

RESOLUTION NO. 1-2024-19

ESTABLISHING A CASH MANAGEMENT PLAN FOR THE BOROUGH OF BARRINGTON

WHEREAS N.J.S.A. 40A:5-14 requires all municipalities in the State of New Jersey to adopt a cash management plan that is subject to the annual audit;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Barrington that the following requirements shall be adhered to:

The Borough Council shall annually, at its reorganization meeting, designate the legal depositories for all municipal funds. The resolution may be amended or supplemented from time to time as the Borough Council deems necessary. Such resolution shall be deemed a part of the cash management plan.

The Borough Council shall annually establish by resolution adopted at its annual reorganization meeting, the required signatories to all municipal bank accounts.

All municipal funds received by any official or employee shall be either deposited within 48 hours to an interest-bearing account in the name of the Borough of Barrington, or shall be turned over to the treasurer within 48 hours of receipt.

All revenues received by the treasurer, tax collector and utility collector shall be deposited into interest-bearing accounts in the legal depositories.

The following funds shall not be required to be maintained in interest bearing accounts: change funds, petty cash funds, payroll funds, 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 the funds), checking accounts established for the express purpose of paying bills approved by the Governing Body (such accounts will be maintained at the minimum amount required for orderly operation of the account), and compensating balances maintained for the purpose of obtaining specific services from financial institutions (such accounts shall be established only under terms of written agreements approved by the Borough Council).

No municipal funds shall be disbursed by the treasurer and/or CFO prior to approval of the Borough Council except for debt service payments, investments, payroll turnovers to agencies and discount vouchers. Debt service payments and discount vouchers must be ratified after payments.

It shall be the responsibility of the CFO 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 banks, savings and loans, etc., the CFO shall obtain a minimum of three quotations and shall invest at the institution offering the highest effective rate. The CFO shall determine which type of legal investment will best serve the needs of the municipality and is authorized to place the funds in any such legal investment, unless otherwise restricted by the Governing Body.

The CFO shall report monthly all investment transactions as required by N.J.S.A. 40A:5-15.2 to the Borough Council.

BOROUGH OF BARRINGTON
January 9, 2024

BY: _____
Kyle Hanson, Mayor

ATTEST: _____
Terry Shannon, Borough Clerk

RESOLUTION 1-2024-20

RESOLUTION ADOPTING PROCUREMENT PROCEDURES FOR CORONAVIRUS FISCAL RECOVERY FUNDS PROJECTS (AMERICAN RESCUE PLAN PROJECTS)

WHEREAS the Borough of Barrington received \$587,208 in Coronavirus Fiscal Recovery Funds (aka American Rescue Plan or ARP funds) from the United States federal government, through the State of New Jersey, for infrastructure improvements; and

WHEREAS these funds will be used for the Rehabilitation of the 4th Avenue Pump Station; and

WHEREAS the Borough is preparing the plans and specifications for said project and is preparing to advertise for and receive bids for this project; and

WHEREAS the Acting New Jersey State Comptroller has advised that local agencies are required to have written procurement procedures in place in order to comply with federal requirements for expenditure of these funds; and

WHEREAS the Acting New Jersey State Comptroller has provided the Procurement Checklist Uniform Guidance, a copy of which is annexed to this resolution, to all local agencies that spell out in detail the procurement procedures that need to be in place; and

WHEREAS the Governing Body of the Borough of Barrington has determined that it is in the best interest of the Borough to adopt these procurement procedures for the expenditure of the ARP funds;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Governing Body of the Borough of Barrington that the Procurement Checklist Uniform Guidance procurement procedures provided by the NJ Acting Comptroller, and made part of this resolution, are hereby adopted; and

BE IT FURTHER RESOLVED that the Borough Engineer is required to comply with these procurement procedures in preparation of the plans and specifications for the 4th Avenue Pump Station project; and

BE IT FURTHER RESOLVED that the Borough will also comply with these procurement procedures in the determination of the contract award for said project.

BOROUGH OF BARRINGTON
January 9, 2024

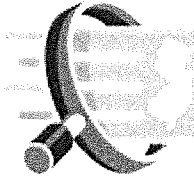
BY: _____
Mayor Kyle Hanson

ATTEST: _____
Terry Shannon, Clerk/RMC

CERTIFICATION

I hereby certify this to be a true copy of a resolution approved by the Governing Body of the Borough of Barrington at the council meeting held January 9, 2024.

Terry Shannon, Borough Clerk



NEW JERSEY
OFFICE OF THE STATE
COMPTROLLER

KEVIN D. WALSH
ACTING STATE COMPTROLLER

Procurement Checklist Uniform Guidance

Issue Date: October 7, 2021

The Uniform Guidance requires local governments to have written procurement procedures in place that address the below:

Procurement Standards 2 CFR Part 200, Subpart D	References
All solicitations must incorporate a clear and accurate description of the technical requirements for the material, product or service.	200.319(d)(1)
Ensure that procurements are conducted in a manner affording full and open competition.	200.319(a)
Prohibit contractors that develop or draft specifications, requirements, statements of work, invitations for bids, or requests for proposals from competing for such procurements.	200.319(b)
Avoid the following situations considered to be restrictive of competition: 1. Placing unreasonable requirements on firms to qualify them to do business; 2. Requiring unnecessary experience and excessive bonding; 3. Noncompetitive pricing practices between firms or affiliated companies; 4. Noncompetitive contracts to consultants on retainer contracts; 5. Organizational conflicts of interest; 6. Specifying "brand name" without allowing for an equal substitute; and 7. Any arbitrary action in the procurement process.	200.319(b)
Must not include state or local geographic preferences (except if mandated or encouraged by applicable Federal law).	200.319(c)
Avoid acquisition of duplicate or unnecessary items.	200.318(d)
Require a cost or price analysis for purchases over \$250,000 (Simplified Acquisition Threshold).	200.324

Provide guidelines for quote and bid thresholds.	200.320
Describe available methods of procurement: <ol style="list-style-type: none"> 1. Informal – quotes; 2. Formal – sealed bidding and competitive contracting; and 3. Noncompetitive procurements – emergency, sole source. 	200.320
Requests for proposals must identify: <ol style="list-style-type: none"> 1. All requirements the offeror must fulfill; and 2. All other factors to be used in evaluating proposals. 	200.319(d)(2)
Provide a preference for the purchase, acquisition, or use of goods or materials produced in the U.S. to the greatest extent practicable.	200.322
Limit the use of time-and-materials type contracts unless: <ol style="list-style-type: none"> 1. No other contract is suitable; 2. The time-and-materials contract includes a ceiling price; and 3. The contractor agrees to proceed at its own risk if the ceiling price is exceeded. <p>Time-and-materials contracts are contracts whose cost is the sum of direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.</p>	200.318(j)
Include affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus areas firms are used when possible.	200.321
Require review of SAM prior to contract award to prevent awarding to a contractor who has been debarred or suspended from federal contracting.	200.214
For construction or facility improvement contracts, require: <ol style="list-style-type: none"> 1. A bid guarantee = 5 % of bid price; 2. Performance bond = 100% of contract price; and 3. Payment bond = 100% of contract price. <p>Reminder: If federal funding requires compliance with the Davis-Bacon Act, require the higher of Davis-Bacon or New Jersey prevailing wage rates.</p>	200.326
Require record retention which details the history of the procurement, including: <ol style="list-style-type: none"> 1. Rationale for the method of procurement; 2. Rationale for the selection of the contract type; 3. Rationale for the contractor selection or rejection; and 4. Basis for the contract price. 	200.318(i)
Adopt a written conflict of interest policy governing actions of the entity's employees during the selection, award, and administration of contracts.	200.318(c)(1)

RESOLUTION 1-2024-21

ADDING 2023 TAX EXEMPTIONS

WHEREAS, the Barrington Tax Collector has called to Mayor and Council's attention additions to the 2023 Tax Duplicate and has requested Council to approve the same.

NOW, THEREFORE, be it resolved by the Mayor and Council of the Borough of Barrington that the following additions be approved:

ADDITIONS

Block 36, Lot 18	412 Albany Ave	Add 100% Totally Disabled Veteran (effective 12/21/23)
Block 32, Lot 17	210 Reading Ave	Add 100% Totally Disabled Veteran (effective 12/15/23)

**BOROUGH OF BARRINGTON
JANUARY 9, 2024**

BY: _____
Kyle Hanson, Mayor

ATTEST: _____
Terry Shannon, Borough Clerk

RESOLUTION NO. 1-2024-22

AWARDING A CONTRACT TO NORTHEAST PLUMBING SERVICES, LLC, FOR

WHEREAS the Borough of Barrington has solicited for and received quotes for the project known as Installation of a new Heating System at the Barrington Senior Center, located at 109 Shreve Avenue in the Borough of Barrington, Camden County, New Jersey (Partially funded by the Camden County Community Development Block Grant Program, FY2020); and

WHEREAS the lowest responsive quote in the amount of \$17,744.00 was received from Northeast Plumbing Services, LLC of Williamstown, New Jersey;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Barrington, that a Contract in the amount of \$17,744.00 for the Installation of a New Heating System at the Barrington Senior Center located at 109 Shreve Avenue in the Borough of Barrington (Partially funded by the Camden County Community Development Block Grant Program, FY2020) is hereby awarded to Northeast Plumbing Services, LLC, of Williamstown, New Jersey, conditional upon the following:

1. That a certificate has been received from the Municipal Treasurer stating that funds are available for this Contract;
2. That the quote documents and quoting procedures have been reviewed and approved by the Municipal Solicitor;
3. That the quote documents and quoting procedures have been reviewed and approved by the Camden County Community Development Block Grant Program;
4. This Resolution hereby authorizes the Mayor and Clerk to endorse the Contract document;
5. That the clerk of this body be and is hereby directed to seal said Contract with the corporate seal of this body and attest to the same;
6. All other conditions determined to be necessary by the Governing Body.

**BOROUGH OF BARRINGTON
JANUARY 9, 2024**

By: _____
Kyle Hanson, Mayor

Attest: _____
Terry Shannon, Clerk/RMC

CERTIFICATION

I hereby certify this to be a true copy of a resolution approved by the Governing Body of the Borough of Barrington at the council meeting held January 9, 2024.

Terry Shannon, Borough Clerk

BOROUGH OF BARRINGTON BILL LIST SUMMARY**Resolution No. 1-2024-23****January 9, 2024****CURRENT FUND**

CHECKS CURRENT FUND	2023 BUDGET	91,712.11
	2024 BUDGET	17,474.75
	GRANTS	1,902.95
	DEBT SERVICE	
	PERS AND PFRS PENSION PAYMENT	
	BOARD OF EDUCATION*	
	CAMDEN COUNTY QTRLY PAYMENT**	
	MEDICAL DEDUCTIBLE	
WIRE VENDOR ACH PAYMENT		54,711.18
WIRE TRANSFERS PAYROLL		244,123.49
WIRES / MANUAL CHECKS		26,729.08
TOTAL CURRENT		436,653.56

SEWER UTILITY

CHECKS SEWER FUND	2023 BUDGET	4,425.80
	2024 BUDGET	124.84
	DEBT SERVICE	
WIRE VENDOR ACH PAYMENT		3,418.09
WIRE TRANSFERS PAYROLL		31,510.87
PERS PENSION PAYMENT		
WIRES /MANUAL CHECKS		
TOTAL SEWER		39,479.60

CAPITAL FUND

CHECK CAPITAL FUND		27,360.89
MANUAL CHECK		
WIRE VENDOR ACH PAYMENT		
WIRE TRANSFERS PAYROLL		
WIRE TRANSFER TO CURRENT		
TOTAL CAPITAL		27,360.89

CONSTRUCTION FUND

CHECK CONSTRUCTION		3,325.29
WIRE VENDOR ACH PAYMENT		3,000.00
WIRE TRANSFERS PAYROLL		11,496.35
MANUAL CHECKS		
TOTAL CONSTRUCTION		17,821.64

TRUST FUND

CHECK TRUST OTHER FUND		418.00
WIRE TRANSFERS PAYROLL		9,941.24
WIRES / MANUAL CHECKS		1,200.00
TOTAL TRUST		11,559.24

SEWER CAPITAL FUND

MANUAL CHECK		
CHECK SEWER CAPITAL		
WIRE TRANSFERS PAYROLL		
WIRE TO SEWER UTILITY		
TOTAL SEWER CAPITAL		0.00

ANIMALTRUST FUND

ANIMAL TRUST CHECK		22.20
WIRE VENDOR ACH PAYMENT		616.61
MANUAL CHECK		
TOTAL ANIMAL TRUST		638.81

DEVELOPER TRUST FUND

DEVELOPER TRUST CHECK		
TOTAL DEVELOPER TRUST		0.00

REGIONAL FIRE PREVENTION ALLIANCE

CHECK FIRE PREVENTION FUND		1,376.87
WIRE TRANSFERS PAYROLL		10,189.69
WIRE VENDOR ACH PAYMENT		800.00
WIRES / MANUAL CHECKS		
TOTAL TRUST		12,366.56

TOTAL BILL LIST & MANUAL CHECKS/WIRE \$ 545,880.30

RESOLUTION 1-2024-24

RESOLUTION PROMOTING NICHOLAS WILSON AND CONOR BECKAS TO THE POSITIONS OF CORPORAL IN THE BARRINGTON POLICE DEPARTMENT

WHEREAS the Public Safety Committee has recommended to Council that Nicholas Wilson be promoted to the position of Corporal effective as of January 9, 2024; and

WHEREAS the Public Safety Committee has also recommended to Council that Conor Beckas be promoted to the position of Corporal effective as of January 9, 2024; and

WHEREAS the Governing Body concurs with these recommendations;

NOW, THEREFORE, BE IT RESOLVED that Nicholas Wilson is hereby promoted to the position of Corporal effective as of January 9, 2024; and

BE IT FURTHER RESOLVED that Conor Beckas is hereby promoted to the position of Corporal effective as of January 9, 2024; and

BE IT FURTHER RESOLVED that the Governing Body wishes Corporal Wilson and Corporal Beckas well in their new positions and knows they will excel in these roles and will continue to be assets to the Barrington Police Department.

**BOROUGH OF BARRINGTON
January 9, 2024**

BY: _____
Mayor Kyle Hanson

ATTEST: _____
Terry Shannon, Clerk/RMC

CERTIFICATION

I hereby certify this to be a true copy of a resolution approved by the Governing Body of the Borough of Barrington at the council meeting held January 9, 2024.

Terry Shannon, Borough Clerk