

**WOODLAND TOWNSHIP COMMITTEE
REORGANIZATION MEETING AGENDA
JANUARY 3, 2024 –10:00 A.M.**

CALL TO ORDER BY MARYALICE BROWN, TOWNSHIP ADMINISTRATOR/CLERK

FLAG SALUTE

OPEN PUBLIC MEETING ACT STATEMENT BY MS. BROWN

This is to advise the general public that notice of this meeting was provided to the Burlington County Times, and the Central Record, as well as posted for public inspection as required by the Open Public Meetings Act on December 24, 2024. Additionally, it was advertised in the Pine Barrens Tribune on December 16, 2024.

SWEARING IN OF TOWNSHIP COMMITTEEMAN WILLIAM DEGROFF

RECORD OF ATTENDANCE

_____ Mr. DeGroff _____ Mr. Herndon _____ Ms. Mull
_____ Ms. Brown _____ Members of the Public

REQUEST FOR NOMINATIONS FOR MAYOR and DEPUTY MAYOR

Mayor

Deputy Mayor

OATH OF OFFICE

Oath of Office to Mayor

Oath of Office to Deputy Mayor

APPOINTMENT RESOLUTIONS

- a. Resolution 2024-1 Establishing Order of Business for the Township of Woodland
- a. Resolution 2024-2 Appoint Township Solicitor and Authorizing Award of Contract for 2024
- b. Resolution 2024-3 Appoint Township Engineer and Authorizing Award of Contract for 2024
- c. Resolution 2024-4 Appoint Township Auditor and Authorizing Award of Contract for 2024
- d. Resolution 2024-5 Appoint Land Use Board Secretary
- e. Resolution 2024-6 Appoint Board of Health Secretary
- f. Resolution 2024-7 Appoint Dog Registrar
- g. Resolution 2024-8 Appoint Township Risk Management Consultant and Authorizing Award of Contract for 2024
- h. Resolution 2024-9 Appoint Animal Control Officer and Authorizing Award of Contract for 2024
- i. Resolution 2024-10 Appoint Class III Member to the Land Development Board (Donna Mull)

APPOINTMENT TO LAND USE BOARD BY MAYOR

- Class 1 Term Ending 12/31/24 (Currently Mark Herndon)
- Class 2 Term Ending 12/31/24 (Currently Michael Huber)
- Class 4 Term Ending 12/31/27 (Currently Thomas Getz)
- Class 4 Term Ending 12/31/27 (Current Jody Meeks)
- Class 4 Term Ending 12/31/27 (Currently Jason Sollenberger)

CONSENT AGENDA *(These items listed below are considered routine by the Township of Woodland and will be enacted by one motion. There will be no formal discussion of these items. If discussion is desired, this item will be removed from the Consent Agenda and will be considered separately.)*

- h. Resolution 2024-11 Setting Annual Schedule of Meetings for 2024
- i. Resolution 2024-12 Naming Official Newspapers
- j. Resolution 2024-13 Adopting Temporary Budget for 2024
- k. Resolution 2024-14 Adopting Annual Appointments
- l. Resolution 2024-15 Re-establishment of Petty Cash Fund
- m. Resolution 2024-16 Authorizing Tax Assessor to File Tax Appeals
- n. Resolution 2024-17 Setting Interest Rates and Grace Period of Delinquent Taxes
- o. Resolution 2024-18 Naming Official Depositories
- p. Resolution 2024-19 Authorizing CFO to Invest Municipal Funds
- q. Resolution 2024-20 Authorizing Payment of Employees
- r. Resolution 2024-21 Authorizing Municipal Court Depositories

ADJOURNMENT

RESOLUTION #2024-1
RESOLUTION ESTABLISHING THE REGULAR ORDER OF BUSINESS
FOR THE TOWNSHIP OF WOODLAND MEETINGS

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Woodland, County of Burlington, State of New Jersey, that for Year 2024 a general order of business to be followed in the conduct of the Township Committee meeting:

1. Call the Meeting to Order
2. Flag Salute
3. Observance of a Moment of Silence
4. Public Meeting Statement
5. Roll Call
6. Professionals Attendance
7. Presentations
8. Approval of Minutes – all minutes shall not be released to the public until receiving Governing Body approval
9. Correspondence
10. Submission of Bills and Claims
11. Applications
12. Adoption of Ordinances
13. Open Meeting to the Public (For Consent Agenda Items Only)
14. Approval of Consent Agenda
15. Old Business
16. New Business
17. Department Head & Professional Reports
18. Public Participation - for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the municipality, which shall be limited to 3 minutes. All comments shall be addressed to the Meeting Chair. Public Participation and Comments shall be made in accordance **with Exhibit A** attached.
19. Committee Comments
20. Closed Session (As Needed)
21. Adjournment

Adopted: January 3, 2024

 Maryalice Brown, RMC
 Township Clerk/Administrator

 , Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGross						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

 Maryalice Brown, RMC
 Township Clerk/Administrator

RESOLUTION 2024-1

EXHIBIT A

Township of Woodland

Public Comment During Township Committee Meetings

During the open portion of the Woodland Township Committee meetings, the Committee pursuant the New Jersey Open Public Meetings Act N.J.S.A. 10:4-12 provides the public with an opportunity to offer comments. A municipal governing body shall be required to set aside a portion of every meeting of the municipal governing body, the length to be determined by the municipal governing body, for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the municipality. N.J.S.A. 10:4-12. Public participation and comment shall be governed by the following rules to maintain order and prevent disruption of Woodland Township Committee meetings.

Members of the public who attend Committee meetings in-person will have an opportunity to comment. Members of the public wishing to speak are required to register prior to speaking. Registration information shall include the speaker's full name and address.

Each speaker will have a maximum of three (3) minutes to speak and should limit comments to governmental issues that may be of concern to the residents of the Township of Woodland The speaker will be directed to conclude their remarks once the speaker's time has expired. No time may be yielded to a speaker by another speaker.

The Mayor will acknowledge speakers in the order in which their names appear on the registration sheet. Speakers will address the Committee from the podium and are asked to begin their remarks by stating their name and address on the record. All comments should be directed to the Mayor.

The Committee is not obligated to answer questions or respond to comments from members of the public during the public comment period. Speakers should expect the Committee, Township Employees, and Township Professionals to refrain from engaging in a dialogue, except to the extent necessary to clarify the speaker's comment. The allotted time for speaking from the podium is the method to address the Committee during the public comment period. The Committee will not entertain questions or comments called out from the audience. Again, public participation is intended to allow members of the public the opportunity to address the Committee on issues of public concern and not as a forum for two-way dialogue with Committee Members. The Mayor or his/her designee may respond to questions either at the end of the public participation session, or responses may be provided at a later time.

Speakers and members of the public should always maintain proper decorum and shall make their comments in a civil manner. Personal attacks, obscenity, derogatory or slanderous remarks will not be tolerated. The mayor or designee may interrupt any speaker or terminate any individual's speaking privilege if the speaker's comments are disruptive or obscene. An individual may be cautioned that a personally directed statement may be slanderous or defaming and that the individual may be liable for his/her statements.

Attempts to hijack or filibuster the proceedings, repeated interrupting or badgering the Mayor or Township officials, repetitive and truculent speech, or other disregard for the rules of decorum will not be tolerated and may subject the individual or group to removal from the meeting. If necessary, the Committee meeting will be adjourned.

RESOLUTION 2024- 2

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR TOWNSHIP SOLICITOR

WHEREAS, the Township of Woodland has a need to acquire a Township Solicitor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 as appropriate; and,

WHEREAS, the Township Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year, prorated to January 1 and expiring 12/31/24; and

WHEREAS, William Burns, Esquire of Hartman and Duff, has submitted a proposal indicating they will provide legal services for \$175 per hour, additionally, they will provide litigation services for \$200 per hour. They will provide a Business Entity Disclosure Certification which certifies that William Burns has not made any reportable contributions to a political or candidate committee in the Township of Woodland in the previous one year, and that the contract will prohibit William Burns from making any reportable contributions through the term of the contract, and

WHEREAS, funds are available for these services; and

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Woodland authorizes Woodland Township to enter into a contract with William Burns as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution and,

BE IT FURTHER RESOLVED a notice of this action shall be printed once in the Township’s authorized newspaper.

Adopted: January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

William DeGroff, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGroff						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Regular Meeting held on January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

RESOLUTION 2024-3
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR TOWNSHIP ENGINEER

WHEREAS, the Township of Woodland has a need to acquire a Township Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 as appropriate; and,

WHEREAS, the Township Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Tom Lisse of Pennoni Assoc. has submitted a proposal indicating they will provide engineering services for \$145 per hour and

WHEREAS, Tom Lisse of Pennoni & Assoc. has completed and submitted a Business Entity Disclosure Certification which certifies that Tom Lisse of Pennoni & Assoc. has not made any reportable contributions to a political or candidate committee in the Township of Woodland in the previous one year, and that the contract will prohibit Tom Lisse of Pennoni & Assoc. from making any reportable contributions through the term of the contract, and

WHEREAS, funds are available for these services; and

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Woodland authorizes Woodland Township to enter into a contract with Tom Lisse of Pennoni & Assoc. as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution and,

BE IT FURTHER RESOLVED a notice of this action shall be printed once in the Township's authorized newspaper.

Adopted: January 3, 2024

 Maryalice Brown, RMC
 Township Clerk/Administrator

 , Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGroff						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

 Maryalice Brown, RMC
 Township Clerk/Administrator

RESOLUTION 2024-4
RESOLUTION AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT
FOR TOWNSHIP AUDITOR

WHEREAS, the Township of Woodland has a need to acquire a Township Auditor through a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 as appropriate; and,

WHEREAS, the Township Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Kevin Frenia of HMA has submitted a proposal indicating they will provide auditing services for \$ _____ and

WHEREAS, Kevin Frenia of HMA has completed and submitted a Business Entity Disclosure Certification which certifies that Kevin Frenia of HMA, 618 Stokes Rd., Medford, NJ has not made any reportable contributions to a political or candidate committee in the Township of Woodland in the previous one year, and that the contract will prohibit Kevin Frenia of HMA from making any reportable contributions through the term of the contract, and

WHEREAS, funds are available for these services; and

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Woodland authorizes Woodland Township to enter into a contract with Kevin Frenia of HMA as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution. and,

BE IT FURTHER RESOLVED a notice of this action shall be printed once in the Township's authorized newspaper.

Adopted: January 3, 2024

 Maryalice Brown, RMC
 Township Clerk/Administrator

 , Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGroff						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024

 Maryalice Brown, RMC
 Township Clerk/Administrator

RESOLUTION 2024-5
APPOINTMENT OF LAND USE BOARD SECRETARY

WHEREAS, New Jersey State Law requires each municipality to have a Land Use Board Secretary; and,

WHEREAS, the Woodland Township Committee desires to appoint Mrs. Maryalice Brown as Land Use Board Secretary for the Township of Woodland,

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Woodland hereby appoints Mrs. Maryalice Brown as Land Use Board Secretary for a full one-year term through December 31, 2024.

Adopted: January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGross						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

Maryalice Brown, RMC
Township Clerk/Administrator

RESOLUTION 2024-6
APPOINTMENT OF BOARD OF HEALTH SECRETARY

WHEREAS, New Jersey State Law requires each municipality to have a Board of Health Secretary; and,

WHEREAS, the Woodland Township Committee desires to appoint Mrs. Maryalice Brown as Board of Health Secretary for the Township of Woodland,

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Woodland hereby appoints Mrs. Maryalice Brown as Board of Health Secretary for a full one-year term through December 31, 2024.

Adopted: January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGross						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

Maryalice Brown, RMC
Township Clerk/Administrator

RESOLUTION 2024-7
APPOINTMENT OF DOG REGISTRAR

WHEREAS, New Jersey State Law requires each municipality to have a Dog Registrar and;

WHEREAS, the Woodland Township Committee desires to appoint Mrs. Maryalice Brown as Dog Registrar for the Township of Woodland.

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Woodland hereby appoints Mrs. Maryalice Brown as Dog Registrar for a full one-year term through December 31, 2024.

, Mayor

Maryalice Brown, RMC
Township Clerk/Administrator

Adopted: January 3, 2024

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGross						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

Maryalice Brown, RMC
Township Clerk/Administrator

Resolution 2024-8
Risk Management Consultant
Burlington County Municipal Joint Insurance Fund

WHEREAS, the Governing Body of Woodland Township is a member of the **Burlington County Municipal Joint Insurance Fund**, a self-insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund allow each municipality to appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws and;

WHEREAS, the **JIF Bylaws indicate a fee Not To Exceed six percent (6%)** of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the governing body and;

WHEREAS, NJSA 40A:11-5 (1) (m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultants are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW THEREFORE, be it resolved that the governing body of Woodland Township does hereby appoint Steve Walsh of Barclay Insurance as its Risk Management Consultant in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1), (a), (i).

Adopted:

Maryalice Brown, RMC
Township Clerk/Administrator

, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGroff						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

Maryalice Brown, RMC
Township Clerk/Administrator

RISK MANAGEMENT CONSULTANT AGREEMENT
BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

This Agreement, entered into this 3rd day of January, between the Township of Woodland (hereinafter referred to as the “Municipality”) and Barclay Insurance a Corporation of the State of New Jersey, and Steve Walsh, the responsible agent, having their principal office located at 202 Broad St., Riverton, NJ (hereinafter referred to as the “Consultant”).

WHEREAS, the Consultant has offered the services to the Municipality as the Professional Risk Management Consultant as required in the Bylaws of the Burlington County Municipal Joint Insurance Fund; and

WHEREAS, the Municipality desires to contract for these professional services pursuant to the resolution adopted by the Mayor and Council of the Municipality at a meeting held on January 3, 2024.

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth in this Agreement, agree as follows:

1. For and in consideration of the compensation set forth in Paragraph 3 of this Agreement, the Consultant hereby agrees to provide Professional Risk Management services to the Municipality as follows:
 - A) The Consultant shall assist the MUNICIPALITY in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.
 - B) The Consultant shall assist the MUNICIPALITY in understanding and selecting the various types of coverage and limits available from the Burlington County Municipal Joint Insurance Fund.
 - C) The Consultant shall review with the MUNICIPALITY any additional types of coverage that the Consultant believes the MUNICIPALITY should purchase that are not available from the Fund. The Consultant shall purchase and bind any additional types of coverage authorized by the MUNICIPALITY.
 - D) The Consultant shall assist the MUNICIPALITY in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the Consultant.
 - E) The Consultant shall review the MUNICIPALITY’s annual assessment as prepared by the Fund and shall assist the MUNICIPALITY in the preparation of its annual insurance budget.
 - F) The Consultant shall review the loss and engineering reports for the MUNICIPALITY and shall assist the Safety Committee in its loss containment objectives within the MUNICIPALITY.
 - G) The Consultant shall attend and actively participate in the MUNICIPALITY’s Safety Committee activities and meetings and shall present information to the Safety Committee on Safety related topics.
 - H) The Consultant shall attend the MUNICIPALITY’s Member Accident Review Panel meetings and assist the MUNICIPALITY in determining the cause of accidents. The Consultant shall suggest any remedial actions necessary to avoid future accidents.
 - I) The Consultant shall assist the MUNICIPALITY in determining the necessary training for each employee in each Municipal Department based upon the employee’s job description and in accordance with OSHA and other governmental regulations.
 - J) The Consultant shall assist the MUNICIPALITY in scheduling employee training, both internal and external, including the tracking of course attendance and completion of course requirements.
 - K) The Consultant shall review the MUNICIPALITY’s loss data on a regular basis and prepare reports to the MUNICIPALITY on recent losses, open claims, and loss trends.
 - L) The Consultant shall assist the MUNICIPALITY by reporting to the Fund changes in exposures including the deletion and addition of vehicles, equipment, and properties and the contracting of Municipal services to third parties.

- M) The Consultant shall assist the MUNICIPALITY and Fund professionals in the annual renewal process including the gathering and verification of exposure data.
- N) The Consultant shall order Certificates of Insurance from the Fund.
- O) The Consultant shall review Certificates of Insurance received by the MUNICIPALITY.
- P) The Consultant shall review proposed contracts between the MUNICIPALITY and organizations and contractors to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.
- Q) The Consultant shall evaluate and advise the MUNICIPALITY on the risk management aspects of public events being staged or sponsored by the MUNICIPALITY.
- R) The Consultant shall review the annual coverage documents to verify the accuracy of the policies.
- S) The Consultant shall respond to questions regarding coverage from the MUNICIPALITY's officials.
- T) The Consultant shall actively attend and participate on the Fund Subcommittees as authorized by the Fund Bylaws.
- U) The Consultant shall regularly attend the Monthly Executive Committee meetings of the Fund.
- V) The Consultant shall execute and file with the MUNICIPALITY, as part of this agreement, and the Executive Director's office a copy of the Burlington County Municipal Joint Insurance Fund Confidentiality Agreement.
- W) The Consultant shall at least twice annually, prepare and present a written report to the Governing Body of the MUNICIPALITY outlining the MUNICIPALITY's Insurance and Safety Program.
- X) The Consultant shall perform any other services required by the Fund's Bylaws.

2. The term of this Agreement shall be for a period of **one (1) year commencing the first day of January, 2024**, or from the effective date of coverage, unless this Agreement is terminated as set forth in Paragraph 5 of this Agreement.
3. The Fund Bylaws allow the Municipality to pay its Consultant for services rendered, no more than 6% of the Municipalities gross assessment; therefore, the Municipality authorizes the Fund to pay its Consultant, as compensation for services rendered, 6% (flat fee **OR** set percentage fee of the Municipality's gross assessment). Said fee shall be paid to the Consultant within thirty (30) days of the payment of the Municipality's assessment to the Fund. The Consultant shall receive no other compensation or commission for the placement or servicing of any municipal coverage with the Fund.
4. For any type of coverage that is authorized by the Municipality, to be purchased outside of the coverage offered by the Fund, the Consultant shall receive as his full compensation, the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Paragraph 3 of this Agreement.
5. Either party may cancel this Agreement at any time by notifying the other party, in writing, of their intention to terminate this Agreement. The termination shall be effective on the ninetieth day after service of the notice. The compensation provided for in Paragraph 3 shall be pro-rated to the date of termination.

ATTEST: MUNI *(SIGNATURE)*

MUNICIPAL REPRESENTATIVE *(SIGNATURE)*

PRINT NAME OF MUNI ATTESTER

PRINT NAME OF MUNICIPAL REP ABOVE

DATE

PRINT MUNICIPALITY

ATTEST: CONSULTANT *(SIGNATURE)*

RISK MANAGER CONSULTANT *(SIGNATURE)*

PRINT NAME OF RMC ATTESTER

PRINT NAME OF RMC ABOVE

DATE

PRINT FIRM NAME OF RMC

RESOLUTION 2024-9
APPOINT ANIMAL CONTROL OFFICER

WHEREAS, the Township of Woodland has a need to acquire an Animal Control; and,

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, A-Academy has submitted a proposal indicating they will provide animal control services for \$4,020.00 annually; and

WHEREAS, funds are available for these services; and

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Woodland authorizes Woodland Township to enter into a contract with A-Academy as described herein; and,

Adopted: January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGross						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

Maryalice Brown, RMC
Township Clerk/Administrator

**RESOLUTION 2024-10
 APPOINT CLASS 3 MEMBER TO THE LAND USE BOARD
 PURSUANT TO N.J.S.A. 40:55D**

WHEREAS, pursuant to the Municipal Land Use Law, the Class III Member of the Land Use Board shall be a member of the Governing Body; and

WHEREAS, as per State statute, the Governing Body selects, among its members, the Class III Member to the Land Use Board.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Woodland, County of Burlington that the following individual serves as the Class III member of the Land Use Board for the year 2024:

CLASS III MEMBER:	TERM EXPIRES: 12/31/2024
--------------------------	---------------------------------

BE IT FURTHER RESOLVED, that a certified copy of this resolution be given to the Woodland Township Land Development Board.

Adopted:

 Maryalice Brown, RMC
 Township Clerk/Administrator

 , Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGroff						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting on January 3, 2024.

 Maryalice Brown, RMC
 Township Clerk/Administrator

RESOLUTION 2024-11
RESOLUTION ADOPT SUNSHINE NOTICE AND MEETING DATES FOR THE
TOWNSHIP COMMITTEE FOR THE CALENDAR YEAR 2024

WHEREAS, the “Open Public Meetings Act” requires the advance written notice of all meetings of the Woodland Township Committee, be posted in one designated public place and mailed, telephoned or hand delivered to two newspapers designated by Resolution; and

WHEREAS, all written notice of meetings of the Township Committee be mailed to all persons requesting a copy of same, upon payment of any established fee.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Woodland, in the County of Burlington, State of New Jersey as follows:

1. All advanced written notices of Township Committee Meetings are posted on the bulletin board, located in Town Hall.
2. All advanced written notices of the Township Committee Meetings throughout the year shall be mailed to all persons for a fee of \$5.00. News media shall be exempt from such fee.
3. All advanced written notices of the Township Committee Meetings shall be given to the Central Record, The Pine Barrens Tribune and the Burlington County Times.
4. All agendas for meetings of the Township Committee shall be placed on the Township Website no later than 12:00 p.m. of the day prior to the meeting day.
5. The schedule of regular meetings and regular work session for the Township Committee for the period from January 1, 2024 to January 7, 2025 shall be in accordance with the list below.
6. A workshop meeting may be held prior to the Regular Township Meeting at 6:00 p.m.

REGULAR MEETINGS

January 31, 2024**	February 28, 2024	March 27, 2024	April 24, 2024
May 22, 2024	June 26, 2024	July 24, 2024	August 28, 2024
September 25, 2024	October 23, 2024	November 26, 2024**	December 18, 2024**
January 6, 2025***			

** denotes different day due to conflict

*** Reorganization 2025, 10:00 am

Adopted: January 3, 2024

 Maryalice Brown, RMC
 Township Clerk/Administrator

 , Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGroff						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

 Maryalice Brown, RMC
 Township Clerk/Administrator

RESOLUTION 2024-12
APPOINTMENT OF OFFICIAL NEWSPAPER

WHEREAS, N.J.S.A. 40:23-13 provides that by resolution may designate an official newspaper or newspaper in which shall be published all advertisements and notices required by law to be published; and

WHEREAS, there is a need for the appointment of an official newspaper for the Township of Woodland; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Woodland, in the County of Burlington, State of New Jersey, that the following newspapers are hereby designated the official newspaper for all legal advertisements and announcements:

- 1. THE BURLINGTON COUNTY TIMES**
- 2. COURIER POST**
- 3. PINE BARRENS TRIBUNE**

Adopted:

Maryalice Brown, RMC
Township Clerk/Administrator

, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGroff						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

Maryalice Brown, RMC
Township Clerk/Administrator

TOWNSHIP OF WOODLAND

RESOLUTION NO. 2024- 13

A RESOLUTION ADOPTING THE 2024 TEMPORARY BUDGET

WHEREAS, New Jersey statutes limit the maximum amount which may be appropriated in the temporary budget to 26.25% of the total appropriations for each fund in the preceding year, exclusive of appropriations for debt service, the Capital Improvement Fund, and Public Assistance;

WHEREAS, 26.25% of the total 2023 appropriations for the Current Fund, exclusive of debt service and the Capital Improvement Fund is \$396,273.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Woodland, County of Burlington, State of New Jersey that the following 2024 temporary appropriations are hereby made:

2024 TEMPORARY BUDGET

CURRENT FUND

General Government Functions:		
General Administration:		
Administration	Salaries & Wages	\$ 6,000
	Other Expenses	\$ 2,000
Mayor & Council	Salaries & Wages	\$ 7,200
	Other Expenses	\$ 500
Township Clerk	Salaries & Wages	\$ 20,000
	Other Expenses	\$ 3,000
Legal Advertising	Other Expenses	\$ 1,000
Financial Administration	Salaries & Wages	\$ 6,500
	Other Expenses	\$ 2,900
Audit Services	Other Expenses	\$ 27,000
Computerized Data Processing	Other Expenses	\$ 4,000
Collection of Taxes	Salaries & Wages	\$ 17,500
	Other Expenses	\$ 4,000
Assessment of Taxes	Salaries & Wages	\$ 7,600
	Other Expenses	\$ 2,000
Legal Services	Other Expenses	\$ 10,000
Engineering Services	Other Expenses	\$ 15,000
Land Use Administration	Salaries & Wages	\$ 1,750
	Other Expenses	\$ 2,000
Insurance:		
Liability Insurance	Other Expenses	\$ 22,300
Workers' Compensation Insurance	Other Expenses	\$ 22,300
Public Safety Functions:		
Office of Emergency Management	Salaries & Wages	\$ 1,000
	Other Expenses	\$ 600
Fire Protection	Other Expenses	\$ 500

Public Works Functions:		
Street & Road Maintenance	Salaries & Wages	\$ 20,000
	Other Expenses	\$ 7,000
Diesel Fuel	Other Expenses	\$ 2,000
Public Building & Grounds	Salaries & Wages	\$ 750
	Other Expenses	\$ 5,000
Vehicle Maintenance	Other Expenses	\$ 10,000
Health & Human Services:		
Board of Health	Salaries & Wages	\$ 250
	Other Expenses	\$ 1,000
Animal Control Services	Other Expenses	\$ 2,000
Utility Expense & Bulk Purchases:		
Electricity	Other Expenses	\$ 4,000
Street Lighting	Other Expenses	\$ 7,000
Telephone	Other Expenses	\$ 7,500
Fuel Oil	Other Expenses	\$ 500
Propane	Other Expenses	\$ 4,000
Gasoline	Other Expenses	\$ 1,500
Sanitation Functions:		
Convenience Center (Transfer Station)	Salaries & Wages	\$ 7,500
	Other Expenses	\$ 2,000
Contractual	Other Expenses	\$ 38,500
Recycling	Salaries & Wages	\$ 250
State Uniform Construction Code:		
Construction Official	Salaries & Wages	\$ 1,000
	Other Expenses	\$ 15,000
Statutory Expenditures:		
Contributions to PERS	Other Expenses	\$ 26,673
Social Security System	Other Expenses	\$ 7,000
Defined Contribution Retirement Plan	Other Expenses	\$ 500
Shared Service Agreements:		
Tabernacle Township-Twp. Administrator	Salaries & Wages	\$ 18,000
	Social Security	\$ 1,350
Tabernacle Township-Township Clerk	Salaries & Wages	\$ 18,000
	Social Security	\$ 1,350
GRAND TOTAL – Current Fund		\$ 396,273

Mayor

Maryalice Brown, RMC
Township Clerk/Administrator

Dated: January 3, 2024

RESOLUTION 2024 – 14 ANNUAL APPOINTMENTS

WHEREAS, N.J.S.A. Title 40 and Title 40A provide for the Appointment of Certain Officers, Appointees, and Employees to be appointed in Township Positions to carry out the lawful duties and responsibilities of the Township; and

WHEREAS, the Township Salary Ordinance provides for the rate of Compensation, Salary or Wages of Certain Officers, Appointees and Employees of said Township. ***Denotes Non-Paid Position**

Administrator	Maryalice Brown
Affirmative Action Officer*	Maryalice Brown
Board of Health Secretary	Maryalice Brown
Cemetery Custodian*	Debbie Grove
Chief Finance Officer	Kathleen Rosmando
Clean Communities Coordinator*	Jud Moore
Code Enforcement Officer	Thomas Boyd
Construction Official	Thomas Boyd
Custodian	Grace Stockum
Deputy Emergency Management Officer	
Deputy Tax Collector	Maryalice Brown
Deputy Registrar of Vital Statistics*	Nancy Seeland
Dog Registrar*	Maryalice Brown
Emergency Management Officer	Michael Huber
Fire Subcode Official/Fire Marshall	Thomas Boyd
JIF Claims Coordinator*	Maryalice Brown
JIF Fund Representative*	Maryalice Brown
JIF Safety Coordinator*	Maryalice Brown
Land Use Board Secretary	Maryalice Brown
Municipal Clerk	Maryalice Brown
Municipal Improvement Officer*	Maryalice Brown
Office Clerk	Karen Winks
Pension & Benefits Certifying Officer*	Kathleen Rosmando
Pension & Benefits Supervisor Certifying Officer*	Maryalice Brown
Planning Board Attorney	Sara Werner
Planning Board Class I Member*	Mark Herndon
Planning Board Class II Member*	Michael Huber
Planning Board Class III Member*	Donna Mull
Planning Board Class IV Member*	Jason Sollenberger
Planning Board Class IV Member*	Jody Meeks
Planning Board Class IV Member*	Thomas Getz
Planning Board Class IV Member*	Devin Daniels
Planning Board Class IV Member*	Jessie Estlow
Planning Board Class IV Member*	Jane Donoghue
Public Safety Director*	Mark Herndon
Public Works Supervisor	Fred Arnwine
Public Works Assistant	Shawn Viscardi
Recycling Coordinator	Maryalice Brown
Registrar of Vital Statistics*	Maryalice Brown
Subcode Official Electric, Plumbing, & Building	Thomas Boyd
Tax Assessor	Dennis DeKlerk
Tax Collector	Nancy Seeland
Tax Search Officer*	Nancy Seeland
Technical Assistant	Maryalice Brown

Adopted: January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGroff						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

Maryalice Brown, RMC
Township Clerk/Administrator

RESOLUTION 2024-15
Establishment of Petty Cash Fund

RESOLVED, by the Township Committee of Woodland Township, County of Burlington, that the Chief Financial Officer be and is hereby authorized and directed to renew the following petty cash account:

Maryalice Brown, Custodian, Township Clerk

\$250.00

Adopted: January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGross						
Herndon						
Mull						

CERTIFICATION

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Maryalice Brown, RMC
Township Clerk/Administrator

RESOLUTION 2024-16
A RESOLUTION AUTHORIZING THE TAX ASSESSOR TO FILE APPEALS WITH
THE BURLINGTON COUNTY BOARD OF TAXATION

WHEREAS, statutory provision is made for review and correction of errors prior to certification of an assessment list; and

WHEREAS, provision is also allowed for the discovery and correction of errors after establishment of tax rate; and

WHEREAS, changes in property ownership at times necessitates adjustments in the veterans and/or senior citizens deductions allowed on the assessment list; and

WHEREAS, responsibility for maintenance and correction of the assessment list rests with the local assessor subject to laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Woodland that the Assessor fulfilling the duties and requirements of his office be authorized to file with the Burlington County Board of Taxation such appeals as may be necessary to maintain accuracy and equality in the assessment list of Woodland Township.

BE IT FURTHER RESOLVED that the Township Attorney is hereby authorized to execute Stipulations of Settlement on behalf of the municipality.

BE IT FURTHER RESOLVED that a certified copy of this resolution be filed with the Burlington County Board of Taxation.

Adopted: January 3, 2024

 Maryalice Brown, RMC
 Township Clerk/Administrator

_____, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGross						
Herndon						
Mull						

CERTIFICATION

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 Maryalice Brown, RMC
 Township Clerk/Administrator

RESOLUTION 2024-17
A RESOLUTION SETTING INTEREST RATE ON DELINQUENT TAXES

WHEREAS, it is necessary that an interest rate be set on delinquent taxes; and

WHEREAS, the Woodland Township Committee has determined the rate to be applied to delinquent taxes shall be 8% on all amounts up to \$1,500.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Woodland, County of Burlington, State of New Jersey as follows:

1. The Tax Collector be and the same is hereby authorized empowered and directed to collect the sum of 8% to and including \$1,500.00. Anything thereafter, the Tax Collector is authorized to collect 18%.
2. The tax payer shall have a ten (10) day grace period from the date that each tax payment is due during which said tax payer shall not be charged interest on payment that is due payable. Any interest that is given shall be in the amount of costs or postage.
3. Should any payment be made after the ten (10) day grace period subsequent to the due date for payment, the Tax Collector shall be entitled to collect interest in the rate herein above set forth from the first day of said delinquency which shall be computed from the due date exclusive of any grace period.

Adopted: January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGross						
Herndon						
Mull						

CERTIFICATION

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Maryalice Brown, RMC
Township Clerk/Administrator

RESOLUTION 2024-18
NAMING OFFICIAL DEPOSITORIES

RESOLVED, by the Township Committee of the Woodland Township, County of Burlington, that all insured banking institutions, that are approved by the Department of Banking and Insurance under the Government Unit Deposit Act (GUPDA), as provided for under the provisions of N.J.S.A. 40A:5-15.1 (et seq), the State of New Jersey Cash Management Fund, Republic Bank, be designated as the depository for Woodland Township funds; and, be it

FURTHER RESOLVED, that the Cash Management Plan for the Township of Woodland, County of Burlington is hereby adopted under the provisions of N.J.S.A 40A:5-14

Adopted: January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGroff						
Herndon						
Mull						

CERTIFICATION

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Maryalice Brown, RMC
Township Clerk/Administrator

RESOLUTION 2024-19
RESOLUTION AUTHORIZING CHIEF FINANCIAL OFFICER TO INVEST FUNDS
IN ACCORDANCE WITH 40:5-14

WHEREAS, the Township Chief Financial Officer of Woodland Township has statutory authority to invest funds under certain circumstances pursuant to N.J.S.A. 40:5-14;

WHEREAS, it is necessary that the Chief Financial Officer be given the authority at his discretion to invest municipal funds for the best terms and conditions available.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Woodland, County of Burlington, State of New Jersey, as follows:

1. That the Township Chief Financial Officer is hereby authorized empowered and directed to invest any surplus funds in such interest-bearing accounts or certificates of deposits as deemed appropriate in order to receive the greatest yield thereon while affording suitable protection to the Township funds.
2. That any action of the Chief Financial Officer in investing funds heretofore, made in interest bearing accounts or certificates of deposit in banks of the United States or similar Savings and Loan Associations be and the same is hereby ratified and confirmed.
3. That the Chief Financial Officer shall report to the Township Committee as to all investments including the particular yield thereon, the depository or institution in which the funds are deposited and terms and conditions of said reports and deposits.

Adopted: January 3, 2024

 Maryalice Brown, RMC
 Township Clerk/Administrator

 , Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGross						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

 Maryalice Brown, RMC
 Township Clerk/Administrator

RESOLUTION 2024-20
RESOLUTION AUTHORIZING PAYMENT OF EMPLOYEES

WHEREAS, the Township of Woodland has employees on the regular payroll; and

WHEREAS, it is necessary that a Resolution be passed authorizing the Chief Financial Officer to pay all employees on a bi-weekly and monthly basis.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Woodland, County of Burlington, and State of New Jersey as follows:

1. That the Chief Financial Officer and all other officials authorized to execute checks drawn on the Township account, be and the same are authorized, empowered, and directed to do all things necessary for payment of wages for all full-time and part-time officials and employees of Woodland Township.
2. That all such payments shall be made on a bi-weekly and/or monthly basis with said system of payments being retroactive to January 1 of the said giving year.

Adopted: January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

, Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGross						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Reorganization Meeting held on January 3, 2024.

Maryalice Brown, RMC
Township Clerk/Administrator

RESOLUTION 2024-21
NAMING OFFICIAL DEPOSITORY FOR MUNICIPAL COURT ACCOUNTS

WHEREAS, the Township of Woodland has a need to open a Municipal Court General Account as well as a Bail Account for the performance of banking transactions; and

WHEREAS, the Township of Woodland needs to authorize the signers of those accounts.

THEREFORE, BE IT RESOLVED BY THE TOWNSHIP OF WOODLAND, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY, to designate Investors Bank as an approved depository to the Woodland Township Municipal Court General Account and the Woodland Township Bail Account for the performance of banking transactions; and

BE IT FURTHER RESOLVED that the authorized signers on the accounts are as follows:

Lena Creer, Certified Municipal Court Administrator
Peter Lange, Municipal Court Judge

DATE: January 3, 2024

Maryalice Brown, RMC
Township Clerk/Administrator

Mayor

Vote on Adoption

	Moved	Seconded	Ayes	Nays	Absent	Abstain
DeGroff						
Herndon						
Mull						

CERTIFICATION

I, Maryalice Brown, Township Clerk of the Township of Woodland, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the Mayor and Township Committee at its Regular Meeting held on January 3, 2024.

Maryalice Brown, RMC
Township Clerk/Administrator