot or cold water issuing from any faucet or fixture shall be not less than one gallon per minute.

E. Kitchens. Every dwelling unit in which the regular preparation of meals is to be accomplished must be equipped with the following facilities:

(1) A kitchen sink of nonabsorbent and easily cleanable material in good working condition and properly connected to an approved water supply system which provides at all times an adequate amount of heated and unheated water under pressure and which is connected to an approved sewer system.

(2) A stove or similar device for cooking of food, which stove or device is properly installed with all necessary connections for safe, sanitary and efficient operation. Stoves must be provided with antitipping mechanisms installed.

F. Occupants. Only those occupants whose names are on file with the City as provided in this chapter may reside in the licensed premises. It shall be unlawful for any other person to reside in said premises.

G. Nuisance prohibited. No rental facility shall be conducted in a manner which shall result in any unreasonable disturbance or disruption of surrounding properties and property owners or of the public in general, such that it shall constitute a nuisance.

H. Compliance with other laws. The maintenance of all rental facilities and the conduct engaged in upon the premises by occupants and their guests shall at all times be in full compliance with all applicable ordinances and regulations of the City of Woodbury and with all applicable state and federal laws.

I. Maximum permitted occupancy; posting of premises.

(1) It shall be unlawful for any rental facility to contain at any one time a number of persons in excess of the number determined in accordance with any applicable adopted code(s).

(2) The Housing Official shall issue a license prior to occupancy indicating the maximum permitted occupancy. Said license shall remain so posted at all times. It shall be unlawful for any person to remove or alter said license.

J. Interior painting. The interior of every rental facility shall be painted as needed prior to every full change of occupancy. All walls, ceilings, and other surfaces shall be in good repair and properly prepared prior to painting.

6. Waiver of performance Standards

The owner may at any time within 15 days of the date of any notice appeal to the City of Woodbury for a waiver of any performance standards set forth in § 5 above. The City shall afford the owner a hearing if requested. Such hearing shall be conducted by the Mayor and Council. The City may, at its discretion, grant a waiver of any one or more of

the performance standards if it finds that, in light of the facts and circumstances presented in a particular case, a special reason exists for the waiver and that the granting of the same will not be contrary to the intent and purpose of this chapter and will not be detrimental to the health, safety and welfare of the occupants or proposed occupants of the rental facility, nor to the general public. The inspecting officer(s) who inspected the premises in question shall be present at such hearing.

7. Inspections

A. Free access. The inspection officers are hereby authorized to make inspections to determine the condition of rental facilities in order that they may perform their duty of safeguarding the health, safety and welfare of the occupants of rental facilities and of the general public. For the purpose of making such inspections, the inspecting officers are hereby authorized to enter, examine and survey rental facilities at all reasonable times. The owner or occupant of every rental facility shall give the inspecting officer free access to the rental facility at all reasonable times for the purpose of such inspections, examinations and surveys. Every occupant shall give the owner of the rental facility access to any part of such rental facility at all reasonable times for the purpose of making such repairs or alterations as are necessary to effect compliance with the provisions of this chapter or any lawful order issued pursuant hereto.

B. Complaints. Within 10 days of the receipt of a complaint alleging a reported violation of this chapter, an inspecting officer shall conduct an inspection as hereinbefore provided. If the complaint is found to be valid and such causes a violation notice to be issued, then the owner shall be liable for any inspection and reinspection fees necessary.

8. Emergencies

Whenever an inspecting officer finds that an emergency exists with reference to a rental facility and the provisions of this chapter which requires immediate action to protect the health of occupants or the general public, he may, without notice or hearing, serve an order upon the owner reciting the existence of such emergency. Notwithstanding the other provisions of this chapter, such order shall be effective immediately. The owner to whom the order is directed shall comply therewith immediately, but upon appeal to the Board of Health, as hereinabove provided, shall be afforded a hearing as hereinbefore provided as soon as possible, within a period not to exceed 10 days. The order shall state the right to such hearing.

9. Violations and Penalties

Any person, firm or corporation who shall violate any of the provisions of this chapter shall, upon conviction, be punished by a fine not less than \$100 and not more than \$1,000, community service, or by imprisonment in the County Jail for a period not to exceed 90 days, or by any combination of such fine, community service and imprisonment as the Court may determine. Each day that a violation continues after due notice has been given shall be deemed a separate offense.

10. Revocation or suspension of certificate of registration

A. In addition to any other penalty prescribed herein, an owner may be subject to the revocation or suspension of the certificate of registration issued hereunder upon the happening of one or more of the following:

- (1) Conviction of a violation of this article in the Municipal Court or any other court of competent jurisdiction.
- (2) Determination of a violation of this article at a hearing held pursuant to § **11** of this Chapter.
- (3) Continuously renting the unit or units to a tenant or tenants who are convicted of a violation of the Noise Ordinance of the City of Woodbury. Three convictions or more in a one-year period shall be considered a continuous event.
- (4) Continuously permitting the rental unit to be occupied by more than the maximum number of occupants permitted. Three written notices of violations within a one-year period shall be considered a continuous event.
- (5) Maintaining the rental unit or units or the property in which the rental unit is a part in a dangerous condition likely to result in injury to person or property.
- (6) A false, misleading or fraudulent statement made in connection with the registration or inspection of a rental unit or units under this chapter.
- (7) A pattern of conduct which results in creating, maintaining, permitting or suffering the existence of any of the following conditions at or about the rental unit:

- (a) Disorderly conduct on the part of tenants or occupants or their guests. "Disorderly conduct" shall be as defined in N.J.S.A. 2C:33-2; provided, however, that a conviction of such person or persons under that statute shall not be required in order for the City to take action under this section;
- (b) A nuisance, as that term is defined by N.J.S.A. 2C.33-12; provided, however, that a conviction of such person or persons under that statute shall not be required in order for the City to take action under this section;
- (c) The failure to comply with any directive of the City of Woodbury concerning the abatement of conduct prohibited by Subsection **A(7)(a)** or **(b)** hereof;
- (d) The rental unit has continued to be, after written notice to cease to the landlord, so disorderly as to destroy the peace and quiet of the neighborhood; and
- (e) The possession or consumption of alcoholic beverages by minors.

B. Whenever the Police Department shall have made an arrest of or issued a summons to a tenant, occupant or guest or owner on three or more occasions during any ninety-day (90) period for an offense related to or arising out of the use and occupancy of the same rental unit(s), the same shall be prima facie evidence of a violation of this section, provided that the owner and/or managing agent shall have had written notice of the existence of such circumstances or conditions.

C. It shall be a defense to any proceeding for the revocation, suspension, or other disciplinary action involving a certificate of registration by demonstrating that the owner has taken appropriate action and has made a good faith effort to abate the conditions or circumstances giving rise to the revocation proceeding, including but not limited to the institution of legal action against the tenants, occupants or guests for recovery of the premises, eviction of the tenants or otherwise.

11. Notice of Violation; revocation of license; hearing

A. Procedure; written complaint; notice; hearing. Whenever an inspecting officer determines that there has been a violation of this chapter, he or she shall serve a written notice of the violation on the owner, operator and/or registered agent which shall include a statement of the reasons why it is being issued and what action, if any, the owner, operator and/or registered agent must take to abate the violation. Said notice shall also state that the violation(s) must be corrected within 10 days and, if not, that the certificate of registration and the certificate of occupancy for the subject premises shall be revoked, in addition to the remedies and provisions set forth elsewhere in this chapter. The said period for correction may be extended or abbreviated by the Housing Officer for a definite number of days for good cause. Good cause for such extension shall include but is not limited to delays in the correction of the violations caused by weather conditions, unavailability of building/construction materials, and/or unavailability of contractors hired to correct the violations or the existence of emergent circumstances affecting the health or safety of occupants or residents of Woodbury.

B. Revocation; appeal; hearing.

(1) If a violation is not corrected within 10 days of the service of a notice thereof, or any extension or abbreviation given, the inspecting officer may serve an order upon the owner, operator and/or registered agent that the certificate of registration and certificate of occupancy are revoked, and occupancy prohibited, effective five days from the service thereof.

(2) Notwithstanding the correction of any one or more violations, the Construction Code Official or designated housing officers may conduct a hearing in the manner provided above to consider suspension or revocation of a certificate of registration and certificate of occupancy on the grounds herein stated. If, as result of such hearing, the Construction Code Official or designated housing officers determine that the subject building or structure has been a source of serious or repeated violations of this chapter such that the operation of said rental facility is or has been harmful to the health and/or safety of the occupants or has constituted a public nuisance, the Construction Code Official or designated housing officers may suspend such certificate of occupancy for such period as he or she shall determine or may revoke such certificate.

(3) The City Solicitor or his/her designee shall appear and prosecute on behalf of the complainant in all hearings conducted pursuant to this section.

C. Defenses. It shall be a defense to any proceeding for the revocation, suspension, or other disciplinary action involving a certificate of registration by demonstrating that the owner has taken appropriate action and has made a good faith effort to abate the conditions or circumstances giving rise to the revocation proceeding, including but not limited to the institution of legal action against the tenants, occupants or guests for recovery of the premises, eviction of the tenants or otherwise.

Section 2. Repealer: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

Section 3. Severability: Each section of this Ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective, shall not be deemed to affect the validity or constitutionality of any other sections or parts hereof.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon final passage and publication as required by law

CITY OF WOODBURY, NEW JERSEY

[SEAL]

By: _____
PHILIP HAGERTY, Council President

ATTEST:

Cassidy Swanson, Acting City Clerk

APPROVED:

By: _____
PEG SICKEL, Mayor

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Parker				
Councilman Merinuk				
Councilman Miller				
Councilwoman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION OF INTRODUCTION

I, Cassidy Swanson hereby certify that the foregoing Ordinance 2337-21 was introduced to the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a regular business meeting held on **April 14, 2021** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy Swanson, Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Parker				
Councilman Merinuk				
Councilman Miller				
Councilwoman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION OF ADOPTION

I, Cassidy Swanson hereby certify that the foregoing Ordinance 2337-21 was adopted after public hearing by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a regular business meeting held on **April 28, 2021** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy Swanson, Acting City Clerk

CITY OF WOODBURY, NEW JERSEY

ORDINANCE NO. 2338-21

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY AMENDING CHAPTER 144, PROPERTY MAINTENANCE, OF THE CODE BOOK OF THE CITY OF WOODBURY TO ADD A NEW ARTICLE IV TO BE ENTITLED "MAINTENANCE OF VACANT PROPERTY"

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodbury, County of Gloucester and State of New Jersey as follows:

Section 1. Chapter 144, Property Maintenance, of the Code of the City of Woodbury is hereby amended to add a new Article IV entitled "Maintenance of Vacant Property" to read as follows:

Article IV. Maintenance of Vacant Property

§ 144-39 Owners subject to provisions; exemptions.

- A. The owner of any dwelling or commercial unit, other than those exempted below, shall be subject to the provisions of this article.
- B. The following are exempt from the provisions of § 144-40A of this article:
- (1) Units in owner-occupied buildings, where there are four units or less, and one of these units is owner-occupied.
 - (2) Units in newly constructed buildings, which are being rented for the first time. One year after the first rental, such units will be subject to the provisions of this article.
 - (3) Units where the owner is participating in an affordable housing project approved by the City of Woodbury.
 - (4) Units in a building whose owner has transmitted his first sixty-day notice of his intentions to convert the building into a condominium or cooperative and his full plan of conversion to the City Clerk pursuant to N.J.S.A. 2A:18-61.8.
 - (5) Units where the closing of the business is due to personal reasons or vacations up to two consecutive months.
 - (6) Units where the business conducted is of a "seasonal nature" and the business will be re-opened for the following year's seasonal business.
 - (7) Units which have just been purchased will be exempt for the first six months, provided the owner/landlord/tenant applies for the appropriate building construction permits and begins work on the property.

C. The following are exempt from the provisions of § **144-42B** of this article:

- (1) Any unoccupied property that is under agreement of sale. This exemption shall be limited to the first four months after a property becomes unoccupied. Thereafter, all provisions of this section are applicable, and all time requirements are considered to be extended by said four-month period.
- (2) Any unoccupied property that is listed for sale by a realtor or by the owner. This exemption shall be limited to the first four months after a property becomes unoccupied. Thereafter, all provisions of this article are applicable, and all time requirements are considered to be extended by said four-month period.

§ **144-40** Rental requirement; exception.

- A. All such units that have been rental units shall be rented and occupied by a new tenant within four months after the end of the preceding tenant or tenants, except where this requirement has been waived by the Planning Board under the provisions of § **144-43** below, in which event the unit shall be rented and occupied within the time period specified in the waiver.
- B. All such units that have not been rented, but become vacant for any reason, shall be occupied within four months after the property becomes vacant, except where this requirement has been waived by the Planning Board under the provisions of § **144-43** below, in which event the unit shall be occupied within the time period specified in the waiver.

§ **144-41** Notification of vacancies.

- A. The owner of any rental unit which is still vacant 90 days after the end of the preceding tenancy shall notify the Zoning Officer within five days, in writing, of said continuing vacancy.
 - (1) "Vacancy," as it applies to a dwelling unit, is defined as:
 - (a) Being unoccupied by any person or persons for more than 20 days out of a month; or
 - (b) Receiving no electricity, gas or fuel heat; or
 - (c) Appearing to manifest no evidence of occupancy by a person or persons, such as by lack of furniture, lack of food or clothing, lack of mail delivery or by being boarded up.
 - (2) "Vacancy," as it applies to a commercial unit, is defined as:
 - (a) Lacking a main entrance open to the general public for business; or
 - (b) Being closed to the general public for business for more than 18 out of 24 hours per day for more than three out of seven days per week for a period of three or more weeks.

- B. Said notification shall include the following information:
- (1) The address and location within the building of the unit.
 - (2) The rent charged the preceding tenant and rent to be charged the proximate incoming tenant.
 - (3) The name, address and telephone number of the owner.
 - (4) The name, address, and telephone number of the owner's agent and/or resident manager, if any.
- C. No notification shall be required with respect to any unit rented and occupied within 90 days or less from the end of the preceding tenancy.
- D. The owner or other representative of any unit that has not been previously rented, which is vacant for more than 90 days, shall notify the Zoning Officer within five days, in writing, of such vacancy. Such notification shall include the name, address, telephone number of the owner and any other relevant information, such as identification of attorney, estate or relatives with knowledge of status of ownership.

§ 144-42 Notification of occupancy.

- A. Within 30 days after submission of the report required under § **144-41** above, the landlord (in those cases involving rental units) shall notify the Zoning Officer that the unit has been rented and occupied, with the names of the new tenant or tenants and the terms of the tenancy. Failure to have the unit rented and occupied within 120 days after the end of the preceding tenancy, except where a waiver has been granted by the Planning Board, shall be considered a violation of this article, and subject to the penalties set forth in § **144-45** below.
- B. Within 30 days after submission of the report required under § **144-41** above, the owner (in those cases not involving rental units) shall notify the Zoning Officer that the unit has been occupied, with the name of the new occupant or occupants. Failure to have the unit occupied within 120 days from the time that the unit became vacant, except where a waiver has been granted by the Planning Board, shall be considered a violation, and subject to the penalties set forth in § **144-45** below.

§ 144-43 Waivers of requirements.

- A. A landlord may seek a waiver of the requirement to rent the unit within 120 days of the end of the preceding tenancy where the condition of the unit or other special circumstances make rental within such time period impossible. In order to obtain a waiver, the landlord must submit a request, in writing, to the Planning Board within 90 days or less from the end of the preceding tenancy, setting forth with specificity:
- (1) The reasons that the unit cannot be rented within such time period.
 - (2) The steps that the landlord shall take to remedy the conditions that make it impossible to rent the unit.

- (3) The date by which the unit shall be rented and occupied.
- B. Full documentation, such as code violation reports, engineering or inspection reports, etc. shall be provided by the landlord. Any waiver granted by the Board under this section shall specify a date by which the unit shall be rented and occupied. The Board may extend that date upon written request of the landlord, but may not provide more than two such extensions of not more than 60 days each.
 - C. In no circumstance shall any waiver, including extensions, exceed six months from the time of granting of such waiver.
 - D. The following circumstances shall constitute grounds for granting of a waiver by the Planning Board:
 - (1) Any owner wishes to maintain a vacant unit in order to reserve said unit for a family member. The owner shall provide in the waiver request full documentation, such as the name of the future tenant, and the date of occupancy.
 - (2) An owner wishes to maintain a vacant unit in order to improve the conditions of said unit. The owner shall provide full documentation in the waiver request, such as up-to-date building and housing inspection reports, improvement plans, all related permits and the date by which the unit shall be rented and occupied.
 - (3) An owner maintains a vacant unit in order to correct code violations in said unit. The owner shall provide in the waiver request full documentation, such as code violation reports, correction plans, permits and the date by which the unit shall be rented and occupied.
 - E. In the case of properties that have not been previously rented, an owner may seek a waiver of the requirement to have the unit occupied within 120 days from the time that it became vacant where the condition of the unit or other special circumstances make occupancy within such time period impossible. In order to obtain a waiver, the owner must submit a request, in writing, to the Planning Board within 90 days or less from the time that the unit became vacant setting forth with specificity:
 - (1) The reasons that the unit cannot be occupied within such time period.
 - (2) The steps that the owner shall take to remedy the conditions that make it impossible to occupy the unit.
 - (3) The date by which the unit shall be occupied.
 - F. To the extent applicable, the provisions of Subsections **B**, **C** and **D** above shall be applied to properties that have not been rented.

§ 144-44 Filing complaints.

Any individual affected by the action or inaction of an owner of a dwelling unit or commercial unit subject to the provisions of this article, any civic organization and any appropriate

municipal agency may file a complaint of violation of this article with the City of Woodbury Municipal Court.

§ 144-45 Violations and penalties.

- A. A first violation of § **144-40**, or the conditions upon which a waiver has been granted by the Board, shall be punishable by a fine of not less than \$100 or more than \$500. Each day during which an owner is in violation of § **144-40** of this article, or the conditions upon which a waiver has been granted, shall constitute a separate violation hereunder.
- B. A violation of any other provisions of this article, where there has been no finding of a violation of § **144-40** of this article, shall be punishable by a fine not to exceed \$100 for each unit found in violation for each day the owner is found in violation.

§ 144-46 Vacancies upon effective date.

Any landlord of any unit which has been vacant 90 days or more from the end of the preceding tenancy, as of the effective date of this chapter, shall be required to file the notification required under § **144-41** of this chapter within 15 days of the effective date of this article.

Section 2. Repealer: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

Section 3. Severability: Each section of this Ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective, shall not be deemed to affect the validity or constitutionality of any other sections or parts hereof.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon final passage and publication as required by law

CITY OF WOODBURY, NEW JERSEY

[SEAL]

By: _____
PHILIP HAGERTY, Council President

ATTEST:

Cassidy Swanson, Acting City Clerk

APPROVED:

By: _____

PEG SICKEL, Mayor

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Parker				
Councilman Merinuk				
Councilman Miller				
Councilwoman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION OF INTRODUCTION

I, Cassidy Swanson hereby certify that the foregoing Ordinance 2338-21 was introduced to the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a regular business meeting held on **April 27, 2021** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy Swanson, Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Parker				
Councilman Merinuk				
Councilman Miller				
Councilwoman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION OF ADOPTION

I, Cassidy Swanson hereby certify that the foregoing Ordinance 2338-21 was adopted after public hearing by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a regular business meeting held on **May 12, 2021** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy Swanson, Acting City Clerk

CITY OF WOODBURY, NEW JERSEY

ORDINANCE NO. 2339-21

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AMENDING THE CODE BOOK OF THE CITY OF WOODBURY TO ADOPT A NEW
CHAPTER TO BE ENTITLED "COMMERICAL BUILDING STANDARDS"**

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodbury, County of Gloucester and State of New Jersey as follows:

Section 1. The Code of the City of Woodbury is hereby amended to add a new Chapter entitled "Commercial Building Standards" to read as follows:

Commercial Building Standards

1. Inspection and Approval of Occupancy Form Required; Exceptions

- A. No person shall convey title to any commercial property in the City of Woodbury without first obtaining an approval of occupancy form in the manner provided, certifying that said premises conform to the provisions of the construction code implemented in the City of Woodbury.
- B. Issuance of certificates.
 - (1) Prior to conveying title to any premises described in the preceding subsection, an owner shall apply to the Housing Officer for such approval of occupancy form. The Housing Officer or his representative shall inspect the premises within 10 days of said application and, upon determining that all provisions of the code have been complied with, shall issue an approval of occupancy form permitting occupancy of said premises. Such approval of occupancy form shall indicate that compliance has been met. If, upon inspection, the commercial unit is found to be not in compliance, the Housing Officer or his representative shall notify the owner in writing of such noncompliance, specifically setting out those violations requiring correction. Upon correction of the violation(s), the owner shall notify the Housing Officer, who shall, within five days, reinspect the required correction(s). This procedure shall be followed until all violations have been corrected, at which time an approval of occupancy form shall issue as above provided. Such approval of occupancy form shall be valid for a period of 90 days from the date of its issuance, after which ninety-day period it shall expire. Such expiration date shall be stated on the form.
 - (2) Notwithstanding the provisions of Subsection **B(1)** of this section, an owner conveying title to any commercial premises to a contract purchaser who intends and does utilize the premises for a commercial use, or a change of a tenant of a commercial premises or unit of a commercial premises may make application for a certificate known as a "certificate of transfer of title/change of tenancy" where

substantial renovations to the commercial premises are to be made upon conveyance or change of tenancy of the premises or unit of the premises. The application shall be signed by both the owner and the contract purchaser or tenant, as the case may be, and shall have a copy of the contract for sale or lease attached thereto. The application for the issuance of a certificate of transfer of title/change of tenancy shall be made not later than 20 days prior to the intended settlement date as set forth in the contract of sale or 20 days prior to the commencement of the lease, as the case may be. The Housing Officer or his/her representative shall inspect the premises with the owner and contract purchaser/tenant within 10 days of said application and, upon determining that substantial renovations to the premises are intended to be made by the contract purchaser/tenant, shall issue a certificate of transfer of title/change of tenancy permitting occupancy by the new owner or new tenant of the premises. Such certificate of transfer of title/change of tenancy shall be valid for a period of 90 days from the date of settlement or commencement of the lease, as the case may be. The purchaser/tenant of the premises may apply to extend the ninety-day period to complete the renovations, but said application shall be filed prior to the expiration of the initial ninety-day period. The Housing Officer may grant the extension, at his/her sole discretion, for a period up to, but not greater than, 90 days. Upon notification of the Housing Officer by the purchaser or tenant that the renovations have been completed, the Housing Officer or representative shall inspect the premises within 10 days. The Housing Officer shall then take appropriate action for the issuance of an approval of occupancy form in accordance with Subsection **B(1)** of this section.

- (3) Housing rentals. The provisions of this chapter shall not be applicable to any housing rental units from one to five units per lot. Any housing rental units of six or more units per lot shall be subject to the provisions of this chapter.
- C. The owner making application for an approval of occupancy form or a certificate of transfer of title/change of tenancy under this section shall be charged a fee of \$200 for the initial inspection of a premises containing one commercial unit and \$100 for the initial inspection of each additional unit. A purchaser or tenant shall be charged an additional fee of \$100 for each reinspection and/or extension of time for completion of renovations of commercial premises containing one unit and \$100 for each inspection of each additional commercial unit.

3. Violations and penalties.

Any person who shall violate the provisions of this chapter shall, upon conviction, be subject to a fine not to exceed \$2,000, imprisonment for not more than 90 days or a period of community service not to exceed 90 days, or any combination thereof.

Section 2. Repealer: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

Section 3. Severability: Each section of this Ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective, shall not be deemed to affect the validity or constitutionality of any other sections or parts hereof.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon final passage and publication as required by law

CITY OF WOODBURY, NEW JERSEY

[SEAL]

By: _____
PHILIP HAGERTY, Council President

ATTEST:

Cassidy Swanson, Acting City Clerk

APPROVED:

By: _____
PEG SICKEL, Mayor

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Parker				
Councilman Merinuk				
Councilman Miller				
Councilwoman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION OF INTRODUCTION

I, Cassidy Swanson hereby certify that the foregoing Ordinance 2339-21 was introduced to the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a regular business meeting held on **April 27, 2021** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy Swanson, Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Parker				
Councilman Merinuk				
Councilman Miller				
Councilwoman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION OF ADOPTION

I, Cassidy Swanson hereby certify that the foregoing Ordinance 2339-21 was adopted after public hearing by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a regular business meeting held on **May 12, 2021** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy Swanson, Acting City Clerk

RESOLUTION NO. 21-69

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY IN
SUPPORT OF THE WOODBURY HEART & SOUL PROGRAM**

WHEREAS, the FAF Coalition initiated concerted efforts in 2019 to procure a \$100,000 grant from the Community Foundation of South Jersey’s “Transform South Jersey” initiative in order to establish a Community Heart & Soul program in Woodbury; and

WHEREAS, the FAF Coalition was awarded that grant in March 2020 and the Woodbury Heart & Soul program began in July 2020; and

WHEREAS, the Woodbury Heart & Soul program is continuously developing new projects, initiatives, and programs to cultivate what matters most to the community while highlighting hidden and missing voices in the City of Woodbury (“City”); and

WHEREAS, the Community Heart & Soul program creates a shared sense of belonging that improves local decision making and ultimately strengthens social, cultural and economic vitality; and

WHEREAS, the community of Woodbury understands that by consistently highlighting what makes our City so special, we can engage as many residents as possible, including those who do not normally participate in public discourse and create sustainable outlets for community leaders; and

WHEREAS, the Woodbury Heart & Soul Leadership Team has committed to work to fundraise and establish a community endowment fund of at least \$25,000 to further its work and provide sustainable investments to the community.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Council of the City of Woodbury do hereby express their continued support for all of the effort and work done by the Woodbury Heart & Soul Program, Leadership Team and its various partners to date.

BE IT FURTHER RESOLVED that the City will work with the Woodbury Heart & Soul Leadership Team to successfully implement the Community Heart & Soul model in the City of Woodbury.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held April 27, 2021.

CITY OF WOODBURY

By: _____

**Philip D. Hagerty
President of Council**

ATTEST:

**Cassidy L. Swanson,
Acting City Clerk**

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Merinuk				
Councilwoman Miller				
Councilman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Councilwoman Parker				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION

I, Cassidy Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a meeting held on **April 27, 2021** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

**Cassidy L. Swanson
Acting City Clerk**

RESOLUTION NO. 21-78

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY EXTENDING
LEASE AGREEMENT EXTENSION BETWEEN THE CITY OF WOODBURY AND
WOODBURY OLD CITY RESTORATION COMMITTEE, INC.**

WHEREAS, the City of Woodbury had entered into a Lease Agreement with Woodbury Old City Restoration Committee, Inc. (WORC) for the repair, restoration and maintenance of the Old Train Station, pursuant to Resolution #95-52; and

WHEREAS, the City of Woodbury had amended the Lease Agreement with WORC by Resolution #96-47 approving a twenty-five (25) year lease that began on January 26, 1996; and

WHEREAS, the twenty-five (25) year Lease Agreement between the City of Woodbury and WORC for the Old Train Station property expired on January 25, 2021; and

WHEREAS, the City of Woodbury adopted a Resolution on January 27, 2021 extending the Lease Agreement an additional ninety (90) days; and

WHEREAS, the current Lease Agreement extension expires on April 30, 2021; and

WHEREAS, due to the limited amount of time prior to the expiration of the Lease Agreement extension between the parties and to afford the parties additional time to meet and discuss the Old Train Station, the City of Woodbury proposes to extend the existing Lease Agreement extension by an additional ninety (90) days to July 29, 2021.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, County of Gloucester and State of New Jersey as follows:

1. That the existing Lease Agreement extension between the City of Woodbury and the Woodbury Old City Restoration Committee, Inc. for the repair, restoration and maintenance of the Old Train Station be and is hereby extended for an additional ninety (90) days from April 30, 2021 to July 29, 2021 with all other terms and conditions of the Lease Agreement to remain in full force and effect during this time extension.

2. That WORC cannot enter into any new sub-lease of the Woodbury Train Station without the City's approval per paragraph #6 of the Lease Agreement.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held on April 27, 2021.

CITY OF WOODBURY

By: _____
PHILIP HAGERTY,
President of Council

ATTEST:

CASSIDY SWANSON, Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Merinuk				
Councilwoman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Councilwoman Parker				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION

I, Cassidy Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at the meeting held on **April 27, 2021** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

 Cassidy Swanson
 Acting City Clerk

RESOLUTION NO. 21-79

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING CITY ENGINEER TO ISSUE NOTICE TO BIDDERS
REGARDING THE WOOD STREET SEWER LINING PROJECT**

WHEREAS, Federici & Akin, P.A., Engineers for the City of Woodbury have completed the Plans, Specifications and accompanying bid documents for the Wood Street Sewer Lining Project (the “Project”); and

WHEREAS, the City Engineer would like to advertise the Notice to Bidders on May 10, 2021, with bid opening date of June 8, 2021; and

WHEREAS, the City of Woodbury wishes to proceed in accordance with the April 21, 2021 recommendation of the City Engineer for said Project.

THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Woodbury that the City Engineer is hereby authorized to issue Notice to Bidders, advertise same and take any and all actions to provide the bid packages necessary in furtherance of receiving bids for the Wood Street Sewer Lining Project.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held April 27, 2021.

CITY OF WOODBURY

By: _____
Philip D. Hagerty
President of Council

ATTEST:

Cassidy L. Swanson, Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Merinuk				
Councilwoman Miller				
Councilman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Councilwoman Parker				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION

I, Cassidy Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a meeting held on **April 27, 2021** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
Acting City Clerk

RESOLUTION NO. 21-80

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
CERTIFICATION OF THE ANNUAL AUDIT**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2019 has been filed by a Registered Municipal Accountant with the Clerk of the City Council pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Schedule of Findings and Recommendations"; and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Schedule of Findings and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Woodbury, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this Resolution and the required affidavit to said Board to show evidence of said compliance.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury held April 27, 2021.

PHILIP HAGERTY
President of Council

ATTEST: _____
CASSIDY L. SWANSON
Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Merinuk				
Councilwoman Miller				
Councilman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Councilwoman Parker				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a meeting held on **April 27, 2021** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
Acting City Clerk

GROUP AFFIDAVIT FORM
NO PHOTO COPIES OF SIGNATURES

STATE OF NEW JERSEY
COUNTY OF GLOUCESTER

We, members of the governing body of the *City of Woodbury*, in the County of *Gloucester*, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the *Mayor and Council* of the *City of Woodbury* in the County of *Gloucester*;
2. In the performance of our duties, and pursuant to *N.J.A.C. 5:30-6.5*, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to *N.J.S.A. 40A:5-6* for the year *2019*;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Schedule of Findings and Recommendations".

(L.S.) _____	(L.S.) _____
(L.S.) _____	(L.S.) _____
(L.S.) _____	(L.S.) _____
(L.S.) _____	(L.S.) _____
(L.S.) _____	(L.S.) _____

Clerk

Sworn to and subscribed before me this
_____ day of _____, 20__

Notary Public of New Jersey

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

RESOLUTION NO. 21-81

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
APPROVING SUBMISSION OF CORRECTIVE ACTION PLAN FOR 2019 AUDIT**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, The Annual Report of Audit for the year 2019 has been filed by a Registered Municipal Accountant with the Municipal Clerk, pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body, and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated in Resolution No. 21-80 adopted April 27, 2021 and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, the Chief Financial Officer has prepared the attached Corrective Action Plan for the 2019 Annual Audit, responding to the Schedule of Findings and Recommendations.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of Woodbury, that the attached Corrective Action Plan for the 2019 Audit is hereby approved for submission to the Division of Local Government Services, New Jersey Department of Community Affairs.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held on April 27, 2021.

PHILIP HAGERTY
President of Council

ATTEST: _____
CASSIDY L. SWANSON
Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Merinuk				
Councilwoman Miller				
Councilman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Councilwoman Parker				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a meeting held on **April 27, 2021** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
Acting City Clerk

RESOLUTION NO. 21-82

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
APPOINTING TEMPORARY CO-ACTING ADMINISTRATORS**

WHEREAS, as of April 14, 2021, a vacancy exists for the position of the City of Woodbury Administrator due to resignation;

WHEREAS, on April 14, 2021 a motion was made by Councilman Fleming; seconded by Councilwoman Parker to make Deputy Administrator, John Leech and Chief Financial Officer, Robert Law, Temporary Co-Acting Administrators for the City of Woodbury; and

WHEREAS, until a new City Administrator is hired and appointed, the Mayor and Council of the City of Woodbury wish to appoint John Leech and Robert Law as Temporary Co-Acting Administrators for the City of Woodbury.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury, that:

1. John Leech and Robert Law are hereby appointed Temporary Co-Acting Administrators for the City of Woodbury effective April 14, 2021.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held on April 27, 2021.

PHILIP HAGERTY
President of Council

ATTEST: _____
CASSIDY L. SWANSON
Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				

Councilman Fleming				
Councilman Merinuk				
Councilwoman Miller				
Councilman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Councilwoman Parker				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a meeting held on **April 27, 2021** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
Acting City Clerk

RESOLUTION NO. 21-83

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY TO
REIMBURSE TAX PAYMENT BLOCK 31.02 LOT 16 98 N COLUMBIA ST.**

WHEREAS; taxes were overpaid on Block 31.02 Lot 16 a/k/a 98 N COLUMBIA ST, due to the property owner being approved as a 100% disabled veteran making the above mentioned property tax exempt. The mortgage company made the 2ND qt. 2021 tax payment in error and is requesting a refund be issued to the homeowner in the amount of \$2197.41; and

WHEREAS, the payment has been identified as an overpayment in the amount of \$2197.41 and this amount should be reimbursed to the following:

**WALZER, AMANDA J & KURT W
98 N COLUMBIA ST.
WOODBURY, NJ 08096
For: Block 31.02 Lot 16**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury, that the Tax Collector is hereby authorized to reimburse overpayment as stated.

ADOPTED, at a regular meeting of the Mayor and City Council held on April 27, 2021.

Philip Hagerty
PRESIDENT OF CITY COUNCIL

ATTEST: _____
Cassidy L. Swanson
Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Merinuk				
Councilwoman Miller				
Councilman Miller				
Councilwoman Moore				
Councilwoman O'Connor				
Councilwoman Parker				
Council President Hagerty				
Mayor Sickel				

CERTIFICATION

I, Cassidy Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a meeting held on **April 27, 2021** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
Acting City Clerk