

RESOLUTION # 01:41-23

**Authorizing Cancellation of outstanding checks over a year old in the  
Payroll Trust Fund Account and Current Fund Account**

WHEREAS, outstanding checks in the amount of \$2745.72 Current Fund and \$618.80 Payroll Trust Fund Accounts have checks dated over a year and need to be canceled and the funds returned to the Appropriate Fund.

NOW THEREFORE be it resolved that the Certified Municipal Finance Officer be authorized to cancel the attached list of checks

JANUARY 26, 2023

APPROVED:

Charles J. Sauter, III  
CHARLES J. SAUTER, III  
MAYOR

ATTEST:

Francine M. Wright, RMC  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

	Bider	Casey	D'Angelo	Evans	Fina	Wilhelm
AYE	✓	✓	✓	✓	✓	—
NAY						
ABSTAIN						
ABSENT						

CERTIFICATION

I, Francine M. Wright Borough Clerk of the Borough of Bellmawr, County of Camden, State of New Jersey, hereby certify that the above is a true and correct copy of a resolution adopted by the Mayor and Borough at their meeting of January 26, 2023 in the Municipal Building, 21 East Browning Road, Bellmawr, New Jersey.

Francine M. Wright, RMC  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

**AMENDMENT**

**THIS DOCUMENT** constitutes an Amendment of Shared Services Agreement By and Between the Borough of Bellmawr and the Borough of Mt. Ephraim, County of Camden, State of New Jersey, Relative to the maintenance of ambulatory fleet, DPW fleet, O.E.M. fleet and police department fleet for the Borough of Mt. Ephraim.

**ORIGINAL** date of Shared Service Agreement 31<sup>st</sup> day of January 2011.

**AMENDMENTS:**

**2. TERM**

The services to be furnished hereunder shall commence January 28, 2023 and ending on January 27, 2025. This agreement may be extended by mutual agreement, in writing, of both parties

**3. PAYMENT**

The Borough of Mt. Ephraim agrees to pay the Borough of Bellmawr Eighty (\$80.00) per hour for the performance of services under this agreement.

**IN WITNESSTH WHEREOF**, the appropriate officials of the Borough of Mt. Ephraim placed their signatures and appropriate seals on this \_\_\_th day of February 2023.

ATTEST

THE BOROUGH OF MT. EPHRAIM

BY: \_\_\_\_\_

Michael Tovinsky, Mayor

\_\_\_\_\_  
Terry Shannon, Borough Clerk

Certification:

I, Terry Shannon, Borough Clerk for the Borough of Mt. Ephraim, do hereby certify the foregoing to be true and correct copy of Shared Services Agreement Amendment adopted by resolution of the Borough of Mt. Ephraim, at a meeting of said Borough on the \_\_\_th day of February, 2023 and that said Shared Services Agreement Amendments (Fleet Maintenance) was adopted by resolution which passed by a majority vote of the Borough Commissioners, of the Borough of Mt. Ephraim.

\_\_\_\_\_  
Terry Shannon, Borough Clerk

**IN WITNESS WHEREOF**, the appropriate officials of the Borough of Bellmawr place their signatures and appropriate seals on this 26th day of January 2023.

ATTEST

THE BOROUGH OF BELLMAWR

BY: \_\_\_\_\_

*Charles J. Sauter, III*  
Charles J. Sauter, III, Mayor

*Francine M. Wright, Lmc*  
Francine M. Wright, Borough Clerk

Certification:

I, Francine Wright, Borough Clerk for the Borough of Bellmawr, do hereby certify the foregoing to be true and correct copy of the Shared Services Agreement Amendment adopted by resolution of the Borough of Bellmawr, at a meeting of said Borough on the 26th day of January, 2023 and that said Shared Services Agreement Amendments (Fleet Maintenance) was adopted by resolution which passed by a majority vote of the Borough Council of the Borough of Bellmawr.

*Francine M. Wright, Lmc*  
Francine M. Wright, Borough Clerk

**RESOLUTION AMENDING THE ESTABLISHED POLICIES AND PROCEDURES FOR THE USE OF PROCUREMENT CARDS AND AUTHORIZING THE EXECUTION OF A CORPORATE CARD PROGRAM LINKING AUTHORIZATION CONTRACT WITH THE STATE OF NEW JERSEY AND OTHER DOCUMENTATION AS REQUIRED TO IMPLEMENT A PROCUREMENT CARD PROGRAM FOR THE BOROUGH OF BELLMAWR**

**WHEREAS**, the Qualified Purchasing Agent has recommended that procurement cards be utilized where appropriate for purchases of and/or for the Borough of Bellmawr; and

**WHEREAS**, the use of procurement cards can be a highly beneficial tool for local governments looking to further utilize e-commerce and strengthen their purchasing controls; and

**WHEREAS**, the rules adopted by the Local Finance Board governing the use of procurement cards are set forth in N.J.A.C. 5:30-9A; and

**WHEREAS**, the law, N.J.S.A. 40A:5-16(c) establishes the specific circumstances when procurement cards can be used; and

**WHEREAS**, the Chief Finance Officer agrees with the Qualified Purchasing Agent recommendation.

**WHEREAS**, the Mayor and Borough Council find that a procurement card program would be beneficial to the Borough and wish to authorize their use and establish policy and procedures for their use as required by law; and

**WHEREAS**, the Mayor and Council also wish to authorize the Qualified Purchasing Agent to execute a Corporate Card Program Linking Authorization Contract with the State of New Jersey, and other documentation as required to implement a procurement card program for the Borough of Bellmawr.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Bellmawr hereby adopts the following policies and procedures for the use of procurement cards for purchases of and/or for the Borough of Bellmawr and that the policies and procedures for the use of procurement cards as stated herein shall be included in the Bellmawr Borough Purchasing Manual:

## **PROCUREMENT CARDS**

### **A. How Procurement Cards Can Be Used**

1. P-Cards can be utilized for tangible supplies or non-tangible items under the following conditions:
  - a. When payment to vendors is required in advance of the delivery of certain materials or services that cannot be obtained from any other source at comparable prices. (N.J.S.A. 40A:5-16(c)(1)).
    - i. Advance payment is required by the vendor.
    - ii. Comparable pricing is not otherwise obtainable for such goods or services to be available at the time and place required.
    - iii. The QPA or Borough Clerk has approved such item for purchase from a particular vendor.
  - b. When ordering, billing and payment transactions for goods and services are made through a computerized electronic transaction (N.J.S.A. 40A:5-16(c)(2)).
    - i. An order is placed from computer to computer, such as on the Internet or similar computer network.
    - ii. Vendor requires immediate payment.
    - iii. The Qualified Purchasing Agent (QPA) has approved such item for purchase from a particular vendor.
  - c. When certification is not obtainable (N.J.S.A. 40A:5-16(c)(3)).
    - i. Certification is not readily obtainable by the contracting unit; but such exceptions shall not include reimbursement of employee expenses or payment for personal services.
2. Transactions cannot exceed the amount designated and authorized.
3. P-Cards cannot be used for the purchase of items or services of a personal nature for employees, volunteers or officials.

### **B. Procurement Card Program Oversight**

1. The Qualified Purchasing Agent (QPA) shall serve in the capacity of program manager if one is so employed and appointed as QPA by the Borough. If the Borough has not appointed a Qualified Purchasing Agent, the Borough Clerk shall serve in the capacity of program manager. The program manager shall be responsible for day-to- day oversight and management of supervisory review of procurement card usage. Supervisory review means confirming the propriety and accuracy of P-Card usage by all authorized users.
2. The role of a program manager in overseeing the P-Card program does not exempt that individual from accountability to those above them in the organization.

3. Should the program manager not hold a QPA certification, the maximum threshold on P- Card transactions shall not exceed 15% of the Borough's bid threshold.
4. The program manager and Borough Clerk shall assure that internal controls are maintained concerning the integrity of vendor payments, accumulated costs for goods and services as well as other Local Public Contract Law requirements.
5. The Borough Clerk and program manager shall receive training in all aspects of the system.
6. The program manager will develop and administer a supervisory review process, identify and manage all risks associated with P-Card use; as well as engage in any other oversight or management duties required to ensure their proper utilization.
7. P-Cards must be issued, in the name of a specific individual upon completion of the requisite training, and cannot be issued to personnel who are neither covered by a fidelity bond or a blanket honesty policy held by the local unit (or become ineligible for said coverage after being issued a P-Card). Violations of policies governing P-Card use shall result in appropriate remedial or disciplinary action.
8. P-Cards shall only be issued in the names of the Program Manager, CFO, and Borough Clerk. No other employee shall have a card issued in their name or authority to use the P-Card.
9. The program manager and Borough Clerk, shall sign an acknowledgement of procurement card training and agreement to abide by policies and procedures for procurement card usage and said agreement shall be retained by the Borough in their personnel file.
10. The Program Manager shall also ensure that:
  - a. all cards have imprinted on them both the users' names and the name of the local unit
  - b. the merchant code is accurate
  - c. Sufficient funds are encumbered from the proper accounts to cover any charges the user is authorized to make.
  - d. Program participants are aware of the program and approved vendors with whom the cards may be utilized, dependent upon contracts awarded by the governing body.
  - e. When applicable and bids are advertised, the bid documents include that the payments may be made by procurement card so the local unit receives in their bid prices any discount for timely payments.
11. Users shall expeditiously provide all receipts to the program manager, who will compare receipts to the computer-generated usage report provided by the card company. Returned material must be reported to the Program Manager quickly to ensure either the charge is cancelled or the local unit receives proper credit.

C. Nothing in this policy shall change regulations or requirements pursuant to Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)

**BE IT FURTHER RESOLVED** that the Qualified Purchasing Agent is hereby authorized to execute a Corporate Card Program Linking Authorization Contract with the State of New Jersey, and other documentation as required to implement a procurement card program for the Borough of Bellmawr.

**JANUARY 26, 2023**

**APPROVED:**

*Charles J. Sauter, III*  
CHARLES J. SAUTER, III  
MAYOR

**ATTEST:**

*Francine M. Wright*  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

	Bider	Casey	D'Angelo	Evans	Fina	Wilhelm
AYE	✓		✓	✓		
NAY						
ABSTAIN						
ABSENT		✓			✓	✓

**CERTIFICATION**

I, Francine M. Wright Borough Clerk of the Borough of Bellmawr, County of Camden, State of New Jersey, hereby certify that the above is a true and correct copy of a resolution adopted by the Mayor and Borough at their meeting of January 26, 2023 in the Municipal Building, 21 East Browning Road, Bellmawr, New Jersey.

*Francine M. Wright*  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

**A RESOLUTION OF THE BOROUGH OF BELLMAWR, COUNTY OF CAMDEN, STATE OF NEW JERSEY, APPROVING CHANGE ORDER NO. 2 FOR INDEPENDENT ALARM FOR THE BOROUGH OF BELLMAWR SECURITY CAMERA UPGRADES AT VARIOUS MUNICIPAL OWNED SITE PROJECTS BASED UPON THE RECOMMENDATION OF THE BOROUGH ENGINEER**

**WHEREAS**, bids were solicited for the Borough of Bellmawr Security Camera Upgrades at Various Municipal Owned Sites project; and

**WHEREAS**, Independent Alarm was awarded the bid based on a contract period of one hundred twenty (120) calendar days; and

**WHEREAS**, unforeseen circumstances outside of the control of Independent Alarm has caused construction delays; and

**WHEREAS**, the Borough Engineer, BACH ASSOCIATES, PC, has recommended Change Order No. 2 for the purpose of extending the contract an additional forty-five (45) days; and

**WHEREAS**, the change order must be approved by the Governing Body; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Bellmawr, in the County of Camden, State of New Jersey, that Change Order No. 2 for Independent Alarm for the purpose of extending the contract forty-five (45) days is hereby approved; and

**BE IT FURTHER RESOLVED**, that the proper officials are hereby authorized to execute all documents for such change order.

**JANUARY 26, 2023**

**APPROVED:**

*Charles J. Sauter, III*  
CHARLES J. SAUTER, III  
MAYOR

**ATTEST:**

*Francine M. Wright, RMC*  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

	Bider	Casey	D'Angelo	Evans	Fina	Wilhelm
AYE	✓	-	✓	✓		
NAY						
ABSTAIN						
ABSENT		✓			✓	✓

**CERTIFICATION**

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*Francine M. Wright, RMC*  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

RESOLUTION # 01:45-23

RESOLUTION OF THE COUNCIL OF THE BOROUGH OF BELLMAWR  
AUTHORIZING BACK-UP NEW JERSEY DEPARTMENT OF  
ENVIRONMENTAL PROTECTION (NJDEP) LICENSED OPERATORS

**WHEREAS**, the Borough of Bellmawr owns and operates a water treatment and water distribution system and

**WHEREAS**, the system requires back-up licensed operators to keep in compliance with New Jersey Department of Environmental Protection rules and regulations

**WHEREAS**, CMR Environmental Services LLC proposed to provide back-up water utility licensed operators as required by the NJDEP for the 2023 calendar year

**WHEREAS**, CMR proposes to utilize Keith Lamb, W3-571567, as back-up licensed operator for Bellmawr's water distribution system

**WHEREAS**, CMR proposes to utilize Joseph Mingle, T2-738968, as back-up licensed operator for Bellmawr's water treatment system

**WHEREAS**, the services that were proposed by CMR Environmental Services, LLC. for back-up licensed operators in the amount of \$3,000.00

**WHEREAS**, funds for this purpose were provided for in the 2023 Municipal Budget;

**NOW THEREFORE, BE IT RESOLVED** by the Members of Council of the Borough of Bellmawr, County of Camden, State of New Jersey, the proposal submitted by CMR Environmental Services LLC. is hereby accepted; and

**BE IT FURTHER RESOLVED**, that the Mayor and Clerk are authorized to execute the proposal related hereto.

JANUARY 26, 2023

APPROVED:

*Charles J. Sauter, III*  
CHARLES J. SAUTER, III  
MAYOR

ATTEST:

*Francine M. Wright, RMC*  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

	Bider	Casey	D'Angelo	Evans	Fina	Wilhelm
AYE	✓		✓	✓		
NAY						
ABSTAIN						
ABSENT		✓			✓	✓

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*Francine M. Wright, RMC*  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

RESOLUTION # 01:46-23

**AUTHORIZING EXECUTION OF AN AGREEMENT WITH SPRINT SPECTRUM REALTY COMPANY, LLC. FOR EQUIPMENT TRANSFER.**

**WHEREAS** the Borough of Bellmawr is in need of a 12' x 20' equipment shelter and an equipment shelter, transfer agreement has been reached with Sprint Spectrum Realty Company, LLC. For the transfer of a 12' x 20' equipment shelter located at 296 Leaf Avenue, Bellmawr, NJ 08031

**WHEREAS** Sprint Spectrum Realty Company LLC. Has agreed to surrender the equipment shelter in an as-is condition to the Borough of Bellmawr

**WHEREAS** Sprint Spectrum Realty Company LLC. and the Borough of Bellmawr agreed to a mutual release of said equipment shelter

**WHEREAS** Bellmawr agrees that, the equipment shelter can be left in place in lieu of equipment shelter removal

**NOW THEREFORE, BE IT RESOLVED** by Council Members of the Borough of Bellmawr, County of Camden, State of New Jersey, that the Equipment Transfer Agreement is hereby accepted; and

**BE IT FURTHER RESOLVED**, that the Mayor and Clerk are authorized to execute the Equipment Transfer Agreement related hereto.

**JANUARY 26, 2023**

**APPROVED:**

*Charles J. Sauter, III*  
CHARLES J. SAUTER, III  
MAYOR

ATTEST:

*Francine M. Wright, RMC*  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

	<u>Bider</u>	<u>Casey</u>	<u>D'Angelo</u>	<u>Evans</u>	<u>Fina</u>	<u>Wilhelm</u>
AYE	✓		✓	✓		
NAY						
ABSTAIN						
ABSENT		✓			✓	✓

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*Francine M. Wright, RMC*  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

Resolution # 01:47-23

2022 BUDGET APPROPRIATION TRANSFER

BE IT RESOLVED by the Mayor and Council of the Borough of Bellmawr, County of Camden and State of New Jersey that the following 2023 reserve budget appropriation transfers be made as amended:

<u>Appropriation Title</u>	<u>To</u>	<u>From</u>
Legal O/E Social Security	\$ 1,000.00	1,000.00

APPROVED:

Charles J. Sauter, III  
CHARLES J. SAUTER III  
MAYOR

Francine M. Wright, RMC  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

I, Francine Wright, Borough Clerk of the Borough of Bellmawr, County of Camden, State of New Jersey hereby certify that the above is a true and correct copy of a Resolution adopted by the Mayor and Council of the Borough of Bellmawr at a regular meeting held on January 26, 2023 at the Municipal Building, Bellmawr, New Jersey beginning at 7:00PM.

RESOLUTION: #01:48-23

**WHEREAS**, it is the intent of the governing body of the Borough of Bellmawr to pay all outstanding bills; and

**WHEREAS**, all bills here presented are the obligation of the Borough of Bellmawr to pay total of \$3,310,825.59

**For the Month of January**

**NOW, THEREFORE BE IT RESOLVED** by Mayor and Council of the Borough of Bellmawr that all outstanding bills be paid for the month of February 2023.

January 26, 2023

**APPROVED:**

*Charles J. Sauter, III*  
CHARLES J. SAUTER, III  
MAYOR

**ATTEST:**

*Francine M. Wright, RMC*  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK

	<u>Bider</u>	<u>Casey</u>	<u>D'Angelo</u>	<u>Evans</u>	<u>Fina</u>	<u>Wilhelm</u>
AYE	/		/	/		
NAY						
ABSTAIN						
ABSENT		/			/	/

**CERTIFICATION**

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*Francine M. Wright, RMC*  
FRANCINE M. WRIGHT, RMC  
BOROUGH CLERK