



BOROUGH OF OAKLYN
Bonnie L. Taft, RMC/CMR/CMFO
Municipal Clerk/Administrator/Deputy CFO

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REORGANIZATION MEETING
JANUARY 3, 2019

- 1- **Call to Order**
- 2- **Flag salute**
- 3- **Announcement**
- 4- **Special Presentation**
- 5- **Swearing in of Councilman Brandley, Councilwoman Cairns and Councilman Walters**
- 6- **Nomination of Council President**
- 7- **Appointment & Swearing in of Council President**
- 8- **Reorganization of Council**
- 9- **APPOINTMENTS**
 - a. Professional Appointments
 - b. Various Row Officers
 - c. OMAYS
 - d. Civic Association Members
 - e. Statutory Board Members
- 10- **Swearing in of all appointees**
- 11- **ORDINANCES-**
 - a. #1-19 SALARY ORDINANCE 2019-First Reading
- 12- **REORGANIZATIONAL RESOLUTIONS**
 - a. Tax Office Hours
 - b. Local Improvements Certs.
 - c. Public Agency Compliance Officer
 - d. Tax Search Clerk
 - e. Establishment of legal publications
 - f. Delinquent tax penalty
 - g. Payment of salaries
 - h. Payment of Bonds
 - i. Establishment of bank accounts
 - j. Establishment of bank account (payroll)
 - k. Establishment of legal depositories
 - l. Investment of funds
 - m. Cash Management Plan
- 13- **OTHER RESOLUTIONS**
 - a. File appeals
 - b. 2019 Mercantile Licenses
 - c. 2019 Food handling Licenses
 - d. 2019 Coin Operated Device Licenses
 - e. Taxes Believed Uncollectible
 - f. Temporary Budget
 - g. Payment of Bills
- 14- **Open to Public**
- 15- **Adjournment**

REORGANIZATION MEETING

January 3, 2019

The Meeting was called to order by Mayor Forbes

The flag salute was led by Mayor Forbes

Mayor Forbes announced that the meeting was in compliance with the Sunshine Law.

Council Persons present: Lehman, Walters, Brandley and Cairns. Councilwoman Egan and Councilwoman Valianti were not present.

Special Presentation- Mayor Forbes present former Councilman Enos with a plaque recognizing his many years of service to the Borough of Oaklyn and it's residents.

Mayor Forbes swore in Councilman Brandley and Councilwoman Cairns.

Former Councilman Enos swore in Councilman Walters.

RESOLUTION #1-19-APPOINTMENT OF COUNCIL PRESIDENT

Councilman Lehman made a motion to nominate Councilman Brandley Council President; seconded by Councilwoman Cairns. Unanimous Roll Call vote.

Mayor Forbes swore in Council President Brandley.

RESOLUTION #2-19-REORGANIZATION OF COUNCIL-That the following reorganization of Council be approved: Public Safety-Municipal Court-Director-Chris Walters , Public Works- Director-Greg Brandely, Finance & Administration-Director Sarah Cairn, Buildings & Grounds- Director-Krista Egan, Planning/Zoning/Redevelopment-Director Dot Valianti, Recreation & Senior/Veterans Affairs-Director Charles Lehman.

The foregoing resolution was approved by motion of Lehman, seconded by Brandley. Unanimous roll call vote.

RESOLUTION #03-19-APPOINTMENT OF SOLICITOR- That Timothy Higgins be solicitor for the Borough for the year 2019

RESOLUTION #04-19-APPOINTMENT OF MUNICIPAL BOND COUNSEL -That Parker-McCay be appointed Municipal Bond Counsel for the Borough for the year 2019

RESOLUTION #05-19-APPOINTMENT OF ACCOUNTANT-That Kirk Applegate, acting for Bowman & Co. be appointed Accountant for the Borough for the year 2019

RESOLUTION #06-19-APPOINTMENT OF ENGINEER-That Key Engineers by appointed Engineers for the Borough for the year 2019

RESOLUTION #07-19-APPOINTMENT OF INSURANCE AGENT-that Conner Strong of Commerce National Insurance Services be appointed insurance agent for the Borough for the year 2019

RESOLUTION #08-19-APPOINTMENT OF MUNICIPAL PROSECUTOR- to appoint Alison B. Weinroth Municipal Prosecutor for the year 2019

RESOLUTION #09-19-APPOINTMENT OF PLANNING BOARD SOLICITOR-. to appoint Michael McKenna, Esq. Planning Board Solicitor for the year 2019

RESOLUTION #10-19-APPOINTMENT OF RISK MANAGEMENT CONSULTANT-That Hardenbergh Insurance Group be appointed Risk Management Consultant for the year 2019

RESOLUTION #11-19-VARIOUS ROW OFFICERS-That the following appointments be confirmed: Tina Gamba, Police Clerk and Crossing Guard, Judith Pierce-Dep. Bor Cler, Dep. Animal Lic Officer. Bonnie Taft-Dep. Tax Coll. & Treas., Animal License Officer, Reg. Vital Stats. Janet LaBar-Adm. Sect., Treas., Dep. Tax Coll., Dep. Boro Clerk, Dep. Animal Lic Officer & Deputy Reg. Vital Stats., Joseph Zuccarelli, Foreman, Public Works, John Moore-Zoning Adm., Property Maint., William Day-Fire Code Official & Housing Code Insp., Chris Walters-JIF Commissioner, Janet Larson Asst. Librarian, Monica Rottler, Asst. Librarian, Eileen McClearnan, Crossing Guard, Anne Mondile-Crossing Guard, Greg Brandley-Liaison to OMAYS, Sarah Cairns-Liaison to Library, Chuck Lehman-Liaison to the School, Charles Wigginton-Public Defender, William Stopper-Public Defender, Dawn Abate-Court Administrator, Sharon McMaster- Senior Deputy Court Administrator, Karen Echert, Deputy Court Administrator, Cindy

White, Deputy Court Administrator, Michelle Madden, Court Clerk, Chris Marcucci, Code Enforcement Officer, Kate Viola, Crossing Guard.

RESOLUTION #12-19-OMAYSC APPOINTMENTS-That the attached list of OMAVSC members be approved.

RESOLUTION #13-19-APPOINTING 2019 CIVIC ASSOCIATION MEMBERS-that the members of the Civic Association be approved

RESOLUTION #14-19-APPOINTMENTS TO STATUTORY BOARD FOR 2019-that the members of the Planning Board be approved

The foregoing resolutions were approved by motion of Brandley, seconded by Lehman. Unanimous roll call vote.

All appointees were sworn in by Mayor Forbes

ORDINANCE 01-19-SALARY ORDINANCE 2019-First Reading

The forgoing ordinance was approved on first reading by motion of Lehman and second by Cairns. Unanimous roll Call vote

RESOLUTION #15-19-TAX OFFICE HOURS-That the tax office shall be open Monday thru Thursday 8:00 a.m. to 4:00 p.m., Friday 8:00 a.m. to 12:00 p.m.

RESOLUTION #16-19-LOCAL IMPROVEMENTS SEARCHES-That certificates as to Liability for Municipal Improvements Be issued by Bonnie Taft.

RESOLUTION #17-19-PUBLIC AGENCY COMPLIANCE OFFICER-That Bonnie Taft is appointed Public Agency Compliance Officer for 2019

RESOLUTION #18-19-TAX SEARCH CLERK-That Judith Pierce is designated to make and issue Tax Searches.

RESOLUTION # 19-19-NEWSPAPERS FOR LEGAL ADVERTISING-that the Retrospect, Courier Post Are designated as official newspapers for legal advertising.

RESOLUTION #20-19-DELINQUENT TAX PENALTY-That the rates of interest to be charged on delinquent taxes shall be as follows: 8% on delinquent amounts less than \$1500.00 and 18% on amounts in excess of \$1500.00

RESOLUTION #21-19-PAYMENT OF SALARIES-That the Mayor, Clerk & Treasurer are authorized to pay all salaried officers and employees and appropriate agencies.

RESOLUTION #22-19-PAYMENT OF BONDS FOR 2019-That the Mayor, Clerk & Treasurer are Authorized to pay all bonds as they mature.

RESOLUTION #23-19-ESTABLISHMENT OF BANK ACCOUNTS-That the Clerk & Treasurer are authorized to open and maintain the following accounts: Payroll, Treasurers, Unemployment, Trust Other, Redemption, Animal, Capital accounts.

RESOLUTION #24-19- ESTABLISHMENT OF BANK ACCOUNTS-That the Clerk is authorized to open and maintain the following accounts: Payroll.

RESOLUTION #25-19-DEPOSITORY FOR DEPOSIT OF BOROUGH FUNDS-That the following are designated as depositories for borough funds: First Colonial National Bank, Commerce Bank, Wachovia Bank and Cash Management.

RESOLUTION #26-19-INVESTMENT OF FUNDS-That the Borough Treasurer is hereby authorized to invest monies on hand.

RESOLUTION #27-19-CASH MANAGEMENT PLAN-That the Borough has entered into a Cash Management Plan as required by law.

The foregoing Resolutions were adopted by motion of Lehman, seconded by Brandley. Unanimous roll call vote.

RESOLUTION #28-19-AUTHORIZATION TO FILE APPEALS- That the Assessor and/or the Assessor's attorney are hereby authorized to sign tax appeals.

RESOLUTION #29-19-FOOD HANDLING LICENSES-That the 2019 Food Handling Licenses be approved

RESOLUTION #30-19-MERCANTILE LICENSES-That the 2019 Mercantile Licenses be approved

RESOLUTION #31-19-COIN OPERATING MACHINE LICENSES-That the 2019 Coin Operating Machine Licenses be approved

RESOLUTION #32-19-TAXES BELIEVED UNCOLLECTIBLE-There are no taxes believed uncollectible.

The foregoing Resolutions were adopted by motion of Brandley, seconded by Lehman. Unanimous roll call vote.

RESOLUTION #33-19-TEMPORARY BUDGET-That the temporary budget in the amount of \$1,578,654.64 be approved.

The foregoing resolutions were approved by motion of Lehman and seconded by Brandley. Unanimous roll call vote.

RESOLUTION #34-19-PAYMENT OF BILLS-That the bills in the amount of \$ **1,359,421.89** for the month of January be paid.

The foregoing resolutions were approved by motion of Lehman and seconded by Brandley. Unanimous roll call vote.

The meeting was then open to the public by motion of Lehman, seconded by Brandley. All in favor-motion carried.

Being no discussion, the meeting was closed to the public by motion of Lehman, seconded by Brandley. All in favor-motion carried.

The meeting was then adjourned by motion of Brandley, seconded by Walters.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Bonnie Taft', written in black ink.

Bonnie Taft, R.M.C.