



# City of Burlington

## COUNCIL MEETING AGENDA

September 17, 2024  
7:00 pm

NOTICE OF THIS MEETING WAS ADVERTISED IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT.

FIRE EXITS: TURN LEFT UPON EXITING COUNCIL CHAMBERS AND THE ENTRANCE TO THE BUILDING.

Cindy A. Crivaro, RMC  
Municipal Clerk

Please silence all electronics during this meeting. Thank you.

### GOVERNING BODY ROLL CALL:

_____ Councilman Dave Ballard	_____ Councilman Richard Spaulding
_____ Councilwoman Dawn Bergner-Thompson	_____ Councilwoman Suzanne Woodard
_____ Councilwoman Geneva Rijs	_____ President George Chachis

### ALSO PRESENT:

\_\_\_\_\_ Mayor Barry Conaway  
 \_\_\_\_\_ Administrator Johanna Conyer  
 \_\_\_\_\_ Municipal Attorney Stuart Platt, Esq. / Justin Strausser, Esq.  
 \_\_\_\_\_ Financial Consultant Daniel DiGangi / Maryann Holloway / Dean Ciminera  
 \_\_\_\_\_ Director of Housing Bill Harris  
 \_\_\_\_\_ Director of Public Works Bill Curry/ \_\_\_\_\_  
 \_\_\_\_\_ Acting Police Chief Ryan Elbertson/ \_\_\_\_\_

Others: \_\_\_\_\_

**SALUTE TO FLAG**

**COUNCIL PRESIDENT TO CALL FOR THE NOMINATION(S) TO SELECT THE VICE-PRESIDENT OF COMMON COUNCIL FOR THE REMAINDER OF THE YEAR 2024:**

NAME                                      NOMINATED BY                                      SECOND

**ROLL CALL VOTE**

\_\_\_\_\_ Councilman Ballard                                      \_\_\_\_\_ Councilman Spaulding  
\_\_\_\_\_ Councilwoman Bergner-Thompson                                      \_\_\_\_\_ Councilwoman Woodard  
\_\_\_\_\_ Councilwoman Rijs                                      \_\_\_\_\_ Councilman Chachis

**EXPLANATION OF ORDINANCE(S) - INTRODUCTION & FIRST READING**

Johanna Conyer, Administrator

**EXPLANATION OF ORDINANCES ON SECOND READING**

Johanna Conyer, Administrator  
28-2024, 30-2024, 31-2024

**EXPLANATION OF RESOLUTIONS**

Johanna Conyer, Administrator

**PUBLIC COMMENTS**

Each Citizen will be allotted up to five (5) minutes to speak, to allow everyone an opportunity to express their concerns.

MOTION TO CLOSE PUBLIC COMMENTS: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**CONSENT AGENDA**

All items listed with an asterisk (\*) are routine and will be enacted by one motion. Should a Council Member wish to discuss a consent agenda item separately, that item can be removed from the consent agenda and considered in its normal sequence on the regular agenda.

\_\_\_\_\_ Moved that all Consent Agenda items (\*) be approved \_\_\_\_\_

**APPROVAL OF INVOICES\***

**APPROVAL OF MINUTES\***

**ORDINANCE(S) - INTRODUCTION & FIRST READING**

AN ORDINANCE OF THE CITY OF BURLINGTON AMENDING, SUPPLEMENTING, AND REVISING CHAPTER 300 OF THE CITY OF BURLINGTON CODE, ENTITLED "COLLECTION OF WASTE MATERIAL"

**ORDINANCE(S) - SECOND READING, FINAL DISPOSITION & PUBLIC HEARING**

ORDINANCE NO. 28-2024 OF THE CITY OF BURLINGTON AMENDING BOND ORDINANCE 06-2022 OF THE CITY OF BURLINGTON, COUNTY OF BURLINGTON, NEW JERSEY

ORDINANCE 30-2024 OF THE CITY OF BURLINGTON AMENDING, SUPPLEMENTING, AND REVISING CHAPTER 306 OF THE CITY OF BURLINGTON CODE, ENTITLED "STREETS AND SIDEWALKS"

ORDINANCE 31-2024 OF THE CITY OF BURLINGTON AUTHORIZING THE PUBLIC SALE OF CERTAIN CITY OWNED PROPERTIES PURSUANT TO N.J.S.A. 40A:12-13(a) (524 & 526 High Street)

**RESOLUTIONS / CONSENT AGENDA RESOLUTIONS\***

Resolution No. 200-2024\* Authorizing the cancellation of taxes on Block 221.03, Lot 5 in the amount of \$1,298.93, due to Totally Disabled Veteran exemption pursuant to N.J.S.A. 54:4-3.30, et seq.

Resolution No. 201-2024 Authorizing Change Order No. 1 with Robert Ganter Contractors, Inc. for a decrease in the amount of \$137,700, making a revised total contract amount of \$202,300.00 in connection with the WWTP Dewatering Building Upper Roof Replacement and addition of Lower Roof replacement project.

Resolution No. 202-2024 Authorizing an amendment to the adopted budget for a grant from the US Department of Housing & Urban Development for a Congressional Grant in the amount of \$394,400.00.

Resolution No. 203-2024 Authorizing an amendment to the adopted budget for a grant from the US Department of Housing & Urban Development for a Congressional Grant in the amount of \$400,000.00.

Resolution No. 204-2024 Authorizing an amendment to the adopted budget for a grant from the NJ Department of Law & Public Safety for a NJ Emergency Management Grant in the amount of \$10,000.00.

Resolution No. 205-2024 Authorizing a contract with CGP&H, LLC in the amount \$8,000.00 for the preparation of an Environmental Review Record for the HUD Community Project Funding Grant for the Willian R. Allen School Restoration Project.

Resolution No. 206-2024\* Providing for a meeting not opened to the public in accordance with the provisions of the New Jersey Open Public Meetings Act, pursuant to N.J.S.A. 10:4-12(7):  
Delco Land Development, LLC – Route 130 & Jacksonville Road

**COUNCIL COMMENTS**

**EXECUTIVE CONFERENCES**

Delco Land Development, LLC – Route 130 & Jacksonville Road

MOTION TO ENTER INTO EXECUTIVE SESSION: 1. \_\_\_\_\_ 2. \_\_\_\_\_

MOTION TO CLOSE EXECUTIVE SESSION: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**ADJOURNMENT** 1. \_\_\_\_\_ 2. \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_-2024 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AMENDING, SUPPLEMENTING, AND REVISING CHAPTER 300 OF THE CITY OF BURLINGTON CODE, ENTITLED “COLLECTION OF WASTE MATERIAL”**

**WHEREAS**, the City of Burlington (the “City”) is a Faulkner Act municipality with a Mayor-Council form of government pursuant to N.J.S.A. 40:69A-31, *et seq.*, with its organization, positions, powers and duties outlined within the Code of the City of Burlington as set forth pursuant to the Faulkner Act; and

**WHEREAS**, Chapter 300, Article I of the City Code sets forth rules and regulations concerning waste collection within the City; and

**WHEREAS**, the City wishes to revise Chapter 300, Article I of the City Code to reflect updated procedures, fees, and materials; and

**WHEREAS**, pursuant to N.J.S.A. 40:48-2, the Common Council is authorized to enact and amend ordinances as deemed necessary for the preservation of the public health, safety and welfare and as may be necessary to carry into effect the powers and duties conferred and imposed upon the City by law.

**NOW, THEREFORE BE IT ORDAINED** by the Common Council for the City of Burlington, in the County of Burlington, State of New Jersey that the Code of the City of Burlington is hereby amended, revised and/or supplemented as follows:

**SECTION 1:** Chapter 300, Section 3, “Containers or receptacles” is hereby amended, supplemented, and revised as follows:

**§ 300-3 Containers or receptacles.**

- A. All solid waste is to be placed into City-issued, ninety-six-gallon containers. City-issued solid waste containers are the property of the City. City Public Works will also exchange a ninety-five-gallon container for a forty-five-gallon container upon the request of a resident. The City will provide each Residential User with one (1) ninety-six-gallon container. Each residential dwelling with more than two units will be provided with a single additional ninety-six-gallon container per two additional units (i.e., residential dwellings with three to four units will receive two containers).
- B. Additional containers can be obtained (for a fee) on the City’s website.
- C. Contents placed into the container should not exceed the maximum rating of 250 pounds. It is the responsibility of the resident to maintain the container in a clean, sanitary, and overall safe manner. Additionally, it is the resident's sole responsibility to alert the City of damage to the container that prohibits the ability for it to be effectively utilized for disposal and collection, and theft of a container. If the container is damaged during trash collection, the cart will be replaced at no cost to the resident upon reporting to Public Works.

- D. Upon an event of theft, a police report shall be filed, and Public Works shall be provided with a copy of the report. Upon submission of the police report, the property will be issued another container. Payment for the replacement container (ninety-five or forty-five gallon) will be processed at the Public Works Office via check or money order payable to the City of Burlington.

**SECTION 2:** Chapter 300, Section 6 “Bulk items” is hereby amended, supplemented, and revised as follows:

**§ 300-6        Bulk items.**

- A. All household rubbish, except for bulk items, shall be placed in City-issued trash carts. Bulk items include, but are not limited to, sofas, chairs, regular wood furniture (not pressure treated), bagged mattresses and boxsprings, and other small non-metal items. Material shall be free of protruding nails, screws, staples or other dangerous conditions. Bulk items does not include, construction debris, appliances, household bagged trash, metal items, electronic equipment, computers, televisions, printers, etc. Appliances such as refrigerators, freezers, and air condition units that contain freon must be taken to the Burlington County Resource Recovery Complex.
- B. Mattresses left for bulk collection must be covered in a plastic mattress disposal bag before being placed at the curb and must be left for collection in a manner which does not obstruct any public right of ways.
- C. Bulk items, as defined above, that do not fit into the ninety-six-gallon trash container will be collected twice per month, on alternate weeks as designated by the Director of Public Works. The Trash and Bulk Information shall be accessible on the City website. A maximum of two items per household will be collected, unless otherwise set forth by the Director of the Department of Public Work. Residents are required to call the City Public Works Department to schedule their bulk pick up no later than noon on the Wednesday prior to the scheduled pick-up date. The items are to be placed out to the curb the night before pick-up and not earlier unless specific arrangements are made with Public Works.

**SECTION 3:** Except as set forth in Sections 1 and 2, the balance of the Code of the City of Burlington shall not be affected by this Ordinance.

**SECTION 4:** All Ordinances contrary to the provisions of this Ordinance are hereby repealed to the extent they are inconsistent herewith.

**SECTION 5:** If the provisions of any section, subsection, paragraph, subdivision or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph or subdivision, or clause of this Ordinance.

**SECTION 6:** This Ordinance shall take effect thirty (30) days after final passage by Council or twenty (20) days after approval by the Mayor, whichever comes first.

**ORDINANCE NO. \_\_\_\_-2024**

Passed Common Council,

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George Chachis, President  
Common Council

Approved,

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Barry W. Conaway, Mayor

ATTEST:

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Gabrielle Hodgson  
Deputy Clerk

Introduction: 09/17/24  
Publication: 09/00/24  
2<sup>nd</sup> & Final: 09/00/24  
Publication: 00/00/24  
Effective: 00/00/24

**ORDINANCE NO. 28-2024**

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**ORDINANCE AMENDING BOND ORDINANCE 06-2022 OF  
THE CITY OF BURLINGTON, COUNTY OF  
BURLINGTON, NEW JERSEY**

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**WHEREAS**, the City of Burlington, County of Burlington, New Jersey ("City") has heretofore duly and finally adopted Bond Ordinance 06-2022, authorizing supplemental funding for the construction of a bandstand for the City ("Bond Ordinance"); and

**WHEREAS**, the City desires to amend the purpose of the Bond Ordinance by amending Section 7(A) thereof.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of Burlington, County of Burlington, New Jersey (not less than two-thirds of all the members thereof affirmatively concurring), pursuant to the provisions of the Local Bond Law, Chapter 169 of the Laws of 1960 of the State of New Jersey, as amended and supplemented ("Local Bond Law"), as follows:

**Section 1.** Section 7(A) of the Bond Ordinance is hereby amended to provide as follows:

	<u>Estimated Total Cost</u>	<u>Down Payment</u>	<u>Amount of Obligations</u>	<u>Period of Usefulness</u>
A. Rehabilitation and Reconstruction of the Historical William R. Allen School, together with the acquisition of all materials and equipment and completion of all work necessary therefor or related thereto"	\$1,500,000	\$75,000	\$1,425,000	20 years

**Section 2.** The capital budget is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency therewith and the regulations promulgated by the Local Finance Board showing full detail the amended capital budget and capital improvement program as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, are on file with the Clerk and available for public inspection.

**Section 3.** All other parts of the Bond Ordinance not amended hereby shall remain in full force and effect.

**Section 4.** In accordance with the Local Bond Law, this ordinance shall take effect twenty (20) days after the first publication thereof after final passage.



**ORDINANCE NO. 28-2024**

Passed Common Council,

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George Chachis, President  
Common Council

Approved,

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Barry W. Conaway, Mayor

ATTEST:

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Gabrielle Hodgson  
Deputy Clerk

Introduction: 08/06/24  
Publication: 08/16/24  
2nd: 09/17/24  
Publication (2): 09/08/24  
2nd & Final: 09/17/24  
Publication: 00/00/24  
Effective: 00/00/24

**ORDINANCE NO. 30-2024 OF THE CITY OF BURLINGTON AMENDING, SUPPLEMENTING, AND REVISING CHAPTER 306 OF THE CITY OF BURLINGTON CODE, ENTITLED “STREETS AND SIDEWALKS”**

**WHEREAS**, the City of Burlington (the “City”) is a Faulkner Act municipality with a Mayor-Council form of government pursuant to N.J.S.A. 40:69A-31, *et seq.*, with its organization, positions, powers and duties outlined within the Code of the City of Burlington as set forth pursuant to the Faulkner Act; and

**WHEREAS**, Chapter 306, Article III of the City Code sets forth rules and regulations concerning excavations within the City; and

**WHEREAS**, the City wishes to revise Chapter 306, Article III of the City Code to include additional provisions regarding moratoriums following the paving or repaving of a street and restoration of all areas outside of any asphalt opening; and

**WHEREAS**, pursuant to N.J.S.A. 40:48-2, the Common Council is authorized to enact and amend ordinances as deemed necessary for the preservation of the public health, safety and welfare and as may be necessary to carry into effect the powers and duties conferred and imposed upon the City by law.

**NOW, THEREFORE BE IT ORDAINED** by the Common Council for the City of Burlington, in the County of Burlington, State of New Jersey that the Code of the City of Burlington is hereby amended, revised and/or supplemented as follows:

**SECTION 1:** Chapter 306, Section 13, “Application information required” is hereby renamed to “Application for permit” and amended, supplemented, and revised as follows:

**§ 306-13 Application for permit.**

- A. [No Changes]
- B. [No Changes]
- C. In cases where the proposed opening involves construction of a longitudinal pipe main serving more than one property, the City may also require the applicant to submit plans showing the information required above and the relationship of the proposed installation to the existing pavement, other utilities, the street right-of-way lines, and any other physical feature which might be affected by the proposed construction.
- D. No permits shall be issued for a period of five (5) years where a pavement has been reconstructed or resurfaced, unless there is a need shown as a result of an emergency or hardship. The City shall maintain a map, available for public viewing, of all pavements currently under moratorium.

1. Where a hardship is demonstrated, the City Administrator, or their designee, shall have the authority to authorize the granting of a permit subject to the conditions as the City sees reasonable, such as special road restoration measures.
2. In the event of any emergency in which an underground utility of any kind or description in or under any street breaks, bursts or otherwise is in such conditions as to immediately endanger property, life, health or the public safety, the person owning or controlling such utility shall obtain the verbal approval of the City before taking emergency measures to cure or remedy the dangerous condition. The person owning or controlling the utility shall apply for an excavation permit, as provided herein, on the first business day on which the City Clerk's office is open for business after the occurrence of the emergency. Permanent repairs shall not be made until an excavation permit has been obtained.
3. In the event that emergency excavation of any road, street, avenue, or highway of the City or any portion of the right-of-way is required within the five-year period following paving or repaving of such, special restoration of the roadway may be required, including but not limited to full depth milling and overlay of the road as determined by the City Engineer.
4. An additional fee of one and a half times the regular fee amount will be required to be paid in addition to the standard application fee for the emergency excavation of any road, street, avenue, or highway of the City, or any portion of the right-of-way.

**SECTION 2:** Chapter 306, Section 16, "Standards" is hereby amended, supplemented, and revised as follows:

A. [No Changes]

B. [No Changes]

1. [No Changes]

2. Concrete Curbs. No curb shall be constructed or reconstructed in the City of Burlington unless said curb is constructed of concrete that is no less than 18 inches deep, eight (8) inches at the base, and six (6) inches at the top and have a compressive strength of 4,000 pounds per square inch after 28 days.

3. Sidewalks. Sidewalks disturbed or damaged by any excavation or street opening must be restored to match the existing sidewalk in terms of material, color, texture, and overall appearance. All sidewalks shall be at least four (4) feet in width. All newly constructed sidewalks shall meet all requirements for accessibility pursuant to applicable law. Where the existing sidewalk is concrete, the restoration shall utilize concrete with a minimum compressive strength of 4,000 pounds per square inch after 28 days. When existing sidewalk is brick, the restoration shall utilize brick sidewalk pavers that match the existing terms specified above, constructed in a way suitable to the City Engineer.

4. Driveway aprons. Driveway aprons disturbed or damaged by any excavation or street opening must be restored. All driveway aprons shall be at least six (6) inches thick with welded wire fabric installed and utilize concrete with a compressive strength of 4,000 pounds per square inch after 28 days.
5. All lawns shall be restored with topsoil and seed to a depth of four (4) inches.
6. All other restorations require the review and approval of the City Engineer.
7. All restorations shall be completed within 30 days following the completion of the excavation and street opening work.

C. [No Changes]

D. [No Changes]

E. [No Changes]

F. [No Changes]

**SECTION 3:** Except as set forth in Sections 1 and 2, the balance of the Code of the City of Burlington shall not be affected by this Ordinance.

**SECTION 4:** All Ordinances contrary to the provisions of this Ordinance are hereby repealed to the extent they are inconsistent herewith.

**SECTION 5:** If the provisions of any section, subsection, paragraph, subdivision or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph or subdivision, or clause of this Ordinance.

**SECTION 6:** This Ordinance shall take effect thirty (30) days after final passage by Council or twenty (20) days after approval by the Mayor, whichever comes first.

**ORDINANCE NO. 30-2024**

Passed Common Council,

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George Chachis, President  
Common Council

Approved,

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Barry W. Conaway, Mayor

ATTEST:

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Gabrielle Hodgson  
Deputy Clerk

Introduction: 09/03/24  
Publication: 09/08/24  
2<sup>nd</sup> & Final: 09/17/24  
Publication: 00/00/24  
Effective: 00/00/24

1.

**CITY OF BURLINGTON**  
**RESOLUTION REQUEST FORM**

Council Meeting Date: **9/3/24**

ORDINANCE UPDATE REQUEST

**DATE:** August 14, 2024  
**TO:** Johanna S. Conyer, Business Administrator  
**FROM:** William Curry, Director of Public Works

6

**DEPARTMENT REQUESTING RESOLUTION:** Department of Public Works  
ORDINANCE 306, Article III: Section 306-13 - Changes to the existing "Street Excavations" ordinance

**TITLE OF RESOLUTION/ORDINANCE:**  
Chapter 306, Article III: Section 306-13 - Street Excavations

**BRIEF DESCRIPTION OF ACTION:**

Amend ordinance to reflect the following updates as suggested by the Municipal Engineer, Environmental Resolutions Inc.;

1. a moratorium on road openings period following the paving or repaving of a street
2. the requirement of Utility Companies to repair a full length of pavement after excavating multiple pits to install a new utility line
3. change the title of this section to "Application for Permit"

See attached correspondence from the ERI for the following language

**BIDDING PROCESS** (If applicable): N/A

**APPROPRIATION ACCOUNT TO BE CHARGED** (If applicable): N/A

~~**AMOUNT OF PROPOSED CONTRACT**~~ (If applicable):

Approved by Business Administrator: 8/21/24 [Signature]  
Date Signature

Certification of Funds Needed

Please note that the Contact Person is the point person for providing pertinent information regarding request.

\*\*\*\*Please attach all supporting documents\*\*\*\*

Christopher J. Noll, PE, CME, PP  
President & CEO

William H. Kirchner, PE, CME, N-2  
Vice President

Rakesh R. Darji, PE, PP, CME, CFM  
Vice President/Treasurer

Benjamin R. Weller, PE, CME, CPWM, S-3, C-3  
Secretary



**ENVIRONMENTAL  
RESOLUTIONS, INC.**

Engineers • Planners • Scientists • Surveyors

Joseph P. Orsino, Jr., CET, Vice President  
Harry R. Fox, NICET III  
G. Jeffrey Hanson, PE, CME  
Joseph R. Hirsh, PE, CME, CPWM  
C. Jeremy Noll, PE, CME, CPWM  
Marc H. Selover, LSRP, PG

May 9, 2024  
Revised August 9, 2024  
40001 01

RE: Suggested Revisions to City's Code Regarding Street Excavations  
City of Burlington

Bill Curry, Director of Public Works  
City of Burlington  
525 High Street  
Burlington City, NJ 08016

Dear Bill:

Based on our recent conversations regarding the City's Code as it relates to Road Opening Permits, we understand that the City may be interested in modifying this section of the Code. In particular, the City may wish to incorporate a moratorium on road openings for a particular time period following the paving or repaving of a street to protect the City's investment in the Road Program as well as include language pertaining to the restoration of all areas (curb, sidewalk, etc.) within City right-of-way (ROW). While we had also discussed possible modifications to the City's permit fee structure for road openings, after reviewing Chapter 146 of the City's Code, we found the existing language to be sufficient. Section 146-25 allows the City to require an escrow amount or additional permit fees for any road opening larger than four feet by four feet.

Regarding the inclusion of a moratorium following the paving or repaving of a street, the current requirements for Street Excavations are defined in Chapter 306, Article III of the City's Code. Currently, there is no restriction in the Code limiting Street Excavation following the paving or repaving of a street. In addition, the existing Code does not require utility companies to repair the full length of pavement after excavating multiple pits to install a new utility line. To address these issues, we would recommend changing the title of Section 306-13 of the City's Code to "Application for Permit" and adding the following language:

- C. *In cases where the proposed opening involves construction of a longitudinal pipe main serving more than one property, the City may also require the applicant to submit plans showing the information required above and the relationship of the proposed installation to the existing pavement, other utilities, the street right-of-way lines, and any other physical feature which might be affected by the proposed construction.*
- D. *No permit shall be issued for a period of five (5) years where a pavement has been reconstructed or resurfaced, unless there is a need shown as a result of an emergency or hardship. The City shall maintain a map, available for public viewing, of all pavements currently under moratorium.*

- 1) *Where a hardship is demonstrated, the City Administrator, or their designee, shall have the authority to authorize the granting of a permit subject to conditions as the City sees reasonable, such as special road restoration measures.*
- 2) *In the event of any emergency in which an underground utility of any kind or description in or under any street breaks, bursts or otherwise is in such conditions as to immediately endanger property, life, health or the public safety, the person owning or controlling such utility shall obtain the verbal approval of the City before taking emergency measures to cure or remedy the dangerous condition. The person owning or controlling the utility shall apply for an excavation permit, as provided herein, on the first business day on which the City Clerk's office is open for business after the occurrence of the emergency. Permanent repairs shall not be made until an excavation permit has been obtained.*
- 3) *In the event that emergency excavation of any road, street, avenue, or highway of the City or any portion of the right-of-way is required within the five-year period following paving or repaving of such, special restoration of the roadway may be required, including but not limited to full depth milling and overlay of the road as determined by the City Engineer.*
- 4) *An additional fee of one and half times the regular fee amount will be required to be paid in addition to the standard application fee for the emergency excavation of any road, street, avenue, or highway of the City, or any portion of the right-of-way.*

Secondly, regarding the inclusion of specific language for restoration of all areas outside of any asphalt opening, the current requirements are defined in 306-16 Standards, subsection B. Asphalt paving restoration has specific specifications listed under subsection (1) while all other (i.e. non-asphalt restorations) are covered briefly under subsection (2). As such, we would recommend revising subsection (2) onward to the following:

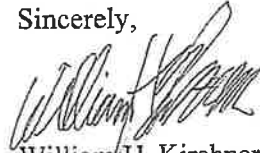
- (2) *Concrete Curbs. No curb shall be constructed or reconstructed in the City of Burlington unless said curb is constructed of concrete that is no less than 18 inches deep, eight inches at the base, and six inches at the top and have a compressive strength of 4,000 pounds per square inch after 28 days.*
- (3) *Sidewalks. Sidewalks disturbed or damaged by any excavation or street opening must be restored to match the existing sidewalk in terms of material, color, texture, and overall appearance. All sidewalks shall be at least four feet in width. All newly constructed or reconstructed sidewalks shall meet all requirements for accessibility pursuant to applicable law. Where the existing sidewalk is concrete, the restoration shall utilize concrete with a minimum compressive strength of 4,000 pounds per square inch after 28 days. When existing sidewalk is brick, the restoration shall utilize brick sidewalk pavers that match the existing terms specified above, constructed in a way suitable to the City Engineer.*
- (4) *Driveway aprons. Driveway aprons disturbed or damaged by any excavation or street opening must be restored. All driveway aprons shall be at least six inches thick with welded wire fabric installed and utilize concrete with a compressive strength of 4,000 pounds per square inch after 28 days.*
- (5) *All lawns shall be restored with topsoil and seed to a depth of four inches.*
- (6) *All other restorations require the review and approval of the City Engineer.*



- (7) *All restorations shall be completed within 30 days following the completion of the excavation and street opening work.*

Please let us know if you would like to proceed with these modifications to the City's Code, and if so, how we can assist you further. We would be happy to meet with you, the City Solicitor, and any other interested parties to review and revise the suggested ordinances.

Sincerely,



William H. Kirchner, P.E.  
City Engineer

WHK/kmh/ejp

File: G:\40000 - Burlington City\40000 - 40099\40001 10 - Road Opening Permits\40001 01 2024-08-09 Road Opening Ordinances.docx

**ORDINANCE NO. 31-2024 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING THE PUBLIC SALE OF CERTAIN BURLINGTON CITY OWNED PROPERTIES PURSUANT TO N.J.S.A. 40A:12-13(a)**

**WHEREAS**, N.J.S.A. 40A:12-13(a) authorizes the public sale of real property no longer needed for public use; and

**WHEREAS**, the Common Council of the City of Burlington has determined that certain parcels of municipally owned lands are not necessary for public use, said lands being identified on Schedule “A” attached hereto; and

**WHEREAS**, the Common Council of the City of Burlington has determined that said properties would be of better value as a privately owned tax ratable.

**NOW THEREFORE, BE IT RESOLVED** the Common Council of the City of Burlington, County of Burlington and State of New Jersey that:

**SECTION 1.** The properties listed on Schedule “A” attached hereto shall be offered for public sale on \_\_\_\_\_, 2024 at \_\_\_\_\_ a.m./p.m., pursuant to the requirements of N.J.S.A. 40A:12-13(a).

**SECTION 2.** Notice of said public land sale shall be published in a newspaper circulating in the municipality by two (2) insertions during two (2) consecutive weeks, the last publication to be not earlier than seven (7) days prior to the public land sale. A Notice of Public Land Sale shall also be posted on the Burlington City bulletin board and website.

**SECTION 3.** The City Solicitor and City Administrator shall conduct the public sale.

**SECTION 4.** **A.** The City shall accept bids by public auction of the properties being offered for sale with the bid being awarded to the highest bidder above the minimum sale price set forth on Schedule “A”.

**B.** Said properties are being offered for sale with the condition that Burlington City is issuing no representations or warranties as to the permissibility or advisability of the property’s use or of any limiting environmental conditions. The successful bidder is solely

responsible for obtaining any and all necessary Local, County or State Permits and/or Approvals for use of the properties or for constructing any improvement on the properties.

**C.** All bids shall be referred to the Common Council of the City of Burlington for review and final approval which shall be by Resolution within fourteen (14) days after bids are received.

**D.** Burlington City reserves the right at any time prior to confirmation of the sale by the Common Council of the City of Burlington to reject any and all bids.

**E.** The successful bidder shall be required to pay all conveyancing expenses, including legal fees, deed preparation fees and advertising costs, and to provide at its own expense a title search and legal description to Burlington City for the preparation of the Deed of Conveyance by Burlington City.

**F.** The minimum purchase price for each lot and all other conditions of sale are described in Schedule "A" attached hereto and as may be advertised or announced at the public land sale.

**G.** A Bargain and Sale Deed will be the document of conveyance and no warranties or representations as to title are made by Burlington City. If, however, Burlington City is unable to convey marketable title, any deposit monies received pursuant to this bidding procedure will be returned.

**H.** The confirmation of the sale by the Common Council of the City of Burlington shall be an acceptance of the bid and, thereafter, within thirty (30) days from said confirmation, settlement must be completed by the successful bidder. In the event the successful bidder defaults and fails to complete the settlement within the time period allowed, this shall entitle Burlington City to rescind the prior bid approval, terminate all rights of the designated bidder and the down payment shall be forfeited to Burlington City. Said time period may only be extended for legitimate cause documented to and approved by Burlington City.

I. A deposit not exceeding ten percent (10%) of the minimum bid price of the tract of land on which the bid is submitted shall be paid by the successful bidder in cash, cashier's check or certified check who shall also execute an offer to purchase at the bid price on the date of the Public Land Sale. Failure to make the payment on said date will nullify the bid.

J. The properties being offered for sale is subject to existing liens, encumbrances, judgments, zoning regulation, easements and any other regulations which such facts would be revealed by a title report and an accurate survey which Burlington City has not undertaken. Burlington City makes no representations as to any previous use of the properties and does not guarantee clear title to said properties.

K. The Purchaser shall be the responsible party to terminate any and all existing tenancies.

**SECTION 5:** This Ordinance shall take effect thirty (30) days after final passage by Council or twenty (20) days after approval by the Mayor, whichever comes first.

Passed Common Council,

\_\_\_\_\_  
George Chachis, President  
Common Council

Approved,

\_\_\_\_\_  
Barry W. Conaway, Mayor

ATTEST:

\_\_\_\_\_  
Gabrielle Hodgson  
Deputy Clerk

Introduction: 09/03/24  
Publication: 09/08/24  
2<sup>nd</sup> & Final: 09/17/24  
Publication: 00/00/24  
Effective: 00/00/24

**SCHEDULE "A"**

<b>BLOCK</b>	<b>LOTS</b>	<b>ADDRESS</b>	<b>ZONE</b>	<b>SIZE OF PARCEL</b>	<b>MINIMUM BID</b>
33	5 & 6	524-526 High Street			\$55,000.00

**RESOLUTION NO. 200-2024 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING THE TAX COLLECTOR TO CANCEL TAXES PURSUANT TO EXEMPTION FOR A TOTALLY DISABLED VETERAN**

**WHEREAS**, the City of Burlington (the “City”) is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

**WHEREAS**, Mr. Kenneth Williams (“claimant”), owner and resident of 9 Fawn Hollow Road (Block 221.03, Lot 5) has applied for tax exemption as a Totally Disabled Veteran pursuant to N.J.S.A. 54:4-3.30, et seq.; and

**WHEREAS**, the claimant has supplied all requisite proofs in support of this claim; and

**WHEREAS**, the Tax Assessor and Business Administrator have reviewed the claim and related documentation and finds all to be in order and recommend approval of the exemption; and

**WHEREAS**, the effective date of the exemption is August 21, 2024, in conformance with the claimants’ date of submission of claim; and

**WHEREAS**, claimant has been billed and or paid taxes for the exempt period; and

**WHEREAS**, the Tax Collector seeks to balance the account in recognition of the exemption; and

**WHEREAS**, the Tax Collector confirms and wishes to clear any resulting overpayment by returning funds to the appropriate entity.

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Burlington that the Tax Collector is hereby authorized to cancel taxes in the amount of \$1,298.93 and refund \$1,298.93 to the appropriate entity. Additionally, the Tax Collector has authorization to cancel the remaining amounts that would become due and owing by claimant. A certified copy of this resolution shall be forwarded to the Tax Collector, Business Administrator, Tax Assessor and claimant.

\_\_\_\_\_  
George Chachis, President  
Common Council

Attest:

\_\_\_\_\_  
Gabrielle Hodgson  
Deputy Clerk

September 17, 2024

**RESOLUTION NO. 200-2024**

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
RIJS						
SPAULDING						
WOODARD						
CHACHIS						

1

**CITY OF BURLINGTON**  
**RESOLUTION REQUEST FORM**

Council Meeting Date: September 17, 2024

**DATE:** August 29, 2024

**TO:** Johanna S. Conyer, Business Administrator

**FROM:** Danielle Lippincott

**DEPARTMENT REQUESTING RESOLUTION:** Tax Collector

**TITLE OF RESOLUTION:** Refund overpayment due to 100% Disabled Veteran approval.

**BRIEF DESCRIPTION OF ACTION:** Refund should be in the amount of \$1,298.93 for overpayment of 2024 3rd quarter property taxes. Refund should be made payable to CoreLogic \*\* See attached detail \*\*  
Veteran exemption effective Aug. 21, 2024 approved by Linda Rogers, CTA.

**BIDDING PROCESS** *(If applicable):*

**APPROPRIATION ACCOUNT TO BE CHARGED** *(If applicable):*

**AMOUNT OF PROPOSED CONTRACT** *(If applicable):*

Approved by Business Administrator: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

Certification of Funds Needed

Please note that the Contact Person is the point person for providing pertinent information regarding request.

**\*\*\*Please attach all supporting documents\*\*\***



**Meeting Date:** September 17, 2024

**Refund of overpayment due to 100% disabled veteran overbill for 2024**

Block 221.03 Lot 5                      Located: 9 Fawn Hollow Rd

100% Total Disabled Vet approved on August 21, 2024

Owner Name: Kenneth & Angela Williams                      Refund Amount: \$1,298.93

Refund made payable to : CoreLogic Centralized Refunds

PO Box 9202

Coppell, TX 75019-9760

**RESOLUTION NO. 201-2024 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING CHANGE ORDER NUMBER ONE WITH ROBERT GANTER CONTRACTORS, INC. FOR THE BURLINGTON WWTP DEWATERING PROJECT**

**WHEREAS**, the City of Burlington (the “City”) is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

**WHEREAS**, it is the recommendation of City Pennoni Associates, Inc., as per their correspondence dated August 8, 2024, that the Common Council of the City of Burlington authorize an amended agreement with Robert Ganter Contractors, Inc. in the form of Change Order No. 1, in connection with the WWTP Dewatering Building Upper Roof Replacement and addition of Lower Roof replacement; and

**WHEREAS**, this Change Order No. 1 is a decrease in the amount of \$137,700.00, making a revised total contract amount of \$202,300.00.

**NOW THEREFORE BE IT RESOLVED**, by the Common Council of the City of Burlington that the Mayor and Municipal Clerk are hereby authorized to execute a change order in a form acceptable to the City Solicitor, with Robert Ganter Contractors, Inc. for a decrease in the amount of \$137,700.00, to a contract total of \$202,300.00, in connection with the WWTP Dewatering Building Upper Roof Replacement and addition of Lower Roof replacement.

\_\_\_\_\_  
George Chachis, President  
Common Council

Attest:

\_\_\_\_\_  
Gabrielle Hodgson  
Deputy Clerk

September 17, 2024

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
RIJS						
SPAULDING						
WOODARD						
CHACHIS						

**CITY OF BURLINGTON**  
**RESOLUTION REQUEST FORM**

3

Council Meeting Date:

**TO:** Johanna S. Conyer, Business Administrator

**FROM:** Bill Curry

**DEPARTMENT REQUESTING RESOLUTION:** Department of Public Works Sewer Division

**TITLE OF RESOLUTION:** "WWTP Dewatering Building Upper Roof Replacement Change Order No. 1 for quantity adjustments and addition of Lower Roof replacement"

**BRIEF DESCRIPTION OF ACTION:** Change Order No. 1 reduces the contract amount by \$137,700 from \$340,000 to \$202,300 because of budgeted concrete repairs and replacements that were not required as evaluated after the old roof was removed. The cost savings enabled replacement of the Lower Roof as well.

**BIDDING PROCESS** (*If applicable*): N/A

**APPROPRIATION ACCOUNT TO BE CHARGED** (*If applicable*):

**AMOUNT OF PROPOSED CONTRACT** (*If applicable*):

Bill Curry

\_\_\_\_\_  
Contact Person (***Please Print***)

\_\_\_\_\_  
Extension #

Approved by Business Administrator: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Certification of Funds Needed

Please note that the Contact Person is the point person for providing pertinent information regarding request.

**\*\*\*\*Please attach all supporting documents\*\*\*\***

Item No.	Description (2)	Contract Quantity (3)	Contract Unit Price (4)	Estimated Cost (5)	Quantities (6)		Amount Earned to Date (4) x (6)
					Previous Estimates	This Estimate	
<b>Base Bid (Dewatering Building - Upper Roof)</b>							
1	Mobilization and demobilization	1 LS	\$3,500.00	\$3,500.00	1.00	0.00	\$3,500.00
2	Upper Flat Roof Demo	1 LS	\$14,000.00	\$14,000.00	1.00	0.00	\$14,000.00
3	Installation of Insulation	1 LS	\$16,000.00	\$16,000.00	1.00	0.00	\$16,000.00
4	Installation of New Modified Bituminous Roof for Upper Roof	1 LS	\$74,000.00	\$74,000.00	1.00	0.00	\$74,000.00
5	Installation of New Gutters and Downspouts	1 LS	\$5,800.00	\$5,800.00	1.00	0.00	\$5,800.00
6	Infrared Post Scan	1 LS	\$2,500.00	\$2,500.00	1.00	0.00	\$2,500.00
7	Concrete Roof Deck Repairs, If and Where Directed	1883 SF	\$40.00	\$75,400.00	0.00	0.00	\$0.00
8	Concrete Plank Replacement, If and Where Directed	1860 SF	\$80.00	\$148,800.00	0.00	0.00	\$0.00
				<b>ORIGINAL CONTRACT TOTAL</b>			
				<b>Change Order No. 1</b>			
				Final Quantity Adjustments			
				Lower Roof			
C1-1	Mobilization and demobilization	1 LS	\$2,500.00	\$2,500.00	0.00	0.00	\$0.00
C1-2	Lower Flat Roof Demo	1 LS	\$8,500.00	\$8,500.00	0.00	0.00	\$0.00
C1-3	Installation of Insulation	1 LS	\$14,000.00	\$14,000.00	0.00	0.00	\$0.00
C1-4	Installation of New Modified Bituminous Roof for Lower Roof	1 LS	\$56,000.00	\$56,000.00	0.00	0.00	\$0.00
C1-5	Installation of New Gutters and Downspouts	1 LS	\$3,500.00	\$3,500.00	0.00	0.00	\$0.00
C1-6	Infrared Post Scan	1 LS	\$2,000.00	\$2,000.00	0.00	0.00	\$0.00
				<b>CHANGE ORDER NO. 1 TOTAL</b>			
				<b>CONTRACT TOTAL</b>			
							\$202,300.00
							\$4,046.00
							\$113,484.00
							\$84,770.00

We certify the foregoing to be a true and correct estimate of the amount and value of work done and materials incorporated to date



**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** City of Burlington  
525 High Street  
Burlington, NJ 08016

**PROJECT:** Burlington WTPP Dewatering  
955-982 W Broad Street  
Burlington, NJ 08016

**APPLICATION NO:** 2  
**PERIOD TO:** 8/30/2024

**DISTRIBUTION TO:**  
- OWNER  
- ARCHITECT  
- CONTRACTOR

**FROM (CONTRACTOR):** Robert Ganter Contractors, Inc  
595 E Pumping Station Road  
Quakertown, PA 18951

**VIA (ARCHITECT):**

**ARCHITECT'S  
PROJECT NO:** 8CSEX23010

**CONTRACT FOR:**

**CONTRACT DATE:**

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
10	Mobilization	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00	0.00	70.00
20	Upper Flat Demo	14,000.00	14,000.00	0.00	0.00	14,000.00	100.00	0.00	280.00
30	Installation of Insulation	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00	0.00	320.00
40	Installation of New Modified Bituminous Roof for Upper Roof	74,000.00	74,000.00	0.00	0.00	74,000.00	100.00	0.00	1,480.00
50	Installation of New Gutters and Downspouts	5,800.00	5,800.00	0.00	0.00	5,800.00	100.00	0.00	116.00
60	Infra-Red Post Scan	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00	0.00	50.00
70	Concrete Roof Deck Repairs In and Where Directed	75,400.00	0.00	75,400.00	0.00	75,400.00	100.00	0.00	1,508.00
80	Concrete Plank Replacement, if and Where Directed	148,800.00	0.00	148,800.00	0.00	148,800.00	100.00	0.00	2,976.00
81	Final Quantify Adjustments	-224,200.00	0.00	-224,200.00	0.00	-224,200.00	100.00	0.00	-4,484.00
82	C1-1 Mobilization and demobilization	2,500.00	0.00	2,500.00	0.00	2,500.00	100.00	0.00	50.00
83	C1-2 Lower FlatRoof Demo	8,500.00	0.00	8,500.00	0.00	8,500.00	100.00	0.00	170.00
84	C1-3 Installation of Insulation	14,000.00	0.00	14,000.00	0.00	14,000.00	100.00	0.00	280.00
85	C1-4 Installation of New Modified Bituminous Roof for Lower Roof	56,000.00	0.00	56,000.00	0.00	56,000.00	100.00	0.00	1,120.00
86	C1-5 Installation of New Gutters and Downspouts	3,500.00	0.00	3,500.00	0.00	3,500.00	100.00	0.00	70.00
87	C1-6 Infra-Red Post Scan	2,000.00	0.00	2,000.00	0.00	2,000.00	100.00	0.00	40.00
<b>REPORT TOTALS</b>		\$202,300.00	\$115,800.00	\$86,500.00	\$0.00	\$202,300.00	100.00	\$0.00	\$4,046.00



## CONTRACT CHANGE ORDER

Contract No.: BCSEX23010                      Date: 6/26/2024  
 Change Order No.: 1                              Project No.: BCSEX23010  
 Current Contract Price: \$340,000.00              Location: City of Burlington  
 To: (Contractor) Robert Ganter Contractors, Inc.

You are hereby requested to comply with the following changes from the contract plans and specifications:

Item No.	Description of Changes - quantites, units, unit prices, change in completion schedule, etc.	Quantity (+/-)	Unit	Unit Price	Decrease in Contract Price	Increase in Contract Price	
<b>REDUCTION</b>							
7	Concrete Roof Deck Repairs, If and Where Directed	1885.00	SF	\$40.00	\$ 75,400.00		
8	Concrete Plank Replacement, If and Where Directed	1860.00	SF	\$80.00	\$ 148,800.00		
<b>EXTRA</b>							
C1-1	Mobilization and demobilization	1.00	LS	\$2,500.00		\$2,500.00	
C1-2	Lower Flat Roof Demolition	1.00	LS	\$8,500.00		\$8,500.00	
C1-3	Installation of Insulation	1.00	LS	\$14,000.00		\$14,000.00	
C1-4	Installation of New Modified Bituminous Roof for Lower Roof	1.00	LS	\$56,000.00		\$56,000.00	
C1-5	Installation of New Gutters and Downspouts	1.00	LS	\$3,500.00		\$3,500.00	
C1-6	Infra-Red Post Scan	1.00	LS	\$2,000.00		\$2,000.00	
					Total Increase	----	\$86,500.00
					Total Decrease	\$ 224,200.00	----
					Net Decrease in Contract Price	<b>\$137,700.00</b>	
					Time for Completion (+/-)	0	

**Assistance Award/Amendment****U.S. Department of Housing  
and Urban Development  
Office of Administration**

1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment											
3. Instrument Number B-24-CP-NJ-1401	4. Amendment Number	5. Effective Date of this Action	6. Control Number										
7. Name and Address of Recipient City of Burlington 525 High Street Burlington, NJ 08016  EIN: UEI:		8. HUD Administering Office CPD, Congressional Grants Division 451 7th Street, SW, Rm 7146 Washington, DC 20410-7000  8a. Name of Administrator 8b. Telephone Number											
10. Recipient Project Manager Johanna S. Conyer		9. HUD Government Technical Representative Shaina Glover Shaina.Y.Glover@hud.gov											
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	13. HUD Payment Office Chief Financial Officer											
14. Assistance Amount		15. HUD Accounting and Appropriation Data											
<table border="1"> <tr><td>Previous HUD Amount</td><td></td></tr> <tr><td>HUD Amount this Action</td><td>\$394,400.00</td></tr> <tr><td>Total HUD Amount</td><td>\$394,400.00</td></tr> <tr><td>Recipient Amount</td><td></td></tr> <tr><td>Total Instrument Amount</td><td>\$394,400.00</td></tr> </table>		Previous HUD Amount		HUD Amount this Action	\$394,400.00	Total HUD Amount	\$394,400.00	Recipient Amount		Total Instrument Amount	\$394,400.00	15a. Appropriation Number	15b. Reservation Number EDE 24
Previous HUD Amount													
HUD Amount this Action	\$394,400.00												
Total HUD Amount	\$394,400.00												
Recipient Amount													
Total Instrument Amount	\$394,400.00												
		Amount Previously Obligated											
		Obligation by this Action											
		Total Obligation											

**16. Description**

Rehabilitation of The Historic African-American School - The William R. Allen School

This Award consists of the following items which are appended to and hereby made part of this Award:

- (A) Cover Page - HUD 1044
- (B) Grant Agreement

**Instructions:**

NO PROJECT FUNDS may be committed to the project or drawn down prior to environmental release of funds approval.

Locate your nearest HUD Regional Environmental Officer at

<https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/-region-i-regional-and-field-environmental-officers>.

Disclaimer: The information on this form is to be used only for purposes of recordkeeping and facilitating communication between the Recipient identified in box 7 above (which is also referred to as the "Grantee") and the U.S. Department of Housing and Urban Development ("HUD") in relation to the award identified above ("this award").

This document does NOT constitute the grant agreement for this award.

The terms and conditions for this award are as specified in the grant agreement signed by HUD and the Grantee

17. <input type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office.	18. <input checked="" type="checkbox"/> Recipient is not required to sign this document.
19. Recipient (By Name): Johanna S. Conyer	20. HUD (By Name):

<b>Assistance Award/Amendment</b>		<b>U.S. Department of Housing and Urban Development</b> Office of Administration																	
1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment																	
3. Instrument Number B-22-CP-NJ-0605	4. Amendment Number	5. Effective Date of this Action	6. Control Number																
7. Name and Address of Recipient City of Burlington 525 High Street Burlington, NJ 08016  EIN: 21-6000401 UEI: ZYB2QWBYKHE6		8. HUD Administering Office CPD, Congressional Grants Division 451 7th Street, SW, Rm 7146 Washington, DC 20410-7000																	
10. Recipient Project Manager Barry W. Conaway		8a. Name of Administrator Shaina Glover	8b. Telephone Number Shaina.Y.Glover@hud.gov																
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	9. HUD Government Technical Representative Shaina Glover																	
13. HUD Payment Office Chief Financial Officer		15. HUD Accounting and Appropriation Data																	
14. Assistance Amount		15a. Appropriation Number	15b. Reservation Number EDE 22																
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Recipient Amount																			
Total Instrument Amount	\$400,000.00																		
Amount Previously Obligated																			
Obligation by this Action																			
Total Obligation																			

16. Description

Riverfront Promenade Bandshell Protect

This Award consists of the following items which are appended to and hereby made part of this Award:

- (A) Cover Page - HUD 1044
- (B) Grant Agreement

**Instructions:**

NO PROJECT FUNDS may be committed to the project or drawn down prior to environmental release of funds approval.

Locate your nearest HUD Regional Environmental Officer at

<https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/-region-i-regional-and-field-environmental-officers>.

Disclaimer: The information on this form is to be used only for purposes of recordkeeping and facilitating communication between the Recipient identified in box 7 above (which is also referred to as the "Grantee") and the U.S. Department of Housing and Urban Development ("HUD") in relation to the award identified above ("this award").

This document does NOT constitute the grant agreement for this award.

The terms and conditions for this award are as specified in the grant agreement signed by HUD and the Grantee

17. <input type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office.	18. <input checked="" type="checkbox"/> Recipient is not required to sign this document.
19. Recipient (By Name): Mr. Barry W. Conaway	20. HUD (By Name):



**RESOLUTION NO. 202-2024 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON TO AMEND ADOPTED BUDGET FOR A US DEPARTMENT OF HOUSING & URBAN DEVELOPMENT GRANT**

**WHEREAS**, N.J.S. 40A:4-87 provides that the Director of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for equal amount, and

**WHEREAS**, the City of Burlington received a **Congressional Grant** in the amount of \$394,400.00 from the US Department of Housing & Urban Development.

**SECTION 1**

**NOW THEREFORE, BE IT RESOLVED** that the City of Burlington hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2024 in the sum of \$394,400.00 as follows which item is now available as a revenue from:

Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues Offset with Appropriations:

**US Department of Housing & Urban Development Grant** \$394,400.00

**SECTION 2**

**BE IT FURTHER RESOLVED** that a like sum of \$394,400.00 be and the same is hereby appropriated under the caption of:

General Appropriations Operations-Excluded from "CAP"  
Public and Private Programs Offset by Revenues:

**US Department of Housing & Urban Development Grant** \$394,400.00

\_\_\_\_\_  
George Chachis, President  
Common Council

Attest:

\_\_\_\_\_  
Gabrielle Hodgson  
Deputy Clerk

September 17, 2024

Resolution No. 202-2024

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
RIJS						
SPAULDING						
WOODARD						
CHACHIS						

RESOLUTION NO. 203-2024 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON TO AMEND ADOPTED BUDGET FOR A US DEPARTMENT OF HOUSING & URBAN DEVELOPMENT GRANT

**WHEREAS**, N.J.S. 40A:4-87 provides that the Director of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for equal amount, and

**WHEREAS**, the City of Burlington received a **Congressional Grant** in the amount of \$400,000.00 from the US Department of Housing & Urban Development.

**SECTION 1**

**NOW THEREFORE, BE IT RESOLVED** that the City of Burlington hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2024 in the sum of \$400,000.00 as follows which item is now available as a revenue from:

Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues Offset with Appropriations:

<b>US Department of Housing &amp; Urban Development Grant</b>	<b>\$400,000.00</b>
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**SECTION 2**

**BE IT FURTHER RESOLVED** that a like sum of \$400,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations Operations-Excluded from "CAP"  
Public and Private Programs Offset by Revenues:

<b>US Department of Housing &amp; Urban Development Grant</b>	<b>\$400,000.00</b>
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ROLL CALL:

CITY OF BURLINGTON

\_\_\_\_\_  
George Chachis, President  
Common Council

Attest:

\_\_\_\_\_  
Gabrielle Hodgson  
Deputy Clerk

September 17, 2024

RESOLUTION NO. 203-2024

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
RIJS						
SPAULDING						
WOODARD						
CHACHIS						

**RESOLUTION NO. 204-2024 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON TO AMEND ADOPTED BUDGET FOR A NJ EMERGENCY MANAGEMENT GRANT FROM THE NJ DEPARTMENT OF LAW & PUBLIC SAFETY**

**WHEREAS**, N.J.S. 40A:4-87 provides that the Director of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for equal amount, and

**WHEREAS**, the City of Burlington received a **NJ Emergency Management Grant** in the amount of \$10,000.00 from the NJ Department of Law & Public Safety.

**SECTION 1**

**NOW THEREFORE, BE IT RESOLVED** that the City of Burlington hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2024 in the sum of \$10,000.00 as follows which item is now available as a revenue from:

Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues Offset with Appropriations:

<b>NJ Emergency Management Grant</b>	<b>\$10,000.00</b>
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**SECTION 2**

**BE IT FURTHER RESOLVED** that a like sum of \$10,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations Operations-Excluded from "CAP"  
Public and Private Programs Offset by Revenues:

<b>NJ Emergency Management Grant</b>	<b>\$10,000.00</b>
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**RESOLUTION NO. 204-2024**

ROLL CALL:

CITY OF BURLINGTON

\_\_\_\_\_  
George Chachis, President  
Common Council

Attest:

\_\_\_\_\_  
Gabrielle Hodgson  
Deputy Clerk

September 17, 2024

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
RIJS						
SPAULDING						
WOODARD						
CHACHIS						

**RESOLUTION NO. 205-2024 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON AUTHORIZING A CONTRACT WITH COMMUNITY GRANTS PLANNING & HOUSING, LLC, TO PREPARE AN ENVIRONMENTAL REVIEW RECORD FOR THE HUD COMMUNITY PROJECT FUNDING GRANT OF \$394,000 FOR THE WILLIAM R. ALLEN SCHOOL RESTORATION PROJECT**

**WHEREAS**, the City of Burlington applied for and obtained a Community Project Funding grant of \$394,000 from the U.S. Department of Housing and Urban Development (HUD) for the William R. Allen School Restoration Project; and

**WHEREAS**, the Congress of the United States of America has designated HUD as the administrative agency responsible for the disbursement and monitoring of such funds; and

**WHEREAS**, in order to for a Grant Agreement to be executed between the City of Burlington and HUD, the City is required to complete an Environmental Review Record (ERR) as a condition of such funding;

**WHEREAS**, CGP&H, LLC, has expertise in the preparation of ERRs for prior HUD-funded grants to the City; and

**WHEREAS**, CGP&H, LLC has submitted a proposal to prepare the ERR for the subject grant in response to a request from the City's Director of Housing & Community Development; and

**WHEREAS**, funds are available in Account #4-01-20-171-028 to cover the \$8,000 cost referenced in the proposal from CGP&H, LLC, to complete the ERR;

**NOW THEREFORE, BE IT RESOLVED** by Common Council of the City of Burlington, County of Burlington and the State of New Jersey, that the Mayor is authorized to sign the agreement with CGP&H, LLC, for the preparation of the ERR and any other documents in connection therewith.

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George Chachis, President  
Common Council

Attest:

---

Gabrielle Hodgson  
Deputy Clerk

September 17, 2024

Resolution No. 205-2024

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
RIJS						
SPAULDING						
WOODARD						
CHACHIS						



1

**CITY OF BURLINGTON**  
**RESOLUTION ORDINANCE REQUEST FORM**

Council Meeting Date: September 17, 2024

**TO:** Johanna S. Conyer, Business Administrator  
**FROM:** Bill Harris, Director of Housing & Community Development

**DEPARTMENT REQUESTING RESOLUTION:** Housing & Community Development

**TITLE OF RESOLUTION:** AUTHORIZING A CONTRACT WITH COMMUNITY GRANTS PLANNING & HOUSING, LLC, TO PREPARE AN ENVIRONMENTAL REVIEW RECORD FOR THE HUD COMMUNITY PROJECT FUNDING GRANT OF \$394,000 FOR THE WILLIAM R. ALLEN SCHOOL RESTORATION PROJECT

**BRIEF DESCRIPTION OF ACTION:**

HUD requires that an Environmental Review Record (ERR) be prepared and submitted through HUD's HEROES system as a condition of awarding a \$394,000 Community Project Funding grant for the William R. Allen School Restoration project. I am recommending that Community Grants Planning & Housing, LLC, be retained by the City to prepare the ERR for this grant for a fee of \$8,000 based on the firm's prior experience in preparing ERRs for the CPF grant on the Riverfront Bandshell grant and various Small Cities CDBG-funded projects.

**BIDDING PROCESS** *(If applicable):* N/A

**APPROPRIATION ACCOUNT TO BE CHARGED** *(If applicable):* #4-01-20-171-028

**AMOUNT OF PROPOSED CONTRACT** *(If applicable):*

**Bill Harris**

Contact Person *(Please Print)*

**130**

Extension #

Approved by Business Administrator: \_\_\_\_\_

Date

Signature

Certification of Funds Needed

Please note that the Contact Person is the point person for providing pertinent information regarding request.

**\*\*\*Please attach all supporting documents\*\*\***

## **PROPOSED PROFESSIONAL SERVICES AGREEMENT**

**2024 Federal Department of Housing and Urban Development (HUD)**

**Environmental Record Review (ERR)**

THIS AGREEMENT made by and between the City of Burlington, with principal offices located at 525 High Street, Burlington, New Jersey, hereinafter referred to as "the City" and CGP&H, LLC, with principal offices located at 1249 South River Road, Suite 301, Cranbury, New Jersey, hereinafter referred to as "CGP&H."

WHEREAS, the City wishes to engage CGP&H to assist in the preparation of an ERR to be submitted to HUD through their online HEROS portal consistent with the rules and regulations of that program, and in administering such project the following shall apply:

### **I. CONSULTANT SCOPE OF SERVICES**

- A. Preparation of ERR for electronic submission to HUD by the deadline to comply with terms of the federal CPF Grant Agreement as set forth within that document.
- B. Coordinate with City staff and professionals to ensure they prepare any required maps, renderings or design plans and architectural/construction cost estimates.
- C. Prepare all narratives, resolutions, public notices, as required by the program guidelines and coordinate City activities as related to same.
- D. Submit the required documents and attachments to HUD on or before the submittal deadline.

The total compensation of the services covered by the Agreement will not exceed \$8,000.

### **II. THE CITY'S RESPONSIBILITIES**

The City of Burlington will provide and be responsible for the following, as necessary to assure the effective completion of the ERR:

- A. With advice and assistance from CGP&H, prepare and execute any required resolutions.
- B. With advice and assistance from CGP&H, publish any required notices and file applicable certifications.

- C. Engage appropriate professionals to prepare any required maps, renderings or design plans and architectural/construction estimates.
- D. Coordinate the application and review process with the local Historic Preservation Commission (HPC).
- E. Perform other duties as required to comply with the program regulations.

**III. COMPENSATION**

Payment of said fees shall be due upon the regular submission of vouchers. Such vouchers shall include the amount of time spent and services performed. Payment in full for invoices submitted is required within forty-five (45) days of billing date. The total compensation for professional services covered by the Agreement shall not exceed \$8,000 in professional fees.

Any services of CGP&H not specified in this contract or performed within the ordinary course of its scope shall be covered by a subsequent contractual Agreement. Items which may require a subsequent contractual agreement include grant administration.

**IV. TIME**

The Agreement shall be in effect from the date of this agreement and shall continue for 90 days or until the maximum compensation under this Agreement is reached or unless the Agreement is otherwise amended.

It is understood and agreed that each of the parties to this Agreement shall have the option to terminate said Agreement at any time after thirty (30) days notice is given by either party to the other.

IN WITNESS WHEREOF, the parties have set their hands and seal the day and year first above written.

**THE CITY OF BURLINGTON**

**CGP&H, LLC**

\_\_\_\_\_  
Barry W. Conaway  
Mayor

\_\_\_\_\_  
Randall Gottesman, PP  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

RESOLUTION NO. 206-2024 OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT

WHEREAS, the City of Burlington (the "City") is organized as a Mayor-Council form of government pursuant to the Optional Municipal Charter Law, N.J.S.A. 40:69A; and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Governing Body to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12(b) and designated below:

A. Developer Presentation/Update by Delco Land Development, LLC – Re: City owned property located at Block 221, Lot 3.05 on the Burlington City Tax Map situated along Route 130 and Jacksonville Road which is in a Redevelopment Zone.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington that an Executive Session closed to the public shall be held on March 5, 2024, for discussions concerning the above-referenced items.

\_\_\_\_\_  
George Chachis, President  
Common Council

Attest:

\_\_\_\_\_  
Gabrielle Hodgson, RMC  
City Clerk

September 17, 2024

RESOLUTION NO. 206-2024

RECORD OF VOTE OF PASSAGE BY THE COMMON COUNCIL						
	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
BALLARD						
BERGNER-THOMPSON						
RIJS						
SPAULDING						
WOODARD						
CHACHIS						



Calliana Engineering & Design  
www.callianaengineering.com  
1545 S. 11TH AVE. SUITE 100  
MAYWOOD, NJ 07047  
908.576.1111  
Fax 908.576.1110

**MASSPE**  
Professional Engineer  
No. 11053  
Civil Engineering

REV.	DATE	DESCRIPTION

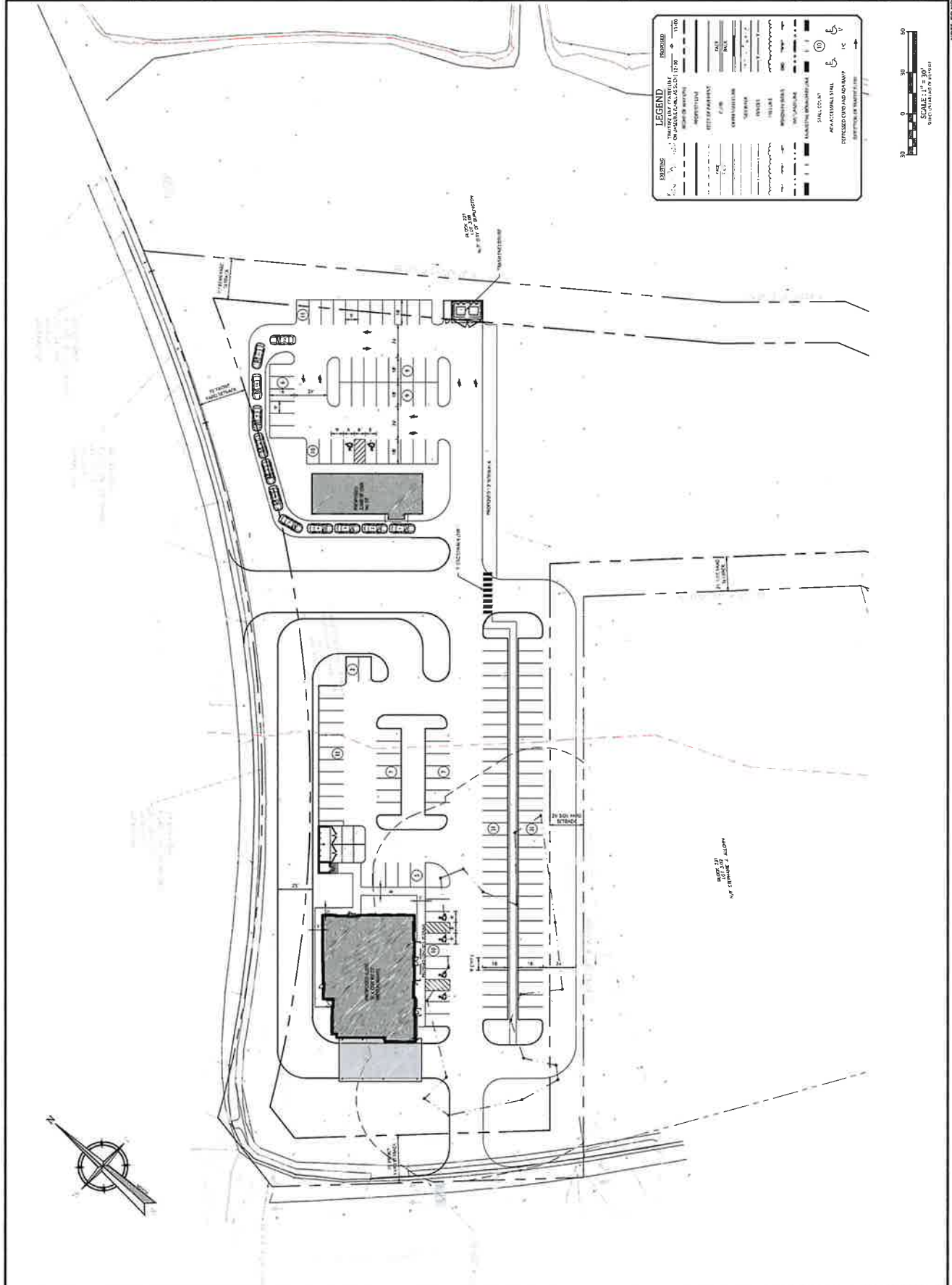
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CONCEPT PLAN  
FOR  
**DELCO DEVELOPMENT**  
BLOCK 231  
LOT 9.05  
CITY OF BURLINGTON  
BURLINGTON COUNTY  
NEW JERSEY

**Calliana Engineering & Design**  
1545 S. 11TH AVE. SUITE 100  
MAYWOOD, NJ 07047  
908.576.1111  
Fax 908.576.1110

PROJECT NO.	DATE	SCALE	SHEET NO.

CSR W/ DT & CSR (COFFEE) W/ DT  
1 OF 1



NOTE: SEE SCALE DRAWINGS FOR DIMENSIONS