

## **AGENDA**

BOROUGH OF COLLINGSWOOD  
COMMISSION MEETING  
COMMUNITY CENTER  
MARCH 7, 2022 AT 7 PM

Pledge of Allegiance

Sunshine Notice

Approve: Minutes – January 10, 2022

Reports: Tax Collector, Municipal Court and Zoning Official

Proclamation- Chief Keith Davis

Oaths of Office:

Samuel Rocco

Angelo Ballestamon

## **ORDINANCES**

Second Reading and Public Hearing of Ordinance 1732 for General and Water Capital Water Improvements

Second Reading and Public Hearing of Ordinance 1733 -Dirt Bikes

Second Reading and Public Hearing of Ordinance 1734 Establishing Parking Ticket Policy for the Parkview Apartment Parking Lots

First Reading of Ordinance 1735

Appropriating \$50,000.00 From the General Capital Improvement Fund for the Purchase of Equipment for Roberts Pool

Appropriating \$125,000.00 From the Water Capital Improvement Fund for Improvements to Water Infrastructure

Appropriating \$125,000.00 From the Parking Capital Improvement Fund for the Purchase and Install Parking Meters

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

## **RESOLUTIONS:**

Authorizing the Cancellation of Stale Checks

Authorizing the Self-Examination of the 2022 Municipal Budget

Affirming the Borough of Collingswood's Civil Rights Policy Signing of Group Affidavit

Introducing and Approving the 2022 Municipal Budget

Approving Lien Certification Pursuant to Chapter 227 of the Borough Code-130 E. Linden Ave

Authorizing an Agreement with Global Parking Solutions- Parking Kiosks

Authorizing a Shared Service Agreement between the Borough of Collingswood and the Borough of Oaklyn-Construction Code Official, Building Inspector, Electrical, Plumbing and Fire Sub-Code Officials

Approving Raffle License 2022-1 Collingswood Rotary Club

Authorizing Appointments to the Collingswood Planning Board

Authorizing Appointments to the Collingswood Green Team

Authorizing the Acquisition of the Property Located at 712 Woodlynne Avenue, Identified As Block 128 Lot 1

Authorizing Application for the Camden County Round 22 Recreation Facility Enhancement Grant Application

Approving the Adoption of a Cybersecurity Incident Response Plan

Approving the Adoption of a Master Technology Practices Policy

Authorizing to Advertise to Bid for a Material Supply for the Chlorine Contact Pipe

Approving Payment of Bills as Presented by Treasurer

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**Next Meeting Monday, April 4, 2022**

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

**Ordinance No. 1732**

**APPROPRIATING \$470,000.00 FROM THE GENERAL CAPITAL  
IMPROVEMENT FUND FOR THE PURCHASE OF PUBLIC WORKS  
EQUIPMENT**

**APPROPRIATING \$145,000.00 FROM THE WATER CAPITAL  
IMPROVEMENT FUND FOR IMPROVMENTS TO WATER  
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 improvements:

A. Purchase Equipment for the Public Works Department                      \$470,000.00

SECTION 2. The Borough Commissioners of the Borough of Collingswood hereby authorizes the following Water Capital improvements:

A. Improvements to Water Infrastructure    \$145,000.00

SECTION 3. 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 4. The capital budget of the Borough of Collingswood will conform with the provisions of this ordinance, and

SECTION 5. The improvements authorized hereby are not current expenses and are improvements that the Borough may lawfully make, and

SECTION 6. This Capital Ordinance shall take effect immediately after publication following the final adoption as provided by law.

Date of Introduction: February 7, 2022

Date of Adoption: March 7, 2022

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

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Robert Lewandowski, Commissioner

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K. Holly Mannel, Borough Clerk

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Morgan Robinson, Commissioner

**ORDINANCE NO. 1733**

**AN ORDINANCE OF THE BOROUGH OF COLLINGSWOOD AUTHORIZING THE  
COLLINGSWOOD POLICE DEPARTMENT TO SEIZE AND SUBJECT TO  
FORFEITURE ALL-TERRAIN VEHICLES, SNOWMOBILES AND DIRT BIKES  
OPERATED ILLEGALLY ON BOROUGH ROADWAYS**

**WHEREAS**, the New Jersey Legislature has adopted and the Governor has signed into law Senate and Assembly Bill S-4080/A-6088 which amends certain provisions of Title 39 of the State Statutes governing the operation of certain snowmobiles, all-terrain vehicles and dirt bikes (“Off Road Vehicles”) in the State of New Jersey; and

**WHEREAS**, N.J.S.A.39:3C-35 and N.J.S. 2C:64-1 have been amended to provide for the forfeiture of Off Road Vehicles when operated on any public street, highway, or right of way (“Motor Vehicle Roadways”) in violation of N.J.S.A. 39:3C-17 and in other circumstances; and

**WHEREAS**, the Board of Commissioners of the Borough of Collingswood have determined that Off Road Vehicles pose a danger to motorists and pedestrians when operated illegally on Motor Vehicle Roadways within the Borough; and

**WHEREAS**, the newly enacted legislation authorizes municipalities to adopt ordinances to enable municipal authorities to seize Off Road Vehicles when operated illegally on the Motor Vehicle Roadways;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners for the Borough of Collingswood as follows:

Any snowmobile, all-terrain vehicle or dirt bike operated on any public street, highway or right of way in the Borough of Collingswood in violation of N.J.S.A. 39:3C- 17 or 35 shall be subject to seizure and potential forfeiture in accordance with N.J.S. 2C:64-1 et seq.. Pursuant to N.J.S.A. 2c:64-6, any snowmobile, all terrain vehicle or dirt bike which has been operated in violation of N.J.S.A. 39:3C-17 or 35 which has been forfeited shall be destroyed.

This Ordinance shall take effect immediately upon final adoption and publication according to law.

Introduction: February 7, 2022

Adoption: March 7, 2022

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M. James Maley, Jr., Mayor

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Robert Lewandowski, Commissioner

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K. Holly Mannel, Borough Clerk

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Morgan Robinson, Commissioner

**ORDINANCE NO. 1734**  
**AN ORDINANCE OF THE BOROUGH OF COLLINGSWOOD AUTHORIZING THE**  
**COLLINGSWOOD POLICE DEPARTMENT TO TOW UNAUTHORIZED OR**  
**ABANDON MOTOR VEHICLES**  
**FROM THE PREMISES OF PARKVIEW APARTMENTS**

WHEREAS, N.J.S.A. 40:48-2.49 provides that a municipality may regulate, by ordinance, the removal of motor vehicles from private or public property; and

WHEREAS, Section 282-3 of the Municipal Code for the Borough of Collingswood (“Borough”) permits the Borough to select and contract with operator(s) to remove from private or public property and to store motor vehicles which are disabled, stolen, abandoned, or involved in suspected criminal activity; and

WHEREAS, the owners of Parkview Apartments have requested and authorized the Collingswood Police Department to tow and issue tickets to any unauthorized or abandoned motor vehicles from the premises of the Parkview Apartments; and

WHEREAS, the purpose of this Ordinance is authorizing the Collingswood Police Department to lawfully tow unauthorized or abandon motor vehicles from the premises of Parkview Apartments;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners for the Borough of Collingswood that the following Chapters of the Borough Code be amended and supplemented as follows:

**I. Chapter 293 Vehicles and Traffic shall be amended as follows:**

**Add new Section – 293-42.3 Parking Regulation for Parkview Apartments**

- A.** The provisions of Subtitle 1 of Title 39 of the New Jersey Statutes Annotated and all parking ordinances of the Borough of Collingswood shall apply to the land and building of the apartment building known as “Parkview Apartments” including all surrounding areas, roadways, including semipublic and private roads, driveways, parkways, parking areas and any open space intended for use by members of the public, tenants, invitees, agents, representatives or employees.

- B.** It shall be unlawful for the owners or operators of any automobile or other motor vehicle subject to the provisions of Subtitle 1 of Title 39 of the New Jersey Statutes Annotated and all parking ordinances of the Borough of Collingswood to park any automobile or other motor vehicle in any are of Parkview Apartments which has been designated as a no-parking area or designated as residence only parking.

This Ordinance shall take effect immediately upon final adoption and publication according to law.

INTRODUCTION: FEBRUARY 7, 2022

ADOPTION: MARCH 7, 2022

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M. James Maley, Jr., Mayor

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Robert Lewandowski, Commissioner

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K. Holly Mannel, Borough Clerk

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Morgan Robinson, Commissioner

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

Ordinance No. 1735

APPROPRIATING \$50,000.00 FROM THE GENERAL CAPITAL IMPROVEMENT  
FUND FOR THE PURCHASE OF EQUIPMENT FOR ROBERTS POOL  
APPROPRIATING \$125,000.00 FROM THE GENERAL CAPITAL  
IMPROVEMENT FUND FOR THE PURCHASE AND INSTALL PARKING  
METERS  
APPROPRIATING \$125,000.00 FROM THE WATER CAPITAL IMPROVEMENT  
FUND FOR IMPROVMENTS TO WATER 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 improvements:

Purchase Equipment for Roberts Pool	\$50,000.00
Purchase and Install Parking Meters	\$125,000.00

SECTION 2. The Borough Commissioners of the Borough of Collingswood hereby authorizes the following Water Capital improvements:

Improvements to Water Infrastructure	\$125,000.00
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SECTION 4. 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 5. The capital budget of the Borough of Collingswood will conform with the provisions of this ordinance, and

SECTION 6. The improvements authorized hereby are not current expenses and are improvements that the Borough may lawfully make, and

SECTION 7. This Capital Ordinance shall take effect immediately after publication following the final adoption as provided by law.

**Date of Introduction: March 7, 2022**



BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD  
NEW JERSEY

RESOLUTION 22-

SUBJECT: CANCELING STALE CHECKS FROM VARIOUS ACCOUNTS

WHEREAS, checks issued during previous calendar years are still listed as outstanding in various funds and;

WHEREAS, the governing body can formally cancel stale checks from the records prior to the end of the fiscal year, and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Collingswood, New Jersey, that the following outstanding checks be canceled:

Water Operating Account			
09/08/20	8627	Uline	\$510.00
Sewer Operating Account			
07/06/20	7825	Pedroni Fuel Company	\$249.95
10/05/20	7855	Verizon Wireless	22.65

BE IT FURTHER RESOLVED, that the Chief Financial Officer is hereby directed to record the effects of this resolution on the financial accounts of the Borough of Collingswood.

ADOPTED: March 7, 2022

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

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

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K. HOLLY MANNEL, BOROUGH CLERK

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MORGAN ROBINSON  
COMMISSIONER

**RESOLUTION CONFIRMING COMPLIANCE WITH NJAC 5:30-7:  
CONDUCTING LOCAL EXAMINATION OF 2022 ANNUAL MUNICIPAL BUDGET**

**BOROUGH OF COLLINGSWOOD, COUNTY OF CAMDEN**

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Collingswood has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2022 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Borough of Collingswood that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:

- a. Payment of interest and debt redemption charges
- b. Deferred charges and statutory expenditures
- c. Cash deficit of preceding year
- d. Reserve for uncollected taxes
- e. Other reserves and non-disbursement items
- f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:

- a. All estimates of revenue are reasonable, accurate and correctly stated,
- b. Items of appropriation are properly set forth
- c. In itemization, form, arrangement and content, the budget will

permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Approved: March 7, 2022

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M. James Maley, Jr., Mayor

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Robert Lewandowski, Commissioner

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K. Holly Mannel, Borough Clerk

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Morgan Robinson, Commissioner

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE  
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S  
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment  
Decisions Under Title VII of the Civil Rights Act of 1964"**

**RESOLUTION 2022-**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Mayor and Commissioners of the Borough of Collingswood, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

Adopted: March 7, 2022

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

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Robert Lewandowski, Commissioner

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K. Holly Mannel, Borough Clerk

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

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE  
WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S  
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in  
Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

**GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES  
NO PHOTO COPIES OF SIGNATURES**

STATE OF NEW JERSEY  
COUNTY OF *CAMDEN*

We, members of the governing body of the Borough of Collingswood being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Mayor and Commissioners of the Borough of Collingswood in the county of Camden;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_  
Notary Public of New Jersey

\_\_\_\_\_  
Clerk

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The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

**BOROUGH OF COLLINGSWOOD**

**RESOLUTION NO. 2022-\_\_\_\_\_**

**RESOLUTION TO INTRODUCE THE 2022 MUNICIPAL BUDGET**

**BE IT RESOLVED**, that the following statement of revenues and appropriations shall constitute the Local Municipal Budget for the year 2022;

**BE IT FURTHER RESOLVED**, that the said budget be published in the Retrospect edition of March 18, 2022 as follows:

A hearing on the budget and tax resolution will be held on the 4th day of April, 2022 at 7:00 o'clock p.m., at which time and place objections to said budget and tax resolution of the Borough of Collingswood for the year 2022 may be presented by taxpayers or other interested persons.

**Summary of General Section of Budget**

**Current Fund**

Municipal Purposes within "CAPS"	\$14,180,804.15
Municipal Purposes excluded from "CAPS"	6,040,325.41
Reserve for Uncollected Taxes	<u>37,594.73</u>
Total General Appropriations	20,258,724.29
Less: Anticipated Revenues	<u>6,790,209.60</u>
Local Tax for Municipal Purposes	
Amount to be Raised by Taxation	<u>\$12,148,422.00</u>

**Summary of General Section of Budget**

**Water Utility Fund**

Total Water Appropriations	<u>\$3,657,097.16</u>
Total Water Anticipated Revenues	<u>\$3,657,097.16</u>

**Summary of General Section of Budget**

**Sewer Utility Fund**

Total Sewer Appropriations	<u>\$2,771,173.20</u>
Total Sewer Anticipated Revenues	<u>\$2,771,173.20</u>

**Summary of General Section of Budget**  
**Parking Utility Fund**

Total Parking Appropriations	<u>\$168,950.00</u>
Total Parking Anticipated Revenues	<u>\$168,950.00</u>

Adopted: March 7, 2022

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M. James Maley, Jr., Mayor

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Robert Lewandowski, Commissioner

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K. Holly Mannel, Borough Clerk

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Morgan Robinson, Commissioner

*Borough of Collingswood*  
CAMDEN COUNTY, NEW JERSEY

**CERTIFICATION OF APPROVED BUDGET**

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to N.J.S.A. 40A:4-78(b) and N.J.A.C. 5:30-7.

It is further certified that the municipality has met the eligibility requirements of N.J.A.C. 5:30-7.4 and 7.5, and that I, as Chief Financial Officer, have completed the local examination in compliance with N.J.A.C. 5:30-7.6.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Chief Financial Officer

This certification form and resolution of the governing body executing such certification should be annexed to the adopted budget (N.J.A.C. 5:30-7.6(e))



BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD, NEW JERSEY

RESOLUTION 22-\_\_\_\_\_

SUBJECT: Approving a Lien Certification Pursuant to Chapter 227 of the Borough Code

WHEREAS, CHAPTER 227 OF THE BOROUGH CODE, ENTITLED "Property Maintenance" contains a procedure for asserting liens against properties when it has become necessary for the Borough to remove and abate nuisances,

WHEREAS, BY RESOLUTION, as set forth in the borough code, upon certification by an enforcing official of the borough, a lien can be filed and recorded against the property wherein said work was done,

WHEREAS, the Borough Administrator has certified that such work was performed at

Block	Lot	Address
53	1.01	130 E Linden Ave

NOW, THEREFORE, BE IT RESOLVED BY THE BOROUGH COMMISSION OF THE BOROUGH OF COLLINGSWOOD, COUNTY OF CAMDEN, STATE OF NEW JERSEY, that a lien be asserted against said property, as a result of work performed by Advanced Restoration Group in the amount of \$2,337.01, as certified by the Borough as per the attached invoice.

ADOPTED: March 7, 2022

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

\_\_\_\_\_  
ROBERT LEWANDOWKI

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

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

BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD  
NEW JERSEY

RESOLUTION 2022-\_\_\_\_\_

A RESOLUTUION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH  
GLOBAL PARKING SOLUTIONS,  
ALISO VIEJO, CALIFORNIA FOR THE PURCHASE OF  
(6) SIX METROPOLIS MULTI-SPACE PARKING METERS

WHEREAS, there exists a need to purchase (6) Six Parking Kiosks for Atlantic Avenue and the lot between the 700 block of Haddon and Atlantic Ave within the Borough; and

WHEREAS, the Borough of Collingswood solicited bids for parking Kiosks, which were due on February 24, 2022 at 10:am; and

WHEREAS, one bids was received, from Global Parking Solutions USA, and

WHEREAS, after review of the bid document submitted, the Chief Financial Officer recommends awarding a contract to Global Parking Solutions, LLC 120 Vantis Dr, Suite 300, Aliso Viejo, CA 92656 for (6) Six Metropolis Multi-space parking meters for a total cost of \$55,665.50; and

WHEREAS, the Chief Finance Officer hereby certifies that funds are available in the PARKING CAPITAL ACCOUNT C-04-55-735-000

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Commissioners to enter into an agreement Global Parking Solutions LLC 120 Vantis Dr, Suite 300, Aliso Viejo, CA 92656 for (6) Six Metropolis Multi-space parking meters.

**Date of Adoption: March 7, 2022**

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

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

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

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

**RESOLUTION 2022-\_\_\_\_\_**

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

**AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH  
OF COLLINGSWOOD AND THE  
BOROUGH OF OAKLYN**

**WHEREAS, THE BOROUGH OF OAKLYN NJ SEEKS TO ENTER INTO A  
SHARED SERVICES AGREEMENT WITH THE BOROUGH OF COLLINGSWOOD  
FOR THE SERVICES OF THE CONSTRUCTION CODE OFFICIAL, BUILDING  
INSPECTOR, AND ELECTRICAL, PLUMBING AND FIRE SUB-CODE OFFICIALS**

THEREFORE, Be it Resolved, by the Board of Commissioners of the Borough of Collingswood, County of Camden, State of New Jersey, enter into a Shared Service Agreement with the Borough of Oaklyn for the services of Construction Code Official, Building Inspector, and Electrical, Plumbing and Fire Sub-Code Officials.

Dated: March 7, 2022

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

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

Attest:

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

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

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

**2022-\_\_\_\_\_**

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

**WHEREAS**, *the Rotary Club of Collingswood* 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 2022-1 to the *Rotary Club of Collingswood* for the Raffles taking place on March 25, 2022.

Adopted: March 7, 2022

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

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

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

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

BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD  
NEW JERSEY

RESOLUTION 2022- \_\_\_\_\_

SUBJECT: APPOINTING MEMBERS TO THE PLANNING BOARD

WHEREAS, IT IS THE DESIRE OF THE BOARD OF COMMISSIONERS THAT THE FOLLOWING MEMBERS BE APPOINTED FOR THE BOROUGH OF COLLINGSWOOD:

<b>PLANNING BOARD</b>	<b>TERM EXPIRES</b>
Claire Gustafson	03/07/2026

<b>ALTERNATES</b>	
Steven Piacquadio	03/07/2024
Jessica Stokes	03/07/2024

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COMMISSIONERS OF THE BOROUGH OF COLLINGSWOOD, CAMDEN COUNTY, NEW JERSEY, THAT THE ABOVE MEMBERS BE APPOINTED.

**Date of Adoption: March 7, 2022**

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

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

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

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

**RESOLUTION 2022-\_\_\_\_\_**

**APPOINTING MEMBERS OF THE COLLINGSWOOD GREEN TEAM COMMITTEE**

**WHEREAS**, the Borough of Collingswood strives to save tax dollars, assure clean air and water, improve working and living environments to build a community that is sustainable economically, environmentally and socially; a community which would thrive well into future and do our part to address climate change; and

**WHEREAS**, the Borough of Collingswood wishes to build a model of government which benefits our residents now and far into the future with green community initiatives which are easy to replicate and implement; and

**WHEREAS**, in an attempt to focus attention and implement green initiatives, the Borough Commission wishes to appoint Green Team Committee members; and

**WHEREAS**, solar power, changes to fleet purchasing and maintenance, water quality improvements, and operational changes will all be considered as the Borough moves to do their share to lessen the environmental impact of its operations.

**NOW THEREFORE BE IT RESOLVED**, by the Borough of Collingswood that we do hereby appoint Green Team Committee members consisting of members who shall be residents, businesses and employees of the Borough of Collingswood appointed every three years, but whose initial term of appointment shall be through April 1, 2025.

**NOW THEREFORE BE IT FURTHER RESOLVED**, by the Borough of Collingswood that the Mission is established as follows:

**Mission**

The Collingswood Green Team Committee will advise the Borough on ways to improve sustainability in the Borough through programs that aim to establish and/or continue to implement a variety of measures or programs including encouraging sustainable development and land-use, protecting wildlife, conserving water, reducing waste and pollution, and enhancing green municipal policies and operations.

**NOW THEREFORE BE IT FINALLY RESOLVED**, by the Borough of Collingswood that the following persons are hereby appointed to Green Team Committee:

<b>NAME</b>	<b>POSITION REPRESENTATIVE</b>
Lorraine Prince	Community Member
Laurie Burton	Community Member
Tom Messick	Community Member
Jeremiah Williams	Community Member
Tricia Aspinwall	Community Member
Sandi Kelly	Lead Coordinator, Borough of Collingswood
Donna Helmes	Assistant Coordinator, Borough of Collingswood
Geoffrey Joyce	Collingswood Fire Department
Steve DiOrio	Collingswood Department of Public Works
Michael Schmetzer	Business Improvement District
Mindy Leher	Business Improvement District
Ian Livaich	Community Member
Morgan Robinson	Commissioner Liaison
Joan Leonard	Community Member, Shade Tree Representative

Adopted: March 7, 2022

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

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

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

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

**BOROUGH OF COLLINGSWOOD  
BOARD OF COMMISSIONERS**

**RESOLUTION 22-**

**SUBJECT: RESOLUTION AUTHORIZING THE ACQUISITION OF THE PROPERTY LOCATED AT 712 WOODLYNNE AVENUE, IDENTIFIED AS BLOCK 128, LOT 1, PURSUANT TO N.J.S.A. 20:3-1, ET SEQ.**

WHEREAS, the Borough of Collingswood (“Borough”) is authorized to undertake housing and redevelopment projects by adopting a municipal ordinance pursuant to N.J.S.A. 40A:12A-7 and, in furtherance thereof, is authorized to acquire interests in real property and rehabilitate, renovate, and repair any such property; and

WHEREAS, pursuant to Borough Ordinance No. 1235, the Borough Commissioners (the “Commissioners”), approved the designation of the White Horse Pike Redevelopment Area Scottish Rite Redevelopment Zone pursuant to N.J.S.A. 40A:12A-7; and

WHEREAS, the property located at 712 Woodlynne Avenue, identified on the Borough tax map as Block 128, Lot 1 (the “Property”), is situated within the White Horse Pike Redevelopment Area Scottish Rite Redevelopment Zone; and

WHEREAS, it is the desire of the Commissioners to purchase the Property, 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 Property would be 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, pursuant to the Eminent Domain Act of 1971,



N.J.S.A. 20:3-1, et seq., including conducting negotiations with the owner of the Property for the purchase of Property.

ADOPTED: March 7, 2022

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

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Robert Lewandowski, Commissioner

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K. Holly Mannel, Borough Clerk

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Morgan Robinson, Commissioner

BOARD OF COMMISSIONERS  
BOROUGH OF COLLINGSWOOD  
NEW JERSEY

RESOLUTION 22 - \_\_\_\_\_

SUBJECT: AUTHORIZING AND SUPPORTING THE SUBMISSION OF AN  
APPLICATION FOR THE RECREATION FACILITY ENHANCEMENT PROJECT AND  
THE EXECUTION OF SAID GRANT IF RECEIVED

WHEREAS, The Board of Commissioners supports the Knight Park Trustees and recognizes the need to improve the pedestrian path at Knight Park; and

WHEREAS, the Borough of Collingswood is submitting an application to obtain a grant from the Camden County Open Space, Farmland, Recreation and Historic Preservation Trust Fund in the amount of \$25,000.00 for the improvements of the Pedestrian Path at Knight Park.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE BOROUGH OF COLLINGSWOOD, COUNTY OF CAMDEN, STATE OF NEW JERSEY, to authorize the submission of an application for the Recreation Facility Enhancement Project Grant for the improvement to the pedestrian path at Knight Park and authorization to execute the grant agreement if the grant is received.

ADOPTED: March 7, 2022

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

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ROBERT LEWANDOWSKI

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K. HOLLY MANNEL  
BOROUGH CLERK

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

**BOROUGH OF COLLINGSWOOD**  
**RESOLUTION 22-\_\_\_\_\_**

**A RESOLUTION ADOPTING A CYBERSECURITY INCIDENT  
RESPONSE PLAN**

WHEREAS, the Mayor and Commissioners of the Borough of Collingswood seek to direct staff and guide technology management decision making when a cybersecurity incident takes place. Further, compliance with various practices will enable Collingswood to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Collingswood's cyber insurance policy, administered through Camden County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.

WHEREAS, the need exists to establish a formal Cybersecurity Incident Response Plan;

WHEREAS, compliance with various practices will enable Collingswood to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Collingswood's cyber insurance policy, administered through Camden County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.

NOW, therefore be it Resolved, that the Mayor and Borough Commissioners of the Borough of Collingswood hereby adopts the attached Cybersecurity Incident Response Plan.

ADOPTED: March 7, 2022

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

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

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

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

# Borough of Collingswood Cyber Incident Response Plan

## Table of Contents

<i>Document Management</i>	<i>Error! Bookmark not defined.</i>
<b>1. Policy Statement</b>	<b>3</b>
<b>2. Reason for the Policy</b>	<b>3</b>
<b>3. Scope</b>	<b>3</b>
<b>4. Incident Identification</b>	<b>3</b>
4.1 Cyber Extortion Threat	3
4.2 Cyber Security Breach	4
4.3 Data Breach	4
<b>5. Designation of an Incident Response Manager</b>	<b>4</b>
5.1 Responsibilities	4
<b>6. Incident Response Team and Notification</b>	<b>5</b>
<b>7. Incident Response Phases</b>	<b>5</b>
7.1 Detection, Reporting, & Analysis	5
7.2 Containment, Eradication, & Recovery	6
7.3 Forensics	7
7.4 Post-Incident Review	7
<b>8. Periodic Review</b>	<b>7</b>
<b>9. Special Situations/Exceptions</b>	<b>7</b>

## **1. Policy Statement**

The Incident Response Plan defines our methods for identifying, tracking, and responding to technology-based security incidents.

## **2. Reason for the Policy**

The Incident Response Plan is established to assist in protecting the integrity, availability, and confidentiality of technology and assist in complying with statutory, regulatory and contractual obligations.

Responding quickly and effectively to an Incident is critical to minimizing the spread of the Incident and/or the business, financial, legal, and/or reputational impact. Incident Response generally includes the following phases:

- Detection, Reporting, and Analysis.
- Legal.
- Forensics.
- Containment, Eradication, and Recovery.
- Other Responses (i.e. Public Relations).
- Post-Incident Review.

## **3. Scope**

This plan governs incidents that have a significant negative impact on information technology systems and/or sensitive information (hereinafter, "Incidents"). Incidents can include denial of service, malware, ransomware, and/or phishing attacks that can significantly impact operations and/or result in the unintended disclosure of sensitive data (e.g., constituent data, Protected Health Information, Personally Identifiable Information, credit card data, and law enforcement records).

Minor events (e.g., routine detection, and remediation of a virus, a minor infraction of a security policy, or other similar issues that have little impact on day-to-day business operations) are not considered an Incident under this policy.

## **4. Incident Identification**

For cyber insurance purposes, a security incident is an event that is a: cyber security breach, or cyber extortion threat, or data breach.

### **4.1 Cyber Extortion Threat**

A threat against a network to:

1. Disrupt operations.
2. Alter, damage, or destroy data stored on the network.
3. Use the network to generate and transmit malware to third parties.
4. Deface the member's website.
5. Access personally identifiable information, protected health information, or confidential business information stored on the network; made by a person or group, whether acting alone,

or in collusion with others, demanding payment, or a series of payments in consideration for the elimination, mitigation, or removal of the threat.

#### 4.2 Cyber Security Breach

Any unauthorized access to, use, or misuse of, modification to the network, and/or denial of network resources by attacks perpetuated through malware, viruses, worms, Trojan horses, spyware, adware, zero-day attack, hacker attack, or denial of service attack.

#### 4.3 Data Breach

The actual or reasonably suspected theft, loss, or unauthorized acquisition of data that has or may compromise the security, confidentiality and/or integrity of personally identifiable information, protected health information, or confidential business information.

Other cyber security incidents include:

- Attempts from unauthorized sources to access systems or data.
- Unplanned disruption to a service or denial of a service.
- Unauthorized processing or storage of data.
- Unauthorized changes to system hardware, access rights, firmware, or software.
- Presence of a malicious application, such as ransomware, or a virus.
- Presence of unexpected/unusual programs.

### 5. Designation of an Incident Response Manager

The municipality shall designate an Incident Response Manager who is either a full or part time technology person working in your municipality on a daily basis or the highest-ranking administrative person in your municipality that employees would normally contact when having computer or technology problems. Ideally, this person should be readily available to employees in the case of a cyber security event.

#### 5.1 Responsibilities

- The municipality has designated an Incident Response Manager that is responsible for determining whether an event, or a series of security events, is declared an Incident.
- The Incident Response Manager is responsible for ensuring that this policy is followed.
- The Incident Response Manager is responsible for establishing an Incident Response Team to support the execution of this plan.
- The Incident Response Team is tasked with executing this plan in accordance with and at the direction of the Incident Response Manager.
- The highest-ranking administrative official in the municipality is responsible for ensuring that end-users have sufficient knowledge to recognize a potential security Incident and report it in accordance with this plan.
- Employees are responsible to report potential security incidents in a timely manner and provide any requires support during plan execution.

## 6. Incident Response Team and Notification

Establish an incident response team to be able to quickly respond to cyber security incidents, and a team broad enough to gather the needed resources and make the appropriate decisions to resolve the incident. Such team shall include the following.

Title / Position	Name	Telephone #
Highest-ranking Administrative Official	Cassandra Duffey	856-854-0720 x-124
Chief of Police	Kevin Carey	856-854-1901 x-203
General Counsel	Joe Nardi	856-854-8900
Human Resources Manager	Elizabeth Pigliacelli	856-854-0720 x-126
Incident Response Manager	Elizabeth Pigliacelli	856-854-0720 x- 126
JIF Risk Management Consultant	Mike Avalone	609-417-1797
JIF Claims Administrator	Holly Mannel	856-854-0720 x-127
Technology Support Contact	Wes Barber	609-225-6856
AXA XL Data Breach Hotline		855-566-4724

Please verify with your breach advisor/counsel that their firm will be handling the required breach notifications including, but potentially not limited to, those agencies listed below.

IC3	FBI Internet Crime Complaint Center: <a href="https://www.ic3.gov/">https://www.ic3.gov/</a>
NJ Cybersecurity and Communications Integration Cell (NJCCIC)	Incident Reporting: <a href="https://www.cyber.nj.gov/report">https://www.cyber.nj.gov/report</a> 609-963-6900 x7865

## 7. Incident Response Phases

### 7.1 Detection, Reporting, & Analysis

1. If a user, employee, contractor, or vendor observes a potential security event they should notify the Incident Response Manager immediately. If the Incident Response Manager is not available, the events should be immediately reported to the highest-ranking administrative official.
2. The Incident Response Manager is responsible for communicating the Incident, its severity, and the action plan to the highest-ranking administrative official.
3. If the Incident Response Manager or the highest-ranking administrative official are not available, a user should isolate the affected devices from the network or internet by removing the network cable from the device. If operating via wireless, turn off the wireless connection. If isolating the machine from the network is not possible then unplug the machine from its power source.
4. If you have determined or suspect that the Incident is a cyber security breach, cyber extortion threat, or data breach (see *Definitions Related to Cyber Liability Insurance – Section 4 of this document*) proceed to Step 5. If not, proceed to Step 6.
5. For a cyber security breach, please follow this process:



If the AXA XL Data Breach Hotline does not answer, leave a message with your contact information. Do not delay in calling the Hotline. When they respond, follow their instructions. They will refer the matter to a “breach advisor/counsel” (an attorney experienced in cybersecurity incidents) who will coordinate the response. The Breach Counsel will gather information about the Incident and work with you to determine an action plan.

**The Incident Response Manager should follow the advice from the Breach Counsel until the issue is resolved.**

6. *If the Incident is determined not to be a cyber security breach, cyber extortion threat, or data breach,* the Incident Response Manager should work with the Incident Response Team to assess the Incident, develop a plan to contain the Incident, and ensure the plan is communicated to and approved by the highest-ranking administrative official.
7. The Incident Response Manager should ensure that all actions are documented as they are taken and that the highest-ranking administrative official, Incident Response Team, and outside support are regularly updated.

## 7.2 Containment, Eradication, & Recovery

**Containment** is the act of limiting the scope and magnitude of the attack as quickly as possible. Containment has two goals: preventing data of note from being exfiltrated and preventing the attacker from causing further damage.

### **Immediate triage:**

1. Immediately contact technology expert to report the event and follow their instructions. It is now the responsibility of technology expert to notify management of the incident and to execute the security incident response plan.
2. If technology expert is not available, isolate the affected devices from the network or internet by removing the network cable from the device. If operating via wireless, turn off the wireless connection. **DO NOT TURN OFF DEVICE OR REMOVE POWER SOURCE** unless instructed by technology expert.
3. Incident response team assembles and assesses if the incident is a cyber security breach, cyber extortion threat, or data breach. If it is, or if there is any question the incident may or may not be one, management contacts their JIF Claims Administrator to advise them of the incident and management (or technology support) will call the Cyber Insurer Hotline. Work with the breach coach and the other partners they suggest to help resolve the incident.
4. Document all actions as they are taken.

**Eradication** is the removal of malicious code, accounts, or inappropriate access. Eradication also includes repairing vulnerabilities that may have been the root cause of the compromise. A complete reinstallation of the OS and applications is preferred.

**Recovery** allows business processes affected by the Incident to recover and resume operations. It generally includes:

- Reinstall and patch the OS and applications.
- Change all user and system credentials.
- Restore data to the system.
- Return affected systems to an operationally ready state.
- Confirm that the affected systems are functioning normally.

### 7.3 Forensics

Security incidents of a significant magnitude may require that a forensics investigation take place. Once that need has been established all additional investigation/containment activities need to be directed and/or performed by a forensics specialist to ensure that the evidence and chain of custody is maintained. The highest-ranking administrative official, in consultation with the Incident Response Manager and/or XL Caitlin will advise if engaging a forensics firm is required.

### 7.4 Post-Incident Review

To improve the Incident Response processes and identify recurring issues each Incident should be reviewed and formally reported on. The report should include:

- Information about the Incident type
- A description of how the Incident was discovered.
- Information about the systems that were affected.
- Information about who was responsible for the system and its data.
- A description of what caused the Incident.
- A description of the response to the Incident and whether it was effective.
- A timeline of events, from detection to Incident closure
- Recommendations to prevent future Incidents.
- A discussion of lessons learned that will improve future responses.

## 8. Periodic Review

This policy and associated subordinate procedures will be reviewed at least annually by the Incident Response Manager to adjust processes considering new risks and security best practices. Material changes in this policy should be approved by the highest-ranking administrative official and/or governing body of the municipality.

## 9. Special Situations/Exceptions

Any personally owned devices, such as PDAs, phones, wireless devices, or other electronic devices which have been used to access organizational data and are determined to be relevant to an Incident, may be subject to retention until the Incident has been eradicated.

**BOROUGH OF COLLINGSWOOD**

**RESOLUTION 22-\_\_\_\_\_**

**A RESOLUTION ADOPTING A MASTER TECHNOLOGY PRACTICES PLAN**

WHEREAS, the Mayor and Commissioners of the Borough of Collingswood seek to establish a Master Technology Practices plan to direct staff and guide technology management decision making. Further, compliance with various practices will enable Collingswood to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Collingswood's cyber insurance policy, administered through Camden County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.

WHEREAS, the need exists to establish a formal Master Technology Practices Plan;

WHEREAS, compliance with various practices will enable Collingswood to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Collingswood's cyber insurance policy, administered through Camden County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.

NOW, therefore be it Resolved, that the Mayor and Borough Commissioners of the Borough of Collingswood hereby adopts the attached Master Technology Practices Plan.

ADOPTED: March 7, 2022

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

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

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

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

# **BOROUGH OF COLLINGSWOOD**

## **Master Technology Policy**

**Policy Statement:** The Technology Policy defines the technology security practices necessary to ensure the security of the member's technology systems and the information it stores, processes, and/or transmits.

**Reason for the Policy:** We act as the custodian of a wealth of sensitive information relating to the services we provide and the constituents we serve. We also rely on technology for much of our daily operations. Accordingly, an appropriate set of security measures must be implemented to guard against unauthorized access to, alteration, disclosure, or destruction of this information and/or the technology systems that store, process, or transmit the information.

This policy affirms our commitment to technology security by specifying the policies and standards necessary to achieve our security objectives, including compliance with all Federal and State requirements, as well as the Municipal Excess Liability Joint Insurance Fund's (MEL) Minimum Technology Proficiency Standards.

**Scope:** All technology systems and users are expected to comply with this policy.

### **Information Backup Policy**

**Objective:** The objective of the Information Backup Policy is to ensure all data is regularly "backed up" and available when needed in the event of an incident (e.g., ransomware, flood, fire, etc.). If the network is virtual, meaning no local data is stored on devices, the requirement to backup devices does not apply.

#### **Requirements:**

- a) Use of standardized system images or virtualized desktops
- b) A back-up of applications, operating systems and network configuration software must always be available
- c) Daily incremental backups with a minimum of 14 days of versioning on off-network device of all data
- d) Weekly, off-network, full back-up of all data
- e) All backups are spot-checked monthly
- f) Third-party and cloud-based application data must also be backed-up to the same standards

### **Patch Management Policy**

**Objective:** The objective of the Patch Management Policy is to ensure all systems and applications are patched on a timely basis. Outdated and/or unsupported operating systems/applications shall not be used.

**Requirements:** Patch all operating systems, applications, and infrastructure equipment with latest versions.

- a. Use automatic updating where practicable, particularly as related to security patches.
- b. All security and critical updates and patches are installed as soon as possible following release. Following are examples:
  - Microsoft products (Windows, Desktops, Servers, Office, SQL Data Bases, Outlook, etc.)
  - Search engines (Google, Firefox, Microsoft Edge, Bing, etc.)
  - Technical infrastructure equipment that requires regular security updates (switches, firewalls, routers, etc.)
  - Third-Party applications (finance, animal license, construction, code enforcement, etc.)
- c. Annually review all non-standard applications for possible replacement/upgrade

#### **Defensive Software Policy**

**Objective:** The objective of the Defensive Software Policy is to ensure all systems are protected by software that minimizes the likelihood of an attack by malicious individuals and/or malware that can compromise the confidentiality, integrity and availability of that system or information.

**Requirements:**

- a. Antivirus and firewalls are enabled for all desktops and laptops
- b. Antispam and antivirus filters are enabled for all email servers
- c. Firewalls, switches, routers, and any interconnecting devices must ensure unused or non-active ports are closed
- d. Antivirus and antimalware must be enabled for network servers that connect to the internet
- e. Firewall rules and policies need to be reviewed at least twice per year
- f. All Microsoft Office applications automatically open all downloaded files in "Protected Mode"

#### **Security Awareness Training Policy**

**Objective:** The objective of the Security Awareness Training Policy is to ensure all personnel with access to the member's technology assets receive appropriate cyber awareness education to reduce the likelihood of a cyber incident by understanding potential cyber threats.

**Requirements:**

All personnel with access to the member's technology assets shall receive annual training of at least one hour that includes malware identification (email and websites), password construction, identifying security incidents, and social engineering.

## Password Policy

**Objective:** The objective of the Password Policy is to ensure that users construct passwords that minimize the likelihood of unauthorized access to the member's data and technology systems.

**Requirements:** There are two options for compliance: 1) Follow the set of standards below; or 2) Follow the NIST Password Standards 800-63B (03/02/2020 Updates).

### Option 1

#### 1- Change Frequency

- a. Network users' passwords are updated every three (3) months.

#### 2- Construction

- b. Passwords must be unique from passwords used on all other programs, websites, devices, etc., both personal and work.

- c. Passwords must be a minimum of ten (10) characters.

- d. Sequential or repetitive characters of more than two in succession are not to be permitted.

- Example: "123", "AAA", etc. e. Commonly used passwords are not to be permitted.

- Example, "password", "123456789", "qwerty", "abc123", etc.

- Full lists of commonly used passwords can be found in various cybersecurity reports.

- f. Context-specific words are not to be permitted.

- Example, the name of the application or website being logged into.

3- Previously Breached Passwords The member shall implement a process for identifying breaches containing user email addresses and utilize a breach corpus search for breached passwords, and such passwords shall be updated and not used again.

4- Failed Login Lockout The user account shall be locked out after five (5) failed attempts for a period of no less than 30 minutes. In lieu of a timed lockout, the member may utilize a positive identification process to unlock the account.

### Option 2 (NIST)

#### 1- Failed Login Lockout

- a. Limit the number of failed authentication attempts

#### 2- Password

- a. Suggest users use "memorized secrets" instead of passwords

b. Memorized Secrets are secret values intended to be chosen and memorized by the user; something you know

3- Length

- a. 8 characters minimum to at least 64 characters maximum

4- Change

- a. Only change if there is evidence of compromise

5- Screening

- a. Screen passwords against a list of known compromised passwords

6- Hints

- a. Disable password hints and knowledge-based security questions

7- Composition Minimums

- a. Skip character composition rules

8- Composition Restrictions

- a. Do not allow i. Dictionary words ii. Repetitive or sequential characters iii. Context-specific words (i.e. service name or username)

9- Copy & Paste

- a. Allow copying and pasting passwords from a password manager

10- Other Characters

- a. Allow ASCII and UNICODE, including emojis

**Email Warning Policy**

**Objective:** The objective of the Email Warning Policy is to reduce spoofing emails and social engineering emails by identifying when emails are coming from outside the organization.

**Requirements:** "EXTERNAL" email warning label

**Cyber Incident Response Plan**

**Objective:** The objective of the Incident Response Plan is to define the methods for identifying, tracking, and responding to technology security incidents

**Requirements:** Please refer to the Incident Response Plan.

## **Technology Practice Policy**

**Objective:** The objective of the Technology Practice Policy is to ensure management/governing bodies adopt a Technology Practices Policy that includes all the subject items outlined in the MEL Cyber Risk Management Program.

**Requirements:** This document shall serve as the Technology Practice Policy.

## **Government Cybersecurity Membership Policy**

**Objective:** The objective of the Government Cybersecurity Membership policy is to ensure the member stays current with cyber threat notifications and relevant information. Both required below are FREE.

**Requirements:** The member shall register and become a member of New Jersey Cybersecurity Communications Integration Cell (NJCCIC) and Multi-State Information Sharing and Analysis Center (MS-ISAC).

**New Jersey Cybersecurity & Communications Integration Cell (NJCCIC)** - <https://www.cyber.nj.gov/>

The New Jersey Cybersecurity and Communications Integration Cell is the state's one-stop shop for cybersecurity information sharing, threat intelligence, and incident reporting. Acting in a cyber fusion center capacity, the NJCCIC is a component organization within the New Jersey Office of Homeland Security and Preparedness.

The NJCCIC works to make New Jersey more resilient to cyberattacks by promoting statewide awareness of cyber threats and widespread adoption of best practices. We provide a wide array of cybersecurity services, including the development and distribution of cyber alerts and advisories, cyber tips, and best practices for effectively managing cyber risk. Other services include threat briefings, risk assessments, incident response support, and training.

**Multi-State Information Sharing & Analysis Center (MS-ISAC)** - <https://www.cisecurity.org/ms-isac/>

The mission of MS-ISAC is to improve the overall cybersecurity posture of the nation's state, local, tribal, and territorial governments through focused cyber threat prevention, protection, response, and recovery. The Center for Internet Security, Inc. (CIS®) makes the connected world a safer place for people, businesses, and governments through our core competencies of collaboration and innovation.

We are a community-driven nonprofit, responsible for the CIS Controls® and CIS Benchmarks™, globally recognized best practices for securing technology systems and data. We lead a global community of technology professionals to continuously evolve these standards and provide products and services to proactively safeguard against emerging threats. Our CIS Hardened Images® provide secure, on-demand, scalable computing environments in the cloud. CIS is home to the Multi-State Information Sharing and Analysis Center® (MS-ISAC®), the trusted resource for cyber threat prevention, protection, response, and recovery for U.S. State, Local, Tribal, and Territorial government entities, and the Elections Infrastructure Information Sharing and Analysis Center® (EI-ISAC®), which supports the rapidly changing cybersecurity needs of U.S. elections offices.

## **Operational Policies**



### **Server Security Policy**

**Objective:** The objective of the Server Security Policy is to prevent unauthorized physical access, damage, and interference to the member's server(s) and network equipment.

**Requirements:** The member's servers and network equipment shall be protected by physical barriers with restricted access controls and must not be in common public areas. The servers and network equipment may be stored in an enclosed cabinet, data closet, or office with secure entries.

### **Access Privilege Controls Policy**

**Objective:** The objective of the Access Privilege Control Policy is to control access to all technology digital assets. Access to all technology shall be controlled by role-based access controls.

**Requirements:**

a. System and Network administrative rights are to be limited to those who are authorized to make changes to the systems, computers, and network.

b. Network and system access to file and folders are granted based on the individual's job function and level of responsibility.

c. Access rights need to be reviewed and updated upon any personnel change. Exiting employees' access must be revoked immediately upon separation.

d. A review process is to be implemented to ensure access rights are up to date. Minimal review frequency is six (6) months.

### **Technology Support Policy**

**Objective:** The objective of the Technology Support Policy is to ensure the member has the technical support expertise and structure in place to effectively mitigate and triage technology and cyber related issues.

**Requirements:** Technical support can be provided by a qualified and experienced employee or vendor.

### **System and Event Logging Policy**

**Objective:** The objective of the Logging Policy is to ensure system activities, information security events, and system utilization and performance are captured.

**Requirements:** The member shall use the following Microsoft logs (or similar for other operating systems) to monitor system activities, information security events, and system utilization and performance.

- a- System
- b- Application
- c- Security

### **Protected Information Policy**

**Objective:** The objective of the Protected Information Policy is to ensure all digital files and data containing sensitive information, Personally Identifiable Information (PII), and Protected Health Information (PHI) are protected in accordance with statutory, regulatory, and contractual requirements.

**Requirements:** All digital documents containing Personally Identifiable Information (PII), Protected Health Information (PHI) and documents deemed by the member as sensitive shall be encrypted.

### **Remote Access Policy**

**Objective:** The purpose of Remote Access Policy is to secure remote access connectivity into the member's network using a Virtual Private Network (VPN).

**Requirements:** The member shall deploy a Virtual Private Network (VPN) for those who need to remotely access the member's network. Only approved users, third-parties, vendors, and contractors may utilize the VPN service to connect to the member's network. VPN profiles shall be created upon request from the relevant department head, approving authorities, or designated sponsor.

**Using Personal Devices:** The following requirements only apply to those approved users, third-party, vendor or contractors who use their personal devices to access the member's network.

- All personal devices must be up to date with all applicable operating systems, security patches and virus/malware protection software.
- Users with remote access privileges shall ensure their remote access connection is used explicitly for member work and used in a manner consistent with their on-site connection to the member's network.
- Personal equipment shall not be used to connect to the member network unless authorized and approved in writing by someone in senior management charged with approving cybersecurity changes.
- VPN users are automatically disconnected from the member network after thirty (30) minutes of inactivity. The user must then logon again to re-authenticate in order to reconnect to the network.
- All personal devices are required to use a password to protect from tampering using the same standards and requirements as the member's equipment.
- The member shall not allow remote users to save any data to their personal devices (i.e. member can utilize Content Access Controls or a Cloud Access Security Broker).

### **Leadership Expertise Policy**

**Objective:** The objective of the Leadership Expertise Policy is to ensure the member's senior management has access to resources with expertise in their respective fields to support technology decision making, such as risk assessments, planning, budgeting, etc.

**Requirements:** The member's senior management shall have access to resources with expertise in their respective fields leveraging their technology support and the JIF's or MEL's available resources.

### **Technology Business Continuity Plan Policy**

**Objective:** The objective of the Technology Business Continuity Plan Policy is to ensure the member is prepared and can effectively recover from a disruption in service, including cyber breaches, denial of service or ransomware attacks, and be able to restore continuity of operations.

**Requirements:** The Emergency Management/Continuity of Government (CoG) plan shall include an Technology Business Continuity Plan as part of its Disaster Recovery section.

Recovery Strategies:

1. Identify all operational functions
2. Identify key support personnel and communications plan
3. Prioritize based on Recovery Time Objectives (RTOs)
4. Consider and accommodate the following impacts:
  - Loss of Computing (Systems and Data)
  - Loss of Telecommunications
  - Loss of Personnel
  - Denial of Physical Access
  - Critical vendors' services

**Banking Control Policy**

**Objective:** The objective of the Banking Control Policy is to prevent or reduce fraudulent banking transactions.

**Requirements:** The member shall implement internal controls to minimize fraudulent banking transactions. The following are required:

- Use Multi-Factor Authentication when accessing the bank's system and making financial transactions, where available.
- Establish procedures requiring multiple approvals for request to change banking information.
- Establish procedures requiring multiple approvals and source verification for financial transaction requests over \$5,000.

**Network Segmentation Policy**

**Objective:** The objective of the Network Segmentation Policy is to reduce the spread of a cyber-attack by dividing the network into multiple zones or sub-networks, virtually or physically, and applying security protocols to each zone. The member shall consider isolating key business units or sensitive departments, such as finance and human resources.

**Requirements:** Divide the network into multiple zones or sub-networks, virtually or physically, and apply security protocols to each zone. The member shall consider isolating key business units or sensitive departments, such as finance and human resources. Utilities shall have an "air gap" between their primary network and their Industrial Control System (ICS) / SCADA system. An air gap is a network security measure that physically isolates one network from another to prevent external connections.

### **Remote Access Policy**

**Objective:** to enhance the security level by adding a second layer of authentication when remotely accessing the member's network, as well as giving the member certain controls over the device remotely accessing the network.

**Requirements:** This is only applicable if you allow remote access to your network (i.e. employees, vendors, etc.). Consider using Network Access Control (NAC) to limit remote network access to only pre-approved devices. MFA shall be enabled for the following remote connections:

- Member's network
- Email service (if cloud based)
- Third-Party applications that store or transmit PII or PHI information The following Remote Security Controls shall be enabled for devices remotely accessing the above connections:
  - The member shall require employees to immediately report a lost or stolen device.
  - The member shall maintain the ability to remotely wipe a user's member-owned device.
  - The member shall maintain the ability to disconnect any user from the member's network.

### **Password Integrity Policy**

**Objective:** The objective of the Password Integrity Policy is to frequently validate users' emails and passwords to ensure they have not been compromised.

**Requirements:** The member shall implement a process where user emails are checked against an email breach service, such as HaveIBeenPwned, to determine if any email addresses have been compromised. Member must take necessary action to ensure integrity of any emails found to in the breach database.

### **System and Event Logging Policy**

**Objective:** Logs shall be reviewed every three (3) months by the technology professional.

**Requirements:** Logs shall be reviewed every three (3) months by the technology professional.

### **Third-Party Risk Management Policy**

**Objective:** The objective of the Third-Party Risk Management (TPRM) Policy and Procedure is to ensure the protection of information that is accessible to outside vendors. It is important to properly identify and manage risks associated when working with third-party vendors.

**Requirements:** Vendor Review Process (New and Existing Vendors) A Vendor Review shall take place for those vendors/partnerships who store, handle, access, and/or transmit any of the following sensitive data:

- Personally Identifiable Information (PII)
- Protected Health Information (PHI)
- Financial information
- Credit card information

- Access to the member's information system and/or computer network
- Any asset deemed sensitive and/or of value

The Vendor Review shall be in the form of an extensive Third-Party Security Questionnaire (attached and embedded below) which shall be forwarded to the vendor for completion. Following receipt of the questionnaire and any requested supporting documentation, the Vendor Relationship Manager\*\* shall engage the appropriate qualified and experienced professionals, including their Risk Manager, to review and opine on the information provided. The overall risk associated with the selection of the vendor shall be carefully considered.

**\*\*Vendor Relationship Manager** – Person responsible for the service, product, or agreement being requested

**Technology Vendors** It is paramount to select a technology vendor that has the expertise, experience, and certification to effectively design, implement, manage, and maintain your technology system.

**Requirements:** The following is a sample list of items that should be considered:

- Do they have the experience?
- Are they reliable and with references?
- Do they stay current with technology and trends?
- Do they provide a contract with Service Level Agreements (SLA)?
- Do they recommend ways to improve the performance and security of your network?
- Can they recommend how to design your network with security controls in mind?
- Can they design a network with redundancy built in to recover from a major incident?

See Attached checklist

BOROUGH OF COLLINGSWOOD  
BOARD OF COMMISSIONERS

RESOLUTION 2022 - \_\_\_\_\_

A RESOLUTION AUTHORIZING THE SOLICITATION OF BIDS FOR A  
MATERIAL SUPPLY FOR THE CHLORINE CONTACT PIPE INSTALATION

**For a Whereas**, it is the desire of the Borough of Collingswood water operator to contract with a vendor to provide a Material Supply For The Chlorine Contact Pipe instalation,

**WHEREAS**, the Qualified Purchasing Agent of the Borough of Collingswood has determined that it is in the best interest of the Borough of Collingswood to solicit bids for the Water Department; and

**NOW, THEREFORE, BE IT RESOLVED**, the Mayor and Commissioners of the Borough of Collingswood hereby authorize the advertisement of bids for a Material Supply For The Chlorine Contact Pipe Instalation.

Adopted: March 7, 2022

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

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Robert Lewandowski, Commissioner

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K. Holly Mannel, Borough Clerk

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Morgan Robinson, Commissioner

**RESOLUTION 2022-\_\_\_\_\_**

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: March 7, 2022**

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

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Robert Lewandowski, Commissioner

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K. Holly Mannel, Borough Clerk

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Morgan Robinson, Commissioner