

City of Woodbury
City Council Meeting Agenda
November 20, 2023
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

Open to the Public for Agenda Items Only

Ordinances

ORDINANCE NO. 2393-23 AN ORDINANCE AMENDING CHAPTER 190, VEHICLES AND TRAFFIC, ARTICLE III. LIMITING THE USE OF STREETS TO CERTAIN CLASS OF VEHICLES, SECTION 10, TRUCKS OVER FOUR TONS EXCLUDED OF THE CODE BOOK OF THE CITY OF WOODBURY

Second Reading

ORDINANCE NO. 2394-23 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY IN GLOUCESTER COUNTY, NEW JERSEY VACATING CHARLES STREET, AN UNIMPROVED STREET IN THE CITY OF WOODBURY

Second Reading

ORDINANCE NO. 2392-23 AN ORDINANCE AMENDING CHAPTER 59, ANIMALS, OF THE CODE BOOK OF THE CITY OF WOODBURY

First Reading

ORDINANCE NO. 2395-23 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY IN GLOUCESTER COUNTY, NEW JERSEY ESTABLISHING PROCEDURES TO ADOPT PERSONNEL PRACTICES AND AUTHORIZING THE MAYOR TO IMPLEMENT SAID PRACTICES WITH ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, AND INDEPENDENT CONTRACTORS OF THE CITY

First Reading

ORDINANCE NO. 2396-23 AN ORDINANCE AMENDING CHAPTER 67 – CANNABIS LICENSING, REGISTRATION AND BUSINESS REGULATIONS, ARTICLE I – CANNABIS ESTABLISHMENTS, SECTION 3, LICENSING, SUBSECTION (D)(h) OF THE CODE BOOK OF THE CITY OF WOODBUR

First Reading

ORDINANCE NO. 2397-23 AN ORDINANCE OF THE CITY OF WOODBURY AMENDING CHAPTER 156 “SEWERS” AND CHAPTER 197 “WATER” OF THE CODE OF THE CITY OF WOODBURY

First Reading

ORDINANCE NO. 2398-23 AN ORDINANCE TO FIX AND ESTABLISH SALARIES AND RATE OF COMPENSATION ON THE VARIOUS OFFICERS AND EMPLOYEES OF THE CITY OF WOODBURY IN THE COUNTY OF GLOUCESTER, AND TO PROVIDE THE MANNER OF PAYMENT THEREOF AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT HEREWITH

First Reading

Resolutions

CONSENT AGENDA

RESOLUTION NO. 23-198 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING THE TRANSFER OF APPROPRIATIONS IN THE LOCAL BUDGET OF THE CITY OF WOODBURY FOR THE YEAR 2023

RESOLUTION NO. 23-199 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY RECOGNIZING NOVEMBER 25, 2023, AS “SMALL BUSINESS SATURDAY” AND SUPPORTING EFFORTS TO INCREASE AWARENESS OF THE VALUE OF LOCALLY OWNED SMALL BUSINESSES

RESOLUTION NO. 23-200 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY HIRING A TAX CLERK

RESOLUTION NO. 23-201 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY APPOINTING NICOLE ROOT AS REGISTRAR

RESOLUTION NO. 23-202 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY APPOINTING KAY CRAWFORD AS AN ALTERNATE DEPUTY REGISTRAR

RESOLUTION NO. 23-203 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY HIRING AN ADMINISTRATIVE ASSISTANT

RESOLUTION NO. 23-204 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY TO ADD AN ADDENDUM TO THE SHARED SERVICES AGREEMENT BETWEEN THE CITY OF WOODBURY; THE BOROUGH OF WOODBURY HEIGHTS; AND PBA LOCAL 122 GLOUCESTER COUNTY TO PROVIDE POLICE COVERAGE AND LAW ENFORCEMENT PROTECTION SERVICES TO AND FOR THE BOROUGH OF WOODBURY HEIGHTS

RESOLUTION NO. 23-205 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING CHANGE ORDER NO. 3 FOR THE FY2022 WATER MAIN IMPROVEMENTS PROJECT – MAPLE STREET & LAUREL STREET FROM COOPER STREET TO HUNTER STREET, HOLROYD PLACE AND REPAIRS ON S. GIRARD STREET AND N. BROAD STREET

RESOLUTION NO. 23-206 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A CHANGE ORDER FOR THE EMERGENCY FY2023 SANITARY SEWER IMPROVEMENTS PROJECT – REPLACEMENT OF SANITARY SEWER MAIN IN EAST RED BANK AVENUE FROM NORTH BROAD STREET TO WASHINGTON AVENUE

RESOLUTION NO. 23-207 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY APPROVING ADDENDUM TO CONTRACT WITH THE CHIEF OF POLICE

RESOLUTION NO. 23-208 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY APPROVING ADDENDUM TO CONTRACT WITH THE CAPTAIN OF THE WOODBURY POLICE DEPARTMENT

RESOLUTION NO. 23-209 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING A COMPUTER USE, ELECTRONIC MAIL AND INTERNET USAGE POLICY

RESOLUTION NO. 23-210 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING AN EMPLOYEE PASSWORD POLICY

RESOLUTION NO. 23-211 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AWARDED CONTRACT TO GERALD A. BARRETT, LLC FOR THE REMOVAL OF THE TENNIS COURT PAVEMENT AT THE SITE OF THE 2017 GREEN ACRES PLAYGROUND & PAVILION PROJECT

RESOLUTION NO. 23-212 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH ACENDA, INC TO ESTABLISH JOINT PARTICIPATION IN THE ARRIVE TOGETHER PROGRAM TO ENHANCE AND SUPPORT RESPONSE TO CERTAIN BEHAVIORAL HEALTH CRISIS CALLS

RESOLUTION NO. 23-213 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING THE EXECUTION OF A HIPAA BUSINESS ASSOCIATE AND QUALIFIED SERVICE ORGANIZATION AGREEMENT WITH ACENDA, INC TO ESTABLISH JOINT PARTICIPATION IN THE ARRIVE TOGETHER PROGRAM TO ENHANCE AND SUPPORT RESPONSE TO CERTAIN BEHAVIORAL HEALTH CRISIS CALLS

RESOLUTION NO. 23-214 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING THE RENEWAL OF AN INACTIVE ALCOHOLIC BEVERAGE LICENSE NO. 0822-33-007-006 PURSUANT TO N.J.S.A. 33:1-12.39 FOR SH WOODBURY LIQUOR LICENSE LLC, NUNC PRO TUNC

RESOLUTION NO. 23-218 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING THE SALE OF PUBLIC PROPERTY ONLINE THROUGH A NEW JERSEY STATE CONTRACT AUCTION SERVICE (GOVDEALS.COM)

END CONSENT AGENDA

Approval of the Bill and Voucher List

Unfinished Business

New Business

Open to the Public

RESOLUTION NO. 23-215 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A CLOSED SESSION TO DISCUSS MATTERS RELATED TO THE PURCHASE, LEASE ACQUISITION OF REAL PROPERTY AND/OR INVESTMENT OF PUBLIC FUNDS AND LITIGATION, NEGOTIATIONS AND ATTORNEY-CLIENT PRIVILEGE

RESOLUTION NO. 23-216 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY, COUNTY OF GLOUCESTER, NEW JERSEY, APPROVING A NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY TAX ABATEMENT WITH WOODLAKE APARTMENTS PRESERVATION, L.P. FOR AN AFFORDABLE RENTAL HOUSING PROJECT LOCATED ON BLOCK 162, LOT 1.01 AND AUTHORIZING THE EXECUTION OF A FINANCIAL AGREEMENT FOR THE PROPERTY

RESOLUTION NO. 23-217 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY, COUNTY OF GLOUCESTER, NEW JERSEY, DESIGNATING WOODBURY REDEVELOPMENT HOLDINGS LLC REDEVELOPER OF BLOCK 75, LOTS 3.01, 3.02, 4, 5, 7, 13, 15, 27.01, 32, 33 & 35, AND BLOCK 75, LOTS 14, 17 & 31, LOCATED IN THE DOWNTOWN BUSINESS DISTRICT REDEVELOPMENT AREA AND AUTHORIZING THE EXECUTION OF A REDEVELOPMENT AGREEMENT WITH WOODBURY REDEVELOPMENT HOLDINGS LLC

ORDINANCE NO. 2399-23 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY, COUNTY OF GLOUCESTER, NEW JERSEY, AUTHORIZING THE SALE OF LAND IDENTIFIED AS BLOCK 75, LOTS 3.01, 3.02, 4, 5, 7, 13, 15, 27.01, 32, 33 & 35, ON THE TAX MAPS OF THE CITY OF WOODBURY TO WOODBURY REDEVELOPMENT HOLDINGS LLC, OR ITS AFFILIATE, FOR THE PURPOSE OF CARRYING OUT THE TERMS OF A REDEVELOPMENT AGREEMENT DATED NOVEMBER 20, 2023

First Reading

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. 2393-23

AN ORDINANCE AMENDING CHAPTER 190, VEHICLES AND TRAFFIC, ARTICLE III. LIMITING THE USE OF STREETS TO CERTAIN CLASS OF VEHICLES, SECTION 10, TRUCKS OVER FOUR TONS EXCLUDED OF THE CODE BOOK OF THE CITY OF WOODBURY

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of Woodbury, County of Gloucester, and State of New Jersey that Chapter 190, Vehicles and Traffic, Article III, Limiting the Use of Streets to Certain Class of Vehicles, Section 10 – Truck over four tons excluded, be and is hereby amended to read as follows:

Schedule 1. The title of Article III, Chapter 190, Section 10 is hereby re-titled to read as follows:

Chapter 190-10. Trucks over five (5) tons excluded.

Schedule 2. Trucks with a gross weight being determined by the combined weight of the vehicle and load in excess of five tons (10,000 lbs.) are hereby excluded from all local streets or parts of local streets except for the pickup and delivery of materials on such local streets. The penalty for a violation of this section shall be a fine of \$200.00, community service not exceeding 90 days or imprisonment for a term not exceeding 15 days, or any combination thereof.

Section 3. **Repealer:** All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

Section 4. **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: _____
WILLIAM H. FLEMING, JR.
Council President

ATTEST:

CASSIDY L. SWANSON,
City Clerk

APPROVED:

By: _____
KYLE MILLER,
Mayor

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2393-23 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 **October 2, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2393-23 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 **November 20, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

CITY OF WOODBURY, NEW JERSEY

ORDINANCE NO. 2394-23

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY IN
GLOUCESTER COUNTY, NEW JERSEY VACATING CHARLES STREET, AN
UNIMPROVED STREET IN THE CITY OF WOODBURY**

WHEREAS, the City of Woodbury (the “City”) does possess rights-of-way through all public streets, thoroughfares and sidewalks located within the City; and

WHEREAS, the City is authorized pursuant to N.J.S.A. 40:61-1 et seq. and N.J.S.A. 40A:12-5 to establish, change the grade of or vacate any public street, highway, lane or alley, or any part thereof at the discretion of the City; and

Whereas, Charles Street is an unimproved street located within the City of Woodbury, County of Gloucester, State of New Jersey; and

WHEREAS, the City desires to vacate the unimproved street.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of Woodbury, in the County of Gloucester and State of New Jersey that the City hereby vacates the unimproved Street, Charles Street, as depicted in Exhibit A.

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: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

APPROVED:

By: _____
KYLE MILLER,
Mayor

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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Cassidy L. Swanson,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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Cassidy L. Swanson,
City Clerk

CITY OF WOODBURY, NEW JERSEY

ORDINANCE NO. 2392-23

AN ORDINANCE AMENDING CHAPTER 59, ANIMALS, OF THE CODE BOOK OF THE CITY OF WOODBURY

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of Woodbury, County of Gloucester, and State of New Jersey that Chapter 59, Animals, is hereby amended as follows:

Section 1. Chapter 59-1, Definitions, is hereby amended by adding the following words:

Commercial kennel means an establishment for the treatment, care, boarding or training of dogs or cats for a fee or a place where dogs or cats are bred for resale or for a fee, and where the business is the primary course of income; and where such establishment has been currently inspected and approved for use by the Gloucester County Health Department, any other applicable state agencies and is a use that is permitted at the property location.

Dog of licensing age means any dog which has attained the age of seven months or which possesses a set of permanent teeth.

Section 2. Chapter 59 is hereby amended by adding a new sub-section is hereby created and to be entitled "Number of Permitted Dogs/Cats" and to read as follows:

- A. Number of dogs/cats permitted. A property within the City of Woodbury shall be limited to five (5) total dogs/cats, with the exception of those having a valid commercial kennel license. Apartment complexes shall be exempt from this section, subject to the requirements of such apartment complex.
- B. Grandfather clause. Notwithstanding Sub-section A of this section, an owner who, as of the date of the adoption of this Ordinance, should possess more than five (5) total dogs/cats, shall be permitted to keep and maintain said number of dogs and/or cats as long as all such dogs/cats are properly licensed and altered or sterilized in accordance with the requirements of this article as of that date. An owner shall be entitled to maintain the presently existing number of dogs/cats greater than the number permitted by this article until such dog/cat dies or is otherwise transferred out of the City of Woodbury. When one of the number of dogs/cats in excess of the number permitted by this article shall die or be transferred out of the City of Woodbury, such animal may not be replaced unless and until the number of dogs/cats owned or possessed by said owner is in compliance with this article.

Section 3. **Repealer:** All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

Section 4. **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: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

APPROVED:

By: _____
KYLE MILLER,
Mayor

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2392-23 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 **November 20, 2023**, at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming Mayor Miller				

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2392-23 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 **December 4, 2023**, at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

ORDINANCE NO. 2395-23

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODBURY IN
GLOUCESTER COUNTY, NEW JERSEY ESTABLISHING PROCEDURES TO
ADOPT PERSONNEL PRACTICES AND AUTHORIZING THE ADMINISTRATOR
TO IMPLEMENT SAID PRACTICES WITH ALL OFFICIALS, APPOINTEES,
EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, AND
INDEPENDENT CONTRACTORS OF THE CITY**

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

Section 1. The City of Woodbury (the “City”) shall by ordinance establish titles for public employment by the City and salary ranges for City employees. Said titles shall conform to the New Jersey Civil Service Act and regulations promulgated by the New Jersey State Department of Personnel.

Section 2. The City shall by resolution adopt and amend from time to time personnel policies and procedures including rules concerning the hiring and termination of employees, terms and conditions of employment, and regulations required to comply with applicable Federal and State employment related law. The personnel policies and procedures adopted pursuant to said resolution(s) shall be applicable to all officials, appointees, employees, prospective employees, volunteers and independent contractors of the City.

Section 3. The Administrator shall be responsible for implementing and enforcing the personnel practices adopted by ordinance or resolution authorized pursuant to this section. If there is a conflict between said personnel practices and any duly adopted and lawful collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, the practices adopted pursuant to this ordinance shall prevail.

Section 5. This ordinance shall take effect immediately upon passage and publication as required by law.

CITY OF WOODBURY

By:

WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Approved:

KYLE MILLER,
Mayor

Date introduced: _____

Date advertised: _____

Date adopted: _____

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson, hereby certify that the foregoing Ordinance 2395-23 was introduced 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 **November 20, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson, hereby certify that the foregoing Ordinance 2395-23 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 **December 4, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

CITY OF WOODBURY, NEW JERSEY

ORDINANCE NO. 2396-23

**AN ORDINANCE AMENDING CHAPTER 67 – CANNABIS LICENSING,
REGISTRATION AND BUSINESS REGULATIONS, ARTICLE I – CANNABIS
ESTABLISHMENTS, SECTION 3, LICENSING, SUBSECTION (D)(h) OF THE CODE
BOOK OF THE CITY OF WOODBURY**

WHEREAS, Chapter 67 was adopted at a time when the State regulatory system through the Cannabis Regulatory Commission was still in the early stages of implementation; and

WHEREAS, such an application and approval process had never been done in the State; and

WHEREAS, the City Council adopted Chapter 67 based upon reasonable projections of the time required to get a license and open a cannabis business; and

WHEREAS, the City Council recognizes that the time needed to get a State issued license and open a cannabis business may take longer than 18 months; and

WHEREAS, the City Council has agreed to an additional six-month extension beyond the initial six month extensions to obtain a license and open a cannabis business.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of Woodbury, County of Gloucester, and State of New Jersey that Chapter 67 – Cannabis Licensing, Registration and Business Regulations, be and is hereby amended to read as follows:

Schedule 1. Chapter 67, Section 3(D)(h) is hereby to read as follows:

(h) Notwithstanding the foregoing competitive application process, a notification of award and conditional municipal license shall entitle the recipient applicant to pursue a State permit or license in the appropriate classification for up to 12 months, which may be extended in the City's discretion for up to two (2) additional six (6) months for good cause shown. No license to

operate shall issue until the applicant has received a State permit and satisfied other prerequisites of municipal licensure. If the recipient of a notice of award and conditional license has not received a State permit or license within 12 months from issuance, unless extended for good cause shown, the award and conditional license shall be void.

Schedule 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

By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Approved: _____
KYLE MILLER,
Mayor

Date introduced: _____
Date advertised: _____
Date adopted: _____

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
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Councilwoman Miller				
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Council President Fleming				
Mayor Miller				

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Cassidy L. Swanson
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
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Councilwoman Garlic				
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Council President Fleming				
Mayor Miller				

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Cassidy L. Swanson
City Clerk

ORDINANCE NO. 2397 -23

**AN ORDINANCE OF THE CITY OF WOODBURY AMENDING
CHAPTER 156 “SEWERS” AND CHAPTER 197 “WATER”
OF THE CODE OF THE CITY OF WOODBURY**

WHEREAS, the Mayor and Council of the City of Woodbury have determined that certain amendments to Chapter 156 entitled “Sewers” and Chapter 197 entitled “Water” are necessary; and

WHEREAS, in all other respects Chapter 156 entitled “Sewers” and Chapter 197 entitled “Water” shall remain in full force and effect.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of Woodbury, in the County of Gloucester and State of New Jersey, and it is hereby enacted and ordained by the authority of same as follows:

1. Chapter 156-1 of the Code of the City of Woodbury, “Rents and fees prescribed” is hereby amended and shall henceforth read in its entirety as follows:

§156-1. Rents and fees prescribed.

All persons whose houses, buildings or properties are connected with or which may be connected to the sanitary sewer system of the City shall pay the rents and fees prescribed as follows:

A. Minimum annual charge:

(1) The following charges shall be made for sewer service for each unit connected with the sewer and receiving water service, payable quarterly on January 15, April 15, July 15 and October 15 of each year.

Type of User	Minimum Annual Charge
Each single-family user	\$ 737
Structures with apartments or stores, each apartment or store	\$ 737
Service stations and garages	\$1,474
Small businesses	\$ 737
Churches	\$ 737

(2) For other types of users, the following schedule of charges is to be used, payable quarterly on January 15, April 15, July 15 and October 15, except that services having a water meter larger than one inch shall be billed per billing period.

a. The charge for hotels, motels, boardinghouses, private dwellings with rented rooms, public buildings, self-service laundries, car washes, restaurants, public and private schools, diners, taverns, bars, hospitals, nursing homes, bowling alleys, theaters, shopping centers, large business establishments or plants and other commercial and industrial establishments not herein specifically mentioned shall be based upon metered water consumption. Such billing shall be based

upon the unit charge of \$184.25 for each 25,000 gallons of water or fraction thereof used per quarter.

- b. The rate for industrial users shall be established by resolution of the City Council, which rate shall be based on quantity and concentration of sewage other than that of domestic sewage and cost to the City of Woodbury for particular treatment process as well as the nature of the industry.

- (3) Notwithstanding anything to the contrary in this section, the minimum service charge to be paid with respect to any type of property or business shall be \$737 per annum.

B. Special rates. In any special case not contemplated in the schedule of rates set out in this section or not clearly defined herein, the City Council is hereby authorized to establish special rates or rentals under such schedules or formulas as the City Council may deem necessary and to make, execute and deliver such contracts or agreements with such special consumers as the circumstances may require.

C. Drainage water permits. No person, firm or corporation, either owner, user or tenant of any land and premises, shall cause to be drained or allow to flow or to be deposited into any part of the sewer system storm, roof or surface water or drainage of groundwater; provided, however, that upon proper application, a special permit, entitled "drainage water permit," shall be issued for an annual fee of \$179.30.

- 2. Chapter 197-23 of the Code of the City of Woodbury, "Minimum charges for metered service" is hereby amended and shall henceforth read in its entirety as follows:

All persons whose houses, buildings or properties are connected with or may be connected to the water system of the City shall pay the rates and fees prescribed as follows:

- A. There shall be a minimum charge for all water passing through meters installed pursuant to the provisions of this chapter, which shall be based upon the following schedule, such charges to be billed quarterly.

Size of Meter (inches)	Water Allowed (gallons)	Minimum Rate
5/8	Up to 5,000	\$42.90
3/4	Up to 5,000	\$42.90
1	Up to 5,000	\$42.90

- B. In addition to the foregoing minimum charge, there shall be an additional minimum charge for each connected service furnishing water to apartments, multiple-family dwellings, stores or any dual or multiple occupancy, in the sum of \$42.90 for each such unit in excess of one. Wherever such additional minimum charge is enforced, an additional 5,000 gallons of water will be allowed for each additional \$42.90 of minimum charge billed.

- C. Wherever there exists a sprinkler system designed to afford protection against destruction of property by fire, the following rates shall be charged quarterly:

Size of Service (inches)	Charge
4	\$102.85
6	\$205.70

- D. The foregoing minimum rates shall be charged whenever an established service exists even though there shall be no actual consumption of water through such service.

3. Chapter 197-24 of the Code of the City of Woodbury, "Additional charges based on water consumption" is hereby amended and shall henceforth read in its entirety as follows:

- A. In addition to the minimum charges enumerated in the preceding section, for all water drawn above the minimum used there shall be charged per billing period the following rates:

Gallons per quarter	Charge per 1,000 gallons
First 10,000 of excess	\$5.71
Next 10,000 of excess	\$6.86
All additional excess	\$9.11

- B. In special cases not contemplated in this schedule of rates or not clearly defined therein, the City Council is hereby authorized to establish special rates or rentals under such schedules or formulas as the City Council may deem necessary to keep and maintain the Public Works Department on a self-liquidating basis, and to make, execute and deliver such contracts with such special consumers as the circumstances may require; provided, however, that the City Council reserves the right to amend, alter or change this section by resolution from time to time as circumstances may require.

- C. Excess usage of the Woodbury Board of Education shall be billed at the City of Woodbury's first-tier excess use rate, i.e., the rate charged for the first 10,000 gallons of excess water usage as set forth in § 197-24A.

When effective.

This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Approved: _____
KYLE MILLER,
Mayor

Date introduced: _____

Date advertised: _____

Date adopted: _____

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson, hereby certify that the foregoing Ordinance 2397-23 was introduced 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 **November 20, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson, hereby certify that the foregoing Ordinance 2397-23 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 **December 4, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
City Clerk

ORDINANCE NO. 2398 -23

AN ORDINANCE TO FIX AND ESTABLISH SALARIES AND RATE OF COMPENSATION ON THE VARIOUS OFFICERS AND EMPLOYEES OF THE CITY OF WOODBURY IN THE COUNTY OF GLOUCESTER, AND TO PROVIDE THE MANNER OF PAYMENT THEREOF AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT HEREWITH

BE IT ORDAINED by the Mayor and City Council of the City of Woodbury, and it is hereby enacted and ordained by the authority of the same as follows:

SECTION 1. The payment of all salaries and compensation required to be made under the provisions of this ordinance shall be on an annual, bi-weekly, quarterly or hourly pays-per-year basis commencing with the first pay period of January 2023 or as otherwise noted below.

SECTION 2. The salary of the following officers and employees' classifications shall be:

SECTION 2A. ANNUAL SALARY (Paid in 26 Bi-Weekly Pays in 2023)

1	Administrator		\$120,000.00 - \$140,000.00
2	Deputy Administrator		\$100,000.00 - \$120,000.00
3	JIF Safety Coordinator		\$8,300.00 - \$9,500.00
4	Deputy Emergency Management Coordinator		\$5,000.00 - \$7,300.00

SECTION 2B. ANNUAL SALARY (Paid Quarterly)

1	Mayor		\$3,700.00 - \$4,500.00
2	President of City Council		\$3,100.00 - \$3,900.00
3	Councilpersons		\$2,700.00 - \$3,500.00

SECTION 2C. HOURLY

1	Annual Dog Clinic Workers	for day	\$80.00 - \$100.00
2	Election Day City Hall Workers	per shift	\$80.00 - \$100.00
3	Police Cadet		NJ Minimum Wage - \$18.00
4	Police Special Officers	SLEO I	NJ Minimum Wage - \$19.00
5	Police Special Officers	SLEO II	\$16.00 - \$20.00
6	Police Special Officers	SLEO III	\$31.00 - \$38.00
7	Senior Special Law Enforcement Officer II		\$31.00 - \$38.00
8	Police Maintenance Person		\$23.00 - \$27.00
9	Crossing Guards		NJ Minimum Wage - \$18.00
10	Part-time Fire Fighter		\$17.00 - \$20.00
11	Intern		NJ Minimum Wage - \$18.00

SECTION 3. The City recognizes the following unions, whose member employees' salaries and hourly rates are stated in their respective collective bargaining agreements - PBA Local 122, IAFF Local 3592, and UFCW Local 360. In addition to the annual salary, certain members of the Police Department and Fire Department shall be paid for legal holidays in accordance with contractual agreements. Payment shall be made on or before December 1, 2023 or as specified in contractual agreements.

Administrative and Clerical

1	Assistant Municipal Finance Officer		*Contract
2	Water & Sewer Meter Coordinator & Assistant Billing Clerk		*Contract
3	Administrative Secretary & Board of Health Secretary		*Contract
4	Police Clerk		*Contract
5	Police Administrative Assistant		*Contract
6	Housing Official & Code Enforcement Officer		*Contract
7	Tax & Utility Clerk		*Contract
8	City Hall Administrative Assistant		*Contract

Public Works Department

1	Driver / Laborer		*Contract
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Police Department

1	Chief of Police		*Contract
2	Captain		*Contract
3	Lieutenant		*Contract
4	Sergeant		*Contract
5	Corporal		*Contract
6	Detective		*Contract
7	Patrol Officer		*Contract

Fire Department

1	Fire Official		*Contract
2	Full-time Fire Fighter		*Contract

Supervisory Administrative

1	Chief Financial Officer		*Contract
2	City Clerk/Deputy Registrar		*Contract
3	Deputy Clerk/Registrar		*Contract
4	Tax and Utility Collector		*Contract
5	Senior Housing Inspector		*Contract
6	Public Works Manager		*Contract
7	Public Works Operations Stormwater Coordinator		*Contract
8	Public Works Operations Manager/Safety Coordinator		*Contract

SECTION 4. The following shall be paid in accordance with contractual agreements - shift differential, shift leader pay, on-call pay and clothing maintenance allowance.

SECTION 5. The use of private automobiles, where authorized on City business, shall be compensated on the basis as allowed by the Internal Revenue Service. Payment will be made by voucher upon proper certification of use by the employee.

SECTION 6. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed and this ordinance shall take effect upon final passage and publication as required by law. If any section, paragraph, subdivision, clause or provision of the ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of this ordinance shall be deemed valid and effective.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Approved: _____
KYLE MILLER,
Mayor

Date introduced: _____

Date advertised: _____

Date adopted: _____

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson, hereby certify that the foregoing Ordinance 2398-23 was introduced 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 **November 20, 2023**, at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson, hereby certify that the foregoing Ordinance 2398-23 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 **December 4, 2023**, at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-198

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING THE TRANSFER OF APPROPRIATIONS IN THE LOCAL BUDGET
OF THE CITY OF WOODBURY FOR THE YEAR 2023**

WHEREAS, Section 40A: 4-58 of the Revised Statutes of New Jersey authorizes the transfer of appropriations, during the last two (2) months of the fiscal year, to said budget where adopted heretofore by the governing body by two-thirds vote thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, as follows:

1. That the excess in the appropriations listed in the column designed "FROM" be transferred to the appropriations listed in the column designated "TO" as follows:

CURRENT FUND

		<u>FROM</u>	<u>TO</u>
26-315-318	Vehicle Maintenance - Other Expenses	\$ 13,000.00	-
20-146-299	Liquidation of Tax Title Liens & Foreclosed Property - Other Expenses	\$ 1,000.00	
20-145-299	Tax Collection - Other Expenses		\$ 1,000.00
28-370-209	Recreation - Other Expenses		\$ 13,000.00
TOTAL		\$ 14,000.00	\$ 14,000.00

WATER AND SEWER UTILITY FUND

		<u>FROM</u>	<u>TO</u>
55-503-278	Payments to Gloucester County Utilities Authority	\$ 200,000.00	
55-502-299	Operating - Other Expenses		200,000.00
TOTAL		\$ 200,000.00	\$200,000.00

2. This resolution shall take effect immediately.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-199

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
RECOGNIZING NOVEMBER 25, 2023, AS “SMALL BUSINESS SATURDAY” AND
SUPPORTING EFFORTS TO INCREASE AWARENESS OF THE VALUE OF
LOCALLY OWNED SMALL BUSINESSES**

WHEREAS, there are over 31,700,000 small businesses in the United States; and

WHEREAS, small businesses represent 99.9 percent of all businesses with employees in the United States; and

WHEREAS, small businesses employ over 47 percent of the employees in the private sector in the United States, equaling 59,900,000 people; and

WHEREAS, small businesses pay 40.8 percent of the total payroll of the employees in the private sector in the United States; and

WHEREAS, small businesses of 20 employees or less, make up 90 percent of the businesses in the United State; and

WHEREAS, small businesses constitute nearly 98 percent of firms exporting goods; and

WHEREAS, small businesses generated 1,500,000 jobs annually; and

WHEREAS, November 25, 2023, is an appropriate day to designate as “Small Business Saturday”.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Woodbury, County of Gloucester and the State of New Jersey on 20th day of November, 2023, that:

1. Recognizes and encourages the observance of “Small Business Saturday”; and
2. Supports efforts of Local Businesses by
 - a. Encouraging consumers to shop locally; and
 - b. To increase awareness of the value of locally owned small businesses and the impact of locally owned small businesses on the economy of the United States.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____

WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-200

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY HIRING A
TAX CLERK**

WHEREAS, there is a need to hire a Tax Clerk for the City of Woodbury; and

WHEREAS, the City Administrator has received applications and conducted such interviews and recommends Kay Crawford for the position of Tax Clerk; and

WHEREAS, the Mayor and Council of the City of Woodbury concur with the City Administrator’s recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Woodbury that Kay Crawford is hereby hired in the position of Tax Clerk for the City of Woodbury, effective nunc pro tunc to November 6, 2023.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-201

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
APPOINTING NICOLE ROOT AS REGISTRAR**

WHEREAS, there is a need to appoint a Registrar for the City of Woodbury, County of Gloucester, State of New Jersey; and

WHEREAS, Nicole Root is qualified for the position of Municipal Registrar.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Woodbury, County of Gloucester, State of New Jersey, that Nicole Root be and is hereby appointed Local Registrar of the City of Woodbury effective nunc pro tunc November 6, 2023.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-202

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
APPOINTING KAY CRAWFORD AS AN ALTERNATE DEPUTY REGISTRAR**

WHEREAS, a vacancy currently exists in the position of Alternative Deputy Registrar;
and

WHEREAS, in accordance with N.J.S.A. 26:8-17, there exists a need for the
appointment of an Alternative Deputy Registrar in the City of Woodbury; and

WHEREAS, the Local Registrar Nicole Root, has determined that Kay Crawford is a
qualified candidate to serve in the position of Alternative Deputy Registrar and to assume all of
the duties thereto; and

WHEREAS, the Local Registrar wishes to appoint Kay Crawford to serve as an
Alternative Deputy Registrar

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of
Woodbury that Kay Crawford is hereby appointed as an Alternate Deputy Registrar.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury
on November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-203

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY HIRING AN ADMINISTRATIVE ASSISTANT

WHEREAS, there is a need to hire an Administrative Assistant for the City of Woodbury; and

WHEREAS, the City Administrator has received applications and conducted such interviews and recommends Katia Nylander for the position of Administrative Assistant; and

WHEREAS, the Mayor and Council of the City of Woodbury concur with the City Administrator’s recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Woodbury that Katia Nylander is hereby hired in the position of Administrative Assistant for the City of Woodbury, effective nunc pro tunc November 6, 2023.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-204

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE CITY OF
WOODBURY, THE BOROUGH OF WOODBURY HEIGHTS AND PBA LOCAL 122
GLOUCESTER COUNTY (PBA 122) TO PROVIDE POLICE COVERAGE AND LAW
ENFORCEMENT PROTECTION SERVICES TO AND FOR THE BOROUGH OF
WOODBURY HEIGHTS BY THE CITY OF WOODBURY**

WHEREAS, the City of Woodbury, the Borough of Woodbury Heights and PBA Local 122 Gloucester County desire to enter into an Agreement regarding police coverage and law enforcement protection services; and

WHEREAS, N.J.S.A. 40A:65-1 et seq. (“Shared Services Law”) specifically authorizes local government units, including counties and municipalities, to enter into Shared Services Agreements; and

WHEREAS, a part of the Shared Services Agreement, an Agreement with the Borough of Woodbury Heights, the PBA Local 122 Gloucester County (PBA 122) and the City of Woodbury is required as part of the approval of said Shared Services Agreement; and

WHEREAS, the Parties have agreed to the terms of said Agreement; and

WHEREAS, the City Council of the City of Woodbury is in agreement to execute said Agreement.

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

1. That the City Council does hereby approve and authorize the execution of the attached Agreement between the City of Woodbury, the Borough of Woodbury Heights and PBA Local 122 Gloucester County regarding police coverage and law enforcement protection services.

2. That the Mayor and/or Council President be and is hereby authorized to execute the Agreement on behalf of the City of Woodbury.

3. The effective date of said agreement is nunc pro tunc July 21, 2023.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023**, at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-205

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING CHANGE ORDER NO. 3 FOR THE FY2022 WATER MAIN
IMPROVEMENTS PROJECT – MAPLE STREET & LAUREL STREET FROM
COOPER STREET TO HUNTER STREET, HOLROYD PLACE AND REPAIRS
ON S. GIRARD STREET AND N. BROAD STREET**

WHEREAS, the City of Woodbury (Woodbury), with its principal place of business at 33 Delaware Street, Woodbury, New Jersey 08096, entered into a contract with P & A Construction, Inc. of Colonia, New Jersey for the FY2022 Water Main Improvements Project – Maple Street & Laurel Street from Cooper Street to Hunter Street, Holroyd Place, and Repairs on S. Girard Street and N. Broad Street, the “Project”, by Resolution #23-83 for the contract amount of \$439,849.41; and

WHEREAS, Change Order 3 is required to adjust the contract for additional costs, totaling \$19,008.32, based on completion of extra work performed by the Contractor during installation of the water main and appurtenances, as set forth in the attached Change Order 3 dated October 31, 2023; and

WHEREAS, the new contract price, including Change Order 3, is \$518,158.96 resulting in an overall increase in the original contract price of \$78,309.55, or 17.8%; and

WHEREAS, such additions have been reviewed and approved by the City Engineer; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this change order.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury that the Mayor is hereby authorized to execute the attached Change Order No. 3 to the contract with P & A Construction, Inc. for the FY2022 Water Main Improvements Project.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By:

WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-206

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING A CHANGE ORDER FOR THE EMERGENCY FY2023
SANITARY SEWER IMPROVEMENTS PROJECT – REPLACEMENT OF
SANITARY SEWER MAIN IN EAST RED BANK AVENUE FROM NORTH
BROAD STREET TO WASHINGTON AVENUE**

WHEREAS, the City of Woodbury (Woodbury), with its principal place of business at 33 Delaware Street, Woodbury, New Jersey 08096, entered into a contract with Mount Construction, Inc. of Berlin, New Jersey for the Emergency FY2023 Sanitary Sewer Improvements Project – Replacement of Sanitary Sewer Main in East Red Bank Avenue from North Broad Street to Washington Avenue, the “Project; and

WHEREAS, a final Change Order is required to reconcile the reduction in costs for quantities not installed, the increase in costs for additional quantities installed and the additional costs based on completion of extra work by the Contractor as directed by the Department of Public Works and the City Engineer on behalf of the City of Woodbury, as set forth in the attached Change Order No. 1 dated August 25, 2023; and

WHEREAS, the new contract price including the Change Order 1 is \$472,507.83 resulting in an overall increase in the original contract price of \$92,027.83, or 24.2%; and

WHEREAS, the Extra Work included the following items that were unforeseen prior to design and construction, and were necessary for the completion of the project:

1. Rebuild Sanitary Manholes #18 and #19 due to alignment shift.
2. Additional test pits to locate existing utilities and service lines.
3. Locate and reinstall sewer lateral to the medical plaza.
4. Test pit to determine location for new water main, realign Manholes #10 and #10A to maintain minimum offset from gas main.
5. Install line stop and gate valve to shut off the water main during installation of new section.
6. Install 100 feet of new 8” water main due to conflict with proposed sanitary sewer main.
7. Excavation of roadway concrete slab in N. Broad Street intersection.

WHEREAS, such additions have been reviewed and approved by the City Engineer; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this change order.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury that the Mayor is hereby authorized to execute the attached Change Order No. 1 to the contract with Mount Construction, Inc. for the Emergency FY2023 Sanitary Sewer Improvements Project.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023**, at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-207

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
APPROVING ADDENDUM TO CONTRACT WITH THE CHIEF OF POLICE**

WHEREAS, the City Council of the City of Woodbury approved a Contract with Chief of Police Thomas Ryan effective nunc pro tunc to January 1, 2022, through December 31, 2024, on January 23, 2023, via Resolution No. 23-54; and

WHEREAS, Chief of Police Thomas Ryan has requested the City of Woodbury to provide him with an addendum to the contract; and

WHEREAS, the City Administrator has negotiated and recommended the attached Contract Addendum for approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury that the attached Contract Addendum effective nunc pro tunc to July 21, 2023, through December 31, 2024, is hereby approved and the Mayor is hereby authorized to execute same on behalf of the City of Woodbury.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-208

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
APPROVING ADDENDUM TO CONTRACT WITH THE CAPTAIN OF THE
WOODBURY POLICE DEPARTMENT**

WHEREAS, the City Council of the City of Woodbury approved a Contract with Captain Kelli Marro effective nunc pro tunc to January 1, 2023, through December 31, 2025, on April 3, 2023, via Resolution No. 23-99; and

WHEREAS, Captain Kelli Marro has requested the City of Woodbury to provide her with an addendum to the contract; and

WHEREAS, the City Administrator has negotiated and recommended the attached Contract Addendum for approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury that the attached Contract Addendum effective nunc pro tunc to July 21, 2023, through December 31, 2025, is hereby approved and the Mayor is hereby authorized to execute same on behalf of the City of Woodbury.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____

WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-209

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING AN COMPUTER USE, ELECTRONIC MAIL AND INTERNET USAGE POLICY FOR THE CITY OF WOODBURY

WHEREAS, the City of Woodbury maintains a Personnel Policies and Procedures Manual to set forth guidelines, policies, and practices for its employees (the “Manual”); and

WHEREAS, there is a need to establish a new section for the Manual titled Employee Computer Use, Electronic Mail and Internet Usage Policy.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury in the County of Gloucester, and the State of New Jersey, that the Employee Computer Use, Electronic Mail and Internet Usage Policy is hereby adopted for use in the City of Woodbury Personnel Policies and Procedures Manual and said policy shall be inserted into the Policy and Procedure Manual.

Section 1. An “Employee Computer Use, Electronic Mail and Internet Usage Policy” is hereby created for the City of Woodbury to read as follows:

Policy Brief and Purpose:

The City of Woodbury, hereinafter referred to as ‘Employer’, employee computer use, electronic mail (e-mail) and Internet usage policy outlines our guidelines for using the Employer Internet connection, network and equipment. Additionally, this policy was created to avoid inappropriate or illegal computer and or Internet use that could create a risk to our cyber security, legality and reputation.

Scope:

This employee computer, electronic mail (e-mail) and Internet usage policy applies to the Employer’s employees and as well as any contractors, volunteers and partners who access our network and computers during working time.

NOTE: All e-mail, voicemail, text and Internet messages are official documents subject to the provisions of the Open Public Records Act (“OPRA”), N.J.S.A. 47:1A-1 et seq.

Definitions:

- **Computer:** any device such as a tablet, laptop or all-in-one desktop assigned to you by the City of Woodbury, also referred to as “Employer”.
- **Employer:** The City of Woodbury Municipality.
- **Unauthorized use:** includes, but is not limited to: connecting, posting, or downloading obscene, pornographic, violent, sexually suggestive, or discrimination-based material; attempting to disable or compromise the security of information contained on the Employer's computer systems; or sending or receiving obscene, violent, harassing, sexual or discrimination-based messages.
- **Working Time:** Any time in which the employee is engaged in or required to be performing work tasks for the Employer. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times. This includes but is not limited to the use of computers, or Employer-issued mobile devices, use of social networking, gaming or TV/video.

Connecting to the Employer’s Internet/Network:



Connecting to secure network (I.e. WCH-Secure, DPW-Secure, etc.) or hard-wired Ethernet connection:

- Only Employer devices such as tablets, laptops, and any other device that is fully managed by our information technology (IT) partner is allowed to connect to the secure network.
- If you are unsure if your device is managed by our IT partner, please email 'helpdesk@woodbury.nj.us' to confirm before connecting to the secure network.

Connecting to guest network (I.e. WCH-Guest, DPW-Guest, etc.):

- All mobile phones must connect to the guest network including Employer-issued mobile phones. Secure network connection is not permitted for any mobile phones unless explicit consent was given by our IT Partner to perform work related tasks that are otherwise not possible to perform without a secure connection.
- Any person who is not a City of Woodbury employee, including but not limited to: all customers, residents, constituents, volunteers, professionals and consultants must connect to the guest network.

Appropriate Employee Computer and Internet Usage:

City of Woodbury employees are advised to use the City of Woodbury's municipal computer and Internet connection for the following reasons:

- To perform and complete employee job duties;
- To seek out information that employee(s) can use to improve their work;
- To access social media accounts while conforming to the City of Woodbury social media policy.

Any use of the Employer's municipal computers and or network connection must follow our confidentiality and data management and protection policy.

Employees should:

- Keep passwords secret at all times. Please reference the Employee Password Policy for more details;
- Log in to municipal accounts and or any work-related accounts only from safe and trusted devices.
- Enable multi-factor (2-factor) authentication where available. Examples of multi-factor authentication methods include but are not limited to:
 - Apps: Microsoft Authenticator; Google Authenticator, PingID, DUO Mobile,
 - Phone: SMS text and phone call identity verification;
 - Email: email identity verification.
 - OTP / Keys: Onetime passcodes and physical authentication keys (I.e. Yubikeys)
- Use strong passwords to log into work-related websites and services needed to fulfill and perform employee job functions. Please reference the Employee Password Policy for more details.
 - Strong passwords include a combination of uppercase & lowercase letters often in the form of a passphrase with numbers and special characters as well and where permitted.



Inappropriate Employee Computer and Internet Usage:

Employees must not use the employer's municipal computer and or network to:

- Download or upload obscene, offensive or illegal material;
- Send confidential information to unauthorized recipients;
- Download or upload movies, music and other copyrighted material and software;
- Stream or cast any tv and or movies as this can slow the Internet speed;
- Visit potentially dangerous websites that can compromise the safety of our network and devices connected to the network;
- Personal use of any computer during working time (As defined above) is prohibited, unless expressly authorized by the employee's supervisor and or manager;

- Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods and any other activities that are not a part of your job function(s).
- Employees shall not share personal access codes or passwords, provide access to an unauthorized user, or access another's e-mail or Internet-based account without authorization.

General Employee Computer and Internet Notices:

- The Employer reserves the right to block or cancel an employee's access to Internet sites or the Internet as a whole while using business computers or on the Employer's time.
- The Employer's network, including its connection to the Internet, is to be solely used for business related purposes during working time (as defined above). If permission is granted, an employee's personal use of the Employer's computer, e-mail and connection to the Internet shall not interfere with the employee's duties and shall comply with the Employer's policies and all applicable laws.
- If you identify yourself as an employee in any manner on any Internet posting or blog, comment on any aspect of the Employer's business or post a link to the Employer, you must include the following disclaimer in an openly visible location: **"the views expressed on this post are mine and do not necessarily reflect the views of the Employer or anyone associated/affiliated with the Employer."**
- All files downloaded from the Internet, e-mail attachments or the like should be checked for possible viruses. If uncertain whether your virus-checking software is current, you must check with the Employer's Network Administrator before downloading.
- Any "unauthorized use" of e-mail or the Internet is strictly prohibited while at work or while using an Employer computer. "Unauthorized use" includes, but is not limited to: connecting, posting, or downloading obscene, pornographic, violent, sexually suggestive, or discrimination-based material; attempting to disable or compromise the security of information contained on the Employer's computer systems; or sending or receiving obscene, violent, harassing, sexual or discrimination-based messages. If an employee receives a message that is representative of an "unauthorized use" of the Employer's electronic media from someone outside of the Employer, it is the employee's duty to immediately inform the sender of such materials that he or she must refrain from sending such materials.
- Your Internet postings SHOULD NOT VIOLATE ANY OTHER APPLICABLE EMPLOYER POLICY, including, but not limited to, the following: The Employer's Anti-Harassment and Discrimination Policies.
- Employer business which is conducted by an employee on their personal computer or device is subject to this policy and may be subject to the provisions of OPRA.
- You must not leave your computer unattended. If at any point in time, you need to step away from your computer, you must lock it so that is secure.

Social Network Use/Postings:

For purposes of this policy, a social network is defined as a site that uses Internet services to allow individuals to construct a profile within that system, define a list of others users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of Internet based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this provision.

The use of the Internet and social networking sites, including but not limited to Snapchat, Facebook, Instagram, TikTok and Twitter, is a popular activity; however, employees must be mindful of the negative impact(s) of inappropriate or unauthorized postings upon the Employer and its relationship with the community. This provision identifies prohibited activities by employees on the Internet where posted information is accessible to members of the general public, including, but not limited to, public postings on social networking sites.

Specifically, the Employer reserves the right to investigate postings, private or public, that violate work-place rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the Employer by other employees or third parties. Employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be

comfortable with your supervisor, coworkers, or the management team reading your words, you should not write them.

Be advised that employees can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by agency employees or any individual who views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. What you say or post on your site or what is said or posted on your site by others could potentially be grounds for disciplinary action, up to and including termination. However, nothing in this social networking policy is designed to interfere with, restrain, or prevent social media communications during non-working hours by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the New Jersey Employer-Employee Relations Act or to prevent communications which are protected by the First Amendment freedom of speech clause, unless such communications are made as part of the employees' official job duties.

For procedural guidelines on the standard operating procedures for the community use of social networking sites for the City of Woodbury, please refer to the adopted [Ordinance NO. 2391-23](#).

Privacy and Security:

The Employer reserves its right to monitor its computer systems (network) including but not limited to, e-mail messages, computer files, and Internet usage, with or without notice, at any time, at the Employer's discretion. The Employer also reserves the right to access and disclose such communications and recordings to third parties in certain circumstances. Therefore, employees shall have no expectation of privacy in any transmission made or received using Employer computers or email accounts.

The City of Woodbury's information technology (IT) partner, has installed multiple security layers within our municipal network as listed below and must not be removed and or deactivated under any circumstances unless otherwise specified and or approved by our IT partner.

- DATTO SOC Powered by Rocket Cyber – Security Operations Center (SOC), 24/7 threat monitoring.
- Infocyte Hunt Agent – Network scanner, on-demand and scheduled network scans to seek out threats.
- Eset Endpoint Security – Antivirus.
- Proofpoint – Email security and protection.
- Atera – Remote monitoring and management (RMM) software for our IT partner to remotely manage our IT infrastructure.
- TeamViewer & Splashtop – Remote connectivity software

The e-mail, telephone and Internet systems, as well as the messages thereon, are the property of the Employer.

Employees must be aware that the mere deletion of a file or message may not fully eliminate that file or message from the system.

The existence of personal access codes, passwords, and/or "message deletion functions", whether provided by the Employer or generated by the employee, do not restrict or eliminate the Employer's access to any of its electronic systems as the employees shall be on notice that they should not have any expectation of privacy when using these systems.

Any messages or transmissions sent outside of the organization via e-mail or the Internet will pass through a number of different computer systems, all with different levels of security. Accordingly, employees must not send privileged and/or confidential communications (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure), via e-mail or the Internet unless the message is properly encrypted, and should consider a more secure method of communication for such data.

Because postings placed on the Internet may display the Employer’s address or other Employer-related information, and thus reflect on the Employer, make certain before posting such information that it exhibits the high standards and policies of the Employer. Under no circumstances shall data of a confidential nature (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure) be posted on the Internet.

Disciplinary Action:

Employees who do not conform to this employee computer use, electronic mail and internet usage policy will face disciplinary action up to and including termination at the manager’s discretion and based on the severity of the offence. This policy shall not be construed to restrict employees’ rights to share information about their employment terms and conditions, communicate with each other, or engage in other concerted activities for their mutual aid protection. Serious violations will be cause for termination of employment or legal action when/where appropriate. Examples of serious violations are:

- Using the City of Woodbury’s municipal Internet connection to steal or engage in other illegal activities;
- Causing our computers to be infected by viruses, worms or other malicious software;
- Sending offensive or inappropriate emails to our customers, constituents, colleagues or partners.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By:

WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-210

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING AN EMPLOYEE PASSWORD POLICY FOR THE CITY OF WOODBURY

WHEREAS, the City of Woodbury maintains a Personnel Policies and Procedures Manual to set forth guidelines, policies, and practices for its employees (the “Manual”); and

WHEREAS, there is a need to establish a new section for the Manual titled Employee Password Policy.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury in the County of Gloucester, and the State of New Jersey, that the Employee Password Policy is hereby adopted for use in the City of Woodbury Personnel Policies and Procedures Manual and said policy shall be inserted into the Policy and Procedure Manual.

Section 1. An “Employee Password Policy” is hereby created for the City of Woodbury to read as follows:

Policy Brief and Purpose:

This policy is intended to establish guidelines for effectively creating, maintaining and protecting passwords at the City of Woodbury, hereinafter referred to as ‘The Employer’.

Scope:

This policy shall apply to all employees, contractors, and affiliates of The Employer, and shall govern acceptable password use on all systems that connect to the City of Woodbury’s network or access or store the City of Woodbury’s data.

Definitions:

- Employer: The City of Woodbury Municipality.
- 1Password: Password management tool that securely generates and stores passwords and other items within an encrypted vault with end-to-end encryption.

Policy:

Password Creation:

- Where possible and able, passwords must be generated and maintained by The Employer’s password management tool, ‘1Password’ to ensure all passwords are stored in an encrypted vault with multi-factor authentication setup to ensure multiple forms of verification to get into the secure vault.
 - It is the employee’s responsibility to make sure the 1Password Emergency Kit including but not limited to the Secret Key is stored in a secure location if printed or stored on the employee’s device.
 - If the system or application you are creating a password for is not cloud-based and you are not able to use 1Password as the secure password generator, you must follow the additional bullets below within this section:
- All user and admin passwords must be at least 16 characters in length. Longer passwords and passphrases are strongly encouraged. Password must include a combination of lower-case and upper-case letters, numbers and special character(s) where possible (I.e. @, !, \$, #, +, *, -, etc.).

- Where possible, password dictionaries should be utilized to prevent the use of common and easily cracked passwords.
- Passwords must be completely unique, and not used for any other system, application, or personal account.
- Default passwords provided by The Employer and or a software company, to name a few, for employee onboarding, installations, software and application access, for end users or admins, must be changed immediately after install or upon 1st log in to the system or application.
- Generating passwords for employee onboarding to all systems and applications also must adhere to the standards and guidelines provided in this policy. An administrator must not create the same password for each system for 1st time log in and also must never use the same password as a previous employee(s) who were onboarded.

Password Aging:

- Passwords generated through the 1Password password management tool, must adhere to the policies set forth within the password management tool.
- User passwords that were not able to be generated in 1Password, must be changed once per year so long as the initial password created was equal to or greater than 16 characters and had a combination of lower-case and upper-case letters, numbers and special character(s). Otherwise, the password must be changed every 6-months. Previously used passwords may not be reused.
- System-level and Admin passwords must be changed on a quarterly basis if not stored in 1Password.

Password Protection:

- Passwords must not be shared with anyone (including coworkers and supervisors), and must not be revealed or sent electronically.
- Passwords shall not be written down or physically stored anywhere in the office.
- Passwords must not be stored in an unsecure area on any device.
- Passwords to a shared environment or encrypted files must be encrypted and secured through the 1Password secure vault and the vault must only be shared to individuals who absolutely needs access.
- When configuring password “hints,” do not hint at the format of your password (e.g., “zip + middle name”)
- User IDs and passwords must not be stored in an unencrypted format.
- User IDs and passwords must not be scripted to enable automatic login.
- “Remember Password” feature on websites and applications should not be used unless when using 1Password.
- All mobile devices that are approved by our IT managed service provider to connect to The Employer network must be secured with a password and/or biometric authentication and must be configured to lock after 3 minutes of inactivity.

Enforcement:

- It is the responsibility of the end user to ensure enforcement with the policies above.
- If you believe your password may have been compromised, please **immediately** report the incident to helpdesk@woodbury.nj.us and change the password immediately.
- Employees who do not conform to this Employee Password Policy will face disciplinary action up to and including termination at the manager’s discretion and based on the severity of the offence.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By:

WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-211

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AWARDING CONTRACT TO GERALD A. BARRETT, LLC FOR THE
REMOVAL OF THE TENNIS COURT PAVEMENT AT THE SITE OF THE 2017
GREEN ACRES PLAYGROUND & PAVILION PROJECT**

WHEREAS, the City Engineer received four (4) quotes on November 10, 2023 for the Removal of the Tennis Court Pavement at the site of the 2017 Green Acres Playground & Pavilion Project, the “Project”, as set forth below:

<u>Contractor</u>	<u>Total Amount</u>
Gerald A. Barrett, LLC	\$39,999.99
Command Company, Inc.	\$42,115.00
Paving Plus LLC	\$42,500.00
Think Pavers Hardscaping, Inc.	\$47,450.00

WHEREAS, the City Engineer has reviewed the quotes and by correspondence dated November 15, 2023 has recommended award of the Contract to Gerald A. Barrett, LLC in the amount of \$39,999.99; and

WHEREAS, the low quote received is well below the bid threshold amount of \$44,000; therefore the City may award this contract without solicitation for public bids; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this project.

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

1. The contract is hereby awarded to Gerald A. Barrett, LLC for Removal of the Tennis Court Pavement at the site of the 2017 Green Acres Playground & Pavilion Project in the amount of \$39,999.99.

- 2. That the Mayor and/or Administrator are hereby authorized to execute a contract in accordance with the project specifications, the afore-described quote, and the within Resolution.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

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Cassidy L. Swanson
City Clerk

RESOLUTION NO. 23-212

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING
WITH ACENDA, INC. TO ESTABLISH JOINT PARTICIPATION IN THE ARRIVE
TOGETHER PROGRAM TO ENHANCE AND SUPPORT RESPONSE TO
CERTAIN BEHAVIORAL HEALTH CRISIS CALLS**

WHEREAS, the City of Woodbury and Acenda, Inc. (hereinafter referred to as the “Parties”) wish to establish the joint participation in the Arrive Together Program to Enhance and Support Response to Certain Behavioral Health Crisis Calls; and

WHEREAS, the Memorandum of Understanding is intended to memorialize the relationship and delineate the responsibilities of the Parties in this cooperative joint effort.

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

1. The City Council does hereby authorize and approve the execution of the attached Memorandum of Understanding between the City of Woodbury Police Department and Acenda, Inc.
2. That the Mayor, Council President and/or City Administrator be and are hereby authorized to execute said Memorandum of Understanding on behalf of the City of Woodbury.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By:

WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilwoman Garlic				
Councilman Ferraino				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

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Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-213

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING
WITH ACENDA, INC. TO ESTABLISH JOINT PARTICIPATION IN THE ARRIVE
TOGETHER PROGRAM TO ENHANCE AND SUPPORT RESPONSE TO
CERTAIN BEHAVIORAL HEALTH CRISIS CALLS**

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WHEREAS, the Memorandum of Understanding is intended to memorialize the relationship and delineate the responsibilities of the Parties in this cooperative joint effort.

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1. The City Council does hereby authorize and approve the execution of the attached Memorandum of Understanding between the City of Woodbury Police Department and Acenda, Inc.
2. That the Mayor, Council President and/or City Administrator be and are hereby authorized to execute said Memorandum of Understanding on behalf of the City of Woodbury.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By:

**WILLIAM H. FLEMING JR.,
President of Council**

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilwoman Garlic				
Councilman Ferraino				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-214

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING THE RENEWAL OF AN INACTIVE ALCOHOLIC BEVERAGE
LICENSE NO. 0822-33-007-006 PURSUANT TO N.J.S.A. 33:1-12.39 FOR SH
WOODBURY LIQUOR LICENSE LLC, NUNC PRO TUNC**

WHEREAS, SH WOODBURY LIQUOR LICENSE LLC is the current holder of a Plenary Retail Alcoholic Beverage Consumption License No. 0822-33-007-006; and

WHEREAS, the license holder has completed the New Jersey State Alcoholic Beverage License Renewal Application; and

WHEREAS, the license holder has completed all of the necessary applications and has received a 2023 Tax Clearance Certification; and

WHEREAS, such application is in compliance with the procedures set forth in Title 33 of the revised statutes of New Jersey; and

WHEREAS, said licenses are to be issued for the year commencing July 1, 2023 and ending June 30, 2024; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury that the City Clerk is hereby authorized to and directed to issue the licenses referenced above.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury that the City Clerk is hereby authorized to and directed to issue the renewal of SH WOODBURY LIQUOR LICENSE LCC License No. 0822-33-007-006 for the July 1, 2023 – June 30, 2024 term, nunc pro tunc.

BE IT FURTHER RESOLVED, that the Municipal Clerk is hereby authorized to

electronically upload a copy of this Resolution to the State of New Jersey, Department of Law and Public Safety, Director of ABC, 140 East Front Street, CN-087, Trenton, NJ.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

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 **November 20, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-218

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING THE SALE OF PUBLIC PROPERTY ONLINE THROUGH A NEW
JERSEY STATE CONTRACT AUCTION SERVICE (GOVDEALS.COM)**

WHEREAS, the City of Woodbury has various surplus vehicles and equipment no longer needed for use by the City of Woodbury; and

WHEREAS, *N.J.S.A.* 40A:11-36 permits the sale of such vehicles and equipment at public auction; and

WHEREAS, staff is of the opinion that the sale of such vehicles and equipment at public auction through GovDeals.com is likely to produce the best price; and

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

1. The vehicles and equipment listed on the attached Exhibit A may be auctioned off at public auction through New Jersey State Contract Vendor (N.J. State Contract #A-70967) GovDeals.com pursuant to *N.J.S.A.* 40A:11-36 and Local Finance Notice 2008-9; and
2. Notice of the date, time and place of the public auction together with a description of the items to be sold and the conditions of sale shall be published as required by law; and
3. Sale shall be held not less than seven (7) nor more than fourteen (14) days after the latest publication of the notice thereof; and
4. The City of Woodbury reserves the right to reject all bids for any specific vehicle and/or equipment or all bids for all vehicles and/or equipment, if it determines such rejection to be in the public interest; and
5. The sale will be conducted online and the address of the auction site is GovDeals.com; and
6. The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property and subject to the conditions as Exhibit A; and
7. The terms and conditions of the agreement entered into with GovDeals, Inc. is available online at GovDeals.com and also available from the Clerk’s Office at the City of Woodbury Municipal Building.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____

**WILLIAM H. FLEMING JR.,
President of Council**

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilwoman Garlic				
Councilman Ferraino				
Councilman Hagerty				
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Councilwoman Miller				
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Council President Fleming				
Mayor Miller				

CERTIFICATION

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Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-215

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A CLOSED SESSION TO DISCUSS MATTERS RELATED TO THE PURCHASE, LEASE ACQUISITION OF REAL PROPERTY AND/OR INVESTMENT OF PUBLIC FUNDS AND LITIGATION, NEGOTIATIONS AND ATTORNEY-CLIENT PRIVILEGE

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 relating to the purchase, lease acquisition of real property or investment of public funds - Pursuant to N.J.S.A. 10:4-12b(5)
2. Matters relating to litigation, negotiations and attorney-client privilege - Pursuant to N.J.S.A. 10:4-12b(7)

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 November 20, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
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Cassidy L. Swanson,
City Clerk