

**MINUTES BASS RIVER TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING OF MONDAY, NOVEMBER 7, 2016**

Mayor Cope called the regular meeting of the Bass River Township Board of Commissioners to order at 7:00 p.m. Present at meeting were: Mayor Deborah Buzby-Cope, Commissioner Louis Bourguignon and Deputy Mayor Nick Capriglione. Also present Township Clerk Amanda Somes and Township and Solicitor Joanne O'Connor. Members of the public were present at this meeting.

FLAG SALUTE

Mayor Cope led the flag salute and read the sunshine statement.

APPROVAL OF MINUTES:

Minutes of the regular meeting of October 3, 2016 were presented to the Board for review. The motion to approve the minutes was made by Commissioner Bourguignon and seconded by Deputy Mayor Capriglione. Votes: Cope-Yes, Capriglione-Yes, Bourguignon-Yes. Minutes of the October 3, 2016 regular meeting were hereby approved.

PAYMENT OF BILLS:

The motion was made by Commissioner Bourguignon to approve payment of the bills in the amount of \$612,232.69. The motion was seconded by Deputy Mayor Capriglione to approve bills for payment. Votes: Cope –Yes, Capriglione-Yes, Bourguignon-Yes. All in favor and bills were ordered paid.

ACE OUTDOOR POWER EQUIPMENT 3	BLADES FOR MOWER	\$	60.24
A.F.D. TITLE COMPANT, INC.	TTL TITLE SEARCHES	\$	2,350.00
ATLANTIC CITY ELECTRIC	ELECTRICITY OCT. 2016	\$	2,675.63
A T & T	COURT & MUNI. ALL IN ONE SEPT. 2016	\$	501.69
A T & T	ISDN LINE SEPT. 2016	\$	29.72
BASS RIVER BD OF ED	LOCAL SCHOOL TAX 11/3/16	\$	123,216.00
BEACONS	2016-02 MOBILE HOME FEES	\$	46.70
BELLIA TECH, LLC	TECH SUPPORT	\$	160.04
BURL CO TREAS, LANDFILL	OCT. 2016 TIPPING FEES	\$	3,107.82
BURL CO TREASURER	4TH QTR. 2016 TAXES	\$	217,152.23
BURL CO TREASURER	TAX LIEN CERTIFICATES	\$	80.00
BURL CO TREASURER	ELECTION EXPENSES 4/19 & 5/10	\$	2,848.75
CAM CO.	SALT SPREADER PARTS	\$	463.25
CAROL BITZBERGER	REIMBURSEMENT FOR MUMS	\$	24.50
CASA PAYROLL SERVICES	OCT. 2016 PAYROLL SERVICES	\$	230.70
CHRISTOPHER NORMAN, ESQ.	PLANNING BD. MTG 10/20/16	\$	300.00
COMCAST	SERVICE 10/19 - 11/18	\$	119.45

CONNER STRONG COMPANIES, INC.	RENEWAL ACCIDENT AND HEALTH	\$	2,216.00
COPIERS PLUS	COPIES	\$	394.43
READYREFRESH BY NESTLE	SERVICE 9/1/16 - 9/30/16	\$	8.00
ELECTION GRAPHICS INC	5/10/16 ELECTION EXPENSES	\$	574.23
GOLDENBERG MACKLER SAYEGH	IN REM 1 & 2, PROF. SERVICES 9/30/16	\$	5,915.65
HOME DEPOT	PW SUPPLIES	\$	284.27
JERSEY SHORE RESTROOMS, LLC	PORT A POTS NOV. 2016	\$	170.00
KEVIN S. QUINLAN	OCT. 2016 PROSECUTIONS	\$	2,250.00
LIFE SAVERS, INC.	ADULT ELECTRODE PADS	\$	124.00
MICROSYSTEMS-NJ.COM, LLC	PROF. SERVICES FOR ASSESSOR	\$	591.25
NAPA AUTO PARTS	PARTS	\$	676.37
NEW JERSEY CONF MAYORS	NJCM 2017 MEMBER DUES	\$	295.00
NEW JERSEY PLANNING OFFICIALS	PLANNING BD. DUES	\$	325.00
NEW JERSEY NATURAL GAS	NATURAL GAS 9/13/16 - 10/12/16	\$	186.37
OFFICE BASICS, INC	OFFICE SUPPLIES	\$	549.09
PEGGY BECK	BANK MILEAGE & RIEMB.	\$	101.90
PINELANDS REGIONAL SCHOOL DIST	REGIONAL SCHOOL TAX 11/3/16	\$	194,745.00
RUMPF REID & DOLCY	PUBLIC DEFENDER 10/17/16	\$	500.00
SOUTH JERSEY WATER TEST	WATER TESTS	\$	1,485.00
STAPLES INC	MONITOR, KEYBOARD, MOUSE	\$	149.98
THOMSON REUTERS - WEST	NJ CRT RULES STATE V1 2017	\$	108.07
TRACTOR SUPPLY CREDIT PLAN	SUPPLIES FOR PUBLIC WORKS	\$	348.60
TRANSFORMATION ENTERPRISES	SPT. & OCT. 2016 ROLL-OFF	\$	6,340.00
TREAS STATE NJ DEP REVENUE	NJPDES-DGW PERMIT #NJ0055611	\$	5,000.00
TREASURER, STATE OF NEW JERSEY	BFCE REG. RENEWAL FEE	\$	148.00
UNIVERSAL COMPUTING SERVICES	MESSAGE/MAILERS	\$	136.25
VERIZON	COURT & MUNI PHONES OCT. 2016	\$	1,033.23
WEX BANK	FUEL SEPT. & OCT. 2016	\$	1,211.69
WIRELESS ELECTRONICS INC	RADIO REPAIR	\$	43.00
BASS RIVER PAYROLL ACCOUNT	PAYROLL 10/13/16	\$	16,529.51
BASS RIVER PAYROLL ACCOUNT	PAYROLL 10/27/16	\$	15,819.00
HASLER, INC.	POSTAGE OCT. 2016	\$	607.08

TOTAL: \$ 612,232.69

ORDINANCES AND RESOLUTIONS:

ORDINANCE 2016-02

**AN ORDINANCE OF THE TOWNSHIP OF BASS RIVER AMENDING
CHAPTER 8.04 OF THE REVISED ORDINANCES OF BASS RIVER
TOWNSHIP**

Mayor Cope read Ordinance 2016-02 upon second reading by title only. The motion to approve Ordinance 2016-02 upon second reading and to open the meeting for public hearing was made by Commissioner Bourguignon and seconded by Deputy Mayor Capriglione. All present in favor and meeting was open for public hearing on Ordinance 2016-02. Comments heard: C. Bitzberger asked if the Board would be raising the fees every year. Mayor said that would be considered. Being no further comments the motion to close the public hearing was made by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione. The motion to adopt Ordinance 2016-02 was made by Commissioner Bourguignon and seconded by Deputy Mayor Capriglione. Votes: Cope-Yes, Capriglione-Yes, Bourguignon-Yes. All present in favor and Ordinance 2016-02 was hereby adopted.

**TOWNSHIP OF BASS RIVER
Ordinance 2016-02**

**AN ORDINANCE OF THE TOWNSHIP OF BASS RIVER AMENDING
CHAPTER 8.04 OF THE REVISED ORDINANCES OF BASS RIVER TOWNSHIP**

WHEREAS, the Bass River Township Board of Commissioners finds that there is a need to modify the Bass River Township Code provisions as they currently exist under Chapter 8.04 of the revised Township Ordinances which are applicable to Campgrounds.

NOW, THEREFORE, BE IT ORDAINED by the Bass River Township Board of Commissioners that Bass River Township Code Section 8.04.040 I "Campground Code" be and is hereby replaced with the following:

I. Any mobile home, as defined in the Zoning Ordinance of the Township of Bass River and amendments and supplements thereto, which has heretofore been located in a licensed trailer park pursuant to the terms of a prior ordinance entitled "An Ordinance for the Regulation and Licensing of Trailers and Trailer Camps within the Township of Bass River, County of Burlington and State of New Jersey" and amendments and supplements thereto and any mobile home park as defined in the Zoning Ordinance of the Township of Bass River and amendments and supplements thereto which may previously have been licensed under either or both of the above-mentioned ordinances, be and are hereby declared to be nonconforming uses by virtue of the Zoning Ordinance of the Township of Bass River and amendments and supplements thereto. Any such nonconforming mobile home park which may exist in the Township of Bass River is expressly subject to the provisions of this ordinance where applicable including the fee requirements in Section XI hereinabove set forth. Only one annual operating permit fee per year shall be required under the terms of this ordinance for any one campground or nonconforming mobile home park if one may exist or any combination thereof. However, in the event that a nonconforming mobile home occupies a site in any campground, nonconforming mobile home park, or combination thereof, all of which are regulated by the terms of the within ordinance, the operator of such campground, nonconforming mobile home park, or combination thereof shall pay to the Township a monthly fee in the amount of twenty one (\$21.00) dollars for each such nonconforming mobile home occupying a site in such campground, nonconforming mobile home Park, or combination thereof for each month or part thereof as said space is occupied.

In addition, the operator shall file a statement under oath of the first of each month with the Township Clerk stating the number of such sites occupied during the previous month.

BE IT FURTHER ORDAINED that all other provisions of the Township Code currently in effect, are hereby saved from repeal, and shall remain in full force and effect;

BE IT FURTHER ORDAINED that if any provision of any section, subsection, paragraph, subdivision or clause of this ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this ordinance.

BE IT FURTHER ORDAINED that this ordinance shall take effect upon proper passage and in accordance with the law.

RESOLUTION NO. 2016-69

RESOLUTION OF THE TOWNSHIP OF BASS RIVER COUNTY OF BURLINGTON, STATE OF NEW JERSEY AUTHORIZING THE TRANSFERS BETWEEN BUDGET APPROPRIATIONS DURING THE LAST TWO MONTHS OF THE FISCAL YEAR AND THE FIRST THREE MONTHS OF THE ENSUING YEAR.

The motion was made by Mayor Cope, seconded by Commissioner Bourguignon to approve Resolution 2016-69. Votes: Cope–Yes, Capriglione-Yes, Bourguignon-Yes. All present in favor and Resolution 2016-69 was hereby approved.

RESOLUTION NO. 2016-69

RESOLUTION OF THE TOWNSHIP OF BASS RIVER COUNTY OF BURLINGTON, STATE OF NEW JERSEY AUTHORIZING THE TRANSFERS BETWEEN BUDGET APPROPRIATIONS DURING THE LAST TWO MONTHS OF THE FISCAL YEAR AND THE FIRST THREE MONTHS OF THE ENSUING YEAR.

WHEREAS, transfers are permitted between budget appropriations during the last two months for the fiscal year, and the first three months of the ensuing year;

NOW THEREFORE BE IT RESOLVED by the Governing Body, Township of Bass River, County of Burlington, New Jersey; that transfers between 2016 Budget Appropriations are made as follows:

		<i>TO</i>	<i>From</i>
6-01-24-180-250	Zoning Officer O\E	\$ 3,750.00	
6-01-25-252-002	Office of Emergency Management	\$ 1,000.00	
6-01-25-265-002	Fire O\E	\$ 5,000.00	
6-01-26-290-002	Streets & Roads O\E	\$ 2,000.00	
6-01-31-446-002	Gas Propane	\$ 3,000.00	
6-01-21-180-002	Planning O\E		\$ (2,000.00)
6-01-21-185-002	Code Enforcement O\E		\$ (500.00)
6-01-23-225-002	Unemployment Compensation		\$ (1,000.00)
6-01-26-305-002	Convenience Center O\E		\$ (9,250.00)
6-01-26-320-002	Mosquito & Pest Control O\E		\$ (1,000.00)

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Township of Bass River, County of Burlington, New Jersey as follows:

1. *That the Governing Body hereby authorizes the necessary transfers for the year 2016.*
2. *That a certified copy of this resolution shall be kept on file at the Municipal Clerk’s office and be forwarded to the Township’s Certified Municipal Finance Officer.*

RESOLUTION NO. 2016-70

AUTHORIZING SUBMISSION OF 2016 MUNICIPAL PARK DEVELOPMENT GRANT

The motion was made by Mayor Cope, seconded by Commissioner Bourguignon to approve Resolution 2016-70. Votes: Cope–Yes, Capriglione-Yes, Bourguignon-Yes. All in favor and Resolution 2016-70 was hereby approved.

RESOLUTION 2016-70

WHEREAS, the Burlington County Board of Chosen Freeholders has approved the Open Space, Recreation, Farmland and Historic Preservation Trust Fund (“Trust Fund”) and established a Municipal Park Development Program (“Program”) to provide grant funds in connection with municipal acquisition of lands for County park, recreation, conservation and farmland preservation purposes, as well as for municipal public park and recreation development purposes; and

WHEREAS, the Governing Body of Bass River Township desires to obtain County Municipal Park Development Program funds in the amount of \$250,000.00 to fund Amasa Landing Park Phase II, Amasa Landing Road, New Gretna, NJ, and Oak Avenue Park—Phase IV, 10 Oak Avenue, New Gretna, NJ; and

WHEREAS, the total cost of the project including all matching funds is estimated to be \$250,000; and

WHEREAS, the Township of Bass River is the owner of and controls the project site.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Commissioners of the Township of Bass River that:

1. *The Township Engineer and the Township Clerk are authorized to make an application to the County of Burlington for Municipal Park Development Program Funds, (b) provide additional application information and furnish such documents as may be required for the Municipal Park Development Program and (c) act as the municipal contact persons and correspondent of the above named municipality;*
2. *The Township of Bass River is committed to this project and will provide the balance of funding necessary to complete the In the form of non-county matching funds as required in the Policy and Procedures Manual for the Program; and*
3. *If awarded a grant by the County of Burlington under the Municipal; Park Development Program, the municipality will use the approved funds in accordance with the Municipal Park Development*

Program Policy and Procedure Manual, and applicable federal, state, and local government rules, regulations and statutes thereto; and

4. *The Mayor and Clerk are hereby authorized to sign and execute any required documents, agreements, and amendments thereto with the County of Burlington for the approved funds; and*
5. *The resolution shall take effect immediately.*

RESOLUTION NO. 2016-71

A RESOLUTION OF THE TOWNSHIP OF BASS RIVER, COUNTY OF BURLINGTON, STATE OF NEW JERSEY ADOPTING POLICIES AND PROCEDURES

The motion was made by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione to approve Resolution 2016-71. Votes: Cope-Yes, Capriglione-Yes, Bourguignon-Yes. All in favor and Resolution 2016-71 was hereby approved.

RESOLUTION 2016-71

A RESOLUTION OF THE TOWNSHIP OF BASS RIVER, COUNTY OF BURLINGTON, STATE OF NEW JERSEY ADOPTING POLICIES AND PROCEDURES

WHEREAS, it is the policy of the Township of Bass River to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the Board of Commissioners have determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the Personnel Policies and Procedures Manual attached hereto is hereby adopted (Updated 11/7/2016).

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

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

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

BE IT FURTHER RESOLVED that the Municipal Clerk and all managerial/supervisory personnel are responsible for these employment practices. The Chief Financial Officer and the Solicitor shall assist the Municipal Clerk in the implementation of the policies and procedures in the manual.

NEW BUSINESS:

An ordinance regulating time period for yard signs was discussed. Solicitor O'Connor said that we have a good sign ordinance in place we just need to decide on a time frame for temporary signs.

REPORTS:

The following reports were noted.

Solicitors Report
Report of Municipal Court
Report of Safety Coordinator
Report of Beautification Committee

PUBLIC COMMENT:

The meeting was open for public comment at 7:23 p.m. upon a motion by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione. All present in favor.

K. Foder asked questions about the upcoming election and the vote for the bond referendum for the school and feels everyone should vote no.

L. Assur asked about sending the kids to private school. It was noted by Board that even if you send your children to private school you are still required to pay school taxes.

B. Curtain thanked the fire company for a timely response to a fire call at his neighbor's house in Offshore Manor.

Be no further comments, the motion to close the public portion was made by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione. All present in favor and public portion was closed at 7:45 p.m.

Being no further business to come before the Board the motion to adjourn was made by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione. All present in favor and meeting was adjourned at 7:46 p.m.

Respectfully Submitted
Amanda S. Somes, RMC
Township Clerk
