

**MINUTES BASS RIVER TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING OF MONDAY, SEPTEMBER 13, 2021**

Mayor Cope called the regular meeting of the Bass River Township Board of Commissioners to order at 7:00 p.m. Present at meeting were: Commissioner Capriglione, Deputy Mayor Louis Bourguignon, and Mayor Deborah Buzby-Cope. Also present: Solicitor JoAnne O'Connor and Acting Clerk Elizabeth Godfrey. Members of the public were present at this meeting.

FLAG SALUTE

Mayor Cope led the flag salute and read the sunshine statement.

A moment of silence was held for our Military, the Afghanistan crisis, 9/11 remembrance, Lily Rose Cramer, and all who are struggling or ill.

APPROVAL OF MINUTES:

Minutes of the regular meeting of August 2, 2021 were presented to the Board for review. The motion to approve the minutes was made by Deputy Mayor Bourguignon, seconded by Commissioner Capriglione. Votes: Cope-Yes, Bourguignon-Yes, Capriglione-Yes. Minutes of the August 2, 2021 regular meeting were hereby approved.

BILLS LIST:

The motion was made by Mayor Cope to approve payment of the bills in the amount of **\$559,568.76**. The motion was seconded by Commissioner Capriglione to approve bills for payment. Votes: Cope-Yes, Bourguignon-Yes, Capriglione- All in favor and bills were ordered paid.

1	TREASURER, STATE OF NEW JERSEY	2ND QTR 2021 MARRIAGE LICENSE	\$ 25.00
2	GEORGE SENN COMPANT, INC.	PIPE & COUPLINGS	\$ 460.60
3	BURLINGTON CO. TREASURER	3RD QTR 2021 COUNTY TAXES	\$ 181,641.06
4	ATLANTIC CITY ELECTRIC	JULY 2021 ELECTRICITY	\$ 2,412.50
5	RUTGERS CTR FOR GOVT. SERVICES	INFO & RECORDS COURSE MUNICIPAL CLERK	\$ 653.00
6	ACCSES NJ	JANITORIAL SERVICES	\$ 250.96
7	ACE OUTDOOR POWER EQUIPMENT 3	PARTS	\$ 148.13
8	ACUA	WATER TESTING	\$ 479.35
9	ATLANTIC CITY ELECTRIC	AUGUST 2021 ELECTRICITY	\$ 2,572.97
10	AUTO ZONE, INC.	PARTS	\$ 102.19
11	BELLIA TECH, LLC	TECH SUPPORT JULY 2021	\$ 511.98
12	BILMARK PLUMBING & HEATING	SERVICE CALLS	\$ 2,018.92
13	BURL CO TREAS, LANDFILL	TIPPING FEES JULY & AUGUST 2021	\$ 10,388.87
14	CASA PAYROLL SERVICES	PAYROLL SERVICE #16 & #17 & #18	\$ 374.00
15	CHARLIE'S AUTO COLLISION	REPAIRS TO CHIEF'S TRUCK	\$ 7,462.70
16	CINTAS	SUPPLIES	\$ 211.50

17	CITTA, HALZAPFEL & ZABARSKY	CONFLICT PROSECUTION 8/2/21	\$ 500.00
18	COASTAL SIGN & DESIGN	SIGNAGE	\$ 213.28
19	COMCAST	SERVICE 8/23 - 9/22	\$ 129.66
20	DANTE GUZZI ENGINEERING	JULY / AUGUST 2021 ENGINEERING SERVICES	\$ 13,881.00
21	DIRECT ENERGY BUSINESS	ELECTRICITY 8/2021	\$ 936.10
22	DOCUMENT CONCEPTS	MAILERS / NOTICES	\$ 514.00
23	ECONO SIGNS	REPLACEMENT SIGNS	\$ 409.12
24	ELIZABETH GODFREY	REIMBURSEMENT FOR ZOOM	\$ 15.98
25	GANNETT NJ NEWSPAPERS	PUBLIC NOTICES	\$ 214.38
26	HOME DEPOT	SUPPLIES	\$ 1,349.66
27	KEVIN S. QUINLAN	AUGUST 2021 PROSECUTIONS	\$ 1,600.00
28	KOWALSKI TIRE	INV. #60958	\$ 288.00
29	LANGUAGE SERVICES ASSOCIATES	LANGUAGE SERVICE #1208898	\$ 16.80
30	MICROSYSTEMS-NJ.COM, LLC	ANNUAL POSTCARD MAILINGS	\$ 668.77
31	MR. BOB'S	PORT A POTS 8/13/21 - 9/21/21	\$ 536.80
32	MUNICIPAL CODE CORPORATION	CODE HOSTING 8/1/21 - 7/31/2022	\$ 200.00
33	NAPA AUTO PARTS	PARTS	\$ 517.73
34	QUADIENT LEASING USA, INC.	POSTAGE METER LEASE 7/21 -9/11	\$ 552.00
35	NJ DEPT. OF TRANSPORTATION	PERMIT FEE AMASA LANDING	\$ 130.00
36	OFFICE BASICS, INC.	OFFICE & HOUSEKEEPING SUPPLIES	\$ 453.11
37	ORCHARD HYDRAULICS INC.	CYLINDER REPAIR BACK HOE	\$ 368.10
38	PEGGY BECK	BANK MILEAGE 8/2 - 9/10	\$ 102.00
39	PINELANDS REGIONAL SCHOOL DIST.	COMBINED SCHOOL TAX LEVY	\$ 244,019.00
40	PLATT LAW GROUP, P.C.	MTGS & GENERAL FILE	\$ 928.00
41	READYREFRESH BY NESTLE	SERVICE JULY 2021	\$ 5.98
42	RUMPF REID & DOLCY	PUBLIC DEFENDER #17936	\$ 2,250.00
43	SOUTH JERSEY WATER TEST	WATER TESTING	\$ 1,375.00
44	THOMSON REUTERS - WEST	INV. #0844685550	\$ 275.00
45	TOMASELLA'S FIRE PROTECTION	FIRE CO. INVOICES	\$ 474.00
46	TRANSFORMATION ENTERPRISES	JULY / AUGUST 2021 ROLL-OFF	\$ 16,800.00
47	TREAS STATE NJ DEP	FY2021 ANNUAL FEE	\$ 2,500.00
48	TUCKERTON BOROUGH	BRUSH BOX 8/23/21	\$ 54.00
49	VAL-U AUTO PARTS	PARTS	\$ 5.49
50	VECTOR SECURITY	INSPECTION & MONITORING	\$ 1,164.00
51	VERIZON	PHONES JULY / AUGUST 2021	\$ 933.27
52	WAWA INC.	GIFT CARDS	\$ 357.99
53	WEX BANK	FUEL AUGUST 2021	\$ 1,225.41
54	WILLIAM CURTAIN	2 YEAR WEB HOSTING	\$ 159.00
55	DANTE GUZZI ENGINEERING ASSOC.	ESCROW PAYMENTS	\$ 1,407.50
56	PLATT LAW GROUP, P.C.	ESCROW PAYMENTS	\$ 256.00
57	BASS RIVER PAYROLL ACCT	PAYROLL 8/12/21	\$ 15,306.13
58	BASS RIVER PAYROLL ACCT	PAYROLL 8/26/21	\$ 14,984.89
59	BASS RIVER PAYROLL ACCT	PAYROLL 9/9/21	\$ 20,758.70

TOTAL

\$ 559,568.76

ORDINANCES & RESOLUTIONS:

RESOLUTION 2021-53

A RESOLUTION REQUESTING AN EXEMPTION TO BASS RIVER TOWNSHIP FROM THE REQUIREMENT OF APPOINTING A PRINCIPAL PUBLIC WORKS MANAGER

The motion was made by Deputy Mayor Bourguignon, Seconded by Commissioner Capriglione to approve Resolution 2021-53. Votes: Cope- Yes, Bourguignon- Yes, Capriglione- Yes. All were in favor and Resolution 2021-53 was hereby approved.

RESOLUTION 2021-53

A RESOLUTION OF THE TOWNSHIP OF BASS RIVER, COUNTY OF BURLINGTON, STATE OF NEW JERSEY REQUESTING THE DIRECTOR OF THE DIVISION OF LOCAL GOVERNMENT SERVICES TO ALLOW AN EXEMPTION TO BASS RIVER TOWNSHIP FROM THE REQUIREMENT OF N.J.S.A. 40A:9-154.6g, ET SEQ. TO APPOINT A PRINCIPAL PUBLIC WORKS MANAGER

WHEREAS, N.J.S.A. 40A:9-154.6g, et seq. required every municipality within the State of New Jersey to appoint a Principal Public Works Manager on or before January 1, 1997; and;

WHEREAS, this Statute further provides that any Municipality that conducts minimal or no local public works activity may apply to the Director of the Division of Local Government Services for an exemption of the requirement to appoint a Principal Public Works Manager; and

WHEREAS, after review of the Statute and of the activities conducted by the part time Public Works Department of the township of Bass, it appears to the Board of Commissioners that the appointment of a Principal Public Works Manager with attendant statutory requirements would constitute a hardship to the residents of the community; and

WHEREAS, the Board of Commissioners has further determined after an investigation that said Public Works Department performs minimal public works activity.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Bass River, County of Burlington as follows:

- 1. The Municipal Clerk is hereby directed to submit an application to the Department of Community Affairs, Division of Local Government Services requesting that exemption from that portion of N.J.S.A. 40A-154.6g, et seq. requiring each Township to appoint a Principal Public Works Manager.*

RESOLUTION 2021-54

TURNOVER OF UNCASHED FUNDS – BASS RIVER TOWNSHIP MUNICIPAL COURT

The motion was made by Mayor Cope and was seconded by Deputy Mayor Bourguignon to approve Resolution 2021-54. Votes: Cope- Yes, Bourguignon- Yes, Capriglione- Yes. All were in favor and Resolution 2021-54 was hereby approved.

RESOLUTION 2021-55

TURNOVER OF UNCASHED FUNDS- WASHINGTON TOWNSHIP MUNICIPAL COURT

The motion was made by Mayor Cope and was seconded by Deputy Mayor Bourguignon to approve Resolution 2021-54. Votes: Cope- Yes, Bourguignon- Yes, Capriglione- Yes. All were in favor and Resolution 2021-54 was hereby approved.

RESOLUTION 2021-56

A RESOLUTION SETTING THE ANNUAL SALARY AND HOURLY PAY FOR CERTAIN EMPLOYEES.

RESOLUTION 2021-56

A RESOLUTION SETTING THE ANNUAL SALARY AND HOURLY PAY RATES FOR THE 2021 CALENDAR YEAR FOR CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF BASS RIVER

BE IT RESOLVED by the Board of Commissioners of the Township of Bass River in the County of Burlington and the State of New Jersey at a regular meeting held on the 13th day of September, 2021 that the following pay rate is hereby established for the 2021 calendar year and set as follows pursuant to Salary Ordinance.

<i>OFFICE/EMPLOYEE NAME</i>	<i>TITLE</i>	<i>SALARY</i>
DEPARTMENT OF REVENUE AND FINANCE:		
<i>Amanda Somes</i>	<i>Assistant</i>	<i>\$12.50/hour</i>
DEPARTMENT OF PUBLIC WORKS:		
<i>William Sedlak</i>	<i>Laborer</i>	<i>\$12.50/hour</i>

RESOLUTION 2021-57

A RESOLUTION REFUNDING TAX OVERPAYMENTS TO CORELOGIC

RESOLUTION 2021-57

**TOWNSHIP OF BASS RIVER
COUNTY OF BURLINGTON, STATE OF NEW JERSEY**

A RESOLUTION REFUNDING OF TAX OVERPAYMENTS TO CORELOGIC

WHEREAS, payments were made on behalf of property owners by a servicing company known as Corelogic for multiple properties and;

WHEREAS, two of the properties known as Block 31 Lot 59 and Block 31.A Lot 3 were already paid and;

WHEREAS, the duplicate payments have created and overpayment and needs to be refunded to Corelogic as follows:

<i>Block 31 Lot 59</i>	<i>221 Birch Road</i>	<i>\$767.83</i>
<i>Block 31.A Lot 3</i>	<i>119 Jericho Road</i>	<i>\$903.63</i>

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Township of Bass River, County of Burlington, State of New Jersey, the Chief Financial Officer is to refund Corelogic \$1,671.46 for the indicated Block and Lots and the Tax Collector will make the necessary adjustments

RESOLUTION 2021-58

**A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS
WITH COMPLIANCE WITH THE NJ MEL CYBER RISK MANAGEMENT TIER
ONE REQUIREMENTS.**

**RESOLUTION NO. 2021-58
A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN
COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT
INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER ONE
REQUIREMENTS**

*Whereas, the Township of Bass River is a member of the **Burlco JIF** which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and*

*Whereas, through its membership in the **Burlco JIF**, the Township of Bass River enjoys cyber liability insurance coverage to protect the Township of Bass River from the potential devastating costs associated with a cyber related claim; and*

Whereas, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

Whereas, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Township of Bass River; and

*Whereas, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Township of Bass River to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Township of Bass River's cyber insurance policy, administered through the **Burlco JIF** and the Municipal Excess Liability Joint Insurance Fund;*

*Now **Therefore Be It Resolved** that the Township of Bass River does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 of the NJ MEL Cyber Risk Management Plan;*

[Information Backup](#)

[Security Patches and Updates](#)

[Defensive Software](#)

[Security Awareness Training](#)

[Password Management](#)

[Email Warning](#)

[Incident Response Plan](#)

[Technology Practice Policy](#)

[Government Cyber Membership](#)

*And, **Be It Further Resolved** that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.*

RESOLUTION 2021-59

A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS WITH COMPLIANCE WITH THE NJ MEL CYBER RISK MANAGEMENT TIER TWO REQUIREMENTS

RESOLUTION 2021-59

A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER TWO REQUIREMENTS

*Whereas, the Township of Bass River is a member of the **Burlco JIF** which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and*

*Whereas, through its membership in the **Burlco JIF**, the **Township of Bass River** enjoys cyber liability insurance coverage to protect the **Township of Bass River** from the potential devastating costs associated with a cyber related claim; and*

Whereas, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

*Whereas, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the **Township of Bass River**; and*

*Whereas, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the **Township of Bass River** to claim a reimbursement of a paid insurance deductible in the event the member files a claim against **Township of Bass River's** cyber insurance policy, administered through the **Burlco JIF** and the Municipal Excess Liability Joint Insurance Fund;*

*Now Therefore Be It Resolved that the **Township of Bass River** does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 2 of the NJ MEL Cyber Risk Management Plan;*

[Server Security](#)

[Access Privilege Controls](#)

[Technology Support](#)

[System and Event Logging](#)

[Protected Information](#)

[Remote Access - VPN](#)

[Leadership Expertise](#)

[IT Business Continuity Planning](#)

[Banking Controls](#)

RESOLUTION 2021-60

A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS WITH COMPLIANCE WITH THE NJ MEL CYBER RISK MANAGEMENT TIER THREE REQUIREMENTS

**RESOLUTION
2021-60**

A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER THREE REQUIREMENTS

Whereas, the Township of Bass River is a member of the Burlco JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

Whereas, through its membership in the Burlco JIF, the Township of Bass River enjoys cyber liability insurance coverage to protect the Township of Bass River from the potential devastating costs associated with a cyber related claim; and

Whereas, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

Whereas, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Township of Bass River; and

Whereas, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Township of Bass River to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Township of Bass River's cyber insurance policy, administered through the Burlco JIF and the Municipal Excess Liability Joint Insurance Fund;

Now Therefore Be It Resolved that the Township of Bass River does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 3 of the NJ MEL Cyber Risk Management Plan;

[Network Segmentation](#)

[Remote Access - MFA](#)

[Password Integrity](#)

[System and Event Logging Review](#)

[Third-Party Risk Management](#)

RESOLUTION 2021-61

A RESOLUTION ACCEPTING THE RESIGNATION OF LARRY OESER

RESOLUTION 2021-61

A RESOLUTION ACCEPTING THE RESIGNATION OF LARRY OESER

WHEREAS, Larry Oeser has served the position of Public Works Laborer since 2018 in Bass River Township;
and

WHEREAS, Larry Oeser has submitted his resignation from the position of Public Works Laborer,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of Bass River, that it hereby accepts the resignation of Larry Oeser from the position of Public Works Laborer effective August 20, 2021.

RESOLUTION 2021-62

**A RESOLUTION FOR THE AGREEMENT FOR KEVIN S. QUINLAN, ESQ TO
PROVIDE LEGAL SERVICES**

REPORTS:

1. Solicitor's Report- Cannabis – we will be receiving new rules. Zoning revisions and updated zoning ordinance- the Engineer is working with the Pinelands Commission. Block 31 is sold.

NEW BUSINESS:

Kaszuba's Junkyard License Renewal- Public hearing: A motion to open the hearing to the public was made by Deputy Mayor Bourguignon, seconded by Commissioner Capriglione. No public comment. A motion to close the hearing to the public was made by Deputy Mayor Bourguignon, seconded by Commissioner Capriglione. Votes: Cope- Yes, Bourguignon- Yes, Capriglione- Yes. All were in favor and the license is hereby renewed for the 2021-2022 year.

OLD BUSINESS: N/A

The meeting was open for public comment at 7:14 PM upon a motion by Deputy Mayor Bourguignon seconded by Commissioner Capriglione. All present in favor.

Carol Bitzberger- questioned why the townships money from the court is so low. She also stated that she believes the fire lanes at Cramer's junkyard are blocked.

Pat Spagnola- from Cramer's junkyard assured her the lanes are clear.

Leo Assur-mentioned that there was a 9/11 tribute on infoage.org

Being no further comments, the motion to close the public portion was made by Deputy Mayor Bourguignon, seconded by Commissioner Capriglione. All in favor and public portion was closed at 7:25pm.

7:26 pm- Executive Session.

Being no further business to come before the Board the motion to adjourn was made by Commissioner Capriglione, seconded by Deputy Mayor Bourguignon. All in favor and meeting was adjourned at 8:26 p.m.

Respectfully Submitted,

Elizabeth Godfrey, Acting Township Clerk

