

**CITY OF WOODBURY CITY COUNCIL
REGULAR BUSINESS MEETING
APRIL 26, 2022**

ADDENDUM TO THE AGENDA

The following item(s) were added to the agenda after 12:00 p.m. on the Friday preceding the meeting:

Resolutions

RESOLUTION NO. 22-89 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A CLOSED SESSION TO DISCUSS MATTERS PERTAINING TO EMPLOYMENT RELATIONSHIP

**City of Woodbury
City Council Meeting Agenda**

April 26, 2022

33 Delaware Street, Woodbury, NJ 08096

6:30 p.m.

Pledge of Allegiance

Moment of Silent Reflection

Reading of the Open Public Meeting Statement

Roll Call

Certificates and Proclamations

- Joint Ceremonial Resolution by the New Jersey State Senate and General Assembly to Mary Carter of Main Street Woodbury, Inc. presented by Assemblyman William Spearman, Fifth Legislative District
- Joint Ceremonial Resolution by the New Jersey State Senate and General Assembly to Gerald O'Connor of Woodbury Old City Restoration Committee presented by Assemblyman William Spearman, Fifth Legislative District
- Proclamation to Gerald O'Connor of Woodbury Old City Restoration Committee
- Proclamation to Mary Carter of Main Street Woodbury, Inc.

Approval of Minutes

- December 8, 2021
- March 23, 2022

Open to the Public for Agenda Items Only

Ordinances

ORDINANCE NO. 2361-22 AN ORDINANCE OF THE CITY OF WOODBURY, COUNTY OF GLOUCESTER, NEW JERSEY, APPROPRIATING \$30,000 IN FUNDING FOR THE COMPLETION OF VARIOUS IMPROVEMENTS TO VARIOUS CITY BUILDINGS AND PROPERTY

Second Reading

ORDINANCE NO. 2362-22 ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY REPEALING CHAPTER 20 OF THE CODE BOOK OF THE CITY OF WOODBURY, ENTITLED FIRE DEPARTMENT AND ADOPTING A NEW CHAPTER 20, FIRE DEPARTMENT

First Reading

ORDINANCE NO. 2363-22 AN ORDINANCE AMENDING CHAPTER 190, VEHICLES AND TRAFFIC, ARTICLE II, PARKING, OF THE CODE BOOK OF THE CITY OF WOODBURY TO CREATE A NEW SECTION ENTITLED “FIRE AND EMERGENCY VEHICULAR ZONE”

First Reading

Resolutions

RESOLUTION NO. 22-85 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY CERTIFICATION OF THE ANNUAL AUDIT

RESOLUTION NO. 22-86 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY APPROVING SUBMISSION OF CORRECTIVE ACTION PLAN FOR 2020 AUDIT

RESOLUTION NO. 22-87 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING CITY ENGINEER TO ISSUE NOTICE TO BIDDERS REGARDING SOUTH MAPLE AVENUE RESURFACING AND SAFETY IMPROVEMENTS

RESOLUTION NO. 22-88 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING THE REIMBURSEMENT OF A TAX OVERPAYMENT BLOCK 152.01 LOT 9 428 HEMLOCK TER HEIMS, MANDI

Approval to Pay the Listed Vouchers

Reports:

- **Presentation**
 - *City Hall 2022 Budget presentation – Chief Financial Officer, Robert Law*
- **Committee Reports**
- **Report of the Mayor**
- **Report of the City Clerk**
- **Department Announcements**

Unfinished Business

New Business

Open the Public

RESOLUTION NO. 22-89 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A CLOSED SESSION TO DISCUSS MATTERS PERTAINING TO EMPLOYMENT RELATIONSHIP

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

CITY OF WOODBURY, NEW JERSEY

ORDINANCE NO. 2361-22

**AN ORDINANCE OF THE CITY OF WOODBURY,
COUNTY OF GLOUCESTER, NEW JERSEY,
APPROPRIATING \$30,000 IN FUNDING FOR THE
COMPLETION OF VARIOUS IMPROVEMENTS TO
VARIOUS CITY BUILDINGS AND PROPERTY**

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WOODBURY, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY, AS FOLLOWS:

Section 1. There is hereby appropriated the sum of \$30,000 from the General Capital Fund for the completion of various improvements to various City buildings and property, together with the acquisition of all materials and equipment and completion of all work necessary therefor or related thereto.

Section 2. It is hereby determined and stated that the improvement set forth in Section 1 is a general capital improvement and not a current expense.

Section 3. The capital budget is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency therewith, and the resolution promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services, is on file with the City Clerk and available for inspection.

Section 4. All ordinances, or parts of ordinances, inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 5. This ordinance shall take effect after final adoption and publication as required by law.

CITY OF WOODBURY

By: _____

**REED A. MERINUK
President of Council**

ATTEST:

**CASSIDY L. SWANSON,
Acting City Clerk**

Approved:

PEG SICKEL,
Mayor

Date introduced: _____

Date advertised: _____

Date adopted: _____

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

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson, hereby certify that the foregoing Ordinance 2361-22 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 13, 2022** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
Acting City Clerk

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

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson, hereby certify that the foregoing Ordinance 2361-22 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 26, 2022** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
Acting City Clerk

ORDINANCE NO. 2362 -22

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY REPEALING
CHAPTER 20 OF THE CODE BOOK OF THE CITY OF WOODBURY, ENTITLED
FIRE DEPARTMENT AND ADOPTING A NEW CHAPTER 20, FIRE DEPARTMENT**

WHEREAS, N.J.S.A. 40A:14-7 grants municipalities the power to provide for the maintenance, regulation and control of paid and part-paid fire departments; and

WHEREAS, Chapter 20 of the Code of the City of Woodbury governs the structure and organization of the City's Fire Department; and

WHEREAS, the City Council of the City of Woodbury, in order to better provide for efficient and effective fire prevention and suppression, desires to reorganize the Fire Department to improve coordination and streamline lines of authority;

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Woodbury, County of Gloucester, and State of New Jersey that Chapter 20 of the City Code, entitled "Fire Department" be repealed in its entirety and replaced by the following:

Chapter 20. Fire Department

Section 1 Department Composition and Jurisdiction

- A. The Fire Department of the City of Woodbury shall consist of paid and volunteer firefighters and other personnel as deemed necessary by the City Council and as provided for in the City Code for the effective operation of the Department.
- B. The Fire Department of the City of Woodbury shall have exclusive jurisdiction over the control, suppression, and extinguishment of any fire which occurs within the City limits or any contracted service areas to the extent allowable by law.
- C. The Fire Department shall have exclusive jurisdiction of the control and mitigation of any emergency medical and hazardous material incidents within the City limits or any contracted service areas, to the extent allowable by law.
- D. Nothing in this section shall be interpreted to limit or prevent coordination of emergency services with any county or state agency.

Section 2 Friendship Fire Company No. 1

- A. Friendship Fire Company No. 1 is a non-firefighting entity which acts as a support function to the Woodbury Fire Department. Membership in the Friendship Fire Company No. 1 is not a requirement to be a Woodbury Fire Department firefighter.

Section 3 Fire Administrator

- A. The City Council shall appoint a Fire Administrator, whose salary shall be determined in the Council in the annual Salary Ordinance.
- B. The Fire Administrator shall be the Department Head of the Fire Department and shall be responsible for all fire prevention and suppression duties and the general management of the Department's properties, personnel, and other resources.
- C. The Fire Administrator shall be responsible for implementation of the Department's standard operating procedures, rules, regulations, and policies and shall review these procedures, rules, regulations, and policies annually and propose such amendments to the City Administrator as may be deemed necessary.
- D. The Fire Administrator shall be responsible to ensure Department personnel is compliant with all mandatory training requirements and shall be responsible for the Department's administrative operations, including oversight of the Department budgets, billing or services, tracking of employee hours, benefits, and pay, and any other daily operations as may be required by law or the City Code.
- E. The Fire Administrator shall provide regular updates to the City Administrator and shall provide an annual financial report to the City Council. The annual financial report shall detail the funds expended by the Department in the previous year and shall include any request for appropriations for the following year's budget.
- F. The Fire Administrator shall have full and complete control of all fire scenes within the City and shall be accountable only to the City Council and City Administrator. All other Fire Department Officers shall report to the Fire Administrator.
- G. The Fire Administrator shall have supervision over all salaried members as Department Head.
- H. The Fire Administrator shall have supervision, enforcement authority, and disciplinary authority over all volunteer members of the Fire Department in all firefighting duties in accordance with the City and Department policy.

Section 4 Department Officers

- A. The officers of the Department shall consist of the Fire Marshal, and Line Officers.
- B. The City Council shall appoint as many Deputy Fire Administrators as it deems proper whom shall be responsible for assisting the Fire Administrator with the daily management of the Department.

- C. The Fire Marshal shall be appointed by the City Council and shall be responsible for conducting inspections, maintaining inspection results and records of payment and overseeing any inspectors allocated for by the City Council.
- D. Line officers shall consist of any Captains or Lieutenant allocated for by the City Council. Such line officers shall be appointed by the Fire Administrator. To be eligible for appointment as Captain, a person must have at least five years of active service, not limited to the Fire Department of the City of Woodbury. To be eligible for appointment of Lieutenant, a person must have at least three years of active service, not limited to the Fire Department of the City of Woodbury.
- E. All Department officers shall comply with any State statutory and regulatory requirements for fire safety officers.
- F. The salaries of all Department officers shall be established by the City Council in its annual Salary Ordinance.

Section 5 Paid Members of the Department

- A. The paid members of the Fire Department shall consist of the Fire Administrator, Department Officers, firefighters, fire marshal, and other paid personnel, the number and rank of which shall be determined by the City Council.
- B. The salaries of paid members of the Fire Department shall be determined by the City Council and shall be listed under the appropriate caption in the Salary Ordinance each year.
- C. Such paid members shall be under the jurisdiction of the Fire Administrator and may be assigned by him or her according to need in any given situation, and they shall be accountable to him or her, as well as the City Administrator, for their behavior and their actions.
- D. Every person appointed as a paid member of the Fire Department, before he or she enters upon the duties of his or her office and within 10 days of such appointment, take and subscribe before the Mayor, City Clerk, City Administrator, or other officer authorized to administer same an oath or affirmation, in the form prescribed by law, to faithfully, fairly and impartially execute the duties of his or her office according to his or her knowledge, skill and ability.
- E. Every person appointed as a salaried member of the Fire Department of the City shall, before he or she enters upon the duties of his or her office and within 10 days of such appointment, take and subscribe before the Mayor, City Clerk, Administrator or other officer authorized to administer same an oath or affirmation, in the form prescribed by law, to faithfully, fairly and impartially execute the duties of his or her office according to his or her knowledge, skill and ability.

Section 6 Volunteer Members of the Department

- A. In order to engage in active firefighting activities volunteer fire companies must be so authorized by formal action of the City Council and must agree to be governed by this chapter and by the rules, regulations, policies, and standard operating procedures of the Fire Department.
- B. Volunteer Fire Fighters shall operate under the direction and control of the Fire Administrator and Department Officers.
- C. Nothing in this Chapter shall be interpreted to limit the authority of volunteer fire companies to organize themselves according to state law and to elect their own volunteer officers, adopt bylaws, engage in social activities or fundraise. However, volunteer fire company officers shall have no authority at active fire scenes or control over Department personnel, volunteers, or equipment, unless authorized by the Fire Administrator.

Section 7 Duties of Members of the Fire Department, Salaried and Volunteer

Members of the Fire Department, in carrying out the functions of the Department, shall constantly direct their best efforts to accomplish that end intelligently and efficiently in accordance with the provisions of this chapter and the rules and regulations of the City of Woodbury Personnel Policy and the Woodbury Fire Department. They shall hold themselves in readiness at all times to obey orders of their superiors, and they shall be held strictly accountable for the good order of the post or station to which they may be assigned to duty. In addition to these provisions, the following general rules and regulations are applicable to such members:

- A. Honoring assignment of duties. They shall at all times honor the assignment of duties transmitted to them by the Fire Administrator of the Fire Department and shall not question the validity of such directions or assignments.
- B. Rendering assistance. They shall render assistance for the protection of persons or property anywhere in the City. If a member of the Department finds it necessary to leave his or her post or station for personal necessity, he or she must report his or her reasons and the necessity for such action to the Fire Administrator before leaving.
- C. Preventing fires. They shall be on the alert to prevent fires or waste of water.
- D. Entering property not in discharge of duty. While on duty they shall not enter any residence or commercial establishment except where necessity requires or in the strict discharge of their duty.
- E. Recording relevant information. They shall enter on the appropriate records of the Fire Department all information of importance relative to the discharge of their official duties and the functions of the Department.

- F. Preserving public peace. They shall at all times, within the boundaries of the City, preserve the public peace, protect life and property and enforce the ordinances of the City of which the Fire Department takes cognizance.
- G. Obedience to orders. They shall promptly obey any order from any superior officer while employed at a firefighting scene.
- H. Conduct towards public. Courtesy and civility toward the public are demanded of all members of the Department, and any conduct to the contrary will not be tolerated.
- I. Courtesy toward superiors. Courtesy, civility and respect toward superior officers are at all times demanded of every member of the Department. All members shall address their superior officers by their titles.
- J. Reporting for duty. They shall be punctual in reporting for duty at the time and place designated by their superior officer. Absence without leave may be followed by forfeiture of pay for time absent, and charges may also be preferred against them by the superior officer. A salaried member who may be prevented by sickness or any other cause from reporting for duty shall immediately and without delay report or cause to be reported the reason of his or her absence to his or her immediate superior officer.

Section 8 Rules and Regulations

Rules and regulations, entitled "Woodbury Fire Department Standard Operating Guidelines," for the current year that they are issued are hereby adopted as the rules and regulations for the Woodbury Fire Department.

Section 9. Training

- A. Firefighter/line officer minimum training standard.
 - i. All firefighters must be eighteen (18) years of age or older.
 - ii. All firefighters must have obtained a Firefighter I certification from a training program recognized by the New Jersey Division of Fire Safety (N.J.A.C. 5:734.2).
 - iii. All non-Firefighter I certified personnel involved in any Fire Department activity that has the potential to be hazardous must receive the appropriate safety training before engaging in that activity.
- B. (2) Line officers.
 - i. All line officers must possess an Incident Management System 200 (JMS 200) Certification from a training program recognized by the New Jersey Division of Fire Safety (N.J.A.C. 5:736.1).
- C. Respiratory protection.

- i. Every firefighter shall annually undergo a fit test to be provided by a qualified vendor to be selected by the City. This test will comply with 29 CFR 1910.034 (PEOSHA regulations).
 - ii. As required by the above-referenced federal regulation and/or any subsequent requirements promulgated by the City, every firefighter shall annually undergo retraining to guarantee proficiency in the use of respiratory protection gear.
- D. Bloodborne pathogens. All firefighters shall annually complete training in protection against bloodborne pathogens. This training shall be conducted by certified instructors and shall comply with the applicable Occupational Health and Safety Administration standard in effect.
- E. Community right-to-know. As provided for by federal regulation, all firefighters shall complete required training in conformance with the Community Right-to-Know Act. This training shall be completed on a bi-annual basis, unless otherwise provided for by federal or State regulation.
- F. Hazardous materials training. All firefighters shall annually complete training for hazardous materials responders as provided for in 29 C.F.R. § 1910.120.
- G. Personal accountability system.
 - i. All firefighters will be trained in the effective utilization of personal accountability system devices and procedures.
 - ii. Both the devices utilized and the training will comply with New Jersey regulations adopted on August 22, 2003.
- H. Contact training. The Fire Department shall conduct contact training for all firefighter personnel in order to familiarize personnel with basic scenarios.
- I. Should fire department personnel fail to possess the requisite certification and/or training, that individual(s) shall be removed from the fire department's roster and not permitted to engage in any firefighting and/or rescue activities or any other potentially hazardous activity. Such personnel may be placed on the roster once they have obtained the necessary certification and/or training.

Section 10 Qualifications for Membership as a Firefighter

Any person seeking to join the Department, either as a paid firefighter or a volunteer firefighter must be at least 18 years of age, pass a physical examination, be of good moral character, provide a state fingerprint-based criminal history background check from the New Jersey State Police, the cost of which shall be reimbursed by the City of Woodbury to successful applicants, and make application on the forms provided, in accordance with N.J.A.C. 5:73-4.1. Upon acceptance and completion of a state-approved Fire Fighter 1 course, he or she shall become a probationary member in accordance with the established standard operation procedures of the Department.

Section 11 Fire apparatus and equipment

- A. The Department shall be equipped with such apparatus and other equipment as may be required from time to time to maintain its efficiency and properly protect life and property from fire.
- B. Recommendations of apparatus and equipment needed shall be made by the Fire Administrator, and after approval by the City Council such apparatus and equipment shall be purchased in such manner as may be designated by the City Council.
- C. All equipment of the Department shall be safely and conveniently housed, and the places in which such equipment is housed shall be adequately heated during the winter season.
- D. No person shall use any fire apparatus or equipment for any private purpose, nor shall any person willfully and without authority take away or conceal any article used in any way by the Fire Department.
- E. No one shall enter any place where fire apparatus is housed or handle any equipment or apparatus belonging to the Fire Department unless accompanied by or having the special permission of an officer or authorized member of the Department.
- F. The City of Woodbury will allow only the Woodbury Fire Department to operate or store equipment in any city property. The Fire Administrator will give quarterly reports to the Council Building and Grounds representative pertaining to the overall condition of each building and the contents stored therein.

Section 12 Aid to Neighboring Communities

- A. The Fire Administrator is hereby authorized to extend aid to neighboring communities upon request for fire protection or to establish a mutual aid system.
- B. No apparatus shall be hired out or permitted to leave the City without consent of the Fire Administrator or his or her designee, except in response to a call for aid at a fire in a neighboring community. The officer in charge of the Department shall have power to assign equipment for response to calls for outside aid in accordance with this section and in other cases only when the absence of such equipment in his or her judgment will not jeopardize protection in the City.

Section 13 Duty of Police to Respond to Fire Alarms

It is hereby made the special duty of the Chief of Police or other police officers who may be on duty and available for fire duty to respond to all fire alarms and assist the Department in the protection of life and property, in regulating traffic, maintaining order and in enforcing observance of all sections of this chapter.

Section 14 Release of City Employees During Active Fire Alarms

- A. Active and qualified volunteer members of the Woodbury Fire Department that are employed by the City of Woodbury shall be permitted to respond to active dwelling, confirmed working, and multiple response alarms.
- B. These employees will inform their department heads and supervisors of their status as Fire Department members, they will also inform the Fire Administrator of their desire to respond while they are working.
- C. These employees will be permitted to carry pagers and monitor alarms during their work hours in case they are needed at the above listed type of alarms.
- D. The employee shall notify their department heads or supervisor of the response need and only respond once approval is given. The department head or supervisor may deny the release of the employee for a fire due to the need of that department as it would create a hardship to that department.
- E. These employees will report to the officer in charge of the scene of the alarm and once the incident has been placed under control shall be released and return to their normal duties as a City employee.
- F. These employees will be paid their normal salary or hourly wage during their normal work hours while responding to the alarm and will receive no compensation or overtime pay for hours required beyond their normal hours.

Section 15 **Repealer:** All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

Section 16 **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.

CITY OF WOODBURY, NEW JERSEY

[SEAL]

By: _____
REED A. MERINUK,
President of Council

ATTEST:

CASSIDY L. SWANSON,
Acting City Clerk

APPROVED:

By: _____
PEG SICKEL,
Mayor

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

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2362-22 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 26, 2022** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
Acting City Clerk

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

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2362-22 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 11, 2022** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
Acting City Clerk

CITY OF WOODBURY, NEW JERSEY

ORDINANCE NO. 2363-22

AN ORDINANCE AMENDING CHAPTER 190, VEHICLES AND TRAFFIC, ARTICLE II, PARKING, OF THE CODE BOOK OF THE CITY OF WOODBURY TO CREATE A NEW SECTION ENTITLED “FIRE AND EMERGENCY VEHICULAR PARKING ZONES”

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodbury, County of Gloucester and State of New Jersey that Chapter 190, Vehicles and Traffic, Article II, Parking, of the Code Book of the City of Woodbury is hereby amended to add a new section to read as follows:

Section 1.

Fire and Emergency Vehicular Parking Zones

A. Designation of fire and emergency vehicular zone

The following locations are hereby designated as fire and emergency vehicular parking zones:

Location	Area
South Broad Street (Police Station)	Beginning at a point 115 feet south of the Southeast corner of the intersection of East Barber Ave and South Broad Street, 78 feet in length and 8 feet in width, in front of the Woodbury Police Station at 220 South Broad Street

B. Stopping and, standing or parking prohibited

No vehicle shall be permitted to stop, stand or park at any time in the fire and emergency parking zones designated herein.

C. Violations and penalties

Any person violating any of the provisions of this section shall upon conviction be subject to a penalty by a fine not exceeding \$50.

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: _____
REED A.MERINUK,
President of Council

ATTEST:

CASSIDY L. SWANSON,
Acting City Clerk

APPROVED:

By: _____
PEG SICKEL,
Mayor

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

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2363-22 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 26, 2022** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
Acting City Clerk

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

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2363-22 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 11, 2022** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson, Acting City Clerk

RESOLUTION NO. 22-85

**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 2020 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 the regular meeting of the Mayor and City Council of the City of Woodbury held on April 26, 2022.

REED A. MERINUK,
President of Council

ATTEST: _____
CASSIDY L. SWANSON,
Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Miller				
Councilwoman Miller				
Councilwoman O'Connor				
Councilman Pisarcik				
Council President Merinuk				
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 26, 2022** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
 Acting City Clerk

RESOLUTION NO. 22-86

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
APPROVING SUBMISSION OF CORRECTIVE ACTION PLAN FOR 2020 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 2020 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. 22-85 adopted April 26, 2022 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 2020 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 2020 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 26, 2022.

CITY OF WOODBURY

REED A. MERINUK,
President of Council

ATTEST: _____
CASSIDY L. SWANSON,
Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Miller				
Councilwoman Miller				
Councilwoman O'Connor				
Councilman Pisarcik				
Council President Merinuk				
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 26, 2022** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
Acting City Clerk

**CITY OF WOODBURY
2020 AUDIT REPORT**

CORRECTIVE ACTION PLAN

General Requirements:

In general, a Corrective Action Plan (CAP) includes the following items or actions, as required by the NJ Department of Community Affairs, Division of Local Government Services:

- Resolution by the governing body, acknowledging review of audit findings
- The CAP must address each audit finding
- Provide the name(s) of contact person(s) for corrective action
- State the anticipated completion time
- If the auditee does not agree with the finding, or believes no corrective action is required, the plan shall include an explanation and specific reasons for disagreement
- For Prior Year Audit Findings Schedule:
 - State if the condition is partially corrected. What was the planned action? Has partial action been taken?
- Review the CAP with the independent auditor

Prepared by: _____
Robert Law, CFO
Dated: April 21, 2022

Audit filed on April 20, 2022
Audit Resolution at April 26, 2022 Council Meeting
Corrective Action Plan at April 26, 2022 Council Meeting

**CITY OF WOODBURY
2020 AUDIT REPORT**

CORRECTIVE ACTION PLAN

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

Finding No. 2020-001:

CONDITION:

The City did not maintain a fully operational and balanced general ledger accounting system that was reconciled to all internal departmental reports as required by N.J.A.C. 5:30-5.7.

AUDITOR RECOMMENDATION:

That a complete and balanced general ledger accounting system be maintained and reconciled with internal department records in accordance with N.J.A.C. 5:30-5.7.

EXPLANATION AND CORRECTIVE ACTION:

The City Finance Department continues to make progress but full implementation of a functioning general ledger for all of the City's funds was not completed by December 31. Additional staffing is being considered to assist in the implementation. The CFO anticipates complete implementation by August 31, 2022. The Annual Financial Statement continues to be prepared by the CFO.

Finding No. 2020-002:

CONDITION:

Various subsidiary records to support the balances recorded in the financial statements and notes to the financial statements were not prepared on a timely basis.

AUDITOR RECOMMENDATION:

Subsidiary records to support balances recorded in the financial statements should be prepared on a timely basis.

EXPLANATION AND CORRECTIVE ACTION:

The CFO has taken steps to correct this situation by having the Finance Department staff use the Edmunds software to scan documents and attach them within the software. Additional staffing is also being considered to assist in the timeliness of the records. The CFO anticipates implementation by August 31, 2022.

Finding No. 2020-003:

CONDITION:

The City was unable to provide completed claimant certifications and supporting documentation for several disbursements.

AUDITOR RECOMMENDATION:

The City should review and enforce their internal controls over purchasing, which includes receiving completed claimant certifications prior to vendor payments and the maintenance of full sets of supporting documentation for vendor payments.

EXPLANATION AND CORRECTIVE ACTION:

The CFO has taken steps to correct this situation by having the Finance Department staff use the Edmunds software to scan documents and attach them within the software. The Finance Committee is also reviewing the Local Finance Notice regarding claimant certifications, and considering approving a resolution to allow greater flexibility in accordance with N.J.A.C 5:30-9A.6 and 5:31-4.1. The CFO anticipates implementation by May 31, 2022.

RESOLUTION NO. 22-87

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING CITY ENGINEER TO ISSUE NOTICE TO BIDDERS
REGARDING SOUTH MAPLE AVENUE RESURFACING AND SAFETY
IMPROVEMENTS**

WHEREAS, Bryson & Yates, LLC, Engineers for the City of Woodbury have completed the Plans, Specifications and accompanying bid documents for the “South Maple Avenue Resurfacing & Safety Improvements” (the “Project”); and

WHEREAS, the City Engineer recommends advertising the Notice to Bidders on or about May 18, 2022 and proceeding with a bid opening date of June 14, 2022; and

WHEREAS, the City of Woodbury wishes to proceed in accordance with the 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 South Maple Avenue Resurfacing and Safety Improvements.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held April 26, 2022

CITY OF WOODBURY

By: _____
REED A. MERINUK,
President of Council

ATTEST:

CASSIDY L. SWANSON,
Acting City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Hagerty				
Councilwoman Harwell				
Councilwoman Miller				
Councilman Miller				
Councilwoman O’Conner				
Councilman Pisarcik				
Council President Merinuk				
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 26, 2022** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
Acting City Clerk

RESOLUTION NO. 22-88

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING THE REIMBURSEMENT OF A TAX OVERPAYMENT
BLOCK 152.01 LOT 9 428 HEMLOCK TER HEIMS, MANDI**

WHEREAS; the mortgage company made an overpayment of \$1601.29 on February 8, 2022 for a payment on the 1st qt 2022 tax;

WHEREAS, the MORTGAGE COMPANY asked to have such overpayment refunded to the homeowner Mandi Heims.

**HEIMS, MANDI
900 WHITNEY LANE
MAPLE GLEN, PA 19002
For: overpayment of tax**

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

ADOPTED, at a meeting of the Mayor and City Council of the City of Woodbury on APRIL 26, 2022

CITY OF WOODBURY

By: _____
**REED A. MERINUK,
President of Council**

ATTEST:

**CASSIDY L. SWANSON,
Acting City Clerk**

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Hagerty				
Councilwoman Harwell				
Councilwoman Miller				
Councilman Miller				
Councilwoman O'Connor				
Councilman Pisarcik				
Council President Merinuk				
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 the meeting held on **APRIL 26, 2022** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
Acting City Clerk

RESOLUTION NO. 22-89

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING A CLOSED SESSION TO DISCUSS MATTERS PERTAINING TO
EMPLOYMENT RELATIONSHIP**

WHEREAS, the Open Public Meetings Act authorizes the exclusion of the public from that portion of a meeting involving matters related to attorney-client privilege to *N.J.S.A. 10:4-12b*; and

- (1) *Matters required by law to be confidential*: Any matter which, by express provision of Federal law, State statute, or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) *Matters involving individual privacy*: Any matter, the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance, and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by an institution or program, including but not limited to, information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress, or condition of any individual, unless the individual concerned.
- (4) *Matters pertaining to a collective bargaining agreement*: Any matter involving a collective bargaining agreement or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) *Matters relating to the purchase, lease acquisition of real property or investment of public funds*: Any matter involving the purchase, lease, or acquisition of real property with public funds, the setting of banking rates, or investment of public funds, if it could adversely affect the public interest if discussion of the matters were disclosed.
- (6) *Matters of public protection*: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair that protection.
- (7) *Matters relating to litigation, negotiations and attorney-client privilege*: Any matter of pending or anticipated litigation or contract negotiation other than in subsection b. (4) above in which the City is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise ethical duties as a lawyer.
- (8) *Matters relating to the employment relationship*: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public.

(9) *Deliberations after public hearing.* Deliberations by the Authority occurring after a public hearing that may result in a civil penalty or the suspension or loss of a license or permit of a responding party.

NOW, THEREFORE BE IT RESOLVED, the Mayor and Council of the City of Woodbury, County of Gloucester, and State of New Jersey will go into closed session to discuss the following, in accordance with the aforesaid provisions of the Open Public Meetings Act, after which it will reconvene in the public:

1. Matters pertaining to the employment relationship – Pursuant to N.J.S.A. 10:4-12b(8)-Re: City Administrator position

BE IT FURTHER RESOLVED, that the minutes of the closed session will be made available to the public when the need for privacy no longer exists.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on April 26, 2022.

CITY OF WOODBURY

By: _____

**REED A. MERINUK,
President of Council**

ATTEST:

**CASSIDY L. SWANSON,
Acting City Clerk**

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Fleming				
Councilman Hagerty				
Councilwoman Harwell				
Councilwoman Miller				
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Cassidy L. Swanson,
Acting City Clerk