

CAMDEN COUNTY BOARD OF COMMISSIONERS

180th ANNUAL REORGANIZATION BUSINESS MEETING

Commissioner Meeting Venue:

Date: Jan 04, 2024 - 12:00 PM

Location: Camden County Courthouse
6th Floor Meeting Room
520 Market Street
Camden, NJ 08102

- a. Call to Order by the Clerk of the Board
- b. Roll Call by the Clerk of the Board
- c. Sunshine Law Statement by the Clerk of the Board
- d. Pledge of Allegiance
- e. Swearing in of Newly Elected Commissioners
- f. The Clerk will ask for nominations for Commissioner Director of the Board for 2024 and administer the election of the Commissioner Director.
- g. Swearing in of Commissioner Director
- h. The Director will ask for nominations for Commissioner Deputy Director of the Board for 2024 and administer the election of the Commissioner Deputy Director.
- i. Swearing in of Commissioner Deputy Director
- j. Meeting open to the Public for discussion of Resolutions to be acted upon
- k. Resolutions
- l. Meeting open to the Public
- m. Meeting open to the Commissioners
- n. Adjournment

Resolutions

1. Resolution adopting Rules for the Year 2024.
2. Resolution establishing Committees, Committee Appointments, Committee Departmental Assignments, Departmental Organization, and Commissioner Responsibilities and Assignments.
3. Resolution authorizing Temporary Appropriations.
4. Resolution indemnifying Camden County Officials/Employees.
5. Resolution establishing Petty Cash.
6. Resolution establishing a Change Fund.
7. Resolution establishing Pay Dates.
8. Resolution authorizing Bill Payment Procedures.
9. Resolution authorizing advance to the Prosecutor.
10. Resolution authorizing advance to the Prosecutor for Special Investigations.
11. Resolution authorizing advance to the Sheriff for extradition of prisoners.
12. Resolution authorizing custodians for County of Camden Department of Corrections Bank Accounts.
13. Resolution establishing a Cash Management Plan.
14. Resolution designating signatories on all County Bank Accounts and Division of Community Development Bank Accounts for the Year 2024.
15. Resolution designating Banks.
16. Resolution delegating authority to execute certifications of available funds on behalf of the County of Camden.
17. Resolution designating Official Newspapers.
18. Resolution authorizing payment of utility and government provided service bills.
19. Resolution delegating authority to execute contracts and purchase orders below bid limit.
20. Resolution authorizing execution of contracts or other official documents on behalf of the County of Camden.
21. Resolution authorizing the continuance of a non-interest bearing checking account and naming signatories to such account for the purpose of holding and maintaining monies found in the possession of juveniles admitted to the Camden County Juvenile Detention Facility.
22. Resolution authorizing and affirming continued participation by the County of Camden in the New Jersey Asset and Rebate Management Trust and authorizing the Treasurer to invest certain funds therein.
23. Resolution authorizing three (3) Camden County Officials to approve and authorize budget modifications for Human/Social Services Contract Programs.
24. Resolution authorizing the Warden to declare a State-of-Emergency at the Camden County Correctional Facility as circumstances warrant.
25. Resolution authorizing certain uses of Camden County property for charitable purposes or displays.

26. Resolution of the County of Camden to confirm its intent to continue funding the Camden County Health Services Center.
27. Resolution authorizing consent for placement of temporary signage or banners over certain County Roads/Highways and/or the temporary closure or limited access to certain County Roads/Highways.
28. Resolution authorizing Shared Services Agreements with various Municipalities for shared services, as needed, in the form of traffic painting, general highway maintenance matters, and other routine municipal uses at the cost of labor and materials and other relevant costs.
29. Resolution approving adoption of the Camden County Department of Corrections and Juvenile Detention Facility Policy and Procedure Manuals, as amended.
30. Resolution authorizing the Camden County Policy and Procedure Manual for 2024.
31. Resolution approving Camden County Department of Public Works Procedures for Federal Aid Highway Projects as required to obtain Certification and Eligibility for Future Federal Funding.
32. Resolution approving Camden County Planning Board Land Development Review Fees.
33. Resolution approving fee schedules, permit regulations, permit applications, permit regulations and other rules/regulations promulgated by various Camden County departments.
34. Resolution authorizing the Camden County Library Commission, Camden County Mosquito Extermination Commission and the Camden County Board of Social Services to utilize the County's Finance System in 2024.
35. Resolution designating the Camden County Improvement Authority as the County's authorized agency to perform economic development functions for the County of Camden and authorizing agreement consistent therewith.
36. Resolution establishing Settlement Policy.
37. Resolution establishing Request For Proposals Policy.
38. Resolution authorizing Competitive Contracting for all activities funded under the Area Plan Contract for Area Agencies on Aging and Competitive Contracting for Personal Assistance Services for the Chronically and Physically Disabled Adult Population, pursuant to the Personal Assistance Service Program administered by the Camden County Division of Senior and Disabled Services.
39. Resolution authorizing Competitive Contracting for all activities funded under the "To Work" Programs consisting of Workforce Investment Act, Temporary Assistance to Needy Families Employability, Welfare-to-Work and any other funding streams for similar services administered by the Camden County One Stop.
40. Resolution confirming the acceptance of all plans and designs of completed projects for various Camden County improvements.
41. Resolution authorizing payment of transcript costs for depositions ordered by opposing counsel and for other transcript services produced by vendors not under contract with the County of Camden.
42. Resolution adopting Camden County emergency purchasing policies and procedures.
43. Resolution authorizing the Camden County Board of Commissioners use of investigatory powers for the purpose of issuing subpoenas pursuant to N.J.S.A. 40:20-83 in connection with 911 functions.
44. Resolution appointing Certifying Agent for Camden County's Employees' Pension Funds.
45. Resolution appointing Camden County Public Agency Compliance Officer.

46. Resolution appointing Designee and Alternate Member to the New Jersey Association of Counties.
47. Resolution appointing Commissioner Members to the Board of School Estimates of the Camden County College.
48. Resolution appointing Commissioner Member to the Board of School Estimates of the Camden County Technical Schools.
49. Resolution appointing Commissioner Members and Alternate Members to the Camden County Board of Social Services.
50. Resolution appointing Commissioner Members to the Camden County Planning Board.
51. Resolution appointing Commissioner Representative to the Delaware Valley Regional Planning Commission.
52. Resolution appointing Director or designee to the Financial Disclosure Review Committee.
53. Resolution appointing Commissioner Member to the Mental Health Board.
54. Resolution appointing Commissioner Member to the Mosquito Extermination Commission.
55. Resolution appointing Commissioner Member to the South Jersey Resource Conservation and Development Council.

RULES FOR THE YEAR 2024

BE IT RESOLVED by the Camden County Board of Commissioners that the following rules for its government shall be adopted effective from the date of this Resolution until the next annual meeting of the Board.

I.

The organization meeting of the Camden County Board of Commissioners shall be held in accordance with the statute in such case made and provided.

II.

The regular meetings of the Camden County Board of Commissioners, subsequent to the organization meeting, shall, except as specifically set forth herein, be held in the Camden County Courthouse in the City of Camden, or at such other location as the Director may designate, as follows:

Business Reorganization, January 4, 2024 – 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, January 18, 2024 - 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, February 15, 2024 – 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, March 21, 2024 - 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

RESOLUTION

Thursday, April 18, 2024 – 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, May 16, 2024 - 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, June 20, 2024 - 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, July 18, 2024 - 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, August 15, 2024 - 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, September 19, 2024 - 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, October 17, 2024 - 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, November 7, 2024 - 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

Thursday, December 10, 2024 - 12:00 PM
To be held at: Camden County Courthouse
520 Market Street, 6th Floor
Camden, NJ 08102

III.

The Board shall meet to consider the agenda for regular meetings in the Conference

Room of the Camden County Board of Commissioners located on the 6th Floor of the

Courthouse, 520 Market Street, Camden, New Jersey, at 12:00 P.M., unless otherwise noted,
on the following dates:

Tuesday	January 16, 2024
Tuesday	February 13, 2024
Tuesday	March 19, 2024
Tuesday	April 16, 2024
Tuesday	May 14, 2024
Tuesday	June 18, 2024
Tuesday	July 16, 2024
Tuesday	August 13, 2024
Monday	September 17, 2024
Tuesday	October 15, 2024
Monday	November 4, 2024
Tuesday	December 12, 2024

IV.

A majority of the members shall constitute a quorum for the transaction of business, although in the absence of a quorum, a lesser number of a majority, may adjourn from time to time.

V.

Special meetings shall be called in accordance with the State statutes in such case made and provided.

VI.

At the annual organization meeting of the Camden County Board of Commissioners, the Director shall appoint a Commissioner as Chair of the Standing Committees. Chairs of Committees may be changed by the Director of the Camden County Board of

Commissioners with the consent of a majority of the Board and the Director shall have the right to vote.

VII.

The order of business of the Caucus Meetings of the Camden County Board of Commissioners shall be as follows:

- a. Call to order
- b. Roll Call
- c. Sunshine Law Statement
- d. Moment of Silence
- e. Pledge of Allegiance
- f. Memorials read into the record
- g. Presentations
- h. Discussion of Resolutions
- i. Opening of the meeting to the public
- j. Closed (in accordance with State statutes)
- k. Return to Open Meeting
- l. Adjournment

VIII.

The order of business of the Regular Monthly Meetings of the Camden County Board of Commissioners shall be as follows:

- a. Call to order
- b. Roll Call
- c. Sunshine Law Statement
- d. Pledge of Allegiance
- e. Community Awards
- f. Proclamations, Petitions, Remonstrances and disposition of same
- g. Ordinances and/or Public Hearings
- h. Adoption of Minutes of Previous Meeting
- i. Correspondence
- j. Comptroller's Report
- k. Opening of meeting to the public for discussion of the Resolutions to be acted upon

- l. Resolutions
- m. Opening of the meeting to the public
- n. Opening of the meeting to the Commissioners
- o. Adjournment

Note: The Board, by a majority vote of the members present, may at any time vote to adjourn to a Closed Caucus in accordance with State statutes, or to alter the order of business.

IX.

No member shall withdraw from a meeting of the Board without the permission of either the Director of the Board or a majority vote of the Board.

X.

No member shall do anything which will interrupt or disturb the business of the Board while the minutes, reports or any other papers are being read, any resolution is being acted upon or any member is engaged in debate.

XI.

When a member shall be called to order by the Director or by another member, he/she shall immediately sit down, unless permitted by the Director to explain. A call to order by the Director or by any member shall be submitted to unless an appeal shall be made to the Board and sustained by majority vote. The Director may call for the opinion of the Board upon any question or order. Failure to submit to such order of the Director or determination of the Board will subject such member to immediate removal from a meeting.

XII.

Every member desirous of speaking in debate, desiring to address a member of the public or presenting any motion, resolution, petition, report, or other matter of the Board, shall address himself/herself to the Director, and if two members shall so address themselves at once, the Director shall name the member who is entitled to the floor.

No motion, resolution, petition, report or other matter shall be presented for discussion or vote unless it has been listed on the meeting agenda prior to the subject meeting. Such prohibition, however, may be waived by permission of the Director, or, alternatively, a majority of the Commissioners may vote to add a resolution, petition, report or other matter to the agenda.

XIII.

The Board may, in its discretion, alter the rules governing its meetings by a majority vote in the event such a change is deemed necessary.

The Board may, in its discretion, pursuant to N.J.S.A. 10:4-12(a), end the public comment period at any time by a majority vote of the Board.

It may be requested by the Board that members of the public who wish to comment fill out the appropriate comment form prior to the start of the meeting in order to maintain public safety throughout the course of Board meetings. Members of the public who do not wish to fill out the appropriate public comment form will be afforded an opportunity to speak at the end of the public comment period.

No member, or member of the public during a public comment period, shall speak more than five minutes on any question or on any topic of discussion at any meeting of the Board except by permission of the Commissioner Director.

XIV.

When a question is under debate, no motion shall be received except:

- To adjourn,
- To table,
- For previous question,
- To postpone indefinitely,
- To postpone to a certain day,
- To postpone for the present,
- To commit or to amend,

which motions shall take precedence in the order here arranged.

XV.

A motion to adjourn shall always be in order.

A motion to lay on the table or for the previous question shall be decided without debate.

XVI.

If any question in debate shall contain several distinct propositions, a division shall be made at the request of any member.

XVII.

When a question has been once put, it shall not be in order to move the reconsideration thereof on the same day on which the vote was taken.

XVIII.

On the roll call of any motion, each member shall answer to his/her name stating that he/she is voting aye, nay or not voting, and the Clerk of the Board shall record his/her vote as given. A roll call on any motion may be requested on the minutes.

XIX.

No standing rule or order of the Board shall be suspended, altered, or amended unless a suspension, alteration or amendment shall be proposed in writing at a regular meeting or special meeting and adopted at the next succeeding meeting by a majority vote of all the members of the Board, but any of them may be suspended temporarily with the concurrence of a majority of the members of the Board present.

XX.

In addition to the duties imposed by statute, the Clerk of the Board of Commissioners shall keep her office open for the transaction of business on all days of the year, except legal holidays, Saturdays, and Sundays, between the hours of 9:00 A.M. and 4:00 P.M., said hours to be prevailing time. The hours during which the Clerk shall personally attend her office shall be set at the discretion of the Director.

XXI.

Except as otherwise herein above set forth, Roberts Rules of Parliamentary Procedure will control the meetings of the Camden County Board of Commissioners.

XXII.

Requests for resolutions from Commissioners should be submitted to County Counsel and to the Clerk of the Board no later than 12 Noon, eight (8) days prior to any scheduled caucus day. Unless otherwise permitted by a majority vote of the membership of the Board in attendance, walk-on resolutions shall not be considered at any regular, non-caucus, meeting of the Board.

Copies of tentative agendas will be distributed by the Clerk of the Board to the offices of each Commissioner by 4:00 P.M. the Friday before the next succeeding caucus day.

XXIII.

The Board of Commissioners shall approve the hiring of any individual for County employment, or approve any appointment to an independent board, authority or commission. Whenever such employee or appointee is required by the Local Government Ethics Law to file a financial disclosure statement, he or she shall comply with the financial disclosure statement filing deadline established by law. The Clerk of the Board of Commissioners shall transmit financial disclosure statements, received by her, to the Office of the County Clerk for filing.

XXIV.

The majority vote of the quorum at the caucus meeting shall have the right to add or remove any item from the caucus agenda or from the next following formal Commissioners meeting agenda. A Commissioner who has placed a matter on the agenda may remove said item from the agenda at any time prior to the adjournment of the Caucus meeting. At Caucus, a Commissioner may add a matter to the agenda upon receipt of permission from the Commissioner-Director.

XXV.

Resolutions may be removed from the formal Commissioners meeting agenda by a majority vote of the quorum at the formal Commissioners meeting.

XXVI.

Commissioners shall be compensated in accordance with the provisions of Resolution No. 893 adopted on December 17, 1975 in compliance with applicable law.

**RESOLUTION ESTABLISHING COMMITTEES, COMMITTEE APPOINTMENTS,
COMMITTEE DEPARTMENTAL ASSIGNMENTS, DEPARTMENTAL ORGANIZATION,
AND COMMISSIONER RESPONSIBILITIES
AND ASSIGNMENTS**

BE IT RESOLVED by the Camden County Board of Commissioners that the Committees set forth in the Table of Organization, which is attached and made a part of this resolution, together with the rules set forth in this resolution, are hereby established for the purpose of regulating and administering the affairs of the County of Camden during the year 2024; and

BE IT FURTHER RESOLVED that each Committee, by designation of the Director of the Board, shall consist of the two primary members designated in the Table of Organization, one of whom shall be and hereby is appointed in accordance with the Table of Organization as the Chairperson of the Committee. The Director of the Board shall be a member and Vice-chair of all committees. The Director may, at any time, with the consent of a majority of the members of the Board, but not otherwise, discharge and replace any member of any Committee from further service thereon; and

BE IT FURTHER RESOLVED that each Committee, in accordance with the Table of Organization, shall assume responsibility for each department assigned to the committee, inclusive of each division or other operating entity made a part of each department; and

BE IT FURTHER RESOLVED that the Commissioner responsibilities or assignments set forth in the Table of Organization shall pertain to the chairperson named for each Committee; and

RESOLUTION

Res-Pg: 2-2

BE IT FURTHER RESOLVED that, in order to provide for the efficient and economical delivery of services to the citizens of the County of Camden, the Government of the County of Camden, in accordance with and as specifically set forth in the Table of Organization, is hereby reorganized to consist of Fifteen (15) Departments, each of which shall be comprised of the divisions or other operating entities set forth in the Table of Organization or shall have the designated responsibilities applicable to the Chairperson of the Committee in charge of the Department; and

BE IT FURTHER RESOLVED that each Department Head, Division Head, or other person designated in connection with a position set forth in the Table of Organization, as the Table may be amended from time to time, be and is hereby officially appointed to the designated position; and

BE IT FURTHER RESOLVED that each person charged with the responsibility for operating each department shall: 1) report directly to the County Administrator regarding administrative matters, in compliance with the County Policy and Procedure Manual and in compliance with such rules and regulations as may be established, from time to time, by the Office of the County Administrator, and 2) report directly to the assigned Commissioner Committee Chairperson in accord with the instructions of that Chairperson; and

BE IT FURTHER RESOLVED that this resolution shall supersede all previous resolutions establishing departments and or divisions, subdivisions or other operating entities within the County, and if any conflict shall arise, this resolution shall control unless and until it shall be amended by a majority vote of the Board of

Commissioners; and

BE IT FURTHER RESOLVED that this resolution shall be deemed to have an effective date of January 4, 2024.

EA:jdd

Z:\Forms-Resolutions\Reorganization\Establishing Committees
Auth. January 4, 2024

DEPARTMENTS, COMMISSIONER CHAIR & DEPARTMENT DIR.	DEPT/DIV #	DEPARTMENT ASSIGNMENTS BY COMMITTEE AND DEPARTMENTAL ORGANIZATION	DEPUTY COUNTY ADMIN. ASSIGNMENTS
<div>DEPARTMENT OF ADMINISTRATION C04000001</div> <div>Louis Cappelli Co-Chair</div> <div>Edward McDonnell Co-Chair</div>	<div>0101</div> <div>0106</div> <div>0106</div> <div>0105</div> <div>0108</div> <div>0986</div> <div>0764</div>	<div>DEPARTMENT OF ADMINISTRATION</div> <div><ul style="list-style-type: none">Administrative & ExecutiveCOUNTY ADMINISTRATOR – ROSS ANGILELLA<ul style="list-style-type: none">Media RelationsDAN KEASHENDeputy County Administrators<ul style="list-style-type: none">MARIANNE HOLLY CASS *Youth Services Commission reporting to DCA CassDOMINIC VESPER, JR.JAMES RHODES * Office of Internal Audit reporting to DCA Rhodes *Community Development – Dir. Rob Jakubowski * Office of Insurance – Dir. Anneliese Davis *Div. of Archives & Records Mgmt – Steffani Lon, OPRA CustodianClerk of the Board – KARYN GILMOREOffice of Medical Examiner Dr. Gerald FeiginDivision of Cooper River Venues - KRISTEN CASS (Restaurant, Boathouse, Driving range)</div>	<div>N/A</div>
<div>DEPARTMENT OF BUILDINGS AND OPERATIONS C04000042</div> <div>Melinda Kane – Chair</div>		<div>DEPARTMENT OF BUILDINGS AND OPERATIONS</div> <div><ul style="list-style-type: none">Division of Courthouse MaintenanceDivision of Institutional Building MaintenanceDivision of Institutional GroundskeepingDivision of OperationsMailroomCentral Office SuppliesFleet Management</div>	<div>DOMINIC VESPER DCA</div>
<div>DEPARTMENT OF CHILDREN’S SERVICES</div> <div>Virginia Betteridge– Chair</div> <div>DEPARTMENT DIRECTOR SR. DONNA MINSTER</div>	<div>1005</div>		<div>DOMINIC VESPER DCA</div>

DEPARTMENTS, COMMISSIONER CHAIR & DEPARTMENT DIR.	DEPT/DIV #	DEPARTMENT ASSIGNMENTS BY COMMITTEE AND DEPARTMENTAL ORGANIZATION	DEPUTY COUNTY ADMIN. ASSIGNMENTS
DEPARTMENT OF COMMUNICATIONS Louis Cappelli – Chair DEPARTMENT DIRECTOR JAMES RHODES	0872 0442	DEPARTMENT OF COMMUNICATIONS <ul style="list-style-type: none">Division of Information Technology & Telecommunications DIVISION HEAD, RICH BEHM	N/A
DEPARTMENT OF CONSTITUENT SVCS & HISPANIC AFFAIRS Louis Cappelli – Chair DEPARTMENT DIRECTOR NILSA CRUZ	0107 0980	<ul style="list-style-type: none">Constituent ServicesHispanic Affairs*Veteran’s Affairs - NOTE: *Liaison is Kane	N/A
DEPARTMENT OF CORRECTIONS & JUVENILE JUSTICE C04000049 Jonathan Young– Chair WARDEN -KAREN TAYLOR DIRECTOR - DAVID S. OWENS, JR.	1926	DEPARTMENT OF CORRECTIONS <ul style="list-style-type: none">Camden County Correctional FacilityCamden County Juvenile Detention Facility	M. H. Cass DCA
DEPARTMENT OF COUNTY COUNSEL Louis Cappelli – Co-Chair Edward McDonnell Co-Chair DEPARTMENT DIRECTOR EMESHE ARZON	0108 0110	<ul style="list-style-type: none">County Counsel –EMESHE ARZON<ul style="list-style-type: none">County AdjusterDivision of Human Resources<ul style="list-style-type: none">CATHERINE BINOWSKI	
DEPARTMENT OF ECONOMIC & WORKFORCE DEVELOPMENT C04000036 Jonathan Young – Chair DEPARTMENT DIRECTOR JAMES RHODES	9064 9065	DEPARTMENT OF ECONOMIC & WORKFORCE DEVELOPMENT <ul style="list-style-type: none">Camden County One-Stop/WIA Fiscal AgentCamden County Resource Center<ul style="list-style-type: none">FRANK CIRIITANF/Work First Programs <u>Sustainability</u> *Office of Sustainability and Shared Services reporting to DCA Rhodes Chris Waldron – lead	
EDUCATION Edward McDonnell – Chair		Liaison to: Camden County Technical School Camden County College	N/A
ELECTIONS Edward McDonnell – Chair		Liaison to: Board of Elections	N/A

RESOLUTION

DEPARTMENTS, COMMISSIONER CHAIR & DEPARTMENT DIR.	DEPT/DIV #	DEPARTMENT ASSIGNMENTS BY COMMITTEE AND DEPARTMENTAL ORGANIZATION	DEPUTY COUNTY ADMIN. ASSIGNMENTS
Department of Police Services C04000012 LOUIS CAPPELLI – CHAIR DEPARTMENT DIRECTOR CHIEF GABRIEL RODRIGUEZ		POLICE SERVICES	M. H. Cass DCA
PROSECUTOR Louis Cappelli – Chair GRACE MACAULAY, PROSECUTOR	2235	PROSECUTOR	
DEPARTMENT OF PUBLIC SAFETY C04000009 Jonathan Young– Chair DEPARTMENT DIRECTOR VINCE JACKSON	1108 1208 1207 1209	DEPARTMENT OF PUBLIC SAFETY <ul style="list-style-type: none">Division of Communications – ERIC HOBANDivision of Emergency ManagementDivision of Traffic SafetyFire Marshal – JOSEPH HALES, JR.	JAMES RHODES DCA
DEPARTMENT OF PUBLIC WORKS C04000025 Al Dyer – Chair DEPARTMENT DIRECTOR ROBERT HARRIS	1614 1613 1615	DEPARTMENT OF PUBLIC WORKS <ul style="list-style-type: none">Division of Public Works AdministrationDivision of Engineering COUNTY ENGINEER – JAMES WINCKOWSKIDivision of HighwayDivision of Planning PLANNING DIRECTOR – ILENE LAMPITT	DOMINIC VESPER DCA
SHERIFF Louis Cappelli– Chair GILBERT “WHIP” WILSON	1924		N/A
SURROGATE C04000028 Louis Cappelli – Chair MICHELE GENTEK-MAYER	1719		N/A
TAXATION AND COUNTY CLERK Louis Cappelli – Chair		Liaison to: Board of Taxation County Clerk	

COMMISSIONER RESPONSIBILITIES / LIAISON ASSIGNMENTS
By Commissioner

Primary Assignments of Commissioner Dyer:
Department of Public Works

- Camden County Planning Board
- Tri-County Water Quality Board
- Camden County Mayor’s Assoc.
- Camden Community Partnership

Introduced on: January 4, 2024

Adopted on:

Official Resolution#:

Primary Assignments of **Commissioner Cappelli:**

- Department of Administration and Dept. of County Counsel, (Co-chair with McDonnell)
- Clerk of the Board
- Div. of Archives and Records Management
- Medical Examiner
- Department of Communications
- Department of Constituent Services & Hispanic Affairs
- Department of Police Services
- Office of the Prosecutor
- Office of the Sheriff
- Office of the Surrogate
- Board of Taxation
- Ethics Board
 - Financial Disclosure Review Committee
 - Judiciary
 - Camden County Citizens Advisory Group
 - Camden County Improvement Authority
 - Community Development and Homelessness Trust Fund
 - Addiction Awareness Task Force
 - County Clerk (Depts. 1718 / 1716/0114)
 - Board of Taxation (Dept 0870) - C04000004

Secondary Assignments of **Commissioner Cappelli**

- Camden County Municipal Utilities Authority
- Camden County Board of Social Services
- Planning Board

Primary Assignments of **Commissioner Kane**

- Department of Buildings and Operations
- Veteran’s Affairs
- Construction Board of Appeals
 - Home Port Alliance for the USS New Jersey, Inc.
 - Library Commission (Dept 2502)
 - Cultural & Heritage Commission

Secondary Assignments of Commissioner Kane

- NJ Association of Counties

Primary Assignments of **Commissioner McDonnell:**

- Department of Administration and Dept. of County Counsel (Co-chair with Cappelli)
- Div. of Human Resources
- Div. of Internal Audit
- Div. of Insurance
- Div. of Cooper River Venues
- Department of Events and Community Outreach
- Department of Finance
- Board of Trustees of Camden County College
 - Camden County College Board of School Estimates
 - Camden County College Trustee Search Committee
 - Board of Elections C04000003
 - Voting Accessibility Advisory Committee
 - Camden County Technical Schools, Board of Education (Co-liaison with Commissioner Young)
 - Camden County Technical Schools Board of School Estimates (Co-liaison with Commissioner Young)

Secondary Assignments of **Commissioner McDonnell:**

- Pollution Control Financing Authority

Primary Assignments of **Commissioner Nash:**
Department of Parks

- Pollution Control Financing Authority
- Mosquito Extermination Commission
- Agricultural Advisory Board of Camden County
- Solid Waste Advisory Council
- Pinelands Commission
- Environmental Commission of Camden County
- SJ Resource Conservation & Development Council
- Camden County Open Space Preservation Trust Fund Advisory Board
- Camden County Municipal Utilities Authority

Secondary Assignments of **Commissioner Nash:**

- Health Services Center/Board of Managers
- Tri-County Water Quality Board

Primary Assignments of **Commissioner – Virginia Betteridge:**
Department for Children
Department of Health and Human Services

- Superintendent of Schools (Dept 0117)
- Camden County Commission on Child Abuse & Missing Children
- Camden County Mental Health Board
- Local Advisory Comm on Alcohol and Drug Abuse
- Community Planning & Advocacy Council (CPAC)
- Health Services Ctr/Board of Managers
- Youth Services Commission (Co-liaison with Commissioner Young)
- Volunteer Center of Camden County
- Camden County Board of Social Services
- Addiction Awareness Task Force

Secondary Assignments of **Commissioner – Virginia Betteridge**

- Board of Trustees of Camden County College
- Camden County College Board of School Estimates
- Camden County College Trustee Search Committee
- Library Commission
- Cultural & Heritage Commission

Primary Assignments of **Commissioner Young:**
Department of Corrections and Juvenile Justice
Department of Economic and Workforce Development
Sustainability
Department of Public Safety

- Countywide Communications
- Office of the Fire Marshal
- Office of Emergency Management

- Camden County Animal Shelter & Animal Shelter Advisory Comm.
- Workforce Development Board
- Camden County Police Academy
- County EMS Chiefs’ Association & Alliance
- Camden County Local Emergency Planning Committee & Board of Volunteers
- Camden County Firemen Assoc.
- Camden County Fire Chiefs Assoc.
- Camden County Police Chiefs Assoc.
- Communications Advisory Board
- Highway Traffic Safety Task Force

- Cultural Awareness Commission
- South Jersey Commissioner Assoc.
- NJ Association of Counties
- Delaware Valley Regional Planning Commission
- Youth Services Commission (co-liaison with Commissioner Betteridge)
- Camden County Technical Schools, Board of Education (Co-liaison with Commissioner McDonnell)
- Camden County Technical Schools Board of School Estimates (Co-liaison with Commissioner McDonnell)

Secondary Assignments of **Commissioner Young:**

- Camden County Commission on Child Abuse & Missing Children

NON-DEPARTMENTAL COMMISSIONER RESPONSIBILITIES / LIAISON ASSIGNMENTS
By Agency, Board, Commission Name

<i>Agency/Board/Commission</i>	<i>Primary</i>
Addiction Awareness Task Force	Cappelli
Addiction Awareness Task Force	Betteridge
Agricultural Advisory Board of Camden County	Nash
Animal Shelter Advisory Comm.	Young
Citizens Advisory Group	Cappelli
College Board of School Estimates, Camden County	McDonnell
College Trustee Search Committee	McDonnell
College, Board of Trustees of Camden County College	McDonnell
Commission on Child Abuse & Missing Children	Betteridge
Communications Advisory Board	Young
Community Development Block Grant	Cappelli
Community Planning & Advocacy Council (CPAC)	Betteridge
Construction Board of Appeals	Kane
Cooper's Ferry Development Assoc.	Dyer
County Clerk (Dept. 0114)	Cappelli
County Clerk (Depts. 1718 / 1716)	Cappelli
Cultural Awareness Commission	Young
Cultural & Heritage Commission	Kane
Delaware Valley Regional Planning Commission	Young
Elections, Board of C04000003	McDonnell
Emergency Management Council, Camden County	Young
Emergency Mgmt Board of Volunteers, Camden County Office of	Young
EMS Alliance of Camden County	Young
Environmental Commission of Camden County	Nash
Ethics Board	Cappelli
Financial Disclosure Review Committee	Cappelli
Fire Chiefs Assoc., Camden County	Young
Firemen Assoc., Camden County	Young
Health Services Center/Board of Managers	Betteridge
Highway Traffic Safety Task Force	Young
Home Port Alliance for the USS New Jersey, Inc.	Kane
Homelessness Trust Fund Advisory Board	Cappelli
Improvement Authority, Camden County	Cappelli
Library Commission (Dept 2502)	Kane
Local Advisory Comm on Alcohol and Drug Abuse	Betteridge
Mayor's Assoc., Camden County	Dyer
Mental Health Board, Camden County	Betteridge
Mosquito Extermination Comm. (Dept. 0763)	Nash
Municipal Utilities Authority, Camden County	Nash
NJ Association of Counties	Young
Open Space Preservation Trust Fund Advisory Board	Nash
Pinelands Commission	Nash
Planning Board, Camden County	Dyer
Police Academy, Camden County	Young
Police Chiefs Assoc., Camden County	Young
Pollution Control Financing Authority	Nash

Introduced on: January 4, 2024
Adopted on:
Official Resolution#:

RESOLUTION

Agency/Board/Commission		Primary
SJ Resource Conservation & Development Council		Nash
Social Services, Camden County Board of		Betteridge
Solid Waste Advisory Council		Nash
South Jersey Commissioner Assoc.		Young
Superintendent of Schools (Dept 0117)		Betteridge
Taxation, Board of (Dept 0870) C04000004		Cappelli
Technical School, Board of Education		McDonnell & Young
Technical School, Board of Estimates		McDonnell & Young
Tri-County Water Quality Board		Dyer
Volunteer Center of Camden County		Betteridge
Voting Accessibility Advisory Committee		McDonnell
Workforce Investment Board		Young
Youth Services Commission		Young & Betteridge

RESOLUTION AUTHORIZING TEMPORARY APPROPRIATIONS

WHEREAS, N.J.S.A. 40:A 4-19 of the Local Budget Act provides that where any contracts, commitments, or payments are to be made prior to the final adoption of the 2024 Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty (30) days of January 2024; and

WHEREAS, 26 1/4% of the total appropriation of the 2023 Budget, exclusive of the appropriations made for the Debt Service, Capital Improvement Fund, and Public Assistance in said Budget for 2023 is in the sum of \$87,305,229.38 EIGHTY SEVEN MILLION, THREE HUNDRED AND FIVE THOUSAND, TWO HUNDRED TWENTY NINE DOLLARS; and

WHEREAS, the amount of the temporary appropriations attached hereto, exclusive of appropriations for Debt Service, Capital Improvement Fund, and Public Assistance are within the above-mentioned limits; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden, New Jersey that the temporary appropriations set forth in the schedule annexed hereto and made a part hereof, be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records.

Administrative & Executive	Salaries & Wages	43,173
	Other Expenses	507
Personnel	Salaries & Wages	134,175
	Other Expenses	30,758
Archives/Records Mgmt	Other Expenses	35,581
Division of Internal Audit	Salaries & Wages	46,003
	Other Expenses	364
County Administrator	Salaries & Wages	445,773
	Other Expenses	34,412
Constituent Services & Hispanic Advisory	Salaries & Wages	162,504
	Other Expenses	26,403
County Counsel	Salaries & Wages	364,120
	Other Expenses	200,980

Media Relations	Other Expenses	6,032
Clerk of the Board	Salaries & Wages	101,679
	Other Expenses	130
Marketing and Publications	Salaries & Wages	22,085
	Other Expenses	252,343
Sustainability	Salaries & Wages	17,923
	Other Expenses	42,510
County Adjuster	Salaries & Wages	77,400
	Other Expenses	17,017
County Treasurer	Salaries & Wages	4,290
	Other Expenses	68,900
Superintendent of Schools	Salaries & Wages	49,757
	Other Expenses	1,683
Court House Maintenance	Salaries & Wages	206,907
	Other Expenses	2,491,750
Institutional Building Maintenance	Salaries & Wages	
	Other Expenses	420,758
Operations Mail Room	Salaries & Wages	24,152
	Other Expenses	655,069
Telecommunications	Salaries & Wages	31,200
	Other Expenses	192,036
Board of Elections	Salaries & Wages	396,390
	Other Expenses	643,057
Special Events	Salaries & Wages	297,178
	Other Expenses	673,729
Parks	Salaries & Wages	454,483
	Other Expenses	952,510
Mosquito Commission	Salaries & Wages	146,278
	Other Expenses	16,653

RESOLUTION

Extension Service	Salaries & Wages	
	Other Expenses	21,320
Boat House	Salaries & Wages	4,989
	Other Expenses	170,507
Environmental Solid Waste	Salaries & Wages	12,304
	Other Expenses	50,192
Golf Academy	Salaries & Wages	
	Other Expenses	82,319
Board of Taxation	Salaries & Wages	117,145
	Other Expenses	11,222
OTIS	Salaries & Wages	201,729
	Other Expenses	357,968
Purchasing	Salaries & Wages	98,140
	Other Expenses	18,447
Insurance	Salaries & Wages	68,249
	Other Expenses	650
Office of Management & Budget	Salaries & Wages	43,699
	Other Expenses	780
Comptroller	Salaries & Wages	200,270
	Other Expenses	223,753
Weights & Measures	Salaries & Wages	85,324
	Other Expenses	949
Veteran’s Affairs	Salaries & Wages	101,006
	Other Expenses	64,740
Environmental Health Services	Salaries & Wages	395,589
	Other Expenses	50,570
Personal Health	Salaries & Wages	289,973
	Other Expenses	318,360
Office of Administrative Services	Salaries & Wages	140,114

	Other Expenses	1,248
Office on Aging	Salaries & Wages	48,976
	Other Expenses	117,727
Fire Marshall	Salaries & Wages	48,895
	Other Expenses	22,000
Medical Examiner	Other Expenses	420,987
Public Safety	Salaries & Wages	3,697,271
	Other Expenses	1,362,000
OEM	Salaries & Wages	250,900
	Other Expenses	266,000
Youth Center	Salaries & Wages	2,228,274
	Other Expenses	1,156,337
Security	Salaries & Wages	
	Other Expenses	1,207,500
Public Works	Salaries & Wages	990,045
	Other Expenses	685,135
Engineering Department	Salaries & Wages	146,076
	Other Expenses	200,881
Planning	Salaries & Wages	30,446
	Other Expenses	46,917
County Clerk	Salaries & Wages	671,464
	Other Expenses	334,558
Surrogate	Salaries & Wages	281,167
	Other Expenses	19,539
Sheriff's Office	Salaries & Wages	4,906,305
	Other Expenses	367,370
Jail	Salaries & Wages	8,097,956
	Other Expenses	5,657,080

RESOLUTION

Administration Superior Court	Other Expenses	39,000
Probation Superior Court	Other Expenses	1,000,000
Prosecutor	Salaries & Wages	6,988,251
	Other Expenses	674,913
Vocational School	Other Expenses	2,897,969
Camden County Health Services Center	Other Expenses	520,000
County College	Other Expenses	3,364,103
Reimbursement-Cty, Coll.	Other Expenses	52,000
Contingent	Other Expenses	78,000
Health Benefits	Other Expenses	11,295,432
Health & Welfare	Other Expenses	260,000
Other Insurance Premiums	Other Expenses	3,910,500
Animal Shelter	Other Expenses	102,366
Improvement Authority	Other Expenses	52,000
County Store	Other Expenses	1,178
Welfare Administration	Other Expenses	4,439,630
Welfare Staff Training	Other Expenses	570,275
Welf. Assist for Dep. Child	Other Expenses	102,541
Welfare-Assist to SSI	Other Expenses	356,336
Grants	Other Expenses	461,500
Comm. Mental Hlth. Ctr.	Other Expenses	104,000
Social Security	Other Expenses	2,935,124

RESOLUTION

Disability	Other Expenses	91,000
Unemployment Compensation	Other Expenses	78,000
Sheriffs Pension Fund	Other Expenses	16,777
Prior Year Bills	Other Expenses	249,757
Div of Youth & Fam Svs	Other Expenses	10,660
Salary Adjustments	Other Expenses	520,000
SUB TOTAL		87,353,326
Other Bonds	Other Expenses	5,065,613
Other Bonds Interest	Other Expenses	2,133,377
Bond Anticipation Notes	Other Expenses	29,235,603
Camden County Improvement Authority:		
Lease Payments	Other Expenses	5,093,391
Loan Program	Other Expenses	42,587,608
SUB TOTAL		84,115,592
TOTAL OPERATING		136,818,079

RESOLUTION INDEMNIFYING CAMDEN COUNTY OFFICIALS/EMPLOYEES

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Camden County elected officials, appointed officials, and employees are hereby indemnified in a manner like the provisions of N.J.S.A. 59:10-1, et seq. and N.J.S.A. 59:10A-1 et seq.; and

BE IT FURTHER RESOLVED that the aforesaid indemnification shall include the reasonable costs of defense; and

BE IT FURTHER RESOLVED that in interpreting the above referenced statutes, all discretion statutorily vested with the State shall be exercised by the Camden County Board of Commissioners, and all discretion vested with the Attorney General shall be exercised by the County Counsel, subject to review by the Commissioner Board; and

BE IT FURTHER RESOLVED that any employee, inclusive of public officials employed by the County of Camden, shall be and is hereby indemnified for exemplary or punitive damages resulting from the employee's civil violation of State or Federal law if, in the opinion of the governing body of the County of Camden, the acts committed by the employee, upon which the damages are based, did not constitute actual fraud, actual malice, willful misconduct, or an intentional wrong; and

BE IT FURTHER RESOLVED that the aforesaid indemnification shall include the reasonable costs of defense and shall permanently attach to all acts performed during the calendar year 2024, and to all acts performed in all prior years thereto;

and

BE IT FURTHER RESOLVED that the Board of Commissioners may undertake an evaluation of the acts committed by an employee, for the purpose of determining whether the acts constituted actual fraud, actual malice, willful misconduct, or an intentional wrong, at such time as there shall be sufficient factual data available to reach a reasonable determination on the issue, and such determination, based upon the availability of information, may be made either prior to or subsequent to trial or settlement of the matter in question.

EA/jdd
Z:Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

RESOLUTION ESTABLISHING PETTY CASH

WHEREAS, during the year 2024, approval was granted by the Director of the Division of Local Government Services of the State of New Jersey, for the allotment of petty cash funds to various officers and employees of the County of Camden handling such funds; and

WHEREAS, it becomes necessary to make application to the aforesaid Director of the Division of Local Government Services for approval of the allotment of petty cash funds for the year 2024 therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that application for the approval of petty cash funds for the administration of the affairs of the County of Camden be made to the Director of the Division of Local Government Services, in accordance with the statute in such case made and provided, and that such petty cash funds be allotted to those persons listed on the attached schedule:

I hereby certify that the Resolution is a true and correct copy
adopted on January 4, 2024.

Karyn Gilmore, Clerk of the Board

RESOLUTION

2024

<u>Dept./Division</u>	<u>Custodian</u>	<u>Amount</u>
Public Safety	Nancy Jeanette	250.00
County Counsel Filing Fees	Donna Baker	500.00
Weights & Measures	Shawn Parker	200.00
County Parks Special Events	Christine Earle	250.00
Correctional Facility	David Owens	600.00
Administration	Michael Billingham	850.00
Parks Department	Ashley Pagan	250.00

- (1) New Account
- (2) New Custodian
- (3) Increased Fund
- (4) Decreased Fund
- (5) Name Change

RESOLUTION

<u>Dept./Division</u>	<u>Custodian</u>	<u>Amount</u>
Public Works	Christopher DiMartinis(2)	350.00
Prosecutor’s Office	Grace MacAulay	500.00
Div. For Children	Sr. Donna Minster	50.00
Board of Elections	Sarah Booker	200.00
Surrogate’s Office	Michelle Phillips	100.00
County Library (Voorhees)	Linda A. Devlin	1000.00
Library/Gloucester Township	Lisa Brandenburg	250.00
Library/Haddon Township	Christina Sirianni	250.00
Library/South County	Christina Eckenroth	250.00
Library/Bellmawr	Deborah Stefano	250.00
Library/Ferry Avenue	Jane Levin	250.00

- (1) New Account
- (2) New Custodian
- (3) Increased Fund
- (4) Decreased Fund
- (5) Name Change

RESOLUTION

<u>Dept./Division</u>	<u>Custodian</u>	<u>Amount</u>
Sheriff's Department	Gilbert Wilson	1,000.00
Sheriff Dept Special Unit	Lawrence Brandley	850.00
Youth Center	Kristina Carey	250.00
Dept. Health and Human Services	Shawn Parker	300.00

- (1) New Account
- (2) New Custodian
- (3) Increased Fund
- (4) Decreased Fund
- (5) Name Change

RESOLUTION ESTABLISHING A “CHANGE FUND”

WHEREAS, it is necessary to have a small quantity of currency and coins on hand in certain County offices in order to facilitate the handling of daily cash collection transactions; now; therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that a “Change Fund” be and is hereby established for the attached list of County offices; and

BE IT FURTHER RESOLVED that the County Treasurer be and is hereby authorized to issue checks to the attached list of named persons for the designated amounts.

“CHANGE FUND” CAMDEN COUNTY 2024”

<u>DEPARTMENT</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Surrogate’s Office	Michelle Phillips	150.00
Clerk-Court House	Cheryle Randolph-Sharpe	175.00
Clerk-Echelon Mall	Robert Bove	200.00
Library – Main Library	Linda Devlin	520.00
Library – Haddon Township	Christina Sirianni	100.00
Library – Gloucester Twp.	Lisa Brandenburg	100.00
Library – South County	Tina Eckenroth	200.00
Library – Bellmawr	Deborah Stefano	100.00
Library – Merchantville	Christen Orbanus	50.00
Library – Ferry Avenue	Jane Leven	75.00
Library – Downtown/Rutgers	Julie C. Tozer	75.00

RESOLUTION ESTABLISHING PAY DATES

BE IT RESOLVED by the Board of Commissioners of the County of Camden that except as otherwise provided by resolution by the Board, the salaries of all County Officers, holders of positions and employees shall be paid by the County of Camden check, signed by the County Treasurer, on the following dates:

January 12, 2024	July 12, 2024
January 26, 2024	July 26, 2024
February 9, 2024	August 9, 2024
February 23, 2024	August 23, 2024
March 8, 2024	September 6, 2024
March 22, 2024	September 20, 2024
April 5, 2024	October 4, 2024
April 19, 2024	October 18, 2024
May 3, 2024	November 1, 2024
May 17, 2024	November 15, 2024
May 31, 2024	November 29, 2024
June 14, 2024	December 13, 2024
June 28, 2024	December 27, 2024

RESOLUTION AUTHORIZING BILL PAYMENT PROCEDURES

BE IT RESOLVED by the Board of Commissioners of the County of Camden that all vouchers, invoices and other bills executed pursuant to statute shall be submitted to the County Chief Financial Officer who is hereby designated as the Certifying and Approval Officer as provided in N.J.S.A. 40A:5-17(a)(1); and

BE IT FURTHER RESOLVED that said Certifying and Approval Officer shall:

1. certify, based upon the review and reliance upon the certifications of duly authorized division heads and department heads, that the goods or services for which payment is required have been received or rendered; and
2. determine that there is legal authority for the payment of said items as evidenced by the actions of the Purchasing Department or Agent or an Officer with respect to the goods or services ordered and the incurring of the expense; and
3. bring such items to the attention of the Commissioner responsible for the Certifying and Approval Officer's Department; and

BE IT FURTHER RESOLVED that the Chief Financial Officer shall ascertain the existence of proper and sufficient appropriation, emergency appropriation, bond ordinances or purchase orders, where required; and

BE IT FURTHER RESOLVED that the Board of Commissioners shall by resolution upon receipt of necessary certifications and approvals from the certifying and approval officers, authorize payment of approved items as the Board deems appropriate; and

BE IT FURTHER RESOLVED that, provided said items have been approved and payment authorized in the manner set forth in the above paragraphs, the County Treasurer shall immediately pay all items approved and ratified as aforesaid within the time required for same and shall also pay all bills for principal and interest due and payable based upon and in accordance with the terms of any bond ordinance or bond or tax anticipation note resolution; and

BE IT FURTHER RESOLVED all disbursements in payment of the aforesaid items shall be by check issued by the County Treasurer, upon receipt of a certified copy of the resolution authorizing such payment, and signed by him and such other officers designated by the Board of Commissioners; and

BE IT FURTHER RESOLVED that notwithstanding the provisions of paragraph five above, the Chief Financial Officer, after complying with the requirements set forth in paragraphs 1-4 of this resolution, is hereby authorized to approve the payment of claims between meetings

of the Board of Commissioners for the following expenditures:

1. Debt Service
2. Investments
3. Payroll Turnovers to Agencies
4. Direct Vouchers
5. Health Benefits
6. Workers Compensation
7. Monthly Pensioners Check
8. Emergency Vouchers
9. Routine current fund expenditures payable under a properly authorized purchase order; and

BE IT FURTHER RESOLVED that the County Treasurer having approval, is hereby authorized, in accordance with the County's Cash Management Plan, to approve payment of bills for the above listed expenditures arising or coming due between regular meetings of the Board of Commissioners in accordance with the following procedures, which shall be in addition to the above procedures set forth in paragraph 1 - 4:

1. ascertain the existence of proper and sufficient appropriation, emergency appropriation, bond ordinance or purchase order where required; and
2. ascertain that the authority exists under applicable law, County resolution, or County policy and procedure pursuant to which the item may be paid without additional Commissioner pre-approval by resolution; and
3. submit such items to the County Treasurer who shall immediately pay such items by check, signed by him or such other officers designated by the Board of Commissioners; and
4. submit such items to the Board of Commissioners for their ratification at the next regularly scheduled meeting of the Board; and

BE IT FURTHER RESOLVED that all checks authorized between meetings of the Board of Commissioners shall bear the signatures of the Chief Financial Officer or the Treasurer; and

BE IT FURTHER RESOLVED that the Board of Commissioners shall by resolution authorize ratification of approved items at the next regularly scheduled meeting of the Board.

2024 VOUCHER PAYMENT

<u>Voucher Due Date</u>	<u>Check Date</u>
December 26, 2023	January 5, 2024
January 8, 2024	January 19, 2024
January 22, 2024	February 2, 2024
February 5, 2024	February 16, 2024
February 19, 2024	March 1, 2024
March 4, 2024	March 15, 2024
March 18, 2024	March 29, 2024
April 1, 2024	April 12, 2024
April 15, 2024	April 26, 2024
April 29, 2024	May 10, 2024
May 13, 2024	May 24, 2024
May 27, 2024	June 7, 2024
June 10, 2024	June 21, 2024
June 24, 2024	July 5, 2024
July 8, 2024	July 19, 2024
July 22, 2024	August 2, 2024
August 5, 2024	August 16, 2024
August 19, 2024	August 30, 2024
September 2, 2024	September 13, 2024
September 16,2024	September 27, 2024
September 30,2024	October 11, 2024
October 14, 2024	October 25, 2024
October 28, 2024	November 8, 2024*
November 11, 2024	November 22, 2024*
November 25, 2024	December 6, 2024
December 9, 2024	December 20, 2024

RESOLUTION AUTHORIZING ADVANCE TO THE PROSECUTOR

WHEREAS, in the administration of the affairs of the Office of the Prosecutor of the County of Camden, it is essential that the Treasurer of the County of Camden advance to the Prosecutor the sum of Ten Thousand Dollars (\$10,000.00) for expenses necessary for travel advances; and

WHEREAS, the governing body herein, may by resolution, provide for and authorize payment of such advances pursuant to statute; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the County Treasurer be and is hereby authorized and directed to advance to the Prosecutor of the County of Camden the sum of Ten Thousand (\$10,000.00) for the aforesaid purpose, provided, however, that the Prosecutor shall be responsible for the verification and adjustment of such expenses by means of a monthly accounting by said Prosecutor to be made to the County Treasurer.

**RESOLUTION AUTHORIZING ADVANCE
TO THE PROSECUTOR FOR SPECIAL INVESTIGATIONS**

WHEREAS, in the administration of the affairs of the Office of the Prosecutor of the County of Camden, it is essential that the Treasurer of the County of Camden advance to the Prosecutor the sum of Twenty-Five Thousand Dollars (\$25,000.00) for expenses necessary to carry out special investigations; and

WHEREAS, the governing body herein, may by resolution, provide for and authorize payment of such advances pursuant to statute; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the County Treasurer be and is hereby authorized and directed to advance to the Prosecutor of the County of Camden the sum of Twenty-Five Thousand (\$25,000.00) for the aforesaid purpose, provided, however, that the Prosecutor shall be responsible for the verification and adjustment of such expenses by means of a monthly accounting by said Prosecutor to be made to the County Treasurer.

**RESOLUTION AUTHORIZING ADVANCE TO THE SHERIFF
FOR EXTRADITION OF PRISONERS**

WHEREAS, in the administration of the affairs of the Office of the Sheriff of the County of Camden, it is essential that certain advances be made to the Sheriff for authorized official travel and expenses incident to the extradition of prisoners and which payments are required to be made; and

WHEREAS, the governing body herein, may, by resolution, provide for and authorize payment of such expenses pursuant to N.J.S.A. 40A:5-16.1; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the County Treasurer be and is hereby authorized and directed to advance to the Sheriff of the County of Camden the sum of Two Thousand Dollars (\$2,000.00) for the aforesaid purpose, provided, however, that the Sheriff shall be responsible for the verification and adjustment of such expenses and advances and the repayment of any excess advanced by means of a detailed bill of items or demand and the certification or affidavit required by N.J.S.A. 40A:5-16, which shall be submitted within ten (10) days after the completion of the travel for which an advance was made, which verification and adjustment is to be made to the County Treasurer.

**RESOLUTION AUTHORIZING CUSTODIANS FOR COUNTY OF
CAMDEN DEPARTMENT OF CORRECTIONS BANK ACCOUNTS**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the authorized signatories on all County Bank Accounts under the direct control of the Department of Corrections for the year 2024 include:

428-55994400---Release and Bail

David S. Owens, Jr.
Karen Taylor
Rebecca Franceschini
Tyefa Stallings
Robert Leithead
Peter Celeste
James Richer
Robert Parker
Tiffany DeAngelis
Christopher Mangaro
Jason Dion
Dennystor Nieves
Ron Maksymowicz
Danielle Smith
Reginald Adkins
Luis Cancel
Denita Forrest
Daniel Armstrong
Shavona Danford
Angelo Yecco
Theron Sharper-Cooper
Arlington Russell
Andrew Kelly
Joseph Murphy
Vance Mills

786-2985756---Inmate Welfare and 786-2985749---Work Release

David S. Owens, Jr.
Karen Taylor
Rebecca Franceschini
Tyefa Stallings
Robert Leithead
Peter Celeste
James Richer
Robert Parker

427-8477364---Petty Cash

David S. Owens, Jr.

5444153—Residents Fund-Juvenile Detention

David S. Owens, Jr.

Karen Taylor

Loretta Nichols

Jacquelyne Wescott

Tasha Williams

RESOLUTION ESTABLISHING A CASH MANAGEMENT PLAN

BE IT RESOLVED by the Board of Commissioners of the County of Camden that a Cash Management Plan is established to comply with the requirements of N.J.S.A. 40A:5-14 and to provide a guide to County officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the County of Camden.

The following requirements shall be adhered to:

A. The Board of Commissioners shall annually, at its reorganization meeting, designate the legal depositories for all County funds. The resolution may be amended or supplemented from time to time as the Board of Commissioners deems necessary. Such resolution shall be deemed a part of the Cash Management Plan.

B. The Board of Commissioners shall annually establish by resolution adopted at its annual reorganization meeting the required signatories to all County bank accounts.

C. All county funds received by any official or employee shall be either deposited within 48 hours to an interest-bearing account in the name of the County of Camden or shall be turned over to the Treasurer within 48 hours of receipt.

D. All revenues received by the Treasurer shall be deposited to interest bearing accounts in the legal depositories.

E. The following funds shall not be required to be maintained in interest bearing accounts:

1. Change Funds;
2. Petty Cash Funds;
3. Payroll Funds;
4. Trust Funds to the extent that the deposit of such funds to an interest-bearing account would require by law the payment of interest to the provider of funds;
5. Checking accounts established for the express purpose of paying bills approved by the governing body (The balances in these funds shall be kept at the minimum amount required for the orderly operation of the account);
6. Compensating balances maintained for the purpose obtaining specific services from financial institutions (Such accounts shall be established only under terms of written agreements approved by the Board of Commissioners).

F. No County funds shall be disbursed by the Treasurer prior to approval of the Board of Commissioners except for:

1. Debt Service Payments.
2. Investments.
3. Payroll turnovers to agencies.
4. Direct vouchers.
5. Payments made between regularly scheduled Board meetings when authorized and directed by resolution of the Board.

Debt service payments and direct vouchers must be ratified after payment.

It shall be the responsibility of the Treasurer to analyze the cash flow and to invest funds in legal investments so as to maximize interest earnings. When investing funds in commercial banks, savings and loan, etc., the Treasurer shall obtain a minimum of three quotations and shall invest at the institution offering the highest effective rate. The Treasurer shall determine which type of legal investment will best serve the needs of the County and is authorized to place the funds in any such legal investment, subject to the provision of the Governmental Unit Deposit Protection Act (GUDPA), unless otherwise restricted by the governing body.

The Treasurer shall report monthly all investment transactions required by N.J.S.A. 40A:5-15.2 to the Board of Commissioners.

G. Pursuant to Local Finance Notice (“LFN”) 2017-24, the County may invest in certain debt obligations issued by New Jersey municipalities, counties, fire districts, and boards of education without prior approval from the Division of Local Government Services. These debt obligations must have a maturity date of no more than 397 days from the date of purchase. The obligations covered by LFN 2017-24 are from the following local government entities:

- Parking Authorities (N.J.S.A. 40:11A-16)
- Sewerage and Utilities Authorities (N.J.S.A. 40:14A-30 and N.J.S.A. 40:14B-62)
- County Improvement Authorities (N.J.S.A. 40:37A-84)
- Pollution Control Financing Authority (N.J.S.A. 40:37C-15)
- Water Commissions created pursuant to N.J.S.A. 40:62-108 et seq. (N.J.S.A. 40:62-133.12)
- Municipal Port Authorities (N.J.S.A. 40:68A-22)

- Bonds issued pursuant to the Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-1 *et seq.*) by housing authorities, redevelopment agencies, municipalities, and counties (N.J.S.A. 40A:12A-35)
- Municipal Shared Service Energy Authority (N.J.S.A. 40A:66-22).

If the County invests in bonds (including notes) maturing in more than one year, the maturity of those bonds must approximate the prospective use of the funds invested. The Chief Financial Officer must provide the Board of Commissioners with a monthly report summarizing:

- All investments made or redeemed over the past month.
- Each organization holding local unit funds.
- The amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred and market value of all investments to date.
- Such other information as may be required by the Board of Commissioners.

**RESOLUTION DESIGNATING SIGNATORIES ON ALL COUNTY BANK
ACCOUNTS AND DIVISION OF COMMUNITY DEVELOPMENT BANK
ACCOUNTS FOR THE YEAR 2024**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the authorized signatories on all County Bank Accounts and those under the direct control of the Division of Community Development Home Improvement Account, Rental Rehabilitation Account and Home Program Account for the year 2024 include:

Ross Angilella
Yolaika Gonzalez
Steve Williams

RESOLUTION DESIGNATING BANKS

BE IT RESOLVED by the Board of Commissioners of the County of Camden that:

- 1) Camden County hereby establishes a “Cash Management Plan” pursuant to N.J.S.A. 40A:5-14; and
- 2) That, to the extent practicable, all County monies subject to the control of the Board shall be deposited in interest-bearing accounts in the designated depositories; and

BE IT FURTHER RESOLVED that per Resolution #106 adopted April 23, 1998 pursuant to the County’s Request for Proposal Policy, the County will maintain all operating accounts for the current fund with TD Bank, and

BE IT FURTHER RESOLVED that all monies of the County of Camden, subject to the control of said Board, shall be invested in any of the following depositories:

PNC Bank
Bank of America
TD Bank
Wells Fargo
New Jersey Cash Management Fund
MBIA Municipal Investors Service Corporation
New Jersey ARM - Asset & Rebate Management Trust
1st Colonial Community Bank
BB&T Bank
Sovereign Bank
Republic Bank
Parke Bank
Audubon Savings Bank
South Jersey Federal Credit Union
Investors Bank

and

BE IT FURTHER RESOLVED that the selection of a financial institution as the place for investments of any County funds shall be made as an exception to the County’s Request for Proposals policy but comply with the requirements of the Cash Management Plan.

**RESOLUTION DELEGATING AUTHORITY TO EXECUTE CERTIFICATIONS
OF AVAILABLE FUNDS ON BEHALF OF THE COUNTY OF CAMDEN**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the Camden County Chief Financial Officer, pursuant to N.J.A.C. 5:30-5.1 et seq. is hereby authorized to execute Certifications of Available Funds (CAF) for all contracts and amendments thereto; and

BE IT FURTHER RESOLVED that, in the absence of the Chief Financial Officer, the County's Purchasing Agent and Comptroller be and are hereby authorized to execute the Certifications of Available Funds on behalf of the County according to law.

EA/jdd

Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the Courier Post/Gannett (also known as Courier Post), be and is hereby designated as the official newspaper of the County pursuant to N.J.S.A. 40:23-13 and 35:1-1 et seq.; and

BE IT FURTHER RESOLVED that the The Anointed, which circulates in the County of Camden, be and is hereby designated as an additional newspaper to which notices may be sent pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

BE IT FURTHER RESOLVED that the Al Dia Newspaper, which is printed in Spanish and circulates in the County of Camden be and is hereby designated as an additional official newspaper to which notices may be sent pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and for the purpose of advertising all election notices in Spanish; and

BE IT FURTHER RESOLVED that the Clerk of the Board is hereby authorized to expend such funds as shall be necessary to provide for publication in the appropriate newspapers of notices of public meetings of the Board of Commissioners; and

BE IT FURTHER RESOLVED that in addition to publishing in the above-named newspapers, as required by law, advertisements and notices may also be published

as appropriate in such other publications at the discretion of the County
Administrator, for the purpose of effecting notice to the public.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING PAYMENT OF UTILITY
AND GOVERNMENT PROVIDED SERVICE BILLS**

WHEREAS the payment of utility and government provided service bills (not including maintenance or repairs) for all County departments is necessary on a regular basis; and

WHEREAS, it has been determined that authority for the payment of such bills can be granted in the form of a single Resolution of the Board of Commissioners; now, therefore,

BE IT RESOLVED that authority be hereby granted to the proper officers of the County of Camden for the payment of utility and government service bills (not including maintenance or repairs) including electrical service, water and sewage services, telephone service, gas service and postage service for County departments payable at the rates established; therefore, and

BE IT FURTHER RESOLVED that all such contracts shall be contingent upon the availability and appropriation of sufficient funds for this purpose in the County's 2024 Temporary and/or Permanent Budgets; and

BE IT FURTHER RESOLVED that the Chief Financial Officer shall review and verify all such bills; and

BE IT FURTHER RESOLVED that all such contracts shall be processed pursuant to the Local Public Contracts Law; and

BE IT FURTHER RESOLVED that the proper officers of the County of Camden take such steps as are necessary to effectuate the purpose and intent of this

Resolution in accordance with the policies and procedures heretofore adopted by the Board of Commissioners.

LJP/jdd

Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION DELEGATING AUTHORITY TO EXECUTE
CONTRACTS AND PURCHASE ORDERS BELOW BID LIMIT**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the authority to execute contracts and purchase orders below the bid limit in accordance with N.J.S.A. 40A:11-3 be and is hereby delegated to the Camden County Purchasing Agent or her designee and the Chief Financial Officer, or his designee.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACTS OR OTHER OFFICIAL
DOCUMENTS ON BEHALF OF THE COUNTY OF CAMDEN**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the Camden County Administrator, Commissioner Director, or Chief Financial Officer be and are hereby authorized to execute contracts and other offered documents on behalf of the County upon proper authorization by resolution or according to law; and

BE IT FURTHER RESOLVED that, in the absence of these individuals any Commissioner or the Director of County Operations, be and are hereby authorized to execute contracts and other offered documents on behalf of the County upon proper authorization by resolution or according to law; and

BE IT FURTHER RESOLVED that the Clerk of the Board is hereby delegated the authority to witness and seal the aforementioned documents; and

BE IT FURTHER RESOLVED that in the absence of the Clerk of the Board this authority shall be delegated to the Office of County Counsel by and through a notary public.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING THE CONTINUANCE OF A
NON-INTEREST-BEARING CHECKING ACCOUNT AND NAMING SIGNATORIES TO
SUCH ACCOUNT FOR THE PURPOSE OF HOLDING AND MAINTAINING MONIES
FOUND IN THE POSSESSION OF JUVENILES ADMITTED TO THE CAMDEN
COUNTY JUVENILE DETENTION FACILITY**

WHEREAS it is necessary for the County of Camden to continue to maintain a non-interest-bearing checking account to deposit monies found in the possession of a juvenile admitted to the Camden County Juvenile Detention Facility, until such time as the said juvenile is released from detention; and

WHEREAS there is a need to name signatories with respect to said account; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of the County of Camden that it does hereby authorize the continuance of a non-interest-bearing checking account for the purpose described herein; and

BE IT FURTHER RESOLVED that the following persons be and are hereby named as custodians and signatories of the said account(s):

Karen Taylor, Warden, Camden County Department of Corrections
David S. Owens, Jr., Director, Department of Corrections; and

BE IT FURTHER RESOLVED that the custodians of the account provided for herein shall maintain records for the account in accordance with proper accounting and auditing procedures.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING AND AFFIRMING CONTINUED
PARTICIPATION BY THE COUNTY OF CAMDEN IN THE NEW JERSEY
ASSET AND REBATE MANAGEMENT TRUST, AND AUTHORIZING
THE TREASURER TO INVEST CERTAIN FUNDS THEREIN**

WHEREAS, the County of Camden previously has entered into the New Jersey Arbitrage Rebate Management Trust Agreement originally dated January 23, 1990, as amended, and restated as of June 27, 1994, to establish a trust creating an investment pool for the joint benefit of the participating local governments for the investment of certain of their funds; and

WHEREAS, by resolution adopted October 23, 1997, the Camden County Board of Freeholders, now Board of Commissioners consented to certain amendments to the agreement, including the change of the name of the Trust to the New Jersey Asset and Rebate Management Trust, and otherwise updating the investment guidelines of the Trust consistent with P.L. 1997, Ch.148 (NJS 40:5-14, 15.1) which, among other things, amends the investment powers of local government units; and

WHEREAS the County of Camden hereby finds and determines that it is in the best interests of the County of Camden to continue to participate in the New Jersey Asset and Rebate Management Trust, and to invest certain funds therein, as provided by law; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of the County of Camden that it does hereby authorize and confirm the continued participation by the County of Camden in the New Jersey Asset and Rebate Management Trust, consistent with all applicable federal, state, and local legislation, rules, and

regulations; and

BE IT FURTHER RESOLVED that the County Treasurer is hereby authorized to execute all documents and take such action as may be necessary to invest certain funds, as appropriate, and otherwise to participate in the New Jersey Asset and Rebate Management Trust; and

BE IT FURTHER RESOLVED that the proper County officials otherwise are hereby authorized to sign all documents and take such action as may be necessary to affect the purposes of this resolution; and

BE IT FURTHER RESOLVED that this resolution shall not supersede any previous resolution or action taken by the County of Camden with respect to the agreement referred to herein, which previous resolutions shall remain in full force and effect to the extent not inconsistent with the within resolution.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING THREE (3) CAMDEN COUNTY OFFICIALS TO
APPROVE AND AUTHORIZE BUDGET MODIFICATIONS FOR THE HUMAN/SOCIAL
SERVICES CONTRACT PROGRAMS**

WHEREAS, from time to time, it is necessary to make budget modifications relative to the Camden County Human/Social Service Contract Programs where the overall contract amount does not change; and

WHEREAS there is a need to streamline this process; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the following County officials be and the same are hereby authorized to approve and authorize budget modifications relative to the Camden County Human/Social Service Contract Programs where the overall contract amount does not change:

1. Director
Camden County Dept. of Health and Human Services
2. Division Head
Division of Administrative Services,
Camden County Dept. of Health and Human Services
3. Contract Administrator
Chief of Administrative Services,
Camden County Dept. of Health and Human Services

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING THE WARDEN TO DECLARE A STATE-OF-
EMERGENCY AT THE CAMDEN COUNTY CORRECTIONAL FACILITY
AS CIRCUMSTANCES WARRANT**

BE IT RESOLVED by the Camden County Board of Commissioners that the Warden of the Camden County Correctional Facility be and is hereby authorized to declare a state of emergency at the Camden County Correctional Facility as circumstances shall warrant, and is further empowered to take all steps, as authorized by law, necessary to deal with any declared emergency.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING CERTAIN USES OF CAMDEN COUNTY
PROPERTY FOR CHARITABLE PURPOSES OR DISPLAYS**

WHEREAS, from time to time, the County of Camden receives requests from organizations to place displays on County property or to otherwise act to promote a charitable cause; and

WHEREAS the County of Camden seeks to assist organizations in those endeavors which are designed to promote worthwhile charitable causes, where such assistance will not impose costs upon Camden County taxpayers, or entail risk of liability; now, therefore,

BE IT RESOLVED by the Camden County Board of Commissioners that the Administrator of the County of Camden be and is hereby authorized to act in his discretion to authorize the use of County property for charitable purposes or to promote worthwhile charitable causes when such use or action will not cause the County to incur costs and when such use will be without liability risk to the County.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION OF THE COUNTY OF CAMDEN TO CONFIRM
ITS INTENT TO CONTINUE FUNDING THE CAMDEN
COUNTY HEALTH SERVICES CENTER**

WHEREAS, the Board of Commissioners of the County of Camden has provided funding to the Camden County Health Services Center for the operation of the Psychiatric Hospital at the Health Services Center, formerly located at the County facility known as Lakeland; and

WHEREAS it is the intent of the Board of Commissioners of the County of Camden to continue funding to the Camden County Health Services Center for its wind-up duties related to the Camden County Psychiatric Hospital during the 2024 Calendar Year beginning January 1, 2024; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the Board hereby confirms its intent to continue to fund the wind-up duties of the Psychiatric Hospital of the Camden County Health Services Center during the 2024 Calendar Year, beginning January 1, 2024; and

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be immediately forwarded to the Commissioner of the Department of Human Services.

EA/jdd
Z: Forms-Resolutions/Reorganization/
Jan. 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING CONSENT FOR PLACEMENT OF
TEMPORARY SIGNAGE OR BANNERS OVER CERTAIN COUNTY
ROADS/HIGHWAYS AND/OR THE TEMPORARY CLOSURE OR
LIMITED ACCESS TO CERTAIN COUNTY ROADS/HIGHWAYS**

WHEREAS, from time to time the County of Camden receives requests to place **temporary** signage or banners on or about County roads and highways; and

WHEREAS, from time to time the County of Camden also receives requests to **temporarily** close or limit access to county roads and highways; and

WHEREAS, it is the desire of the Board of Commissioners of the County of Camden to accommodate such requests when and where possible while providing for public safety and insuring that the placement of such **temporary** signage, and/or the closure or limit of access will not jeopardize any County interests; now, therefore.

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the COMMISSIONER-LIAISON of the Camden County Department of Public Works, or his/her designee, is hereby empowered to authorize placement of **temporary** signage and to authorize the closure or limited access of County roads and highways in accordance with standard operating requirements which he/she shall establish and maintain within the Department of Public Works which shall include, but not be limited to, any entity placing **temporary** signage or requesting the closure of limitation of access to County roads and highways, providing an executed hold-harmless agreement indemnifying the County of Camden, and also providing evidence of a certificate of insurance in the amounts required by the Division Head of the Camden County Department of Insurance.

RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENTS WITH VARIOUS MUNICIPALITIES FOR SHARED SERVICES, AS NEEDED, IN THE FORM OF TRAFFIC PAINTING, GENERAL HIGHWAY MAINTENANCE MATTERS, AND OTHER ROUTINE MUNICIPAL USES AT THE COST OF LABOR AND MATERIALS AND OTHER RELEVANT COSTS

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the proper County officials be and are hereby authorized to execute agreements with various municipalities, as set forth by the Director of the Department of Public Works or his/her designee, for the purpose of providing traffic painting, general highway maintenance services, and other routine municipal uses at the cost of labor and materials and other relevant costs as mutually agreed upon.

EZ/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION APPROVING ADOPTION OF THE CAMDEN COUNTY DEPARTMENT
OF CORRECTIONS AND JUVENILE DETENTION FACILITY POLICY AND
PROCEDURE MANUALS, AS AMENDED**

WHEREAS the Camden County Department of Corrections and the Juvenile Detention Facility maintain policy and procedures manuals to provide for the sound and effective operations of the facilities and which set forth the duties and responsibilities of all persons employed by the Department of Corrections and the Juvenile Detention Facility, and all persons associated with each facility; and

WHEREAS it is necessary from time to time to amend, alter, revise, add or delete policies and procedures for these facilities as determined by the Director of Corrections, and or the Warden; and

WHEREAS by Resolution adopted on August 16, 2018, and by Resolution adopted on November 9, 2023, the County ratified and authorized revisions to the Department of Corrections and the Juvenile Justice Facility Policy and Procedure Manuals; and

WHEREAS any such further amendments and revisions to the Department of Corrections Policy and Procedure Manual made during the previous years and since the adoption of Resolution dated August 16, 2018, and currently included in this Manual are intended to be ratified and adopted; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that it does hereby approve, and adopt the Camden County Department of Corrections Policy and Procedure Manual, as amended; and

BE IT FURTHER RESOLVED that all amendments or revisions that have been made heretofore and as of the date of adoption of the within Resolution are hereby

ratified and adopted; and

BE IT FURTHER RESOLVED by the Camden County Board of Commissioners that it does hereby approve and adopt the Camden County Department of Corrections Juvenile Detention Facility Policy and Procedure Manual, as amended; and

BE IT FURTHER RESOLVED that all amendments or revisions that have been made heretofore and as of the date of adoption of the Resolution are hereby ratified and adopted; and

BE IT FURTHER RESOLVED, by the Camden County Board of Commissioners that the Director of Corrections is hereby authorized at his discretion, in consultation with the review committee and other senior Facility staff members, to adopt and disseminate such policies and procedures and revisions and amendments to the Camden County Department of Corrections and the Juvenile Justice Facility Policy & Procedure Manuals as he deems appropriate and necessary for the effective and efficient operation of the Facility from time to time, based upon his experience and professional judgment.

LP

Z: Forms-Resolutions/Reorganization/
Res adopt Corrections & JDF policy & proc manuals
January 4, 2024, Reorganization Meeting

RESOLUTION AUTHORIZING THE CAMDEN COUNTY POLICY AND PROCEDURE MANUAL FOR 2024

WHEREAS, by Resolution No. 25-84 adopted March 6, 1984, the Camden County Board of Chosen Freeholders, now Board of Commissioners adopted a Policy and Procedure Manual (the "Manual"); and

WHEREAS, from time to time since that date, the Board of Commissioners have modified and supplemented the Manual; and

WHEREAS the Manual sets forth the policies and procedures followed by the County of Camden, and supplements various policies, procedures, and actions undertaken by the County in accordance with applicable State law and regulations; and

WHEREAS a copy of the policies in the Manual is maintained and is available online for Camden County staff; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of the County of Camden that the Camden County Policy and Procedure Manual, as modified and supplemented through the date of this resolution, be and is hereby authorized as the official manual setting forth policies and procedures of the County of Camden for the year 2024; and

BE IT FURTHER RESOLVED that the County Administrator or the Board of Commissioners may deviate from the policies and procedures set forth in the Manual as may be required by applicable law or by circumstance, so long as such action is in accordance with applicable law; and

BE IT FURTHER RESOLVED that a copy of the current Policy and Procedure Manual shall be maintained by each Department Director of Camden County who shall use it for his/her own review and reference, and who shall make it or copies readily accessible to all Camden County employees within his or her department; and

BE IT FURTHER RESOLVED revisions to the Manual may be made from time-to-time by Commissioner resolution; and

BE IT FURTHER RESOLVED that the official website setting forth the policies and procedures of the County of Camden shall be updated in a manner consistent with any revisions made from time to time by Commissioner resolution and that such updates be made as soon as is practical after passage of the authorizing resolution.

LJP/jdd

Z: Forms-Resolutions/Reorganization
Resol. auth. 2024 Policy & Procedure Manual
January 4, 2024, Reorganization Meeting

**RESOLUTION APPROVING CAMDEN COUNTY DEPARTMENT OF PUBLIC WORKS
PROCEDURES FOR FEDERAL AID HIGHWAY PROJECTS AS REQUIRED TO OBTAIN
CERTIFICATION AND ELIGIBILITY FOR FUTURE FEDERAL FUNDING**

WHEREAS, for certain Federal Aid Highway Projects there is a need to approve and adopt specific procedures for use by the Camden County Department of Public Works (the "CCDPW"), to be eligible for federal aid funding for these projects; and

WHEREAS the CCDPW is required to use an amended form of the County's Request for Proposals ("RFP") when procuring Professional Services for Federal Aid Highway Projects; said form of RFP having been approved by Federal Highway for this purpose; and

WHEREAS a copy of the approved form of RFP to be used for Federal Aid Highway Projects is available in the Office of County Counsel and the Department of Public Works; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that, it does hereby authorize and confirm the continued use of approved form of Request for Proposals by the Camden County Department of Public Works for Federal Aid Highway Projects.

LJP/jdd

Z: Forms-Resolutions/Reorganization/
January 4, 2024 Reorganization Meeting

**RESOLUTION APPROVING CAMDEN COUNTY PLANNING
BOARD LAND DEVELOPMENT REVIEW FEES**

WHEREAS, on March 19, 1998, the Camden County Board of Chosen Freeholders, now Board of Commissioners, approved the first reading of a resolution establishing the revised Land Development Review Fees as recommended by the Camden County Planning Board; and

WHEREAS, after a public hearing, on April 23, 1998, the Board adopted a resolution establishing the revised Land Development and Review Fees as recommended by the Camden County Planning Board for the purpose of allowing the update of the Camden County Comprehensive Transportation Plan Element of the County Comprehensive Growth Management Plan and to prepare an overall County Official Data Map and Process; and

WHEREAS, said fees approved April 23, 1998, became effective on June 1, 1998; and

WHEREAS it is the desire and the intent of the Board of Commissioners of the County of Camden to continue the Fee Schedule for the Camden County Planning Board for the year 2024 and thereafter, until modified; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the Land Development Review Fee Schedule, a copy of which is available in the office of the Camden County Planning Department, be and is hereby adopted as the applicable Fee Schedule for the calendar year 2024.

EA/jdd

Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION APPROVING FEE SCHEDULES,
PERMIT REGULATIONS, APPLICATION REGULATIONS AND
OTHER RULES/REGULATIONS PROMULGATED BY VARIOUS
CAMDEN COUNTY DEPARTMENTS**

WHEREAS, it is necessary and desirable to confirm and/or revise the fee schedules, permit regulations, permit applications, regulations and other rules/regulations promulgated by various Camden County Departments, including but not limited to Department of Parks, Department of Events and Community Outreach, Department of Cooper River Operations and Department of Public Works, for the efficient delivery of County services and the establishment of fees to defray the operating cost of various County departments; and

WHEREAS, the Camden County Board of Commissioners has reviewed the proposed fee schedules, permit regulations, application regulations and other rules/regulations promulgated by the various Camden County departments, and have found them to be reasonable and appropriate; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of the County of Camden that the fee schedules, permit regulations, permit applications and other rules/regulations promulgated by various Camden County Departments copies of which are on file in the Office of County Counsel, are hereby approved and adopted.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING THE CAMDEN COUNTY LIBRARY COMMISSION, THE
CAMDEN COUNTY MOSQUITO EXTERMINATION COMMISSION, AND THE
CAMDEN COUNTY BOARD OF SOCIAL SERVICES
TO UTILIZE THE COUNTY’S FINANCE SYSTEM IN 2024**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the Camden County Library Commission, the Camden County Mosquito Extermination Commission, and the Camden County Board of Social Services be and are hereby authorized to utilize the Camden County Finance System in 2024 in accordance with the County’s policies and procedures pertaining thereto and in accordance with law.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION DESIGNATING THE CAMDEN COUNTY IMPROVEMENT AUTHORITY
AS THE COUNTY'S AUTHORIZED AGENCY TO PERFORM ECONOMIC
DEVELOPMENT FUNCTIONS FOR THE COUNTY OF CAMDEN AND AUTHORIZING
AGREEMENT CONSISTENT THEREWITH**

WHEREAS, the County of Camden has in the past, and desires now, to continue to facilitate economic development within Camden County by encouraging existing and new private sector employers to expand current operations and to undertake real estate development activities in Camden County, thereby creating additional employment opportunities, housing opportunities, and other economic opportunities for Camden County residents; and

WHEREAS, consistent with prior resolution the County desires to continue to designate, pursuant to N.J.S.A. 40:23-5.2, the Camden County Improvement Authority (CCIA) as the agency authorized by the County to perform economic development functions; and

WHEREAS the CCIA, by its enabling legislation, N.J.S.A. 40:37A-44 et seq., may perform economic development functions because of its status as an agency or instrumentality of the County of Camden which has established the CCIA; and

WHEREAS the CCIA is further empowered to provide economic development services pursuant to its general grant of power; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that it does hereby designate the Camden County Improvement Authority as the agency authorized to perform economic development functions for the County of Camden; and

RESOLUTION

Res-Pg: 35-2

BE IT FURTHER RESOLVED that the appropriate County officials be and are hereby authorized to execute all documents necessary to affect an agreement as may be required with the CCIA consistent with the terms of this within resolution.

LJP/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

RESOLUTION ESTABLISHING SETTLEMENT POLICY

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the following procedures shall be instituted for the review, adjustment, settlement and resolution of all claims by or against the County of Camden, its agents, servants, or employees (hereinafter, "the County"), except claims whose cause of action arose after the March 1, 2010 inception of the Camden County Insurance Commission and New Jersey Counties Excess Joint Insurance Fund insurance programs for WC, GL, AL, Property and Boiler; April 25, 2010 for medical malpractice; May 27, 2010 for pollution; January 23, 2011 for crime and August 15, 2010 for claims made under the POL/EPL:

1. Pursuant to N.J.S.A. 40A:5-17, the County Administrator be and is hereby designated as the Certifying and Approval Officer for the County of Camden.
2. Between meetings of the Camden County Board of Commissioners, the Administrator shall be and is hereby empowered to exercise his discretion to authorize the settlement of claims by or against the County for amounts not exceeding the bid limit established by the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.
3. The Administrator shall exercise his settlement authority by:
 - a. authorizing attorneys responsible for handling matters, or, if the case has not reached the litigation phase, then by authorizing the Insurance Director to settle claims for amounts: 1) which do not exceed the bid limit; 2) which are deemed reasonable by the attorney or Director in the good faith exercise of his or her professional judgment; 3) which are approved by County Counsel; and 4) which, except in the case of standard bail

- forfeiture matters, are confirmed as reasonable in a memorandum setting forth the basis for settlement; or
- b. requiring that the attorney responsible for handling a matter, or, if the case has not reached the litigation phase, then requiring the Insurance Director to obtain pre-authorization from the Administrator for the settlement of a claim at a specific sum not exceeding the bid limit by preparing a memorandum setting forth a recommendation of settlement as approved by County Counsel.
4. All claims settled upon the authorization of the Administrator shall be submitted to the Board of Commissioners for ratification at the Board's next regularly scheduled meeting, and shall, in the absence of circumstances requiring the immediate processing of a settlement payment by the County, be paid in accordance with the standard purchasing procedures of the County.
5. Where circumstances require the immediate processing of a settlement payment by the County, the Administrator may authorize payment in accordance with the following:
- a. the attorney handling a matter, or the Insurance Director, as the case may be, shall prepare the appropriate purchasing requisition attaching the memorandum as well as settlement documents necessary to the legal resolution of the dispute;
 - b. the requisition shall be processed in accordance with the standard practices governing purchases within the County of Camden;
 - c. prior to being paid, the terms of settlement shall be brought to

the attention of the Commission Director; and

- d. all claims paid upon the authorization of the Administrator shall be placed before the Board of Commissioners for formal ratification at the next regularly scheduled Commission meeting.
- 6. All claims exceeding the bid limit, and all claims less than that amount which have not been settled by the Administrator in the exercise of his discretion in the manner previously described herein, shall be settled only following adoption of an authorizing resolution by the Board of Commissioners.
- 7. A Board resolution authorizing payment in settlement of a claim shall contain a certificate of available funds which shall have been generated by the submission of an appropriate requisition.

EA/jdd
Z: Foms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

RESOLUTION ESTABLISHING REQUEST FOR PROPOSALS POLICY

WHEREAS, pursuant to N.J.S.A. 40A:11-5, the Camden County Board of Commissioners may make, negotiate, or award a contract for certain services without the necessity of public advertising for bids and bidding therefor; and

WHEREAS, to obtain the benefits of increased competition in the marketplace, the County is desirous of issuing Requests for Proposals for the publicly advertised procurement of professional services, certain extraordinary unspecifiable services, insurance and the listed exceptions pursuant to N.J.S.A. 40A:11-5, where the cost to the County of such services and/or products exceeds the bid limit; and

WHEREAS, notwithstanding any other provisions of this policy, a contract authorized under this policy shall be awarded pursuant to the appropriate statutory exemption; and

WHEREAS, the Office of County Counsel has prepared a set of Instructions for Issuing and Processing Requests for Proposals, which contains the policy and procedures to be followed by all County offices, Authorities and Agencies as set forth herein, along with a Request for Proposals template for use, copies of which are on file in the Office of County Counsel; and

WHEREAS exceptions to this Request for Proposals policy may be granted in a resolution of the Board; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that, the Request for Proposals policy and procedures as stated herein shall be implemented; and

BE IT FURTHER RESOLVED that this policy shall apply to the following Offices, Authorities and Agencies: Sheriff, Surrogate, County Clerk, Prosecutor, Board of Managers, Board of Social Services, Municipal Utilities Authority, Pollution Control Financing Authority, Improvement Authority, County College, Technical Schools, Mosquito Extermination Commission, Library, Board of Taxation, Board of Elections, Superintendent of Schools, and all other Authorities and Agencies, Boards and/or Commissions that receive funding from the County of Camden; and

BE IT FURTHER RESOLVED that the Board does hereby establish a policy that funding/budgetary allocation in the annual County budget for such Offices, Authorities and Agencies should be subject to or otherwise contingent on adherence to the County of Camden's Request for Proposals policy; and

BE IT FURTHER RESOLVED that any Office, Authority or Agency which does not adhere to this policy should not receive funding or any other financial benefit (i.e. bond guarantee) from the Board of Commissioners; and

BE IT FURTHER RESOLVED that this resolution shall supersede all previous resolutions with respect to the issuance of Requests for Proposals; and

BE IT FURTHER RESOLVED that the County Administrator is hereby directed to notify the Offices, Authorities and Agencies of the County named herein of adoption of this policy and solicit written confirmation of the intent of said Offices, Authorities and Agencies to comply.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

RESOLUTION AUTHORIZING COMPETITIVE CONTRACTING FOR ALL ACTIVITIES FUNDED UNDER THE AREA PLAN CONTRACT FOR AREA AGENCIES ON AGING AND COMPETITIVE CONTRACTING FOR PERSONAL ASSISTANCE SERVICES FOR THE CHRONICALLY AND PHYSICALLY DISABLED ADULT POPULATION, PURSUANT TO THE PERSONAL ASSISTANCE SERVICE PROGRAM ADMINISTERED BY THE CAMDEN COUNTY DIVISION OF SENIOR AND DISABLED SERVICES

WHEREAS there is a need to authorize the Competitive Contracting Request for Proposals process pursuant to N.J.S.A. 40A:11-4.1 et seq. for the procurement of services for all activities funded under the Area Plan Contract for Area Agencies on Aging and the Personal Assistance Services Program and other funding streams for similar services; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of the County of Camden that the Director of the Division of Senior and Disabled Services or her designee, with the assistance of the Camden County Purchasing Agent and/or legal counsel, be and is hereby authorized to initiate competitive contracting as needed for the procurement of services for all activities funded under the Area Plan Contract for Area Agencies on Aging and the Personal Assistance Services Program and other funding streams for similar services.

LJP/jdd

Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

RESOLUTION AUTHORIZING COMPETITIVE CONTRACTING FOR ALL ACTIVITIES FUNDED UNDER THE “TO WORK” PROGRAMS CONSISTING OF WORKFORCE INVESTMENT ACT, TEMPORARY ASSISTANCE TO NEEDY FAMILIES’ EMPLOYABILITY, WELFARE-TO-WORK AND ANY OTHER FUNDING STREAMS FOR SIMILAR SERVICES ADMINISTERED BY THE CAMDEN COUNTY ONE STOP

WHEREAS there is a need to authorize the competitive contracting Request for Proposals process pursuant to N.J.S.A. 40A:11-4.1 et seq. for the procurement of services for all activities funded under the “To Work” Programs consisting of Workforce Investment Act, Temporary Assistance to Needy Families Employability, Welfare-To-Work and other funding streams for similar services; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of the County of Camden that the Director of the Camden County One Stop, or designee, with the assistance of the Camden County Workforce Investment Board, the Camden County Purchasing Agent and/or legal counsel, be and is hereby authorized to initiate competitive contracting as needed for the procurement of services for all activities funded under the “To Work” Programs consisting of Workforce Investment Act, Temporary Assistance To Needy Families Employability, Welfare-To-Work and other funding streams for similar services.

LJP/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024,Reorganization Meeting

**RESOLUTION CONFIRMING THE ACCEPTANCE OF
ALL PLANS AND DESIGNS OF COMPLETED PROJECTS
FOR VARIOUS CAMDEN COUNTY IMPROVEMENTS**

WHEREAS, the County of Camden has undertaken numerous projects for the improvements on or to Camden County roadways, intersections, traffic signals, bridges, buildings, structures and other real and personal property or interests in property; and

WHEREAS, prior to the commencement of any such improvement projects by or on behalf of the County, the County Engineer or the County's architects or other design professionals (hereinafter collectively referred to as "Professionals") have reviewed drafts of the plans and designs for use in said improvement projects and have approved the final plan and design for each such improvement project; and

WHEREAS, during some of these improvement projects, revisions to the plan or design of the project may have been necessary in order for the construction to proceed, given the physical conditions of the land or premises or other unforeseen or unforeseeable conditions or circumstances during construction which rendered it impossible or undesirable to have the project constructed in accordance with initial plans or designs; and

WHEREAS, the County's Professionals have reviewed such revisions for approval prior to incorporation of the same into the improvement project, to ensure that such changes were consistent with accepted engineering,

architectural, and other applicable design and construction standards and practices; and

WHEREAS, the County's Professionals, where feasible and practicable, and based upon their best professional judgment and discretion, made or approved such revisions to the plan or design of a project as may have been necessary in order for the project to proceed, by preparing or authorizing written changes, or by providing written approval of changes and subsequent field changes (as defined by the appropriate change orders), prior to the incorporation of the same in any improvement project; and

WHEREAS, the County's Professionals have reviewed revisions to the plans or design of County projects where design changes were made but where contemporaneous written confirmation of such approval by the Professionals was not feasible or practicable; and

WHEREAS the County's Professionals reviewed said changes or revisions to ensure that, in their best professional judgment and discretion, said changes or revisions were consistent with accepted engineering, architectural, and other applicable design and construction standards and practices; and

WHEREAS, the Camden County Board of Commissioners has relied upon the professional expertise, judgment, and discretion of the Professionals in reviewing, and, if needed, in approving any changes or revisions made to an improvement project; now, therefore,

BE IT RESOLVED that the Camden County Board of Commissioners does hereby approve the actual design, or the design as constructed, or as-built plans, of all County improvement projects in reliance on the best professional judgment and discretion of the County’s Professionals that said designs and plans were built in a manner that is consistent with accepted engineering, architectural, and other applicable design and construction standards and practices.

EA/jdd
Z: Forms-Resolutions/Reorganization/
January 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING PAYMENT OF TRANSCRIPT COSTS
FOR DEPOSITIONS ORDERED BY OPPOSING COUNSEL AND FOR
OTHER TRANSCRIPT SERVICES PRODUCED BY VENDORS NOT
UNDER CONTRACT WITH THE COUNTY OF CAMDEN**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the proper County officials be and are hereby authorized to execute all documents necessary to effect payment for the cost of deposition transcripts when ordered by opposing counsel and for other transcript services produced by vendors not under contract with Camden County in 2024; and

BE IT FURTHER RESOLVED that payment to each vendor for the above-referenced services shall be made in accordance with N.J.S.A. 40A:11-3 and 40A:11-6.1; and

BE IT FURTHER RESOLVED that funding for this purpose shall be encumbered prior to incurring the liability as per N.J.A.C. 5:30-5.5(b)(2), at the rates set forth by each vendor providing services to a maximum not to exceed the bid limit.

EA/jdd

Z: Forms-Resolutions/Reorganization/
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RESOLUTION ADOPTING CAMDEN COUNTY EMERGENCY PURCHASING POLICES AND PROCEDURES

WHEREAS N.J.S.A. 40A:11-6 permits local contracting units to use emergency purchasing procedures when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services; and

WHEREAS N.J.A.C. 5:34-6.1 requires the governing body of a local unit to adopt rules or regulations to ensure that there is a procedure for determining and confirming the existence of an emergency and that the provisions for emergency purchasing pursuant to N.J.S.A. 40A:11-6. may be implemented; and

WHEREAS N.J.A.C. 5:34-6.1 further requires that such rules or regulations include such provisions that ensure if initially designated individuals are not available, there is a designated chain of command to ensure there are always appropriate individuals available to make such decisions; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the following policy and procedures shall apply when an emergency, as defined by law, requires the purchase of goods or the performance of services:

1. Emergency Purchases

- a. An actual or imminent emergency must exist requiring the immediate delivery of the goods or services. The emergency must directly affect the public health, safety, or welfare.
- b. The emergency purchasing procedure may not be used unless the need for the goods or services could not have been reasonably foreseen or the need for such goods or services has arisen despite a good faith effort to plan.
- c. The contract may only be long enough to meet the immediate needs of the emergency. No multi-year contracts are permitted.

- d. Quotations are not required for emergency purchases. If it is practical to obtain quotations, however, they should be obtained.
- e. Emergency purchases exceeding the bidding threshold must be confirmed or ratified, by resolution of the Board of Commissioners at the Board's next available meeting.
- f. The designated chain of command for processing any emergency purchase request shall be required to complete the Emergency Purchase Form. The designated chain of command shall be as follows:
 - i. Division Director/Office initiating the emergency purchase request.
 - ii. Department Director. If the Department Director is not available, the Deputy Department Director shall be authorized to process the request.
 - iii. County Counsel. If the County Counsel is not available, then any Assistant County Counsel shall be authorized to process the request.
 - iv. County Administrator. If the County Administrator is not available, the Director of County Operations shall be authorized to process the request.
 - v. The Chief Financial Officer or any Commissioner shall be authorized to assist in processing an Emergency Purchase Form in the event of the absence of any of the officials as stated herein.

2. Emergency Purchase Form

- a. Details the nature of the actual or imminent emergency.
- b. Explains why immediate delivery of goods or services is required.
- c. Addresses the issue of whether the need for the goods or services could have been reasonably foreseen or whether the need for the goods or services has arisen despite a good faith effort to plan.
- d. Must be completed and signed by the appropriate officials as soon as the emergency is under control.

EA/jdd

Z: Forms-Resolutions/Reorganization/
Jan 4, 2024, Reorganization Meeting

**RESOLUTION AUTHORIZING THE CAMDEN COUNTY BOARD OF
COMMISSIONERS USE OF INVESTIGATORY POWERS, FOR
THE PURPOSE OF ISSUING SUBPOENAS, PURSUANT TO N.J.S.A.
40:20-83 IN CONNECTION WITH 911 FUNCTIONS**

WHEREAS, in accordance with N.J.S.A. 40:20-83, the Camden County Board of Commissioners may subpoena witnesses and take testimony with respect to any lawful matter or inquiry; and

WHEREAS, from time to time, the Camden County Department of Public Safety may need addresses corresponding to unpublished telephone numbers in connection with its operation of the County's Emergency Communications Center; and

WHEREAS there is a need to authorize the use of subpoenas, as needed, to obtain the above-referenced information; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that the proper County officials be and are hereby authorized to execute all documents necessary for the issuance of subpoenas as needed in accordance with this resolution.

Ea/jdd
Z: Forms-Resolutions/Reorganization/
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**RESOLUTION APPOINTING CERTIFYING AGENT FOR
CAMDEN COUNTY EMPLOYEES' PENSION FUNDS**

BE IT RESOLVED by the Board of Commissioners of the County of
Camden that the authorized Certifying Agent for all Camden County employee
matters relating to pension funds will include:

Chief Financial Officer
Division Head, Division of Insurance
County Administrator

**RESOLUTION APPOINTING
PUBLIC AGENCY COMPLIANCE OFFICER
PURSUANT TO N.J.A.C. 17:27-3.5**

WHEREAS, N.J.A.C. 17:27-3.5 requires public agencies annually to designate an officer or employee to serve as its Public Agency Compliance Officer; and

WHEREAS, the Public Agency Compliance Officer shall perform the duties described in the New Jersey Administrative Code including responsibility for ensuring the agency's compliance with these rules, and performance of any other liaison and assistance functions as may be requested by the Affirmative Action Officer of the State of New Jersey; and

WHEREAS, Anna Marie Wright, Purchasing Agent, is an existing Camden County employee who through training and experience is fully qualified to serve in this capacity; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the County of Camden that it does hereby appoint Anna Marie Wright, Purchasing Agent, as Public Agency Compliance Officer for the County of Camden for the year 2024; and

BE IT FURTHER RESOLVED that notification of this appointment shall be made forthwith to the Department of the Treasury, State Affirmative Action Office, State of New Jersey.

**RESOLUTION APPOINTING DESIGNEE AND ALTERNATE MEMBER
TO THE NEW JERSEY ASSOCIATION OF COUNTIES**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner JONATHAN L. YOUNG, SR. be and is hereby appointed a Voting Member of the New Jersey Association of Counties for the term January 1, 2024 thru December 31, 2024; and

BE IT FURTHER RESOLVED that MELINDA KANE be and is hereby appointed Alternate Member of said New Jersey Association of Counties for the term January 1, 2024 thru December 31, 2024.

I, Karyn Gilmore, Clerk to the Board of Commissioners of the County of Camden, in the State of New Jersey, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Board of Commissioners its 180th Annual Reorganization and Business Meeting held on January 4, 2024.

Karyn Gilmore

**RESOLUTION APPOINTING COMMISSIONER MEMBERS TO THE
BOARD OF SCHOOL ESTIMATES OF THE
CAMDEN COUNTY COLLEGE**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner EDWARD T. MCDONNELL, of the Township of Pennsauken and Commissioner VIRGINIA BETTERIDGE of the Borough of Runnemede, being respective Members of the Board of Commissioners of the County of Camden, be and are hereby appointed to the Office of Members of the Board of School Estimates of the Camden County College for the term January 1, 2024 thru December 31, 2024.

**RESOLUTION APPOINTING COMMISSIONER MEMBERS TO THE
BOARD OF SCHOOL ESTIMATES OF THE
CAMDEN COUNTY TECHNICAL SCHOOLS**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner Deputy-Director EDWARD McDONNELL of the Township of Pennsauken, being a Member of the Board of Commissioners of the County of Camden, be and is hereby appointed to the Office of Members of the Board of School Estimates of the Camden County Technical Schools for the term January 1, 2024 thru December 31, 2024; and

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner JONATHAN L. YOUNG, SR., of the Township of Berlin, also a Member of the Board of Commissioners of the County of Camden, as co-liaison to the Office of Members of the Board of School Estimates of the Camden County Technical Schools for the term January 1, 2024 thru December 31, 2024.

**RESOLUTION APPOINTING COMMISSIONER MEMBER
AND ALTERNATE MEMBER TO THE
CAMDEN COUNTY BOARD OF SOCIAL SERVICES**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner VIRGINIA BETTERIDGE be and is hereby appointed a Member of the Camden County Board of Social Services for the term January 1, 2024 thru December 31, 2024; and

BE IT RESOLVED that Commissioner Director LOUIS CAPPELLI, JR., be and is hereby appointed an Alternate Member of the Camden County Board of Social Services for the term January 1, 2024 thru December 31, 2024; and

BE IT FURTHER RESOLVED that, in compliance with N.J.S.A. 44:1-11, EMESHE ARZON, Camden County Adjuster, be and is hereby appointed a member of the Camden County Board of Social Services.

**RESOLUTION APPOINTING COMMISSIONER MEMBERS
TO THE CAMDEN COUNTY PLANNING BOARD**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner-Director LOUIS CAPPELLI, JR., be appointed as Commissioner Chairperson of the Camden County Planning Board, for the term of January 1, 2024 through December 31, 2024; and

BE IT FURTHER RESOLVED that Commissioner AL DYER and JAMES WINCKOWSKI, County Engineer, be and are hereby appointed Members of the Camden County Planning Board for the term January 1, 2024 through December 31, 2024.

**RESOLUTION APPOINTING COMMISSIONER REPRESENTATIVE TO
THE DELAWARE VALLEY REGIONAL PLANNING COMMISSION**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner JONATHAN L. YOUNG, SR. be and is hereby appointed as the Board of Commissioners Member Representative to the Delaware Valley Regional Planning Commission for the term January 1, 2024 through December 31, 2024.

**RESOLUTION APPOINTING COMMISSIONER-DIRECTOR OR
DESIGNEE TO THE FINANCIAL DISCLOSURE REVIEW COMMITTEE**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner Director LOUIS CAPPELLI, JR., or his designee, be and is hereby appointed Commissioner Member to the Financial Disclosure Review Committee for the term January 1, 2024 through December 31, 2024.

**RESOLUTION APPOINTING COMMISSIONER MEMBER TO THE
MENTAL HEALTH BOARD**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner VIRGINIA BETTERIDGE be and is hereby appointed a Member of the Mental Health Board for the term January 1, 2024 through December 31, 2024.

**RESOLUTION APPOINTING COMMISSIONER MEMBER
TO THE MOSQUITO EXTERMINATION COMMISSION**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner JEFFREY L. NASH be and is hereby appointed Commissioner Member of the Camden County Mosquito Extermination Commission for the term of January 1, 2024 through December 31, 2024.

**RESOLUTION APPOINTING COMMISSIONER MEMBER TO THE
SOUTH JERSEY RESOURCE CONSERVATION AND
DEVELOPMENT COUNCIL**

BE IT RESOLVED by the Board of Commissioners of the County of Camden that Commissioner JEFFREY L. NASH be and is hereby appointed as the Commissioner Member to the South Jersey Resource Conservation and Development (RC&D) Council for the term January 1, 2024 thru December 31, 2024.