

TOWNSHIP OF MAPLE SHADE

RESOLUTION 2019-R-146

APPOINT ANDREW SIMONSICK AS TOWNSHIP EMERGENCY
MANAGEMENT COORDINATOR FOR A THREE YEAR TERM

WHEREAS, N.J.S.A. A: 9-30 provides for the appointment of an emergency management coordinator from among the residents of the municipality; and

WHEREAS, Mayor Charles Kauffman has recommended Fire Chief, Andrew Simonsick for this appointment;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Maple Shade, in the County of Burlington and State of New Jersey, as follows:

1. The Township Council hereby appoints Andrew Simonsick as Emergency Management Coordinator for a three year term beginning September 1, 2019, such appointment being conditioned upon the Coordinator successfully completing the approved courses required for this position within one year of appointment.

Certification

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Council of the Township of Maple Shade, in the County of Burlington, State of New Jersey at a meeting held on September 12, 2019.

Andrea T. McVeigh, RMC

DATE: September 12, 2019

COUNCIL	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Manchello			x			
Nunes		x	x			
Volpe			x			
Wiest	x		x			
Kauffman			x			

TOWNSHIP OF MAPLE SHADE RESOLUTION 2019-R-147

AUTHORIZE ENGINEERING SERVICES FOR THE 2019 NJDOT MUNICIPAL AID PROJECT

WHEREAS, the Township Engineer has submitted a proposal dated August 20, 2019 for Engineering Consulting Services related to the resurfacing of Collins Lane which project is subject of a 2019 NJDOT Municipal Aid grant; and

WHEREAS, the Township's Chief Financial Officer, as required by N.J.A.C. 5:30-1, has certified that there are sufficient funds available for the purpose of awarding a contract to said entity, said certification being attached hereto and made part hereof; and

WHEREAS, the Township Council now desires to approve the proposed services, as limited.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Maple Shade, in the County of Burlington and State of New Jersey, as follows:

1. That the Township Council hereby authorizes the engineering services necessary for design/bid and construction phases of the 2019 NJDOT Municipal Aid Project as outlined in Richard A. Alaimo Association of Engineer's proposal dated August 20, 2019 for an amount not to exceed \$50,000.

2. That the Township Council hereby authorizes the Mayor and Township Clerk to execute any and all documents necessary for the completion of this project.

CERTIFICATION

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Andrea T. McVeigh, Township Clerk

DATE: September 12, 2019

COUNCIL	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Manchello			x			
Nunes		x	x			
Volpe			x			
Wiest	x		x			
Kauffman			x			

<u>TITLE OF THE RESOLUTION</u>	To cancel capital appropriation balances of completed projects
<u>STATUTORY REFERENCE</u>	NJSA 5:30-4.1 et seq.
<u>INSTANCE WHEN YOU WOULD TYPICALLY USE</u>	Completion of a capital project
<u>LIMITATIONS</u>	None
<u>RELATED STATUTORY OR OTHER REFERENCES</u>	None
<u>NUMBER OF COPIES DLGS</u>	None
<u>DOCUMENTATION REQUIRED</u>	Certification from municipal engineer that project is complete and that no additional commitments will be incurred.
<u>OTHER INFORMATION</u>	None
<u>VOTE FOR PASSAGE</u>	Majority of the full membership
<u>EFFECTIVE DATE</u>	Date of approval
<u>THE PROPER FORM AND HOW TO FILL IT IN</u>	Please see sample resolution on the next page
<u>VOTE NECESSARY</u>	N/A
<u>DATE OF FILING</u>	N/A

TOWNSHIP OF MAPLE SHADE RESOLUTION 2019-R-148

RESOLUTION TO CANCEL CAPITAL APPROPRIATION BALANCES OF COMPLETED PROJECTS

WHEREAS, certain Capital Improvement appropriation balances remain dedicated to projects now completed; and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be returned to each respective Capital Improvement Fund or credited to Reserve for Payment of Bonds or Loans, and unused debt authorizations may be canceled;

NOW THEREFORE, BE IT RESOLVED, by the Council of the Township of Maple Shade that the following unexpended and dedicated balances of capital appropriations be canceled:

Ordinance Number	Amount Canceled	Reserve for Payment of Bonds and Loans	Authorized Debt
Water/Sewer Capital Fund:			
2006-11	<u>\$ 52,394.45</u>	<u>\$ 15,722.87</u>	<u>\$ 36,671.58</u>

CERTIFICATION

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Andrea T. McVeigh, Township Clerk

DATE: September 12, 2019

COUNCIL	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Manchello			x			
Nunes		x	x			
Volpe			x			
Wiest	x					
Kauffman						

TOWNSHIP OF MAPLE SHADE

RESOLUTION 2019-R-149

APPOINT PEDRO PEREZ AS CLASS III OFFICER

WHEREAS, on May 9, 2019 the Township Council adopted Ordinance 2019- 06 adding the positions of Class II and Class III Special Law Enforcement Officer; and

WHEREAS, the Chief of Police has recommended appointing Pedro Perez as a Class III Officer for the 2019-2020 Maple Shade School District year; and

WHEREAS, funding for this position is subject to reimbursement from the Maple Shade Board of Education.

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of Maple Shade, County of Burlington as follows:

1. Pedro Perez is hereby appointed as a Class III Officer of the Maple Shade Police Department commencing September 9, 2019 for the 2019-2020 academic year.
2. This appointment is only for one academic year. Any renewal is subject to continued funding by the Board of Education and satisfactory evaluation of the officer.
3. This appointment may be terminated prior to the end of the term should the Board of Education cease to fund the position.

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Andrea T. McVeigh, Township Clerk

DATE: September 12, 2019

COUNCIL	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Manchello			x			
Nunes		x	x			
Volpe			x			
Wiest	x		x			
Kauffman			x			

TOWNSHIP OF MAPLE SHADE

RESOLUTION 2019-R-150

RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION - N.J.S.A. 40A:4-87- BODY ARMOR REPLACEMENT FUND

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approval the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Maple Shade, in the County of Burlington and State of New Jersey, as follows:

1. The Township Council hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2018 in the sum of \$3,775.95, which is now available from the State of New Jersey.
2. The Township Council hereby appropriates the like sum of \$3,775.95 under the caption of "2018 Body Armor Replacement Fund."
3. The above is the result of the submission of a grant application and execution of a grant agreement with Body Armor Replacement Fund in the amount of \$3,775.95.

CERTIFICATION

I, Andrea T. McVeigh, RMC do hereby certify that the foregoing is a true copy of a resolution adopted by the Governing Body of the Township of Maple Shade at a meeting held on September 12, 2019.

Andrea T. McVeigh, Township Clerk

DATE: September 12, 2019

COUNCIL	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Manchello			x			
Nunes		x	x			
Volpe			x			
Wiest	x		x			
Kauffman			x			

TOWNSHIP OF MAPLE SHADE

RESOLUTION 2019-R-151

WHEREAS, the Burlington County Board of Chosen Freeholders has approved the Open Space, Recreation, Farmland and Historic Preservation Trust Fund (“Trust Fund”) and established a Municipal Park Development Program (“program”) to provide grant funds in connection with municipal acquisition of lands for county park, recreation, conservation and farmland preservation purposes, as well as for municipal public park and recreation development purposes; and

WHEREAS, the Governing Body of the Township of Maple Shade desire to obtain County Municipal Park Development Program funds in the amount of \$250,000 to fund the JFK Memorial Field Park Improvement Project; and

WHEREAS, the total cost of the project including all matching funds is estimated to be \$ 375,000.00; and

WHEREAS, the Township of Maple Shade is the owner of and controls the project site.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Maple Shade, County of Burlington, State of New Jersey, that:

1. Manager Susan Danson is authorized to (a) make an application to the County of Burlington for Municipal Park Development program Funds, (b) provide additional application information and furnish such documents as may be required for the Municipal Park Development Program and (c) act as the municipal contact person and correspondent of the above named municipality;
2. The Township of Maple Shade is committed to this project and will provide the balance of funding necessary to complete the project in the form of non-county matching funds as required in the Policy and Procedures Manual for the Program; and
3. If awarded a grant by the County of Burlington under the Municipal Park Development Program, the municipality will use the approved funds in accordance with the Municipal Park Development Program Policy and Procedure Manual, and applicable federal, state, and local government rules, regulations and statutes thereto; and
4. The Township of Maple Shade is hereby authorized to sign and execute any required documents, agreements and amendments thereto with the County of Burlington for the approved funds; and
5. This resolution shall take effect immediately.

CERTIFICATION

I, Andrea T. McVeigh, RMC do hereby certify that the foregoing is a true copy of a resolution adopted by the Governing Body of the Township of Maple Shade at a meeting held on the 12th day of September, 2019. In Witness Whereof, I have hereunder set my hand and official seal of the municipality this 12th day of September, 2019.

Andrea T. McVeigh, RMC
Maple Shade Township Clerk

DATE: September 12, 2019

COUNCIL	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Manchello			x			
Nunes		x	x			
Volpe			x			
Wiest	x		x			
Kauffman			x			

TOWNSHIP OF MAPLE SHADE

RESOLUTION 2019-R-152

TOWNSHIP OF MAPLE SHADE FUND BALANCE POLICY

WHEREAS, the Council (the “Governing Body”) of the Township of Maple Shade acknowledges the maintenance of fiscal stability is important to the prudent operation of government and in determining its credit worthiness; and

WHEREAS, the ability to adjust local government revenues during the budget year and from year to year may be limited to meet unanticipated expenditures resulting from, inter alia, natural disasters, unforeseen increases in operating costs, unexpected capital expenditures; and

WHEREAS, changes in federal and state government spending policies can also impact local government revenues, particularly if reductions in such spending force local governments to increase their own spending to make up for the loss in federal and state government revenue; and

WHEREAS, fund balance, represents an available resource that can be used to meet working capital requirements, emergency expenditures and afford transition due to systemic changes in revenues and expenditures; and

WHEREAS, sufficient levels of unreserved fund balance can assure the continued orderly operation of government and the provision of services to taxpayers and the stability of the tax structure; and

WHEREAS, local governments frequently utilize a percentage of the municipality's annual operating expenditures as the means of determining the appropriate level of an unreserved fund balance; and

WHEREAS, drawdown of the fund balance, without the reasonable expectation of regenerating such amounts drawn down during the budget year, is evidence of a structural imbalance of the Township of Maple Shade's budget; and

WHEREAS, maintaining the stability of sufficient levels of unreserved fund balance will be equally important for the Township of Maple Shade, so that the fund balance policy will be meaningful and effective; and

WHEREAS, the Township of Maple Shade has evaluated historic use and replenishment patterns of fund balance in prior years' budgets, potential risks to budget stability including revenue and expenditure volatility, infrastructure risk, and extreme or emergency events, State requirements and State and national best practices,

Now Therefore, a fund balance target should be established, and the following shall be used as guidelines.

The Township of Maple Shade shall establish or maintain a target fund balance of 15% to 50% of the previous year's operating expenditures
Amounts appropriated in the ensuing budget which reduce the fund balance below the Target may be made only upon a specific vote of the Governing Body.

Upon such vote, a plan shall be developed to restore fund balance to the Target balance within a one year to five-year period.

As part of the annual budget process, amounts in excess of the Target that are used in the budget are considered "non-recurring" revenues and should be allocated/budgeted to, among other things, purchase capital assets with a useful life of 5 years or more, fund other reserves, or provide "one-time" direct tax relief and not to support increased operating expenses.

If the year-end available fund balance, based upon unaudited figures, is for any reason below the Target, then, to rebuild the fund balance toward the Target, no more than 50% of the surplus generated in the prior fiscal year shall be appropriated as a revenue in the succeeding year's budget.

The Governing Body, by vote, can declare a fiscal emergency and withdraw any amount of General Fund balance for purposes of addressing the fiscal emergency. Any such action must also provide a plan to restore fund balance to the Target within a five-year period.

This policy will be reviewed by the Governing Body every three years following adoption or sooner at the direction of the Governing Body.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Maple Shade Township Council at a meeting held on September 12, 2019.

 Andrea T. McVeigh, Township Clerk

DATE: September 12, 2019

COUNCIL	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Manchello			x			
Nunes		x	x			
Volpe			x			
Wiest	x		x			
Kauffman			x			

TOWNSHIP OF MAPLE SHADE RESOLUTION 2019-R-153

TOWNSHIP OF MAPLE SHADE DEBT POLICY

WHEREAS, the Council (the “Governing Body”) of the Township of Maple Shade recognizes the need to establish a debt policy to prudently manage indebtedness incurred by the Township of Maple Shade; and

WHEREAS, the Township of Maple Shade is subject to the oversight of the Department of Community Affairs, the Local Finance Board and the New Jersey Statutes (N.J.S.A. 40A:2-Local Bond Law; and

WHEREAS, the Township of Maple Shade is restricted by State Statute as to limitations on net debt, to, generally, 3.5% of the Township of Maple Shade three-year average equalized evaluation; and

WHEREAS, the Township of Maple Shade is similarly restricted by State Statute with regard to limitations on capital items to be financed, amortization requirements and length of borrowing term; and

WHEREAS, in addition to the limitations set forth by State Statute, the Governing Body recognizes the need to detail and adopt a Debt Policy based on best practices, historic debt issuance, and future capital plans; and

WHEREAS, the Township of Maple Shade has evaluated historic debt issuance, and the now current Capital Budget,

NOW, THEREFORE, BE IT RESOLVED THAT, The Township of Maple Shade shall, as a goal, maintain debt target for which total net debt is no greater than 3.5% of the equalized ratable value, and/or for which annual debt service is no

greater than 25% of the previous year's operating expenditures when issuing debt, the Township of Maple Shade will take into consideration the following guidelines in structuring the repayment of debt:

- Level or gradual debt service without “spikes” with initial funding through temporary notes to be financed permanently on a regular basis.
- Borrowing terms that are less than the average useful life of the ordinances financed and with a goal of maintaining a 65% retirement level of principal within ten years for non-self-liquidating debt.
- On advice from its Financial Advisor and Bond Counsel, the Township of Maple Shade will issue refunding bonds, as permitted by applicable State and Federal regulations, for previously issued debt when such refunding will produce a savings equal to at least 3% of the par value of the debt being refunded, as measured on a net present value basis.

The Governing Body of the Township of Maple Shade covenants that the Township of Maple Shade will agree to comply with any Continuing Disclosure Agreement for the benefit of the holders of any of its existing publicly traded bonds, and the secondary market disclosure requirements of the Securities and Exchange Commission’s Rule 15c2-12.

As part of the annual budget process, the Governing Body shall consider the capital needs of the Township of Maple Shade and evaluate the impact of the Capital Budget on the net debt target and forward debt service. If the adoption of the Capital Budget materially impacts the net debt target, the Governing Body may, after deliberation, adopt a resolution amending the Debt Policy.

CERTIFICATION

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 Andrea T. McVeigh, Township Clerk

DATE: September 12, 2019

COUNCIL	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
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Volpe			x			
Wiest	x		x			
Kauffman			x			