

NOVEMBER 5, 2018
COMMISSION MEETING MINUTES
BOROUGH OF COLLINGSWOOD, NJ

A regular meeting of the Board of Commissioners was held at the Collingswood Community Center, 30 W. Collings Ave. Collingswood, NJ, on the second floor, at 7:00 P.M. Mayor M. James Maley, Jr. *called the meeting to order*, with Commissioner Joan Leonard *absent* and Commissioner Robert Lewandowski *present*.

Mayor Maley read the Sunshine Notice stating that the Borough has complied with provisions of the Sunshine Law by adopting by January 10 of this year, a resolution prescribing the dates, times and locations of all regular meetings of the Commission. Mayor Maley led the Pledge of Allegiance.

The Tax Collector, Treasurer, CFO and Public Works and Municipal Court reports were approved and seconded.

The Commissioners called for the First Reading of Ordinance 1649

1649 Amending Salary Ordinance 1647

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION OF EACH OFFICER AND EMPLOYEE OF THE BOROUGH OF COLLINGSWOOD AND METHOD OF PAYMENT OF SUCH COMPENSATION

THE BOARD OF COMMISSIONERS OF THE BOROUGH OF COLLINGSWOOD IN THE COUNTY OF CAMDEN, AND STATE OF NEW JERSEY DOES ORDAIN:

SECTION 1. THE RATE OF COMPENSATION OF EACH OFFICER AND EMPLOYEE OF THE BOROUGH OF COLLINGSWOOD, WHOSE COMPENSATION SHALL BE ON AN ANNUAL, SEMI-ANNUAL, AND BIWEEKLY BASIS, SHALL BE PAYABLE AS FOLLOWS:

POSITION	ANNUAL SALARY
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<u>Department of Public Works</u>	
Acting Public Works Superintendent	\$10,000.00-\$25,000.00

SECTION 2. ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT WITH THIS ORDINANCE ARE HEREBY REPEALED. FULL TIME EMPLOYEES OF THE BOROUGH SHALL IN ADDITION TO THE COMPENSATION PROVIDED FOR HEREIN, SHALL RECEIVE LONGEVITY PAY, WHICH SHALL BE PAYABLE ONCE YEARLY OR AS SET FORTH IN LABOR CONTRACT, RATIFIED BY THE BOARD OF COMMISSIONERS.

SECTION 3. ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT WITH THIS ORDINANCE ARE HEREBY REPEALED.

SECTION 4. THIS ORDINANCE SHALL TAKE EFFECT UPON ITS PASSAGE AND PUBLICATION ACCORDING TO LAW.

Mayor Maley moved the ordinance be approved on first reading, published, and the second reading and public hearing to be held on December 3, 2018 which was seconded and approved by the following call of the roll:

Aye: M. James Maley, Jr.
Absent: Joan Leonard
Aye: Robert Lewandowski

The Commissioners called for the First Reading of Ordinance 1650

2019 SALARY ORDINANCE

ORDINANCE 1650

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION OF EACH OFFICER AND EMPLOYEE OF THE BOROUGH OF COLLINGSWOOD AND METHOD OF PAYMENT OF SUCH COMPENSATION

THE BOARD OF COMMISSIONERS OF THE BOROUGH OF COLLINGSWOOD IN THE COUNTY OF CAMDEN, AND STATE OF NEW JERSEY DOES ORDAIN:

SECTION 1. THE RATE OF COMPENSATION OF EACH OFFICER AND EMPLOYEE OF THE BOROUGH OF COLLINGSWOOD, WHOSE COMPENSATION SHALL BE ON AN ANNUAL, MONTHLY OR BIWEEKLY BASIS, SHALL BE PAYABLE AS FOLLOWS:

POSITION	SALARY
COMMISSIONERS	
Commissioner of Public Safety	\$7,500.00 to \$9,000.00
Commissioner of Revenue/Finance	\$7,500.00 to \$9,000.00
Commissioner of Public Works	\$7,500.00 to \$9,000.00
Mayor or Acting Mayor	\$900.00 to \$1,200.00
ELECTIONS	
Borough Clerk	\$500.00 per Election
Deputy Borough Clerk	\$150.00 per Election
POLICE DEPARTMENT	
Chief	\$100,000.00 to \$120,000.00
Deputy Chief	\$90,000.00 to \$110,000.00
Captain	\$90,000.00 to \$105,000.00
Clerical Receptionist	\$30,000.00 to \$45,000.00
Meter Man	\$24,000.00 to \$35,000.00
Crossing Guards	\$39.50 per day
Clerks-Part-time as needed	\$8.85 To \$17.00 per hour
Special Police - part-time as needed	\$15.00 to \$25.00 per hour
MUNICIPAL COURT	
Judge	\$15,000.00 to \$25,000.00
Administrator	\$40,000.00 to \$50,000.00
Deputy Clerk	\$30,000.00 to \$40,000.00
Clerk	\$26,000.00 to \$30,000.00
Clerks-hourly	\$8.85 to \$17.00 per hour
On Call Duty	\$25.00 per call-out
COLLINGSWOOD PARTNERS	
Office Manager	\$35,000.00 to \$40,000.00
Director of Community Development	\$25,000.00 to \$35,000.00
Part-time help as needed	\$8.85 to \$17.00 per hour
FIRE DEPARTMENT	
Chief	\$100,000.00 to \$120,000.00
Captain	\$90,000.00 to \$100,000.00
Admin Lieutenant	\$75,000.00 to \$95,000.00
Lieutenant	\$70,000.00 to \$85,000.00
Firefighters/EMT'S	
Hired before January 1, 2012:	
Step One	\$50,000.00 to \$55,000.00
Step Two	\$53,000.00 to \$58,000.00
Step Three	\$55,000.00 to \$63,000.00
Step Four	\$60,000.00 to \$65,000.00
Step Five	\$63,000.00 to \$68,000.00
Step Six	\$68,000.00 to \$75,000.00

Step Seven	\$73,000.00 to \$78,000.00
Step Eight	\$75,000.00 to \$83,000.00
Hired after January 1, 2012:	
Probationary	\$38,000.00 to \$43,000.00
Step One	\$45,000.00 to \$53,000.00
Step Two	\$48,000.00 to \$55,000.00
Step Three	\$50,000.00 to \$55,000.00
Step Four	\$53,000.00 to \$58,000.00
Step Five	\$55,000.00 to \$63,000.00
Step Six	\$60,000.00 to \$68,000.00
Step Seven	\$70,000.00 to \$78,000.00
Secretary	\$25,000.00 to \$30,000.00
Clerks - Part-time as needed	\$8.60 to \$17.00 per hour
Fire Inspectors	\$15.00 to \$18.00 per hour

STATE UNIFORM CONSTRUCTION CODE

Secretary	\$30,000.00 to \$38,000.00
Construction Code Official	\$30,000.00 to \$38,000.00
Electrical Subcode	\$10,000.00 to \$20,000.00
Plumbing Subcode	\$10,000.00 to \$20,000.00
Fire Subcode	\$8,000.00 to \$12,000.00
Building Subcode	\$5,000.00 to \$8,000.00
Building Inspector	\$8,000.00 to \$12,000.00
Building Inspector Additional Day as needed	\$82.85 per day

REVENUE AND FINANCE

Chief Finance Officer/ QPA	\$40.00 to \$48.00 per hour
Borough Clerk	\$40,000.00 to \$50,000.00
Deputy Borough Clerk	\$1,500.00 to \$2,500.00
Clerks –part time as needed	\$8.85 to \$17.00

ASSESSMENT OF TAXES

Assessor	\$15,000.00 to \$25,000.00
Assistant/ Clerk	\$3,000.00 to \$4,000.00

COLLECTION OF TAXES

Tax Collector	\$2,500.00 to \$10,000.00
Clerk	\$24,000.00 to \$35,000.00
Clerks-part-time as needed	\$8.85 to \$17.00 per hour

LIBRARY

Director	\$55,000.00 to \$65,000.00
Technical Services Supervisor & Head Access	\$30,000.00 to \$35,000.00
Youth Services Supervisor	\$30,000.00 to \$48,000.00
Youth Services Specialist & Reference	\$30,000.00 to \$40,000.00
Youth Services Assistant	\$25,000.00 to \$28,000.00
Circulation Assistant	\$25,000.00 to \$28,000.00
Circulation Assistant	\$25,000.00 to \$32,000.00
Reference Librarians	\$8.85 to \$18.50 per hour
Guards/Subs/as needed	\$8.85 to \$13.00 per hour

MUNICIPAL ALLIANCE

Coordinator	\$1,500.00
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ZONING DEPARTMENT

Zoning Officer	\$15.00 to \$18.00 per hour
Zoning Secretary	\$3,000.00 to \$4,000.00
Part time help as needed	\$8.85 to \$17.00 per hour

PLANNING/HISTORICAL DEPARTMENT

Planning/Historical Secretary	\$5,000.00 to \$8,000.00
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COMMUNITY DEVELOPMENT

Director of Community Development	\$25,000.00 to \$35,000.00
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Farmers Market	\$5,000.00 to \$8,000.00
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ROBERTS PARK SWIMMING POOL

Certified Pool Manager	\$2,000.00 to \$2,500.00
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Pool Managers	\$15.00 to \$22.00 per hour
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Assistant Managers	\$10.00 to \$19.00 per hour
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Guards	\$9.00 to \$13.00 per hour
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Part-time Help as needed	\$9.00 to \$13.00 per hour
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FOUNDATION FOR THE ARTS

Director	\$50,000.00 to \$98,000.00
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Director of Events & Marketing	\$25,000.00 to \$50,000.00
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Building & Grounds Supervisor	\$30,000.00 to \$50,000.00
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Part-time Help as needed	\$8.85 to \$20.00 Per Hour
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RECREATION DEPARTMENT

Director	\$15,000.00 to \$25,000.00
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Community Theater Director	\$5,000.00
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Program Director and Snack Stand Coordinator	\$5,000.00 to \$10,000.00
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Secretary	\$3,000.00 to \$4,000.00
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Website Management	\$1,000.00 to \$1,500.00
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Program Coordinators	\$200.00 to \$1,500.00
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Assistant Program Coordinators	\$200.00 to \$1,500.00
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SENIOR COMMUNITY CENTER

Director	\$53,565.00 to \$54,565.00
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Hall Attendants	\$100.00 per event
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Part-time help	\$8.85 to \$15.00 per hour
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WATER DEPARTMENT

Assistant Water Superintendent	\$55,000.00 to \$65,000.00
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Clerk	\$35,036.00 to \$45,000.00
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Clerk	\$30,000.00 to \$35,000.00
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Meter Reader	\$40,000.00 to \$55,000.00
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Part Time help as needed	\$8.85 to \$16.00 per hour
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SEWER DEPARTMENT

Administrator	\$85,000.00 to \$105,000.00
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Acting Public Works Superintendent	\$5,000.00 to \$26,000.00
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Treasurer	\$30,000.00 to \$70,000.00
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Administrative Assistant	\$25,000.00 to \$45,000.00
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Clerk	\$25,000.00 to \$35,000.00
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Part-time help as needed	\$8.85 to \$17.00 per hour
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ONCALL AND OVERTIME TO BE PAID AS SET FORTH IN CONTRACT RATIFIED BY BOARD OF COMMISSIONERS.

SECTION 2. ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT WITH THIS ORDINANCE ARE HEREBY REPEALED. FULL TIME EMPLOYEES OF THE BOROUGH SHALL IN ADDITION TO THE COMPENSATION PROVIDED FOR HEREIN, SHALL RECEIVE LONGEVITY PAY, WHICH SHALL BE PAYABLE ONCE YEARLY OR AS SET FORTH IN LABOR CONTRACT, RATIFIED BY THE BOARD OF COMMISSIONERS.

SECTION 3. THE DUTIES AND TERMS OF EMPLOYMENT OF THE SEVERAL OFFICERS AND EMPLOYEES SHALL BE PRESCRIBED BY STATUTE, ORDINANCE, OR RESOLUTION, IF ANY SHALL HAVE BEEN ENACTED

OTHERWISE SUCH DUTIES AND TERMS SHALL BE AS SUCH SHALL BE PRESCRIBED BY THE BOARD OF COMMISSIONERS.

SECTION 4. ALL OTHER EMPLOYEES, NOT LISTED ABOVE, SHALL BE PAID AS SET FURTHER IN PRIOR ORDINANCES ON A BIWEEKLY BASIS. DEPARTMENT HEAD.

SECTION 6. ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT WITH THIS ORDINANCE ARE HEREBY REPEALED.

SECTION 7. THIS ORDINANCE SHALL TAKE EFFECT UPON ITS PASSAGE AND PUBLICATION ACCORDING TO LAW.

Mayor Maley moved the ordinance be approved on first reading, published, and the second reading and public hearing to be held on December 3, 2018 which was seconded and approved by the following call of the roll:

***Aye: M. James Maley, Jr.
Absent: Joan Leonard
Aye: Robert Lewandowski***

The Commissioners called for the First Reading of Ordinance 1651

AN ORDINANCE AMENDING CHAPTER 301 OF THE CODE OF THE BOROUGH OF COLLINGSWOOD ENTITLED "WATER RENTS

THE BOARD OF COMMISSIONERS OF THE BOROUGH OF COLLINGSWOOD ORDAINS AS FOLLOWS:

1. SECTION 301 OF THE CODE OF THE BOROUGH OF COLLINGSWOOD IS HEREBY AMENDED AND SUBSTITUTED AS FOLLOWS:

301-8 SERVICE CHARGES PER CONNECTION

THE SERVICE CHARGE PER CONNECTION, BOTH INSIDE AND OUTSIDE THE BOROUGH OF COLLINGSWOOD, SHALL BE AS FOLLOWS:

<u>SIZE OF METER</u>	<u>MONTHLY CHARGE</u>	<u>QUARTERLY CHARGE</u>
5/8" X 3/4"	\$10.00	\$ 30.00
3/4"	15.00	45.00
1"	25.00	75.00
1 1/4"	35.00	105.00
1 1/2"	50.00	150.00
2"	80.00	240.00
3"	160.00	480.00
4"	241.00	723.00
6"	502.00	1,506.00

2. SECTION 301-9 OF THE CODE OF THE BOROUGH OF COLLINGSWOOD IS HEREBY AMENDED AND SUBSTITUTED AS FOLLOWS:

301-9 CHARGE FOR WATER CONSUMPTION

THE WATER CHARGE FOR ALL WATER USED FROM CONNECTIONS, BOTH IN THE BOROUGH OF COLLINGSWOOD AND FROM CONNECTIONS OUTSIDE THE BOROUGH OF COLLINGSWOOD, SHALL BE THREE DOLLARS AND FORTY CENTS (**\$3.40**) PER ONE HUNDRED (100) CUBIC FEET.

3. THIS ORDINANCE SHALL TAKE EFFECT AS OF JANUARY 1, 2019.

Mayor Maley moved the ordinance be approved on first reading, published, and the second reading and public hearing to be held on December 3, 2018 which was seconded and approved by the following call of the roll:

***Aye: M. James Maley, Jr.
Absent: Joan Leonard
Aye: Robert Lewandowski***

Discussion of Best Practices

The Following Resolutions were Approved without a Dissenting Vote

167. Approving a Department of Transportation Grant Application for the Grant Avenue Improvements Project
168. Appointing Per Diem EMT/ Firefighter-Eric Jacob
169. Appointing Collingswood Library -PT Youth Services Assistant - Kaley Iacovetta
170. Appointing Collingswood Zoning Officer –Stanley Witkowski
171. Approving the updated Fire Department Operating Guidelines and Policy Directives
172. Authorize an Application for Municipal Alliance Funding
173. Authorizing to Bid for Towing Services
174. Approving Raffle License 2018-13 Tatem PTA
175. Authorize Shared service with Borough of Westville for Westville Regional Laboratory Service
176. Requesting Approval of Items of Revenue and Appropriation NJSA 40A:4-87- Sustainable New Jersey
177. Approving Permitting Requirements and Rules and Procedures for Holiday Displays
178. Approving Payment of Bills as Presented by the Treasurer

Commissioner Lewandowski, announced the date of the annual Collingswood Cash Sale and Tailgate. Commissioner Lewandowski pointed out \$45,000.00 bonus money is given out that day adding the sale and give away of the bonus money is a very successful for the businesses and for residents. Commissioner Lewandowski also reminded residents about the dates for the Tree Lighting, the Holiday Parade and the Parade of Lights mentioning more information can be found on the Borough website. Commissioner Lewandowski talked about the many upcoming borough funded roadway projects that are starting in addition to DOT funded projects and the \$30,000.00 Safe Routes to School Grant. Commissioner Lewandowski thanked the Fire Department for hosting the Public Safety Night. Commissioner Lewandowski reminded residents to change the batteries in their smoke and CO detectors.

Mayor Maley, announced two upcoming special Town Forums being held on Nov. 7th and Dec. 5 focusing on the construction of the Public Safety Building. Mayor Maley said there are some preliminary designs and concepts and we are looking for public feedback. Thank you to Commissioner Leonard and the volunteers who planted trees on Harvard and Woodlawn Avenues.

Mayor Maley opened the meeting to the Public:

Jen Rossi, 114 East Palmer Avenue, presented the results of an online survey she posted regarding overnight street parking and enforcement of overnight parking Ms. Rossi explained residents would like more online options. Ms. Rossi announced the Collingswood Educational Advocacy Group is hosting a Digital Literacy Event and invited resident to register for the event. Commissioner Lewandowski added there are several speakers covering different areas of digital literacy.

Mayor Maley reminded residents to vote on Tues November 6.

Richard Klingerman, 743 Maple Terrace asked if the Best Practices Checklist is posted on the Borough website. Administrator Hasting advised Mr. Klingerman it is posted on the DCA website. Mayor Maley gave Mr. Klingerman a copy. Mr. Klingerman requested a copy of the Water Rates Ordinance.

Ann Woodcock 121 East Palmer Avenue announced Schrober Orchards would be giving apples and apple cider away to Veterans at the Farmers Market on Saturday, November 10th.

With no further comments, Mayor Maley moved the meeting be adjourned at 7:20 PM, which was seconded.