

City of Woodbury
City Council Meeting Agenda
December 18, 2023
33 Delaware Street, Woodbury, NJ 08096
6:30 p.m.

Pledge of Allegiance

Moment of Silent Reflection

Reading of the Open Public Meeting Statement

Roll Call

Open to the Public for Agenda Items Only

Ordinances

ORDINANCE NO. 2400-23 AN ORDINANCE AMENDING CHAPTER 106, HOUSING STANDARDS, OF THE CODE BOOK OF THE CITY OF WOODBURY BY ADDING A NEW SECTION TO BE ENTITLED LEAD BASED PAINT HAZARD INSPECTION REQUIREMENTS
Second Reading

ORDINANCE NO. 2401-23 AN ORDINANCE AMENDING CHAPTER 106, HOUSING STANDARDS, BY ADDING A NEW ARTICLE TO BE ENTITLED “PROOF OF LIABILITY INSURANCE FOR OWNERS OF RENTAL UNIT(S)” OF THE CODE BOOK OF THE CITY OF WOODBURY
Second Reading

Resolutions

CONSENT AGENDA

RESOLUTION NO. 23-236 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY TO AUTHORIZE EXECUTION OF PARKING USE AGREEMENT BETWEEN THE COUNTY OF GLOUCESTER AND THE CITY OF WOODBURY TO PERMIT THE COUNTY TO UTILIZE A PARKING AREA AT PROPERTY KNOWN AS BLOCK 57, LOT 14, ALSO KNOWN AS 432 GLOVER STREET

RESOLUTION NO. 23-237 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY OPPOSING ASSEMBLY BILL 5659

RESOLUTION NO. 23-238 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY APPOINTING A PRIVACY AND SECURITY OFFICER

RESOLUTION NO. 23-239 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY REJECTING ALL BIDS FOR WATER FILTRATION TANKS UPGRADES & REHABILITATION

RESOLUTION NO. 23-240 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING A DATA MANAGEMENT POLICY AND PROCEDURES FOR THE CITY OF WOODBURY

RESOLUTION NO. 23-241 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY TO ADOPT PROCEURES FOR ADMINISTRATION AND INSPECTION OF FEDERAL AID HIGHWAY PROJECTS

RESOLUTION NO. 23-242 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AFFIRMING TITLE VI NONDISCRIMINATION POLICY STATEMENT

RESOLUTION NO. 23-243 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY RE-ADOPTING CYBERSECUIRTY POLICY AND PROCEDURE MANUAL

RESOLUTION NO. 23-244 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY APPROVING TOWING COMPANY FOR A PERIOD OF THREE YEARS

RESOLUTION NO. 23-245 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY PROVIDING FOR THE INSERTION OF SPECIAL ITEMS OF REVENUE IN THE BUDGET OF THE CITY OF WOODBURY PURSUANT TO N.J.S. 40A:4-87 (CHAPTER 159, P.L. 1948)

RESOLUTION NO. 23-246 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY PROVIDING FOR THE INSERTION OF SPECIAL ITEMS OF REVENUE IN THE BUDGET OF THE CITY OF WOODBURY PURSUANT TO N.J.S. 40A:4-87 (CHAPTER 159, P.L. 1948)

RESOLUTION NO. 23-247 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY UTHORIZING THE CANCELLATION OF UNEXPENDED 2023 BUDGET APPROPRIATIONS

RESOLUTION NO. 23-248 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING AN CONTINUNITY OF GOVERNMENT PLAN

RESOLUTION NO. 23-249 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING A CYBER INCIDENT RESPONSE PLAN FOR THE CITY OF WOODBURY

RESOLUTION NO. 23-250 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING CANCELATION OF BALANCES AND CREDITS UNDER TEN DOLLARS (\$10.00) ON 2023 WATER/SEWER AND TAX ACCOUNTS IN THE CITY OF WOODBURY

RESOLUTION NO. 23-251 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S MINIMUM SECURITY REQUIREMENTS

RESOLUTION NO. 23-252 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S ADVANCED SECURITY REQUIREMENTS

RESOLUTION NO. 23-253 RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS IN THE LOCAL BUDGET OF THE CITY OF WOODBURY FOR THE YEAR 2023

RESOLUTION NO. 23-254 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING SECOND EXTENSION OF CLASS FIVE CANNABIS LICENSE (BESTBUDS)

END CONSENT AGENDA

Approval of the Bill and Voucher List

Reports

- **State of Security Report for the Year 2023**

Unfinished Business

New Business

Open to the Public

RESOLUTION NO. 23-255 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A CLOSED SESSION TO DISCUSS MATTERS PERTAINING TO THE PURCHASE, LEASE ACQUISITION OF REAL PROPERTY OR INVESTMENT OF PUBLIC FUNDS PRIVILEGE

Adjournment

NOTICE PURSUANT TO N.J.S.A 10:4-8(d)

The items listed on this tentative agenda of the Mayor and Council President of the City of Woodbury constitutes the agenda to the extent known at the time of posting. Since this agenda is tentative, items may be added and/or deleted prior to the commencement of the meeting. Formal action may or may not be taken regarding each item listed on the final agenda.

CITY OF WOODBURY, NEW JERSEY

ORDINANCE NO. 2400-23

**AN ORDINANCE AMENDING CHAPTER 106, HOUSING STANDARDS, OF THE
CODE BOOK OF THE CITY OF WOODBURY BY ADDING A NEW SECTION TO BE
ENTITLED LEAD BASED PAINT HAZARD INSPECTION REQUIREMENTS**

WHEREAS, the City of Woodbury maintains registration and maintenance requirements for residential rental housing within the City; and

WHEREAS, pursuant to P.L. 2021, c.182, all municipalities are required to inspect every single-family, two-family, and multiple rental dwelling located within the municipality at tenant turnover for lead-based paint hazards; and

WHEREAS, it is in the best interests of the residents of the City of Woodbury to amend the City Code at this time to require inspections for lead-based paint in residential rental dwellings to conform with this new State law.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodbury, County of Gloucester and State of New Jersey that Chapter 106, Housing Standards, be amended as follows:

Section 1. Chapter 106 is hereby amended by adding a new Section to read as follows:

§ _____ Lead-based paint hazard inspection frequency requirements; single-family, two-family, and multiple rental dwellings

1. This ordinance is adopted pursuant to N.J.S.A. 52:27D-437.16.
2. The following is required in regard to lead-based paint hazard inspections for single-family, two-family and multiple rental dwellings:
 - a. The Housing Officer shall inspect every single-family, two-family, and multiple rental dwelling located within the City at tenant turnover for lead-based paint hazards or by July 22, 2024 , whichever is earlier. Thereafter, all such units shall be inspected for lead-based paint hazards the earlier of every three years or upon tenant turnover, except that an inspection upon tenant turnover shall not be required if the owner has a valid lead-safe certification pursuant to this section.
 - b. The City shall charge the dwelling owner or landlord a fee sufficient to cover the cost of the inspection as may be set from time to time by the City.

- i. The fee for inspection shall be \$20 in addition to the fee imposed by the State and set forth in §7 herein.
 - c. A rental dwelling owner or landlord may directly hire a lead evaluation contractor who is certified by the New Jersey Department of Health to provide lead paint inspection services to satisfy the requirements of paragraph (1) of this subsection.
 - d. The Housing Officer or lead evaluation contractor with the duty to inspect single-family, two-family, and multiple dwellings pursuant to this section may consult with the Local Health Board, the Department of Health, or the Department of Community Affairs concerning the criteria for the inspection and identification of areas and conditions involving high risk of lead poisoning in dwellings, methods of detection of lead in dwellings, and standards for repair of dwellings containing lead paint.
 - e. Fees established pursuant to this subsection shall be dedicated to meeting the costs of implementing and enforcing this subsection and shall not be used for any other purpose.
3. Notwithstanding subsection b. of this section to the contrary, a dwelling unit in a single-family, two-family, or multiple dwelling shall not be subject to inspection and evaluation for the presence of lead-based paint hazards if the unit:
- a. has been certified to be free of lead based paint;
 - b. was constructed during or after 1978;
 - c. is in a multiple dwelling that has been registered with the Department of Community Affairs as a multiple dwelling for at least 10 years, either under the current or a previous owner, and has no outstanding lead violations from the most recent cyclical inspection performed on the multiple dwelling under the “Hotel and Multiple Dwelling Law,” N.J.S.A. 55:13A-1.
 - d. Is a single-family or two-family seasonal rental dwelling which is rented for less than six months duration each year by tenants that do not have consecutive lease renewals; or
 - e. Has a valid lead-safe certification issued in accordance with this section.
4. Remediation; Certification.
- a. In the event a lead evaluation contractor or Housing Officer finds that lead-based paint hazard exists in a dwelling unit upon conducting an inspection pursuant to this section, then the owner of the dwelling unit shall remediate the lead-based paint hazard by using abatement or lead-based paint hazard control methods, approved in accordance with the provisions of the Lead Hazard Evaluation and Abatement Code N.J.A.C. 74:17-6.3 et al. Upon the remediation of the lead-based paint hazard, the lead evaluation contractor or permanent local agency shall conduct an additional inspection of the unit to verify that the hazard no longer exists.

- b. In the event a lead evaluation contractor or Housing Officer finds that no lead-based paint hazards exist in a dwelling unit upon conducting an inspection pursuant to this section or following remediation of a lead-based paint hazard pursuant to paragraph (a) of this subsection, then the lead evaluation contractor or Housing Officer shall certify the dwelling unit as lead-safe on a form prescribed by the Department of Community Affairs as provided for in regulations or guidance promulgated pursuant to section 8 of N.J.S.A. 52:27D-437.20. The lead-safe certification provided to the property owner pursuant to this paragraph shall be valid for two years.
5. In the event a lead evaluation contractor or Housing Officer finds that a lead-based paint hazard exists in a dwelling unit upon conducting an inspection pursuant to this section, notification shall be made to the Commissioner of Community Affairs, in accordance with section 8 of the "Lead Hazard Control Assistance Act" N.J.S.A. 52:27D-437.8.
6. Beginning upon the adoption date of this Ordinance, Property owners shall notify the Housing Officer of all tenant turnovers.
7. In addition to the fees permitted to be charged for inspection of rental housing pursuant to this section, each unit owner shall be charged an additional fee of \$20 per unit inspected by a certified lead evaluation contractor or permanent local agency for the purposes of the "Lead Hazard Control Assistance Act," N.J.S.A. 52:27D-437.1 et al. concerning lead hazard control work, unless the unit owner demonstrated that the Department of Community Affairs has already assessed an additional inspection fee of \$20 pursuant to the provision of section 10 of N.J.S.A. 52:27D-437.10. In a common interest community, any inspection fee charged pursuant to this subsection shall be the responsibility of the unit owner and not the homeowners' association, unless the association is the owner of the unit. The fees collected pursuant to this subsection shall be deposited in the "Lead Hazard Control Assistance Fund" established pursuant to section 4 of the N.J.S.A. 52:27D-437.4.
7. A rental owner that has failed to comply with the requirements for inspection and/or remediation and abatement after 30 days written notice to cure shall be subject to a penalty not to exceed \$1,000.00 per week until the required inspection has been conducted or remediation efforts have been initiated.

Section 3. Repealer: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

Section 4. Severability: Each section of this Ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective, shall not be deemed to affect the validity or constitutionality of any other sections or parts hereof.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon final passage and publication as required by law

CITY OF WOODBURY, NEW JERSEY

[SEAL]

By: _____
WILLIAM H. FLEMING, JR.
Council President

ATTEST:

CASSIDY L. SWANSON,
City Clerk

APPROVED:

By: _____
KYLE MILLER, MAYOR

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2400-32 was introduced to the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a regular business meeting held on **December 4, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2400-23 was adopted after public hearing by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a regular business meeting held on **December 18, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

CITY OF WOODBURY, NEW JERSEY

ORDINANCE NO. 2401-23

AN ORDINANCE AMENDING CHAPTER 106, HOUSING STANDARDS, BY ADDING A NEW ARTICLE TO BE ENTITLED “PROOF OF LIABILITY INSURANCE FOR OWNERS OF RENTAL UNIT(S)” OF THE CODE BOOK OF THE CITY OF WOODBURY

WHEREAS, the City of Woodbury maintains registration and maintenance requirement for residential rental housing within the City pursuant to Chapter 106 of the Code Book; and

WHEREAS, pursuant to P.L. 2022, Chapter 92, owners of a rental unit or units, and owners of a multi-family homes of four or fewer units, one of which is owner occupied, shall maintain liability insurance and shall annually register the Certificate of Insurance demonstrating compliance with Section 2 of P.L. 2022, Chapter 92, with the municipality in which the rental units, or multi-family home is located.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodbury, County of Gloucester and State of New Jersey that Chapter 106, Housing Standards, be amended by adding a new article to be entitled “Proof of Liability Insurance for Owners of Rental Unit(s)” to read as follows:

Section 1.

- a. The owner of a rental unit or units shall maintain liability insurance for negligent acts and omissions in an amount of not less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.
- b. The owner of multi-family home which is four or fewer units, one of which is owner-occupied, shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$300,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

Section 2.

- a. The owner of a rental unit or units, and the owner of a multi-family home of four or fewer units, one of which is owner occupied, shall annually register the Certificate of Insurance demonstrating compliance with section 1 of this Article with the municipality in which the rental units or multi-family home is located.

Section 3.

- a. The City may enforce the registration provisions of this Article through a summary proceeding pursuant to the “Penalty Enforcement Law of 1999,” P.L. 1999, c. 274

(C.2A:58-10 et seq.), and may collect a fine of not less than \$500 but not more than \$5,000 against an owner who failed to comply with the provisions of this act.

Section 4. Repealer: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

Section 5. Severability: Each section of this Ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective, shall not be deemed to affect the validity or constitutionality of any other sections or parts hereof.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon final passage and publication as required by law

CITY OF WOODBURY, NEW JERSEY

[SEAL]

By: _____
WILLIAM H. FLEMING, JR.
Council President

ATTEST:

CASSIDY L. SWANSON,
City Clerk

APPROVED:

By: _____
KYLE MILLER, MAYOR

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2401-32 was introduced to the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a regular business meeting held on **December 4, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson hereby certify that the foregoing Ordinance 2401-23 was adopted after public hearing by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a regular business meeting held on **December 18, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-236

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY TO
AUTHORIZE EXECUTION OF PARKING USE AGREEMENT BETWEEN THE
COUNTY OF GLOUCESTER AND THE CITY OF WOODBURY TO PERMIT THE
COUNTY TO UTILIZE A PARKING AREA AT PROPERTY KNOWN AS BLOCK 57,
LOT 14, ALSO KNOWN AS 432 GLOVER STREET**

WHEREAS, the City of Woodbury owns property located at 432 Glover Stret, also known as Block 57, Lot 14; and

WHEREAS, the County of Gloucester owns property located at 433 Glover Street, also known as Block 58, Lot 8; and

WHEREAS, the County of Gloucester would like to utilize a portion of the property owned by the City of Woodbury to support off street parking for a County building; and

WHEREAS, the County of Gloucester has agreed to grading and paving of the property, at its sole expense; and

WHEREAS, the Parties have agreed to the terms of said Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, County of Gloucester, and State of New Jersey as follows:

1. That the City Council does hereby approve and authorize the execution of the attached Parking Use Agreement Between the County of Gloucester and the City of Woodbury to permit the County to utilize a parking area at property known as Block 57, Lot 14, also known as 432 Glover Street.
2. That the Mayor and/or Council President be and is hereby authorized to execute the Parking Use Agreement on behalf of the City of Woodbury.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury
on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at the meeting held on **December 18, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-237

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY OPPOSING
ASSEMBLY BILL 5659**

WHEREAS, Local Government is facing the largest budget increase for property/casualty insurance since the mid- 1980s; and

WHEREAS, the property/casualty budget for the typical municipality has already experienced a 20% to 25% increase since 2021 and will experience another 12% to 20% increase in 2024; and

WHEREAS, New Jersey now has the highest workers' compensation premium rates in the country based on data from the U.S. Bureau of Labor Statistics; and

WHEREAS, Workers' Compensation escalated because New Jersey judges are now reopening cases up to four and five times, whereas in the past they rarely reopened a case more than once; and

WHEREAS, Workers' Compensation also escalated because of a 2021 Department of Labor decision that directed workers' compensation to pay many accidental disability claims that previously were paid by the pension plans; and

WHEREAS, another recent law created a presumption that firefighters diagnosed with cancer are eligible for workers' compensation; and

WHEREAS, during the COVID 19 Pandemic, the Legislature approved a law that made COVID contracted by first responders and essential employees compensable under New Jersey's workers' statute resulting in the COVID cost per employee being the second highest in the country; and

WHEREAS, liability has increased because of the erosion of Title 59 protections in New Jersey's courts. Judges are now reluctant to grant summary judgement dismissing even frivolous claims because of the 2021 New Jersey Supreme Court decision in Gonzalez v. Jersey City; and

WHEREAS, the recent amendment in the sexual molestation statute of limitations also increased Title 59 liability costs. In some cases, towns are being sued based on allegations going back to the 1970s; and

WHEREAS, property premiums are increasing rapidly because the world-wide frequency of large natural disasters has almost tripled since 2000. New Jersey alone was hit with Hurricane Irene in 2011, Superstorm Sandy in 2012 and Tropical Storm Ida in 2021; and

WHEREAS, property insurance premiums are also indexed to replacement values that have jumped because of supply chain issues and the labor shortage; and

WHEREAS, cyber liability premiums have more than doubled in recent years. Organizations without strong cyber risk controls are finding it difficult to purchase any coverage.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Woodbury, County of Gloucester, and State of New Jersey that:

1. The Legislature is urged to adopt budget and levy cap exemptions for property/casualty insurance and claims; and
2. The Administration and the Legislature should not adopt additional legislation or regulations that will increase municipal claims without a thorough and complete analysis of the cost; and
3. The New Jersey Department of Labor, the New Jersey Department of Banking and Insurance and the New Jersey Department of Community Affairs should meet with representatives of municipal government to discuss ways to reduce property/casualty costs.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at the meeting held on **December 18, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-238

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
APPOINTING A PRIVACY AND SECURITY OFFICER**

WHEREAS, there is a need to appoint a Privacy and Security Officer for the City of Woodbury; and

WHEREAS, Bradley Pennypacker is qualified for the position of Privacy and Security Officer.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Woodbury, County of Gloucester, State of New Jersey, that Bradley Pennypacker be and is hereby appointed Privacy and Security Officer of the City of Woodbury.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council of the City of Woodbury, in the County of Gloucester and State of New Jersey, at a meeting held on **December 18, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-239

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
REJECTING ALL BIDS FOR
WATER FILTRATION TANKS UPGRADES & REHABILITATION**

WHEREAS, the City Engineer went to bid for the Water Filtration Tanks Upgrades & Rehabilitation Project; and

WHEREAS, bids were opened on December 13, 2023; and

WHEREAS, three bids were received as follows:

Derstine Company, LLC	Total Base Bid = \$751,340.00
A.C. Schultes, Inc.	Total Base Bid = \$762,490.00
Kiely Civil, LLC	Total Base Bid = \$1,074,260.00

WHEREAS, the bids substantially exceeded the engineer's cost estimate; and

WHEREAS, the bids substantially exceed the contracting unit's appropriation for the goods or services; and

WHEREAS, the City Engineer, by correspondence of December 15, 2023, and the City Administrator have recommended rejection of all bids.

NOW, THEREFORE, BE IT RESOLVED that all bids are hereby rejected as substantially exceeding the City Engineer's estimate and substantially exceeds the contracting unit's appropriation for the goods or services.

BE IT FURTHER RESOLVED that the City Engineer is hereby authorized to re-advertise this project for bids when the contracting unit has appropriated additional funds for the goods and services required for the Water Filtration Tanks Upgrades & Rehabilitation Project.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury held on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at the meeting held on **December 18, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
City Clerk

RESOLUTION NO. 23-240

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING A DATA MANAGEMENT POLICY AND PROCEDURES FOR THE CITY OF WOODBURY

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury in the County of Gloucester, and the State of New Jersey, that there is hereby established a new Employee Computer Use, Electronic Mail and Internet Usage Policy for the City of Woodbury.

Data Management Policy & Procedure

Policy Brief and Purpose:

Managing data within an organization or municipality includes data classification, inventory, handling, retention, and disposal. The Data Management Policy provides the processes and procedures for governing data within the municipality. This includes creating a data inventory and classifying data based on sensitivity. Additionally, procedures for securely protecting data from unauthorized access or modification alongside appropriate methods for how users should handle their data during their day-to-day work activities. Finally, authorized methods to destroy and remove data from the enterprise are discussed.

Scope:

This policy and procedure shall apply to all employees, contractors, and affiliates of the City of Woodbury municipality, hereinafter referred to as 'The Employer', and shall govern the management of data by which The Employer and associated employees are responsible for securing, protecting, retaining and disposing of data in accordance with all applicable state and federal laws, litigation holds, regulations and internal standards and processes set forth for handling data.

Responsibility:

The designated IT team including the managed service provider and City Clerk, are responsible for managing the municipality's data as this information is housed on workstations and servers primarily maintained by IT. Information owners are responsible for coordinating data maintenance activities with IT and the City Clerk.

Users have the responsibility to protect data associated with their role from unauthorized access and disclosure. IT and the City Clerk are responsible for informing all users of their responsibilities associated with protecting data entrusted to them.

Exceptions:

Exceptions to this policy are likely to occur. Requests for exception must be made in writing and must contain:

- The reason for the request,
- Risk to the municipality of not following the written policy,
- Specific mitigations that will not be implemented,
- Technical and other difficulties, and
- Date of review.

Definitions:

- Data Acquisition: The process of gathering data which can then be displayed, stored, and analyzed.
- Data Classification: Organizing data by categories that can be used to dictate protection and security efforts by priority.
- Data Disposal: The process of removing enterprise data from enterprise assets, to include hard paper copies.

- **Data Handling:** The process of ensuring that data is stored in a safe and secure manner during usage and /afterward.
- **Data Inventory:** A record of all data relevant to an enterprise for analysis, decision-making, or other justifiable need.
- **Data Protection:** The process of safeguarding data from corruption, compromise, or loss.
- **Employer:** The City of Woodbury Municipality.
- **IG1:** Implementation Group, specifically, ‘Basic Cyber Hygiene IG1’. There are three groups total and are the recommended guidance to prioritize the implementation of the [CIS Security Controls \(CIS Controls\)](#). IG1 is the minimum standard of information security for all enterprises, IG1 is the on-ramp to the CIS Controls and consists of a foundational set of 56 cyber defense guards. The Safeguards included in IG1 are what every enterprise should apply to defend against the most common attacks.

Policy:

Data Acquisition:

There are no IG1 safeguards for critical security controls implementation that support this portion of the data management process. At a minimum, when acquiring data, the Employer and employees must consider storage solutions and security requirements that are commensurate with the type of data collected. The Employer must consider access of the data to include who, how, and when data can be accessed and follow the rule of least privilege (only those who absolutely need access to specific data or data sets are provided access).

Data Inventory:

1. IT must coordinate with the City Clerk and conduct an inventory of data on an annual basis.
 - a. All sensitive data must be marked accordingly in the data inventory.
 - b. A data owner must be associated with all data tracked within the inventory.
 - c. Data with specific data retention needs must be labeled accordingly.
2. All data owners are required to contact IT and the City Clerk upon the creation of, or obtaining, sensitive data to ensure the data is tracked within the data inventory.

The following components should be used for the annual inventorying of data and upon completion, the file should be stored within the [City Hall Central](#) SharePoint Intranet site so employees can reference the inventory and data management policy ongoing to ensure compliance.

- **Components of a data inventory:**
 - **Identifier** – This can be a filename or other unique identifier.
 - **Data type** – Financial, PII, or other type of data.
 - **Data owner** – The individual or business unit entrusted with the data.
 - **Data classification/label** – While data classification is not an IG1 requirement, organizations should, at a minimum capture data sensitivity using sensitive or non-sensitive categories. If capable, enterprises can further classify data using topic area (e.g., PII).
 - **Data location** – Where the data is stored.
 - **Data format** – Type of file, which may be database or long-term storage device/service.
 - **Data retention** – Required time frame for retention of data for legal, regulatory, or business requirements.

Data Classification:

1. IT and City Clerk must establish and enforce labels for sensitive data.
2. IT must review data classification labels and their usage on an annual basis.

Data Protection:

1. IT must configure access control lists on enterprise assets in accordance with user’s need to know. This is to include laptops, smartphones, tablets, centralized file systems, remote file systems, databases, and all applications.
2. Sensitive data must be encrypted or password protected on all user devices.

Data Handling:

1. **Data Retention:** All data and documents must be preserved for the appropriate amount of time as dictated by regulatory, legal, and business requirements.
2. **Data Storage:** When storing data, each employee must consider the following items to ensure data is stored in the most accurate location as possible with respect to the Employer policy(s) and organizational workflows:
 - a. Should this file be stored locally on the C:/ Drive, on a particular network drive or in the cloud via OneDrive?
 - i. This will depend on the additional set of questions below. Please continue reading. In general, if you do not have a VPN connection or remote access to your data and will need to gain access to your data while you are out of the office, OneDrive should be considered for storing data you will need on the go.
 - b. Is this a personal document or will I need to collaborate on or share this document with others?
 - i. This will determine if you should store the document in your local C:/ Drive or personal OneDrive if personal or store on the network drive or SharePoint team site for collaboration or group reference. Goal is to avoid document duplication and having a document exist in multiple locations.
 - c. Does the data have sensitive information, is a financial document, has PII or PHI?
 - i. **If no**, then no encryption or password protection is required when storing the file.
 - ii. **If yes**, file must be stored in an encrypted or password protected environment and must adhere to this policy and procedure and departmental standards and processes for handling of data.
 - d. Who will need access to this data or filetype?
 - i. Use the rule of least privilege to lock down data as best as possible. Only give or allow access to individuals who need or require access.
3. **Portable storage:** USB devices, external hard drives or any other type of portable storage use is prohibited unless given explicit consent by IT and is absolutely necessary in order to perform a function(s) of your job.
4. **Data Security at Rest:** Any data that has PII or PHI information and is not redacted must be encrypted or password protected.
5. **Data Security in Transit:** Any data that has PII or PHI information and is not redacted must be encrypted or password protected in order to send the file(s) securely. Additionally, if sensitive financial or confidential information is being sent via email or through other transportable means, the subject line must include *Confidential* along with a disclaimer in the body of the message that states "This information is confidential. Please do not share or download this data unless given explicit consent by the sender".

Data Disposal:

1. IT, or other authorized parties (I.e. City Clerk), must destroy data that have outlasted their specified retention timeframes.
2. All users are required to contact IT and the City Clerk before disposing of sensitive data.
3. Non-sensitive data may be disposed of without speaking to IT or the City Clerk via common destruction methods (e.g., trash, commonplace deletion from a computer system).
4. Sensitive data destruction must be performed in a manner that preserves confidentiality.
 - a. Reports, correspondence, and other printed media:
 - i. Shredding – Documents must be shredded using IT approved cross-cut shredders,
 - ii. Shredding Bins – Disposal must be performed using locked bins located on-site using an IT approved shredding service, or
 - iii. Incineration – Materials are physically destroyed using an IT approved incineration service.
 - b. Portable Media (e.g., Solid State Drives (SSDs), digital video discs (DVDs), universal serial bus (USB) data storage devices):
 - i. Physical Destruction – Complete destruction of media by means of shredding, crushing, or disassembling the asset and ensuring no data can be recovered.
 - c. Hard Disc Drives (HDDs) and other magnetic media to include printer and copier hard-drives:

- i. Overwriting – Using a program to write binary data sector by sector onto the media, or
 - ii. Physical Destruction – Crushing, disassembling, or degaussing the asset to ensure no data can be extracted or recreated.
 - d. Tape Cartridges
 - i. Degaussing – Using strong magnets or electric degaussing equipment to magnetically scramble the data on a hard drive into an unrecoverable state, or
 - ii. Physical Destruction – Complete destruction of the tapes.
 - e. Third-party service provider systems (e.g., cloud services) must be disposed of by first requesting the appropriate methods to permanently delete data stored in their systems, and then performing those actions according to the received instructions.
5. All destruction of data must be logged in the data inventory or tracked separately, when/where applicable.
- a. IT must obtain proof of destruction if using a third-party disposal contractor.

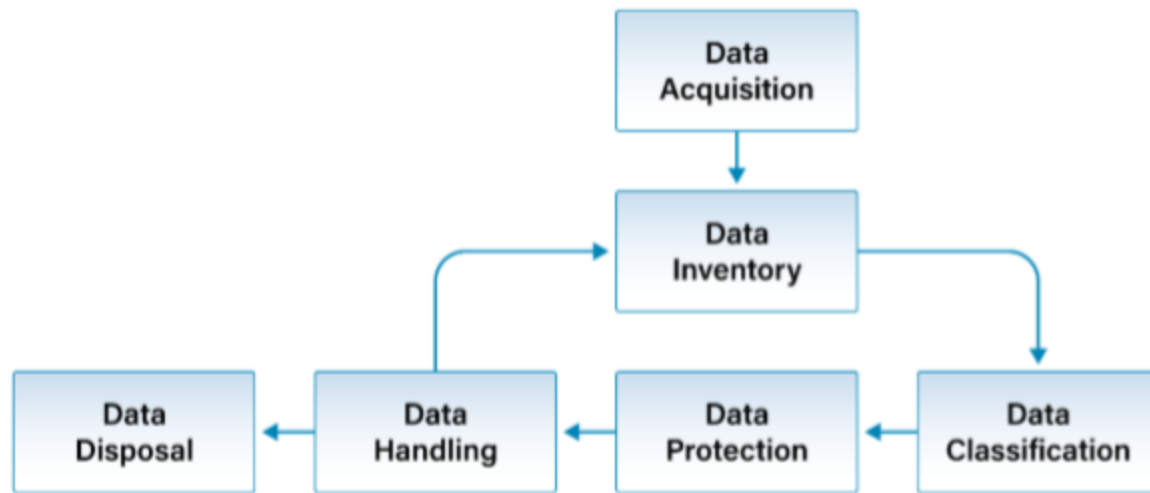


Figure 1. Data Management Lifecycle Diagram

Retention Schedule Reference:

*Artemis updates the retention schedules periodically. If the schedule link does not work, please utilize [Artemis' search feature](#) and inform the City Clerk of any issues or questions.

General File Types	Example(s)	Encrypt/Password / Redact	Retention/Disposal Schedule
Administrative	Policies, procedures, mail, documentation	No	017
Boards & Commissions	Planning & Zoning, and Library Board	No	004, 003
Clerk	Gov. documentation & all else not listed	No / Yes	001, 011
Finance	Audits, budget, Pension, Vendor info	No	017
Fire	Inspection reports, Call reports/logs	No	002
Housing & Development	COs, Permits, Construction, Applications	No	002
Human Services	Personnel files, health records, payroll	Yes / Yes	002, 017
PHI	Health records	Yes	OPRA, Daniel's Law
PII	Name, SSN, DOB, Addresses (Daniels Law Only)	Yes	OPRA, Daniel's Law
Police Department	Arrest reports, Body cam footage, Admin.	No & Yes	009
Public Works	Open/close logs, tree list, Inspection reports, etc.	No	002
Tax / Utility	Property taxes, Water & Sewer, Cash Receipts	No / Yes	003
Vitals	Birth, Marriage, Death, Dog/cat, Amendments	Yes / Yes	011

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on

December 18, 2023.

CITY OF WOODBURY

By:

WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at the meeting held on **December 18, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-241

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY TO
ADOPT PROCEDURE FOR ADMINISTRATION AND INSPECTION OF
FEDERAL AID HIGHWAY PROJECTS**

WHEREAS, the Federal Highway Administration (FHWA) provides opportunities for Local Public Agencies (LPA), such as the City of Woodbury, to receive Federal Aid Highway Program (FAHP or federal-aid) funds through New Jersey Department of Transportation (NJDOT); and

WHEREAS, the City of Woodbury is presently the recipient of federal-aid funds through a project awarded under the NJDOT Transportation Alternatives Program (TAP) for the City's Pedestrian Path Network along Hester's Branch and Woodbury Creek 2023 TAP project; and

WHEREAS, the City of Woodbury as an LPA, is responsible for administering federal-aid funded projects in compliance with all federal-aid requirements established by the FHWA; and

WHEREAS, the NJDOT, through its Stewardship Agreement with FHWA, is responsible for ensuring that the City of Woodbury is adequately staffed and suitably equipped to undertake federal-aid projects, and ensure that federal requirements are met; and

WHEREAS, the City of Woodbury, as required by the NJDOT, has developed a Policy outlining the required procedures for the Administration of Federally Funded Transportation Projects administered through the NJDOT;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Woodbury, County of Gloucester, State of New Jersey, that the City of Woodbury adopts the policy entitled, "City of Woodbury Procedure for Administration and Inspection of federal Aid Highway Projects" dated December, 2023.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council of the City of Woodbury, in the County of Gloucester and State of New Jersey, at a meeting held on **December 18, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
City Clerk

RESOLUTION NO. 23-242

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AFFIRMING TITLE VI NONDISCRIMINATION POLICY STATEMENT**

WHEREAS, It is the policy of the City of Woodbury, New Jersey to abide by Title VI of the Civil Rights Act of 1964, the Uniform Relocation and Real Property Acquisition Policies Act of 1970, Executive Order 12898 for Environmental Justice, Executive Order 13166 for Limited English Proficiency, 42 U.S.C. 4601, 23 U.S.C. Section 324, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Restoration Act of 1987, Executive Order 11246 for Equal Employment Opportunity, the Vietnam Era Veterans Readjustment Assistance Act of 1972, N.J.S.A. 52:32-31.1 et. seq., New Jersey Law Against Discrimination N.J.S.A. 10:5-1 et. seq. and implementing regulations at N.J.A.C. 17:27 et. seq., and other related nondiscrimination laws, statutes, Executive Orders, or policies.

No person in the United States shall, on the grounds of race, creed, color, national origin, age, ancestry, nationality, marital/domestic partnership/civil union status, gender, disability, religion, affectional or sexual orientation, gender identity or expression, family status, atypical cellular or blood trait, genetic information, military services, veterans status, income level or ability to read, write or speak English, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity which is administered by a City of Woodbury program, activity or service regardless of funding source.

WHEREAS, Any person who believes that because of his or her race, creed, color, national origin, age, ancestry, nationality, marital/domestic partnership/civil union status, gender, disability, religion, affectional or sexual orientation, gender identity or expression, family status, atypical cellular or blood trait, genetic information, military service, veterans status, income level or ability to read, write or speak English, he or she has been excluded from participation in any program or activity which is administered by the City of Woodbury, or who believes that he or she has been denied any benefits provided by such program or activity, or believe he or she has been unfairly treated in connection with such program or activity, should contact the following office within 180 days from the date of occurrence of any violation of this policy:

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on December 18, 2023.

CITY OF WOODBURY

By: _____

WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council of the City of Woodbury, in the County of Gloucester and State of New Jersey, at a meeting held on **December 18, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
City Clerk

RESOLUTION NO. 23-243

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING AN
TECHNOLOGY POLICY FOR THE CITY OF WOODBURY**

WHEREAS, the City of Woodbury maintains a Personnel Policies and Procedures Manual to set forth guidelines, policies, and practices for its employees (the “Manual”); and

WHEREAS, there is a need to establish a new section for the Manual titled Technology Policy.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury in the County of Gloucester, and the State of New Jersey, that the Technology Policy is hereby adopted for use in the City of Woodbury Personnel Policies and Procedures Manual and said policy shall be inserted into the Policy and Procedure Manual.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on November 20, 2023.

CITY OF WOODBURY

By: _____

WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

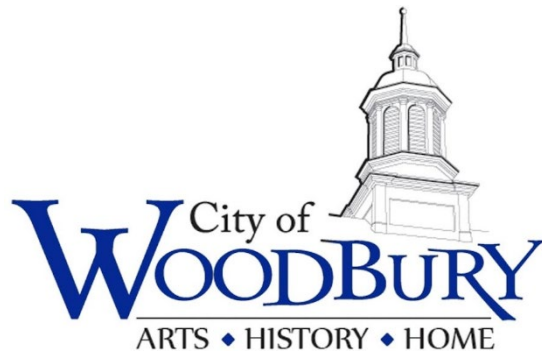
I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council of the City of Woodbury, in the County of Gloucester and State of New Jersey, at a meeting held on **December 18, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

City of Woodbury

Technology Policy

Version 1.0



Cybersecurity Framework

Minimum Security Group

1.1 Asset Management

Requirements:

1. Inventory your technology ecosystem: Workstations, end-user devices, network devices, servers, etc.
2. Inventory your technology ecosystem: Software: Operating systems and applications
3. Maintain network diagram.
4. Segment employee Wi-Fi from customer/public Wi-Fi.

1.2 Data Management *See Data Management Policy & Procedure for full detail.

Requirements:

1. Create data management process that addresses data sensitivity, owner, retention and disposal.
2. Files with personally identifiable information (PII), protected health information (PHI) and other sensitive/confidential information are password protected or encrypted while being stored and shared.
3. Adhere to any additional cybersecurity practices required by applicable laws or regulations.
4. Inventory your data: Focus on Personally Identifiable Information (PII), Private Health Information (PHI) and other confidential information (police records, video, etc.).
5. Weekly, off-network, off-premises full backup of all data.

1.3 Account Management

Requirements:

1. Maintain inventory of accounts:
 - a. Users;
 - b. Administrator / Elevated privileges;
 - c. Service accounts; and
 - d. Shared accounts.
2. Separate administrative/elevated privilege accounts from user accounts and restrict privileges (such as web browsing and email).
3. Must adopt a password policy that at least meets the following Classic Password Policy or meets the NIST Password Standards 800-63B (03/02/2020 Updates), and as further updated.
4. Utilize a Virtual Private Network (VPN) and Multi Factor Authentication (MFA) for all remote connections to your network.
5. Require MFA when accessing cloud-based applications (where capable).
6. Disable or delete accounts that are dormant or inactive for 45 days.
7. Users with administrator rights are limited to those who need them.
8. Non-administrator users are granted limited rights based on job function and responsibility.
9. Access rights are updated upon any personnel status change action.
10. Access rights for each individual are reviewed at least every six (6) months.

Classic Password Policy: *See City of Woodbury Password Policy for full details no Password Policy & Procedure.

1. **Change Frequency:** Passwords are updated every three (3) months.
2. **Construction:**
 - a. Unique from passwords used on all other programs, websites, devices, etc., both personal and work.
 - b. Minimum of ten (10) characters.
 - c. Sequential or repetitive characters of more than two in succession are not to be permitted. Example: "123", "AAA", etc.
 - d. Commonly used passwords are not to be permitted. Example, "password", "123456789", "qwerty", "abc123", etc. Full lists of commonly used passwords can be found in various cybersecurity reports.
 - e. Context-specific words are not to be permitted. Example, the name of the application or website being logged into.

3. **Previously Breached Passwords:** The member shall implement a process for identifying breaches containing user email addresses and utilize a breach corpus search for breached passwords, and such passwords shall be updated and not used again.
4. **Failed Login Lockout:** The account shall be locked out after five (5) failed attempts for a period of no less than 30 minutes. In lieu of a timed lockout, the member may utilize a positive identification process to unlock the account.

NIST 800-63B:

1. **Failed Login Lockout:** Limit the number of failed authentication attempts
2. **Password:**
 - a. Suggest users use “memorized secrets” instead of passwords
 - b. Memorized Secrets are secret values intended to be chosen and memorized by the user; something you know
3. **Length:** 8 characters minimum to at least 64 characters maximum
4. **Change:** Only change if there is evidence of compromise
5. **Screening:** Screen passwords against a list of known compromised passwords
6. **Hints:** Disable password hints and knowledge-based security questions
7. **Composition Minimums:** Skip character composition rules
8. **Composition Restrictions:** Do not allow:
 - a. Dictionary words
 - b. Repetitive or sequential characters
 - c. Context-specific words (i.e. service name or username)
9. **Copy & Paste:** Allow copying and pasting passwords from a password manager
10. **Other Characters:** Allow ASCII and UNICODE, including emojis

1.4 Vulnerability Management

Requirements:

1. Adopt a practice of installing all security and critical updates and patches as soon as practicable based on risk and operational impact, but no longer than a month for high and critical vulnerabilities as defined by CVSS.
 - a. For high and critical vulnerabilities that cannot be patched in a month, create an exception process that documents the vulnerability and plan to remediate or otherwise compensate the risk.
2. Keep all operating software, application software and infrastructure equipment current with latest versions.
3. Annually review all non-standard applications for replacement/upgrade.
4. Scan your ecosystem with a vulnerability management tool on a monthly or more frequent basis.

1.5 Defensive Tools & Strategies

Requirements:

1. Microsoft Office applications open all downloaded files in “Protected Mode”.
2. Antivirus enabled for all desktops and laptops / servers.
3. Firewalls enabled for all desktops and laptops / servers.
4. Antispam and antivirus filters enabled for the mail server.
5. Firewall rules and policies need to be reviewed or reassessed at least twice per year.
6. Disable autorun for all removable media.
7. Virus scan any removeable media before permitting connection.
8. Disable unused ports.
9. Utilize endpoint detection and response (EDR) tool across entire network.
10. Ensure there are no default accounts or passwords on any organization devices.

1.6 Cyber Hygiene

Requirements:

1. All computer, network or email users receive annual training of at least one hour, including these topics, with such training including phishing exercises:
 - a. Malware Identification;
 - b. Password construction;

- c. Identifying and responding to security incidents; and
 - d. Social engineering attacks.
- 2. Leadership briefed annually on state of security for the organization, including high impact incidents (breach/loss of PII, funds fraud, intrusion, etc.).
- 3. Register with Multi-State Information Sharing & Analysis Center (MS-ISAC) and New Jersey Cybersecurity Communication and Integration Cell (NJCCIC). If a Utility Authority, register with your respective ISAC, such as Water ISAC.

1.7 3rd Party Risk Management

Requirements:

- 1. Maintain an inventory of third-party providers.
- 2. High Risk Vendors only (IT, Health, PII/PHI):
 - a. Ensure contracts include security requirements, indemnification, and proper insurance.
 - b. Utilize a 3rd Party Risk Assessment Tool for new/renewing contracts.

1.8 Policies & Procedures

Requirements:

- 1. Management adopts a cybersecurity incident response plan to direct staff and guide technology management decision making when a cybersecurity incident takes place, which must include at a minimum the items in the Cyber JIF's Cybersecurity Incident Response Plan.
- 2. Management adopts a Technology Practices Policy, which must include at a minimum each of the subject items outlined in the Cyber JIF's Cyber Risk Management Program.
- 3. Establish procedures requiring multiple approvals for requests to change banking information.
- 4. Establish procedures requiring multiple approvals and source verification for financial transaction requests over a certain threshold.

Advanced Security Group

2.1 Asset Management

Requirements:

1. Servers are physically protected from unauthorized access and environmental hazards.
2. Maintain ability to generate asset inventory on demand.
3. Use active discovery tool, including MDM that can install and updated programs on demand.
4. Address unauthorized devices.
5. Maintain ability to generate software inventory on demand.
6. Use an automated inventory tool, whitelist authorized software.
7. Address unauthorized software.
8. Segment your network, separating key units, such as Finance, Human Resources, Police, Utilities, etc.

2.2 Data Management *See Data Management Policy & Procedure for full detail.

Requirements:

1. Enforce data management process and ensure proper classification, retention, and disposable.
2. Encrypt all data on removable media.
3. Deploy a data loss prevention tool. Move rarely- and un-unused data off the live network to off-network or segmented storage. Use of standardized system images or virtualized desktops.
4. Deploy a data loss prevention tool.
5. Move rarely-/un-used data off of the live network to off-network or segmented storage.
6. Use of standardized system images or virtualized desktops.
7. Application, Operating System and Network Configuration Software: Back-up copy of current versions must always be available with a copy stored off-premises.
8. Locally stored data:
 - a. Daily incremental backups with minimum of 14 days of versioning on off-network device.
 - b. All backups are spot-checked monthly.
9. Cloud-Based Applications and Data: Must meet the same standards as the Locally Stored Data.
10. Third-Party Application Data: Vendor must meet the same standards as the Locally Stored Data.

2.3 Account Management

Requirements:

1. Must be able to generate inventory on demand.
2. Use an enterprise password management solution.
3. Use specialized PAM tool.
4. Periodically test all email addresses with an email breach service to determine if any emails have been compromised and take necessary action to ensure integrity.

2.4 Vulnerability Management

Requirements:

1. Use automatic updating where practicable, particularly as related to security patches.

2.5 Logging

Requirements:

1. Logging must be setup for entire network/all devices, such as System, Application and Security logs.
2. Spot check logs monthly.
3. Centralize log collection and build detections off collected logs.

2.6 Defensive Tools & Strategies

Requirements:

1. Ensure only fully supported plug-ins for browsers and email clients are in use.
2. Deploy protective DNS for the ecosystem.
3. Use anti-exploitation and behavior-based anti-malware tools.
4. 24x7 support by phone or email in case of incident.
5. Maintain automated robust alerting and reporting that can prompt human interdiction on a 24x7 basis.

2.7 Cyber Hygiene

Requirements:

1. Administrators and privileged users receive specialized training.
2. Organization leadership has access to expertise that supports technology decision making (i.e., risk assessment, planning, and budgeting).

2.8 3rd Party Risk Management

Requirements:

1. For all vendors, ensure contracts include security requirements, indemnification and proper insurance.
2. For all vendors, utilize a 3rd Party Risk Assessment Tool for all contracts.
3. Risk rank third party providers based on accesses and service provided.
4. Use monitoring solution with continuous monitoring and assessment of third party (high risk).

2.9 Policies & Procedures

Requirements:

1. Develop a Business Continuity Plan for everything technology related.

2.10 Penetration Testing

Requirements:

1. Perform Penetration Testing on an annual basis.

RESOLUTION NO. 23-244

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
APPROVING TOWING COMPANY FOR A PERIOD OF THREE YEARS**

WHEREAS, pursuant to Chapter 182 of the Code of the City of Woodbury, applications for towing operators were received by the City; and

WHEREAS, said applications were reviewed by the Chief of Police for compliance with Chapter 182 and recommendation as to compliance and award were made to the City Administrator; and

WHEREAS, one (1) application was submitted, and the Chief of Police has found the application of Riehl's Towing to be compliant with Chapter 182 and has recommended to the City Administrator approval of Riehl's Towing pursuant to Chapter 182; and

WHEREAS, the City Administrator concurs in the Chiefs recommendation and recommends to Mayor and Council approval of Riehl's Towing.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Woodbury that Reihl's Towing are hereby approved pursuant to Chapter 182 for the period January 1, 2024, through December 31, 2026.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on December 18, 2023.

CITY OF WOODBURY

By:

WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council of the City of Woodbury, in the County of Gloucester and State of New Jersey, at a meeting held on **December 18, 2023**, at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-245

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
PROVIDING FOR THE INSERTION OF SPECIAL ITEMS OF REVENUE IN THE
BUDGET OF THE CITY OF WOODBURY PURSUANT TO N.J.S. 40A:4-87
(CHAPTER 159, P.L. 1948)**

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said director may also approve the insertion of any item of appropriation for equal amount, and

WHEREAS, the City of Woodbury has received grant funding from the NJ Department of Community Affairs, not included in the adopted 2023 budget; and wishes to amend its 2023 budget to include this amount as revenue, and

NOW, THEREFORE, BE IT RESOLVED that the City of Woodbury, County of Gloucester, hereby requests that the Director of the Division of Local Government Services to approve the insertion of items of revenue in the budget year 2023 in the sum below, which item is now available as a revenue from: Special Item of Revenue Anticipated With Prior Written Consent of the Director of Local Government Services – Public and Private Revenues Offset with Appropriations:

Neighborhood Preservation Program	\$125,000.00
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BE IT FURTHER RESOLVED that the like sums below be and the same are hereby appropriated under the caption of General Appropriations – Operations Excluded from “CAPS”:

Neighborhood Preservation Program	\$125,000.00
-----------------------------------	--------------

BE IT FURTHER RESOLVED that the Chief Financial Officer forward a copy of this resolution to the Director of Local Government Services.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury held on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a meeting held on **December 18, 2023** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
City Clerk

RESOLUTION NO. 23-246

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
PROVIDING FOR THE INSERTION OF SPECIAL ITEMS OF REVENUE IN THE
BUDGET OF THE CITY OF WOODBURY PURSUANT TO N.J.S. 40A:4-87
(CHAPTER 159, P.L. 1948)**

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said director may also approve the insertion of any item of appropriation for equal amount, and

WHEREAS, the City of Woodbury has received grant funding from the NJ Department of Law & Public Safety, not included in the adopted 2023 budget; and wishes to amend its 2023 budget to include this amount as revenue, and

NOW, THEREFORE, BE IT RESOLVED that the City of Woodbury, County of Gloucester, hereby requests that the Director of the Division of Local Government Services to approve the insertion of items of revenue in the budget year 2023 in the sum below, which item is now available as a revenue from: Special Item of Revenue Anticipated With Prior Written Consent of the Director of Local Government Services – Public and Private Revenues Offset with Appropriations:

Drive Sober or Get Pulled Over Holiday	\$ 4,200.00
--	-------------

BE IT FURTHER RESOLVED that the like sums below be and the same are hereby appropriated under the caption of General Appropriations – Operations Excluded from “CAPS”:

Drive Sober or Get Pulled Over Holiday	\$ 4,200.00
--	-------------

BE IT FURTHER RESOLVED that the Chief Financial Officer forward a copy of this resolution to the Director of Local Government Services.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury held on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a meeting held on **December 18, 2023** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
City Clerk

RESOLUTION NO. 23-247

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING THE CANCELLATION OF UNEXPENDED
2023 BUDGET APPROPRIATIONS**

WHEREAS, the Mayor and City Council of the City of Woodbury, County of Gloucester, and the State of New Jersey, desire to cancel unexpended balances within the 2023 Municipal Budget; and

WHEREAS, the following Current Fund budget revenue will not be realized and appropriation balance remains unexpended, as the Shared Services Agreement with the Borough of Woodbury Heights started on July 21, 2023 instead of an earlier date, and therefore, the full amount of the Shared Service Revenues will not be realized:

<u>Miscellaneous Revenues – Section D:</u>	<u>Amount</u>
Police Services – Woodbury Heights	<u>\$ 29,315.52</u>

<u>General Appropriations - Operations</u>	
<u>Excluded from “CAPS” – Shared Services:</u>	<u>Amount</u>
Police Services – Woodbury Heights	
Salaries and Wages	<u>\$ 29,315.52</u>

WHEREAS, canceling unexpended balances are permitted pursuant to N.J.S.A. 40A:4-60; and

WHEREAS, it is necessary to formally cancel said balances as of December 31, 2023, so that the unexpended balance may offset the revenue that will not be received from the Shared Services Agreement.

NOW THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of Woodbury, hereby approve the above listed cancellation of unexpended balance in the 2023 Current Fund Budget.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury held on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a meeting held on **December 18, 2023** at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
City Clerk

RESOLUTION NO. 23-248

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING AN
CONTINUITY OF GOVERNMENT PLAN FOR THE CITY OF WOODBURY**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury in the County of Gloucester, and the State of New Jersey, that there is hereby established a new Continuity of Government Plan for the City of Woodbury.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on
December 18, 2023.

CITY OF WOODBURY
By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

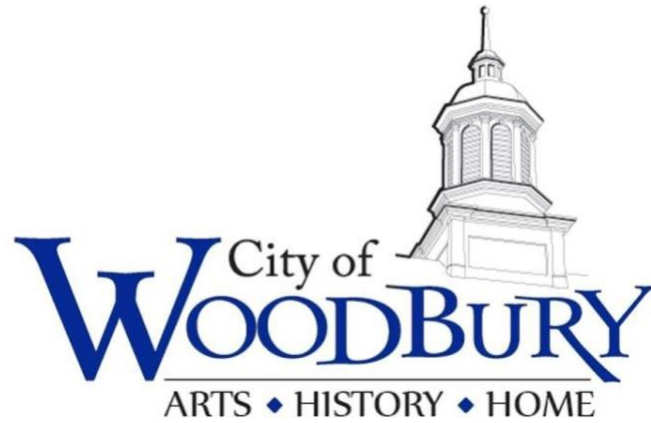
CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at the meeting held on **December 18, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk



Continuity of Government Plan

Document Management

Document Owner:	Member Municipality
Document Name:	Continuity of Government (CoG) Plan
Version No:	Version: 1.1
Adoption Date:	12/14/2023
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Author (Source)	Bradley Pennypacker, Deputy Administrator & Robert Law, Fund Commissioner
Last Review Date:	12/11/2023
Next Review Date:	12/11/24
Data Classification:	Sensitive

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1. Plan Statement

The Continuity of Government Plan serves as the supporting guideline, secondary to the Emergency Operations Plan (EOP), on HOW TO get critical operations functions back up and running in a timely fashion as a result of an incident or disaster that occurred.

2. Reason for the Plan

The Continuity of Government Plan is established to assist in ensuring employees, contractors and residents remain safe, minimize the impact associated with disruption by speeding up recovery efforts and assists in complying with statutory and regulatory/ contractual obligations including [Cyber JIF Cyber Security Framework](#) as part of the TRICO Cyber Risk Management Program. Responding quickly and effectively to an Incident or disaster is critical to minimizing the spread or impact of the Incident and/or the business, financial, legal, and/or reputational impact. Business continuity guidelines generally include the following areas of consideration:

- Determine recovery requirements
- Determine recovery strategies
- Develop your business continuity or Continuity of Government plan
- Develop exercise plan

3. Scope

This plan informs incidents or disasters occurring in the City of Woodbury that have a significant negative impact on information technology systems and/or sensitive information (hereinafter, “Incidents”) or natural disasters that impact business critical infrastructure or business operations thereof (hereinafter, “disasters”). Incidents can include denial of service, malware, ransomware, and/or phishing attacks that can significantly impact operations and/or result in the unintended disclosure of sensitive data (e.g., constituent data, Protected Health Information, Personally Identifiable Information, credit card data, and law enforcement records). Disasters can include but are not limited to tropical storms, flooding, tornadoes, fires and critical infrastructure damage that disrupt operations.

This plan will operate in conjunction with the Gloucester County Emergency Response if the City of Woodbury is activated to ensure proper communication is established and coordination is achieved for an integrated multijurisdictional coordinated effort. This plan will also reference the City of Woodbury’s Emergency Operations Plan (EOP), Incident Response Plan (IRP) and Public Works Water Emergency Management Plan where applicable to ensure the appropriate respective plans are initiated and followed to mitigate and contain the identified incident or disaster.

4. Continuity of Government Guide

4.1 Recovery Requirements

Guidelines:

Conduct a Business Impact Analysis (BIA) covering the following items for each applicable department:

- a. Identify all functions performed for all in-scope departments.
- b. Identify all personnel that staff each function
- c. Identify the system(s), data, and databases, documents used for each function

- d. Determine how long the function could be performed without each system identified in 1(d). It's understood that each function relies on certain systems, but think outside the box and figure out if manual or semi-manual processes could be implemented to reduce the reliance on each system even if such alternate methods would only work for a day or 2.
- e. Determine the amount of time the loss of each function would become unacceptable. Don't limit this only to revenue loss or service loss, think also in terms of loss of reputation, loss of reporting to higher authority, or causing many hostile customers
- f. Identify any operational peaks where the function becomes more important because "it's that time"
- g. Identify any operational ebbs where the recovery of each function could be delayed.
- h. Identify any single points of failure, whether it's because a single person does the function, there's a single "go to" SME who is relied upon to solve issues, a single workstation has access to the necessary system, if there's a single internet gateway, single commercial power feed, etc.

4.1.a City Hall

- **Essential Staff:**
 - Mayor
 - City Administrator
 - Chief Financial Officer
 - Deputy Administrator
 - Premier Technology Solutions IT
- **System(s), Data, Databases, Documents:**
 - **System(s):**
 - VoIP Communications
 - Windstream
 - Data Center
 - PC Running Boiler Room
 - **Databases:**
 - Server
 - **Data/Documents:**
 - All Documents on the server
- **System Max Downtime:**
 - VoIP – 4 Hours
 - Windstream – 1 Hour
 - Data Center – 2 Days
 - PC Running the Boiler Room – 1 Day
- **Operational Peaks:** Critical times of the year where this would be a larger strain
 - PC Running the Boiler Room – Summer and Winter
- **Single Points of Failure:**
 - Internet loss

4.1 a.1 Tax & Utility Collection

- **Essential Staff:**
 - Tax/Utility Collector
 - Tax/Utility Clerk
- **System(s), Data, Databases, Documents:**

- **System(s):**
 - Edmunds
 - MCM (Utility reading software) – Data flows to Local Access Network (LAN) – Company ([\\Lyon](#)) (W:)
 - Microsystems – Tax Assessment Software used by Gloucester County to disperse tax assessments and ownership records. It is an icon on Tax/Utility Collectors device to run a routine weekly to run a report and then the file is automatically pulled into Edmunds.
- **Databases:**
 - Edmunds AWS cloud server
 - Local Access Network (LAN) – Company ([\\Lyon](#)) (W:)
 - Local Access Network (LAN) – [Personal] ([\\Lyon](#)\Home) (H:)
- **Data/Documents:**
 - Documents 2012 onward can be accessed via Edmunds which is a cloud-based solution.
 - Pre-2012 all data is housed onsite downstairs in the archives.
- **System Max Downtime:**
 - Edmunds – 2 days of system downtime at most is acceptable.
 - Paper receipts can be performed
 - Interest can be calculated manually
 - Information requests would have to be deferred during this period of time until the system is back up and operational.
 - MCM – 30 days of downtime until it impacts revenue
 - Readings cannot be performed during the period of downtime to invoice.
- **Operational Peaks:** Critical times of the year where this would be a larger strain
 - Taxes – February 1, May 1, August 1, November 1
 - Utilities – January 15, April 15, July 15, October 15
- **Single Points of Failure:**
 - IF Tax & Utility Collector (SME) is unavailable, services may not be able to be performed including the Microsystems weekly report run. Possibility to look in to a shared services agreement with another municipality as a last resort.

4.1 a.2 Registrar Vital Statistics (Records of birth, death, marriage, etc.)

- **Essential Staff:**
 - Deputy Registrar
 - Registrar
- **System(s), Data, Databases, Documents:**
 - **System(s):**
 - VERI - State database
 - EDRS (Electronic Death Records System) – State database
 - Edmunds – Receipts located in Edmunds as the primary payment system
 - **Databases:**
 - Paper documentation stored in the 1st floor vault

- Local Access Network (LAN) – Personal ([\\Lyon\Home](#)) (H:) – Pro forma documents located here on Cassidy and Kay's home drive.
- **Data/Documents:**
 - Special paper (A paper) to print the certificates
 - Marriage licenses / certificates are coming from the vault on 1st floor
 - Birth certificates:
 - Prior to May, 2015, documents A papers are coming from the 1st floor vault
 - After May 2015, documents come from States VERI system
 - Death Certificates:
 - Prior to 2007, documents are coming from the 1st floor vault
 - After 2007, documents come from States EDRS system
- **System Max Downtime:**
 - Edmunds – Not business critical in this case since it only stores the receipts
 - VERI / On Premises – Can get through the state – 2 weeks max downtime
 - EDRS / On Premises – Can get through the state – 4 days max downtime
- **Operational Peaks:** Critical times of the year where this would be a larger strain
 - Death Certificates – Holidays – November, December, January
 - Birth Certificates – Start of School Year / Beginning of Sports seasons
 - Marriage Licenses / Certificates – Beginning of seasons (Spring, Fall)
- **Single Points of Failure:**
 - IF certified as municipal registrars (CMR) are unavailable, services may not be able to be performed.
 - Katia Nylander could be a backup
 - Could access after appointment to process requests where documentation exists on premises, but not able to if needing to access the state system.
 - Another municipality could help, but we'd need to pass a resolution in order to initiate this.

4.1 a.3 Clerk

- **Essential Staff:**
 - City Clerk
 - Deputy Clerk
- **System(s), Data, Databases, Documents:**
 - **System(s):**
 - Edmunds
 - Posse – Alcohol Beverage Control (ABC) Online Portal – Cloud based
 - SVRS – State election system – Only accessible when in network and by IP address
 - MyNew Jersey – EGG notices, Local Finance Notices, Update Cities Contact Info – Cloud based
 - PMRS – Construction bids submitted – Cloud based
 - **Databases:**
 - Edmunds AWS cloud server
 - Local Access Network (LAN) – Company ([\\Lyon](#)) (W:)
 - Local Access Network (LAN) – Personal ([\\Lyon\Home](#)) (H:)

- **Data/Documents:**
 - Resolutions & Ordinances – Stored locally on personal drive
 - Agenda & Meeting Minutes – Stored locally on personal drive
 - Events
 - OPRA Requests – Would not be able to complete without access to City Hall
- **System Max Downtime:**
 - Edmunds – 2-3 Days
 - POSSE – 1 Hour IF during May 15th-July 15th. Any other time – 1 week
 - SVRS – 2nd week in May to 2nd week of June and October 1st through the 2nd week of November – 1Day. Otherwise, any other time – 1-2 Weeks
 - MyNew Jersey – 1 Day
 - PMRS – 2-3 Days
- **Operational Peaks:** Critical times of the year where this would be a larger strain
 - March 15th – July 15th
 - Last week of September through mid-January
- **Single Points of Failure:**
 - SVRS system is only accessible if in the building it's truly locational so you'd have to work with the county to potentially grant access to another location
 - Any documentation stored physically in the building – there are no backups

4.1 a.4 Housing

- **Essential Staff:**
 - Housing Inspector
 - Zoning Officer
- **System(s), Data, Databases, Documents:**
 - **System(s):**
 - Edmunds
 - Edmunds CPSS Code Enforcement software (Separate website)
 - **Databases:**
 - Edmunds AWS cloud server
 - Local Access Network (LAN) – Company ([\\Lyon](#)) (W:)
 - **Data/Documents:**
 - Housing Form
 - Zoning Form
 - Landlord Registration
- **System Max Downtime:**
 - Edmunds – 6 Hours
- **Operational Peaks:** Critical times of the year where this would be a larger strain
 - Consistent throughout the year
- **Single Points of Failure:**
 - None

4.1 a.5 Finance & Payroll

- **Essential Staff:**

- Chief Financial Officer (CFO)
- Asst. Municipal Finance Officer – Accounts Payable
- Asst. Municipal Finance Officer – Payroll
- **System(s), Data, Databases, Documents:**
 - **System(s):**
 - Edmunds – Cloud based
 - Edmunds Payroll (ESS) – cloud based
 - MyNewJersey – Pensions, Health benefits – Cloud based
 - **Databases:**
 - Edmunds AWS cloud server
 - Local Access Network (LAN) – Company ([\\Lyon](#)) (W:)
 - Local Access Network (LAN) – Finance ([\\Lyon](#)) (F:)
 - Local Access Network (LAN) – Payroll ([\\Lyon](#)) (P:)
 - **Data/Documents:**
 - Documents within the 3 LANS mentioned above that are supplemental documentation to Edmunds and Edmunds ESS Payroll Software
 - I.e. Active spreadsheet for finance and payroll
 - I.e. Acct. numbers for PSE&G, etc.
 - Personnel Files – Hard, physical copies
 - Joint Insurance Fund (JIF) Claim Files – Hard copy and electronic (electronic stored on local network)
- **System Max Downtime:**
 - Edmunds – 24 Hours
 - Edmunds ESS – 24 Hours
 - MyNewJersey – 1 Week
- **Operational Peaks:** Critical times of the year where this would be a larger strain
 - End of year closeout, audit and budget season
 - Open enrollment – October 1st – Mid-November
 - Quarterly reports including pension – 1st month of the next quarter
 - Payroll every 2 weeks
- **Single Points of Failure:**
 - Personnel records being hard copy would be a point of failure IF no access to physical building
 - Physical copies of JIF files have no backups, only on physical location

4.1.b Public Works Department

- **Essential Staff:**
 - Manager Department of Public Works
 - Operations Managers
 - Laborer/Driver (Nelson Racite)
- **System(s), Data, Databases, Documents:**
 - **System(s):**
 - Edmunds
 - SCADA (Client based not cloud based) Uses LogMeIn to access

- Phoenix Software (Gas Pumps) – Need to test to see if you can still pump if server goes down since Phoenix tracks the reporting.
 - PubWorks (Work Order Requests)
 - Payclock for payroll (Cloud software, physical clock on prem.)
 - MCM (Mueller) - Utility reading software
- **Databases:**
 - Edmunds AWS cloud server
 - Local Access Network (LAN) – Company ([\\Lyon](#)) (W:)
- **Data/Documents:**
 - Phoenix for gas reports
 - Work Orders
- **System Max Downtime:**
 - Edmunds – 31 Days
 - SCADA – 24 Hours
 - Phoenix Software – 3-5 Days
 - PubWorks – 30 Days
- **Operational Peaks:** Critical times of the year where this would be a larger strain
 - December to February
- **Single Points of Failure:**
 - SCADA can only be operated via VPN Access to the LAN
 - Potentially Phoenix need to confirm with same VPN issue

4.1.c Fire Department

- **Essential Staff:**
 - Fire Administrator
 - Fire Supervisors
- **System(s), Data, Databases, Documents:**
 - **System(s):**
 - Pro Phoenix – dispatch and records management system run through the county via VPN access
 - **Databases:**
 - Use County's network for all Pro-Phoenix related items
 - Local Access Network (LAN) – Company ([\\Lyon](#)) (W:)
 - **Data/Documents:**
 - All can be accessed via Pro-Phoenix via the County.
- **System Max Downtime:**
 - Pro Phoenix – 1-3 Days
- **Operational Peaks:** Critical times of the year where this would be a larger strain
 - End of year in December – people are starting chimney fires or using their heater(s);
 - Summer – stronger storms and more potential for fire
- **Single Points of Failure:**
 - Can only VPN into Pro Phoenix from the Fire House unless permission is given or authorized by Jay Jones, IT rep for the County.

4.1.d Public Library

- **Essential Staff:**
 - Library Director
 - the Library Information System (LIS) Supervisor
- **System(s), Data, Databases, Documents:**
 - **System(s):**
 - Workflows (SIRSI) – check out/check in, create library cards – County Driven
 - **Databases:**
 - Local Access Network (LAN) – Library's Data Center
 - Use Jersey Connect for setting up computers, etc.
 - **Data/Documents:**
 - N/A
- **System Max Downtime:**
 - Workflows (SIRSI) – 1 Day
- **Operational Peaks:** Critical times of the year where this would be a larger strain
 - Summer (Mostly July) – Due to summer reading program
- **Single Points of Failure:**
 - None

4.1.e Police Department

- **Essential Staff:**
 - Chief of Police,
 - Captain,
 - Lieutenant
- **System(s), Data, Databases, Documents:**
 - **System(s):**
 - Pro Phoenix – dispatch and records management system run by county
 - The BEAST – barcoding evidence management system
 - Axon / Evidence.com – tag body cam videos in (Cloud-based)
 - Project NOLA – City Camera network
 - Exchange Outlook – on prem
 - Power DMS – Document management system for training, policies (Cloud)
 - Guardian Tracking – Employee and early warning system for counseling
 - InfoShare – Records management system for county and internal affairs
 - **Databases:**
 - Local Access Network (LAN)
 - **Data/Documents:**
 - Forms located on local network
- **System Max Downtime:**
 - Pro Phoenix – 1-3 Days
 - The BEAST – -3 Days
 - Axon / Evidence.com (Body Camera Storage) – 1-3 Days
 - Project NOLA – 1-2 Weeks
 - Outlook – 1-3 Days

- Power DMS – 5-7 Days
- Guardian Tracking – 5-7 Days
- InfoShare – 5-7 Days
- **Operational Peaks:** Critical times of the year where this would be a larger strain
 - Summertime (Memorial Day, Labor Day)
 - Daily – 10AM to Midnight
- **Single Points of Failure:**
 - The BEAST – Backed up through Acronis (disk imaged-based back up system), only on prem though and backed up daily. Back-ups start during the evening hours and finish by next morning. Full image based back-up Look to cloud backup solution.
 - Network Files – Also backed up through Acronis, only on prem. Look to get in cloud as well.

4.2 Recovery Strategies

Guidelines:

Determine the recovery strategies that meet the Recovery Time Objectives for each function.

- a. What will you do if you cannot physically access the building without notice?
- b. What will you do if the systems and data you rely on, are no longer available?
- c. What will you do if telecommunications connectivity (to include the internet) is no longer available.
- d. What will you do if your key people are suddenly not available?
- e. What will you do if your key vendors / suppliers are unavailable?

4.2 a City Hall

- a. What will you do if you cannot physically access the building without notice?
 - Secure the back door entrance and front door entrance of the building to ensure we have security in making sure no one can access the building since the power could be out, etc.
 - Consult with emergency management coordinator to see if an emergency has been declared to see where phones should be routed in that event. Also, try to establish a timeline on accessing the building. This would include working with the police department and fire department to rule out any potential hazards or risks with access.
 - Remote access into We Connect (Windstream) to forward calls to cell phones
 - Work on deploying VPN setup and coordinating with IT to ensure security.
 - Determine if we can setup VPN on personal devices in the home or have to borrow or purchase new laptops.
 - Current Remote Access is LogMeIn and can contact Premier to get it setup.
- b. What will you do if the systems and data you rely on, are no longer available?
 - Put our Cloud-backup provider on notice that we may need to initiate our DRAAS or disaster recovery as a service to work off a cloud server to access network data.
 - See department specific responses below.
- c. What will you do if telecommunications connectivity (to include the internet) is no longer available?
 - Notify police department to communicate up through the county emergency management chain;
 - Operate on a manual basis and use cell phones IF the service provider is up and running;
 - Try to establish a timeline for restoration of services with both WeConnect and Verizon.

- Determine the extent and length of the outage and determine if any employees should be sent home.
 - Potentially work offsite in a location that does have telecommunications and internet up and running either at a neighboring municipality, the County or Starbucks for example.
- d. What will you do if your key people are suddenly not available?

Key people include:

- Mayor (PIO in event of an emergency)
- City Administrator (PIO in event of an emergency as backup)
- City Council President
- Deputy Administrator
- Premier IT
- Woodbury City School District IT

Backup key Personnel:

- Chief of Police
- Emergency Management Coordinator

In the absence of one or several key decision makers as listed above, the decision makers available would assume all responsibility for the City. In the event that all key people listed above are not available, then the backup personnel, Chief of Police or Emergency Management Coordinator would be the next successor to take on the responsibility.

- e. What will you do if your key vendors / suppliers are unavailable?
- Create a log for documenting any questions, issues that arise throughout the period of limited to no availability.
 - Contact other municipalities that also work with those vendors to see if they can support us during this period of time.

4.2a.1 Tax & Utility Collection

- a. What will you do if you cannot physically access the building without notice?
- Reference City Hall plan.
 - Employees will be able to access Edmunds remotely via personal device.
 - Work on deploying VPN setup and coordinating with IT to ensure security.
 - Determine if we can setup VPN on personal devices in the home or have to borrow or purchase new laptops.
 - Lean redemption information prior to 2012 kept on premises and would not be accessible.
 - i. Currently uploading to Edmunds Block and Lot file as an attachment to have a digitized version available. This would address this issue between the period of 2012 onward, and all documentation prior to then, are physical copies located in the block lot file system in a banker box and kept in the archives down stairs.
- b. What will you do if the systems and data you rely on, are no longer available?
- Put our Cloud-backup provider on notice that we may need to initiate our DRAAS or disaster recovery as a service to work off a cloud server to access network data.

- **Edmunds** – Work with Edmunds on our established Recovery Time Objective (RTO) of 24 hours or less. Keep in constant communication with Edmunds Support and document all communication transmissions from period of downtime to uptime to review with Edmunds after.
 - i. Once resolved get a full report on the issue, what they did to resolve it and the steps they are going to put in place to prevent it from happening again.
- c. What will you do if telecommunications connectivity (to include the internet) is no longer available?
 - Reference City Hall plan for phones and internet connectivity issues.
- d. What will you do if your key people are suddenly not available?

Key people include:

- Tax & Utility Collector
- Tax & Utility Clerk
- Chief Financial officer (CFO)

Current CFO is also certified as a certified tax collector. Current Deputy Clerk is cross-trained and can receive and post-tax utility payments. IF the Tax Collector is out for an extended period of time, work with City Administrator to look at a possible shared services agreement for a set period of time with another municipality.

- e. What will you do if your key vendors / suppliers are unavailable?
 - Source multiple vendors for supplies including tax and utility bills and envelopes so there is little risk here.

4.2a.2 Registrar Vital Statistics (Records of birth, death, marriage, etc.)

- a. What will you do if you cannot physically access the building without notice?
 - Work on deploying VPN setup and coordinating with IT to ensure security.
 - Determine if we can setup VPN on personal devices in the home or have to borrow or purchase new laptops.
 - Security Paper is locked up in the safe on premises which is used to print birth, death and marriage certificates on. Would have to drive to Trenton, NJ to the State Office of Health & Vital Statistics. Paper is numbered so once you receive a packet the State and Homeland security document what you take.
 - Would not be able to process out requests for birth certificates prior to 2015, death certificates prior to 2007 and all marriage certificates. Would have to communicate this out on a case-by-case basis if any of these documents were requested during these time periods. Customer could also request these documents through the state either online or mail it in if there was an extended period of time where we couldn't physically access the building. We could still intake the form and payment and they could place it in the drop box by the back door entrance. Once we open again, we can process the queue of requests.
 - i. If this was for an extended period of time, we would notify the State Office of Health & Vital Statistics so they are aware that we cannot process these requests out and provide guidance to them to make them more efficient during this time period of location unavailability.
- b. What will you do if the systems and data you rely on, are no longer available?

- **Template for vital record documents** – Should still be able to copy directly from the book
- **VERI** [birth certificates from May 2015 to present]/**EDRS** [death certificates from 2007 to present] – Would not be able to access those records.
 - i. Would have to work with the Office of Health and Vital Statistics to stay up to date on their recovery time objective. Would have to wait to process these requests until the system is back up and running.
 - ii. Ask if the Office of Health and Vital Statistics has backups or another way to access the data needed.
- Put our Cloud-backup provider on notice that we may need to initiate our DRAAS or disaster recovery as a service to work off a cloud server to access network data.
- c. What will you do if telecommunications connectivity (to include the internet) is no longer available?
 - Reference City Hall plan for phones and internet connectivity issues.
 - Communicate with the funeral homes via email or phone if this option exists by following the City Hall plan or worst case would be to drop off a letter to notify them. This would especially be important if **EDRS** was down and we didn't have access.
 - i. Goal would be to give them an estimated time for resolution or otherwise notify them to submit requests through the State Office of Health and Vital Statistics.
- d. What will you do if your key people are suddenly not available?

Key people include:

- Registrar
- Deputy Registrar
- Sub-Registrar

If the Registrar is not available, then the Deputy registrar or Sub-Registrar could process requests. All roles can complete the same duties.

If all certified roles are unavailable for greater than a week, look to do a shared service with another municipality and contact the state to allow access to the municipality; or we could just triage all requests during this time period to the state.

- e. What will you do if your key vendors / suppliers are unavailable?
 - Drive to Trenton, NJ to the State Office of Health and Vital Statistics to pick up the security paper.

4.2a.3 Clerk

- a. What will you do if you cannot physically access the building without notice?
 - Work on deploying VPN setup and coordinating with IT to ensure security.
 - Determine if we can setup VPN on personal devices in the home or have to borrow or purchase new laptops.
 - OPRA requests or for documents that aren't housed electronically (i.e. specific housing files, any documents pre mid-2000s, contracts from early 2000s, case-by-case if we have it electronically). We would not be able fulfill these requests until we regain physical access to the building.
- b. What will you do if the systems and data you rely on, are no longer available?

- Put our Cloud-backup provider on notice that we may need to initiate our DRAAS or disaster recovery as a service to work off a cloud server to access network data.
 - i. Would need access to local drive, Council Share and Company drive to complete Clerk requests or questions that may come in.
- **Edmunds** – Work with Edmunds to establish recovery time objective.
- c. What will you do if telecommunications connectivity (to include the internet) is no longer available?
 - Reference City Hall plan for phones and internet connectivity issues.
 - IF there are active OPRA requests and telecoms and or internet was out greater than a ½ of day then would have to contact the Government Records Council (GRC) that we're having an issue. Would also try to get in touch with the requestor some way, either house call and provide written notice, email if available or via fax if available.
- d. What will you do if your key people are suddenly not available?

Key people include:

- Clerk
- Deputy Clerk

If Clerk not available, Deputy Clerk could assist and process out OPRA requests and all other powers of Clerks responsibilities.

If both Clerk and Deputy Clerk were out both for greater than a week, then work towards a share services agreement with another municipality until Clerk or Deputy Clerk becomes available. Also notify the Government Records Council (GRC) so they are aware that this is happening and this is how we are trying to resolve the availability issue.

- e. What will you do if your key vendors / suppliers are unavailable?
 - N/A

4.2a.4 Housing

- a. What will you do if you cannot physically access the building without notice?
 - Work on deploying VPN setup and coordinating with IT to ensure security.
 - Determine if we can setup VPN on personal devices in the home or have to borrow or purchase new laptops.
 - Convert all inspections to a legal pad or Word Document and document there until physical access is restored.
 - Work through phone and internet for processioning and setting up times to go out and do inspections, etc.
 - Edmunds will still be available for referencing property details, etc.
 - Wouldn't have access to physical calendar for inspection times. We'd have no way to conduct the inspections or notify or contact them to let them know we can't get out.
- b. What will you do if the systems and data you rely on, are no longer available?
 - **Edmunds** – Work with Edmunds on the Recovery Time Objective set forth
 - Continue to document all inspections, notes, etc. on a legal pad or Word documents and then transition documented detail into the proper inspection forms, etc.
- c. What will you do if telecommunications connectivity (to include the internet) is no longer available?

- Reference City Hall plan for phones and internet connectivity issues.
 - Schedule of inspections is documented physically on paper so we'd continue to be able to operate inspections at the designated times.
- d. What will you do if your key people are suddenly not available?

Key people include:

- Senior Housing Inspector
- Housing Inspector

If Senior Housing Inspector or housing inspector isn't available, then we'd look to establish a temporary shared service with West Deptford to fulfill any requests during this period of time. No certification is required to fulfill any duties here.

- e. What will you do if your key vendors / suppliers are unavailable?
- N/A

4.2a.5 Finance & Payroll

- a. What will you do if you cannot physically access the building without notice?
- Finance and Payroll employees will be able to access Edmunds and Edmunds ESS Payroll remotely via personal device.
 - Work on deploying VPN setup and coordinating with IT to ensure security.
 - Determine if we can setup VPN on personal devices in the home or have to borrow or purchase new laptops.
 - Stock paper is kept in accounts payable to print checks. Contact vendors below to issue stock paper for remote use.
 - **Vendors:** Edmund can advise or SafeGuard
 - Would also need to purchase a printer with the special ink cartridge
 - Personnel files are all manual and kept on premises and would not be accessible.
 - City is looking into Edmunds software that has HR components where personnel attachments file can be uploaded. This would address this issue down the road.
- b. What will you do if the systems and data you rely on, are no longer available?
- Put our Cloud-backup provider on notice that we may need to initiate our DRAAS or disaster recovery as a service to work off a cloud server to access network data.
 - **Edmunds** – Work with Edmunds on our established Recovery Time Objective (RTO) of 24 hours or less. Keep in constant communication with Edmunds Support and document all communication transmissions from period of downtime to uptime to review with Edmunds after.
 - Once resolved get a full report on the issue, what they did to resolve it and the steps they are going to put in place to prevent it from happening again.
 - **Edmunds ESS** – Work with Edmunds on our established Recovery Time Objective (RTO) of 24 hours or less. Keep in constant communication with Edmunds CSM, Abdullah Bukhari - abukhari@edmundsgovtech.com, 609-645-7333 ext. 1309 and document all communication transmissions from period of downtime to uptime to review with Edmunds after.

- Once resolved get a full report on the issue, what they did to resolve it and the steps they are going to put in place to prevent it from happening again.
- **Banking Services** – Could be done via telephone or by physically driving to the nearest bank location to perform wire transfers, etc.
- c. What will you do if telecommunications connectivity (to include the internet) is no longer available.
 - Reference City Hall plan for phones and internet connectivity issues.
- d. What will you do if your key people are suddenly not available?

Key people include:

- Chief Financial officer (CFO)
- Asst. Municipal Finance Officer – Accounts Payable
- Asst. Municipal Finance Officer – Payroll

IF CFO and Asst. Municipal Finance Officer – Payroll personnel are not available, enrollment for new employees into the pension and healthcare plans would have to be put on hold. Depending on the length of unavailability, may need to consider working through the process to appoint a new certifying officer with the assistance of the NJ Division of Pension and Benefits: [State of NJ - Department of the Treasury - NJDPB | Health Benefits Information for Active Employees](#)

IF CFO is out for an extended period of time, work with City Administrator to look at a possible shared services agreement for a set period of time with another municipality.

In the event that all key personnel are unavailable we can work with our vendor contacts to help aid us in completing AR and or payroll functions since these do not require a certifying officer.

- e. What will you do if your key vendors / suppliers are unavailable?
 - We would still be able to operate without support from Edmunds, PAYCHEX and even banking institutions as long as their systems are up and running and the issue is only isolated to our primary points of vendor contacts.
 - Work to establish communication updates on when key vendor contacts will become available and work to setup an interim support system.

4.2 b Public Works Department

***Primary reference point would be to reference the Public Works Emergency Response Plan first and then work through this plan secondary.**

- a. What will you do if you cannot physically access the building without notice?

Public Works Main Building with Data Center

- Work on deploying VPN setup and coordinating with IT to ensure security.
- Determine if we can setup VPN on personal devices in the home or have to borrow or purchase new laptops.
- Primary responsibility would be to ensure delivery of water to residents and commercial.
- Shared services to be put on standby in the event public works needs equipment, fuel, etc. to continue operations as normal.
- Meter appointments and water samples would have to be put on hold until physical access to the building is back.

- Remote access into We Connect (Windstream) to forward calls to cell phones

Hunter Street Sewer Pump Station

- Do a by-pass and work with Godwin pumps (vendor) to service the area.
- What will you do if the systems and data you rely on, are no longer available?
 - **Phoenix** (gas pump) – Look into a shared services agreement with West Deptford until the Phoenix system is back up and running. Continue to work with Phoenix to determine the recovery time objective if Phoenix goes down.
 - **SCADA (CCS)** – Manually go out and monitor the reservoir and manually turn water on as needed to fill the reservoir. Continue to work with CCS to determine the recovery time objective if the SCADA goes down.
 - What will you do if telecommunications connectivity (to include the internet) is no longer available?
 - Reference City Hall plan (Same phone system as City Hall).
 - What will you do if your key people are suddenly not available?

Key people include:

- Department of Public Works Manager
- Operations Managers

If Public Works Manager is unavailable Operations Managers would assist with Payroll daily until Public Works Manager is back. If assistance is needed, Ops managers would work Assistant Finance Officer/Payroll.

If Operations Managers and Public Works Managers are not available, department has been cross-trained to take on all of the various aspects of the roles and responsibilities across the department.

IF Metering Coordinator/Assistant Billing Clerk is not available to monitor the water meter accessed through MCM and there's only one person that is monitoring.

- Action item for 2023:** create a SOP and cross-train on this function.

2-3 personnel are cross trained on each function.

- What will you do if your key vendors / suppliers are unavailable?
 - Flexibility here with multiple vendor options so this shouldn't be an issue.
 - If other vendors have been exhausted, can also work with other local municipalities to get the equipment, material or chemicals needed.

4.2 c Fire Department

- What will you do if you cannot physically access the building without notice?
 - Put West Deptford, Mantua, Westville and possibly Deptford on notice to let them know we may need immediate assistance for a period of time.
 - Secure the back door entrance and front door entrance of the building to ensure we have security in making sure no one can access the building since the power could be out, etc.
 - Consult with emergency management coordinator to see if an emergency has been declared to see where phones should be routed in that event. Also, try to establish a timeline on

accessing the building. This would include working with the police department and fire department to rule out any potential hazards or risks with access.

- Notify Construction department as well to determine when it's deemed safe to re-enter the building.
- b. What will you do if the systems and data you rely on, are no longer available?
 - Pro Phoenix – Paper forms available that mock Pro-Phoenix which can be used during the period of down time and then transcribe any documentation into Pro Phoenix once it is back up and running.
- c. What will you do if telecommunications connectivity (to include the internet) is no longer available?
 - Still have dispatch
 - Personal cellphones not office phones so there is some flexibility here to still get messaging out and potentially route incoming messaging to a cell phone that is up and running.
 - Internet is not a critical issue for consideration as it relates to Fire Hall operations.
- d. What will you do if your key people are suddenly not available?

Key People

- Fire Administrator
- Fulltime Supervisors

If Fire Administrator not available, then Fulltime supervisors can step into to make critical decisions and continue to operate.

IF Fire Administrators and Full Time Supervisors are not available then the shift supervisor would make critical decisions and continue to operate.

- e. What will you do if your key vendors / suppliers are unavailable?
 - Fire Hall has a diverse mix of suppliers/vendors that they can source equipment from. Worst case, Fire Hall can borrow or purchase equipment from other local municipalities.

4.2 d Public Library

- a. What will you do if you cannot physically access the building without notice?
 - Secure the back door entrance and front door entrance of the building to ensure we have security in making sure no one can access the building since the power could be out, etc.
 - Send an email to all staff that they would have to work from home.
 - i. For tasks, they would have to work off of memory and continue to work through SIRSI to complete day-to-day operations.
 - Provide public patrons notice on the doors that the library is closed and to notify them that if they need to access a computer or books they can go to another library (I.e. West Deptford, Deptford and Mullica Hill) so patrons can still get what they need.
- b. What will you do if the systems and data you rely on, are no longer available?
 - **Workflows (SIRSI)** – Work with SIRSI to establish Recovery Time Objective. Still will be able to manually check out books and complete critical workflows during this period of downtime.
- c. What will you do if telecommunications connectivity (to include the internet) is no longer available?
 - Minimal (less than calls per day) so telecommunications wouldn't be an issue.

- With an internet outage, establish recovery time objective with internet provider. Still can conduct business as usual by manually checking out books, etc.
 - i. Could go to another location or as an employee or two to go to a neighboring library or possibly home depending how far spread the outage is to continue to work in SIRSI and collaborate with onsite staff.
- d. What will you do if your key people are suddenly not available?

Key people include:

- Library Director
- Library Information Systems (LIS) Supervisor

Library Director not available then the Library Information System (LIS) Supervisor would assume responsibilities to the best of their ability.

IF both Director and Supervisor were unavailable, then a board member would have to get involved to the acting director.

- e. What will you do if your key vendors / suppliers are unavailable?
 - Actively sourcing other vendors so not reliant a single source for sourcing books, etc.
 - There are multiple vendors as well for e-books

4.2 e Police Department

- a. What will you do if you cannot physically access the building without notice?
 - Secure the back door entrance and front door entrance of the building to ensure we have security in making sure no one can access the building since the power could be out, etc.
 - Consult with emergency management coordinator to see if an emergency has been declared to see where phones should be routed in that event. Also, try to establish a timeline on accessing the building. This would include working with the police department and fire department to rule out any potential hazards or risks with access.
 - Reach out to local municipalities for a space to setup operations (I.e. Woodbury Heights)
 - County hosts RMS so PD could still operate by accessing county software through the county hosted software. This would be for police vehicles and dispatch.
 - Can log in to Pro Phoenix at any other PD in the county to access that system.
 - Lieutenant, Captain and Chief have LogMeIn for remote access and can use MFA.
 - Have everyone get routed through county communications and then they'd be able to dispatch from the county. Chief, Lieutenant or Captain would have to get this setup though.
- b. What will you do if the systems and data you rely on, are no longer available?
 - Pro Phoenix – dispatch and records management system run by county
 - i. County would go pen to paper and write up reports until the CAD system is back up and running.
 - The BEAST – barcoding evidence management system
 - i. There's a backup stored on prem through Acronis that you could restore from in the safe
 - Axon / Evidence.com – tag body cam videos in (Cloud-based)
 - i. Work with provided to works towards Recovery Time Objective

- ii. Creates additional risk during this period of downtime but not business critical to perform the functions of their job.
 - Project NOLA – City Camera network
 - i. Reactive tool, so not a business critical tool if it did go down for a period of time.
 - Exchange Outlook – on prem
 - i. Back up onsite through Acronis
- c. What will you do if telecommunications connectivity (to include the internet) is no longer available?
 - Have everyone get routed through county communications and then they'd be able to dispatch from the county. Chief, Lieutenant or Captain would have to get this setup though.
 - Look to setup temporary shared services to setup shop at another police department (i.e. Woodbury Heights, West Deptford).
- d. What will you do if your key people are suddenly not available?

Essential Staff:

- Lieutenant
- Captain
- Chief of Police
- Premier IT

IF the Lieutenant wasn't available PD would have to more heavily rely on Premier IT from a support standpoint. Captain, Lieutenant and Chief can all be backups to each other to keep operations running as per normal.

- e. What will you do if your key vendors / suppliers are unavailable?
 - 5 Premier IT members that are involved in the police department account so this should not be an issue for IT support.
 - No other real concerns here.

4.3 Continuity of Government (CoG) Plan

Guidelines:

- a. Determine your recovery organization. Ensure you have a command/crisis management team staffed with key department heads and a damage assessment team that is staffed to assess technical and functional damage / operational impacts

Recovery Organization and command/management team will be situational based on whether it is an IT incident with our information technology systems or sensitive information and or natural disasters, power outages, etc.

Incident Response Recovery and Team:

- Refer to [Cyber Incident Response Plan](#)
- Refer to [Incident Response Team Contacts](#)

Disaster Response Recovery and Team:

- Refer to [Emergency Operations Plan](#) (EOP)
- Refer to [EOP Contact List](#) & [Incident Response Team Contacts](#) where applicable.

*Both the Emergency Operations Plan and Cyber Incident Response Plan will be referenced to address items b., c. and d. below. Each event will be unique and situational. As such, each planned table top exercise or actual emergency activation whether cyber security or a declared disaster, the documentation and outcome of each event will reinforce and update our plans to prepare for future events and or tabletops that occur.

- b. Determine other necessary recovery teams to accommodate corporate-level, shared resources such as IT, functional recovery at the department level. Note that recovery at the department level will be based on tiered staffing from your most critical to your lesser critical functions.
- c. Determine who will staff your recovery teams.
- d. Develop the procedures for:
 - i. Activating recovery teams and a command center
 - ii. Damage assessment Business Continuity or Continuity of Government Guidelines Secure Data Consulting Services www.SecureDataCS.com
 - iii. Disaster declaration criteria
 - iv. IT Recovery for hardware, software and data, network infrastructure
 - v. Functional recovery in the event of; loss of key personnel, denial of physical access to the facility, disruption of services provided by key vendors
 - vi. Damage repair, return to primary facility, and normalization

4.4 Exercise Plan

Guidelines:

Exercise plans should include:

- a. Scenario
- b. Type of exercise. Exercises can be either.
 - i. tabletop discussion
 - ii. Parallel processing where a select number of personnel operate under recovery conditions while others operate as normal
 - iii. Operational simulation which is the stress test of actually ceasing operations under normal operations and operating solely under recovery conditions
- c. Participants
- d. Objectives
- e. Method for evaluating the exercise against objectives

5. Resources

- [Emergency Operations Plan](#)
- [Incident Response / Emergency Contact List](#)
- [Inventory & Asset Management Log](#)
- [Municipal Excess Liability Fund's Minimum Technology Proficiency Standards](#)

6. Definitions

Cyber Extortion Threat - A threat against a network to:

1. Disrupt operations
2. Alter, damage, or destroy data stored on the network
3. Use the network to generate and transmit malware to third parties
4. Deface the member's website
5. Access personally identifiable information, protected health information, or confidential business information stored on the network; made by a person or group, whether acting alone, or in collusion with others, demanding payment, or a series of payments in consideration for the elimination, mitigation, or removal of the threat

Cyber Security Breach - Any unauthorized access to, use, or misuse of, modification to the network, and/or denial of network resources by attacks perpetuated through malware, viruses, worms, Trojan horses, spyware, adware, zero-day attack, hacker attack, or denial of service attack.

Data Breach - The actual or reasonably suspected theft, loss, or unauthorized acquisition of data that has or may compromise the security, confidentiality and/or integrity of personally identifiable information, protected health information, or confidential business information.

Other cyber security incidents include:

- Attempts from unauthorized sources to access systems or data
- Unplanned disruption to a service or denial of a service
- Unauthorized processing or storage of data
- Unauthorized changes to system hardware, access rights, firmware, or software
- Presence of a malicious application, such as ransomware, or a virus
- Presence of unexpected/unusual programs
- A denial of service condition against data, network, or computer

Emergency Management - Emergency Management is the discipline and profession of applying science, technology, planning, and management to deal with extreme events that can kill or injure large numbers of people, do extensive damage, and disrupt a community.

Incident Command (IC) – System that combines facilities, equipment, personnel, procedures and communications to operate within a common organizational structure and that designates responsibility for the management of assigned resources to effectively accomplish stated goals and objectives.

Mitigation - Mitigation refers to activities that actually eliminate or reduce the chance of occurrence or the effects of a disaster. Recent research has shown that much can be done to either prevent major emergencies or disasters from ever happening or if nothing else, at least reduce the damaging impact if they cannot be prevented.

Preparedness - The planning of how to respond in case an emergency or disaster occurs and working to increase resources available to respond effectively. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent.

Recovery - This is the final phase of the emergency management cycle. Recovery continues until all systems return to normal or near normal. Short term recovery returns vital life support systems to minimal operating standards. Long term recovery from a disaster may go on for years until the entire disaster area is completely redeveloped, either as it was in the past or for entirely new purposes that are less disaster-prone.

Response - Response is the activities occurring during and immediately after a disaster. These activities are designed to provide emergency assistance to victims of the event and reduce the likelihood of secondary damage.

Recovery Time Objective (RTO) – maximum tolerable length of time that a computer, system, network or application can be down after a failure or disaster occurs. The RTO is a function of the extent to which the interruption disrupts normal operations and the amount of revenue or service lost per unit of time because of the disaster.

Continuity of Government Plan Version: 1.1

System Recovery Requirements Table

Department/Location	Essential Staff	Systems	Databases	Data/Documents	Max Downtime	Operational Peaks	Single Point of Failure
City Hall	Mayor, City Administrator, CFO, Deputy Administrator, Premier IT	VoIP Communications – Windstream, Data Center (See Network Diagram), PC running Boiler Room	Server	All Documents on the server including financial PII/PHI, and other sensitive information.	VoIP – 4 Hours Windstream – 1 Hour Data Center – 2 Days Boiler Room PC – 1 Day	Summer and Winter for Boiler Room PC	Internet Loss.
Tax & Utility Dept.	Tax / Utility Collector, Tax Utility Clerk	Edmunds MCM (Water reading) Microsystems (Tax Asses.)	Edmunds AWS Server, (LAN) – Company, (\\Lyon) (W:), (LAN) – [Personal] (\\Lyon \\Home) (H:)	Documents 2012 onward can be accessed via Edmunds in the cloud, Pre-2012 all data housed onsite in basement archives.	Edmunds – 2 Days MCM – 30 Days	Taxes – 2/1, 5/1, 8/1, 11/1 Utilities – 1/15, 4/15, 7/15, 10/15	IF Tax office SME is unavailable, services may not be able to be performed.
Registrar Vital Statistics	Registrar, Deputy Registrar	VERI – State Database, EDRS – eDeath Rec. System, Edmunds	Paper Doc. Stored in 1 st floor vault, (LAN) – Personal (\\Lyon \\Home) (H:) – Pro forma docs located here	A paper to print certificates, Marriage licenses/Certificates - stored in 1 st floor vault, Birth Certificates – Prior to 2007, 1 floor vault, After 2007 State EDRS system.	Edmunds – 7 Days VERI – 2 Weeks EDRS – 4 Days	Death Certs – Holidays: Nov, Dec, Jan. Birth Certs – Start of school year and sports seasons. Marriage Lic./Certs – Start of seasons (Spring, Fall)	IF CMR not available services may not be able to be performed. CMR – Certified Municipal Registrar
Clerk	City Clerk, Deputy Clerk	Edmunds, Posse – ABC Online Portal, SVRS – State Election System, MYNewJersey – EGG Notices, local finance notices, update cities contact info, PMRS – Construction bids sub.	Edmunds AWS Server, (LAN) – Company (\\Lyon) (W:), (LAN) – Personal (\\Lyon \\Home) (H:)	Resolutions & Ordinances – Stored locally on personal drive and City website, Agenda & Meeting Minutes - Stored locally on personal drive and City website, Events, OPRA Requests.	Edmunds 2-3 Days, POSSE – 1 Hour if during May 15 th - July15 th . Any other time 1 Week, SVRS - 2 nd week in May to 2 nd week of June and October 1 st through the 2 nd week of November – 1Day. Otherwise, any other time – 1-2 Weeks, MyNewJersey – 1 Day PMRS – 2-3 Days	March 15 th – July 15 th Last week of September through mid-January	OPRA requests not able to complete without access to City Hall.
Housing	Housing Inspector, Zoning Officer	Edmunds, Edmunds CPSS – Code Enforcement	Edmunds AWS Server, (LAN) – Company (\\Lyon) (W:)	Housing Form, Zoning Form, Landlord Registration	Edmunds – 6 Hours	Consistent throughout the year.	None
Finance & Payroll	CFO, Assist. Municipal Finance Officers	Edmunds, Edmunds Payroll (ESS), MyNewJersey – Pensions & Health Benefits.	Edmunds AWS Cloud Server, (LAN) – Company (\\Lyon) (W:), (LAN) – Finance (\\Lyon) (F:), (LAN) – Payroll (\\Lyon) (P:)	3 LANS mentioned above have supplemental documentation to Edmunds and Edmunds ESS Payroll Software (I.e. active spreadsheets, and acct. numbers for vendors, etc., Personnel Files – Physical copies, Joint Insurance Fund (JIF) Claim Files, Physical and electronic stored on LAN.	Edmunds – 24 Hours, Edmunds ESS – 24 Hours, MyNewJersey -1 Week	End of year closeout, audit and budget season, Open Enrollment – 10/1 to mid November, Quarterly reports including pension – 1 st month of next quarter, Payroll every 2-weeks.	Physical hard copy personnel records being stored onsite IF no access to building, Physical copies of JIF files have no electronic backups.
Public Works	Manager DPW, Ops Managers DPW, Laborer / Driver	Edmunds, SCADA (Client-based not Cloud), Phoenix Software (gas pumps), PubWorks (Work Order requests), Payclock for payroll – Cloud, MCM - Water meter reading	Edmunds AWS cloud server, (LAN) – Company (\\Lyon) (W:)	Phoenix for gas reports, Work Orders	Edmunds – 31 Days, SCADA – 24 Hours, Phoenix Software – 3-5 Days, PubWorks – 30 Days,	December – February	SCADA can only be operated via VPN Access to the LAN, Potentially same thing with Phoenix, VPN to LAN,
Fire Department	Fire Administrator, Fire Supervisors	Pro Phoenix – dispatch & Records run through the county via VPN (CAD)	Use County’s Network for all Pro-Phoenix related items, (LAN) – Company (\\Lyon) (W:)	All can be accesses via Pro-Phoenix via the County	Pro Phoenix 1-3 Days	End of year in December, Summer	Can only VPN into Pro Phoenix from the Fire House unless permission is given or authorized by Jay Jones, IT Rep for the County.
Public Library	Library Director, Librarian Info Supervisor (LIS)	Workflows (SIRSI) check-in / check- out system, cards (County Driven)	(LAN) – Library’s Data Center	N/A	Workflows (SIRSI) – 1 Day	Summer (Mostly July)	None Indicated
Police Department	Chief of Police, Captain, Lieutenant	Pro Phoenix - dispatch & Records, The BEAST – barcoding evidence, Axon / Evidence.com – body cams, Project NOLA – Camera system, Exchange Outlook – On prem, Power DMS – Document MGMT, Guardian Tracking – Early Warning System for counseling, InfoShare – Records MGMT County & IA.	Local Access Network (LAN)	Forms located on local network	Pro Phoenix – 1-3 Days, The BEAST – 3 Days, Axon / Evidience.com – 1-3 Days, Project NOLA – 1-2 Weeks, Outlook – 1-3 Days, Power DMS – 5-7 Days, Guardian Tracking – 5-7 Days, InfoShare – 5-7 Days	Daily – 10AM – Midnight, Summertime (Memorial Day / Labor Day)	The BEAST – Backed up through Acronis – Disk back up only onsite, Network files – Also backed up through Acronis, only on prem.

RESOLUTION NO. 23-249

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING A
CYBER INCIDENT RESPONSE PLAN FOR THE CITY OF WOODBURY**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury in the County of Gloucester, and the State of New Jersey, that there is hereby established a new Continuity of Government Plan for the City of Woodbury.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on
December 18, 2023.

CITY OF WOODBURY
By: _____
WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

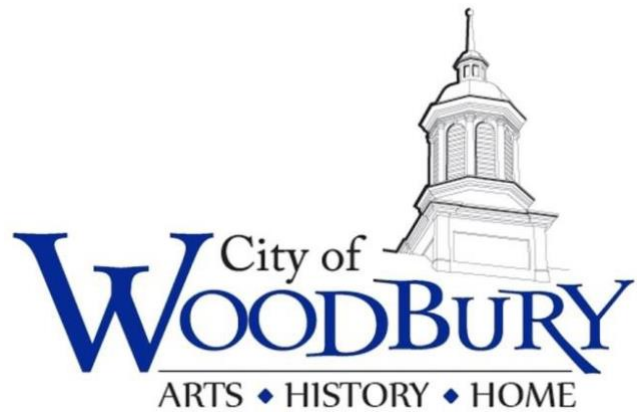
CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at the meeting held on **December 18, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk



Cyber Incident Response Plan

Document Management

Document Owner:	City of Woodbury
Document Name:	Cyber Incident Response Plan
Version No:	Version: 2.2
Adoption Date:	07/09/2019
Distribution Date:	07/10/2019
Author (Source)	Cyber JIF NJ Cyber Risk Management Fund https://cyberjif.org
Last Review Date:	3/8/2021; 10/31/2022; 12/11/2023
Next Review Date:	12/11/2024
Data Classification:	Sensitive

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1. Policy Statement

The Incident Response Plan defines our methods for identifying, tracking, and responding to technology-based security incidents.

2. Reason for the Policy

The Incident Response Plan is established to assist in protecting the integrity, availability, and confidentiality of technology and assist in complying with statutory, regulatory and contractual obligations.

Responding quickly and effectively to an Incident is critical to minimizing the spread of the Incident and/or the business, financial, legal, and/or reputational impact. Incident Response generally includes the following phases:

- Detection, Reporting, and Analysis.
- Legal.
- Forensics.
- Containment, Eradication, and Recovery.
- Other Responses (i.e. Public Relations).
- Post-Incident Review.

3. Scope

This plan governs incidents that have a significant negative impact on information technology systems and/or sensitive information (hereinafter, "Incidents"). Incidents can include denial of service, malware, ransomware, and/or phishing attacks that can significantly impact operations and/or result in the unintended disclosure of sensitive data (e.g., constituent data, Protected Health Information, Personally Identifiable Information, credit card data, and law enforcement records).

Minor events (e.g., routine detection, and remediation of a virus, a minor infraction of a security policy, or other similar issues that have little impact on day-to-day business operations) are not considered an Incident under this policy.

4. Incident Identification

For cyber insurance purposes, a security incident is an event that is a: cyber security breach, or cyber extortion threat, or data breach.

4.1 Cyber Extortion Threat

A threat against a network to:

1. Disrupt operations.
2. Alter, damage, or destroy data stored on the network.
3. Use the network to generate and transmit malware to third parties.
4. Deface the member's website.
5. Access personally identifiable information, protected health information, or confidential business information stored on the network; made by a person or group, whether acting alone,

or in collusion with others, demanding payment, or a series of payments in consideration for the elimination, mitigation, or removal of the threat.

4.2 Cyber Security Breach

Any unauthorized access to, use, or misuse of, modification to the network, and/or denial of network resources by attacks perpetuated through malware, viruses, worms, Trojan horses, spyware, adware, zero-day attack, hacker attack, or denial of service attack.

4.3 Data Breach

The actual or reasonably suspected theft, loss, or unauthorized acquisition of data that has or may compromise the security, confidentiality and/or integrity of personally identifiable information, protected health information, or confidential business information.

Other cyber security incidents include:

- Attempts from unauthorized sources to access systems or data.
- Unplanned disruption to a service or denial of a service.
- Unauthorized processing or storage of data.
- Unauthorized changes to system hardware, access rights, firmware, or software.
- Presence of a malicious application, such as ransomware, or a virus.
- Presence of unexpected/unusual programs.

5. Designation of an Incident Response Manager

The municipality shall designate an Incident Response Manager who is either a full or part time technology person working in your municipality on a daily basis or the highest-ranking administrative person in your municipality that employees would normally contact when having computer or technology problems. Ideally, this person should be readily available to employees in the case of a cyber security event.

5.1 Responsibilities

- The municipality has designated a Privacy and Security Officer as well as an Incident Response Manager that is responsible for determining whether an event, or a series of security events, is declared an Incident.
- The Incident Response Manager is responsible for ensuring that this policy is followed.
- The Incident Response Manager is responsible for establishing an Incident Response Team to support the execution of this plan.
- The Incident Response Team is tasked with executing this plan in accordance with and at the direction of the Incident Response Manager.
- The highest-ranking administrative official in the municipality is responsible for ensuring that end-users have sufficient knowledge to recognize a potential security Incident and report it in accordance with this plan.
- Employees are responsible to report potential security incidents in a timely manner and provide any required support during plan execution.

6. Incident Response Team and Notification

Establish an incident response team to be able to quickly respond to cyber security incidents, and a team broad enough to gather the needed resources and make the appropriate decisions to resolve the incident. Such team shall include the following.

Incident Response Center & Contacts:

- [Emergency Preparedness Site](#)
- [Incident Response Contact List](#)

Title / Position	Name	Telephone #
Highest-ranking Administrative Official	John Leech	856-472-1379
Chief of Police	Thomas R. Ryan	856-845-0065
Incident Response Manager	Bradley Pennypacker	856-430-3911
Incident Response Coordinator	Robert (Bob) Law	609-352-5853
JIF Risk Management Consultant	Christopher J. Powell	856-890-7106
JIF Claims Administrator	Joe Liscandri	609-601-3191
TRICO JIF Technology Risk Service Director	Jerry Caruso	609-576-0348
Technology Support Contact	Mike Cowan	215-833-9668
AXA XL Data Breach Hotline		855-566-4724

Please verify with your breach advisor/counsel that their firm will be handling the required breach notifications including, but potentially not limited to, those agencies listed below.

IC3	FBI Internet Crime Complaint Center: https://www.ic3.gov/
NJ Cybersecurity and Communications Integration Cell (NJCCIC)	Incident Reporting: https://www.cyber.nj.gov/report 609-963-6900 x7865

7. Incident Response Phases

7.1 Detection, Reporting, & Analysis

1. If a user, employee, contractor, or vendor observes a potential security event they should notify the Incident Response Manager immediately. If the Incident Response Manager is not available, the events should be immediately reported to the highest-ranking administrative official.
2. The Incident Response Manager is responsible for communicating the Incident, its severity, and the action plan to the highest-ranking administrative official.
3. If the Incident Response Manager or the highest-ranking administrative official are not available, a user should isolate the affected devices from the network or internet by removing the network cable from the device. If operating via wireless, turn off the wireless connection. If isolating the machine from the network is not possible then unplug the machine from its power source as a last resort.
4. If you have determined or suspect that the Incident is a cyber security breach, cyber extortion threat, or data breach (see *Definitions Related to Cyber Liability Insurance – Section 4 of this document*) proceed to Step 5. If not, proceed to Step 6.

5. For a cyber security breach, please follow this process:

If the AXA XL Data Breach Hotline does not answer, leave a message with your contact information. Do not delay in calling the Hotline. When they respond, follow their instructions. They will refer the matter to a “breach advisor/counsel” (an attorney experienced in cybersecurity incidents) who will coordinate the response. The Breach Counsel will gather information about the Incident and work with you to determine an action plan.

The Incident Response Manager should follow the advice from the Breach Counsel until the issue is resolved.

6. *If the Incident is determined not to be a cyber security breach, cyber extortion threat, or data breach,* the Incident Response Manager should work with the Incident Response Team to assess the Incident, develop a plan to contain the Incident, and ensure the plan is communicated to and approved by the highest-ranking administrative official.
7. The Incident Response Manager should ensure that all actions are documented as they are taken and that the highest-ranking administrative official, Incident Response Team, and outside support are regularly updated.

7.2 Containment, Eradication, & Recovery

Containment is the act of limiting the scope and magnitude of the attack as quickly as possible. Containment has two goals: preventing data of note from being exfiltrated and preventing the attacker from causing further damage.

Immediate triage:

1. Immediately contact technology expert to report the event and follow their instructions. It is now the responsibility of technology expert to notify management of the incident and to execute the security incident response plan.
2. If technology expert is not available, isolate the affected devices from the network or internet by removing the network cable from the device. If operating via wireless, turn off the wireless connection. DO NOT TURN OFF DEVICE OR REMOVE POWER SOURCE unless instructed by technology expert.
3. Incident response team assembles and assesses if the incident is a cyber security breach, cyber extortion threat, or data breach. If it is, or if there is any question the incident may or may not be one, management contacts their JIF Claims Administrator to advise them of the incident and management (or technology support) will call the Cyber Insurer Hotline. Work with the breach coach and the other partners they suggest to help resolve the incident.
4. Document all actions as they are taken.

Eradication is the removal of malicious code, accounts, or inappropriate access. Eradication also includes repairing vulnerabilities that may have been the root cause of the compromise. A complete reinstallation of the OS and applications is preferred.

Recovery allows business processes affected by the Incident to recover and resume operations. It generally includes:

- Reinstall and patch the OS and applications.
- Change all user and system credentials.
- Restore data to the system.
- Return affected systems to an operationally ready state.
- Confirm that the affected systems are functioning normally.

7.3 Forensics

Security incidents of a significant magnitude may require that a forensics investigation take place. Once that need has been established all additional investigation/containment activities need to be directed and/or performed by a forensics specialist to ensure that the evidence and chain of custody is maintained. The highest-ranking administrative official, in consultation with the Incident Response Manager and/or XL Caitlin will advise if engaging a forensics firm is required.

7.4 Post-Incident Review

To improve the Incident Response processes and identify recurring issues each Incident should be reviewed and formally reported on. The report should include:

- Information about the Incident type
- A description of how the Incident was discovered.
- Information about the systems that were affected.
- Information about who was responsible for the system and its data.
- A description of what caused the Incident.
- A description of the response to the Incident and whether it was effective.
- A timeline of events, from detection to Incident closure
- Recommendations to prevent future Incidents.
- A discussion of lessons learned that will inform, update and improve the incident response plan for future responses.

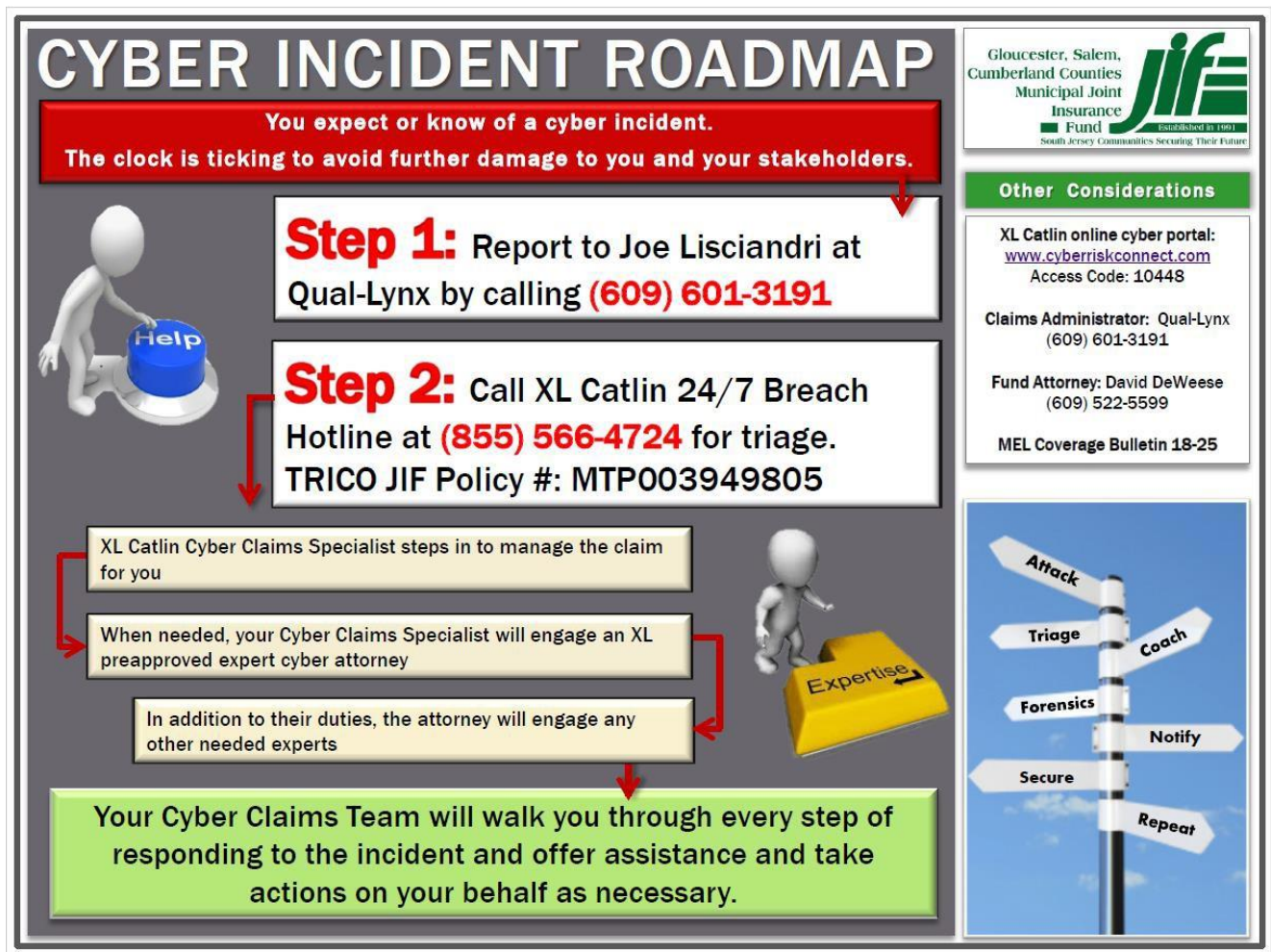
8. Periodic Review

This policy and associated subordinate procedures will be reviewed at least annually by the Incident Response Manager to adjust processes considering new risks and security best practices. Material changes in this policy should be approved by the highest-ranking administrative official and/or governing body of the municipality.

9. Special Situations/Exceptions

Any personally owned devices, such as PDAs, phones, wireless devices, or other electronic devices which have been used to access organizational data and are determined to be relevant to an Incident, may be subject to retention until the Incident has been eradicated.

10. Cyber Incident Roadmap



RESOLUTION NO. 23-250

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING CANCELATION OF BALANCES AND CREDITS UNDER TEN
DOLLARS (\$10.00) ON 2023 WATER/SEWER AND TAX ACCOUNTS IN THE CITY
OF WOODBURY**

WHEREAS; The Tax & Utility Collector of the City of Woodbury has certified to the City Council that the properties named in Exhibit A have balances of ten dollars (\$10.00) and under; and

WHEREAS; The Tax & Utility Collector of the City of Woodbury has certified to the City Council that the unpaid water/sewer and tax balances for 2023 be canceled on the books of said Tax & Utility Collector; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Woodbury, the balances under ten dollars (\$10.00) are canceled from the water/sewer and tax accounts.

ADOPTED, at a regular meeting of the Mayor and City Council of the City of Woodbury held on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council of the City of Woodbury, in the County of Gloucester and State of New Jersey, at a meeting held on **December 18, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-251

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING
TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE
NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S
CYBER RISK MANAGEMENT PLAN'S MINIMUM SECURITY REQUIREMENTS**

WHEREAS, the City of Woodbury is a member of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF), the City of Woodbury enjoys cyber liability insurance coverage to protect the City of Woodbury 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 Minimum Security and Advanced Security standards that if adopted and followed will reduce many of the risks associated with the use of technology by the City of Woodbury; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the City of Woodbury to claim a reimbursement of a paid insurance deductible in the event the member files a claim against City of Woodbury's cyber insurance policy, administered through the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED that the City of Woodbury does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Minimum Security of the NJ MEL Cyber Risk Management Plan.

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.

ADOPTED, at a regular meeting of the Mayor and City Council of the City of Woodbury held on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council of the City of Woodbury, in the County of Gloucester and State of New Jersey, at a meeting held on **December 18, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk



NJ Cyber JIF Certification Checklist

Minimum Security

Security Controls	CIS v8 Mapping	Description	Completed
Asset Management	Inventory and Control of Enterprise Assets (CIS 1)	1. Inventory your technology ecosystem: Workstations, end-user devices, network devices, servers, etc.	✓
	Inventory and Control of Software Assets (CIS 2)	1. Inventory your technology ecosystem: Software: Operating systems and applications	✓
	Network Infrastructure Management (CIS 12)	1. Maintain network diagram.	✓
		2. Segment employee Wi-Fi from customer/public Wi-Fi.	✓
Data Management	Data Protection (CIS 3)	1. Create data management process that addresses data sensitivity, owner, retention and disposal.	✓
		2. Files with personally identifiable information (PII), protected health information (PHI) and other sensitive/confidential information are password protected or encrypted while being stored and shared.	✓
		3. Adhere to any additional cybersecurity practices required by applicable laws or regulations.	✓
		4. Inventory your data: Focus on Personally Identifiable Information (PII), Private Health Information (PHI) and other confidential information (police records, video, etc.).	✓
	Data Recovery (CIS 11)	1. Weekly, off-network, off-premises full backup of all data.	✓
Account Management	Account Management (CIS 5)	1. Maintain inventory of accounts: a. Users, b. Administrator / Elevated privileges, c. Service accounts, d. Shared accounts.	✓
	Access Control Management (CIS 6)	2. Separate administrative/elevated privilege accounts from user accounts, and restrict privileges (such as web browsing and email).	✓
		1. Must adopt a Technology Password Policy that at least meets the standards set in the attached Password Policy, at a minimum, or meet the NIST Password Standards 800-63B (03/02/2020 Updates), and as further updated.	✓
		2. Utilize a Virtual Private Network (VPN) and Multi Factor Authentication (MFA) for all remote connections to your network.	✓
		3. Require MFA when accessing cloud-based applications (where capable).	✓
		4. Disable or delete accounts that are dormant or inactive for 45 days.	✓
		5. Users with administrator rights are limited to those who need them.	✓
		6. Non-administrator users are granted limited rights based on job function and responsibility.	✓
		7. Access rights are updated upon any personnel status change action.	✓
		8. Access rights for each individual are reviewed at least every six (6) months.	✓
Vulnerability Management	Continuous Vulnerability Management (CIS 7)	1. Adopt a practice of installing all security and critical updates and patches as soon as practicable based on risk and operational impact, but no longer than a month for high and critical vulnerabilities as defined by CVSS.	✓
		2. Keep all operating software, application software and infrastructure equipment current with latest versions.	✓
		3. Annually review all non-standard applications for replacement/upgrade.	✓
		4. Scan your ecosystem with a vulnerability management tool on a monthly or more frequent basis.	✓





NJ Cyber JIF Certification Checklist

Minimum Security

Security Controls	CIS v8 Mapping	Description	Completed
Defensive Tools & Strategies	Email and Web Browser Protections (CIS 9)	1. Ensure only fully supported browsers and email clients are in use.	✓
		2. Add a clear and obvious automatic warning banner to all emails coming from outside of your organization.	✓
	Malware Defenses (CIS 10)	1. Microsoft Office applications open all downloaded files in "Protected Mode".	✓
		2. Antivirus enabled for all desktops and laptops / servers.	✓
		3. Firewalls enabled for all desktops and laptops / servers.	✓
		4. Antispam and antivirus filters enabled for the mail server.	✓
		5. Firewall rules and policies need to be reviewed or reassessed at least twice per year.	✓
		6. Disable autorun for all removable media.	✓
		7. Virus scan any removeable media before permitting connection.	✓
		8. Disable unused ports.	✓
	Network Monitoring Defense (CIS 13)	1. Utilize endpoint detection and response (EDR) tool across entire network.	✓
	Secure Configuration of Enterprise Assets and Software (CIS 4)	1. Ensure there are no default accounts or passwords on any organization devices.	✓
			✓
Cyber Hygiene	Security Awareness and Skills Training (CIS 14)	1. All computer, network or email users receive annual training of at least one hour, including these topics, with such training including phishing exercises: a. Malware Identification b. Password construction c. Identifying and responding to security incidents d. Social engineering attacks	✓
		2. Leadership briefed annually on state of security for the organization, including high impact incidents (breach/loss of PII, funds fraud, intrusion, etc.).	✓
		3. Register with Multi-State Information Sharing & Analysis Center (MS-ISAC) and New Jersey Cybersecurity Communication and Integration Cell (NJCCIC). If a Utility Authority, register with your respective ISAC, such as Water ISAC.	✓
3rd Party Risk Management	Service Provider Management (CIS 15)	1. Maintain an inventory of third party providers.	✓
		2. High Risk Vendors only (IT, Health, PII/PHI): a. Ensure contracts include security requirements, indemnification and proper insurance. b. Utilize a 3rd Party Risk Assessment Tool for new/renewing contracts.	✓
Policies & Procedures	Incident Response Management (CIS 17)	1. Management adopts a cybersecurity incident response plan to direct staff and guide technology management decision making when a cybersecurity incident takes place, which must include at a minimum the items in the Cybersecurity Incident Response Plan.	✓
		2. Management adopts a Technology Practices Policy, which must include at a minimum each of the subject items outlined in the Cyber Risk Management Program.	✓
		3. Establish procedures requiring multiple approvals for requests to change banking information.	✓
		4. Establish procedures requiring multiple approvals and source verification for financial transaction requests over a certain threshold.	✓





NJ Cyber JIF Certification Checklist

Minimum Security

This document must be signed by the mayor, municipal administrator, or municipal clerk (or director of entity if not a municipality) AND your technology expert.

MEMBER ENTITY

Print Name

Title

Signature

Date

TECHNOLOGY EXPERT

Print Name

Title

Signature

Date



RESOLUTION NO. 23-252

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING
TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE
NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S
CYBER RISK MANAGEMENT PLAN'S ADVANCED SECURITY REQUIREMENTS**

WHEREAS, the City of Woodbury is a member of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF), the City of Woodbury enjoys cyber liability insurance coverage to protect the City of Woodbury 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 Minimum Security and Advanced Security standards that if adopted and followed will reduce many of the risks associated with the use of technology by the City of Woodbury; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the City of Woodbury to claim a reimbursement of a paid insurance deductible in the event the member files a claim against City of Woodbury's cyber insurance policy, administered through the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED that the City of Woodbury does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Advanced Security of the NJ MEL Cyber Risk Management Plan.

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.

ADOPTED, at a regular meeting of the Mayor and City Council of the City of Woodbury held on December 18, 2023.

CITY OF WOODBURY

By: _____
WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council of the City of Woodbury, in the County of Gloucester and State of New Jersey, at a meeting held on **December 18, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk



Advanced Security

Security Controls	CIS v8 Mapping	Description	Completed
Asset Management	Inventory and Control of Enterprise Assets (CIS 1)	1. Servers are physically protected from unauthorized access and environmental hazards.	✓
		2. Maintain ability to generate asset inventory on demand.	✓
		3. Use active discovery tool, including MDM that can install and updated programs on demand.	✓
		4. Address unauthorized devices.	✓
	Inventory and Control of Software Assets (CIS 2)	1. Maintain ability to generate software inventory on demand.	✓
		2. Use an automated inventory tool, whitelist authorized software.	✓
		3. Address unauthorized software.	✓
Data Management	Network Infrastructure Management (CIS 12)	1. Segment your network, separating key units, such as Finance, Human Resources, Police, Utilities, etc.	✓
	Data Protection (CIS 3)	1. Enforce data management process and ensure proper classification, retention, and disposable	✓
		2. Encrypt all data on removable media.	✓
	Data Recovery (CIS 11)	1. Deploy a data loss prevention tool.	✓
		2. Move rarely-/un-used data off of the live network to off-network or segmented storage.	✓
		3. Use of standardized system images or virtualized desktops.	✓
		4. Application, Operating System and Network Configuration Software: Back-up copy of current versions must always be available with a copy stored off-premises.	✓
		5. Locally Stored Data (including MS 365, Google Workspace and similar): a. Daily incremental backups with minimum of 14 days of versioning on off-network device. b. All backups are spot-checked monthly.	✓
		6. Cloud-Based Applications and Data: Must meet the same standards as the Locally Stored Data.	✓
		7. Third-Party Application Data: Vendor must meet the same standards as the Locally Stored Data.	✓
Account Management	Account Management (CIS 5)	1. Must be able to generate inventory on demand.	✓
	Access Control Management (CIS 6)	1. Use an enterprise password management solution.	✓
		2. Use specialized PAM tool.	✓
		3. Periodically test all email addresses with an email breach service to determine if any emails have been compromised, and take necessary action to ensure integrity.	✓
Vulnerability Management	Continuous Vulnerability Management (CIS 7)	1. Use automatic updating where practicable, particularly as related to security patches.	✓
Logging	Audit Log Management (CIS 8)	1. Logging must be setup for entire network/all devices, such as System, Application and Security logs.	✓
		2. Spot check logs on a monthly basis.	✓
		3. Centralize log collection and build detections off collected logs.	✓





NJ Cyber JIF Certification Checklist

Advanced Security

Security Controls	CIS v8 Mapping	Description	Completed
Defensive Tools & Strategies	Email and Web Browser Protections (CIS 9)	1. Ensure only fully supported plug-ins for browsers and email clients are in use.	✓
		2. Deploy protective DNS for the ecosystem.	
	Malware Defenses (CIS 10)	1. Use anti-exploitation and behavior-based anti-malware tools.	✓
	Network Monitoring Defense (CIS 13)	1. 24x7 support by phone or email in case of incident.	✓
Cyber Hygiene	Security Awareness and Skills Training (CIS 14)	2. Maintain automated robust alerting and reporting that can prompt human interdiction on a 24x7 basis.	✓
		1. Administrators and privileged users receive specialized training.	✓
3rd Party Risk Management	Service Provider Management (CIS 15)	2. Organization leadership has access to expertise that supports technology decision making (i.e., risk assessment, planning, and budgeting).	✓
		1. For all vendors, ensure contracts include security requirements, indemnification and proper insurance.	✓
		2. For all vendors, utilize a 3rd Party Risk Assessment Tool for all contracts.	
		3. Risk rank third party providers based on accesses and service provided.	
Policies & Procedures	Incident Response Management (CIS 17)	4. Use monitoring solution with continuous monitoring and assessment of third party (high risk).	✓
Penetration Testing	Penetration Testing (CIS 18)	1. Develop a Business Continuity Plan for everything technology related.	✓
		1. Perform Penetration Testing on an annual basis.	✓





NJ Cyber JIF Certification Checklist

This document must be signed by the mayor, municipal administrator, or municipal clerk (or director of entity if not a municipality) AND your technology expert.

MEMBER ENTITY

Print Name

Title

Signature

Date

TECHNOLOGY EXPERT

Print Name

Title

Signature

Date



RESOLUTION NO. 23-253

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING THE TRANSFER OF APPROPRIATIONS IN THE LOCAL BUDGET
OF THE CITY OF WOODBURY FOR THE YEAR 2023**

WHEREAS, Section 40A: 4-58 of the Revised Statutes of New Jersey authorizes the transfer of appropriations, during the last two (2) months of the fiscal year, to said budget where adopted heretofore by the governing body by two-thirds vote thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, as follows:

1. That the excess in the appropriations listed in the column designed "FROM" be transferred to the appropriations listed in the column designated "TO" as follows:

<u>CURRENT FUND</u>			
		<u>FROM</u>	<u>TO</u>
20-100-101	Administration - Salaries and Wages	\$ 27,000.00	-
20-115-299	Economic Development - Other Expenses	\$ 5,000.00	-
20-120-101	Municipal Clerk - Salaries and Wages	\$ 1,800.00	-
20-121-101	Registrar - Salaries and Wages	\$ 17,000.00	-
20-122-299	Elections - Other Expenses	\$ 10,000.00	-
20-130-101	Financial Admin - Salaries and Wages	\$ 7,000.00	-
20-130-299	Financial Administration - Other Expenses	\$ 25,000.00	-
20-145-101	Collection of Taxes - Salaries and Wages	\$ 1,900.00	-
20-146-299	Liquidation of Tax Title Liens & Foreclosed Property - Other Expenses	\$ 4,000.00	-
20-155-227	Legal Services - Other Expenses	\$ 20,000.00	-
20-165-228	Engineering - Other Expenses	\$ 10,000.00	-
20-170-299	Joint Municipal Court - Inside CAP	\$ 12,600.00	-
21-180-299	Planning & Zoning Board - Other Expenses	\$ 18,000.00	-
22-196-101	Housing Inspection - Salaries and Wages	\$ 16,000.00	-
23-210-293	Insurance - General Liability	\$ 1,282.90	-
23-210-299	Other Insurance Premiums - Other Expenses	\$ 892.50	-
23-215-290	Insurance - Workers Compensation	\$ 782.00	-
23-221-290	Insurance - Health Benefits Waiver	\$ 4,883.00	-
25-265-101	Fire - Salaries and Wages	\$ 46,000.00	-

26-307-298	Recycling - Other Expenses	\$ 21,500.00	-
28-370-209	Recreation - Other Expenses	\$ 3,000.00	-
30-420-299	Celebration of Public Event - Other Expenses	\$ 4,000.00	-
31-430-271	Electricity - Other Expenses	\$ 18,000.00	-
31-435-275	Street Lighting - Other Expenses	\$ 5,000.00	-
31-460-274	Gasoline - Other Expenses	\$ 7,000.00	-
25-240-111	Police - Salaries and Wages		\$176,140.40
25-240-600	Vehicle Purchase - Other Expenses		\$ 45,000.00
26-290-299	Road Repair & Maintenance - Other Expenses		\$ 3,000.00
26-302-228	Community Forestry Program - Other Expenses		\$ 2,500.00
26-305-299	Solid Waste Collection - Other Expenses		\$ 18,000.00
26-310-299	Buildings and Grounds - Other Expenses		\$ 9,000.00
28-375-299	Parks - Other Expenses		\$ 3,000.00
30-421-101	Senior Citizen Transportation - Salaries and Wages		\$ 1,000.00
36-472-100	Social Security - Other Expenses		\$ 30,000.00
TOTAL		\$ 287,640.40	\$287,640.40

WATER AND SEWER UTILITY FUND			
		FROM	TO
55-503-278	Payments to Gloucester County Utilities Authority	\$ 16,342.62	
55-512-100	Capital Outlay - Other Expenses	\$ 328.61	
55-501-101	Operating - Salaries and Wages		\$ 14,571.23
55-541-100	Social Security - Other Expenses		\$ 2,100.00
TOTAL		\$ 16,671.23	\$ 16,671.23

2. This resolution shall take effect immediately.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on December 18, 2023.

CITY OF WOODBURY

By: _____

**WILLIAM H. FLEMING JR.,
President of Council**

ATTEST:

**CASSIDY L. SWANSON,
City Clerk**

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilwoman Garlic				
Councilman Ferraino				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Merinuk				
Councilwoman Miller				
Councilman Pisarcik				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at the meeting held on **December 18, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 23-254

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING SECOND EXTENSION OF CLASS FIVE CANNABIS LICENSE
(BESTBUDS)**

WHEREAS, pursuant to P.L. 2021, c. 16, known as the “New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act” (the “Act”), which legalizes the recreational use of marijuana by adults 21 years of age or older, the City of Woodbury (“City”) adopted Ordinance 2342-21 and 2354-22 (the Cannabis Ordinances), which allow for a limited number of cannabis businesses to be located in specified locations in the City; and

WHEREAS, the Act established the Cannabis Regulatory Commission (“Commission”) to oversee and regulate the cannabis industry in New Jersey and the Commission promulgated Personal Use Cannabis Rules, N.J.A.C. 17:30-1.1 et. seq. on August 19, 2021; and

WHEREAS, in order for a cannabis business to operate, it requires both State and local approval; and

WHEREAS, N.J.A.C. 17:30-5.1 requires that a municipality with a governing body express its support for a cannabis license applicant through a resolution of the governing body; and

WHEREAS, pursuant to N.J.A.C. 17:30-5.1(g), the support resolution should indicate that the proposed cannabis business location is appropriately located or otherwise suitable for activities related to the operations of the proposed cannabis business; and

WHEREAS, the City’s Cannabis License Application Evaluation Committee had received and reviewed the application submitted by BestBuds, LLC and the City Council approved its

application by adopting Resolution #22-71 on March 23, 2022 in support of their application for a State license; and

WHEREAS, Ordinance 2354-22 provides:

Notwithstanding the foregoing competitive application process, a notification of award and conditional municipal license shall entitle the recipient applicant to pursue a State permit or license in the appropriate classification for up to 12 months, which may be extended in the Administrator's discretion for an additional 6 months for good cause. No license to operate shall issue until the applicant has received a State permit and satisfied other prerequisites of municipal licensure. If the recipient of a notice of award and conditional license has not received a State permit or license within 12 months from issuance, unless extended for good cause, the Administrator shall issue a new request for applications and evaluate all applicants for licensure under the above criteria;

and

WHEREAS, the City approved BestBuds request for the six (6) month extension pursuant to Resolution #23-77 adopted on February 21, 2023; and

WHEREAS, Bestbuds' initial period of twelve (12) months under Ordinance 2354-22 and the approved additional six (6) month extension timeline expired on October 13, 2023; and

WHEREAS, BestBuds submitted a letter to the City of Woodbury dated September 8, 2023 requesting a second (6) month extension for the reasons stated in the letter; and

WHEREAS, the City of Woodbury adopted Ordinance #2396-23 on December 4, 2023 providing for an additional second six (6) month extension of time to finalize the completion of the licensing process and the opening of a Class Five Cannabis business in the City; and

WHEREAS, BestBuds having provided adequate information regarding their State Application and efforts to obtain Zoning/Planning Board Approval from the City of Woodbury, the City Administrator has determined that BestBuds has demonstrated a need to extend their State

Application and Zoning/Planning Board approval process period for an additional second six (6) month extension beginning from October 14, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Woodbury, County of Gloucester, and State of New Jersey that the City Council does hereby approve and authorize the extension of Bestbuds' State Licensing Application and Zoning/Planning Board approval process period for an additional second six (6) month extension in accordance with Ordinance #2396-23.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on December 18, 2023.

CITY OF WOODBURY

By: _____

**WILLIAM H. FLEMING JR.,
President of Council**

ATTEST:

**CASSIDY L. SWANSON,
City Clerk**

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilwoman Garlic				
Councilman Ferraino				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Merinuk				
Councilwoman Miller				
Councilman Pisarcik				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at the meeting held on **December 18, 2023** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

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RESOLUTION NO. 23-255

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A CLOSED SESSION TO DISCUSS MATTERS PERTAINING TO THE PURCHASE, LEASE ACQUISITION OF REAL PROPERTY OR INVESTMENT OF PUBLIC FUNDS PRIVILEGE

WHEREAS, the Open Public Meetings Act authorizes the exclusion of the public from that portion of a meeting involving matters related to attorney-client privilege to *N.J.S.A. 10:4-12b*; and

- (1) *Matters required by law to be confidential*: Any matter which, by express provision of Federal law, State statute, or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) *Matters involving individual privacy*: Any matter, the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance, and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by an institution or program, including but not limited to, information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress, or condition of any individual, unless the individual concerned.
- (4) *Matters pertaining to a collective bargaining agreement*: Any matter involving a collective bargaining agreement or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) *Matters relating to the purchase, lease acquisition of real property or investment of public funds*: Any matter involving the purchase, lease, or acquisition of real property with public funds, the setting of banking rates, or investment of public funds, if it could adversely affect the public interest if discussion of the matters were disclosed.
- (6) *Matters of public protection*: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair that protection.
- (7) *Matters relating to litigation, negotiations and attorney-client privilege*: Any matter of pending or anticipated litigation or contract negotiation other than in subsection b. (4) above in which the City is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise ethical duties as a lawyer.
- (8) *Matters relating to the employment relationship*: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public.

(9) *Deliberations after public hearing.* Deliberations by the Authority occurring after a public hearing that may result in a civil penalty or the suspension or loss of a license or permit of a responding party.

NOW, THEREFORE BE IT RESOLVED, the Mayor and Council of the City of Woodbury, County of Gloucester, and State of New Jersey will go into closed session to discuss the following, in accordance with the aforesaid provisions of the Open Public Meetings Act, after which it will reconvene in the public:

1. Matters relating to the purchase, lease acquisition of real property or investment of public funds privilege - Pursuant to N.J.S.A. 10:4-12b(5) – Land Identified As Block 75, Lots 3.01, 3.02, 4, 5, 7, 13, 15, 27.01, 32, 33 & 35

BE IT FURTHER RESOLVED that the minutes of the closed session will be made available to the public when the need for privacy no longer exists.

ADOPTED at a special meeting of the Mayor and City Council of the City of Woodbury on December 18, 2023.

CITY OF WOODBURY

By:

WILLIAM H. FLEMING, JR.
President of Council

ATTEST:

CASSIDY L. SWANSON
City Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter				
Councilman Ferraino				
Councilwoman Garlic				
Councilman Hagerty				
Councilwoman Harwell				
Councilman Johnson				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

I, Cassidy L. Swanson hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at a meeting held on **December 18, 2023** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk