

Borough of Pine Hill  
Council Meeting  
November 15, 2021  
Pine Hill Borough Hall  
7:30 P.M.

Councilman Robb called the meeting to order.

Roll Call: Patricia Hendricks, Borough Clerk

Borough Clerk, Patricia Hendricks delivered the Sunshine Law and the awareness for the town.

Councilman Warrington-present, Councilman Knott-present, Councilman Jaxel-present, Councilman Robb-present, Councilman Burke-present, Councilwoman Corry-Gaft-present, Mayor Green-absent, Mr. Greer-present, Mrs. Hendricks-present, Mr. Patterson-present, Mr. Magill-absent, Mr. Cardis-present.

**Approval of Minutes:** November 1, 2021

Motion to Approve: Councilwoman Corry-Gaft, 2<sup>nd</sup> Councilman Knott  
All in favor: 5 yes votes

Councilman Robb reported to let the record reflect that Councilman Warrington is now in attendance.

Councilman Robb asked Council if there any matters to be discussed. Council had no matters to be discussed.

RESOLUTION NUMBER 2021-202

BOROUGH OF PINE HILL  
COUNTY OF CAMDEN

RESOLUTION TO RENEW/JOIN SOUTHERN NEW JERSEY  
REGIONAL EMPLOYEE BENEFITS FUND

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the Southern New Jersey Regional Employee Benefits Fund, hereafter referred to as "FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;

WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date, and;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND;

WHEREAS, the governing body of Pine Hill Borough, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the LOCAL UNIT hereby agrees as follows:

- i. Become a member of the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
- ii. Will participate in the following type (s) of coverage (s):
  - a.) Health Insurance and or/Prescription Insurance and or/Dental Insurance as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.
- iii. Adopts and approves the FUND's Bylaws.
- iv. Execute an application for membership and any accompanying certifications.

BE IT FURTHER RESOLVED that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the LOCAL UNIT by the FUND.
- ii. Receipt from the LOCAL UNIT of a Resolution accepting assessment.
- iii. Approval by the New Jersey Department of Insurance and Department of Community Affairs.

BOROUGH OF PINE HILL

BY: \_\_\_\_\_  
CHRISTOPHER J. GREEN, MAYOR

ATTEST:

\_\_\_\_\_  
PATRICIA HENDRICKS, BOROUGH CLERK

	WARRINGTON	KNOTT	JAXEL	ROBB	BURKE	CORRY-GAFT
YES	✓	✓	✓	✓	✓	✓
ABSTAIN						
NO						
ABSENT						

## CERTIFICATION

I, HEREBY certify the foregoing to be a true and correct copy of a Resolution duly adopted by the Borough Council of the Borough of Pine Hill at a meeting of said Council held on the 15<sup>th</sup> day of November 2021 at the Borough Municipal Building.

\_\_\_\_\_  
Patricia Hendricks, Borough Clerk

Motion to move Resolution 2021-202 Councilman Knott, 2<sup>nd</sup> Councilwoman Corry-Gaft  
Roll call: 6 yes votes

**RESOLUTION NUMBER 2021-203**

**BOROUGH OF PINE HILL  
COUNTY OF CAMDEN**

**RESOLUTION OF THE BOROUGH OF PINE HILL AUTHORIZING  
THE YEAR END TRANSFER OF FUNDS**

**WHEREAS**, the Mayor and Council have determined that certain budget appropriations, in the 2021 municipal budget, are not sufficient to meet anticipated expenses; and

**WHEREAS**, transfers between appropriations are permitted, during the months of November and December, pursuant to N.J.S.A.40A: 4- 58;

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Pine Hill, County of Camden, and State of New Jersey that the following transfers be effected and that a certified copy of this resolution be forwarded to the Chief Financial Officer of the Borough.

APPROPRIATION TITLE	TO	FROM
General Administration Salary & Wages	5,200.00	
Municipal Clerk Salary & Wages	3,000.00	
Financial Administration Salary & Wages	1,000.00	
Legal Services Other Expenses	20,000.00	
Health Waiver Other Expenses	4,000.00	
Emergency Management Salary & Wages	10.00	
Maintenance of Parks Other Expenses	5,000.00	
Accumulated Leave Compensation	5,100.00	
Landfill/Solid Waste Collection		52,310.00
Telephone Other Expenses	4,000.00	
Natural Gas Other Expenses	5,000.00	

**BOROUGH OF PINE HILL**

BY: CHRISTOPHER GREEN, MAYOR

ATTEST:

PATRICIA HENDRICKS, BOROUGH CLERK

	WARRINGTON	KNOTT	JAXEL	ROBB	BURKE	CORRY-GAFT
YES	✓	✓	✓	✓	✓	✓
ABSTAIN						
NO						
ABSENT						

**CERTIFICATION**

I, Patricia Hendricks, Borough Clerk of the Borough of Pine Hill, do hereby certify that the above is true and correct copy of a Resolution duly adopted by Borough of Pine Hill at a meeting said Council held on the 15th day of November, 2021, at the Borough Municipal Building.

Patricia Hendricks, Borough Clerk

Motion to move Resolution 2021-203 Councilman Jaxel, 2<sup>nd</sup> Councilman Burke  
Roll call: 6 yes votes

RESOLUTION NUMBER 2021-204

BOROUGH OF PINE HILL  
COUNTY OF CAMDEN

RESOLUTION AUTHORIZING BOROUGH OF PINE HILL TO  
APPLY FOR A GRANT FOR PARTICIPATION IN THE  
ALLIANCE TO PREVENT ALCOHOLISM & DRUG ABUSE

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, The Borough Council of the Borough of Pine Hill, County of Camden, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Borough Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Camden; and

NOW, THEREFORE, BE IT RESOLVED by the Borough of Pine Hill, County of Camden, State of New Jersey hereby recognizes the following:

1. The Borough Council does hereby authorize submission of a strategic plan for the Pine Hill Borough Municipal Alliance grant for fiscal year 2021 in the amount of:

Grant funds (DEDR)	\$ 6,501.00
Cash Match	\$ 1,625.25
In-Kind	\$ 4,875.75

2. The Borough Council acknowledges the terms and conditions

for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

This resolution was adopted at a meeting of Borough Council on November 15, 2021 and shall take effect immediately upon adoption.

BOROUGH OF PINE HILL

BY: \_\_\_\_\_  
CHRISTOPHER GREEN, MAYOR

ATTEST:

\_\_\_\_\_  
PATRICIA HENDRICKS, BOROUGH CLERK

	WARRINGTON	KNOTT	JAXEL	ROBB	BURKE	CORRY-GAFT
YES	✓	✓	✓	✓	✓	✓
ABSTAIN						
NO						
ABSENT						

CERTIFICATION

I, Patricia Hendricks, Borough Clerk of the Borough of Pine Hill, do hereby certify that the above is a true and correct copy of a Resolution duly adopted by Borough of Pine Hill at a meeting of said Council held on the 15<sup>th</sup> day of November 2021 at the Borough Municipal Building.

\_\_\_\_\_  
Patricia Hendricks, Borough Clerk

Motion to move Resolution 2021-204 Councilman Warrington, 2<sup>nd</sup> Councilman Jaxel  
Roll call: 6 yes votes

RESOLUTION NUMBER 2021-205

BOROUGH OF PINE HILL  
COUNTY OF CAMDEN

RESOLUTION OF THE BOROUGH OF PINE HILL AUTHORIZING AN AWARD OF CONTRACT (BID A-30/2021), BY AND BETWEEN THE COUNTY OF CAMDEN (DEPARTMENT OF BUILDINGS AND OPERATIONS) AND WB MASON CO., INC. FOR THE PROVISION OF COPY PAPER, COMPUTER PAPER AND ENVELOPES FOR VARIOUS CAMDEN COUNTY DEPARTMENTS AND COOPERATIVE MEMBERS UNDER THE CAMDEN COUNTY

COOPERATIVE PRICING SYSTEM, ID#57-CCCPS, ON AN "AS-NEEDED" BASIS AND  
REJECTING BID A-37/2021 AS NO BIDS WERE RECEIVED

WHEREAS, the Camden County as the lead agency for the Camden County Cooperative Pricing System, System Identifier #57-CCCPS (Cooperative), received and open bids at its Division of Purchasing on September 15, 2021 at 11:00 A.M. prevailing time, for Bid A-30/2021, copy paper, computer paper and envelopes for various Camden County Departments and Cooperative Members, under the Camden County Cooperative Pricing System, System Identifier #57-CCCPS, on an "as needed" basis, the receipt of which bids were duly advertised in accordance with the law; and

WHEREAS, it is the desire of the Board of Commissioners to award a contract to the sole and lowest responsible bidder, WB Mason Co., Inc. for item numbers 1, 3, 4, 6 and 8 for the needs of the County of Camden and other Cooperative Purchasing Members for a term of six months commencing on or about November 1, 2021 through April 30, 2022 with one six-month option, said option to be exercised at the sole discretion of the County; and

WHEREAS, the WB Mason Co., Inc. has extended pricing to both Camden County and to the members of the Camden County Cooperative Pricing System as set forth herein; and

WHEREAS, funding for this purpose is contingent upon the availability and appropriation of sufficient funds for this purpose and shall not exceed the maximum budgeted line items for copy and computer paper and envelopes in the County's 2021 permanent budget and 2022 temporary and/or permanent budgets and shall be encumbered prior to incurring the obligation in accordance with N.J.A.C. 5:30-5.5(b)(2); now, therefore,

BE IT RESOLVED by the Camden County Board of Commissioners that, contingent upon the funding as described herein, the proposal of WB Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094-2529, for Bid A-30/2021, copy paper, computer paper and envelopes for various Camden County Departments and Cooperative Members, under the Camden County Cooperative Pricing System, System Identifier #57-CCCPS, on an "as needed" basis, item numbers 1, 3, 4, 6 and 8, for the Camden County Department for Buildings and Operations, be and the same is hereby approved and awarded, for the term commencing November 1, 2021 through April 30, 2022; and

BE IT FURTHER RESOLVED that the proper County officials of the County of Camden are hereby authorized and instructed to sign and execute all necessary contracts, purchase orders, or other legal instruments in connection therewith and to sign checks or vouchers for the payment thereof, when such materials and services have been delivered and accepted by the County of Camden; and

BE IT FURTHER RESOLVED that the members of the Cooperative Pricing System, System Identifier #57-CCCPS are hereby authorized to enter into a contract directly with the vendor listed above for the items stated herein pursuant to the terms and conditions of Bid A-30/2021, after award by its governing body in accordance with applicable law; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Pine Hill, in the County of Camden and State of New Jersey that this Resolution shall take effect immediately upon adoption.

BOROUGH OF PINE HILL

BY: \_\_\_\_\_  
CHRISTOPHER GREEN, MAYOR

ATTEST:

\_\_\_\_\_  
PATRICIA HENDRICKS, BOROUGH CLERK

	WARRINGTON	KNOTT	JAXEL	ROBB	BURKE	CORRY-GAFT
YES	✓	✓	✓	✓	✓	✓
ABSTAIN						
NO						
ABSENT						

CERTIFICATION

I, Patricia Hendricks, Borough Clerk of the Borough of Pine Hill, do hereby certify that the above is a true and correct copy of a Resolution duly adopted by Borough of Pine Hill at a meeting of said Council held on the 1<sup>st</sup> day of November 2021 at the Borough Municipal Building.

\_\_\_\_\_  
Patricia Hendricks, Borough Clerk

Motion to move Resolution 2021-205 Councilman Knott, 2<sup>nd</sup> Councilman Jaxel  
Roll call: 6 yes votes

RESOLUTION NUMBER 2021-206

BOROUGH OF PINE HILL  
COUNTY OF CAMDEN

**RESOLUTION OF THE BOROUGH OF PINE HILL APPROVING A BOROUGH  
“CONTINUITY OF GOVERNMENT PLAN”, “MASTER TECHNOLOGY  
PRACTICES POLICY”, AND “CYBER INCIDENT RESPONSE PLAN”**

WHEREAS, on 1/1/2022, the Borough’s MEL Cyber Task Force, version one (1) of Tiers 1 and 2 deductibles reimbursement certification ends; and

WHEREAS, the MEL Cyber Task Force has released version 2 of the MEL Cyber Risk Management Program that contains additional Tier 2 requirements and new Tier 3 that will take effect 1/2/2022; and

WHEREAS, an added prerequisite to Tier 2 certification requires the promulgation of a “Master Technology Practices Policy”, and “Cyber Incident Response Plan”;



WHEREAS, a prerequisite to the new Tier 3 certification is the promulgation of a “Borough Continuity of Government (CoG) Plan; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the of Borough of Pine Hill, County of Camden, that for the reasons set forth above, it hereby approves the “Master Technology Practices Policy”, and “Cyber Incident Response Plan”, and the “Borough Continuity of Government (CoG) Plan attached herein;

BE IT FURTHER RESOLVED; that any existing plans / policies contrary to, or inconsistent with, the submitted set forth above are repealed and of no further force or effect;

BE IT FURTHER RESOLVED; that this Resolution the policy and the plans attached hereto shall take effect immediately upon adoption.

BOROUGH OF PINE HILL

BY: \_\_\_\_\_  
CHRISTOPHER J. GREEN, MAYOR

ATTEST:

\_\_\_\_\_  
PATRICIA HENDRICKS, BOROUGH CLERK

	WARRINGTON	KNOTT	JAXEL	ROBB	BURKE	CORRY-GAFT
YES	✓	✓	✓	✓	✓	✓
ABSTAIN						
NO						
ABSENT						

CERTIFICATION

I, Patricia Hendricks, Borough Clerk of the Borough of Pine Hill, do hereby certify that the above is a true and correct copy of a Resolution duly adopted by Borough of Pine Hill at a meeting of said Council held on the 15<sup>th</sup> day of November 2021, at the Borough Municipal Building.

\_\_\_\_\_  
Patricia Hendricks, Borough Clerk

Motion to move Resolution 2021-206 Councilman Burke, 2<sup>nd</sup> Councilwoman Corry-Gaft  
Roll call: 6 yes votes

Councilman Robb opened the floor to the Public:

**Walt Davis – 1 Franklin Avenue**

Mr. Davis asked about the Pine Valley consolidation.

John Robb responded.

Motion to close the floor to the public: Councilman Warrington, 2<sup>nd</sup> Councilman Jaxel  
All in Favor: 6 yes votes

**Council Reports:**

Councilman Knott reported that Public Works is doing a great job on getting the town decorated downtown. He commented that they are also doing a good job with the leaf pickup.

Councilman Burke reported on updates with Parks and Rec processes going forward and their December meeting.

Councilman Robb reported on the Planning Board approval of the Micro-Brewery.

Councilman Warrington reported that the Christmas Parade is moving forward by Police and Public Works which is a big community event. He commented that there is a fair number of participants looking forward to the parade.

Councilman Robb commented that Pine Hill Borough was one of the first towns to sponsor a Christmas Parade. He commented that the Christmas Parade is Sunday, December 5<sup>th</sup> at 6:00pm.

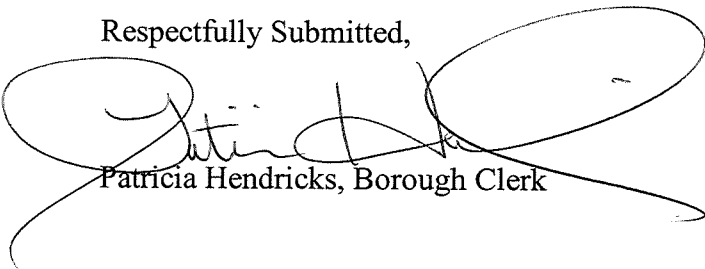
Administrator John Greer reported that Public Works has received a lot of compliments on how well the town is decorated and also the Environmental Committee did a really nice job.

Councilman Robb commented Happy Thanksgiving to everyone.

Motion to adjourn: Councilman Warrington, 2<sup>nd</sup> Councilman Jaxel  
All in Favor: 6 yes votes

The meeting adjourned at 7:52 pm.

Respectfully Submitted,



Patricia Hendricks, Borough Clerk