

# TENTATIVE AGENDA FOR REORGANIZATION MEETING JANUARY 3, 2023, 5:30 P.M.

## 1. CALL TO ORDER

City Clerk to open meeting of the newly elected Board of Commissioners

## 2. ROLL CALL

Hewitt \_\_\_ Sooy \_\_\_ Romanik \_\_\_ Watson \_\_\_ Orndorf \_\_\_

## 3. SALUTE TO THE FLAG

## 4. OPEN PUBLIC MEETINGS STATEMENT BY MAYOR LISA ORNDORF

"This meeting is being conducted in accordance with the Open Public Meetings Act of 1975, was advertised, posted, and made available to the public as required by Statute. The Municipal Clerk is directed to include a statement in the minutes of this meeting."

## 5. CITY CLERK TO REVIEW CHANGES TO THE AGENDA

## 6. BILLS

Motion-

Second-

Hewitt \_\_\_ Sooy \_\_\_ Romanik \_\_\_ Watson \_\_\_ Orndorf \_\_\_

## 7. PUBLIC COMMENT ON AGENDA ITEMS ONLY

## 8. PUBLIC HEARING

Issuance of Plenary Retail Consumption License under the Hotel Exception for Millville AG LLC T/A Fairfield Inn and Suites

Documents:

[DJ- PROOF OF PUB- PLENARY RETAIL CONSUMPTION LICENSE HOTEL EXCEPTION.PDF](#)

[AC PRESS- PROOF OF PUB- PLENARY RETAIL CONSUMPTION LICENSE HOTEL EXCEPTION.PDF](#)

## 9. PETITIONS & LETTERS

## 10. REPORTS OF COMMISSIONERS

10.I. COMMISSIONER ROMANIK

10.II. COMMISSIONER HEWITT

10.III. COMMISSIONER WATSON

10.IV. VICE-MAYOR SOOY

## **10.IV.i. VICE MAYOR SOOY ITEM (01)**

Discussion- Airport

## **10.V. MAYOR ORNDORF**

### **11. ORDINANCES 1ST READING**

#### **11.I. Ordinance 1st Reading Item (01)**

Ordinance accepting donation of property to the City of Millville located at 418 Smith Street also known as Block 469 Lot 10.

Motion-

Second-

Hewitt \_\_ Sooy \_\_ Romanik \_\_ Watson \_\_ Orndorf \_\_

Documents:

[ORD NO. -2023 418 SMITH STREET.PDF](#)

#### **11.II. Ordinance 1st Reading Item (02)**

An Ordinance of the City of Millville creating a new Chapter in the City Code to impose a Transfer Tax on the sale of Cannabis by licensed businesses operating in the City and a User Tax on concurrent license holders operating more than one Cannabis establishemt.

Motion-

Second-

Hewitt \_\_ Sooy \_\_ Romanik \_\_ Watson \_\_ Orndorf \_\_

Documents:

[ORD NO. -2022 TRANSFER TAX1ST READING.PDF](#)

### **12. CONSENT AGENDA ITEMS**

All matters listed under the Consent Agenda are considered to be routine and non-controversial by the Board of Commissioners and will be approved by one motion. There will be no separate discussion of these items unless a governing body member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

#### **12.I. Resolution Item (CA01)**

Resolution designating signatures for the disbursement of funds for the City of Millville.

Documents:

[RES NO. -2023 DESIGNATE BANK.PDF](#)

#### **12.II. Resolution Item (CA02)**

Resolution designating Ocean First Bank depository of municipal funds.

Documents:

[RES DESIGNATING DEPOSITORY OF MUNICIPAL FUNDS.PDF](#)

**12.III.** Resolution Item (CA03)

Resolution authorizing the adoption of the Cash Management Plan in accordance with N.J.S.A 40A:5-14.

Documents:

[RES NO. -2023 CASH MANAGEMENT.PDF](#)

**12.IV.** Resolution Item (CA04)

Resolution approving the designated meeting dates and times of the Board of Commissioners for the Calendar Year 2023.

Documents:

[RES NO -2023 MEETING DATES FOR COMMISSION MEETINGS 2023.PDF](#)

**12.V.** Resolution Item (CA05)

Resolution designating the following as Official Newspapers for the City of Millville:

1. Daily Journal
2. Atlantic City Press
3. South Jersey Times

Documents:

[RES NO. -2023 OFFICIAL NEWSPAPERS 2023.PDF](#)

**12.VI.** Resolution Item (CA06)

Resolution authorizing Special Assessment of Municipal Liens for certain properties due to expenses incurred by the City of Millville relating to Cut and Clean plus administrative fees in accordance with Chapter 11, Article VI of the Municipal Code.

Documents:

[RES NO. -2023 CUT AND CLEAN.PDF](#)

**12.VII.** Resolution Item (CA07)

Resolution authorizing Special Assessment of Municipal Liens for certain properties due to expenses incurred by the City of Millville relating to Board and Secure plus administrative fees in accordance with Chapter 11, Article VI of the Municipal Code.

Documents:

[RES NO. -2023 BOARD AND SECURE.PDF](#)

**12.VIII.** Resolution Item (CA08)

Resolution authorizing adjustment to the Tax and Utility Records.

Documents:

**13. MOTION TO APPROVE CONSENT AGENDA ITEMS**

Motion to approve all consent agenda items

Motion-

Second-

Hewitt \_\_\_ Sooy \_\_\_ Romanik \_\_\_ Watson \_\_\_ Orndorf \_\_\_

**14. RESOLUTIONS**

**14.I.** Resolution Item (01)

Resolution appointing Brock D. Russell, Esquire, as Municipal Attorney.

Motion-

Second-

Hewitt \_\_\_ Sooy \_\_\_ Romanik \_\_\_ Watson \_\_\_ Orndorf \_\_\_

Documents:

[RES NO. -2023 CITY ATTORNEY.PDF](#)

**14.II.** Resolution Item (02)

Resolution authorizing the adoption of the Calendar Year 2023 Temporary Budget.

Motion-

Second-

Hewitt \_\_\_ Sooy \_\_\_ Romanik \_\_\_ Watson \_\_\_ Orndorf \_\_\_

Documents:

[RES NO. -2023 TEMP BUDGET 2023.PDF](#)

**14.III.** Resolution Item (03)

Resolution re-appointing Tracey Gregoire for the following positions and terms:

- a) Official Tax Search Officer- One Year Term- Expires 12/31/2023
- b) Water & Sewer Utilities Collector- One Year Term- Expires 12/31/2023
- c) Tax Collector- Tenure

Motion-

Second-

Hewitt \_\_\_ Sooy \_\_\_ Romanik \_\_\_ Watson \_\_\_ Orndorf \_\_\_

Documents:

[RES NO. -2023 RE-APPOINTING GREGOIRE.PDF](#)

**14.IV.** Resolution Item (04)

Resolution re-appointing Jeanne M. Parkinson for the following position and term:

- a) Official Municipal Assessment Search Officer- One Year Term- Expires 12/31/2023

Motion-

Second-

Hewitt \_\_\_ Sooy \_\_\_ Romanik \_\_\_ Watson \_\_\_ Orndorf \_\_\_

Documents:

[RES NO. -2023 RE-APPOINTING CITY CLERK PARKINSON.PDF](#)

**14.V.** Resolution Item (05)

Resolution amending Resolution No. 7-2022 adopted on January 6, 2022 determining the Powers and Duties of each commissioner for the purpose of transferring the following from Revenue and Finance Department to the Public Works Department:

Sewer Utility Commercial

Sewer Utility Distribution

Water Utility Commercial

Water Utility Distribution

Motion-

Second-

Hewitt \_\_ Sooy \_\_ Romanik \_\_ Watson \_\_ Orndorf \_\_

Documents:

[RES 2023 AMENDED POWERS AND DUTIES.PDF](#)

**14.VI.** Resolution Item (06)

Resolution awarding a Contract for the Project entitled "Sharp Street Safe Streets to Transit Project" to Lexa Concrete, LLC of Hammonton, NJ, in the amount of \$159,713.52.

Motion-

Second-

(Certification of Funds)

Hewitt \_\_ Sooy \_\_ Romanik \_\_ Watson \_\_ Orndorf \_\_

Documents:

[RES NO. -2023 AWARD -SHARP STREET.PDF](#)

**14.VII.** Resolution Item (07)

Resolution awarding a Professional Services Contract appointing a Prosecutor through a fair and open process.

Motion-

Second-

(Certification of Funds)

Hewitt \_\_ Sooy \_\_ Romanik \_\_ Watson \_\_ Orndorf \_\_

**14.VIII.** Resolution Item (08)

Resolution awarding a Professional Services Contract appointing Insurance Broker of Record through a fair and open process.

Motion-

Second-

Hewitt \_\_ Sooy \_\_ Romanik \_\_ Watson \_\_ Orndorf \_\_

**14.IX.** Resolution Item (09)

Resolution awarding a Professional Services Contract appointing a City Engineer

through a fair and open process.

Motion-

Second-

(Certification of Funds)

Hewitt \_\_ Sooy \_\_ Romanik \_\_ Watson \_\_ Orndorf \_\_

**14.X.** Resolution Item (10)

Resolution awarding a Professional Services Contract appointing Labor Counsel through a fair and open process.

Motion-

Second-

(Certification of Funds)

Hewitt \_\_ Sooy \_\_ Romanik \_\_ Watson \_\_ Orndorf \_\_

**14.XI.** Resolution Item (11)

Resolution awarding a Professional Services Contract appointing a Public Defender through a fair and open process.

Motion-

Second-

(Certification of Funds)

Hewitt \_\_ Sooy \_\_ Romanik \_\_ Watson \_\_ Orndorf \_\_

**15. NEW BUSINESS**

**16. PUBLIC COMMENT PORTION**

"We have now reached the public comment portion of our meeting. Anyone who would like to address the Commission, please go to the podium, state your name and address your concerns. Please limit your comments to approximately 5 minutes."

Open Public Portion

Close Public Portion

Comments of Commissioners

**17. ADJOURN**

Motion-

Second-

## Daily Journal, Vineland

Publication Logo  
Unavailable

Publication Name:

**Daily Journal, Vineland**

Publication URL:

Publication City and State:

**Vineland , NJ**

Publication County:

**Cumberland**

Notice Popular Keyword Category:

Notice Keywords:

Notice Authentication Number:

**202212301336488699288**

**853420002**

Notice URL:

[Back](#)

Notice Publish Date:

Wednesday, December 28, 2022

### Notice Content

CITY OF MILLVILLE PUBLIC NOTICE PUBLIC HEARING FOR ISSUANCE OF PLENARY RETAIL CONSUMPTION LICENSE HOTEL EXCEPTION Notice is hereby given that a Public Hearing will take place on the issuance of a Plenary Retail Consumption License under the Hotel Exception No. 36 for Millville AG, LLC. t/a Fairfield Inn & Suites at the City Commission Meeting to be held on January 3, 2023 at 5:30 p.m. located at 12 S. High Street, Millville, NJ 08332. All interested persons may provide input for or against said application of this proposed liquor license under the aforementioned exception which can only be issued to a hotel or motel containing one-hundred (100) or more guest sleeping rooms, which the applicant has one-hundred and nine (109.) Publication Date: December 28, 2022 Jeanne Parkinson, City Clerk Ptr. Fee: \$15.60

[Back](#)

**The Press of Atlantic City, Pleasantville**

Publication Logo  
Unavailable

Publication Name:

**The Press of Atlantic City, Pleasantville**

Publication URL:

Publication City and State:

**Pleasantville , NJ**

Publication County:

**Atlantic**

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Notice Popular Keyword Category:

Notice Keywords:

Notice Authentication Number:

**202212301338375422144  
853420002**

Notice URL:

[Back](#)

Notice Publish Date:

Thursday, December 29, 2022

**Notice Content**

CITY OF MILLVILLE PUBLIC NOTICE PUBLIC HEARING FOR ISSUANCE OF PLENARY RETAIL CONSUMPTION LICENSE HOTEL EXCEPTION Notice is hereby given that a Public Hearing will take place on the issuance of a Plenary Retail Consumption License under the Hotel Exception No. 36 for Millville AG, LLC. t/a Fairfield Inn & Suites at the City Commission Meeting to be held on January 3, 2023 at 5:30 p.m. located at 12 S. High Street, Millville, NJ 08332. All interested persons may provide input for or against said application of this proposed liquor license under the aforementioned exception which can only be issued to a hotel or motel containing one-hundred (100) or more guest sleeping rooms, which the applicant has one-hundred and nine (109.) Jeanne Parkinson, City Clerk Printer Fee: \$36.00 Pub Date: December 29, 2022 Order #: 0000198083

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**ORDINANCE NO. -2023**

**AN ORDINANCE AUTHORIZING THE CITY OF MILLVILLE TO ACQUIRE CERTAIN PROPERTY KNOWN AS 418 SMITH STREET (BLOCK 469, LOT 10) BY WAY OF A DONATION**

**WHEREAS**, the Local Lands and Buildings Law, specifically N.J.S.A. 40A:12-5(1), authorizes municipalities to acquire real property by a gift or devise by adopting an ordinance; and

**WHEREAS**, Fig, LLC, the owner of one unit of an attached duplex (“half a double”) known as 418 Smith Street (Block 469, Lot 10), Millville, New Jersey has recently written to the City and offered to donate said property to the City; and

**WHEREAS**, the City recently obtained title to 420 Smith Street via foreclosure which significantly is the other unit (“half a double”) in said duplex; and

**WHEREAS**, the Board of Commissioners finds that it will be much easier to sell the entire duplex structure than to attempt to sell an individual unit.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the City of Millville that the Mayor and other city officials are hereby authorized to execute any and all documents necessary for the City to acquire title to certain real property known as 418 Smith Street (Block 469, Lot 10).

**SECTION 1**

Should any provisions of this ordinance be deemed invalid for any reason that invalidity shall not affect the remaining provisions of the ordinance, and the provisions and sections of the ordinance are hereby declared to be severable with respect to their validity.

**SECTION 2**

This ordinance shall take effect twenty (20) days after final passage, according to law.

**FIRST READING: January 3, 2023**

Moved By:  
Seconded By:

<b>Voting</b>	<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>	<b>Absent</b>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr.				

**SECOND READING:**

Moved By:  
Seconded By:

<b>Voting</b>	<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>	<b>Absent</b>
Lisa M. Orndorf				

Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr.				

**CERTIFICATION**

I certify that the foregoing is a true copy of an Ordinance adopted by the Board of Commissioners, of the City of Millville in the County of Cumberland, at a meeting thereof held on January 3, 2023.

\_\_\_\_\_  
Jeanne M. Parkinson, City Clerk

<b><i>PROCEDURE</i></b>	
Approved on First Reading:	
Published:	
Approved on Second Reading:	
Published:	
Effective Date:	

**CITY OF MILLVILLE**

**ORDINANCE -2022**

**AN ORDINANCE OF THE CITY OF MILLVILLE CREATING A NEW CHAPTER IN THE CITY CODE TO IMPOSE A TRANSFER TAX ON THE SALE OF CANNABIS BY LICENSED BUSINESSES OPERATING IN THE CITY AND A USER TAX ON CONCURRENT LICENSE HOLDERS OPERATING MORE THAN ONE CANNABIS ESTABLISHMENT**

**WHEREAS**, ON November 6, 2020 the voters in New Jersey approved Public Question No. 1 which amended the New Jersey Constitution permitting legalization of a controlled form of marijuana called “cannabis” subject to regulated recreational and personal use by adults 21 years of age and older; and

**WHEREAS**, on February 22, 2021 Governor Murphy signed legislation known as the "New Jersey Cannabis Regulatory Enforcement Assistance and Marketplace Modernization Act" (the "Act") which legalized the recreational use of marijuana by adults 21 years of age or older and established a comprehensive regulatory and licensing scheme for commercial recreational cannabis operations, use and possession; and

**WHEREAS**, the Act established six marketplace classes of licensed businesses identified as:

- (i) Class 1 - Cannabis Cultivator License, for facilities involved in growing and cultivating cannabis;
- (ii) Class 2 - Cannabis Manufacturer License, for facilities involved in the manufacturing, preparation and packaging of cannabis items;
- (iii) Class 3 - Cannabis Wholesaler License, for facilities involved in obtaining and selling cannabis items for later resale by other licensees;
- (iv) Class 4 - Cannabis Distributor License, for businesses involved in transporting cannabis plants in bulk from one licensed cultivator to another licensed cultivator or cannabis items in bulk from any type of licensed cannabis business to another;
- (v) Class 5 - Cannabis Retailer License, for locations at which cannabis items and related cannabis supplies are sold to consumers;
- (vi) Class 6 - Cannabis Delivery License, for businesses providing courier services for consumer purchases that are fulfilled by a licensed Cannabis Retailer in order to make deliveries of the purchased items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer; and

**WHEREAS**, the Board of Commissioners of the City of Millville previously determined by Ordinance No. 20-2021 adopted on June 15, 2021 to permit Class I, II, III and IV Licenses, but not to permit Class V Cannabis Retailer Licenses or Class VI Cannabis Delivery Licenses in the City; and

**WHEREAS**, N.J.S.A 40:48I-1 authorizes a Municipality by Ordinance to impose a transfer tax on the sales of cannabis and cannabis-related items by a cannabis establishment that is identified as a Class 1, Class 2 or Class 3 licensee and other such licensed cannabis business; and

**WHEREAS**, said law also provides that any Municipal Ordinance imposing such transfer tax shall include provisions for imposing a user tax, at the equivalent rates on any concurrent license holder operating under more than one cannabis type of license; and

**WHEREAS**, the Board of Commissioners of the City of Millville has determined to take this opportunity to enhance the City’s revenue stream for the benefit and general welfare of its residents by imposing the aforesaid transfer taxes.

**NOW, THEREFORE, BE IT ORDAINED** by the Board Commissioners of the City of Millville, County of Cumberland, State of New Jersey that a new Article V shall be added to Chapter 65 to the City code entitled “Transfer and User Tax” which shall authorize the imposition of transfer and user taxes on cannabis transactions by licensed cannabis businesses licensed to operate within the City as follows:

**Section One**  
**Article V**  
**CANNABIS TRANSFER AND USE TAX**

**§65-20. Statutory Authority**

A new Article of the City Code captioned “Transfer and User Tax” is hereby created to establish transfer and user taxes on cannabis transactions by licensed cannabis businesses within the City pursuant to N.J.S.A. 40:48I-1.

**§65-21. Purpose.**

The purpose of this Chapter is to impose a tax on the sale of cannabis or cannabis products by licensed commercial cannabis businesses operating in the City of Millville pursuant to the New Jersey Cannabis Regulatory, Enforcement Assistance and Marketplace Modernization Act, to specify the type of tax and rate of tax to be levied and the method of collection, and to comply with all requirements for the imposition of a transfer or user tax pursuant to State law. This Article is enacted solely to raise revenue and not for regulation. This Article does not authorize the conduct of any business or activity in the City of Millville, but provides for the taxation of such businesses or activities as they occur.

**§65-22. Definitions.**

For the purpose of this Chapter, words and phrases herein shall have the same meanings as codified under state law, N.J.S.A. 40:481-1(d), and any amendments or supplements thereto, and the rules and regulations of the Cannabis Regulatory Commission. In the event of a conflict in the meaning of words or phrases as between the City code and the foregoing laws or regulations of the State concerning legal cannabis, State law or regulations shall govern.

**§65-23. Imposition of Cannabis Transfer Tax and User Tax.**

The City of Millville hereby imposes and shall collect certain local option taxes on cannabis business activity as follows:

- A. A municipal transfer tax is hereby imposed on the receipts of each sale by a licensed cannabis business operating in the City of Millville at the rate of two percent (2%) of the receipts from each sale by a Cannabis Cultivator, and a Cannabis Manufacturer, and one percent (1%) of the receipts from each sale by a Cannabis Wholesaler.
- B. A municipal user tax is hereby imposed. at the equivalent transfer tax rates, on any concurrent license holder operating, more than one cannabis establishment. The user tax shall be imposed on the value of each transfer or use of cannabis or cannabis items not otherwise subject to the transfer tax imposed pursuant to this section, from the license holder's establishment that is located in the municipality to any of the other license holder's establishments, whether located in the municipality or another municipality.

**§65-24. Collection of Taxes and Penalties for Non-Payment.**

- A. The transfer tax or user tax imposed by this article shall be collected or paid, and remitted to the City of Millville by the cannabis establishment from the cannabis establishment purchasing or receiving the cannabis or cannabis item. The transfer Tax or user Tax shall be stated, charged, and shown separately on any sales slip, invoice, receipt, or other statement or memorandum of the price paid or payable, or equivalent value of the transfer, for the cannabis or cannabis item.
- B. Every cannabis establishment required to collect a transfer tax or user tax imposed by ordinance pursuant to this section shall be personally liable for the transfer tax or user tax imposed, collected, or required to be collected under this section. Any cannabis establishment shall have the same right with respect to collecting tax or user tax from another cannabis establishment as if the transferor user tax was part of the purchase price of the cannabis or cannabis item and payable at the same time; provided, however, that the Chief Financial Officer of the City of Millville shall be joined as a party in any action or proceeding brought to collect the transfer tax.
- C. No cannabis establishment required to collect a transfer tax or user tax imposed by this section shall advertise or hold out to any person

or to the public in general, in any manner directly or indirectly that the transfer tax or user tax will not be separately charged and stated to another cannabis establishment, or that the transfer tax or user tax will be refunded to the cannabis establishment.

- D. All revenues collected from the transfer tax or user tax imposed by ordinance pursuant to this Article shall be remitted to the City of Millville Chief Financial Officer on a quarterly basis payable for the prior three month's activities and due at the same time as quarterly dates for the collection of property taxes. The revenues due on February 1 of each year shall include all transfer taxes and user taxes collected for the immediate prior months of October, November and December. The revenues due on May 1 of each year shall include all transfer taxes and user taxes collected for the immediate prior months of January, February and March. The revenues due on August 1 of each year shall include all transfer taxes and user taxes collected for the immediate prior months of April, May and June. The revenues due on November 1 of each year shall include all transfer taxes and user taxes collected for the immediate prior months of July, August and September. There shall be a ten (10) day grace period for the payment of said transfer tax and/or user tax which will coincide with the ten (10) day grace period typically permitted for property tax payments. There shall be no extension of the cannabis transfer tax/ user tax grace period without a resolution of the governing body authorizing a specific extension.
- E. All payments to the City of Millville shall be accompanied by such supporting data and made in such a manner as may be prescribed by the Chief Financial Officer.
- F. The Chief Financial Officer shall collect and administer the Local Cannabis Transfer Tax and User Tax imposed by this ordinance. The City of Millville shall enforce the payment of delinquent Local Cannabis Transfer Tax and User Tax in the same manner and at the same interest rates as provided for municipal real property taxes.
- G. In the event that the Local Cannabis Transfer Tax and User Tax imposed by this section is not paid as and when due by a cannabis business, the unpaid balance, and any interest accruing thereon, shall be a lien on the parcel of real property comprising the cannabis business in the same manner as all other unpaid municipal taxes, fees, or other charges. The lien shall be superior and paramount to the interest in the parcel of any owner, lessee, tenant, mortgagee, or other person, except the lien of municipal taxes, and shall be on a parity with and deemed equal to the municipal lien on the parcel for unpaid property taxes due and owing in the same year. In the event of a delinquency, the Chief Financial Officer shall file with the Tax Collector a statement showing the amount and due date of the unpaid balance and identifying the lot and block number of the parcel of real property that comprises the delinquent cannabis business. The lien shall be enforced as a municipal lien in the same manner as all other municipal liens are enforced.

## **Section Two**

Repealer. Any and all Ordinances or parts of Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.

## **Section Three**

If the provisions 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.

## **Section Four**

This Ordinance shall only take effect after final adoption and publication as required by law and is subject to the regulations to be promulgated and adopted by the Cannabis Regulatory Commission.

## **Section Five**

Should any provisions of this ordinance be deemed invalid for any reason that invalidity shall not affect the remaining provisions of the ordinance, and the provisions and sections of the ordinance are hereby declared to be severable with respect to their validity.

**Section Six**

This ordinance shall take effect twenty (20) days after final passage, according to law.

**FIRST READING: January 3, 2023**

Moved By:  
Seconded By:

<b>Voting</b>	<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>	<b>Absent</b>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr.				

**SECOND READING:**

Moved By:  
Seconded By:

<b>Voting</b>	<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>	<b>Absent</b>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr.				

**CERTIFICATION**

I certify that the foregoing is a true copy of an Ordinance adopted by the Board of Commissioners, of the City of Millville in the County of Cumberland, at a meeting thereof held on January 3, 2023.

\_\_\_\_\_  
Jeanne M. Parkinson, City Clerk

<b><i>PROCEDURE</i></b>	
Approved on First Reading:	
Published:	
Approved on Second Reading:	
Published:	
Effective Date:	

**RESOLUTION NO.**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE:**

That Ocean First, which has been designated the depository of the City of Millville, be and they are hereby authorized to disburse funds of the City of Millville on checks signed by Lisa M. Orndorf, Mayor; Joseph Sooy, Vice-Mayor & Director of Revenue and Finance and countersigned by Marcella Shepard, Chief Financial Officer.

Moved By:  
Seconded By:

VOTING

Lisa M. Orndorf  
Benjamin J. Romanik  
Joseph Sooy  
C. Kirk Hewitt  
Stephen E. Watson, Jr.

<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held January 3, 2023.

\_\_\_\_\_  
Jeanne M. Parkinson, City Clerk

**RESOLUTION NO.**

**DESIGNATING DEPOSITORY FOR MUNICIPAL FUNDS**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE:**

That the Millville Office of Ocean First Bank, Millville, New Jersey, be and hereby is designated as a depository for the following funds of the City of Millville:

- Current Account
- Water Operating Account
- Sewer Operating Account
- Local Law Enforcement Block Grant
- Affordable Housing Account
- Emergency Medical Service Account
- Payroll Account
- Tax Sale Account
- Trust Account
- Animal Control Account
- Tax Collector's Escrow Account
- Landfill Escrow Account
- CDBG Account
- CDBG Loan Account
- UDAG Loan Account
- UEZ Loan Account
- Municipal Court Clerk, Criminal Civil Court Account

Moved By:

Seconded By:

<u>VOTING</u>	<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr				

**CERTIFICATION**

I certify that the foregoing is a true copy of a Resolution adopted by the Board of Commissioners, of the City of Millville in the County of Cumberland, at a meeting thereof held on January 3, 2023.

\_\_\_\_\_  
Jeanne M. Parkinson, City Clerk



**RESOLUTION NO.**

**CITY OF MILLVILLE  
CASH MANAGEMENT PLAN**

This plan is established to comply with the requirements of N.J.S.A. 40A: 5-14 and to provide a guide to municipal officials and employees in carrying out their duties concerning the receipt and disbursement and investment of City of Millville funds.

The following requirements shall be adhered to:

- A. The Board of Commissioners shall, at the first reorganization meeting, designate the legal depositories for all municipal funds. The resolution may be amended or supplemented from time to time as the Board of Commissioners deems necessary. Such resolution(s) shall be deemed a part of the Cash Management Plan.
- B. The Board of Commissioners shall, at the first reorganization meeting of the newly elected Board, designate by resolution the required signatories to all municipal bank accounts. The resolution may be amended or supplemented from time to time as the Board of Commissioners deems necessary.
- C. All municipal funds received by an official or employee shall be either deposited within 48 hours to an interest bearing account in the name of the City of Millville, or shall be turned over to the Chief Financial Officer within 48 hours of receipt.
- D. All revenues received by the Chief Financial Officer shall be deposited to interest bearing accounts in the legal depositories.
- E. The City's Chief Financial Officer shall be charged with administering the Cash Management Plan.
- F. The following funds shall not be required to be maintained in interest bearing accounts
  1. Change Funds
  2. Petty Cash Funds
  3. Payroll Funds
  4. Trust Funds to the extent that the deposit of such funds to an interest bearing account would require by law the payment of interest to the provider of the funds.
  5. Checking accounts established for the express purpose of paying bills approved by the governing body. The balances in these funds shall be kept at the minimum amount required for the orderly operation of the account.
  6. Compensating balances maintained for the purpose of obtaining specific services from financial institutions. Such accounts shall be established only under terms of written agreements approved by the Board of Commissioners.
- G. The Tax Collector and Utilities Collector(s) shall deposit all funds in a City interest bearing account as directed by the Chief Financial

Officer. Any funds collected during the month, not previously turned over, shall be remitted to the Chief Financial Officer no later than the first day of the following month.

H. No municipal funds shall be disbursed by the Chief Financial Officer prior to approval of the Board of Commissioners except for:

1. Debt Service Payments
2. Investments
3. Payroll turnovers to agencies.
4. Discount vouchers.

Note: Debt service payments and discount vouchers must be ratified after payment.

I. It shall be the responsibility of the Chief Financial Officer, to analyze the City's cash flow and identify funds that are not needed for the City's immediate needs.

Such funds identified shall be invested after obtaining documented quotations and reviewing all investment options, and with the approval of the Chief Financial Officer, in the authorized investment(s) offering the highest effective rate of return, that meets the cash flow needs of the City, unless otherwise restricted by the Board of Commissioners.

The following are the authorized investments approved by the Board of Commissioners and are permitted for Local Government units by N.J.S.A. 40A: 5-15.1(a).

1. Interest-bearing bank accounts and certificates of deposits in authorized banks for deposit of local funds (GUDPA approved) as listed in resolution(s) authorizing depositories.
2. Government money market mutual funds as comply with N.J.S.A. 40A: 5-15.1(e).
3. Any federal agency or instrumentality obligation authorized by the United States Congress that matures within 397 days from the date of purchase and has a fixed rate of return not dependent on any index or external factors.
4. Bonds or obligations of the City of Millville or the City of Millville School District.
5. Any other obligations with maturities not exceeding 397 days, as permitted by the New Jersey Division of Investments.
6. Local Government Investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services.
7. New Jersey Cash Management Plan
8. Repurchase agreements (repo's) of fully collateralized securities, which comply with N.J.S.A. 40A: 5-15.1(a).

J. The Chief Financial Officer shall report monthly all investment transactions as required by N.J.S.A. 40A: 5-15.2 to the Board of Commissioners.

**Audit Requirement**

The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

Moved By:

Seconded By:

<u>VOTING</u>	<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr.				

**CERTIFICATION**

I certify that the foregoing is a true copy of a Resolution adopted by the Board of Commissioners, of the City of Millville in the County of Cumberland, at a meeting thereof held on January 3, 2023.

\_\_\_\_\_  
Jeanne M. Parkinson, City Clerk

**RESOLUTION NO. -2023**

A resolution to provide for the designated meeting dates of the Board of Commissioners for Calendar Year 2023.

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE, COUNTY OF CUMBERLAND, STATE OF NEW JERSEY THAT:**

The designated City Work Session Meetings and Commission Meetings for Calendar Year 2023 be and the same are hereinafter provided in accordance with the annual meeting notice requirements subject to any adjustments to be determined from time to time by resolution of the Board as follows:

**ANNUAL MEETING NOTICE 2023  
MILLVILLE CITY COMMISSION**

The Board of Commissioners of the City of Millville will hold the following meetings in the Richard C. McCarthy Commission Chamber, City Hall, 12 S. High Street, Millville, New Jersey, on the dates and times specified.

**First and Third Tuesday of Each Month**

Work Session 5:30 P.M.  
Public Meeting 7:00 P.M.  
(Unless noted otherwise)

**Work Sessions & Public Session**

January	3 <sup>rd</sup> Reorganization 5:30 P.M. and 17 <sup>th</sup>
February	7 <sup>th</sup> and 21 <sup>st</sup>
March	7 <sup>th</sup> and 21 <sup>st</sup>
April	4 <sup>th</sup> and 18 <sup>th</sup>
May	2 <sup>nd</sup> and 16 <sup>th</sup>
June	6 <sup>th</sup> and 20 <sup>th</sup>
July	5 <sup>th</sup> (Wednesday) and 18 <sup>th</sup>
August	1 <sup>st</sup> and 15 <sup>th</sup>
September	5 <sup>th</sup> and 19 <sup>th</sup>
October	3 <sup>rd</sup> and 17 <sup>th</sup>
November	8 <sup>th</sup> and 21 <sup>st</sup>
December	5 <sup>th</sup> and 19 <sup>th</sup>
December	29 <sup>th</sup> Friday-12:00 Noon
January	2, 2024 Reorganization 5:30 P.M.

Moved By:  
Seconded By:

**VOTING**

Lisa Orndorf  
Benjamin Romanik  
Joseph Sooy  
Charles Kirk Hewitt  
Stephen E. Watson, Jr.

<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held on January 3, 2023.

\_\_\_\_\_  
Jeanne M. Parkinson, City Clerk

**RESOLUTION NO.**

**BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE DO HEREBY** designate the following newspapers as the Official Newspapers for the year 2023 in accordance with N.J.S.A 10:4-8

1. The Daily Journal
2. Atlantic City Press
3. South Jersey Times

Moved By:

Seconded By:

**VOTING**

Lisa M. Orndorf  
Benjamin J. Romanik  
Joseph Sooy  
C. Kirk Hewitt  
Stephen E. Watson, Jr.

<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held on January 3, 2023.

\_\_\_\_\_  
Jeanne M. Parkinson, City Clerk

**RESOLUTION NO. -2023**

**WHEREAS**, Chapter 11, Article III of the Municipal Code of the City of Millville requires that property owners maintain their property in accordance with the standards contained in the Property Maintenance Code of the City of Millville; and

**WHEREAS**, the Code Official authorized emergency services to be performed to correct the condition at a cost to the City of Millville as hereinafter provided.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE :**

1. The governing body of the City of Millville hereby authorizes the special assessment against the following properties and the monies owed shall be collected in the same manner as property taxes are assessed and collected pursuant to section 11-6 of the municipal code.

**CUT & CLEAN:**

Block 285 Lot 26 124 W McNeal Street Date Work (Completed 10/15/2022)	120.00
Administrative Fee	<u>500.00</u>
	620.00
Block 299 Lot 22 812 Archer Street Date Work (Completed 10/22/2022)	320.00
Administrative Fee	<u>500.00</u>
	820.00
Block 413 Lot 3 220 N 3 <sup>rd</sup> Street Date Work (Completed 10/15/2022)	180.00
Administrative Fee	<u>250.00</u>
	430.00
Block 292 Lot 14 705 N 2 <sup>nd</sup> Street Date Work (Completed 10/15/22)	180.00
Administrative Fee	<u>500.00</u>
	680.00
Block 299 Lot 21 816 Archer Street Date Work (Completed 10/20/2022)	320.00
Administrative Fee	<u>500.00</u>
	820.00
Block 285 Lot 25 122 W McNeal Street Date Work (Completed 10/20/2022)	90.00
Administrative Fee	<u>500.00</u>
	590.00
Block 120 Lot 16 107 Cedar Street Date Work(Completed 10/22/2022)	320.00
Administrative Fee	<u>250.00</u>
	570.00
Block 478 Lot 28 229 Smith Street Date Work (Completed 10/25/2022)	380.00
Administrative Fee	<u>500.00</u>
	880.00
Block 431 Lot 10 16 N 15 <sup>th</sup> Street Date Work (Complete 10/27/2022)	90.00
Administrative fee	<u>250.00</u>
	320.00
Block 478 Lot 5 213 S 2 <sup>nd</sup> Street Date Work (Completed 10/27/2022)	250.00
Admintrstaive Fee	<u>500.00</u>
	750.00

Block 293 Lot 24  
 626-628 N 3<sup>rd</sup> Street  
 Date Work(Completed 11/6/22) 370.00  
 Administrative Fee 500.00  
 870.00

Block 292 Lot 6.02  
 714 N 3<sup>rd</sup> Street  
 Date Work (Completed 11/6/2022) 90.00  
 Administrative Fee 500.00  
 590.00

Moved By:

Seconded By:

VOTING

Lisa M Orndorf  
 Benjamin J. Romanik  
 Joseph Sooy  
 C. Kirk Hewitt  
 Stephen E. Watson

<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absen t</u>

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held January 3, 2023.

\_\_\_\_\_  
 Jeanne Parkinson, City Clerk

**RESOLUTION NO. -2023**

**WHEREAS**, Chapter 11, Article III of the Municipal Code of the City of Millville requires that property owners maintain their property in accordance with the standards contained in the Property Maintenance Code of the City of Millville; and

**WHEREAS**, the Code Official authorized emergency services to be performed to correct the condition at a cost to the City of Millville as hereinafter provided.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE :**

1. The governing body of the City of Millville hereby authorizes the special assessment against the following properties and the monies owed shall be collected in the same manner as property taxes are assessed and collected pursuant to section 11-6 of the municipal code.

**Board & Secure**

BLOCK 291 LOT 9  
(BOARDED 16 OPENINGS)  
Completed 12-14-2022  
808 N 3rd Street 1,900.00  
Administrative Fee 250.00  
2150.00

BLOCK 368 LOT 7  
(BOARDED 1 OPENINGS)  
Completed 11-29-2022  
307 N 2<sup>nd</sup> St Street 95.00  
Administrative Fee 500.00  
595.00

BLOCK 561 LOT 6  
(BOARDED 1 OPENING)  
Completed 11-29-2022  
911 S 2<sup>nd</sup> Street 95.00  
Administrative Fee 250.00  
345.00

BLOCK 526 LOT 1  
(BOARDED 2 OPENINGS)  
Completed 12-9-2022  
320 S 2<sup>nd</sup> Street 190.00  
Administrative Fee 250.00  
440.00

Moved By:

Seconded By:

VOTING  
Lisa M Orndorf  
Benjamin J. Romanik  
Joseph Sooy  
C. Kirk Hewitt  
Stephen E. Watson, Jr.

<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held January 3, 2023.



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Jeanne Parkinson, City

Clerk

RESOLUTION NO. -2023

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE:

That the following charges be refunded from the Tax records due Veteran Exemption

Block	Lot	Acct	Property Location	Yr	Prd	Amount	Int	Description
448	12		714 E Main St	22	4	\$250.00		Tax
511	8		2226 Wedgewood Court S	22	4	\$1,526.46		Tax
511	8		2226 Wedgewood Court S	22	3	\$1,526.46		Tax
511	8		2226 Wedgewood Court S	22	2	\$123.94		Tax
52.01	8		116 Cottage St	22	4	\$1,834.81		Tax
52.01	8		116 Cottage St	22	3	\$1,834.81		Tax
52.01	8		116 Cottage St	22	2	\$1,715.56		Tax
52.01	8		116 Cottage St	22	1	\$1,715.57		Tax
401	2		1723 E Broad St	22	4	\$174.39		Tax

That the following be refunded from the records due to Admin Fees beign canceled

Block	Lot	Acct	Property Location	Yr	Prd	Amount	Int	Description
364	22	BS297-04	419 Buck St			\$250.00		Sp. Assessment

That the following be transferred by resolution within the Tax and Utility records

Block	Lot	Acct	Property Location	Yr	Prd	Amount	Int	Description
486	8		209 S 13th St	15	3	\$334.38		Tax
486	8	11825-0	209 S 13th St	22	3	(\$44.00)		Water
486	8	11825-0	209 S 13th St	22	3	(\$130.00)		Sewer
486	8	11825-0	209 S 13th St	22	4	(\$130.00)		Sewer
486	8	11825-0	209 S 13th St	22	4	(\$30.38)		Water
66	1.01		1309 Pleasant Dr	20	3	\$1,243.50		Tax
66	1.01		1309 Pleasant Dr	23	1	(\$1,243.50)		Tax
65	21.06		8 Nicholas Ct	14	1	\$0.09		Tax
65	21.06		8 Nicholas Ct	23	1	(\$0.09)		Tax
65	9	1534-0	1416 Pleasant Dr	Ovr	Pay	\$50.00		Tax
65	9	1534-0	1416 Pleasant Dr	23	1	(\$50.00)		Tax
65	19.06	11593-0	11 Sterling Pl	22	4	\$30.00		Water - Final
65	19.06	11593-0	11 Sterling Pl	23	1	(\$30.00)		Water
77	21	2004-0	1006 Pleasant Dr	23	1	\$28.00		Water
77	21	2004-0	1006 Pleasant Dr	23	1	(\$28.00)		Sewer
296	11	5527-0	818 N High St	Ovr	Pay	\$0.77		Water
285	13	5374-0	107 W Foundry St	22	4	(\$0.29)		Sewer
285	13	5374-0	107 W Foundry St	23	1	(\$0.48)		Water
2	24		116 Nabb Ave	22	4	\$42.63		Tax
2	24		116 Nabb Ave	23	1	(\$42.63)		Tax
3	46		24 Ingelwood Ave	22	4	\$2,888.55		Tax
3	46		24 Ingelwood Ave	23	1	(\$2,197.84)		Tax
3	46		24 Ingelwood Ave	23	2	(\$690.71)		Tax
28	3		27 Sheldon Ave	22	4	\$0.45		Tax
28	3		27 Sheldon Ave	23	1	(\$0.45)		Tax
29	16		801 Shewchenko Ave	22	4	\$2,373.49		Tax
29	16		801 Shewchenko Ave	23	3	(\$2,373.49)		Tax
94	11		20 N Laurel St	22	4	\$140.98		Tax
94	11		20 N Laurel St	23	1	(\$23.82)		Tax
94	11		20 N Laurel St	23	2	(\$117.16)		Tax
108	6		429 Howard St	22	4	\$765.00		Tax
108	6		429 Howard St	23	1	(\$765.00)		Tax
112	2		221 Fulton St	22	4	\$690.02		Tax
112	2		221 Fulton St	23	1	(\$671.01)		Tax
112	2		221 Fulton St	23	2	(\$19.01)		Tax
162	571		1840 Silver Run Rd	22	4	\$1,596.91		Tax
162	571		1840 Silver Run Rd	23	1	(\$1,546.73)		Tax
162	571		1840 Silver Run Rd	23	2	(\$50.18)		Tax
240	27		1302 Goldfinch Ln	22	4	\$0.42		Tax

240	27		1302 Goldfinch Ln	23	1	(\$0.42)		Tax
445	3		5 N 10th St	22	4	\$1,077.32		Tax
445	3		5 N 10th St	23	1	(\$1,043.48)		Tax
445	3		5 N 10th St	23	2	(\$33.84)		Tax
447	11		818 E Main St	22	4	\$1,099.83		Tax
447	11		818 E Main St	23	1	(\$1,065.27)		Tax
447	11		818 E Main St	23	2	(\$34.56)		Tax
482	4		1005 E Main St	22	4	\$1,296.51		Tax
482	4		1005 E Main St	23	1	(\$1,255.77)		Tax
482	4		1005 E Main St	23	2	(\$40.74)		Tax
562.03	6		702 Richard Dr	22	4	\$2,203.77		Tax
562.03	6		702 Richard Dr	23	1	(\$346.88)		Tax
562.03	6		702 Richard Dr	23	2	(\$346.88)		Tax
562.03	6		702 Richard Dr	23	3	(\$1,510.01)		Tax

That the following be added back to the Tax, Utility, & Misc records due to returned checks

Block	Lot	Acct	Property Location	Yr	Prd	Amount	Int	Description
109	8	2631-0	512 W Race St	23	1	\$30.00		Water
109	8	2631-0	512 W Race St	23	1	\$130.00		Sewer
429	20	11438-0	116 N 4th St	22	4	\$30.00	\$0.09	Water
429	20	11438-0	116 N 4th St			\$10.00		NSF Fee
429	20	11438-0	116 N 4th St	22	4	\$129.53	\$0.38	Sewer
429	20	11438-0	116 N 4th St			\$10.00		NSF Fee
65	19.19	11475-0	4 Sterling Pl	23	1	\$362.50		Water
65	19.19	11475-0	4 Sterling Pl	23	1	\$130.00		Sewer
						\$15.00		Marriage Cert
						\$100.00		Fire Lane Vio.

That the following charges be canceled from the Utility records due to previous high estimates

Block	Lot	Acct	Property Location	Yr	Prd	Amount	Int	Description
341	6	6165-0	312 E Broad St	22	4	(\$24.50)		Water
227	2	11977-48	2102-2198 N 2nd St	22	4	(\$7.00)		Water
227	2	11977-48	2102-2198 N 2nd St	22	4	(\$13.00)		Sewer
283	1	5331-0	918 North St	22	4	(\$84.00)		Water
255	8	4867-0	49 N Sharp St	22	4	(\$10.50)		Water
77	21	2004-0	1006 Pleasant Dr	23	1	(\$28.00)		Water

That the following charges be canceled from the Tax records due to Veteran Exemption

Block	Lot	Acct	Property Location	Yr	Prd	Amount	Int	Description
401	2		1723 E Broad St	22	4	(\$174.39)		Tax
401	2		1723 E Broad St	23	1	(\$836.87)		Tax
401	2		1723 E Broad St	23	2	(\$836.86)		Tax
52.01	8		116 Cottage St	22	1	(\$1,715.57)		Tax
52.01	8		116 Cottage St	22	2	(\$1,715.56)		Tax
52.01	8		116 Cottage St	22	3	(\$1,834.81)		Tax
52.01	8		116 Cottage St	22	4	(\$1,834.81)		Tax
52.01	8		116 Cottage St	23	1	(\$1,775.19)		Tax
52.01	8		116 Cottage St	23	2	(\$1,775.19)		Tax

That the following charges be canceled due to small balance

Block	Lot	Acct	Property Location	Yr	Prd	Amount	Int	Description
311	19	CC232-02	311 W Powell St			(\$2.44)		Sp. Assessment

MOVED BY:  
SECONDED BY:

<b>VOTING:</b>	<b>IN FAVOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson Jr.				

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held January 3rd, 2023.

\_\_\_\_\_  
Jeanne M. Parkinson, City Clerk

**RESOLUTION NO.**

**RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE:**

1. That the following officer and employee shall be and hereby appointed by this Board, and unless sooner removed shall hold her/his respective office and employment for the terms hereinafter designated to wit:

<b><u>Office of Employment</u></b>	<b><u>Name of Appointee</u></b>	<b><u>Term of Appointment</u></b>
City Attorney	Brock Russell	One Year Expires 12/31/2023

2. Said officer and employee shall receive the salary or compensation heretofore fixed by the Board of Commissioners of this City and if required to give bond the same shall be in the sum heretofore fixed by the Board. Said salary or compensation shall be paid at the times and by warrants on the Treasurer, signed and countersigned in the manner heretofore provided.
3. The term of office is pursuant to N.J.S.A. 40A:9-139 et seq and Section 2-11, of the Municipal Code.

Moved By:  
Seconded By:

<u>VOTING</u>	<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr.				

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held January 3, 2023.

\_\_\_\_\_  
Jeanne M. Parkinson, City Clerk

**CITY OF MILLVILLE  
COUNTY OF CUMBERLAND  
STATE OF NEW JERSEY**

**RESOLUTION NO. -2023**

**RESOLUTION PROVIDING FOR A TEMPORARY BUDGET FOR  
THE CITY OF MILLVILLE FOR THE YEAR 2023**

**WHEREAS**, N.J.S.A. 40A: 4-19 provides that a temporary appropriation should be made for the purposes and amounts required in the regular manner and time therein required; and

**WHEREAS**, the date of this resolution is within the first thirty (30) days of 2023; and

**WHEREAS**, an amount within 26.25% of the total appropriations for the 2023 Municipal Budget, excluding any appropriations made for Debt Service, Capital Improvement Fund and Public Assistance State Aide Agreement in the said 2023 Temporary Budget in the sum of \$13,753,001.27; and

**WHEREAS**, an amount within 26.25% of the total appropriations for the 2023 Water and Sewer Utility Budget, excluding any appropriations made for Debt Service or Capital Outlay in the said 2023 Temporary Budget in the sum of \$1,406,985.81 for Water and \$2,911,375.97 for Sewer

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Millville, County of Cumberland, State of New Jersey, that the following appropriation be made:

<b>General Government Functions</b>	
General Administration	
Salaries & Wages	18,375.00
Other Expenses	2,670.94
Human Resources	
Salaries & Wages	20,212.50
Other Expenses	3,215.63
Board of Commissioners	
Salaries & Wages	15,572.81
Other Expenses	1,774.50
Municipal Clerk's Office	
Salaries & Wages	78,660.75
Other Expenses	18,276.56
Financial Administration	
Salaries & Wages	118,828.24
Other Expenses	13,992.56
Audit Services	
Other Expenses	15,750.00
Information Systems	
Salaries & Wages	1,050.00
Other Expenses	51,450.00
Collection of Taxes	
Salaries & Wages	29,340.15
Other Expenses	8,308.13
Assessment of Taxes	
Salaries & Wages	59,325.00
Other Expenses	20,265.00

Legal Services & Costs	
Salaries & Wages	29,859.38
Other Expenses	67,659.38
Engineering Services & Costs	
Salaries & Wages	57,128.40
Other Expenses	37,143.75
Economic & Industrial Development	
Salaries & Wages	13,125.00
Other Expenses	7,875.00
Land Use Administration Planning/Community Dev	
Salaries & Wages	5,250.00
Other Expenses	14,175.00
Planning Board	
Salaries & Wages	-
Other Expenses	20,488.13
Zoning Board	
Salaries & Wages	9,371.25
Other Expenses	5,512.50
Bureau of Permits & Inspections	
Salaries & Wages	54,629.14
Other Expenses	28,006.39
Code Enforcement & Administration	
Construction Official	
Salaries & Wages	61,343.63
Other Expenses	7,126.88
Elevator Inspection	-
Insurance	
Other Insurance	115,500.00
Worker's Compensation Insurance	149,625.00
Surety Bonds	787.50
Group Insurance	1,216,230.75
Public Safety Function	
Police	
Salaries & Wages	1,956,661.09
Other Expenses	106,365.00
Office of Emergency Management	
Salaries & Wages	3,937.50
Other Expenses	7,612.50
Aid to Volunteer Ambulance Companies	-
Fire	
Salaries & Wages	533,679.30
Other Expenses	66,780.00
Uniform Fire Safety Act	
Salaries & Wages	31,421.25
Other Expenses	7,691.25
Municipal Prosecutor's Office	
Other Expenses	19,425.00
Public Works Function	
Streets & Roads	
Salaries & Wages	218,767.50
Other Expenses	53,746.88
Shade Tree Commission	
Salaries & Wages	262.50
Other Expenses	1,837.50

Solid Waste & Recycling Collection	
Salaries & Wages	1,968.75
Other Expenses	311,062.50
Public Buildings & Grounds	
Salaries & Wages	28,743.75
Other Expenses	58,419.38
Fleet Management	
Salaries & Wages	54,337.50
Other Expenses	14,135.63
Solid Waste Recycling - Apartment	3,937.50
Health & Human Services Function	
Animal Control Services	
Salaries & Wages	18,033.75
Other Expenses	47,643.75
Contributions to Social Services Agencies	1,811.25
Length of Service	5,250.00
Reserve for Payment of Unused Accumulated Sick Pay	13,125.00
Parks & Recreation Function	
Recreation	
Salaries & Wages	39,637.50
Other Expenses	22,168.13
State & Federal Project Maintenance	
Salaries & Wages	14,306.25
Other Expenses	16,800.00
Parks & Playgrounds	
Salaries & Wages	57,750.00
Other Expenses	39,611.25
Beach Operations	
Other Expenses	-
Celebration of Public Events, Anniversary, or Holiday	7,140.00
Tax Appeals	-
Interest on Tax Appeals	-
Aid to Library	186,291.00
Utility Expenses & Bulk Purchases	
Street Lighting	211,837.50
Gasoline	58,275.00
Electricity	118,965.00
Telephone	47,381.25
Heating Oil	
Natural Gas	25,790.63
Landfill & Solid Waste Costs	
Landfill & Solid Waste Costs	187,871.25
Recycling Tax	10,500.00
Contingent	
Contingent	525.00
Statutory Expenditures	
Public Employees Retirement System	227,001.86
Police and Fireman's Retirement System	536,243.66
Social Security System	135,975.00
Disability Insurance	13,125.00
Unemployment Disability Insurance	3,937.50
Defined Contribution Retirement Program	-



Interlocal Service Agreements	
Millville Board of Education	
- Gasoline	3,937.50
Millville Board of Education	
- Information Technology	-
Tax Collector	8,400.00
Municipal Court	
Salaries & Wages	101,587.50
Other Expenses	17,119.20
Public Defender	
Other Expenses	10,500.00
Grants	1,015,297.38
Matching Funds for Grants	6,562.50
Municipal Debt Service	
Payment of Bond Principal	3,100,000.00
Payment of Bond Anticipation	
Notes & Capital Notes	
Interest on Bonds	874,514.69
Interest on Notes	-
Green Trust Loan Program:	
Principal	46,615.58
Interest	3,622.12
Capital	50,000.00
Reserve for Uncollected	
Taxes	609,151.20
Deferred Charge	-
<b>Total Current</b>	<b>13,753,001.27</b>

#### Water Utility

Salaries & Wages	309,620.06
Other Expenses	451,139.06
Capital Outlay	175,000.00
Payment of Bond Principal	100,000.00
Payment of Note Principal	
Interest on Bonds	54,975.00
Interest on Notes	-
Water Supply Bond Loan	
Infrastructure Loan	266,901.68
Deferred Charges	-
Contribution to:	
Public Employees	
Retirement System	26,250.00
Disability Insurance	787.50
Unemployment Insurance	2,625.00
Social Security	19,687.50
<b>Total Water</b>	<b>1,406,985.81</b>

#### Sewer Utility

Salaries & Wages	380,231.25
Other Expenses	787,618.13
Capital Outlay	185,000.00
Payment of Bonds	512,000.00
Payment of Bond Anticipation	
Notes & Capital Notes	
Interest on Bonds	119,112.64
Interest on Notes	-
NJ Wastewater Treatment	
Loans	860,213.95
Contribution to:	
Public Employees	
Retirement System	32,550.00

Unemployment Insurance	2,625.00
Disability Insurance	525.00
Social Security	31,500.00
<b>Total Sewer</b>	<b><u>2,911,375.97</u></b>

Moved By:  
 Seconded By:

<u>VOTING</u>	<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr.				

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held on January 3, 2023.

\_\_\_\_\_  
 Jeanne M. Parkinson, City Clerk

**RESOLUTION NO. -2023**

**RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE;**

1. That the following employee shall be and hereby appointed by this Board, and unless sooner removed shall hold her respective office and employment for the term hereinafter designated, to wit:

<b><u>Office of Employment</u></b>	<b><u>Name of Appointee</u></b>	<b><u>Term of Appointment</u></b>
Tax Collector		Tenure
Official Tax Search Officer	Tracey Gregoire	One Year Term Expires 12/31/2023
Water & Sewer Utilities Collector	Tracey Gregoire	One Year Term Expires 12/31/2023

2. Employee shall receive the salary or compensation heretofore fixed by the Board of Commissioners of this City and if required to give bond the same shall be in the sum heretofore fixed by the Board. Said salary or compensation shall be paid at the times and by warrants on the Treasurer, signed and countersigned in the manner heretofore provided.

3. The employee appointed under the term of this resolution shall be subject to the provisions of Section Four of Resolution No. 1, adopted June 6, 1913 and said employee may at any time be removed at the pleasure of the Board unless otherwise provided by statute.

Moved By:

Seconded By:

<u>VOTING</u>	<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr.				

**CERTIFICATION**

I certify that the foregoing is a true copy of a Resolution adopted by the Board of Commissioners, of the City of Millville in the County of Cumberland, at a meeting thereof held on January 3, 2023.

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Jeanne M. Parkinson, City Clerk

**RESOLUTION NO. -2023**

**RESOLVED BY THE BOARD OF COMMISSIONERS OF  
THE CITY OF MILLVILLE;**

1. That the following employee shall be and hereby appointed by this Board, and unless sooner removed shall hold her respective office and employment for the term hereinafter designated, to wit:

<b><u>Office of Employment</u></b>	<b><u>Name of Appointee</u></b>	<b><u>Term of Appointment</u></b>
Official Municipal Assessment Search Officer	Jeanne M. Parkinson	One Year Term Expires 12/31/2023

2. Employee shall receive the salary or compensation heretofore fixed by the Board of Commissioners of this City and if required to give bond the same shall be in the sum heretofore fixed by the Board. Said salary or compensation shall be paid at the times and by warrants on the Treasurer, signed and countersigned in the manner heretofore provided.

3. The employee appointed under the term of this resolution shall be subject to the provisions of Section Four of Resolution No. 1, adopted June 6, 1913 and said employee may at any time be removed at the pleasure of the Board unless otherwise provided by statute.

Moved By:

Seconded By:

<b>VOTING</b>	<b><u>In Favor</u></b>	<b><u>Against</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr.				

**CERTIFICATION**

I certify that the foregoing is a true copy of a Resolution adopted by the Board of Commissioners, of the City of Millville in the County of Cumberland, at a meeting thereof held on January 3, 2023.

\_\_\_\_\_  
Jeanne M. Parkinson, City Clerk

Resolution amending Resolution No. 7-2022 adopted on January 6, 2022 determining the powers and duties of each member of the Board of Commissioners of the City of Millville.

IT IS HEREBY RESOLVED by the Board of Commissioners of the City of Millville as follows:

1. That the following powers, duties and personnel be and they hereby assigned to the Department of Public Works:

- Public Health/Cumberland County Health Department
- Green Team Advisory Committee
- Fleet Management Operation
- Solid Waste & Recycling Collection
- Recycling
- Sewer Utility Commercial
- Sewer Utility Distribution
- Water Utility Commercial
- Water Utility Distribution
- Streets & Roads, Repair & Maintenance
- Snow Removal
- Compost Facility
- Yard Waste Collection
- Sanitary Landfill
- Safety & OSHA Compliance/Right to Know
- All other employees of the Department of Public Works

2. That the following powers, duties and personnel be and they hereby are assigned to the Department of Public Affairs:

- Code Enforcement (Property Maintenance)
- Code Enforcement (Trash & Recycling)
- Community Development /CDBG
- Empowerment Zone
- Zoning Board
- Zoning Officer
- Building Inspector
- Bureau of permits & Inspections
- Construction Official
- Electrical Inspector
- Fire Protection Official
- Holly City Family Center
- Holly City Development Corporation
- Housing Inspections & Rental Registrations
- Plumbing Inspector
- Sub Code Officials
- Industrial and Economic Development
- Industrial Commission
- Planning Board
- Planning Department
- Tourism
- Public Relations

All other employees of the Department of Public Affairs

3. That the following powers, duties and personnel be and they hereby are assigned to the Department of Revenue and Finance:

Administrator  
Advertising  
Assessment of Taxes  
City Engineer/Engineering Department  
Chief Financial Officer/Finance Administration  
Collection of Taxes and Utilities  
Election Administration  
Insurance  
Liquidation of Tax Title Liens and Foreclosure  
Management Information Systems  
Municipal Clerk's Office  
Payroll  
Purchasing Department  
Registrar of Vital Statistics  
Tax Assessor  
Tax & Assessment Search Officer  
Telephone Exchange  
Information Technology  
Legal Services & Costs  
Millville Housing Authority  
Urban Enterprise Zone  
Human Resources  
Personnel Committee  
All employees of the Department of Revenue & Finance

4. That the following powers, duties and personnel be and they hereby assigned to the Department of Public Safety:

Animal Control Officer  
Emergency Management Services  
First Aid Organizations/Millville Rescue Squad  
Fire Chief/Fire Department  
Fire Safety Inspector  
Municipal Court Judge  
Municipal Court Administrator/Municipal Court Administrator's Office  
Police Chief/Police Department  
All other employees of the Department of Public Safety

5. That the following powers, duties and personnel be and they hereby assigned to the Department of Parks and Public Property:

Celebration of Public Events  
Christmas Lighting  
Clean Communities  
Millville Public Library  
Parks & Playgrounds  
Public Buildings & Grounds  
Public Events  
Public Property  
Recreation Department

Weed Control  
 Senior Citizen Center  
 Shade Tree Commission  
 Street Lighting  
 Union Lake Beach  
 Youth Program  
 All other employees of the Department of Parks &  
 Public Property

BE IT FURTHER RESOLVED that in the absence of a member of the Board of Commissioners, the assigned backup to the absent Commissioner's respective department shall be as follows:

<b>Director</b>	<b>Backup</b>
Public Safety	Parks & Public Property
Revenue & Finance	Public Works
Public Affairs	Public Safety
Public Works	Revenue & Finance
Parks & Public Property	Public Affairs

Moved By:  
 Seconded By:

VOTING

Lisa M. Orndorf  
 Benjamin J. Romanik  
 Joseph Sooy  
 C. Kirk Hewitt  
 Stephen E. Watson, Jr.

<u>In Favor</u>	<u>Against</u>	<u>Recused</u>	<u>Absent</u>

CERTIFICATION

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held January 3, 2023

\_\_\_\_\_  
 Jeanne M. Parkinson, City Clerk

**RESOLUTION NO. -2023**

**WHEREAS**, the City is required to advertise and receive bids for any purchase of materials or supplies or for any contract for the performance of work during the fiscal year, that has a cost exceeding the total amount calculated by the Governor pursuant to N.J.S.A. 40a:11-3, except by State Contract; and

**WHEREAS**, the City has determined a need for the project entitled "Sharp Street Safe Streets to Transit Project"; and

**WHEREAS**, formal competitive bids were received for the Project by the Purchasing Board of the City of Millville on Tuesday, December 20, 2022; and

**WHEREAS**, the funding for the "Sharp Street Safe Streets to Transit Project" project is made available through the NJDOT FY2020 Safe Streets to Transit Funds.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE, THAT:**

1. The City of Millville hereby awards a Contract for the Project entitled "Sharp Street Safe Streets to Transit Project" to Lexa Concrete, LLC of Hammonton, NJ, in the amount of \$159,713.52.
2. The Mayor is hereby authorized to execute the contract.

Moved By:

Seconded By:

<u>VOTING</u>	<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>
Lisa M. Orndorf				
Benjamin J. Romanik				
Joseph Sooy				
C. Kirk Hewitt				
Stephen E. Watson, Jr.				

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held January 3, 2023.

Clerk

\_\_\_\_\_  
Jeanne M. Parkinson, City