

**MINUTES BASS RIVER TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING OF MONDAY, DECEMBER 2, 2013**

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, Deputy Mayor Nicholas Capriglione and Commissioner Louis Bourguignon. Also present Township Clerk Amanda Somes 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 November 4, 2013 were presented to the Board for Approval. The motion to approve the minutes was made by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione. All in favor and minutes were hereby approved as submitted.

Minutes of the Executive Session of November 4, 2013 were presented to the Board for Approval. The motion to approve the minutes was made by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione. All in favor and minutes were hereby approved as submitted.

**PAYMENT OF BILLS:**

The motion was made by Mayor Cope to approve payment of the bills in the amount of \$185,736.07. The motion was seconded by Commissioner Bourguignon to approve bills for payment. Votes: Cope –Yes, Capriglione-Yes, Bourguignon-Yes. All in favor and bills were ordered paid.

ACADEMY SECURITY	INSPECTION & MONITORING	\$	358.00
AMANDA SOMES	REGISTRAR MILEAGE	\$	34.40
AMERICAN DIVING SUPPLY	EMG. MGT. SUPPLIES	\$	1,292.80
ATLANTIC CITY ELECTRIC	ELECTRICITY NOV. 2013	\$	2,355.84
AT&T	MUNI/COURT ALL IN ONE NOV. 2013	\$	279.67
AT&T	NOV. 2013 ISDN LINE	\$	40.16
BASS RIVER BD. OF ED.	LOCAL SCHOOL TAX 12/3/13	\$	105,312.75
BEACONS	2014 TAX LIST	\$	33.84
BURL CO TREAS, LANDFILL	TIPPING FEES NOV. 2013	\$	3,018.90
CASA PAYROLL SERVICES	NOV. 2013 PAYROLL	\$	222.20
CHRIS NORMAN, ESQ.	ZONING CODE REVIEW & PL. BD.MTG	\$	445.00
COMCAST	SERVICE 11/19/13 - 12/18/13	\$	104.95
DEERPARK DIRECT	SERVICE 10/15/13 - 11/14/13	\$	20.94

DELTRONICS CORPORATION	SEWER TREATMENT CHECKS	\$	2,118.28
DISPLAY SALES	DECORATIONS	\$	1,750.40
EAST RIVER ENERGY	HEATING FUEL PUBLIC WORKS	\$	646.26
EDMUNDS & ASSOCIATES, INC.	2014 SOFTWARE MAINTENANCE	\$	5,513.00
ESI EQUIPMENT INC	ESI SERVICE AGREEMENT 2014 PHONE SYSTEM	\$	1,905.00
EXTEL COMMUNICATIONS	WARRANTY	\$	495.00
GEORGE EMMER	CONFLICT PD 11/25/13	\$	500.00
GROSS & CO. LLC	2012 AUDIT	\$	14,000.00
JEREMY PRICE	PUBLIC DEFENDER 11/25/13	\$	500.00
JERRY'S DIESEL & TRUCK REPAIR	FORD 550 WIPER MOTOR	\$	256.76
JERSEY SHORE RESTROOMS LLC	PORT A POTS - NOV. 2013	\$	170.00
KLUK CONSULTANTS	ENGINEERING OCT. 2013 & HELD INVS.	\$	4,193.25
MAILFINANCE	LEASE PAYMENT	\$	570.00
OFFICE BASICS, INC.	SUPPLIES	\$	166.12
PEGGY BECK	YRLY PHONE & FAX & MILEAGE	\$	553.04
POMONA OIL COMPANY	HEATING OIL FIRE COMPANY	\$	1,487.37
POSTER COMPLIANCE CENTER	POSTER COMPLIANCE RENEWAL	\$	69.00
QC LABS	QC LABS	\$	69.50
BRIAN E. RUMPF, P.C.	OCT. 2013 PROSECUTION	\$	1,400.00
SAFE ID CARD SYSTEMS, INC.	ID CARDS FIRE DEPT.	\$	285.00
SETON IDENTIFICATION PRODUCTS	SAFETY SUPPLIES	\$	201.20
STEERED STRAIGHT, INC.	BRES ASSEMBLIES	\$	1,200.00
THE EXIT LIGHT CO., INC.	BATTERIES	\$	42.50
TRANSFORMATION ENTERPRISES	OCT. 2013 ROLL-OFF	\$	5,010.00
TRICO EQUIPMENT	PARTS	\$	67.42
TUCKERTON BOROUGH	LEACHFIELD REPAIRS	\$	169.00
VERIZON	COURT & MUNICIPAL OCT/NOV 2013	\$	928.66
VERIZON WIRELESS	WIRELESS PW PHONE	\$	51.13
WEX BANK	FUEL CHARGES OCT. 2013	\$	718.42
BASS RIVER PAYROLL ACCOUNT	11/14/13 PAYROLL	\$	13,478.45
BASS RIVER PAYROLL ACCOUNT	11/27/13 PAYROLL	\$	13,701.86
	TOTAL	\$	185,736.07

ORDINANCES & RESOLUTIONS:

**RESOLUTION 2013-81**

**A RESOLUTION AUTHORIZING THE TOWNSHIP OF BASS RIVER TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF WOODLAND (Previously Tabled)**

The motion was made by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione to approve Resolution 2013-81. Votes: Cope–Yes, Capriglione-Yes, Bourguignon-Yes. All in favor and Resolutions 2013-81 was hereby approved.

**BASS RIVER TOWNSHIP RESOLUTION 2013-81**

***A RESOLUTION AUTHORIZING THE TOWNSHIP OF BASS RIVER TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF WOODLAND***

***WHEREAS***, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. authorizes local units of this State to enter into agreements with any other local unit or units to provide, receive and/or share in any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

***WHEREAS***, the Bass River Township Board of Commissioners recognizes the need to provide the residents of the Township with appropriate cost savings measures and the need to take advantage of opportunities to provide cost savings in the administration of local government services for the benefit of all residents; and

***WHEREAS***, the Township of Woodland has requested that the Township of Bass River allow Woodland to utilize the Bass River Township Municipal Court offices; and

***WHEREAS***, Bass River Township and the Township of Woodland have negotiated the terms and conditions of an agreement for the provision of such services to Woodland Township by Bass River Township as detailed in the attached Shared Services Agreement; and

***WHEREAS***, the Township of Bass River evidences its desire to enter into such Agreement through passage of this resolution; and

***WHEREAS***, the parties have agreed to participate in the Shared Services Agreement between the Municipalities and enter into the agreement establishing the respective rights and obligations of the parties regarding this Shared Services Agreement;

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

1. *The attached Shared Services Agreement between the Township of Bass River and the Township of Woodland shall be effective according to its terms.*
2. *The Mayor and Clerk of Bass River Township are hereby authorized to sign, seal, execute and witness/attest the Agreement.*
3. *The Mayor and Township Clerk are authorized to take any action necessary to implement the terms of the Shared Services Agreement.*

*I hereby certify the foregoing to be a true copy of a resolution adopted by the Bass River Township Board of Commissioners at a meeting held on November 4, 2013.*

**RESOLUTION 2013-88**

**A RESOLUTION HONORING JAKE ELLIS ON ATTAINING THE DESIGNATION OF EAGLE SCOUT**

The motion was made by Mayor Cope, seconded by Commissioner Bourguignon to approve Resolution 2013-88. Votes: Cope–Yes, Capriglione-Yes, Bourguignon-Yes. All in favor and Resolution 2013-88 was hereby approved.

**BASS RIVER TOWNSHIP RESOLUTION 2013-88**

***A RESOLUTION HONORING JAKE ELLIS ON ATTAINING THE DESIGNATION OF EAGLE SCOUT***

*WHEREAS, the Eagle Scout award is the highest and most prestigious rank that a Boy Scout can achieve; and*

*WHEREAS, to earn the rank of Eagle Scout, a Boy Scout must advance through five ranks of review and must earn merit badges and complete a service project that benefits a non-profit organization within the community; and*

*WHEREAS, Boy Scout, Jake Ellis completed his Eagle Scout Board of Review and attained the coveted rank of Eagle Scout; and*

*WHEREAS, Jake Ellis, a valued member of Boy Scout Troop 117, is a dedicated young man who has earned the respect and admiration of his fellow scouts through his active participation in the many programs sponsored by the Boy Scouts of America; and*

*WHEREAS, Jake Ellis has truly exhibited a commitment to the scouting principals of honesty, fairness and service to the community and has consistently conducted himself in a manner becoming an Eagle Scout; and*

*WHEREAS, it is fitting and proper that the Board of Commissioners of the Township of Bass River recognizes Jake Ellis for his diligence, determination and dedication in pursuing the highest honor awarded by the Boy Scouts of America and congratulate him on his outstanding accomplishment of attaining the prestigious rank of Eagle Scout.*

*NOW THEREFORE, BE IT RESOLVED* by the Board of Commissioners of the Township of Bass River the following:

- 1. That the Township of Bass River Board of Commissioners acknowledges and honors Jake Ellis upon receiving the Eagle Scout Award.*
- 2. The Township Clerk is requested to prepare a certificate to be presented to Scout Jake Ellis.*
- 3. The Township Clerk is directed to prepare a copy of this Resolution to be presented to Jake Ellis.*
- 4. This Resolution shall take effect from and after its adoption.*

*I hereby certify the foregoing to be a true copy of a resolution adopted by the Bass River Township Board of Commissioners at a meeting held on December 2, 2013.*

**RESOLUTION 2013-89**

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

The motion was made by Mayor Cope, seconded by Commissioner Bourguignon to approve Resolution 2013-89. Votes: Cope–Yes, Capriglione-Yes, Bourguignon-Yes. All in favor and Resolution 2013-89 was hereby approved.

**RESOLUTION 2013-89**

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

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

*WHEREAS, the Annual Report of Audit for the year 2011 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,*

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

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

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

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

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

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

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

*NOW, THEREFORE BE IT RESOLVED, That the Board of Commissioners of the Township of Bass River, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.*

*I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON December 2, 2013.*

**RESOLUTION 2013-90**

**A RESOLUTION RECOMMENDING AWARD OF CONTRACT PURSUANT TO  
NJSA 40A:11-1**

The motion was made by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione to approve Resolution 2013-90. Votes: Cope–Yes, Capriglione-Yes, Bourguignon-Yes. All in favor and Resolution 2013-90 was hereby approved.

**BASS RIVER TOWNSHIP RESOLUTION 2013-90**

**A RESOLUTION RECOMMENDING AWARD OF CONTRACT PURSUANT TO NJSA 40A:11-1**

*WHEREAS, sealed public bids for the resurfacing of Jericho Road were received by the Bass River Township Municipal Clerk on November 27, 2013; and*

*WHEREAS, the Township Engineer, Kluk Consultants, has reviewed the bid documents and prepared a bid summary; and*

*WHEREAS, the Township Commissioners have reviewed the recommendations made by the Township Administrator and Solicitor on said bids; and*

*WHEREAS, All Surface Asphalt Paving, Inc. was the lowest qualified bidder submitting a conforming bid; and*

*WHEREAS, the contract is being awarded pursuant to the **U.S. Department of Housing and Urban Development, Community Development Block Grant Program.***

*NOW, THEREFORE, BE IT RESOLVED that the Bass River Township Board of Commissioners hereby recommends to the Burlington County, Department of Economic Development, Community Development Program that the contract for the resurfacing of Jericho Road in the Township of Bass River County of Burlington, State of New Jersey be awarded to All Surface Asphalt Paving, Inc. whose bid amounted to \$ 33,820.00.*

*BE IT FURTHER RESOLVED that the Mayor of Bass River Township be and is hereby directed to sign for and on its behalf the contract in the prescribed form for said construction.*

*BE IT FURTHER RESOLVED that the clerk of this body be and is hereby directed to seal said contract with the corporate seal of this body and to attest to the same.*

*Approved by the Board of Commissioners on December 2, 2013.*

**RESOLUTION 2013-91**

**A RESOLUTION REQUESTING FINAL  
REIMBURSEMENT FOR OAK AVENUE PARK  
PROJECT**

The motion was made by Mayor Cope, seconded by Commissioner Bourguignon to approve Resolution 2013-91. Votes: Cope–Yes, Capriglione-Yes, Bourguignon-Yes. All in favor and Resolution 2013-91 was hereby approved.

**RESOLUTION 2013-91**

**BASS RIVER TOWNSHIP**

*WHEREAS, in 2011, the Township of Bass River received a Municipal Park Development Grant from the County of Burlington in the amount of \$75,000.00 for The Oak Avenue Municipal Park; and*

*WHEREAS, a contract was solicited and was awarded to various for work to be funded by the Municipal Park Development Grant; and*

*WHEREAS, a partial reimbursement in the amount of \$34,203.43 was received for work completed as of September, 2012;*

*WHEREAS, the Township Engineer, Kris Kluk did inspect and certify completion of the work required by the contract awarded to various and has recommended that final payment be made to the contractor(s); and certifies that the work was completed in substantial conformance with the scope of work associated with the 2011 Burlington County Park Development Grant; and*

*BE IT FURTHER RESOLVED that Township Clerk is hereby authorized to submit the necessary documents to the County of Burlington for the final reimbursement under the grant in the amount of \$40,796.57.*

**RESOLUTION 2013-92**

**A RESOLUTION SETTING THE ANNUAL SCHEDULE OF MEETINGS FOR THE BASS RIVER TOWNSHIP PLANNING/ZONING BOARD FOR THE CALENDAR YEAR 2014**

**RESOLUTION 2013-93**

**A RESOLUTION SETTING THE ANNUAL SCHEDULE OF MEETINGS FOR THE BASS RIVER TOWNSHIP BOARD OF COMMISSIONERS FOR THE CALENDAR YEAR 2014**

**RESOLUTION 2013-94**

**A RESOLUTION ESTABLISHING AN OFFICIAL HOLIDAY LIST FOR THE TOWNSHIP OF BASS RIVER AND SETTING FORTH PROCEDURES FOR PAYING TOWNSHIP EMPLOYEES FOR SAME**

The motion was made by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione to approve Resolutions 2013-92, 2013-93 and 2013-94. Votes: Cope-Yes, Capriglione-Yes, Bourguignon-Yes. All in favor and Resolutions 2013-92, 2013-93 and 2013-94 were hereby approved.

**RESOLUTION 2013-92**

**A RESOLUTION SETTING THE ANNUAL SCHEDULE OF MEETINGS FOR THE BASS RIVER TOWNSHIP PLANNING/ZONING BOARD FOR THE CALENDAR YEAR 2014**

**BE IT RESOLVED** by the Board of Commissioners of the Township of Bass River, County of Burlington, State of New Jersey that the "Annual Notice" Annual Schedule of Meetings for the Bass River Township Planning/Zoning Board of shall be reflected on the following schedule.

**BE IT FURTHER RESOLVED** that the Township Clerk shall transmit the Annual Schedule of Meetings to the Township's Official Newspapers, post a copy of said schedule on the Township bulletin board, and make copies available to the public for a fee.

On the following dates the Bass River Township Planning/Zoning Board of shall conduct official public meetings for the year 2014. Said meetings shall be held in the Township Municipal Building, 3 North Maple Avenue, New Gretna, New Jersey and shall commence at 7:00 p.m.

**REGULAR MEETING DATES:**

**January 16<sup>th</sup>(Reorganization), February 20<sup>th</sup>, March 20<sup>th</sup>, April 17<sup>th</sup>, May 15<sup>th</sup>, June 19<sup>th</sup>, July 17<sup>th</sup>, August 21<sup>st</sup>, September 18<sup>th</sup>, October 16<sup>th</sup>, November 20<sup>th</sup>, December 18<sup>th</sup>, 2014**

**RESOLUTION 2013-93**

**A RESOLUTION SETTING THE ANNUAL SCHEDULE OF MEETINGS FOR THE BASS RIVER TOWNSHIP BOARD OF COMMISSIONERS FOR THE CALENDAR YEAR 2014**

**BE IT RESOLVED** by the Board of Commissioners of the Township of Bass River, County of Burlington, State of New Jersey that the "Annual Notice" Annual Schedule of Meetings for the Bass River Township Board of Commissioners shall be reflected on the following schedule.

**BE IT FURTHER RESOLVED** that the Township Clerk shall transmit the Annual Schedule of Meetings to the Township's Official Newspapers, post a copy of said schedule on the Township bulletin board, and make copies available to the public for a fee.

On the following dates the Bass River Township Board of Commissioners shall conduct official public meetings and work meetings for the year 2014. Said meetings shall be held in the Township Municipal Building, 3 North Maple Avenue, New Gretna, New Jersey and shall commence at 7:00 p.m.

**REGULAR MEETING DATES FOR OFFICIAL ACTION:**

**January 6<sup>th</sup>, February 3<sup>rd</sup>, March 3<sup>rd</sup>, April 7<sup>th</sup>, May 5<sup>th</sup>, June 2<sup>nd</sup>, July 7<sup>th</sup>, August 4<sup>th</sup>, September 8<sup>th</sup>, October 6<sup>th</sup>, November 3<sup>rd</sup>, December 1<sup>st</sup>, 2014**

**RESOLUTION 2013-94**

**A RESOLUTION ESTABLISHING AN OFFICIAL HOLIDAY LIST FOR THE TOWNSHIP OF BASS RIVER AND SETTING FORTH PROCEDURES FOR PAYING TOWNSHIP EMPLOYEES FOR SAME**

*BE IT RESOLVED by the Board of Commissioners of the Township of Bass River at a regular meeting held on the 2<sup>nd</sup> day of December 2013 that the following are hereby designated as Holidays for the Township of Bass River for 2014:*

- |                                       |   |
|---------------------------------------|---|
| ▪ <i>New Years Day</i>                | <i>Wednesday, January 1<sup>st</sup></i>  |
| ▪ <i>Martin Luther King Jr. B-day</i> | <i>Monday, January 20<sup>th</sup></i>    |
| ▪ <i>President's Day</i>              | <i>Monday, February 17<sup>th</sup></i>   |
| ▪ <i>Good Friday</i>                  | <i>Friday, April 18<sup>th</sup></i>      |
| ▪ <i>Memorial Day</i>                 | <i>Monday, May 26<sup>th</sup></i>        |
| ▪ <i>Independence Day</i>             | <i>Friday, July 4<sup>th</sup></i>        |
| ▪ <i>Labor Day</i>                    | <i>Monday, September 1<sup>st</sup></i>   |
| ▪ <i>Columbus Day</i>                 | <i>Monday, October 13<sup>th</sup></i>    |
| ▪ <i>Veterans Day</i>                 | <i>Tuesday, November 11<sup>th</sup></i>  |
| ▪ <i>Thanksgiving Day</i>             | <i>Thursday, November 27<sup>th</sup></i> |
| ▪ <i>Day After Thanksgiving</i>       | <i>Friday, November 28<sup>th</sup></i>   |
| ▪ <i>Christmas Day</i>                | <i>Thursday, December 25<sup>th</sup></i> |

*BE IT FURTHER RESOLVED that all Township Offices and the Convenience Center is hereby closed on the aforementioned holidays for employees pursuant to Bass River Township Policy.*

#### REPORTS:

The following reports were noted.

Report of Solicitor  
Report of Municipal Court  
Dog Report  
Report of Waterfront Manager  
Report of Safety Coordinator

#### PUBLIC COMMENT:

The meeting was open for public comment at 7:53 p.m. upon a motion by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione. All in favor.

Mr. R. Nickolow asked for clarification from the solicitor regarding the possible sale of the old rustic. He feels it is a move in the right direction. Mayor stated code enforcement should contact owner to secure the building. Mr. Nickolow asked if the municipal court is maintaining enough to keep the court going. Commissioner Bourguignon stated that no at the moment we are not.

Mr. L. Assur noted there are going to be new international standards for MSDS sheets. Mr. Ireton agreed.

Mr. R. Adams noted for the record that Gary Smith is doing a great job and should be commended. Commissioners all agreed.

Be no further comments, the motion to close the public portion was made by Commissioner Bourguignon, seconded by Deputy Mayor Capriglione. All in favor and public portion was closed at 8:00 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 in favor and meeting was adjourned at 8:00 p.m.

Respectfully Submitted  
Amanda S. Somes, RMC  
Township Clerk

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