

**FEBRUARY 27, 2024**

The Caucus Meeting of Mayor and Council of the Borough of Runnemede was held on the above date in the meeting room of the Borough Hall, 24 N. Black Horse Pike, Runnemede, NJ. The meeting was called to order at 6:06 PM. The following members were present at roll call: Mayor Kappatos; Council members: Passio, Kelly, Farrell, Laubenstein, Cepero, Murray. Absent: None; Present: Borough Engineer: Mark Basehore; Borough Solicitor: Daniel Long; CFO: Shelley Strehle.

STATEMENT: Mayor Kappatos read the notice of this meeting pursuant to the "Open Public Meetings Act."

**PRESENTATION:**

The Chicken Advisory Board presented data and statistics regarding the Chicken Pilot Program, including number of applicants, license and meetings held by the board. Councilwoman Passio extended an invitation for the group to participate in the Green Team's Green Fair and said the chairwoman would reach out. Mayor Kappatos asked what the next step would be and if there have been any concerns/ complaints. Hearing there have been no concerns, he turned to council to make the decision to codify it. Council having no concerns, it was decided that Mr. Long would draft the ordinance for first reading at the March 5<sup>th</sup> meeting.

**PROCLAMATION:** Mr. Kappatos read a proclamation for National Education Association's Read Across America being celebrated on 3/2/24.

**ITEMS DISCUSSED FOR THE 3/5/24 MEETING:**

Public Hearing: Ordinance 24-02 An Ordinance Amending Chapter 120 of the Code of The Borough of Runnemede Entitled "Construction Codes"

Used car lot applications for approval:

Century Auto World (602 N Black Horse Pike)

Refund of \$250 deduction billed back (Block 147.10, Lot 7)

Resolution Authorizing Participation in the 2024 JIF Safety Program/Contract

Authorization to Proceed with Bach Proposal/ Application:

ADA Improvements at Harry Williams Complex

CDBG Application for ADA Improvements

CDBG Application for Road Program (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> Avenues)

Mayor Kappatos explained each item above. Mr. Bashore elaborated and answered any questions. Ms. Kelly requested to start as soon as possible and Mr. Kappatos suggested they pass the first resolution, 24-45.

**RESOLUTION #24-45**

**RESOLUTION AUTHORIZING THE BOROUGH ENGINEER  
TO PROCEED WITH PREPARING CONTRACT DESIGN FOR  
ADA IMPROVEMENTS AT THE HARRY WILLIAMS COMPLEX  
BOROUGH OF RUNNEMEDE, COUNTY OF CAMDEN, STATE  
OF NEW JERSEY**

WHEREAS, the Borough of Runnemede has received and reviewed the proposal submitted by Bach Associates for the design of the above-referenced project in the amount of \$91,700.00; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede, in the County of Camden, State of New Jersey, that the Borough hereby authorizes Bach Associates to proceed with the design plans according to the specifications and costs as set forth in the amount of \$91,700.00.

*A motion was made by Kelly, seconded by Cepero that the resolution be adopted. The motion carried and Mayor Kappatos requested a roll call vote with the following results: Ayes: Passio, Kelly, Farrell, Laubenstein, Cepero & Murray. Nays: None. Absent: None. Mayor Kappatos declared the resolution adopted.*

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*ITEMS DISCUSSED FOR THE 3/5/24 MEETING (cont)*

Resolution: Land Use Pledge. Mayor Kappatos outlined the resolution, explaining that it is a pledge and Mr. Long emphasized that it is a pledge to be mindful of responsibilities to be sustainable but is not binding.

**RESOLUTION REGARDING EMPLOYMENT  
IN THE BOROUGH OF RUNNEMEDE,  
COUNTY OF CAMDEN, STATE OF NEW JERSEY**

WHEREAS, Valerie Skinner has been employed with the Borough of Runnemede for several years as a crossing guard in the Police Department; and

WHEREAS, Valerie Skinner has submitted a letter of resignation from her position with the Police Department; and

NOW, THEREFORE, BE IT RESOLVED, by Mayor and Council of the Borough of Runnemede, that they do hereby accept the resignation of Valerie Skinner as crossing guard in the Police Department as of February 8, 2024.

**BOROUGH OF RUNNEMEDE**

*A motion was made by Kelly, seconded by Passio that the resolution be adopted. The motion carried and Mayor Kappatos declared the resolution adopted.*

**RESOLUTION #24-47**

**RESOLUTION CONFIRMING 2024 APPOINTMENTS,  
FOR THE BOROUGH OF RUNNEMEDE,  
COUNTY OF CAMDEN, STATE OF NEW JERSEY.**

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Runnemede, that the following individuals are hereby appointed for 2024:

**CONSTRUCTION**

Stephen Hastings	Plumbing Subcode Official	\$14,000.00/ year
	Mechanical Subcode Official	
	Pending any pre-employment requirements	

**BOROUGH OF RUNNEMEDE**

*A motion was made by Murray, seconded by Laubenstein that the resolution be adopted. The motion carried and Mayor Kappatos requested a roll call vote with the following results: Ayes: Passio, Kelly, Farrell, Laubenstein, Cepero & Murray. Nays: None. Absent: None. Mayor Kappatos declared the resolution adopted.*

**PAYMENT OF BILLS:** A motion was made by Farrell, seconded by Laubenstein that the list of bills as submitted by the treasurer be approved for payment along with the monthly contractual bills when they become due. The motion carried and Mayor Kappatos requested a roll call vote with the following results: Ayes: Passio, Kelly, Farrell, Laubenstein, Cepero & Murray; Nays: None; Absent: None; Mayor Kappatos declared the bill list approved.



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RESOLUTION 24-50

**RESOLUTION APPROVING THE SIGNING OF A HOLD HARMLESS AGREEMENT WITH  
THE SALEM COUNTY IMPROVEMENT AUTHORITY**

WHEREAS, The Borough of Runnemede uses Covanta to dispose of materials; and

WHEREAS, Pollution Control is used as an additional facility; and

WHEREAS, there are occasions when certain materials will be discarded at the Salem County Improvement Authority; and

NOW, THEREFORE BE IT RESOLVED, by the Council of the Borough of Runnemede, County of Camden, State of New Jersey, that the Mayor may sign the Hold Harmless Agreement with the Salem County Improvement Authority.

BOROUGH OF RUNNEMEDE

*A motion was made by Laubenstein, seconded by Cepero that the resolution be adopted. The motion carried and Mayor Kappatos declared the resolution adopted.*

Ms. Kelly questioned how hazardous materials and electronics are disposed of and Mr. Wozunk explained that we are contracted with other vendors.

Mr. Kappatos asked the fire chief to confirm how many responses they received to the Civil Service announcement for a firefighter. A brief discussion ensued about the Civil Service process and that it will remain as part of the clerk's responsibility.

Mr. Kappatos brought to council's attention the need to start working on Runnemede's 100<sup>th</sup> year anniversary. Having researched other towns, he shared ideas of creating a committee.

**COMMITTEE REPORTS:**

**PUBLIC EVENTS:** Council President Passio shared she was working on the agenda for the year to include: Easter parade (3/30), Youth Mayor & Council and the 4<sup>th</sup> of July parade. Ms. Passio said they will be doing the 4<sup>th</sup> of July program again. Discussion ensued about how to offer sponsorship.

**FINANCE:** Councilman Murray shared about the training he attended and his meeting with the construction department to fill vacancies and updating programs. He discussed his meeting with the adult ball leagues and field upkeep. He concluded by saying he met with Ms. Strehle to discuss salary changes for non-contractual employees.

**PUBLIC SAFETY:** Councilwoman Kelly announced that she and Councilman Laubenstein attended NIMS safety and how each town needs to be in NIMS compliance. Mr. Laubenstein added that emphasis was on having action plans for emergency situations. Ms. Kelly also submitted a report describing overburdened communities.

Councilwoman Kelly was excused at 6:49

**PARKS & RECREATION:** Councilman Cepero gave updates on RYAA softball working on improvements to club house and fields and they requested that the Borough supply some materials and the club would do the work. Mayor Kappatos requested they submit financial reports.

**PUBLIC WORKS:** Councilman Laubenstein said public works is patching potholes and readying the fields.

**ENGINEERING:** Councilman Farrell shared highlights from the engineer's reports regarding CDBG projects.

**BOROUGH ENGINEER:** Mr. Basehore went over his report with updates, specifically the 2023 LRIG project would be going out to bid. He added that the 2024 LRIG grant deadline was extended. He explained that some of the ADA work will need to be subbed out and that makes it difficult to give a definitive timeline. Mr. Basehore also supplied an update on the sewer extension project which included evaluation of shop drawings.

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**CFO/ FINANCE:** Ms. Strehle explained the report presented by Councilwoman Kelly and that it was a standard report the NJ DEP sends out each year and contains a variety of data

**PUBLIC WORKS:** Mr. Wozunk confirmed that the scoreboard was working. He also gave brief updates of other projects and maintenance.

**SOLICITOR'S REPORT:** Mr. Long had nothing to add.

**POLICE CHIEF:** Chief Sampolski shared that SLEO Angelucci was in his 3<sup>rd</sup> week of the academy.

**GOOD & WELFARE:**

This portion of the meeting was open to the public.

Cathy Hornibrook, Runnemede, Chairwoman of Green Team: Ms. Hornibrook presented the Green Team's report which included Sustainable Jersey submission projects, environmental seminar attendance and other events. She requested bike racks. She explained that the Creative Team requests better communication and has ideas for a spring cleaning for the town. She presented other ideas/ requests.

Joe Impagliazzo, Runnemede: Mr. Impagliazzo stated the need to repair Orchard Ave. Mr. Wozunk explained the process and the reason various methods are used until the entire street can be redone.


Seeing no one else wishing to speak, a motion was made by Laubenstein, seconded by Passio to close the good and welfare portion of the meeting. The motion carried and Mayor Kappatos declared that portion of the meeting closed.

There being no further business to come before Mayor and Council at this time a motion was made by Passio and seconded by Laubenstein to adjourn the meeting. The motion carried and Mayor Kappatos declared the meeting adjourned at 7:24 PM.

Approved by:

  
Nick Kappatos, Mayor

Attest:

  
Beth Miller, Deputy Borough Clerk



Range of Checking Accts: First to Last Range of Check Dates: 02/07/24 to 12/31/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
CLEARING		CLEARING ACCOUNT ALL FUNDS			
27086	02/21/24	CSITE005 COMPUTER SQUARE INC			6064
		24-00032 ANNUAL SOFTWARE MAINT 2024	0.00		
27087	02/21/24	LOCAL010 LOCAL IT AND SECURITY LLC			6064
		24-00035 TOTAL IT CARE 2024	0.00		
27088	02/27/24	ACTIV005 ACTIVE911 INC			6065
		24-00048 Active 911 Device Licenses	345.20		
27089	02/27/24	AIRGASEA AIRGAS USA LLC			6065
		24-00185 Acetylene/Oxygen	172.43		
27090	02/27/24	ANCH0005 ANCHOR RUBBER STAMP & PRINTING			6065
		24-00157 2 x EH DESK SEAL BOROUGH SEAL	134.50		
27091	02/27/24	AUTOTR05 AUTO & TRUCK PARTS OF DEPTFORD			6065
		24-00209 Truck Supplies	85.34		
		24-00240 F450 parts	665.52		
		24-00267 fuel filter and sensor	40.69		
			<u>791.55</u>		
27092	02/27/24	BACHASSO BACH ASSOCIATES PC			6065
		24-00203 PLANNING BOARD ESCROW	1,912.50		
27093	02/27/24	BOROU057 BOROUGH OF BARRINGTON			6065
		23-00599 EMS SERVICES	12,500.00		
27094	02/27/24	CARLAMER CARLAMERE & ROWAN			6065
		24-00202 PBE24-01 COTTONMOUTH	175.00		
27095	02/27/24	CASERTAC CHRISTINE CASERTA VMD			6065
		24-00226 VET SVC RABIES CLINIC 3/9/24	450.00		
27096	02/27/24	CCCAA CAMDEN COUNTY COURT ADMIN ASSO			6065
		24-00150 Dues	130.00		
27097	02/27/24	COMCAST COMCAST			6065
		24-00053 internet,telephone,television	1,104.03		
27098	02/27/24	COMCAST COMCAST			6065
		24-00054 INTERNET SVC FIOS 931108755	497.32		
27099	02/27/24	COPIERS COPIERS PLUS, INC.			6065
		24-00271 COPIER VOL CHG	36.32		
27100	02/27/24	COUNTYCO COUNTY CONSERVATION COMPANY			6065
		24-00183 Yard waste Disposal	90.00		
		24-00213 Yard Waste Disposal	180.00		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
CLEARING		CLEARING ACCOUNT ALL FUNDS	Continued		
27100		COUNTY CONSERVATION COMPANY	Continued		
24-00258		YARD TRIMMINGS DISPOSAL 15 YDS	<u>135.00</u>		
			405.00		
27101	02/27/24	CSITE005 COMPUTER SQUARE INC			6065
24-00032		ANNUAL SOFTWARE MAINT 2024	0.00		
27102	02/27/24	DIMEGLIO DIMEGLIO SEPTIC INC			6065
24-00055		PORTAPOT RENTAL 575 SHEPPARD	19.36		
27103	02/27/24	DOVEL010 DOVELIN ENTERPRISES INC			6065
23-00545		clean gym floor	1,498.00		
27104	02/27/24	EARLE005 EARLE ASPHALT COMPANY			6065
24-00142		Col'd Patch	449.50		
27105	02/27/24	FIRESTON FIRESTONE COMPLETE AUTO CARE			6065
24-00172		VEHICLE MAINTENANCE	69.98		
24-00173		VEHICLE MAINTENANCE	1,579.68		
24-00174		VEHICLE MAINTENANCE	99.98		
24-00186		VEHICLE MAINTENANCE	653.89		
24-00187		VEHICLE MAINTENANCE	95.98		
24-00204		VEHICLE MAINTENANCE	19.99		
24-00234		VEHICLE MAINTENANCE-TAHOE	<u>177.98</u>		
			2,697.48		
27106	02/27/24	HIDGL005 HID GLOBAL CORPORATION			6065
24-00059		LSMS SOFTWR UPGRADE,CMT MAINT	1,035.00		
27107	02/27/24	HOMEDEPO HOME DEPOT CREDIT SERVICES			6065
24-00176		Mech Tools	733.82		
24-00179		STORAGE SHELVING	1,245.00		
24-00189		supplies	806.52		
24-00196		Nema box, connections, shovels	198.75		
24-00217		drainage pipe	558.98		
24-00237		Misc Hardware	<u>615.39</u>		
			4,158.46		
27108	02/27/24	INDEP005 INDEPENDENT ANIMAL CARE SVCLLC			6065
24-00102		ANIMAL CONTROL SERVICES 2024	600.00		
27109	02/27/24	KAPPATOS NICKOLAOS KAPPATOS			6065
24-00215		Reimb Borough Hall Decor	507.99		
27110	02/27/24	KELLYJDR JENNIFER KELLY, PH.D. LLC			6065
24-00205		DOCTOR EXAMS	250.00		
27111	02/27/24	LAWNAN23 LAWN AND GOLF SUPPLY CO., INC			6065
24-00220		Drag Mat 6'x1.5'	284.98		
27112	02/27/24	LEWISSUS SUSAN A LEWIS			6065
24-00212		Recorder 2/12/2024	100.00		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
CLEARING		CLEARING ACCOUNT ALL FUNDS	Continued		
27113	02/27/24	LOWES LOWES CREDIT SERVICES			6065
		24-00197 furncos, lock tube	58.65		
		24-00253 Asphalt bags and drywall patch	194.70		
			<u>253.35</u>		
27114	02/27/24	MARYBRID MARY BRIDGET ENTERPRISES INC			6065
		23-01257 Fire Prevention Materials	3,094.00		
7115	02/27/24	NIELS005 NIELSEN FORD OF MORRISTOWN INC			6065
		23-01291 2023 POL INTERCEPTOR RES23-149	45,205.00		
27116	02/27/24	NJAWC NEW JERSEY-AMERICAN WATER CO.,			6065
		24-00170 WATER SUPPLY & SERVICE	239.63		
27117	02/27/24	NJCONFMA NJ Conference of Mayors			6065
		24-00250 ANNUAL MEMBERSHIP 2024	395.00		
27118	02/27/24	NJDEPHEA NJ DEPT OF HEALTH & SR SVC			6065
		24-00195 MONTHLY DOG LICENSE	85.20		
27119	02/27/24	NJSLM NEW JERSEY STATE LEAGUE OF MUN			6065
		24-00249 ANNUAL MEMBERSHIP 2024	772.00		
27120	02/27/24	OFFICE14 OFFICE BASICS INC			6065
		23-01311 HON LATERAL FILE CABINETS	1,250.66		
		24-00194 Cleaning Supplies	1,960.02		
		24-00248 OFFICE SUPPLIES	689.37		
			<u>3,900.05</u>		
27121	02/27/24	OLSENFRA FRANK OLSEN			6065
		24-00261 EQUIP EXP REIM RADIO BATTERY	169.30		
7122	02/27/24	PC8 PRO CAP 8 FBO FIRST TRUST BANK			6065
		24-00182 LIEN REDEEM 13/14 23-00005	1,109.40		
27123	02/27/24	PEIRC005 PEIRCE-EAGLE EQUIPMENT CO			6065
		23-01366	3,495.00		
27124	02/27/24	PRIME005 PRIMEPOINT LLC			6065
		24-00273 PAYROLL & HRMS SERVICE 2024	1,407.25		
27125	02/27/24	PUBLIC15 PUBLIC SAFETY OUTFITTERS INC			6065
		24-00086 Station Duty Board	530.00		
27126	02/27/24	PUBLICSE PSE&G CO			6065
		23-00069 ELECTRICITY UTILITY	16,474.69		
		24-00168 ELECTRICITY SUPPLY & SERVICE	1,016.89		
			<u>17,491.58</u>		
27127	02/27/24	PUBSAFUN PUBLIC SAFETY UNLIMITED			6065
		24-00216 ACADEMY UNIFORM-ANGELUCCI	82.00		



Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
CLEARING		CLEARING ACCOUNT ALL FUNDS	Continued		
27128	02/27/24	QUADIEN QUADIEN LEASING USA INC			6065
24-00256		POSTAGE METER & FOLDER LEASE	1,532.88		
27129	02/27/24	READYREF READY REFRESH			6065
24-00262		BOTTLED WATER SERVICE	266.17		
27130	02/27/24	REINERPU REINER PUMP SYSTEMS			6065
24-00227		Transducers	2,170.00		
27131	02/27/24	REPU005 REPUBLIC SERVICES INC			6065
24-00266		RECYCLING TONNAGE	5,811.10		
27132	02/27/24	RETRO01 THE RETROSPECT INC			6065
24-00235		LEGAL NOTICES	66.32		
27133	02/27/24	RUNNEM25 RUNNEMEDE FIRE COMPANY #1			6065
24-00219		QUARTERLY HOUSING	10,925.00		
27134	02/27/24	SHERWIN SHERWIN-WILLIAMS COMPANY			6065
24-00242		Paint Court/Door/Hallways	154.08		
27135	02/27/24	SJGAS SOUTH JERSEY GAS COMPANY			6065
24-00274		NATURAL GAS SUPPLY&SERVICE	2,608.78		
27136	02/27/24	SNJREBEN SO NJ REG EMP BENEFITS FUND			6065
24-00071		EMPLOYEE GROUP HEALTH INSURANC	81,485.00		
27137	02/27/24	SOUTHE50 SOUTHERN PEST CONTROL			6065
24-00070		BUILDING PEST CONTROL	115.00		
27138	02/27/24	TAX CO33 TCTA CAM, GLOU, CUMB, SALEM			6065
24-00252		ANNUAL MEMBERSHIP 2024	400.00		
27139	02/27/24	TDCARDS TD CARD SERVICES			6065
24-00188		Bottle water (Sams Club)	79.68		
24-00201		Air Gun /Shop Tools	479.83		
24-00211		Membership NJTA 2024	300.00		
24-00239		TITLE FEE PD NEW VEHICLE	60.00		
			<u>919.51</u>		
27140	02/27/24	TECHNA TECHNA-PRO ELECTRIC, LLC			6065
24-00254		TRAFFIC SIGNAL RPR/SVC	1,003.00		
27141	02/27/24	TIRECORR TIRE CORRAL			6065
24-00257		TRUCK TIRE RPR	134.90		
27142	02/27/24	TOYOTA TOYOTA OF RUNNEMEDE			6065
24-00251		VEHICLE RPR YARIS 2008	204.95		
27143	02/27/24	VERIZWIR VERIZON WIRELESS			6065
23-00074		CELL SVC	662.04		



Check #	Check Date	Vendor	Reconciled/Void	Ref Num	
PO #		Description	Amount Paid	Contract	
CLEARING		CLEARING ACCOUNT ALL FUNDS	Continued		
27143		VERIZON WIRELESS	Continued		
24-00231		PD CELL PHONES&MODEMS SERVICE	<u>334.52</u>		
			996.56		
27144	02/27/24	VFIS0050 VFIS		6065	
24-00218		ACCIDENT & SICKNESS POLICY2024	1,535.00		
7145	02/27/24	WILSONPA PATRICIA WILSON		6065	
24-00238		SR LUNCHEON VALENTINES 2/17	135.01		
27146	02/27/24	WITME005 WITMER PUBLIC SAFETY GROUP INC		6065	
24-00113		Rescue Strap, Bar, & Gloves	960.50		
24-00134		Turnout Gear Cleaner	<u>164.64</u>		
			1,125.14		
27147	02/27/24	WORK WORK 'N GEAR LLC		6065	
24-00129		Boots Zach G. Mike D.	300.00		
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	62	0	220,371.78	0.00
	Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
	Total:	62	0	220,371.78	0.00
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	62	0	220,371.78	0.00
	Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
	Total:	62	0	220,371.78	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	3-01	35,438.09	0.00	0.00	35,438.09
	3-07	<u>3,536.30</u>	<u>0.00</u>	<u>0.00</u>	<u>3,536.30</u>
Year Total:		38,974.39	0.00	0.00	38,974.39
CURRENT FUND	4-01	127,779.88	0.00	0.00	127,779.88
	4-07	<u>4,433.46</u>	<u>0.00</u>	<u>0.00</u>	<u>4,433.46</u>
Year Total:		132,213.34	0.00	0.00	132,213.34
GENERAL CAPITAL FUND	C-04	45,205.00	0.00	0.00	45,205.00
DOG TRUST FUND	T-03	535.20	0.00	0.00	535.20
	T-19	1,109.40	0.00	0.00	1,109.40
	T-22	<u>246.95</u>	<u>0.00</u>	<u>0.00</u>	<u>246.95</u>
Year Total:		1,891.55	0.00	0.00	1,891.55
Total of All Funds:		<u>218,284.28</u>	<u>0.00</u>	<u>0.00</u>	<u>218,284.28</u>

payroll expense 2/23/2024: salaries & wages \$159,249.59  
employers' taxes \$ 7,585.08

Project Description	Project No.	Project Total
DR HORTON TOWNHOMES	PBE21-09	1,530.00
COTTONMOUTH DISPENSARY	PBE24-01	557.50
Total of All Projects:		<u>2,087.50</u>



