

Shamong, NJ 08088

January 7, 2025

The Shamong Township Committee held a **Reorganization Meeting** at the Municipal Building on the above date.

The Clerk, Susan Onorato called the meeting to order at approximately 7:00 PM and read the Sunshine Statement advising that proper notice of this meeting has been given in compliance with the Open Public Meeting Act.

Committee Member Brian Woods was sworn in by past Assemblyman Brandon Umbo for a three-year term ending 12/31/27.

Committee Member David Diamond was sworn in by past Assemblyman Brandon Umbo for a three-year term ending 12/31/27.

Roll Call:

Michael Di Croce	P
David Diamond	P
Megan Mozitis	P
Neil Wilkinson	P
Brian Woods	P

Also, in attendance: D. Heinold, Solicitor and A. Lopez, Engineer

APPOINTMENTS

On motion of Committee Member Wilkinson, seconded by Committee Member Woods, it was moved to appoint Michael Di Croce to serve as Mayor for 2025. A roll call vote showed all members present voting yes - Committee Member Di Croce accepted. Mayor Di Croce was sworn in by past Assemblyman Brandon Umbo for a one-year term ending 12/31/2025.

On motion of Committee Member Mozitis, seconded by Committee Member Diamond, it was moved to appoint Brian Woods to serve as Deputy Mayor for 2025. A roll call vote showed all members present voting yes - Committee Member Woods accepted. Deputy Mayor Woods was sworn in by past Assemblyman Brandon Umbo for a one-year term ending 12/31/2025.

Pledge of Allegiance was recited.

PUBLIC COMMENT

Brandon Umbo addressed the Committee advising he will be running for reelection and commented on the goal of getting money back to the communities. Brandon Umbo wished the Committee success.

RESOLUTIONS:

Blanket Motion:

- a. **2025R-1** Annual Meeting Notice.
- b. **2025R-2** Authorization of Newspapers for Publication of Legal Notices.
- c. **2025R-3** Authorizing the Award of a Fair & Open Contract for Professional Services –Raymond, Coleman, Heinold, LLP as Township Solicitor – Certification of funds attached.
- d. **2025R-4** Authorizing the Award of a Fair & Open Contract for Professional Services – Anthony Lopez, PE, Environmental Resolutions, Inc. as Township Engineer – Certification of funds attached
- e. **2025R-5** Authorizing the Award of a Fair & Open Contract for Professional Services – Inverso & Stewart, LLC as Township Auditor – Certification of funds attached.
- f. **2025R-6** Establishment of Tax Assessor's Responsibilities.
- g. **2025R-7** Establishing Grace Period for Payment of Taxes and Setting the Rate of Interest on Delinquent Taxes.
- h. **2025R-8** Designating the Official Depository of Funds and Escrows for the Township of Shamong.
- i. **2025R-9** Providing the budget be read by title only at the time of the public hearing
- j. **2025R-10** Awarding the Contract with Pogue, Inc. for Coordination of Alcohol and Drug Testing.
- k. **2025R-11** Appointment of T.C. Irons as Risk Management Consultant for the year ending December 31, 2025.
- l. **2025R-12** Appointing a Contact Person for the Employment Practices Liability Attorney Consultation Service.
- m. **2025R-13** Appointing Joanne Robertson as Claims Coordinator and Susan Onorato as Assistant Claims Coordinator to the Burlington County Joint Insurance Fund.
- n. **2025R-14** Appointing Susan Onorato as Fund Commissioner and Lisa Jordan as Alternate Fund Commissioner to the Burlington County Municipal Joint Insurance Fund.
- o. **2025R-15** Adopting a form required to be used for the filing of notices of Tort Claim against the Township of Shamong
- p. **2025R-16** Accepting the Burlington County Municipal Joint Insurance Fund Safety & Compliance Program
- q. **2025R-17** Accepting and adopting the Burlington County Municipal Joint Insurance Fund's transitional Duty Program.
- r. **2025R-18** Civil Rights Policy with respect to all officials, appointees, employees, prospective employees, volunteers, independent contractors and members of the public that come into contact with Municipal employees, officials and volunteers.
- s. **2025R-19** Certification of compliance with the UNITED States Equal Opportunity Employment Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"

- t. **2025R-20** Appointing residents to the Pineland's CERT
- u. **2025R-21** Authorizing and ratifying memorandum of understanding ("MOU") for Pinelands Regional Community Emergency Response Team ("CERT").
- v. **2025R-22** Authorizing MCM Technical Solutions for IT support per written contract.
- w. **2025R-23** Annual appointments to the Cemetery Advisory Board
- x. **2025R-24** Authorizing Szelc Memorial for Undertaker and related services at Pinelands Memorial Park Cemetery
- y. **2025R-25** Appointing Interim Electrical, Plumbing, Building and Fire Inspector – Keith Raveling

On motion of Committee Member Mozitis, seconded by Committee Member Wilkinson, it was moved to approve Resolution 2025R-1 through 2025R-25 by blanket motion. A roll call vote showed all members present voting yes.

The Clerk reported approval would cover the budgets first quarter. **On motion of Committee Member Woods, seconded by Committee Member Mozitis, it was moved to approve Resolution 2025R-26 Authorizing the Establishment of a Temporary Budget for 2025. A roll call vote showed all members present voting yes.**

The Mayor summarized the 2025 positions. **On motion of Committee Member Wilkinson, seconded by Committee Member Diamond, it was moved to approve the following positions for 2025. A roll call vote showed all members present voting yes.**

a. Township Administrator	Susan Onorato
b. Administrative Assistant	Joanne Robertson Lisa Jordan
c. Secretary Bd. of Health	Susan Onorato
d. Clean Community Coordinator	Susan Onorato
e. Deputy Clean Community Coordinator	Lisa Jordan
f. Public Agency Compliance Officer	Susan Onorato
g. Municipal Recycling Coordinator	Susan Onorato
h. Deputy Municipal Recycling Coordinator	Lisa Jordan
i. Municipal Search	Susan Onorato Joanne Robertson
j. Sub. Div. Approval Search	Susan Onorato Joanne Robertson
k. Safety Coordinator for JIF	Joanne Robertson
l. Deputy Safety Coordinator for JIF	Susan Onorato
m. Wellness Coordinator for JIF	Joanne Robertson
n. Deputy Wellness Coordinator for JIF	Susan Onorato
o. IT Director	Susan Onorato
p. Deputy Township Clerk	Joanne Robertson
q. Registrar of Vital Statistics	Joanne Robertson

SHAMONG TOWNSHIP
RESOLUTION 2025R-1
ANNUAL MEETING NOTICE

WHEREAS, the Township Committee of the Township of Shamong, New Jersey desires to schedule and post an annual meeting notice and,

WHEREAS, Township Committee of the Township of Shamong, New Jersey acknowledges official action will take place at all Public Meetings and,

WHEREAS, Township Committee of the Township of Shamong, New Jersey official action may take place at all Workshop Meetings and,

WHEREAS, Township Committee of the Township of Shamong, New Jersey may choose to enter into Executive Session during any scheduled meeting and,

WHEREAS, the 2025 regular meetings of the Shamong Township Committee will be scheduled at the Shamong Township Municipal Building, 105 Willow Grove Road, Shamong, New Jersey at 7:30 PM(unless noticed below); however, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and in consideration of Executive Order Nos. 103, 104, and 107 issued by the Governor, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the Township does hereby notify the public that, in its discretion to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meetings may be conducted via Zoom remote meeting platform, which link will be posted on the Township website at least 48 hours in advance of the meeting time. The Township Committee advises a non-public “breakout room” will be used to facilitate an Executive Session if required during a Zoom remote meeting platform.

WHEREAS, the Township Committee recommends members of the public access, and print a copy of the meeting agenda available from the Township website prior to the start of the meeting; and,

WHEREAS, Official Action may take place at all regular/workshop meetings. All meetings will take place in-person at the Shamong Township Municipal Building, 105 Willow Grove Road, Shamong, NJ 08088. In addition, the meetings will be available for viewing only via a Zoom link, which will be made available on the Shamong Township website – www.shamong.net. The public will not be able to communicate through the Zoom webcast, and anyone interested in speaking at the time of the meeting must appear in person

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shamong wishes to disseminate the following annual notice of the schedule of meetings to be held during 2025/2026 in compliance with the Open Public Meetings Law PL 1975 C. 23.1.

BE IT FURTHER RESOLVED by the Township Committee of the Township of Shamong, New Jersey that all public meetings (unless noticed) will be held the first Tuesday of the month at 7:30 PM, all Workshop meetings (unless noticed) will be held on the fourth Tuesday at 7:30 PM when noted; meetings (unless noticed) are held in the Municipal Building located at 105 Willow Grove Road, Shamong, NJ on the following dates:

REGULAR 7:30 PM

February 4
March 4
March 4 – Board of Health Annual Meeting
April 1
May 6
June 3
July 1
August 5
September 2
October 7
November 5 (Wednesday)
December 2
January 6, 2026 (7:00 PM)

WORKSHOP 7:30 PM

Dec 16 (6:30 PM – Close Out)
January 27, 2026

I, Susan D. Onorato, Municipal Clerk of Shamong Township, Burlington County, New Jersey do hereby certify the above to be a true and correct resolution adopted by the Shamong Township Committee at their reorganization meeting held on January 7, 2025 at 7:00 PM.

Susan D. Onorato

Susan D. Onorato, Municipal Clerk

RESOLUTION 2025R-2

**AN AUTHORIZATION OF NEWSPAPERS FOR
THE PUBLICATION OF LEGAL NOTICES**

WHEREAS, it is required to designate newspapers for publication of Legal Notices;

NOW, THEREFORE, BE IT RESOVED by the Township Committee of Shamong Township, the official newspaper for Township business shall be The Central Record, Medford, NJ which is published weekly or the Burlington County Times, Willingboro, NJ, which is published daily.

NOW, THEREFORE BE IT FURTHER RESOLVED that either newspaper shall be authorized as official newspapers for the publication of Legal Notices of Shamong Township, and it being the intent of this resolution with respect to any Legal Notice that such may be published in either newspaper.

I, Susan D. Onorato, Municipal Clerk of Shamong Township, Burlington County, New Jersey do hereby certify the above to be a true and correct resolution adopted by the Shamong Township Committee at their meeting held January 7, 2025, at the Municipal Building at 7:00 p.m.

Susan D. Onorato
Susan D. Onorato, RMC
Municipal Clerk

TOWNSHIP OF SHAMONG

RESOLUTION 2025R-03

AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – TOWNSHIP SOLICITOR

WHEREAS, Shamong Township has a need to acquire Professional Services - Legal as a fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and,

WHEREAS, the Review Subcommittee has determined and certified in writing that the value of the acquisition of these services will exceed \$17,500; and,

WHEREAS, the term of this contract is one year; and

WHEREAS, Douglas L. Heinold, Esquire, on behalf of the firm Raymond Coleman Heinold, LLP. has submitted a proposal on or before the deadline of 12 noon of November 8, 2023 indicating they will provide Legal Services for calendar year 2025 in accordance with the fee schedule submitted; and

WHEREAS, the Township Chief Financial Officer has certified the availability of funds pursuant to the provisions of *N.J.A.C. 5:30-5.5*.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Shamong authorizes the Mayor and Township Administrator to execute a contract with Douglas L. Heinold, Esquire and the firm of Raymond Coleman Heinold, LLP as described herein, effective January 1, 2025; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification be placed on file with this Resolution, and,

BE IT FURTHER RESOLVED that the Township Clerk shall publish notice of award in the Burlington County Times.

I, Susan D. Onorato, Municipal Clerk of Shamong Township hereby certify the above resolution as adopted by the Shamong Township Committee at their meeting held on January 7, 2025 at 7:00 p.m. at the Municipal Building.



Susan D. Onorato, RMC
Municipal Clerk

TOWNSHIP OF SHAMONG

RESOLUTION 2025R-04

AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – TOWNSHIP ENGINEER

WHEREAS, Shamong Township has a need to acquire Professional Services - Engineering as a fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and,

WHEREAS, the Review Subcommittee has determined and certified in writing that the value of the acquisition of these services will exceed \$17,500; and,

WHEREAS, the term of this contract is one year; and

WHEREAS, the engineering firm of Environmental Resolutions, Inc. has submitted a proposal on or before the deadline of 12 noon of November 8, 2023 indicating they will provide Engineering Services for calendar year 2025 in accordance with the fee schedule submitted; and

WHEREAS, the Township Chief Financial Officer has certified the availability of funds pursuant to the provisions of *N.J.A.C. 5:30-5.5*; and,

WHEREAS, any project with engineering cost in excess of twenty five thousand dollars (\$25,000) shall be placed out to bid.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Shamong authorizes the Mayor and Township Administrator to execute a contract with Environmental Resolutions, Inc. as described herein, effective January 1, 2025; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification be placed on file with this Resolution, and,

BE IT FURTHER RESOLVED that the Township Clerk shall publish notice of award in the Burlington County Times.

I, Susan D. Onorato, Municipal Clerk of Shamong Township hereby certify the above resolution as adopted by the Shamong Township Committee at their meeting held on January 7, 2025 at 7:00 p.m. at the Municipal Building.

Susan D. Onorato

Susan D. Onorato, RMC
Municipal Clerk

TOWNSHIP OF SHAMONG

RESOLUTION 2025R-05

AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – TOWNSHIP AUDITOR

WHEREAS, Shamong Township has a need to acquire Professional Services - Auditor as a fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and,

WHEREAS, the Review Subcommittee has determined and certified in writing that the value of the acquisition of these services will exceed \$17,500; and,

WHEREAS, the term of this contract is one year; and

WHEREAS, Robert A. Inverso, RMA, on behalf of the firm Inverso & Stewart, LLC, has submitted a proposal on or before the deadline of 12 noon November 8, 2023 indicating they will provide Auditing and Accounting Services for calendar year 2025 in accordance with the fee schedule submitted; and

WHEREAS, the Township Chief Financial Officer has certified the availability of funds pursuant to the provisions of *N.J.A.C. 5:30-5.5*.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Shamong authorizes the Mayor and Township Administrator to execute a contract with Inverso & Stewart, LLC as described herein, effective January 1, 2025; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification be placed on file with this Resolution, and,

BE IT FURTHER RESOLVED that the Township Clerk shall publish notice of award in the Burlington County Times.

I, Susan D. Onorato, Municipal Clerk of Shamong Township hereby certify the above resolution as adopted by the Shamong Township Committee at their meeting held on January 7, 2025 at 7:00 p.m. at the Municipal Building.

Susan D. Onorato

Susan D. Onorato, RMC
Municipal Clerk

R E S O L U T I O N
2025R-06
ESTABLISHMENT OF TAX ASSESSOR'S
RESPONSIBILITIES

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 the 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 Shamong, that the Assessor fulfilling the duties and requirements of his/her 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 Shamong Township.

BE IT FURTHER RESOLVED that the Assessor is hereby authorized to execute Stipulations and Settlement on behalf of the Municipality for the year of 2025 and file rollback, added and omitted assessments.

BE IT FUTHER RESOLVED that a certified copy of this resolution accompany any appeal filed by the assessor with the Burlington County Board of Taxation.

* * *

I, Susan D. Onorato, Municipal Clerk of Shamong Township hereby certify that this is a true and correct copy of a resolution adopted by the Township Committee of Shamong Township, County of Burlington, and State of New Jersey on January 7, 2025.

Susan D. Onorato

Susan D. Onorato, RMC
Municipal Clerk

RESOLUTION 2025R-07
A RESOLUTION ESTABLISHING A GRACE PERIOD FOR PAYMENT OF
TAXES AND SETTING THE RATE OF INTEREST ON DELINQUENT
TAXES FOR THE YEAR 2025

WHEREAS, the Township of Shamong has determined that it is desirable for taxpayers to be permitted a grace period for the payment of taxes; and

WHEREAS, R.S. 54:4-67 provides that the Governing Body may establish a grace period and fix the rate of interest to be charged.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of Shamong Township, County of Burlington, and State of New Jersey, that no interest shall be charged on taxes which are paid within ten (10) days of the date on which they become due, but interest shall be paid from the date due on all taxes which are paid more than ten (10) days after they become due; and

BE IT FURTHER RESOLVED, since the second quarter taxes due date falls on a weekend, the grace period will be extended to May 12, 2025 without interest.

BE IT FURTHER RESOLVED, since the third quarter taxes due date falls on a weekend, the grace period will be extended to August 11, 2025 without interest.

BE IT FURTHER RESOLVED, that the rate of interest on delinquent taxes and delinquent assessments shall be eight percent (8%) per annum for the year 2025 except when the total delinquency exceeds \$1,500.00, the interest rate shall be eighteen percent (18%) per annum on the portion in excess of \$1,500.00 and shall remain at eighteen percent (18%) (even if the amount is below \$1,500.00) until the account becomes current; and

BE IT FURTHER RESOLVED, an additional penalty of six percent (6%) of the amount of the delinquency in excess of \$10,000.00 including taxes be charged to a taxpayer who fails to pay the delinquency prior to the end of the fiscal year.

I, Susan D. Onorato, Municipal Clerk of Shamong Township hereby certify the above to be a true and correct copy of a resolution adopted by the Shamong Township Committee at the January 7, 2025 meeting held at the Municipal Building at 7:00 p.m.

Susan D. Onorato
Susan D. Onorato, RMC
Municipal Clerk

**TOWNSHIP OF SHAMONG
COUNTY OF BURLINGTON, STATE OF NEW JERSEY**

RESOLUTION 2025R-08

A RESOLUTION NAMING LEGAL DEPOSITORIES

BE IT RESOLVED by the Township Committee of the Township of Shamong in the County of Burlington, State of New Jersey, that all banks authorized by the Department of Banking and Insurance in the State of New Jersey and being certified as a Governmental Unit Deposit Protection Act Eligible to be authorized as a legal depository for the Township of Shamong; and

BE IT FURTHER RESOLVED that the Payroll Account requires one signature of the following positions; Chief Financial Officer, Assistant Chief Financial Officer, Municipal Clerk, Deputy Clerk, Mayor or Deputy Mayor.

BE IT FURTHER RESOLVED that the Municipal Court regular and bail accounts of the Court of Shamong Township requires one of two signatures of the following positions, Court Administrator or Deputy Court Administrator and Municipal Magistrate.

BE IT FURTHER RESOLVED that the tax title lien redemption and tax premium accounts require one signatures of the following positions: Tax Collector, Certified Municipal Financial Officer or Township Clerk.

BE IT FURTHER RESOLVED that all other accounts require three of six signatures of the following: Mayor, Deputy Mayor, Chief Financial Officer, Assistant Chief Financial Officer, Municipal Clerk or Deputy Municipal Clerk

I, Susan D. Onorato, Municipal Clerk of the Township of Shamong, County of Burlington, hereby certify that the foregoing is a true copy of a Resolution adopted by the Shamong Township Committee at the reorganization meeting held on the 7th day of January 2025.

Susan D. Onorato

Susan D. Onorato, RMC
Municipal Clerk

SHAMONG TOWNSHIP
RESOLUTION 2025R-9

AUTHORIZE THE ANNUAL BUDGET MAY BE READ BY TITLE ONLY

WHEREAS, N.J.S.A. 40A:4-8 provides that the budget be read by title only at the time of public hearing if a resolution is passed by not less than a majority of the full governing body, providing that at least one week prior to the date of hearing a complete copy of the approved budget as advertised has been posted in the Municipal Building, and copies have been made available by the Clerk to persons requesting them; and

WHEREAS, these conditions have been met;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shamong, in the County of Burlington, State of New Jersey, that the budget shall be read by title only.

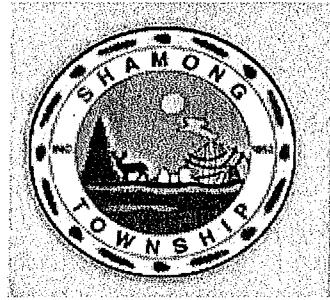
Roll Call:

	1 st	2 nd	Yes	No	Abstain	Absent
DiCroce			X			
Diamond			X			
Mozitis		X	X			
Wilkinson			X			
Woods	X		X			

I, Susan D. Onorato, Municipal Clerk of Shamong Township, County of Burlington, State of New Jersey do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Shamong Township Committee on January 7, 2025.

Susan D. Onorato

Susan D. Onorato, RMC
Municipal Clerk



SHAMONG TOWNSHIP

Burlington County, NJ

105 Willow Grove Rd.
Shamong, NJ 08088

www.shamong.net
E-mail info@shamong.net

Administrator – Township

Clerk

(609) 268-2377 x301

Fax (609) 268-2701

RESOLUTION 2025R-10

Whereas, Shamong Township shall enter into an agreement for 2025 CDL monitoring & testing program with Pogue Safety & Health Consortium. The term of the contract shall be for the calendar year 2025. Cost per CDL driver shall be \$65 per year. Pre-employment controlled substances and follow-up alcohol or controlled substances test will be conducted for \$78.00 each; and employee awareness training and reasonable suspicion supervisor training will be offered for \$100.00 per person; and,

Whereas, Shamong Township shall provide any additions/deletions to the CDL pool within 10 working days; and,

Whereas, Pogue Safety and Health Consortium. shall:

1. Policy Development with Consortium/Third Party Administrator
2. Random Selection of CDL Drivers by Computer and Employee Notification
3. On-Site Collection for HHS-5 Controlled Substances Testing by DHHS-Certified Laboratory and certified Medical Review (MRO) for Random, Reasonable Suspicion, Post-Accident and Return-to-Duty Testing (new DOT requirements for testing of hydrocodone, oxycodone, hydromorphone, oxymorphone are included at NO additional cost).
4. On-Site Breath Alcohol Testing with Evidential Breath Tester and trained Technician
5. Quarterly and Annual Report Preparation for the Employer.
6. Quality Assurance for the Employer with blind specimen submissions.
7. Maintain all Mandatory Affirmative Action requirements of P.L. 1975, C.127 as outlined in Exhibit "A" attached

I, Susan D. Onorato, Municipal Clerk of Shamong Township hereby certify the above to be a true and correct copy of a resolution adopted by the Shamong Township Committee at their meeting held on January 7, 2025 at the Municipal Building, 105 Willow Grove Road, Shamong, NJ.

Susan D. Onorato

Susan D. Onorato, RMC/Municipal Clerk

EXHIBIT "A"
P.L. 1975, C. 127 (N.J.A.C. 17:27) MANDATORY
AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitation or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:275.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform, in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages

RESOLUTION 2025R-11
RISK MANAGEMENT CONSULTANT
BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Governing Body of Shamong 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 Shamong Township does hereby appoint T.C. Irons Insurance Agency Management, Inc., 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).

ATTEST: Susan D. Onorato MUNICIPALITY REP: Michael Di Croce
(signature) (signature)

PRINT NAME: Susan D. Onorato, Clerk PRINT REP NAME: Michael Di Croce, Mayor

DATE: January 2, 2025

I, Susan D. Onorato, Municipal Clerk of Shamong Township hereby certify that this is a true and correct copy of a resolution adopted by the Township Committee of Shamong Township, County of Burlington, and State of New Jersey on January 7, 2025.

Susan D. Onorato

Susan D. Onorato, Township Clerk

SHAMONG TOWNSHIP
RESOLUTION 2025R-12

CONTACT PERSON FOR THE EMPLOYMENT PRACTICES LIABILITY
ATTORNEY CONSULTATION SERVICE
BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Governing Body of Shamong Township hereinafter referred to as "MUNICIPALITY", is a member of the Burlington County Municipal Joint Insurance Fund, hereinafter referred to as "FUND"; and

WHEREAS, the FUND has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

WHEREAS, the FUND has budgeted 2.2 hours per member for EPL consulting services in 2025 and;

WHEREAS, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline;

NOW THEREFORE, be it resolved that the governing body of Shamong Township does hereby appoint Susan D. Onorato, Administrator/Clerk as its Contact Person.

BE IT FURTHER RESOLVED that the governing body does hereby appoint Joanne Robertson, Deputy Clerk as additional Contact Person.

MAYOR: Michael Di Croce

MUNICIPALITY: Shamong Township

ATTEST: Susan D. Onorato

TITLE: Township Clerk

Susan D. Onorato

DATE: January 7, 2025

AYES: 5

NAYS: 0

ABSTAIN: 0

ABSENT: 0

**MUNICIPAL JOINT INSURANCE FUND
RESOLUTION APPOINTING CLAIMS COORDINATOR**

RESOLUTION 2025R-13

WHEREAS, the Township of Shamong is a member of the **Burlington County Municipal Joint Insurance Fund**, hereinafter referred to as the FUND; and

WHEREAS, the FUND requires that in the manner generally prescribed by law, each member shall appoint a Claims Coordinator to coordinate and oversee the Member claims reporting and recordkeeping efforts, and act as a liaison between the municipality, the JIF Claims Administrator, and other outside agencies.

WHEREAS, the Township of Shamong recommends the appointment of Joanne Robertson, Deputy Clerk to serve as Claims Coordinator and Susan D. Onorato, Administrator/Clerk as Assistant Claims Coordinator in accordance with the FUND requirements;

NOW, THEREFORE, BE IT RESOLVED by the Township of Shamong that it does hereby appoint Joanne Robertson as Municipal Claims Coordinator and Susan D. Onorato as Assistant Claims Coordinator.

Signed this 7th day of January 2025

BY: Michael Di Croce TITLE: Mayor

Michael Di Croce

Elected or Appointed Official

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Township Committee of the Township of Shamong, County of Burlington, State of New Jersey at their meeting held at the Shamong Township Municipal Building, 105 Willow Grove Road, Shamong, New Jersey 08088 on January 7, 2025.

Susan D. Onorato
Susan D. Onorato, Municipal Clerk

**MUNICIPAL JOINT INSURANCE FUND
RESOLUTION APPOINTING FUND COMMISSIONER
AND ALTERNATE FUND COMMISSIONER**

RESOLUTION 2025R-14

WHEREAS, the Township of Shamong is a member of the Burlington County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS, the Bylaws of the FUND require that each Municipality appoint a member of the governing body or a municipal employee to serve as Fund Commissioner; and

WHEREAS, the Township of Shamong recommends the appointment of Susan Onorato to serve as Fund Commissioner in accordance with the FUND Bylaws;

WHEREAS, the Bylaws of the FUND require that in the manner generally prescribed by law, each Member shall be permitted to appoint an Alternate Fund Commissioner to the Fund. The Alternate Fund Commissioner shall be either a member of the local unit's governing body or one of its employees and shall represent the Member in the absence of the Fund Commissioner; and

WHEREAS N.J.A.C. 11:15-2.6 states that an Alternate Fund Commissioner who is a member of the appointing local unit's governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit's governing body, whichever shall be less; and

WHEREAS N.J.A.C. 11:15-2.6 states that an Alternate Fund Commissioner who is an employee of the appointing Member shall hold office at the pleasure of the Member and can be removed by the Member at any time without cause; and

WHEREAS, the Township Committee of Shamong Township recommends the appointment of Lisa Jordan to serve as Alternate Fund Commissioner in accordance with the FUND Bylaws;

NOW, THEREFORE, BE IT RESOLVED by the Township of Shamong that it does hereby appoint Susan Onorato as Fund Commissioner to Burlington County Municipal Joint Insurance Fund.

Signed this 7th day of January, 2025

BY: Michael Di Croce

Michael Di Croce

TITLE: Mayor

Elected or Appointed Official

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Township Committee of the Township of Shamong, County of Burlington, State of New Jersey at their meeting held at the Shamong Township Municipal Building, 105 Willow Grove Road, Shamong, New Jersey 08088 on January 7, 2025.

Susan D. Onorato

Susan D. Onorato, RMC, Municipal Clerk

TOWNSHIP OF SHAMONG

RESOLUTION 2025R-15

ADOPTING A FORM REQUIRED TO BE USED FOR THE FILING OF NOTICES OF TORT CLAIM AGAINST THE TOWNSHIP OF SHAMONG IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6.

WHEREAS, the New Jersey Tort Claims Act, *N.J.S.A. 59:8-6*, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity, and

WHEREAS, the Township of Shamong is a public entity covered by the provisions of the New Jersey Tort Claims Act, and

WHEREAS, the Township of Shamong deems it advisable, necessary and in the public interest to adopt a Notice of Tort Claim form in the form attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shamong, assembled in public session this 7th day of January 2025, that the attached Notice of Tort Claim form be and hereby is adopted as the official Notice of Tort Claim form for the Township of Shamong, and

BE IT FURTHER RESOLVED, that all persons making claims against the Township of Shamong, pursuant to the New Jersey Tort Claims Act, *N.J.S.A. 59:8-1, et seq.*, be required to complete the form herein adopted as a condition of compliance with the notice requirements of the New Jersey Tort Claims Act.

BE IT FURTHER RESOLVED that a certified copy shall be provided to the Administrator and Solicitor of the Burlington County Municipal Joint Insurance Fund for their information and records.

I, Susan D. Onorato, Municipal Clerk of Shamong Township hereby certify that the foregoing Resolution was duly adopted at the meeting of the Shamong Township Committee held on January 7, 2025.



Susan D. Onorato, RMC, Municipal Clerk

TOWNSHIP OF SHAMONG

MUNICIPAL BUILDING
105 Willow Grove Road
Shamong, NJ 08088

NOTICE OF TORT CLAIM

CLAIMANT INFORMATION

Name _____ Telephone _____
Address _____ Date of Birth _____

SSN _____

ATTORNEY INFORMATION (if applicable)

Name _____ Telephone _____
Address _____ Telefax _____

File No. _____

Send Notices to: _____ Claimant _____ Attorney

GENERAL INSTRUCTIONS: Pursuant to the provisions of the New Jersey Tort Claims Act, this Notice of Tort Claim form has been adopted as the official form for the filing of claims against the Township of Shamong.

The questions are to be answered to the extent of all information available to the Claimant or to his or her attorneys, agents, servants, and employees, under oath. The fully completed Claim Form and the documents requested shall be returned to the

Township Administrator
Township of Shamong
105 Willow Grove Road
Shamong, NJ 08088

NOTE CAREFULLY: Your claim will not be considered filed as required by the New Jersey Tort Claims Act until this completed form has been filed with the Township of Shamong. Failure to provide the information requested, including such responses as "To Be Provided" or "Under Investigation" will result in the claim being treated as not being properly filed.

Timely Notices of Claim must be filed within 90 days after the incident giving rise to the claim.

This form is designed as a general form for use with respect to all claims. Some of the questions may not be applicable to your particular claim. For example, if your claim does not arise out of an automobile accident, questions regarding road conditions might not be applicable. In that event, please indicate "Not Applicable".

If you are unable to answer any question because of a lack of information available to you, specify the reason the information is not available to you. If a question asks that you identify a document, it will be sufficient to furnish true and legible copies. Where a question asks that you "identify all persons," provide the name, address and telephone number of the person.

If you need more space to provide a full answer, attach supplementary pages, identifying the continuation of the answer with the number of the applicable question.

DEFINITIONS:

"Claimant" shall refer to the person or persons on whose behalf the Notice of Claim has been filed with the Township of Shamong.

"Documents" shall refer to any written, photographic or electronic representation, and any copy thereof, including, but not limited to, computer tapes and/or disks, videotapes and other material relating to the subject matter of the claim.

"Person" shall include in its meaning a partnership, joint venture, corporation, association, trust or any other kind of entity, as well as a natural person.

"Public Entity" shall refer to the Township of Shamong along with any agent, official or employee of the Township of Shamong against whom a claim is asserted by the Claimant.

NOTE that the questions are divided into sections relating to the claimant, the claim, property damage, personal injury and the basis for the claim against the public entity or a public employee.

If the claim involves only property damage, then the portion on personal injuries need not be answered. Just enter as the answer to Question 12 "No personal injuries claimed."

If the claim involves no property damage, then the portion on property damage need not be answered. Just enter as the answer to Question 11 "No property damage claimed."

INFORMATION ON THE CLAIMANT

1. Provide the following information with respect to the Claimant:
 - a. Any other name by which the Claimant has been known.
 - b. Address at the time of the incident giving rise to the claim.
 - c. Marital Status [at the time of the incident and current]
 - d. Identify each person residing with the claimant and the relation, if any, of the person to the Claimant.
2. Provide all addresses of the Claimant for the last 10 years, the dates of the residence, the persons residing at the addresses at the same time as the Claimant resided at the address and the relation, if any, of the person to the Claimant.

INFORMATION ON ALL CLAIMS

3. Provide the exact date, time and place of the incident forming the basis of the claim and the weather conditions prevailing at the time.
4. Provide the Claimant's complete version of the events that form the basis of the claim.
5. List any and all individuals who were witnesses to or who have knowledge of the facts of the incident which gave rise to the claim. Provide the full name and address of each individual.
6. Identify all public entities or public employees [by name and position] alleged to have caused the injury or property damage **and specify as to each public entity or employee the exact nature of the act or omission alleged to have caused the injury or property damage.**

7. If you claim that the injury or property damage was caused by a dangerous condition of property under the control of the public entity, specify the nature of the alleged dangerous condition and the manner in which you claim the condition caused the injury.
8. If you allege a dangerous condition of public property, state the specific basis on which you claim that the public entity was responsible for the condition and the specific basis and date on which you claim that the public entity was given notice of the alleged dangerous condition. Statements such as "should have known" and "common knowledge" are insufficient.
9. If you or any other party or witness consumed any alcoholic beverages, drugs or medications within twelve (12) hours before the incident forming the basis of the Claim, identify the person consuming the same and for each person (a) what was consumed (b) the quantity thereof (c) where consumed (d) the names and addresses of all persons present.
10. If you have received any money or thing of value for your injuries or damages from any person, firm or corporation, state the amounts received, the dates, names and addresses of the payers. Specifically list any policies of insurance, including policy number and claim number, from which benefits have been paid to you or to any person on your behalf, including doctors, hospitals or any person repairing damage to property.

11. If any photographs, sketches, charts or maps were made with respect to anything which is the subject matter of the claim, state the date thereof, the names and addresses of the persons making the same and of the persons who have present possession thereof. Attach copies of any photographs, sketches, charts or maps.
12. If you or any of the parties to this action or any of the witnesses made any statements or admissions, set forth what was said; by whom said; date and place where said; and in whose presence, giving names and addresses of any persons having knowledge thereof
13. State the total amount of your claim and the basis on which you calculate the amount claimed.
14. Provide copies of all documents, memoranda, correspondence, reports [including police reports], etc. which discuss, mention or pertain to the subject matter of this claim.
15. Provide the names and addresses of all persons or entities against which claims have been made for injuries or damages arising out of the incident forming the basis of this claim and give the basis for the claim against each.

PROPERTY DAMAGE CLAIMS

16. If your claim is for property damage, attach a description of the property damage and an estimate of the costs of repair. If your claim does not involve any claim for property damage, enter "None".

If your claim is for property damage only, initial here and proceed directly to page 11 and sign the Certification.

PERSONAL INJURY CLAIMS

21. If x-rays were taken, state (a) the address of the place where each was taken (b) the name and address of the person who took them (c) the date when each was taken (d) what each disclosed (e) where and in whose possession they now are. Include all x-rays, whether prior to or subsequent to the alleged injury forming the basis of the claim.
22. If treated by doctors, including psychiatrists or psychologists, state (a) the name and present address of each doctor (b) the dates and places where treatments were received (c) the nature of the treatment (d) the date of last treatment or, if treatments are continuing, the schedule of continuing treatments. Provide true copies of all written reports rendered to you or about you by any doctors whom you propose to have testified on your behalf.
23. If you have any physical impairment which you allege is caused by the injury forming the basis of your claim and which is affecting your ordinary movements, hearing or sight, state in detail the nature and extent of the impairment and what corrective appliances, support or device you use to overcome or alleviate the impairment.
24. If you claim that a previous injury has been aggravated or exacerbated, describe the injury and give the name and present address of each doctor who treated you for the condition, the period during which treatment was received and the cause of the previous injury. Specifically list any impairment, including use of eyeglasses, hearing aid or similar device, which existed at the time of the injury forming the basis of the claim.

25. If any treatments, operation or other form of surgery in the future has been recommended to alleviate any injury or condition resulting from the incident which forms the basis of the claim, state in detail (a) the nature and extent of the treatment, operation or surgery (b) the purpose thereof and the results anticipated or expected (c) the name and address of the doctor who recommended the treatments, operation or surgery (d) the name and address of the doctor who will administer or perform the same (e) the estimated medical expenses to be incurred (f) the estimated length of time of treatments, operation or surgery, period of hospitalization and period of convalescence (g) all other losses or expenditures anticipated as a result of the treatments, operation or surgery (h) whether it is your intention to undergo the treatments, operation or surgery and the approximate date.
26. Itemize any and all expenses incurred for hospitals, doctors, nurses, x-rays, medicines, care and appliances and indicate which expenses were paid by any insurance coverage.
27. If employed at the time of the alleged injury forming the basis of the claim state (a) the name and address of the employer (b) position held and the nature of the work performed (c) average weekly wages for the year prior to the injury (d) period of time lost from employment, giving dates (e) amount of wages lost, if any. List any sources of income continuation or replacement, including, but not limited to, worker's compensation, disability income, social security and income continuation insurance.
28. If other loss of income, profit or earnings is claimed, state (a) total amount of the loss (b) give a complete detailed computation of the loss (c) the nature and dates of loss.

29. If you are claiming lost wages state (a) the date that the employment began (b) the name and address of the employer (c) the position held and the nature of the work performed (d) the average weekly wages. Attach copies of pay stubs or other complete payroll record for all wages received during the past year.

DOCUMENT REQUEST:

Produce all documents identified in your answers to the above questions.

CERTIFICATION

I hereby certify that the information provided is the truth and is the full and complete response to the questions, to the best of my knowledge.

Signature of Claimant

Dated: _____

AUTHORIZATION FOR RELEASE OF MEDICAL AND HOSPITAL RECORDS

TO: Date _____

RE: _____

Patient's Name _____
Address _____

Social Security Number _____
Claim Number _____

You are hereby authorized and requested to disclose, make available and furnish to:

all information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment and to permit him or her to inspect and make copies or abstracts thereof.

Approximate date of admission to hospital, first examination, treatment or consultation:

A photocopy of this release form, bearing a photocopy of my signature, shall constitute your authorization for the release of the information in accordance with the request made to you.

Patient Signature

AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS

TO: Date _____

RE: _____

Employee Name _____
Address _____

Social Security Number _____
Claim Number _____

You are hereby authorised and requested to disclose, make available and furnish to:

all information relating to my employment, including, but not limited to, my job title, assigned duties, compensation, benefits, attendance, and sick leave and to permit him or her to inspect and make copies or abstracts thereof.

A photocopy of this release form, bearing a photocopy of my signature, shall constitute your authorisation for the release of the information in accordance with the request made to you.

Employee Signature

County Municipal Joint Insurance Program Safety and Compliance Program

Acceptance Resolution 2025R-16

**TOWNSHIP OF SHAMONG
COUNTY OF BURLINGTON, STATE OF NEW JERSEY**

RESOLUTION ACCEPTING AND ADOPTING THE BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND'S 2025 SAFETY AND COMPLIANCE PROGRAM

WHEREAS, Shamong Township is a member of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF); and

WHEREAS, it is the policy of the BURLCO JIF to achieve the best and most practical degree of freedom from accidents and/or injuries; and

WHEREAS, the BURLCO JIF endeavors to ensure that all of their members' employees, volunteers and public are provided with a safe and healthy environment, free from any recognized hazards; and

WHEREAS, the BURLCO JIF endeavors to ensure that all of their members are in compliance with applicable safety and health requirements; and

WHEREAS, the BURLCO JIF's Safety Committee is made up of volunteers representing many of the Fund's Municipalities, along with the professionals employed by the Fund; and

WHEREAS, over the past year, the BURLCO JIF'S Safety Committee has worked hard to develop a new Safety and Compliance Program like none other in the State that will better represent the members of the Fund's needs; and

WHEREAS, the new Program will assist all the BURLCO JIF's members in becoming or maintaining compliance with all Public Employees Occupational Safety and Health (PEOSH) Requirements; and

WHEREAS, the BURLCO JIF has adopted the new 2025 SAFETY AND COMPLIANCE PROGRAM which should succeed in providing a safe, healthful and pleasant environment; and

WHEREAS, the Clerk/Administrator of Shamong Township has reviewed this SAFETY AND COMPLIANCE PROGRAM and has recommended its adoption by the Governing Body; and

NOW; THEREFORE, BE IT RESOLVED, by the Township Committee the township of Shamong, County of Burlington, State of New Jersey that the Burlington County Municipal Joint Insurance Fund SAFETY AND COMPLIANCE PROGRAM be adopted by the Township of Shamong on January 7, 2025.

ATTEST

Susan D. Onorato

ATTEST

Michael Di Croce

Susan D. Onorato, Clerk

Michael Di Croce, Mayor

Presented by: MOZITIS

Seconded by: WILKINSON

<u>Roll Call Vote:</u>	AYES:	5
	NAYS:	0
	ABSTAIN:	0
	ABSENT:	0

TOWNSHIP OF SHAMONG

RESOLUTION 2025R-17

**RESOLUTION ACCEPTING AND ADOPTING THE BURLINGTON COUNTY
MUNICIPAL JOINT INSURANCE FUND'S TRANSITIONAL DUTY PROGRAM**

WHEREAS, Shamong Township is a member of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF); and

WHEREAS, it is the policy of the BURLCO JIF to achieve the best and most practical degree of freedom from accidents and/or injuries; and

WHEREAS, the BURLCO JIF endeavors to ensure that all of their members' employees, volunteers and public are provided with a safe and healthy environment, free from any recognized hazards; and

WHEREAS, the BURLCO JIF requires Shamong Township to maintain a **TRANSITIONAL DUTY PROGRAM**; and

WHEREAS, the Clerk/ Administrator of Shamong Township notify Township employees of its adoption by the Governing Body; and

NOW; THEREFORE, BE IT RESOLVED, by the Township Committee the Township of Shamong, County of Burlington, State of New Jersey that the Burlington County Municipal Joint Insurance TRANSITIONAL DUTY PROGRAM be adopted by the Township of Shamong.

ATTEST

Susan D. Onorato

ATTEST

Michael Di Croce

Susan D. Onorato, Clerk

Michael Di Croce, Mayor

Presented by: MOZITIS

Seconded by: WILKINSON

Roll Call Vote:

AYES:	5
NAYS:	0
ABSTAIN:	0
ABSENT:	0

I, Susan D. Onorato, Municipal Clerk of Shamong Township, County of Burlington, and State of New Jersey do hereby certify the above to be a true and correct copy of a resolution adopted by the Shamong Township Committee at their meeting held on January 7, 2025, at 7:00 p.m. at the Municipal Building, 105 Willow Grove Road, Shamong, NJ 08088.

Susan D. Onorato

Susan D. Onorato, RMC
Municipal Clerk

RESOLUTION 2025R-18

**TO AFFIRM THE SHAMONG TOWNSHIP CIVIL RIGHTS POLICY WITH RESPECT TO
ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS,
INDEPENDENT CONTRACTOR'S AND MEMBERS OF THE PUBLIC THAT COME INTO
CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

WHEREAS, it is the policy of Shamong Township to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of Shamong Township has determined that certain procedures need to be established to accomplish this policy;

NOW, THEREFORE BE IT ADOPTED by the Township Committee that:

Section 1: No official, employee, appointee or volunteer of Shamong Township by whatever title known, or any entity that is in any way a part of Shamong Township shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee, volunteer, or entity is engaged in or acting on behalf of Shamong Township's business or using the facilities or property of Shamong Township.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from Shamong Township to provide services that otherwise could be performed by Shamong Township.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Township Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Township Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of Shamong Township as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Township Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Township Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within Shamong Township. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Shamong Township web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of Shamong Township in order for the public to be made aware of this policy and the Township's commitment to the implementation and enforcement of this policy.

I, Susan D. Onorato, Municipal Clerk of Shamong Township hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Township Committee of the Township of Shamong held on the 7th day of January 2025.



Susan D. Onorato, RMC, Municipal Clerk

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment
Decisions Under Title VII of the Civil Rights Act of 1964"**

FORM OF RESOLUTION 2025R-19

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Shamong, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE
MEETING HELD ON JANUARY 7, 2025.

Susan D. Onorato

Susan D. Onorato, Clerk

**SHAMONG TOWNSHIP
RESOLUTION 2025R-20**

**APPOINTING RESIDENTS TO
PINELANDS "CERT"**

WHEREAS, the Township desires to appoint members to the Pinelands CERT (Community Emergency Response Team); and

WHEREAS, the members of the CERT may change throughout the year, and this appointment is intended to include all those members that have received training and qualify throughout the year.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shamong in the County of Burlington, State of New Jersey that the volunteer names listed below are hereby appointed to the Pinelands CERT for a one-year appointment ending December 31, 2025 or until further action to make appointments for 2025 occurs:

Lyons, John	Carrig, William	Reinhart, Joseph	
Baechler, Craig	Farberrow, Kevin	Lyons, Kerri	Taylor, Kristi
Baechler, Linda	Harmon, Kathryn	Richards, Diane	Tharp, Dallas
Boyden, John	Howley, Sandy	Richards, Ken	Trozzo, Dante
	Lamb, Kris	Reinhart, MaryAnn	

BE IT FURTHER RESOLVED that this list may be updated from time to time and the formal members of the CERT shall be maintained on a list by John Lyons, which list shall be made available to the Township Clerk upon request. The Committee intends to cover all qualified members of the CERT from Shamong Township, whether named above or as they become qualified during the year.

I, Susan D. Onorato, Municipal Clerk of Shamong Township hereby certify this to be a true copy of a resolution duly adopted by the Township Committee, of the Township of Shamong, County of Burlington, State of New Jersey, at a meeting of said Committee held on January 7, 2025.

Susan D. Onorato
Susan D. Onorato, RMC
Municipal Clerk

SHAMONG TOWNSHIP

RESOLUTION 2025R-21

AUTHORIZING AND RATIFYING MEMORANDUM OF UNDERSTANDING (“MOU”) FOR PINELANDS REGIONAL COMMUNITY EMERGENCY RESPONSE TEAM (“CERT”)

WHEREAS, the Township of Shamong participates with Bass River Township, Medford Township, and Tabernacle Township in the Pinelands Regional Community Emergency Response Team (“CERT”); and

WHEREAS, the Township of Shamong approved resolution 2019R-22 on January 8, 2019 the Memorandum of Understanding “MOU” with regard to “oversight, coordination, training and deployment”; and

WHEREAS, each Emergency Management Coordinator (“EMC”) has executed the MOU, including John Lyons on behalf of Shamong Township; and

WHEREAS, the Township Committee desires to authorize and ratify the execution of the MOU.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Township Committee of the Township of Shamong that the Township hereby authorizes and ratifies the execution of the Pinelands Regional CERT MOU, a copy of which is attached hereto and incorporated herein by reference.

Certified to be a true and correct copy of the Resolution adopted by the Shamong Township Committee at its meeting on January 7, 2025.



Susan D. Onorato,
Township Clerk

SHAMONG TOWNSHIP

RESOLUTION 2025R-22

**AUTHORIZING MCM TECHNICAL SOLUTIONS
FOR INFORMATION TECHNOLOGY SERVICES**

WHEREAS, the Township of Shamong finds it necessary to hire an outside vendor to provide information technology (IT) and network and cyber security services; and

WHEREAS, MCM Technical Solutions (Michael Mangold) has provided these services to the Township since 2015; and

WHEREAS, MCM Technical Solutions has also insured Shamong Township meets all required cyber security measures required by the Burlington County Joint Insurance Fund; and

WHEREAS, the services provided by MCM Technical Solutions are exempt from bid requirements under N.J.S.A. 40A:11-5 et seq and

WHEREAS, the Township desires to award a contract to MCM Technical Solutions to ensure these services are in place; and

WHEREAS, the MCM Technical Solutions billings will follow the attached fee schedule and is not anticipated to exceed \$17,500.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shamong that MCM Technical Solutions (Michael Mangold) is hereby appointed and authorized to perform all necessary IT network and cyber security services for the Township; and

BE IT FURTHER RESOLVED that MCM Technical Solutions, as a condition to this Resolution, is required to submit insurance naming the Township as an "additional insured"

BE IT FURTHER RESOLVED, the Shamong Township Committee authorizes the Township Clerk to execute all necessary documents associated with the attached agreement.

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Township Committee of the Township of Shamong, at a meeting held on the 7th day of January 2025.

Susan D. Onorato

Susan D. Onorato, Township Clerk

SHAMONG TOWNSHIP

RESOLUTION 2025R-23

ANNUAL APPOINTMENTS TO THE CEMETERY ADVISORY BOARD

WHEREAS, the Township of Shamong (“Township”), created a municipal cemetery on Willow Grove Road; and

WHEREAS, the Township formally establish a Cemetery Advisory Board by ordinance 2018-3 to more; and

WHEREAS, the Township further desires to make appointments to the Cemetery Advisory Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Township Committee of the Township of Shamong, County of Burlington, State of New Jersey, that the Township hereby creates a Cemetery Advisory Board.

BE IT FURTHER RESOLVED that the Board shall consist of seven (7) members, with the initial appointments as follows:

1. Mayor - Michael Di Croce
2. Deputy Mayor – Brian Woods
3. Administrator – Susan Onorato
4. CFO – Christine Chambers
5. Planner- Edward Fox - ERI
6. Resident – Janet Bowers (3-year term expires 12/31/25)
7. Resident – Laura King (3-year term expires 12/31/26)

This resolution was passed at a meeting of the Township Committee of the Township of Shamong at the regularly scheduled meeting on January 7th, 2025 at the Municipal Building, 105 Willow Grove Road, Shamong, New Jersey at 7:00 PM.

Susan D. Onorato

Susan D. Onorato, RMC, Municipal Clerk

SHAMONG TOWNSHIP

RESOLUTION 2025R-24

**AUTHORIZING SZELC MEMORIAL
FOR UNDERTAKER AND RELATED SERVICES
AT PINELANDS MEMORIAL PARK CEMETERY**

WHEREAS, the Township of Shamong owns, operates and maintains the Pinelands Memorial Park Cemetery; and

WHEREAS, the Cemetery is open for burials and interments; and

WHEREAS, the Township is in need of undertaker and related services at the Cemetery; and

WHEREAS, Szalc Memorial (Fred Szalc) has provided undertaker services to the Pinelands Memorial Park Cemetery since it was opened in 2018; and

WHEREAS, the Pinelands Memorial Park Cemetery does not anticipate the work to be incurred for the year to exceed the bid threshold; and

WHEREAS, the Township desires to award a contract to Szalc Memorial to ensure these services are in place; and

WHEREAS, the Szalc Memorial billings will follow the attached fee schedule.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shamong that Szalc Memorial (Fred Szalc) is hereby appointed and authorized to perform undertaker and related services at the Pinelands Memorial Park Cemetery for a contract amount not to exceed \$17,499; and

BE IT FURTHER RESOLVED that Szalc Memorial, as a condition to this Resolution, is required to submit insurance naming the Township as an "additional insured"

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Township Committee of the Township of Shamong, at a meeting held on the 7th day of January 2025.

Susan D. Onorato

Susan D. Onorato, Municipal Clerk

SHAMONG TOWNSHIP
RESOLUTION 2025R-25
APPOINTING INTERIM ELECTRICAL, PLUMBING, BUILDING
AND FIRE INSPECTOR

WHEREAS, the Shamong Township Committee is authorized and required by N.J.S.A. 52:27D-126 to appoint the Electrical, Plumbing, Building and Fire Inspector; and,

WHEREAS, the Shamong Township Committee chooses to ensure interim coverage by appointing Keith Raveling as Electrical, Plumbing, Building and Fire Inspector effective January 7, 2025; and,

WHEREAS, the appointment shall be through December 31, 2025.

NOW THEREFORE BE IT RESOLVED by the Shamong Township Committee, Township of Shamong, County of Burlington, State of New Jersey, that effective August 1, 2020, Keith Raveling is appointed as Interim Electrical, Plumbing, Building and Fire Inspector in accordance with N.J.S.A. 52:27D-126; and,

BE IT FUTHER RESOLVED that the Township of Shamong shall submit notice of this appointment to the Department of Community Affairs within five (5) days of the appointment.

I certify that the foregoing Resolution was duly adopted at a regular meeting of the Township Committee of the Township of Shamong held on the 7th day of January 2025.

Susan D. Onorato

Susan D. Onorato, RMC, Township Clerk

RESOLUTION 2025R-26
A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A TEMPORARY
BUDGET

WHEREAS, N.J.S.A. 40A:4-19 requires the Governing Body to make appropriations to provide for the period between January 1, 2025 and the adoption of the Budget; and

WHEREAS, the total appropriation shall not exceed 26.25% of the total of the appropriations for the preceding fiscal year, less the appropriations for interest and debt redemption charges capital improvement fund and public assistance, amount allowable for the Current Fund is \$892,464.46; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shamong, County of Burlington and State of New Jersey, that the following appropriations constitute the 2025 Temporary Budget for the Township of Shamong:

<u>APPROPRIATION</u>	<u>AMOUNT</u>
ADMINISTRATION & EXECUTIVE	
.....Salaries & Wages.....	\$ 20,000
.....Other Expenses.....	\$ 8,000
MAYOR & COUNCIL	
.....Salaries & Wages.....	\$ 5,000
.....Other Expenses.....	\$ 3,000
CLERK	
.....Salaries & Wages.....	\$ 41,000
.....Other Expenses.....	\$ 9,000
FINANCE ADMINISTRATION	
.....Salaries & Wages.....	\$ 14,000
.....Other Expenses.....	\$ 6,000
AUDIT	
.....Other Expenses.....	\$ 25,000
COLLECTION OF TAXES	
.....Salaries & Expenses....	\$ 7,000
.....Other Expenses.....	\$ 7,000
ASSESSMENT OF TAXES	
.....Salaries & Wages.....	\$ 8,000
.....Other Expenses.....	\$ 2,000
LEGAL SERVICES	
.....Salaries & Wages.....	\$ 25,000
ENGINEERING SERVICES	
.....Other Expenses.....	\$ 32,000

JOINT LAND USE BOARD

.....Salaries & Wages.....	\$ 7,000
.....Other Expenses.....	\$ 7,000

RENT CONTROL

.....Other Expenses.....	\$ 2,000
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CONSTRUCTION CODE OFFICIAL

.....Salaries & Wages.....	\$ 31,000
.....Other Expenses.....	\$ 3,500

JIF COMMISSIONER

.....Salaries & Wages.....	\$ 2,000
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INSURANCE

.....Liability Insurance.....	\$ 25,000
.....Other Insurance Premiums	\$ 17,000
.....Workman's Compensation	\$ 20,000
.....Group Health Benefits for Employees...	\$ 62,500
.....Group Health Benefits – waiver	\$ 4,000

OEM

..... Salaries & Wages.....	\$ 4,000
..... Other Expenses.....	\$ 6,000

AID TO AMBULANCE & FIRE COMPANY

Aid to Volunteer Ambulance Company	\$ 28,000
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STREETS & ROADS

.....Salaries & Wages.....	\$ 70,000
.....Other Expenses.....	\$ 115,000

CEMETERY EXPENSES

Salaries & Wages – Cemetery	\$ 4,000
Other Expenses – Cemetery	\$ 7,000

RECYCLING

....Other Expenses.....	\$ 1,000
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BUILDINGS

... Other Expenses.....	\$ 7,000
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PUBLIC HEALTH

....Salaries & Wages.....	\$ 2,000
....Other Expenses.....	\$ 1,000

ANIMAL CONTROL

....Other Expenses.....	\$ 3,000
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PARKS & RECREATION	
.....Other Expenses.....	\$ 5,000
ELECTRICITY.....	\$ 15,000
STREET LIGHTS.....	\$ 4,000
TELEPHONE.....	\$ 4,000
NATURAL GAS.....	\$ 8,000
TELECOMMUNICATIONS	\$ 2,000
GASOLINE.....	\$ 11,000
SOCIAL SECURITY	\$ 16,000
DEFERRED COMP	\$ 1,000
SHARED SERVICE AGREEMENTS	
Other Expenses – Tax Assessor	\$ 700
Salaries & Wages – Tax Assessor	\$ 45,000
Salaries & Wages – Tax Collector	\$ 6,500
Salaries & Wages – Municipal Court	\$ 8,000
MUNICIPAL COURT	
.....Other Expenses.....	\$ 1,000
COMPUTER/TELEPHONE	\$ 2,000
RECYCLING CARTS LOAN	\$ 9,800
PAYMENT OF LOAN INTEREST	
.....GREEN ACRES LOAN.....	\$ 10,000
TOTAL	\$790,000

I, Susan D. Onorato, Municipal Clerk, Burlington County, do hereby certify the above to be a true and correct copy of a resolution adopted by the Shamong Township Committee at their January 7, 2025 meeting at the Municipal Building.

Susan D. Onorato
Susan D. Onorato
Municipal Clerk

r. Deputy Registrar of Vital Statistics	Lisa Jordan
s. Alternate Registrar of Vital Statistics	Susan Onorato
t. Deputy Tax Collector	Lisa Congemi
u. Tax Search	Lisa Congemi
v. Assistant Tax Collector	Lisa Jordan
w. Assistant Tax Assessor	Lisa Jordan
x. Qualified Purchasing Agent (4 Year Term-Exp 2028)	Donna Condo
y. Assistant CFO	Lisa Congemi
z. Technical Assistant	Lisa Jordan
aa. Part-Time Clerical	Lisa Jordan
bb. Public Works:	
i. Supervisor	Steven Mitchell
ii. Equipment operator	Robert Mitchell
iii. Equipment operator	Lester Abrams
cc. Zoning Officer	Edward Toussaint
dd. Part-time temporary Equipment Operator	
Ben Brick, Michael Cappeta, Michael Dealy, Nicola, LaBella, Ryan O'Rourke, Michael Welsh, and Norman Welsh	
ee. OEM Deputy Coordinator	William Carrig Joseph Reinhart
Workmen's Compensation Doctor	Virtua Hospitals & Urgent Care Centers

Mayor's Appointment to the Pineland's Municipal Council Mayor's Designee for a 1-Year term expiring December 31, 2025 - Jay Renwick.

Mayor Appointments Joint Land Use Board:	Term Expires
Mayor's alternate, Class I (1 yr. term)	Heather McGarvey
Township Official, Class II (1 yr. term)	Susan Onorato
Class IV member (4-year term)	Kathy Wigley
Class IV member (4-year term)	Bonnie Lyn Schneider
Alternate #2, Class IV (2 yr. term)	John Ronaldson
Alternate #4, Class IV (2 yr. term)	Chris Leo

On motion of Committee Member Woods, seconded by Committee Member Mozitis, it was moved to approve the following appointments to the Joint Land Use Board. A roll call vote showed all members present voting yes.

	Term Expires
Mayor, Class I	12/31/25
Township Committee Member, Class III	Neil Wilkinson

On motion of Committee Member Wilkinson, seconded by Committee Member Diamond, it was moved to approve the following appointments to the Rent Control Board. A roll call vote showed all members present voting yes.

		Term Expires
Member	Kathleen Breitzman, (3 yr. term)	12/31/27
Member	Tracy Holbrook (3 yr. term)	12/31/27
Alt. Member #1	Christopher Leo (Bal of 3-yr term)	12/31/26
Alt. Member #2	Michael Southwick (Bal of 3-yr term)	12/31/25
Park Resident FLV	Vacant (3 yr. term)	12/31/26

On motion of Committee Member Mozitis, seconded by Committee Member Woods, it was moved to approve the following appointments to the Shamong Township Recreation Advisory Committee. A roll call vote showed all members present voting yes.

	Term Expires
Township Committee Member	Neil Wilkinson
Resident (Bal 4 yr. term)	Heather McGarvey
Resident (Bal 4 yr. term)	Jim Sweet
IMAA Representative (1 yr. term)	Fred Linett
IMAA President (1 yr. term)	Rick Ferrara

On motion of Committee Member Diamond, seconded by Committee Member Wilkinson, it was moved to appoint M & R Wildlife as 2025 Animal Control Official. A roll call vote showed all members present voting yes.

On motion of Committee Member Mozitis, seconded by Committee Member Diamond, it was moved to approve the following appointments as members of the Emergency Management Staff for a one-year term ending 12/31/25. A roll call vote showed all members present voting yes. Township Administrator, Township Deputy Clerk, Township CFO, Township Building Code Official, John Lyons, William Carrig, Joseph Reinhart, Charles Burgin, Michael Bader, Thomas Gerber, Robert Mitchell, Steven Mitchell, Cuyler Vena, Kerri Lyons, Kristy Taylor, Kathy Agolio, Pastor Erik Vagen, Todd Hall and Lester Abrams

On motion of Committee Member Woods, seconded by Committee Member Wilkinson, it was moved to approve the following appointments as members of the Local Emergency Management Council and its subset group the Local Emergency Planning Committee for a one-year term ending 12/31/25. A roll call vote showed all members present voting yes. Michael DiCroce, Megan Mozitis, Neil Wilkinson, Brian Woods, David Diamond, Susan Onorato, Joanne Robertson, Ed Toussaint, John Lyons, William Carrig, Joseph Reinhart, Thomas Gerber, Michael Bader, Cuyler Vena, Charlie Burgin, Kristy Taylor, Kathy Agolio, Pastor Erik Vagen, Todd Hall, Lester Abrams, Robert Mitchell and Steve Mitchell

On motion of Committee Member Diamond, seconded by Committee Member Mozitis, it was moved to approve the following appointments as members of the Hazard Mitigation Committee for a one-year term ending 12/31/25. A roll call vote showed all members present voting yes. Mayor, Susan Onorato, Ed Toussaint, Steven Mitchell, Joseph Hirsh, Charlie Burgin, John Lyons, Michael Bader, Robert Mitchell, Lester Abrams, William Carrig and Joe Reinhart

On motion of Committee Member Wilkinson, seconded by Committee Member Diamond, it was moved to approve the following appointments to the Cannabis Sub-Committee for a one-year term ending 12/31/25. A roll call vote showed all members present voting yes. Mayor, Deputy Mayor, Susan Onorato, Douglas Heinold, Esq., Michael Frysztacki and Steven Soppe

PUBLIC COMMENT:

Mayor Di Croce opened the meeting to the public for questions/comments, at which time there were none, so he closed this portion of the meeting to the public.

There being no further business, **on motion of Committee Member Mozitis, seconded by Committee Member Woods and a roll call vote showing all members present voting yes, the meeting was adjourned.**

Attest:

Susan D. Onorato

Susan D. Onorato
Municipal Clerk