

City of Woodbury
City Council Meeting Agenda
April 9, 2025
33 Delaware Street, Woodbury, NJ 08096
6:30 PM

A. Pledge of Allegiance and Moment of Silent Reflection

B. Reading of the Open Public Meeting Statement

C. Roll Call

D. Resolutions

1. **RESOLUTION NO. 25-74** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING PROMOTION OF JOSHUA GARTNER FROM CAREER FIREFIGHTER TO CAREER CAPTAIN FOR THE WOODBURY FIRE DEPARTMENT
2. **RESOLUTION NO. 25-75** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING PROMOTION OF BRANDON MANN FROM PART-TIME FIREFIGHTER TO CAREER FIREFIGHTER FOR THE WOODBURY FIRE DEPARTMENT
3. **RESOLUTION NO. 25-76** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY HIRING THOMAS DAVIS AS A CLASS I SPECIAL LAW ENFORCEMENT OFFICER FOR THE WOODBURY CITY POLICE DEPARTMENT
4. **RESOLUTION NO. 25-77** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY HIRING THOMAS GOETZ AS A CLASS I SPECIAL LAW ENFORCEMENT OFFICER FOR THE WOODBURY CITY POLICE DEPARTMENT

E. Oaths of Office

1. **Woodbury Fire Department**
 - a) *Joshua Gartner, Career Captain*
 - b) *Brandon Mann, Career Firefighter*
2. **Woodbury City Police Department**
 - a) *Thomas Davis, Class I Special Law Enforcement Officer*
 - b) *Thomas Goetz, Class I Special Law Enforcement Officer*

F. Presentation

1. **Annual Safety Presentation - TRICOJIF Safety Incentive Program**
 - a) *Joe Henry, Hardengergh Insurance Group*

G. Open to the Public for Agenda Items Only

H. Ordinances

1. **ORDINANCE NO. 2428-25** - AN ORDINANCE AMENDING CHAPTER 106, HOUSING

STANDARDS, ARTICLE I, IN GENERAL LEAD-BASED PAINT HAZARD INSPECTION
FREQUENCY REQUIREMENTS; SINGLE-FAMILY, TWO FAMILY AND MULTIPLE RENTAL
DWELLINGS, SECTION 17(B)(1), (2) & (3) OF THE CODE BOOK OF THE CITY OF
WOODBURY

Second Reading

CONSENT AGENDA

1. **RESOLUTION NO. 25-78** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY APPOINTING A FUND COMMISSIONER AND ALTERNATE FUND COMMISSIONER FOR THE SOUTHERN NEW JERSEY REGIONAL EMPLOYEE BENEFITS FUND
2. **RESOLUTION NO. 25-79** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY RATIFYING APPOINTMENT OF TARA AIKEN AS ACTING DIRECTOR FOR THE WOODBURY PUBLIC LIBRARY
3. **RESOLUTION NO. 25-80** - RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WOODBURY AUTHORIZING RELEASE OF THE PERFORMANCE GUARANTEE AND ACCEPTING THE MAINTENANCE BOND OF PIONEER PIPE CONTRACTORS, INC. FOR THE FY2023 WATER MAIN IMPROVEMENT PROJECT – EUCLID STREET, NEWTON AVENUE AND BRIAR HILL LANE FROM NORTH JACKSON STREET TO THE EASTERN TERMINUS
4. **RESOLUTION NO. 25-81** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING CHANGE ORDER NO. 2 WITH LEVEL-1 CONSTRUCTION, INC. FOR THE FY2023 WATER FILTRATION TANK UPGRADE & REHABILITATION PROJECT
5. **RESOLUTION NO. 25-82** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a
6. **RESOLUTION NO. 25-83** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A TWO (2) YEAR CONTRACT EFFECTIVE APRIL 24, 2025, WITH E.O. HABHEGGER CO., INC. FOR ABOVE GROUND STORAGE TANKS AND EQUIPMENT UNDER STATE CONTRACT # A42261 INDEX #T-0849
7. **RESOLUTION NO. 25-84** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A TWO (2) YEAR CONTRACT EFFECTIVE APRIL 24, 2025, WITH E.O. HABHEGGER CO., INC. FOR INSTALLATION OF ABOVE GROUND STORAGE TANKS AND EQUIPMENT UNDER STATE CONTRACT # A42261 INDEX #T-0849
8. **RESOLUTION NO. 25-85** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING THE REIMBURSEMENT OF A TAX OVERPAYMENT BLOCK 141.01 LOT 4 232 S MAPLE AVE SMITH, DONTE
9. **RESOLUTION NO. 25-86** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING A DATA MANAGEMENT POLICY & PROCEDURE FOR THE CITY OF WOODBURY

END CONSENT AGENDA

K. Approval of the Bill and Voucher List

L. Reports

M. Unfinished Business

N. New Business

O. Open to the Public

P. Resolutions

1. **RESOLUTION NO. 25-87** - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A CLOSED SESSION TO DISCUSS MATTERS RELATED TO COLLECTIVE BARGAINING AGREEMENT, EMPLOYMENT RELATIONSHIP AND THE PURCHASE, LEASE, OR ACQUISITION OF REAL PROPERTY OR INVESTMENT OF PUBLIC FUNDS PRIVILEGE

Q. 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.

RESOLUTION NO. 25-74

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING PROMOTION OF JOSHUA GARTNER
FROM CAREER FIREFIGHTER TO CAREER CAPTAIN FOR THE
WOODBURY FIRE DEPARTMENT**

WHEREAS, there is currently an opening for the position of Career Captain in the Woodbury Fire Department; and

WHEREAS, the Fire Administrator of the City of Woodbury has recommended the promotion of Career Firefighter Joshua Gartner, who is qualified and has demonstrated the requisite character and aptitude for the position; and

WHEREAS, the Mayor and Council of the City of Woodbury concur with the Fire Administrator's recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury, that Joshua Gartner is hereby promoted from the position of Career Firefighter to the position of Career Captain for the Woodbury Fire Department, effective *nunc pro tunc* on March 1, 2025.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-75

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING PROMOTION OF BRANDON MANN
FROM PART-TIME FIREFIGHTER TO CAREER FIREFIGHTER FOR THE
WOODBURY FIRE DEPARTMENT**

WHEREAS, there is currently an opening for the position of Career Firefighter in the Woodbury Fire Department; and

WHEREAS, the Fire Administrator of the City of Woodbury has recommended the promotion of Part-Time Firefighter Brandon Mann, who is qualified and has demonstrated the requisite character and aptitude for the position; and

WHEREAS, the Mayor and Council of the City of Woodbury concur with the Fire Administrator's recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury, that Brandon Mann is hereby promoted from the position of Part-Time Firefighter to the position of Career Firefighter for the Woodbury Fire Department, effective *nunc pro tunc* on April 1, 2025.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

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Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-76

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
HIRING THOMAS DAVIS AS A CLASS I SPECIAL LAW ENFORCEMENT
OFFICER FOR THE WOODBURY CITY POLICE DEPARTMENT**

WHEREAS, the Mayor and Council of the City of Woodbury authorized the City Administrator, Chief of Police, and Police Captain to conduct a search for the purpose of identifying an individual to hire as a Class I Special Law Enforcement Officer ("SLEO"); and

WHEREAS, the Chief of Police and Police Captain have received applications and conducted such interviews and investigation of applicants as appropriate and consistent with the City's policies and procedures; and

WHEREAS, the Chief of Police and Police Captain have determined that Thomas Davis possesses the character and qualifications necessary to serve as a Class I SLEO for the Woodbury City Police Department.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Woodbury that Thomas Davis is hereby hired as a Class I Special Law Enforcement Officer for the Woodbury City Police Department, effective April 9, 2025.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION

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Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-77

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
HIRING THOMAS GOETZ AS A CLASS I SPECIAL LAW ENFORCEMENT
OFFICER FOR THE WOODBURY CITY POLICE DEPARTMENT**

WHEREAS, the Mayor and Council of the City of Woodbury authorized the City Administrator, Chief of Police, and Police Captain to conduct a search for the purpose of identifying an individual to hire as a Class I Special Law Enforcement Officer ("SLEO"); and

WHEREAS, the Chief of Police and Police Captain have received applications and conducted such interviews and investigation of applicants as appropriate and consistent with the City's policies and procedures; and

WHEREAS, the Chief of Police and Police Captain have determined that Thomas Goetz possesses the character and qualifications necessary to serve as a Class I SLEO for the Woodbury City Police Department.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Woodbury that Thomas Goetz is hereby hired as a Class I Special Law Enforcement Officer for the Woodbury City Police Department, effective April 9, 2025.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

ORDINANCE NO. 2428-25

AN ORDINANCE AMENDING CHAPTER 106, HOUSING STANDARDS, ARTICLE I, IN GENERAL LEAD-BASED PAINT HAZARD INSPECTION FREQUENCY REQUIREMENTS; SINGLE-FAMILY, TWO-FAMILY AND MULTIPLE RENTAL DWELLINGS, SECTION 17(B)(1), (2) & (3) OF THE CODE BOOK OF THE CITY OF WOODBURY

BE IT ORDAINED by the Mayor and Council of the City of Woodbury, County of Gloucester, State of New Jersey, that Chapter 106, Housing Standards, Article I, in General Lead-Based Paint Hazard Inspection Frequency Requirements; Single-family, two-family and multiple rental dwellings, Section 17(B)(1), (2) and (3) are hereby amended as follows:

Section 1.

B. The following is required in regard to lead-based paint hazard inspections for single-family, two-family and multiple rental dwellings:

(1) The Housing Officer and/or the Lead Evaluation Contractor 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 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.

(2) 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.

(a) The fee for inspection shall be at \$265.00 which includes the following fee breakdown:

- i. Lead-based paint hazard inspection fee of \$225.00
- ii. Fee imposed by the State and set forth in Subsection G herein, a \$20.00 fee.
- iii. City of Woodbury administrative fee of \$20.00

(b) The City of Woodbury is authorized to contract with a private Entity (I.e. a Lead Evaluation Contractor) and to set the compensation to be paid by a dwelling owner or landlord directly to the private entity, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., to assist the municipality in the implementation and administration of the lead-based paint hazard inspections program for single-family, two-family and multiple dwellings as permitted.

(3) A 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 B(1) of this section.

(a) If a Lead Evaluation Contractor and/or Inspector has been hired and paid by the dwelling owner or landlord, a \$20.00 administrative fee shall be paid to the City of Woodbury as required and pursuant to N.J.S.A. 52:27D-437.16. The dwelling owner or landlord must work out the payment of this \$20.00 administrative fee to the City with either the Lead Evaluation Contractor or Inspector remitting payment to the City of Woodbury or the dwelling owner or landlord remitting the payment of the \$20.00 administrative fee to the City of Woodbury.

(b) The City may prohibit a dwelling owner or landlord from hiring a private Lead Evaluation Contractor and instead authorize an inspection to be conducted by the City's Lead Evaluation Inspector in situations where the dwelling owner or landlord have failed to have an inspection performed.

(c) If the initial lead-based paint swipe test inspection fails, meaning the results come back from the lab and the area(s) sampled are positive with lead, then the dwelling owner or landlord must adhere to N.J.S.A. 52:27D-437.16 guidance to remedy the positive test results and work with the Lead Evaluation Contractor who performed the initial inspection directly and to pay for and have the Lead Evaluation Contractor come back out to perform a reinspection(s) until a lead-safe certification is issued to the dwelling owner or landlord.

Section 2. Severability:

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

Section 3. Repealer:

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

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

CITY OF WOODBURY

By:

WILLIAM H. FLEMING JR.,
President of Council

ATTEST:

CASSIDY L. SWANSON,
City Clerk

Approved:

KYLE MILLER,
Mayor

Date introduced: March 26, 2025

Date advertised: April 2, 2025

Date adopted: April 9, 2025

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

CERTIFICATION OF INTRODUCTION

I, Cassidy L. Swanson, hereby certify that the foregoing Ordinance 2428-25 was introduced 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 **March 26, 2025**, 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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilwoman Miller				
Councilperson Miller				
Council President Fleming				
Mayor Miller				

CERTIFICATION OF ADOPTION

I, Cassidy L. Swanson, hereby certify that the foregoing Ordinance 2528-25 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 **April 9, 2025** at City Hall 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

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RESOLUTION NO. 25-78

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
APPOINTING A FUND COMMISSIONER AND ALTERNATE FUND
COMMISSIONER FOR THE SOUTHERN NEW JERSEY REGIONAL
EMPLOYEE BENEFITS FUND**

WHEREAS, Resolution No. 25-73 authorized, effective June 1, 2025, that the City of Woodbury is a member of the Southern New Jersey Regional Employee Benefits Fund, hereinafter referred to as the "FUND"; and

WHEREAS, it is necessary that each Municipality appoint a member of the governing body or a municipal employee to serve as Fund Commissioner and Alternate Fund Commissioner; and

WHEREAS, the City of Woodbury recommends the appointment of LINA DEVER to serve as Fund Commissioner and BRADLEY PENNYPACKER to serve as Alternate Fund Commissioner.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Woodbury, the Mayor concurring, that LINA DEVER, be and is hereby appointed as Fund Commissioner to the Southern New Jersey Regional Employee Benefits Fund effective June 1, 2025.

BE IT FURTHER RESOLVED by the Council of the City of Woodbury, the Mayor concurring, that BRADLEY PENNYPACKER, be and is hereby appointed as Alternate Fund Commissioner to the Southern New Jersey Regional Employee Benefits Fund effective June 1, 2025.

ADOPTED at the regular meeting of the Mayor and City Council of the City of Woodbury held on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-79

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY RATIFYING
APPOINTMENT OF TARA AIKEN AS ACTING DIRECTOR FOR THE WOODBURY
PUBLIC LIBRARY**

WHEREAS, Chapter 3 Section 3-35 of the Code of the City of Woodbury requires the appointment of a Director of the Woodbury Public Library

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury, that the appointment of **TARA AIKEN** as Acting Director for the Woodbury Public Library, effective *nunc pro tunc* on April 22, 2024, for a term beginning January 1, 2024, and terminating December 31, 2025 is ratified.

ADOPTED at this regular meeting of the Mayor and City Council of the City of Woodbury on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilperson Miller				
Councilwoman 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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-80

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING RELEASE OF THE PERFORMANCE GUARANTEE AND
ACCEPTING THE MAINTENANCE BOND OF PIONEER PIPE CONTRACTORS, INC.
FOR THE FY2023 WATER MAIN IMPROVEMENT PROJECT – EUCLID STREET,
NEWTON AVENUE AND BRIAR HILL LANE FROM NORTH JACKSON STREET TO
THE EASTERN TERMINUS**

WHEREAS, Pioneer Pipe Contractors, Inc. posted a Performance Guaranty, being Hudson Insurance Company Bond No. HICNE-239-1023 dated October 25, 2023, for the project known as the FY2023 Water Main Improvements Project – Euclid Street, Newton Avenue, and Briar Hill Lane from N. Jackson Street to the eastern terminus; and

WHEREAS, Bryson & Yates, City Engineer on the Project, by correspondence dated April 4, 2025, recommends release of the Performance Guaranty contingent upon the posting of a Maintenance Guaranty in a form acceptable to the City Solicitor to be held for a period of two (2) years; and

WHEREAS, Pioneer Pipe Contractors, Inc. posted a Maintenance Bond, being Hudson Insurance Company Bond No. HICNE-239-1023M in the amount of \$83,263.46 for a period of two (2) years, commencing on June 27, 2024; and

WHEREAS, Bryson & Yates, City Engineer on the Project, and Timothy D. Scaffidi, City Solicitor, recommend acceptance of the Maintenance Bond for the project; and

WHEREAS, Bryson & Yates, City Engineer on the Project, recommends release of the retainer held by the City of Woodbury in the amount of \$11,101.80 to Pioneer Pipe Contractors, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury, County of Gloucester and State of New Jersey on this 9th day of April, 2025, that:

1. The Performance Guaranty, being Hudson Insurance Company Bond No. HICNE-239-1023 dated October 25, 2023, for the project known as the FY2023 Water Main Improvements Project – Euclid Street, Newton Avenue, and Briar Hill Lane from N. Jackson Street to the eastern terminus is hereby released; and
2. The Maintenance Bond being being Hudson Insurance Company Bond No. HICNE-239-1023M posted by Pioneer Pipe Contractors, Inc. for the project known as the FY2023 Water Main Improvements Project – Euclid Street, Newton Avenue, and Briar Hill Lane from N. Jackson Street to the eastern terminus, in the amount of \$83,263.46 is hereby accepted; and
3. The Retainer held by the City of Woodbury in the amount of \$11,101.80, is hereby released to Pioneer Pipe Contractors, Inc.

ADOPTED at this regular meeting of the Mayor and City Council of the City of Woodbury on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilperson Miller				
Councilwoman 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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-81

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING CHANGE ORDER NO. 2 WITH LEVEL-1 CONSTRUCTION, INC.
FOR THE FY2023 WATER FILTRATION TANK UPGRADE & REHABILITATION
PROJECT**

WHEREAS, the City of Woodbury (Woodbury), with its principal place of business at 33 Delaware Street, Woodbury, New Jersey 08096, entered into a contract with Level-1 Construction, Inc. of Williamstown, New Jersey for the FY2023 Water Filtration Tank Upgrade & Rehabilitation Project at the East Red Bank Avenue Water Treatment Plant, the "Project"; and

WHEREAS, a Change Order is required for additional costs to be allocated for the completion of extra work by the Contractor as requested by the Department of Public Works and approved by the City Engineer on behalf of the City of Woodbury, as set forth in the attached Change Order No. 2 dated April 7, 2025; and

WHEREAS, the new contract price including Change Order 2 is \$653,832.00 resulting in an overall increase to the original contract price of \$8,882.00, or 1.4%; and

WHEREAS, the Extra Work included the following items that were unforeseen prior to design and construction, and were deemed necessary for the completion of the project:

1. Install concrete pads under the two new air blower motors to properly mount them to the existing air discharge pipes.
2. Replacement the air pipe connection to the influent header pipe at Tanks 1 and 2.

WHEREAS, the costs for the concrete pads for the air blower motors and the costs for the replacement of the air pipe connections to the influent header pipes have been reviewed and approved by the Public Works Manager and the City Engineer; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this change order.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodbury that the Mayor is hereby authorized to execute the attached Change Order No. 2 to the contract with Level-1 Construction, Inc. for the FY2023 Water Filtration Tank Upgrade & Rehabilitation Project.

ADOPTED at this regular meeting of the Mayor and City Council of the City of Woodbury on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilperson Miller				

Councilwoman 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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-82

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT
VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a**

WHEREAS, the City of Woodbury, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the City of Woodbury has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the City of Woodbury intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Woodbury authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the Mayor and City Council of the City of Woodbury, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the City of Woodbury and the Referenced State Contract Vendors shall be from April 1, 2025 to December 31, 2025.

ADOPTED at this regular meeting of the Mayor and City Council of the City of Woodbury on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilperson Miller				
Councilwoman 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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

Referenced State Contract Vendors

<u>Commodity/Service</u>	<u>Vendor</u>	<u>State Contract Number</u>
Above Ground Storage Tanks & Installation	E.O. Habegger Co., Inc.	A42261

RESOLUTION NO. 25-83

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING A TWO (2) YEAR CONTRACT EFFECTIVE APRIL 24, 2025, WITH
E.O. HABHEGGER CO., INC. FOR ABOVE GROUND STORAGE TANKS AND
EQUIPMENT UNDER STATE CONTRACT # A42261 INDEX #T-0849**

WHEREAS, the Public Works Department of the City of Woodbury has a need for above ground storage tanks and equipment for the above ground storage tanks; and

WHEREAS, E.O. Habhegger Co., Inc. is a state-approved vendor for said equipment and services under State Contract # A42261 Index #T-0849; and

WHEREAS, E.O. Habhegger Co., Inc. has submitted a proposal to the City for a contract in the total amount of \$548,806.48 for the purchase of above ground storage tanks and equipment for the above ground storage tanks; and

WHEREAS, public bids are not required when the purchase is under a state contract in accordance with N.J.S.A. 40A:11-12 of the Local Public Contracts Law.

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

1. That the City Council of the City of Woodbury does hereby approve and authorize a contract effective April 24, 2025 with E.O. Habhegger Co., Inc. for the purchase of above ground storage tanks and equipment for the above ground storage tanks per their proposal dated January 31, 2025 in the total amount of \$548,806.48.
2. That the Mayor or City Administrator be and hereby are authorized to execute the proposal from E.O. Habhegger Co., Inc dated January 31, 2025.
3. That this Resolution or notice of this purchase be published once in the South Jersey Times.

ADOPTED at this regular meeting of the Mayor and City Council of the City of Woodbury on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilperson Miller				
Councilwoman 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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-84

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING A TWO (2) YEAR CONTRACT EFFECTIVE APRIL 24, 2025, WITH
E.O. HABHEGGER CO., INC. FOR INSTALLATION OF ABOVE GROUND STORAGE
TANKS AND EQUIPMENT UNDER STATE CONTRACT # A42261 INDEX #T-0849**

WHEREAS, the Public Works Department of the City of Woodbury has a need for the installation of above ground storage tanks and equipment; and

WHEREAS, E.O. Habhegger Co., Inc. is a state-approved vendor for said installation of equipment and services under State Contract # A42261 Index #T-0849; and

WHEREAS, E.O. Habhegger Co., Inc. has submitted a proposal to the City for a contract in the total amount of \$43,500.00 for the installation of above ground storage tanks and equipment; and

WHEREAS, public bids are not required when the purchase is under a state contract in accordance with N.J.S.A. 40A:11-12 of the Local Public Contracts Law.

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

1. That the City Council of the City of Woodbury does hereby approve and authorize a contract effective April 24, 2025 with E.O. Habhegger Co., Inc. for the installation of above ground storage tanks and equipment per their proposal dated April 1, 2025 in the total amount of \$43,500.00.
2. That the Mayor or City Administrator be and hereby are authorized to execute the proposal from E.O. Habhegger Co., Inc. dated January 31, 2025.
3. That this Resolution or notice of this purchase be published once in the South Jersey Times.

ADOPTED at this regular meeting of the Mayor and City Council of the City of Woodbury on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilperson Miller				
Councilwoman 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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-85

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING THE REIMBURSEMENT OF A TAX OVERPAYMENT BLOCK 141.01
LOT 4 232 S MAPLE AVE SMITH, DONTE**

WHEREAS, SMITH, DONTE made an overpayment of \$1315.57 on block 141.01 Lot 4 A.K.A. 232 S MAPLE AVE on the 1ST qt 2025; and

WHEREAS, SMITH, DONTE asked to have such overpayment refunded to

SMITH, DONTE

232 S MAPLE AVE

WOODBURY, NJ 08096

For: overpayment of tax

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Woodbury, that the Tax & Utility Collector is hereby authorized to reimburse the overpayment as stated.

ADOPTED at this regular meeting of the Mayor and City Council of the City of Woodbury on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilperson Miller				
Councilwoman 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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-86

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY ADOPTING AN DATA MANAGEMENT POLICY & PROCEDURE 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 Data Management Policy & Procedure; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Woodbury, County of Gloucester, and State of New Jersey that the Data Management Policy & Procedure 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.

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.

Enforcement:

- It is the responsibility of the end user to ensure enforcement with the policies and procedures above.
- If you are unsure of how data you are working with should be handled and or stored, please reach out to helpdesk@woodbury.nj.us and they will be able to ensure you are adhering to the correct data handling protocols.
- Employees who do not conform to this policy and procedure will face disciplinary action up to and including termination at the manager's discretion and based on the severity of the offence.

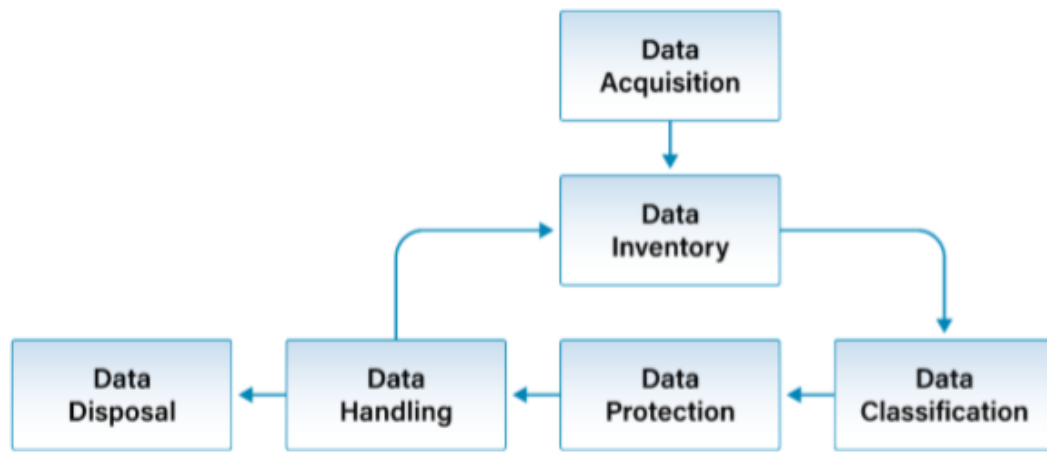


Figure 1. Data Management Lifecycle Diagram

Appendix:

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	
PII	Name, SSN, DOB, Addresses (Daniels Law Only)	Yes	
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 this regular meeting of the Mayor and City Council of the City of Woodbury on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
Councilperson Miller				
Councilwoman 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 **April 9, 2025** at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson,
City Clerk

RESOLUTION NO. 25-87

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY AUTHORIZING A CLOSED SESSION TO DISCUSS MATTERS RELATED TO COLLECTIVE BARGAINING AGREEMENT, EMPLOYMENT RELATIONSHIP AND 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 litigation, negotiations and attorney-client privilege - Pursuant to N.J.S.A. 10:4-12b(7) – Chapter 185
2. Matters relating to the employment relationship - Pursuant to N.J.S.A. 10:4-12b(8) - collective bargaining agreement– Pursuant to N.J.S.A. 10:4-12b(4) – Contract for Chief Thomas Ryan
3. 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 84, Lot 4; Block 85, Lots 1, 3, 4, 5, & 24.02; Block 86, Lots 1, 2, 7, 13 & 14; Block 152.01, Lots 1 & 2; Block 75, Lots 3.01, 3.02, 4, 5, 7, 13, 15, 27.01, 32, 33 & 35; Block 154, Lots 8.01 - 8.10 & 8.12 – 8.24

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 the regular meeting of the Mayor and City Council of the City of Woodbury held on April 9, 2025.

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				
Councilwoman Harwell				
Councilman Johnson				
Councilman Lange				
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 **April 9, 2025**, at the Municipal Building, 33 Delaware Street, Woodbury, New Jersey 08096.

Cassidy L. Swanson
City Clerk