

TOWNSHIP OF MAPLE SHADE

RESOLUTION 2021-R-154

AUTHORIZE THE APPOINTMENT OF NICK CANIZARES AS
DEPUTY TAX ASSESSOR FOR AN UNEXPIRED TERM

WHEREAS, N.J.S.A. 40A:9-146 provides that the governing body of a municipality may provide for the appointment of Deputy Tax Assessor, if required; and

WHEREAS, there exists a vacancy in the position of Deputy Tax Assessor; and

WHEREAS, it is the desire of the Township Council to appoint a Deputy Tax Assessor to complete an unexpired term ending on June 30, 2025.

NOW THEREFORE BE IT RESOLVED, by the Township Council of the Township of Maple Shade, County of Burlington that Kathleen Hill is hereby appointed to the position of Township Tax Deputy Assessor beginning September 14, 2021 to complete an unexpired term ending on June 30, 2025.

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be forwarded to the following:

1. Director, Division of Taxation
2. Administrator, Board of Taxation
3. Tax Assessor

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 October 14, 2021.

Andrea T. McVeigh, Township Clerk

DATE: October 14, 2021

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

TOWNSHIP OF MAPLE SHADE RESOLUTION NO. 2021-R-155

AUTHORIZE TEMPORARY APPOINTMENT OF KEITH RAVELING AS ELECTRICAL SUB-CODE OFFICIAL

WHEREAS there exists a need for a temporary Electrical Sub-Code Official within the Township due to a vacancy; and

WHEREAS, failure to make a temporary appointment to this position will seriously impair the work and enforcement efforts of the Township; and

WHEREAS, Keith Raveling, meets the qualifications for this position; and

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Maple Shade that pursuant to N.J.A.C. 4A:4-1.5, Keith Raveling is hereby appointed as a temporary part-time Electrical Sub-Code Official effective October 11th, 2021. The salary for this position is set forth in the current salary Ordinance and does not include medical/health benefits. Said appointment shall not exceed 15 hours in a given work week. Such appointment shall continue only until an appropriate list of eligible applicants is established.

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 October 14, 2021.

Andrea T. McVeigh, Municipal Clerk

DATE: October 14, 2021

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

TOWNSHIP OF MAPLE SHADE

RESOLUTION NO. 2021-R-156

AUTHORIZE THE ADOPTION OF THE MAPLE SHADE APPOINTED AND ELECTED OFFICIALS AND VOLUNTEER HANDBOOK

WHEREAS, the Employee Handbook of the Township of Maple Shade serves as the governing document of all employees, officials, volunteers, and independent contractors of the Township of Maple Shade; and

WHEREAS, the Appointed and Elected Officials and Volunteer Handbook provides guidance for issues particular to these positions; and

WHEREAS, the Township Manager, in undertaking a review of the Employee Handbook, has prepared the Appointed and Elected and Volunteer Handbook in order to comply with the Joint Insurance Fund and Municipal Excess Liability Joint Insurance Fund plan of risk management and regulations and to better accommodate the actualities of the Maple Shade workplace; and

WHEREAS, the Appointed and Elected Officials and Volunteer Handbook has been provided to the Township Council for review and approval.

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

- 1) The Township Council hereby approves the adoption of the Appointed and Elected Officials and Volunteer Handbook;
- 2) The policies contained therein shall become effective immediately upon adoption of this resolution; and
- 3) Copies of the Appointed and Elected Officials and Volunteer Handbook shall be produced and distributed to all current and future Township officials and volunteers.

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 October 14, 2021.

Andrea T. McVeigh, Municipal Clerk

TOWNSHIP OF MAPLE SHADE

RESOLUTION NO. 2021-R-156

DATE: October 14, 2021

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

TOWNSHIP OF MAPLE SHADE

RESOLUTION NO. 2021-R-157

AUTHORIZE THE ADOPTION OF THE REVISED EMPLOYEE HANDBOOK FOR THE
TOWNSHIP OF MAPLE SHADE

WHEREAS, the Employee Handbook of the Township of Maple Shade serves as the governing document of all employees, volunteers, officials and independent contractors of the Township of Maple Shade; and

WHEREAS, the Township Manager is reviewing and updating the Employee Handbook to ensure compliance with current JIF requirements and sound practices in administration of the Township; and

WHEREAS, certain revisions are necessary in order to comply with the Joint Insurance Fund and Municipal Excess Liability Joint Insurance Fund plan of risk management and regulations and to better accommodate the actualities of the Maple Shade workplace; and

WHEREAS, all revisions have been provided to the Township Council for review and approval.

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

- 1) The Township Council hereby approves the adoption of the revised 2021 Employee Handbook;
- 2) The policies revised in the Employee Handbook shall become effective immediately upon adoption of this resolution; and
- 3) Copies of the revised Handbook shall be produced and distributed to all current and future employees of the Township.

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 October 14, 2021.

Andrea T. McVeigh, Municipal Clerk

DATE: October 14, 2021

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

TOWNSHIP OF MAPLE SHADE

RESOLUTION NO. 2021-R-158

AUTHORIZE THE ADOPTION OF PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, it is the policy of Maple Shade Township (the “Township”) to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General’s guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Township Council has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Township Council that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Township officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Maple Shade employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township Council.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as “employment at will.”

TOWNSHIP OF MAPLE SHADE RESOLUTION NO. 2021-R-158

BE IT FURTHER RESOLVED that the Township Manager and all managerial/supervisory personnel are responsible for these employment practices. The Township Labor Counsel shall assist the Township Manager in the implementation of the policies and procedures in this manual.

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 October 14, 2021.

Andrea T. McVeigh, Municipal Clerk

DATE: October 14, 2021

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

TOWNSHIP OF MAPLE SHADE

RESOLUTION NO. 2021-R-159

AUTHORIZE ENGINEERING SERVICES FOR
 REMINGTON & VERNICK ENGINEERS FOR EPA
 WATER UTILITY RISK & RESILIENCE ASSESSMENT
 PHASE 2 AND GIS UTILITY MAPPING
 IN AN AMOUNT NOT TO EXCEED \$40,000.00

WHEREAS, the Township Council previously appointed Remington & Vernick Engineers as the Township Utility Engineer; and

WHEREAS, the Utility Engineer now seeks authority to undertake certain engineering services for the EPA water utility risk and resilience assessment Phase 2 and GIS utility mapping and has submitted a proposal for those services dated October 1, 2021; 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 engineering services related to the EPA water utility risk and resilience assessment Phase 2 and GIS utility mapping as outlined in Remington & Vernick’s proposal dated October 1, 2021, for an amount not to exceed \$40,000.00.
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

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Maple Shade Township Council at a meeting held October 14, 2021.

 Andrea T. McVeigh, Municipal Clerk

DATE: October 14, 2021

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

TOWNSHIP OF MAPLE SHADE

RESOLUTION NO. 2021-R-160

AMEND CONTRACT WITH LEXA CONCRETE, LLC
FOR IMPROVEMENTS TO NORTH COLES AVENUE
AND APPROVE CLOSE-OUT CHANGE ORDER

WHEREAS, the Township Council, by previous Resolution, awarded a contract to Lexa Concrete, LLC for improvements to North Coles Avenue; and

WHEREAS, CME Associates, the Township's agent responsible for supervising the improvements to North Coles Avenue, has advised the Township Council, by way of a September 29, 2021 correspondence and change order request and the submission of the appropriate certification that the original contract should be increased and that said change does not materially expand upon the size, nature or scope of the original project as described in the specifications, said work being beyond the contemplation of the parties at the time of the execution of the original agreement and not being known until work commenced; and

WHEREAS, N.J.A.C. 5:30-11.1, et seq. provides that the Governing Body may authorize change orders and amend contracts in accordance with the procedures set forth in said regulations; and

WHEREAS, the Township's Chief Financial Officer, as required by N.J.A.C. 5:30-11.3, has reviewed the requested change order and has certified as to the availability of funds, said certification being attached hereto and made a part hereof; and

WHEREAS, the Township Council has reviewed the aforementioned request and desires to act favorably with respect to same and to amend the contract accordingly and to approve the change order.

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, based upon the aforementioned certificate, hereby declares that there are sufficient funds and hereby directs the Township Chief Financial Officer to charge the expenditure against Ordinance No. _____ as amended.

2. That the Township Council hereby amends the subject contract and increases the contract price in the amount of \$23,311.92, from \$947,803.95 to \$971,115.87, in accordance with the terms and conditions of the aforementioned certification and September 29, 2021 correspondence and change order final request, said certification, correspondence and request being attached hereto as Exhibit A and made a part hereof.

3. That the Township Council hereby directs the Township Mayor and Clerk to execute any and all documents necessary to effectuate the terms of this Resolution and which are prepared by or reviewed by the Township Attorney.

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 October 14, 2021.

 Andrea T. McVeigh, Municipal Clerk

DATE: October 14, 2021

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

TOWNSHIP OF MAPLE SHADE RESOLUTION NO. 2021-R-160

AMENDMENT TO CONTRACT # APPROVING CLOSE-OUT CHANGE ORDER

THIS AGREEMENT entered into this _____ day of _____, 2021 by and between **LEXA CONCRETE, LLC**, having its principal place of business at 11 Commerce Way Drive, Hammonton, New Jersey (08037) (hereinafter referred to as "**CONTRACTOR**") and the **TOWNSHIP OF MAPLE SHADE**, a municipal corporation organized under the laws of the State of New Jersey, having its principal place of business at the Municipal Building, 200 Stiles Avenue, Maple Shade, New Jersey (08052) (hereinafter referred to as "**TOWNSHIP**");

WITNESSETH

WHEREAS, the Contractor has been awarded a contract by the Township for improvements to North Coles Avenue in the Township of Maple Shade, in accordance with the terms and conditions set forth in Contract # _____; and

WHEREAS, CME Associates, the Township Agent responsible for supervising the improvements to North Coles Avenue in the Township of Maple Shade, has advised the Township Council, by way of a correspondence dated September 29, 2021, and of the submission of the appropriate certification, that the Contractor has requested an approval of an amendatory contract to authorize an increase in construction administration for the aforesaid purposes; and

WHEREAS, the Township Council has reviewed said request and change order and desires to act favorably pursuant thereto as per Resolution R-2021-_____.

NOW, THEREFORE, in consideration of the mutual covenants, agreements and terms and conditions contained herein, the parties hereby agree as follows:

1. The parties agree that Contract # _____ is hereby amended to increase the amount due and owing to Lexa Concrete, LLC in the amount of \$23,311.92.
2. The parties hereby agree to amend said contract to increase the price from \$947,803.95 to \$971,115.87.
3. The parties agree that the terms, conditions, agreements and understandings contained in this amendatory contract constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have set hands and seal the above day and date as written above.

TOWNSHIP OF MAPLE SHADE

ATTEST:

BY: _____
NELSON WEIST, Mayor

ANDREA T. DeGOLIA, Township Clerk

LEXA CONCRETE, LLC

ATTEST:

BY _____

BY: _____

TOWNSHIP OF MAPLE SHADE

RESOLUTION 2021-R-161

APPROVE APPOINTMENT TO ZONING BOARD OF ADJUSTMENT

WHEREAS, pursuant to Section 4-36 of the Code of the Township of Maple Shade, the Township Council is authorized to fill vacancies and appoint individuals to serve on the Zoning Board of Adjustment.

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 the following individual to serve on the Zoning Board of Adjustment:

<u>Name</u>	<u>Expiration of Term</u>
Laura Walthy, Alternate #4	12/31/2021

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, County of Burlington and State of New Jersey at a meeting held October 14, 2021.

Andrea T. McVeigh, Township Clerk

DATE: October 14, 2021

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