

BOROUGH OF BUENA
 WORKSHOP AGENDA
 MAY 13, 2019
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MEETING CALLED TO ORDER: P.M.
 MEETING ADJOURNED: P.M.

CALL MEETING TO ORDER: Flag Salute

ROLL CALL OF ATTENDANCE:

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

SUNSHINE LAW: This meeting is being held in compliance with the Open Public Meetings Act and notices of this meeting have been provided, via email, to The Press of Atlantic City, The Daily Journal and The Atlantic County Record on December 19, 2018, as well as having been posted on the bulletin board at Borough Hall.

MAYOR'S REPORT: First order of business.

NEED MOTION TO INTRODUCE AND PASS ON FIRST READING:

ORDINANCE NO. 679 AN ORDINANCE AMENDING CHAPTER 202, TAXATION, ENACTING ARTICLE II, SECTION 202-7-11 AND IMPOSING A MUNICIPAL SERVICE FEE ON MANUFACTURED HOMES AND MOBILE HOMES AND AN ANNUAL LICENSE FEE ON MOBILE HOME PARKS
 M _____ S _____

BE IT ORDAINED by the Mayor and Council of the Borough of Buena, County of Atlantic and State of New Jersey that the Borough of Buena:

- I. Finds that it needs to collect an annual license fee on mobile home parks and municipal service fees on mobile homes and manufactured home situate within the Borough of Buena to defray the costs of services provided or paid for by the Borough; therefore,
- II. Chapter 202, Taxation, is amended and Article II is enacted, Section 202 -7-11 as follows:

ARTICLE II

Section 202-7 DEFINITIONS

As used in this section, the following terms shall have the meanings indicated:

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MOBILE HOME PARK

Mobile Home Park means a parcel of land or two or more contiguous parcels of land, containing no fewer than 10 sites for the installation of manufactured homes, where the sites are under common ownership and control, other than as a cooperative, for the purpose of leasing each site to the owner of a manufactured home for the installation thereof where the owner or owners provide services, which are provided by the municipality in which the park is located for property owners outside the park, which services may include but shall not be limited to 1. The construction and maintenance of streets; 2. Lighting of streets and other common areas; 3. Garbage removal; 4. Snow removal; 5. Provisions for the drainage of surface water from home sites and common areas.

A parcel, or any contiguous parcels, of land which contain, on the effective date of this act, no fewer than three sites equipped for the installation of manufactured homes, and which otherwise conform to the provisions of this subsection, shall qualify as a mobile home park for the purposes of this act'

MOBILE HOME

Means a unit of housing which;

1. Consists of one or more transportable sections which are substantially constructed off site and, if more than one section, are joined together on site or are fabricated in an off-site manufacturing facility; and

2. Is designed to be a permanent residence when connected to utilities.

MANUFACTURED HOME

Means a unit of housing which:

1. Consists of one or more transportable sections which are substantially constructed off site and, if more than one section, are joined together on site; and

2. Is built on a permanent chassis; and

3. Is designed to be used, when connected to utilities, as a dwelling on a permanent or nonpermanent foundation; and

4. Is manufactured in accordance with the standards promulgated for a manufactured home by the Secretary pursuant to the "National Manufactured Housing Construction and Safety Standards Act of 1974," Pub.L. 93-383 (42 U.S.C. section 5401 et seq) and the standards promulgated for a manufactured or mobile home by the Commissioner pursuant to the "State Uniform Construction Code Act," P.L. 1975 section 217 (N.J.S.A. 52:27D-119 et seq).; and

5. Any unit of housing manufactured before the effective date of the standards promulgated by the secretary or, as appropriate by the

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Commissioner but which otherwise meets the criteria set forth in this subsection.

MUNICIPAL SERVICE FEE

Means a fee on manufactured homes installed in a mobile home park for the purpose of reasonable payment for services rendered to the owners of the manufactured homes by the municipality or any other local taxing authority established pursuant to an ordinance of the municipal governing body, and for the reimbursement of the municipality for payments made thereby to the school district in which the mobile home park is located for educational costs occasioned by pupils residing in that park.

PERSON

Includes corporations, companies, associations, societies, firms, partnerships and joint stock companies as well as individuals.

Section 202-8 LICENSES.

It shall be unlawful for any person to maintain or operate, within the limits of the Borough of Buena, any mobile home park unless such person shall first obtain a license . All mobile home parks in existence upon the effective date of this chapter shall, within 90 days thereafter, or such additional time as may be allowed by the governing body of the Borough of Buena, obtain such license.

Section 202-9 ANNUAL LICENSE FEE

A. Any mobile home park must apply for a license within 90 days from the date of granting of a Certificate of Occupancy.

B. The annual license fee for each mobile home park shall be \$ 250.00 and said license fee shall cover the period from January 1 to December 31 of each year. An application fee of \$50.00 shall be paid with each application for the annual license. The application and the application fee shall be due no later than January 15 of each calendar year. Any application fee not paid by this time shall be subject to an interest charge at the lawful rate for the period of the delinquency.

C. From the effective date of this section, the annual license fee shall be prorated.

Section 202-10 LICENSE APPLICATION

A. Each application for a mobile home park license shall be filed with and issued by the Mayor and Council. Applications shall be in writing, signed by the applicant, and shall contain the following:

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1. The name and address of the applicant and the name of the owner in fee of the tract, if the fee is vested in some person other than the applicant.

2. In the event that title to the tract for which application for a mobile park license is made is vested in some person other than the applicant, then a duly verified statement by that person that the applicant is authorized by him/her to construct or maintain the mobile home park and make the application is required.

3. The location and legal description of the mobile home park and the Tax Map block and lot numbers.

4. A complete plan of the park showing the following either existing or as propose:

- (a). The extent and area used for mobile home park purposes.
- (b). Roadways, driveways and drainage.
- (c). Location of mobile home spaces.
- (d). Location and number of sanitary conveniences, including toilets,
washrooms, laundries and utility rooms and any amenities.
- (e). Method and plan of sewage disposal.
- (f). Method and plan of garbage and recyclable removal.
- (g). Plan of water supply.
- (h). Plan of electrical lighting of mobile homes and the mobile home park,
including the roadways and driveways.

5. Plan and specifications of all buildings and other improvements constructed or to be constructed within the mobile home park.

6. Such further information as may be requested by the Mayor and Council to enable it to determine if the proposed park will comply with all legal requirements.

B. The application and all accompanying plans and specifications shall be filed in triplicate. The Department of Health, Borough Engineer and the Mayor and Council shall investigate the applicant and inspect the proposed plans and specifications. If the proposed mobile home park will be in compliance with all provisions of this section and all other applicable ordinances or statutes, the Mayor and Council shall approve the application by resolution and issue the license upon approval of the New Jersey Department of Health and any other State agencies.

C. Licenses issued under the terms of this chapter convey no right to erect any building, to do any plumbing work or to do any electrical work or any other kind of work ordinarily requiring governmental, municipal or other permits.

D. No more than three licenses for mobile home parks shall be issued and outstanding at any one time, it being hereby determined by the Mayor and Borough Council that an excess of three mobile home parks would be

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detrimental to the welfare of the citizens of the Borough of Buena.

E. Every mobile home park and every building located on any mobile home park and every mobile home, whether located in a mobile home park or for which a temporary permit has been issued by the Borough, shall at all times be subject to examination and inspection within reasonable hours by any officer or agent of the Borough making the inspection in the regular course of his or her duties and responsibilities.

F. Every holder of a license to maintain or operate a mobile home park shall establish and maintain a park registry which shall list in numerical sequence each mobile home occupying a space and the name of the owner of the mobile home, and if the owner of the mobile home is not the occupant thereof, the name of the lessee of each mobile home. The park registry shall be kept in an office located in the mobile home park, and it shall be kept current at all times and shall be available at all reasonable hours for inspection by the proper officials of the Borough of Buena.

G. No existing mobile home park in the Borough of Buena shall hereinafter in any way expand the perimeter of said mobile home park, nor shall it add any additional mobile home spaces, nor shall it permit the occupancy of any mobile home spaces beyond the number of mobile homes presently located in said mobile home park, except in strict compliance with this article. Any addition of mobile home spaces or of mobile homes to existing spaces in any existing mobile home park shall be construed as an alteration or expansion for which application must be made.

Section 202-11 ANNUAL MUNICIPAL SERVICE FEE

A. The following shall apply to the annual municipal service fee of the Borough of Buena pursuant to N.J.S.A. 54: 4-1.6:

1. An annual service fee shall be imposed on all mobile homes installed in a mobile home park within the boundaries of the Borough of Buena. In setting this fee, the governing body shall take into account the extent to which the taxes are assessed and levied against the land improvements thereto, which together constitute the mobile home park on which the homes are installed, to defray the cost of services provided or paid for by the Borough or provided by any other appropriate taxing authority for lessees of sites in the park. The fee shall be prorated in order to account for vacancies in the park.

2. The annual municipal service fee shall be collected from each owner of a mobile home on a monthly basis by the owner of the mobile home park in which the home is located. The park owner shall issue a receipt to the homeowner upon each collection.

3. The amount of the annual service fee, based on consideration of the factors set forth in N.J.S.A. 54: 4-1.6, shall be allocated among owners of mobile homes in all mobile home parks, and is set at \$ 20.00 per month per each mobile or manufactured home, regardless of how long during said month a mobile home space has been occupied.

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4. Payment of the monthly fee shall be made by the park owner to the Tax Collector of the Borough on a quarterly basis. In addition to the quarterly payment, the park owner shall transmit therewith a copy of each receipt issued upon collection of each monthly fee. Said monthly fee shall be payable to the Tax Collector of the Borough on February 1 for the first quarter, May 1 for the second quarter, August 1 for the third quarter and November 1 for the fourth quarter. A resolution may be adopted at the beginning of each calendar year by the governing body of the Borough allowing for a grace period of up to 10 days following the date upon which the same became payable and due. An official of the Borough, as designated by the Mayor, shall upon the request of the Borough Council furnish the Borough Council with the report of the number of trailer spaces occupied in said park.

5. Any amounts due which are not paid within the time required shall bear interest thereon at a lawful rate covering the period of delinquency. The individual owner shall bear the burden of paying the late payment interest charge for failure to pay the municipal service fee when due and payable, and the park owner shall be charged for failure to transmit fees actually collected when so required.

B. Pursuant to N.J.S.A. 54:4-1.6(d), the respective portion of a municipal service fee allocated to the owner of a mobile home shall be deemed rent for eviction purposes.

BE IT FURTHER ORDAINED that if any section, sentence, clause, provision or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect or impair any other section, sentence, clause, provision or portion of this Ordinance, which shall remain in full force and effect and for the purpose of the provisions of this Ordinance, are hereby declared to be severable; and

BE IT FURTHER ORDAINED that this ordinance shall take effect immediately upon its final passage, adoption and publication as provided by law, and shall remain in force until modified, amended or rescinded by the Mayor and Council of the Borough of Buena.

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

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RESOLUTION 60-19 A RESOLUTION OF THE BOROUGH OF BUENA AUTHORIZING THE ENGINEER TO ADVERTISE FOR BIDS FOR THE FY2018 NJDOT MUNICIPAL AID PROJECT- RECONSTRUCTION OF FOREST GROVE ROAD
M _____ S _____

BE IT RESOLVED by the Mayor and Council of the Borough of Buena that the Engineer is authorized to advertise for bids for the resurfacing of Forest Grove Road in the Borough of Buena.

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

RESOLUTION 61-19 A RESOLUTION AUTHORIZING THE BOROUGH OF BUENA TO ENTER INTO A CONTRACT WITH ELECTRON SERVICES FOR ELECTRICAL REPAIR AND MAINTENANCE COMMENCING MAY 13, 2019 AND EXPIRING MAY 12, 2021.
M _____ S _____

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE BOROUGH OF BUENA that a contract is hereby awarded to Electron Services, Inc. for the furnishing of electrical repair and maintenance services in the Borough of Buena

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to execute an agreement with Electron Services for the purpose of furnishing electrical repair and maintenance services.

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

**BOROUGH OF BUENA
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RESOLUTION 62-19 A RESOLUTION ACCEPTING A CHANGE ORDER TO AMEND A CONTRACT WITH ARAWAK PAVING COMPANY, INC. COMPANY, INC. FOR RESURFACING OF FOREST GROVE ROAD
M _____ S _____

WHEREAS, in accordance with the project, Resurfacing of Forest Grove Road, the Borough's Engineer, Remington and Vernick, has prepared a change order recommending an increase in the contract price by \$6,737.60.

NOW THEREFORE BE IT RESOLVED by the Council of the Borough of Buena that the change order submitted by the Borough's Engineer, Remington and Vernick, providing for an increase in the contract amount of \$6,737.60 is hereby accepted and approved by the Council of the Borough of Buena, as an amendment to said contract

BE IT FURTHER RESOLVED that David Zappariello, Mayor of the Borough of Buena, is authorized to execute the change order.

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

RESOLUTION 63-19 A RESOLUTION AUTHORIZING THE CFO TO REFUND AN OVERPAYMENT IN THE AMOUNT OF \$100.00, TO YELENA SZTURMA
M _____ S _____

WHEREAS, YELENA SZTURMA remitted a payment for rental registration fees that was the incorrect amount and deposited into the Boroughs Current account;

NOW THEREFORE BE IT RESOLVED by Mayor and Council of Buena Borough that the Chief Financial Officer is hereby authorized to refund the amount of \$100.00.

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	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

RESOLUTION 64-19 A RESOLUTION OF THE BOROUGH OF BUENA AWARDING A CONTRACT TO REMINGTON AND VERNICK FOR ENGINEERING SERVICES FOR FY2019 MUNICIPAL AID PROJECT-RECONSTRUCTION OF SOUTH BOULEVARD.

M S

WHEREAS, the Borough of Buena was awarded a grant of \$280,092.00 by the New Jersey Department of Transportation (NJDOT) for Fiscal Year 2019, Reconstruction of South Boulevard; and

WHEREAS, certain engineering services need to be performed; and

WHEREAS, the Borough Engineer's Remington and has presented a proposal to complete said services in the amount of \$19,000.00.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Buena that the engineer is hereby retained for engineering services, as outlined in the attached proposal, for the Fiscal Year 2019, Reconstruction of South Boulevard, in an amount not to exceed \$19,000.00.

BE IT FURTHER RESOLVED that the award is contingent upon the receipt of a Certificate of Availability of Funds from the Chief Financial Officer.

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

RESOLUTION 65-19 A RESOLUTION OF THE BOROUGH OF BUENA APPOINTING THOMAS REEVES TO THE SEASONAL PART LABORER IN THE STREETS & ROADS DEPARTMENT RETROACTIVE TO APRIL 1, 2019.

M S

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BE IT RESOLVED, by the Council of the Borough of Buena that Thomas Reeves is hereby appointed to the position of Season Laborer in the Borough of Buena Streets & Roads Department until October 1, 2019.

BE IT FURTHER RESOLVED, that Mr. Reeves hourly rate shall be \$14.00 per hour retroactive to April 1, 2019.

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

**RESOLUTION 66-19 A RESOLUTION AUTHORIZING THE CFO TO REFUND AN
OVERPAYMENT IN THE AMOUNT OF \$272.50, TO SJS TITLE,
LLC
M _____ S _____**

WHEREAS, SJS TITLE, LLC remitted a payment that was incorrectly deposited into the Boroughs Current account;

NOW THEREFORE BE IT RESOLVED by Mayor and Council of Buena Borough that the Chief Financial Officer is hereby authorized to refund the amount of \$272.50.

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

Solicitor's Report:
Abandoned Properties Update.

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Correspondence:

1. Debbie Ewan Letter of Resignation from the Recreation Commission effective immediately.

M _____ S _____

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

NEED MOTION TO FILE CORRESPONDENCE:

M _____ S _____

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

Minutes of the regular meeting of April 22, 2019. If no corrections or Additions, entertain a motion to approve.

M _____ S _____

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

**BOROUGH OF BUENA
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BILLS PAID AS LISTED:

M _____ S _____

	AYE:	NAY:	ABSTAIN:	ABSENT:	RECUSE
MAROLDA					
WALKER					
BAKER					
MANCUSO					
ALVAREZ					
MCAVADDY					

PUBLIC PORTION OF THE MEETING:

Anyone wishing to address Mayor and Council only, please step forward and give your name and address for the record.

NEXT MEETING: MAY 28, 2019 AT 7:00 P.M.

Meeting adjourned: M _____ S _____ All in favor? Any opposed?