

## **AGENDA**

BOROUGH OF COLLINGSWOOD  
COMMISSION MEETING  
COMMUNITY CENTER  
APRIL 1, 2024 AT 7 PM

Pledge of Allegiance  
Sunshine Notice  
Approve: Minutes  
Reports:

Proclamation: Arbor Day Observance -April 26, 2024

## **ORDINANCE**

Second Reading and Public Hearing of Capital Improvement Ordinance 1782 for the Purchase of an Ambulance, Improvements to Borough owned Properties and Infrastructure Improvements

First Reading of Ordinance 1783 Appropriating \$250,000.00 From the General Capital Improvement Fund for Improvements to Various Municipal Roads

First Reading of Ordinance 1784 COAH Non-Resident Development Fees and Establish a Spending Plan

### ***Public Comment on Resolution Agenda***

## **RESOLUTIONS**

Authorizing a Contract for a Court Collection Vendor with Tax Serv Capital Services NJ, LLC

Authorizing the Ratification Award of an Emergency Contract for Water Repair-AC Shultes

Authorizing to Bid for the Resurfacing of Various Street

Awarding a Contract to Remington and Vernick Engineers for Construction Phase Services for the Comly Avenue Water Treatment Plant Upgrades

Authorizing the Acquisition of Properties.

Approving Raffle Licenses 2024-8 and 2024-7 to Collingswood Civic Collective

### ***Public Hearing on the 2024 Municipal Budget***

Authorizing the 2024 Municipal Budget be Read by Title

Authorizing to Amend the 2024 Municipal Budget as Introduced

### ***Public Hearing on the 2024 Municipal Budget Amendment***

Authorizing the Adoption of the 2024 Municipal Budget

Approving Salary Resolution for Certain Employees of the Borough of Collingswood

Approving the Payment of Bills in General, Water and Sewer Accounts

**Next Meeting May 6, 2024**

THE BOROUGH OF COLLINGSWOOD  
IN THE COUNTY OF CAMDEN,  
NEW JERSEY

Ordinance No.1782

APPROPRIATING \$525,000.00 FROM THE GENERAL CAPITAL  
IMPROVEMENT FUND FOR THE PURCHASE OF AN AMBULANCE AND  
IMPROVEMENTS TO BOROUGH OWNED PROPERTIES

APPROPRIATING \$850,000.00 FROM THE WATER CAPITAL IMPROVEMENT  
FUND FOR IMPROVEMENTS TO INFRASTRUCTURE

**BE IT ORDAINED** by the Mayor and Borough Commissioners of the Borough of Collingswood, County of Camden, State of New Jersey, (not less than 2/3 of all members thereof affirmatively concurring) as follows:

SECTION 1. The Borough Commissioners of the Borough of Collingswood hereby authorizes the following General Capital improvement to be funded from the General Capital Improvement Fund \$525,000:

- A. Purchase an Ambulance for the Collingwood Fire Department \$ 300,000.00
- B. Improvements to 641 Haddon Ave, B24/L1 \$ 225,000.00

SECTION 2. The Borough Commissioners of the Borough of Collingswood hereby authorizes the following Water Capital improvement to be funded from the Water Capital Improvement Fund \$850,000:

- A. Water Main Replacement \$750,000.00
- B. Lead Line Pit Testing \$100,000.00

The useful life of this equipment is at least five (5) years. No Supplemental Debt Statement is required since there is no authorization of any debt within this Capital Ordinance. The gross debt of the Municipality as defined by law is not increased by this ordinance, and no obligation in the matter of bonds or notes are authorized by this ordinance.

SECTION 3. The capital budget is hereby amended to conform with the provisions of this ordinance.

SECTION 4. This Capital Ordinance shall take effect immediately after publication following the final adoption as provided by law.

INTRODUCED: March 4, 2024

ADOPTED: April 1, 2024

\_\_\_\_\_  
M. James Maley, Jr., Mayor

\_\_\_\_\_  
Robert Lewandowski, Commissioner

\_\_\_\_\_  
K. Holly Mannel, Borough Clerk

\_\_\_\_\_  
Morgan Robinson, Commissioner

THE BOROUGH OF COLLINGSWOOD  
IN THE COUNTY OF CAMDEN,  
NEW JERSEY

Ordinance No. 1783

APPROPRIATING \$250,000.00 FROM THE GENERAL  
CAPITAL IMPROVEMENT FUND FOR IMPROVEMENTS  
TO VARIOUS MUNICIPAL ROADS

**BE IT ORDAINED** by the Mayor and Borough Commissioners of the Borough of Collingswood, County of Camden, State of New Jersey, (not less than 2/3 of all members thereof affirmatively concurring) as follows:

SECTION 1. The Borough Commissioners of the Borough of Collingswood hereby authorizes the following General Capital improvement to be funded from the General Capital Improvement Fund \$250,000 for Improvements to Various Roads throughout the Borough of Collingswood; and

SECTION 2: The useful life of this equipment is at least five (5) years. No Supplemental Debt Statement is required since there is no authorization of any debt within this Capital Ordinance. The gross debt of the Municipality as defined by law is not increased by this ordinance, and no obligation in the matter of bonds or notes are authorized by this ordinance.

SECTION 3. The capital budget is hereby amended to conform with the provisions of this ordinance.

SECTION 4. This Capital Ordinance shall take effect immediately after publication following the final adoption as provided by law.

INTRODUCED: April 1, 2024

ADOPTED:

---

M. James Maley, Jr., Mayor

---

Robert Lewandowski, Commissioner

---

Morgan Robinson, Commissioner

---

K. Holly Mannel, Borough Clerk

**BOROUGH OF COLLINGSWOOD  
COUNTY OF CAMDEN  
STATE OF NEW JERSEY**

**RESOLUTION 2024-\_\_\_\_\_**

**AUTHORIZING AN AGREEMENT WITH  
TAXSERV CAPITAL SERVICES NJ, LLC  
FOR PRIVATE COLLECTION OF MUNICIPAL COURT DEBT**

**WHEREAS**, the Borough of Collingswood wishes to enter into an agreement with Tax Serv Capital Services NJ, LLC, 1458 Ingleside Ave, McLean, VA 22101-3926 for the Private Collection of Municipal Court Debt; and

**WHEREAS**, the Borough desires to enter into this Agreement, which shall memorialize the terms and full understanding and covenants regarding the Services to be provided by Tax Serv Capital Services NJ, LLC for the Private Collection of Municipal Court Debt for the Borough of Collingswood;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of Collingswood, County of Camden, State of New Jersey, that the Mayor and Clerk, be and hereby are authorized to enter into an agreement with Tax Serv Capital Services NJ, LLC, 1458 Ingleside Ave, McLean, VA 22101-3926.

**BOROUGH OF COLLINGSWOOD**

ADOPTED: April 1 2024

\_\_\_\_\_  
M. James Maley, Jr.  
Mayor

\_\_\_\_\_  
Robert Lewandowski  
Commissioner

\_\_\_\_\_  
K. Holly Mannel, Borough Clerk

\_\_\_\_\_  
Morgan Robinson  
Commissioner

BOROUGH OF COLLINGSWOOD  
BOARD OF COMMISSIONERS

RESOLUTION 2024-\_\_\_\_\_

SUBJECT: AWARDING A CONTRACT TO REMINGTON AND VERNICK ENNGINEERS FOR CONSTRUCTION PHASE SERVICES FOR THE COMLY AVENUE WATER TREATMENT PLANT UPGRADES

WHEREAS, a need exists to have a professional engineer provide construction services for the Comly Avenue Water Treatment Plant Upgrade project; and

WHEREAS, Remington and Vernick Engineers have the qualifications and experience to provide such services; and

WHEREAS, funds are available in the Water Capital Ordinance C-06-55-716-000 for Comly Avenue Water Treatment Plant Upgrade engineering design, permitting and construction management services; and

NOW THEREFORE BE IT RESOLVED, by the Borough Commissioners that a contract shall be awarded to Remington and Vernick Engineers 232 Kings Highway East, Haddonfield, NJ 08033 in the amount of \$399,700.00.

Adopted: April 1, 2024

\_\_\_\_\_  
M. James Maley, Jr.

\_\_\_\_\_  
Robert Lewandowski

\_\_\_\_\_  
Morgan Robinson

\_\_\_\_\_  
K. Holly Mannel, Borough Clerk

Board of Commissioners

BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD  
NEW JERSEY

RESOLUTION 24-  
**RESOLUTION AUTHORIZING THE RATIFICATION AWARD  
OF AN EMERGENCY CONTRACT FOR WATER REPAIR**

WHEREAS, the Borough of Collingswood was notified of a water flow issue at Well #5, located on South Park Drive on January 29, 2024;

WHEREAS, Well 5 is one of three wells supplying water to Hillcrest plant. The loss of any one of the three wells for any extended time period puts the supply of water to the Borough of Collingswood in danger.

WHEREAS, The Water Superintendent has determined it was an emergency affecting the public health, safety and welfare and needed to be repaired;

WHEREAS, the Borough is required to contract with an outside vendor to replace the pump and motor in Well #5 in a timely and safe manner to provide for the safety of its residents;

WHEREAS, the Borough of Collingswood Purchasing Agent has declared the need to enter into an emergency contract to furnish and install a new pump and motor; and,

WHEREAS, A.C. Schultes, 664 S. Evergreen Ave, Woodbury Heights, NJ 08097 have responded to the emergency and provided this service as needed for a total contract price of \$51,292.00; and

WHEREAS, the Borough has adequate funds appropriated for the contract in 4-05-26-828-152.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE BOROUGH OF COLLINGSWOOD**, to enter into an emergency contract with A.C. Schultes. as described herein;

Adopted: April 1, 2024

\_\_\_\_\_  
M. JAMES MALEY, JR.

\_\_\_\_\_  
ROBERT LEWANDOWSKI

\_\_\_\_\_  
MORGAN ROBINSON  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
K. Holly Mannel, Borough Clerk

BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD  
NEW JERSEY

**RESOLUTION 2024 - \_\_\_\_\_**

**SUBJECT: Authorizing To Advertise for The Repaving of Various Streets  
Within the Borough of Collingswood**

Whereas, the Board of Commissioners Wish to Advertise for Re-Paving of Various Streets in the Borough of Collingswood

Now, Therefore, Be It Resolved, By the Board of Commissioners of the Borough of Collingswood, County of Camden, State of New Jersey, that the Borough Administrator be and Hereby is Authorized to Prepare the Specifications for the work and is also Authorized to Advertise and Solicit Bids for said Project.

ADOPTED: April 1, 2024

\_\_\_\_\_  
M. JAMES MALEY, JR., MAYOR

\_\_\_\_\_  
ROBERT LEWANDOWSKI, COMMISSIONER

\_\_\_\_\_  
MORGAN ROBINSON, COMMISSIONER

\_\_\_\_\_  
K. HOLLY MANNEL, BOROUGH CLERK



BOROUGH OF COLLINGSWOOD  
BOARD OF COMMISSIONERS

RESOLUTION 2024-\_\_\_\_\_

SUBJECT: AWARDING A CONTRACT TO REMINGTON AND VERNICK ENNGINEERS FOR CONSTRUCTION PHASE SERVICES FOR THE COMLY AVENUE WATER TREATMENT PLANT UPGRADES

WHEREAS, a need exists to have a professional engineer provide construction services for the Comly Avenue Water Treatment Plant Upgrade project; and

WHEREAS, Remington and Vernick Engineers have the qualifications and experience to provide such services; and

WHEREAS, funds are available in the Water Capital Ordinance C-06-55-716-000 for Comly Avenue Water Treatment Plant Upgrade engineering design, permitting and construction management services; and

NOW THEREFORE BE IT RESOLVED, by the Borough Commissioners that a contract shall be awarded to Remington and Vernick Engineers 232 Kings Highway East, Haddonfield, NJ 08033 in the amount of \$399,700.00.

Adopted: April 1, 2024

\_\_\_\_\_  
M. James Maley, Jr.

\_\_\_\_\_  
Robert Lewandowski

\_\_\_\_\_  
Morgan Robinson

\_\_\_\_\_  
K. Holly Mannel, Borough Clerk

Board of Commissioners

**BOROUGH OF COLLINGSWOOD  
BOARD OF COMMISSIONERS**

**RESOLUTION 24-**

**SUBJECT: RESOLUTION AUTHORIZING THE ACQUISITION OF PORTIONS OF PROPERTIES LOCATED WITHIN BLOCK 167 OF THE BOROUGH OF COLLINGSWOOD PURSUANT TO N.J.S.A. 20:3-1, ET SEQ.**

WHEREAS, the Borough of Collingswood (“Borough”) is authorized to pursue the acquisition of properties for a public purpose through direct purchase or, when determined to be necessary, pursuant to the provisions of N.J.S.A. 20:3-1 et. seq. including the power of eminent domain; and

WHEREAS, the Borough’s Board of Commissioners (the “Commissioners”), have determined that there exists a need to provide additional public parking to benefit the residents, visitors, businesses and their patrons within and in proximity to those businesses located on the west side of the White Horse Pike and fronting Collings Avenue; and

WHEREAS, there are certain properties located within Block 167, specifically lot 5, more commonly known as 620 Collings Avenue, and lot 6 , more commonly known as 600 Collings Avenue ( the “Properties”) , as well as a drive through adjacent to lot 6.05 which measures 9 feet wide and to the rear of lots 6.01 through 6.05 which measures 15 feet wide, the ownership of such drive through to be determined, all of which is suitable to function as a public parking lot; and

WHEREAS, it is the desire of the Commissioners to acquire portions of the Properties and such other property as needed to serve as a public parking lot by direct purchase from the owners or , if necessary, pursuant to its power of eminent domain under N.J.S.A. 20:3-1, et seq.;

and

WHEREAS, the Commissioners have determined that the acquisition of the Properties for the purpose stated herein is in the best interests of the residents of the Borough;

NOW, THEREFORE, be it resolved by the Commissioners of the Borough of Collingswood, County of Camden, State of New Jersey, that the Borough Administrator is authorized to take any and all action necessary to acquire portions of the Properties identified herein, specifically within Block 167, lots 5 and 6, including the authority to negotiate with the owners of the Properties, enter into an agreement of sale and to do any and all things to complete the purchases or, if determined to be necessary, pursuant to the Borough's authority under the Eminent Domain Act of 1971, N.J.S.A. 20:3-1, et seq., for the public purposes stated herein.

\_\_\_\_\_  
M. James Maley, Jr., Mayor

\_\_\_\_\_  
Robert Lewandowski, Commissioner

\_\_\_\_\_  
K. Holly Mannel, Borough Clerk

\_\_\_\_\_  
Morgan Robinson, Commissioner

ADOPTED: April 1, 2024

**Borough of Collingswood  
County of Camden New Jersey**

2024-\_\_\_\_\_

**WHEREAS**, *Collingswood Civic Collective* has applied for and received a State issued identification number allowing the *Collingswood Civic Collective* the ability to conduct raffle licenses with proper approval; and

**WHEREAS**, *the Collingswood Civic Collective* have properly completed the Raffle license application and at least 6 days have elapsed between the time the applications were filed and the time that the Collingswood Police Department has made their findings and determination with a check to the Borough of Collingswood in the amount of \$10.00 and that 15 days will elapse between the time the municipality forwards the application to the control commission and the date the license is issued to the applicant; and

**WHEREAS**, the Borough Clerk has reported that the legal preliminaries have been strictly complied with;

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Commissioners be and is hereby authorized to issue a Raffle License numbered 2024-7 and 2024-8 to the *Collingswood Civic Collective* for the Raffles taking place on May 5, 2024 and June 16, 2024.

ADOPTED: April 1, 2024

\_\_\_\_\_  
M. JAMES MALEY, JR.

\_\_\_\_\_  
ROBERT LEWANDOWSKI

\_\_\_\_\_  
MORGAN ROBINSON  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
K. HOLLY MANNEL  
BOROUGH CLERK

BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD  
CAMDEN COUNTY, NEW JERSEY

RESOLUTION 2024-\_\_\_\_\_

SUBJECT: AUTHORIZING THE 2024 BUDGET TO BE READ BY TITLE ONLY AS PROVIDED BY N.J.S.A. 40A:4-8

WHEREAS, N.J.S.A. 40A:4-8 STATES THAT THE BUDGET AS ADVERTISED MAY BE READ BY TITLE ONLY IF AT LEAST ONE WEEK PRIOR TO THE PUBLIC HEARING, THE APPROVED BUDGET AS ADVERTISED SHALL BE POSTED WHERE PUBLIC NOTICES ARE CUSTOMARILY POSTED AND COPIES ARE MADE AVAILABLE TO EACH PERSON REQUESTING SAME; AND

WHEREAS, THE ABOVE-MENTIONED REQUIREMENTS HAVE BEEN MET,

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE BOROUGH OF COLLINGSWOOD, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY, THAT THE 2024 BUDGET BE READ BY TITLE ONLY.

ADOPTED: April 1, 2024

\_\_\_\_\_  
M. JAMES MALEY, JR., MAYOR

\_\_\_\_\_  
ROBERT LEWANDOWSKI, COMMISSIONER

\_\_\_\_\_  
MORGAN ROBINSON, COMMISSIONER

\_\_\_\_\_  
K. HOLLY MANNEL, BOROUGH CLERK

**BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD  
NEW JERSEY**

**RESOLUTION 2024-**

**SUBJECT: AUTHORIZING AMENDMENT TO INTRODUCED 2024 MUNICIPAL BUDGET**

**WHEREAS**, the local municipal budget for the year 2024 was approved on the 4th day of March, 2024 and

**WHEREAS**, the public hearing on said budget has been held as advertised, and

**WHEREAS**, it is desired to amend said approved budget, now

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Borough of Collingswood, New Jersey that the following amendments to the approved budget of 2024 be made:

**CURRENT FUND:**

**ANTICIPATED REVENUES:**

	<u>From</u>		<u>To</u>
1. Surplus Anticipated	\$ 2,181,999.51	\$	2,176,008.51
3. Miscellaneous Revenues			
Section B: State Aid Without Offsetting Appropriations			
Energy Receipts Tax	1,203,681.00		1,209,672.00
Total Section B: State Aid Without Offsetting Appropriations	1,203,681.00		1,209,672.00
Total Miscellaneous Revenues	6,454,971.95		6,460,962.95

**ADOPTED: APRIL 1, 2024**

\_\_\_\_\_  
**M. JAMES MALEY, JR., MAYOR**

\_\_\_\_\_  
**ROBERT LEWANDOWSKI,  
COMMISSIONER**

\_\_\_\_\_  
**K. Holly Marnel  
Borough Clerk**

\_\_\_\_\_  
**MORGAN ROBINSON  
COMMISSIONER**

RESOLUTION 2024-\_\_\_\_

BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD  
NEW JERSEY

SUBJECT: AUTHORIZING THE 2024 BUDGET TO BE ADOPTED

WHEREAS, THE 2024 BUDGET OF THE BOROUGH OF COLLINGSWOOD WAS INTRODUCED AND APPROVED ON MARCH 4, 2024 ADVERTISED IN THE RETROSPECT ON MARCH 15, 2024, THE PUBLIC HEARING WAS HELD ON APRIL 1, 2024, AND THE AMENDMENT TO THE BUDGET WAS APPROVED ON APRIL 1 2024; AND,

WHEREAS, N.J.S.A. 40A:4-8 STATES THAT THE BUDGET AS ADVERTISED MAY BE READ BY TITLE ONLY IF AT LEAST ONE WEEK PRIOR TO THE PUBLIC HEARING, THE APPROVED BUDGET AS ADVERTISED SHALL BE POSTED WHERE PUBLIC NOTICES ARE CUSTOMARILY POSTED AND COPIES ARE MADE AVAILABLE TO EACH PERSON REQUESTING SAME; AND

WHEREAS, THE ABOVE MENTIONED REQUIREMENTS HAVE BEEN MET,

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE BOROUGH OF COLLINGSWOOD, COUNTY OF CAMDEN, AND STATE OF NEW JERSEY, THAT THE 2024 BUDGET BE ADOPTED.

Adopted: April 1, 2024

\_\_\_\_\_  
M. JAMES MALEY, JR., MAYOR

\_\_\_\_\_  
ROBERT LEWANDOWSKI, COMMISSIONER

\_\_\_\_\_  
MORGAN ROBINSON, COMMISSIONER

\_\_\_\_\_  
K. HOLLY MANNEL, BOROUGH CLERK

**RESOLUTION 24-**  
**SUBJECT: ESTABLISHING SALARIES FOR CERTAIN**  
**EMPLOYEES IN THE BOROUGH**

WHEREAS, the rate of compensation of the following officers and employees of the Borough of Collingswood whose compensation shall be on a bi-weekly basis, payable as follows:

POSITION	2024 ANNUAL SALARY
<b>COLLINGSWOOD PARTNERS</b>	
Public Relations - Farmers Market	\$3,090.00
Farmers Market Director	\$17,500.00
<b>MUNICIPAL ALLIANCE</b>	
Coordinator	\$1,500.00
<b>STATE UNIFORM CONSTRUCTION CODE</b>	
Fire Subcode	\$9,312.11
Building Inspector	\$13,116.54
<b>WATER DEPARTMENT</b>	
Clerk	\$16,480.00
<b>SEWER DEPARTMENT</b>	
Clerk	\$32,857.35

**ON CALL AND OVERTIME TO BE PAID AS SET FORTH IN CONTRACT RATIFIED BY BOARD OF COMMISSIONERS.**

THEREFORE BE IT RESOLVED, the above mentioned rate of compensation are hereby set for the positions listed to be payable as of January 1, 2024 on a bi-weekly basis.

Adopted: April 1, 2024

\_\_\_\_\_  
**M. JAMES MALEY**  
**MAYOR**

\_\_\_\_\_  
**ROBERT LEWANDOWSKI**  
**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
**MORGAN ROBINSON**  
**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
**K. HOLLY MANNEL,**  
**BOROUGH CLERK**



**RESOLUTION 2024-\_\_\_\_\_**

**BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD  
STATE OF NEW JERSEY**

**SUBJECT: APPROVING PAYMENT OF BILLS AS PRESENTED BY TREASURER**

**WHEREAS, CERTAIN BILLS HAVE BEEN PRESENTED FOR PAYMENT, NOW**

**THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE  
BOROUGH OF COLLINGSWOOD, COUNTY OF CAMDEN, STATE OF NEW JERSEY,  
THAT AN ORDER BE DRAWN ON THE TREASURER IN FAVOR OF THE AMOUNT  
OF THE INVOICES AND CHARGED THEIR RESPECTIVE ACCOUNTS; AS PER THE  
ATTACHED LIST:**

**Date of Adoption: \_\_\_\_\_**

\_\_\_\_\_  
**M. James Maley, Jr., Mayor**

\_\_\_\_\_  
**Robert Lewandowski, Commissioner**

\_\_\_\_\_  
**K. Holly Mannel, Borough Clerk**

\_\_\_\_\_  
**Morgan Robinson, Commissioner**