

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 (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.VIII. 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.IX. 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.X. 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

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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

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:

| Voting | In Favor | Against | Abstain | Absent |
|------------------------|-----------------|----------------|----------------|---------------|
| Lisa M. Orndorf | | | | |
| Benjamin J. Romanik | | | | |
| Joseph Sooy | | | | |
| C. Kirk Hewitt | | | | |
| Stephen E. Watson, Jr. | | | | |

SECOND READING:

Moved By:
Seconded By:

| Voting | In Favor | Against | Abstain | Absent |
|-----------------|-----------------|----------------|----------------|---------------|
| 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

| | |
|-----------------------------|--|
| <i>PROCEDURE</i> | |
| 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. 40:48I-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:

| Voting | In Favor | Against | Abstain | Absent |
|------------------------|-----------------|----------------|----------------|---------------|
| Lisa M. Orndorf | | | | |
| Benjamin J. Romanik | | | | |
| Joseph Sooy | | | | |
| C. Kirk Hewitt | | | | |
| Stephen E. Watson, Jr. | | | | |

SECOND READING:

Moved By:
Seconded By:

| Voting | In Favor | Against | Abstain | Absent |
|------------------------|-----------------|----------------|----------------|---------------|
| 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

| <i>PROCEDURE</i> | |
|-----------------------------|--|
| 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> |
|-----------------|----------------|----------------|---------------|
| | | | |
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| | | | |

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 rd Reorganization 5:30 P.M. and 17 th |
| February | 7 th and 21 st |
| March | 7 th and 21 st |
| April | 4 th and 18 th |
| May | 2 nd and 16 th |
| June | 6 th and 20 th |
| July | 5 th (Wednesday) and 18 th |
| August | 1 st and 15 th |
| September | 5 th and 19 th |
| October | 3 rd and 17 th |
| November | 8 th and 21 st |
| December | 5 th and 19 th |
| December | 29 th 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> |
|-----------------|----------------|----------------|---------------|
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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> |
|-----------------|----------------|----------------|---------------|
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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 rd Street Date Work (Completed 10/15/2022) | 180.00 |
| Administrative Fee | <u>250.00</u> |
| | 430.00 |
| Block 292 Lot 14 705 N 2 nd 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 th Street Date Work (Complete 10/27/2022) | 90.00 |
| Administrative fee | <u>250.00</u> |
| | 320.00 |
| Block 478 Lot 5 213 S 2 nd Street Date Work (Completed 10/27/2022) | 250.00 |
| Admintrstaive Fee | <u>500.00</u> |
| | 750.00 |

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

Block 292 Lot 6.02
 714 N 3rd 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> |
|-----------------|----------------|----------------|--------------------|
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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 2nd St Street 95.00
Administrative Fee 500.00
595.00

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

BLOCK 526 LOT 1
(BOARDED 2 OPENINGS)
Completed 12-9-2022
320 S 2nd 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> |
|-----------------|----------------|----------------|---------------|
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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

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 | | Spc. 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:

| VOTING: | IN FAVOR | AGAINST | ABSTAIN | ABSENT |
|-----------------------|-----------------|----------------|----------------|---------------|
| 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:

| <u>Office of Employment</u> | <u>Name of Appointee</u> | <u>Term of Appointment</u> |
|------------------------------------|---------------------------------|-----------------------------------|
| 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:

| General Government Functions | |
|---|------------|
| 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 | - |
| Total Current | 13,753,001.27 |

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 |
| Total Water | 1,406,985.81 |

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 |
| Total Sewer | <u>2,911,375.97</u> |

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:

| <u>Office of Employment</u> | <u>Name of Appointee</u> | <u>Term of Appointment</u> |
|------------------------------------|---------------------------------|-------------------------------------|
| 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 | | | | |
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| Stephen E. Watson, Jr. | | | | |

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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:

| <u>Office of Employment</u> | <u>Name of Appointee</u> | <u>Term of Appointment</u> |
|--|---------------------------------|-----------------------------------|
| 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:

| VOTING | <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. | | | | |

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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:

Director

Public Safety
 Revenue & Finance
 Public Affairs
 Public Works
 Parks & Public Property

Backup

Parks & Public Property
 Public Works
 Public Safety
 Revenue & Finance
 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 | | | | |
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Clerk

Jeanne M. Parkinson, City