

**BOROUGH OF WOODBINE
REGULAR MEETING**

**FEBRUARY 7, 2019
8:00 P.M.**

Mayor Pikolycky called the Regular Meeting to order and read the following statement, "Adequate notice of this meeting was provided in compliance with the Open Public Meetings Act by notifying the Press and The Herald on January 13, 2019 and posting a copy of said notice on the Clerk's bulletin board."

Those present were: Mayor Pikolycky; Councilpersons Ortiz, Johnson, Bennett, Benson, and Cruz. Also present were: Richard Tonetta, Borough Solicitor; Bruce Graham, Borough Engineer and Lisa Garrison, Borough Clerk.

Mayor Pikolycky called for the approval of minutes. On motion of Councilman Benson, seconded by Councilman Johnson to approve the minutes of January 17, 2019, unanimously carried.

Mayor Pikolycky called for the following resolutions:

RESOLUTION NO. 2-27-2019

AUTHORIZING THE HIRING OF TRIAD ADVISORY SERVICES, INC. t/a TRIAD ASSOCIATES TO PROVIDE GRANT SERVICES FOR THE PREPARATION AND PROCESSING OF A UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT- COMMUNITY FACILITIES APPLICATION – FOOD BANK/DISTRIBUTION CENTER RENOVATIONS PHASE III

WHEREAS, the Governing Body of the Borough of Woodbine entered into a Professional Services Agreement - General Services Contract on January 17, 2019 with Triad Advisory Services, Inc. (trading as Triad Associates) for ongoing professional services for obtaining grant money for the Borough; and

WHEREAS, the Borough of Woodbine desires to apply for funding from the United States Department of Agriculture Rural Development Program; and

WHEREAS, the Borough is desirous of hiring Triad Associates to prepare and submit the application to the United States Department of Agriculture Rural Development; and

WHEREAS, the Governing Body of the Borough of Woodbine finds the scope of services to be provided by Triad Associates to be acceptable; and

WHEREAS, the Chief Financial Officer certifies that funds are available to pay Triad Associates in connection with the applications under the existing Professional Services Agreement in accordance with N.J.A.C. 5:30-5.4; and

WHEREAS, the Governing Body of the Borough of Woodbine finds it in the interest of the citizens of the Borough of Woodbine to accept the proposals of Triad Associates as submitted; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Woodbine that the attached proposal for administrative agent services are hereby accepted as part of the general services contract aforementioned;

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized and directed to execute the proposals for same.

On motion of Councilman Cruz, seconded by Councilman Ortiz to approve the foregoing resolution, unanimously carried.

On motion of Councilman Benson, seconded by Councilman Cruz to approve the following resolution, unanimously carried.

RESOLUTION NO. 2-28-2019

APPROVAL OF CHANGE ORDER NO. 1 FINAL & ACCEPTANCE OF PROJECT PEDESTRIAN & BIKEWAY SAFETY IMPROVEMENTS

WHEREAS, Charles Marandino, LLC of Milmay, New Jersey was previously awarded a contract for the project known as Pedestrian & Bikeway Safety Improvements which is funded by the New Jersey Department of Transportation (NJDOT) with Local Aid Infrastructure Funds; and

WHEREAS, during the course of the work certain overages and underages in the contract quantities occurred which have resulted in a reduction of \$4,793.00 in the total contract amount, all as shown on Change Order No. 1 Final; and

WHEREAS, the Borough Engineer, Bruce S. Graham of Van Note-Harvey Associates, has determined that the work on this project has been substantially completed in accordance with the contract documents,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Woodbine, that Change Order No. 1 Final reducing the total contract amount to \$191,935.00 is hereby approved and that the contract for the work is hereby accepted as complete, and

BE IT FURTHER RESOLVED that upon approval from NJDOT all remaining payments as previously authorized by contract through and including approved Change Order No. 1 Final be made thereon to Charles Marandino, LLC.

RESOLUTION NO. 2-29-2019

RESOLUTION AUTHORIZING REDUCTION OF PERFORMANCE BOND BOOS DEVELOPMENT GROUP (FAMILY DOLLAR)

WHEREAS, Boos Development Group, Inc. obtained approvals from the Planning/Zoning Board of the Borough of Woodbine with respect to development on Block 28, Lots 1,2 & 11-13 on the Tax Map of the Borough of Woodbine, otherwise known as Application No. 2-12-15 (FAMILY DOLLAR); and

WHEREAS, a performance bond was posted in the amount of \$470,480.82 in accordance with the approved Engineer's estimate; and

WHEREAS, by Resolution No. 6-83-2017 approved on June 15, 2017, Mayor and Council authorized a reduction in the performance bond amount to \$60,000.00; and

WHEREAS, Boos Development Group, Inc. has now requested a release of the remaining performance bond amount based upon completed work and further has requested that the two (2) year maintenance bond be waived in light of the facility having been in operation since the issuance of the Certificate of Occupancy on February 10, 2017; and

WHEREAS, the Borough Engineer has inspected the work and determined that a release of the remaining performance bond is warranted and that the request for waiver of the maintenance bond is reasonable; and

WHEREAS, the Mayor and Council of the Borough of Woodbine have reviewed the Engineer's recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Woodbine that the performance bond currently in effect and posted with respect to the infrastructure improvements on property known as Block 28, Lots 1,2 & 11-13 on the Tax Map of the Borough of Woodbine posted by Boos Development Group, Inc. be and the same is hereby released in its entirety and that the maintenance bond requirement is waived; and

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Woodbine that after payment of all professional services fees chargeable against the applicant's escrow account for this project, all remaining monies in said account shall be returned to the applicant.

On motion of Councilman Bennett, seconded by Councilman Cruz to approve the foregoing resolution, unanimously carried.

On motion of Councilman Ortiz, seconded by Benson to approve the following resolution, unanimously carried.

RESOLUTION NO. 2-30-2019

AUTHORIZING THE HIRING OF TRIAD ADVISORY SERVICES, INC. t/a TRIAD ASSOCIATES TO PROVIDE GRANT SERVICES FOR THE IMPLEMENTATION OF THE NJDCA SMALL CITIES PUBLIC FACILITIES PROGRAM – STREET AND SIDEWALK RECONSTRUCTION

WHEREAS, the Governing Body of the Borough of Woodbine entered into a Professional Services Agreement - General Services Contract on January 17, 2019 with Triad Advisory Services, Inc. (trading as Triad Associates) for ongoing professional services for obtaining grant money for the Borough; and

WHEREAS, funding has been approved by NJDCA Small Cities Public Facilities Program for Street and Sidewalk Reconstruction; and

WHEREAS, the Borough is desirous of hiring Triad Associates to provide implementation services for the grant/loan; and

WHEREAS, the Governing Body of the Borough of Woodbine finds the scope of services to be provided by Triad Associates to be acceptable; and

WHEREAS, the Chief Financial Officer certifies that funds in the amount of \$20,000.00 are available to pay Triad Associates in connection with the applications under the existing Professional Services Agreement in accordance with N.J.A.C. 5:30-5.4; and

WHEREAS, the Governing Body of the Borough of Woodbine finds it in the interest of the citizens of the Borough of Woodbine to accept the proposal of Triad Associates as submitted; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Woodbine that the proposal for administrative agent services are hereby accepted as part of the general services contract aforementioned;

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized and directed to execute the proposals for same.

RESOLUTION NO. 2-31-2019

APPROVAL TO ISSUE A REQUEST FOR PROPOSALS, UNDER STATE COMPETITIVE CONTRACTING GUIDELINES, FOR ENGINEERING SERVICES PURSUANT TO AN FY 2019 SMALL CITIES AWARD TO THE BOROUGH OF WOODBINE FOR STREET AND SIDEWALK RECONSTRUCTION ACTIVITIES IN VARIOUS QUALIFIED LOW/MOD AREAS OF THE BOROUGH

WHEREAS, the Borough of Woodbine has been awarded a grant from the New Jersey Department of Community Affairs, Small Cities Public Facilities Fund to undertake various street and sidewalk reconstruction activities in various qualified low/mod areas of the Borough; and,

WHEREAS, the Small Cities Program requires, in certain instances, that professional services associated with the implementation of a Small Cities award be procured through a Competitive Contracting process;

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Woodbine does hereby authorize the issuance of a Request for Proposals (RFP), under State

Competitive Contracting Guidelines, for Professional Engineering Services pursuant to the aforementioned Small Cities grant; and

BE IT FURTHER RESOLVED, that the Borough Clerk is directed to advertise this RFP for a period of not less than 20 days in the Borough's official newspaper of record.

_____ (signature)	_____ (signature)
_____ William Pikolycky	_____ Lisa Garrison
_____ Mayor	_____ Borough Clerk

On motion of Councilman Cruz, seconded by Councilman Johnson to approve the foregoing resolution, unanimously carried.

At this time Mayor Pikolycky presented the following proposed salary ordinance for Council's review and consideration.

PROPOSED ORDINANCE NO. 577-2019

**AN ORDINANCE ESTABLISHING SALARIES FOR THE
BOROUGH OF WOODBINE FOR THE CALENDAR YEAR 2019**

BE IT ORDAINED by the Mayor and Council of the Borough of Woodbine in the County of Cape May as follows:

SECTION 1: This Ordinance shall be known as the salary Ordinance of the year 2019.

SECTION 2: Salaries for the various officials of the Borough of Woodbine for the Calendar year 2019 shall be as follows:

ADMINISTRATIVE:

Mayor	\$40,000.00
President of Council	11,000.00
Members of Council (5)	10,000.00
Borough Clerk/Utilities Administrator	32,500.00

Deputy Borough Clerk	2,200.00
Chief Financial Officer/Utilities Administrator	62,500.00
Confidential Assistant (Mayor's Office)	41,400.00
Confidential Assistant (Tax & Finance Office)	28,000.00

AIRPORT UTILITIES DEPARTMENT:

Airport Maintenance Manager	14.00 – 18.00 hrly
Airport Laborers	14.00 – 18.00 hrly

COLLECTION OF TAXES:

Tax Assessor	22,200.00
Tax Collector	32,500.00
Tax Search Officer	5,500.00

PLANNING & ZONING BOARD:

Secretary to the Planning/Zoning Board/Commission	11,500.00
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PUBLIC SAFETY:

Crossing Guards	9.50 hrly
Code Enforcement Officer	3,500.00
Zoning Officer	3,500.00
Deputy Zoning Officer	5,300.00
Emergency Management Coordinator	4,400.00
Sr. Deputy Emergency Management Coordinator	4,000.00

STREET & ROADS:

Foreman	8,600.00
Laborers	20,500.00 - 33,000.00

Laborers	8.25 - 18.00 hrly
Seasonal Workers	8.25 – 15.00 hrly
Recycling Coordinator	2,500.00

RECREATION & EDUCATION:

Recreation Director	3,700.00
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UTILITIES DEPARTMENT:

Water Plant Operator	51,000.00
Utilities Laborer	12.00 – 14.00 hrly

SECTION 3: Salaries for the various officials of the Borough of Woodbine for the Calendar year 2018 shall be retroactive to January 1, 2018 as follows:

Borough Clerk	30,000.00
Chief Financial Officer	60,000.00
Tax Collector	30,000.00

SECTION 4: Whenever any of the aforesaid officials or employees shall commence work subsequent to the adoption of this Ordinance, the starting salary shall be fixed by Resolution of the Mayor and Council of the Borough of Woodbine.

SECTION 5: Notwithstanding anything herein to the contrary, all Borough employees shall be paid a wage which is not less than the minimum rate as is set forth in N.J.S.A. 34:11-56a et seq.. as may be amended, for each occupation identified therein.

On motion of Councilman Cruz, seconded by Councilman Benson to approve the introduction of the foregoing proposed ordinance, unanimously carried upon roll call vote. Ayes: Ortiz, Johnson, Bennett, Benson, Cruz Nays: None Abstain: None Absent: Perez

Unfinished Business: None

New Business: None

Engineer’s Report – None

Solicitor’s Report: None

Payment of Bills: On motion of Councilman Ortiz, seconded by Councilman Johnson to approve the bills for payment, unanimously carried.

Public Comment: Mr. Keenan had questions in regards to the Pinelands Short Course.

Adjournment: On motion of Councilman Cruz, seconded by Councilman Bennett to adjourn, unanimously carried.

Respectfully submitted,

Lisa Garrison
Borough Clerk