

**Caucus Meeting of the  
Mayor and Common Council of Gloucester City  
Monday, September 18, 2023 6:00 P.M.  
313 Monmouth Street  
Agenda**

1. **Call Meeting to Order:**
2. **Pledge of Allegiance:**
3. **Roll Call:** Baus, Berglund, Budesza, Johnson, Page, Timm and Mayor Baile
4. **Open Public Meetings Act Notice:** This meeting is being held in accordance with the New Jersey Open Public Meetings Act, otherwise known as the “Sunshine Law.” It has been legally noticed in accordance with the law and copies have been given to those requesting the same.

**Public Comment Period:** The Governing Body, in accordance with P.L. 2002, c. 80, have adopted the following guidelines relative to the Public Comment Period (PCP) at Caucus, Work session, Special and Emergency Meetings of the Mayor and Common Council of Gloucester City: The PCP shall occur at the beginning of each meeting; it shall be no longer than one half-hour in length; every person wishing to speak may do so once during the period for no longer than five minutes. No changes have been made for the PCP of the regular monthly meetings. Our attorneys have advised us that we cannot prevent you from making remarks about our employees. They have requested that we advise you that our employees are not Public Officials and you are not immune from civil actions they may bring as a result of your remarks.

5. **Reports:**
  - I. **Engineer’s Report:**
  - II. **Committees of Council:**
    - a) Celebrations:
    - b) Community Dev.:
    - c) Finance & Administration:
    - d) Fire:
    - e) Housing:
    - f) Licensing:
    - g) Police:
    - h) Public Works/Water Dept:

6. **Resolutions for Discussion:**
  - R Resolution of the City of Gloucester City Regarding Adoption of Updated Personnel Policies and Amended Policy on the Protection and Safe Treatment of Minors
  - R Resolution Authorizing the Submission of an Application to the New Jersey Urban Enterprise Zone Authority for First Generation Enterprise Zone Assistance Funds for Administration of the Urban Enterprise Zone Program #2022-08008-1711 for Fiscal Year Ending June 30, 2024
  - R Resolution Authorizing a Request for Proposals for a Consultant to Assist the City of Gloucester City in the Creation of a Five-Year Zone Development Plan #2022-0808-1723

- R Resolution Authorizing Application to the New Jersey Department of Community Affairs for approximately \$10,000.00 for a project for the UEZ Corridor Beautification Program #2022-08008-1722
- R Resolution Authorizing Change Order No. 1 to the Contract with Decker's Hardscaping & Landscaping Inc. for 850 Powell Street Pavement Repair
- R Resolution Approving Coin Toss for Gloucester City Youth Soccer (October 27<sup>th</sup>)
- R Resolution to Adjustments to Various Tax Records
- R Resolution Authorizing Senior and Veterans Deductions
- R Resolution to Correct Billing Charges on Utility Records
- R Resolution to Refund Payments on Various Tax Records
- R Resolution Authorizing Cancellation of Taxes for Property used for Public Playground Block 276, Lot 1.01, Walnut Avenue
- R Resolution Authorizing the Cancellation of Various Improvement Authorizations of the General Capital, Water and Sewer Utility Capital Fund

7. **Ordinance for Introduction next week:**

Ordinance Amending Chapter 37 Construction Codes, Uniform

8. **Correspondence:**

- a) From Head to Cleats Festival – requesting to secure April 20, 2024 from 1-6pm at Proprietor's Park
- b) From Gloucester Police Officer Walton – requesting to hold Trunk or Treat at the Marina or Pier on October 29, 2023 from 5-7pm

9. **Adjournment:**

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#R            - 2023**

**RESOLUTION REGARDING ADOPTION OF UPDATED PERSONNEL  
POLICIES AND AMENDED POLICY ON THE PROTECTION AND SAFE  
TREATMENT OF MINORS**

**WHEREAS**, the City of Gloucester has undertaken, through administration and Labor Counsel, a review of current personnel policies; and

**WHEREAS**, such review has been conducted to ensure that the City's policies reflect legal and business developments; and

**WHEREAS**, such review has also been conducted for purposes of compliance with the Employment Practices Risk Control Program of the New Jersey Municipal Excess Liability Joint Insurance Fund ("MELJIF"); and

**WHEREAS**, the City of Gloucester separately adopted a Policy on the Protection and Safe Treatment of Minors using the MELJIF Model Policy under Resolution 204-2021; and

**WHEREAS**, the MELJIF issued a 2023 update to the Policy; and

**WHEREAS**, the City deems it appropriate to update its Policy on the Protection and Safe Treatment of Minors to conform to the 2023 MELJIF update;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Gloucester, that the following proposed updated personnel policies of the City are hereby adopted:

**Policies on Employee Rights and Responsibilities**

Employee Rights and Obligations  
Equal Employment Opportunity Policy  
Americans with Disabilities Act Policy  
Americans with Disabilities Act Grievance Procedure  
Notice Under the Americans with Disabilities Act  
Contagious or Life Threatening Illnesses Policy  
Safety Policy  
Workplace Violence Policy  
Anti-Harassment Policy  
Whistleblower Policy  
Employee Complaint Procedure

Grievance Policy  
Confidentiality of Personnel Files  
Conflict of Interest Policy  
Political Activity Policy  
Performance Evaluation Policy  
Employee Discipline Policy

**Workplace Policies**

Attendance Policy  
Early Closing and Delayed Opening Policy  
Employee Break Policy  
Dress Code Policy  
No-Smoking Policy  
Use of City Vehicles Policy (Non-Law Enforcement)  
Computer Use, Electronic Mail, and Internet Policy  
Telephone and Personal Communication Usage Policy  
Video Surveillance Policy  
Bulletin Board Policy  
Employee Dating Policy  
Protection and Safe Treatment of Minors

**Paid and Unpaid Time Off Policies**

Employee Classification Policy and Benefits  
Paid Time Off Policy  
Leave of Absence Policy  
Family and Medical Leave Act Policy  
New Jersey Family Leave Act Policy  
Domestic Violence Abuse Leave Policy  
Military Leave Policy

**Compensation and Employee Benefits Policies**

Payroll Policy  
Overtime Compensation  
Health Insurance  
Workers Compensation Policy  
Employee Assistance Program Policy  
Educational Assistance and Training Policy  
Conference and Seminar Policy

**Additional Policies**

Employment Hiring Procedure  
Requests for Employment Verification and Reference Procedure  
Retirement Procedure  
Resignation Procedure  
Workforce Reduction Policy  
Alcohol and Drug-Free Workplace Policy  
CDL Drug and Alcohol Testing Policy

**BE IT FURTHER RESOLVED** that the above policies will be compiled into a single Manual for distribution to all personnel, with the proposed form of Manual as recommended by Labor Counsel (with introductory provisions) being hereby adopted;

**BE IT FURTHER RESOLVED** that none of the above policies, nor the aforementioned Manual, constitute a contract of employment of any kind; and

**BE IT FURTHER RESOLVED** that the City hereby readopts the City's Policy on the Protection and Safe Treatment of Minors;

**BE IT FURTHER RESOLVED** that the Administrator, and any designees as the Administrator may deem appropriate, are authorized to carry out and implement the policies and procedures above.

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Dayl R. Baile, Mayor

Adopted by the Mayor and Common of Gloucester City 25<sup>th</sup> day of September, 2023.

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Vanessa L. Little, City Clerk

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**R#       -2023**

**RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE  
NEW JERSEY URBAN ENTERPRISE ZONE AUTHORITY FOR FIRST  
GENERATION ENTERPRISE ZONE ASSISTANCE FUNDS FOR  
ADMINISTRATION OF THE URBAN ENTERPRISE ZONE PROGRAM  
#2022-08008-1711 FOR FISCAL YEAR ENDING JUNE 30, 2024**

**WHEREAS**, N.J.S.A. 52:27H-88 creates an Enterprise Zone Assistance Fund to be held by the State Treasurer on behalf of qualifying municipalities, of which the City of Gloucester City is recognized, which shall be a repository for all moneys required to be deposited therein and disbursed in the amounts necessary to fulfill the purposes of the UEZ Authority, N.J.S.A. 52:27H60 et seq.; and

**WHEREAS**, N.J.S.A. 52:27H-88 b. permits a municipality to utilize 10% of the amount annually credited to its Enterprise Zone Assistance Fund for administrative expenses incurred in furtherance of the mission of the New Jersey Urban Enterprise Zone Authority; and

**WHEREAS**, in order to adequately provide for the proper administration of qualified economic development projects in designated enterprise zones within the City of Gloucester City by funding qualified assistance fund expenses, the City Council finds it to be in the best interest of the City and in furtherance of the goals set forth in N.J.S.A. 52:27H-60 et seq. to request and utilize #2022-08008-1711 available monies being held by the State Treasurer in the amount not to exceed \$50,000.00 for FY ending June 30, 2024.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Gloucester City that said Council does hereby authorize and direct the submission of a proposal to the New Jersey Urban Enterprise Zone Authority for use of First Generation Enterprise Zone Assistance Funds #2022-08008-1711 in the amount not to exceed \$50,000.00 being held on behalf of the City of Gloucester City for administrative expenses necessary to fulfill the purposes of N.J.S.A. 52:27H-60 et seq.

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Dayl R. Baile, Mayor

I, Vanessa L. Little, Clerk of Gloucester City, hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Mayor and Council at their meeting of September 25, 2023, held at 313 Monmouth Street, Gloucester City, New Jersey.

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Vanessa L. Little, City Clerk

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**R#       -2023**

**RESOLUTION AUTHORIZING A REQUEST FOR PROPOSALS FOR A CONSULTANT TO ASSIST THE CITY OF GLOUCESTER CITY IN THE CREATION OF A FIVE-YEAR ZONE DEVELOPMENT PLAN #2022-0808-1723**

**WHEREAS**, New Jersey Statute 52:27H-68 requires that all municipalities formulate a UEZ Zone Development Plan, for a cost not to exceed \$25,000.00 for designation as an enterprise zone; and

**WHEREAS**, the Mayor and Common Council of the City of Gloucester City (GCUEZ) deems it to be in the best interest of the City of Gloucester City to retain a consultant to assist in the development of the Five-Year Plan; and

**WHEREAS**, New Jersey Statute 52:27H-68 lays out the process required for an Urban Enterprise Zone to create a Gloucester City UEZ Zone Five Year Development Plan.

**NOW, THEREFORE, BE IT RESOLVED**, by the City of Gloucester City that it does hereby authorize the Urban Enterprise Zone Coordinator to take all steps necessary to create a Five-Year Zone Development Plan #2022-0808-1723 in accordance with the applicable statute.

\_\_\_\_\_  
Dayl R. Baile, Mayor

I, Vanessa L. Little, Clerk of Gloucester City, hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Mayor and Council at their meeting of September 25, 2023, held at 313 Monmouth Street, Gloucester City, New Jersey.

\_\_\_\_\_  
Vanessa L. Little, City Clerk

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**R#       -2023**

**RESOLUTION AUTHORIZING APPLICATION TO THE NEW JERSEY DEPARTMENT OF  
COMMUNITY AFFAIRS FOR AN AMOUNT NOT TO EXCEED \$10,000.00 FOR THE UEZ  
CORRIDOR BEAUTIFICATION PROGRAM PROJECT #2022-08008-1722**

**WHEREAS**, the City of Gloucester City desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for an amount not to exceed \$10,000.00 to carry out a project for the Gloucester City UEZ Corridor Beautification Program #2022-08008-1722; and

**WHEREAS**, the City of Gloucester City recognize and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the City of Gloucester City, County of Camden, State of New Jersey and the New Jersey Department of Community Affairs.

**NOW, THEREFORE, BE IT RESOLVED**, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they and their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith.

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Dayl R. Baile, Mayor

I, Vanessa L. Little, Clerk of Gloucester City, hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Mayor and Council at their meeting of September 25, 2023, held at 313 Monmouth Street, Gloucester City, New Jersey.

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Vanessa L. Little, City Clerk



**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#R - 2023**

**RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO THE CONTRACT WITH  
DECKER'S HARDSCAPING & LANDSCAPING INC. FOR 850 POWELL STREET  
PAVEMENT REPAIR**

**WHEREAS**, a contract exists between Decker's Hardscaping & Landscaping Inc. and the City of Gloucester City for the 850 Powell Street Pavement Repair; and

**WHEREAS**, the cost of the original contract as awarded, needs to be amended for final adjustment of as-built quantities.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of Gloucester City, County of Camden, and State of New Jersey that the contract between Decker's Hardscaping & Landscaping Inc. and the City of Gloucester City for 850 Powell Street Pavement Repair be amended:

Original Contract Amount:	\$11,380.00
Change Order #1 Increase	\$2,490.00
Adjusted Amount based on Change Order #1 Final	\$13,870.00

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Dayl R. Baile, Mayor

Passed by the Mayor and Common Council of Gloucester City this 25<sup>th</sup> day of September, 2023.

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Vanessa L. Little City Clerk

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#R - 2023**

**RESOLUTION APPROVING COIN TOSS FOR**  
**GLOUCESTER CITY YOUTH SOCCER**

**WHEREAS**, it has been requested by the Gloucester City Youth Soccer to hold a Coin Toss on October 27, 2023 for the benefit of their organization; and

**WHEREAS**, Gloucester City Youth Soccer has completed the proper application forms in their entirety and submitted the proper insurance certificate.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Gloucester City, in the County of Camden, that the Gloucester City Youth Soccer be approved for a coin toss to be held on October 27, 2023 (locations attached).

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Dayl R. Baile, Mayor

Passed by the Mayor and Common Council of Gloucester City this 25<sup>th</sup> day of September, 2023.

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Vanessa L. Little, City Clerk

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#R - 2023**  
**RESOLUTION TO ADJUSTMENTS TO VARIOUS TAX RECORDS**

**WHEREAS**, there is a need to make necessary various billing adjustments on Tax Records; and

**WHEREAS**, the adjustments to be made include the following:

<b>Block/Lot</b>	<b>Address</b>	<b>Amount</b>	<b>Issue</b>
83/20	218 Orange	<b>776.89</b>	TD Bank returned check, payment removed
208/7	301 Sherman	<b>749.05</b>	TD Bank returned check, payment removed
160/4	8 N Broadway	<b>1,319.12</b>	TD Bank returned check, payment removed
47/29	401 Monmouth	<b>1,881.24</b>	TD Bank returned check, payment removed
54/14	23 S Willow	<b>636.36</b>	TD Bank returned check, payment removed
40/7	25 N Burlington	<b>677.46</b>	TD Bank returned check, payment removed
15/14	241 Essex	<b>6,598.41</b>	TDV, As of 2/2/2023
266.02/14	13 Lambert	<b>1,919.69</b>	50% TDV, as of 2/14/2023
85/36	402 Hunter	<b>996.97</b>	Online payment returned, payment removed
138.01/6	110 S Broadway	<b>980.78</b>	County appeal
144.02/7	1031 Market	<b>1,125.90</b>	County appeal
147.01/3	700 Monmouth	<b>5,594.47</b>	County appeal

; and

**WHEREAS**, these billing adjustments were reviewed by the Finance Committee and they have recommended that these adjustments be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the Tax Collector of the City of Gloucester City is authorized to make the adjustments to the tax records as noted and file the proper documentation accordingly.

Adopted by the Mayor and Common Council of Gloucester City, this 25<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
 Dayl R Baile, Mayor

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 Vanessa L. Little, City Clerk

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#R - 2023**

**RESOLUTION AUTHORIZING SENIOR AND VETERANS DEDUCTIONS**

**WHEREAS**, the assessor's tax list book is closed for the current year; and

**WHEREAS**, after closing the records, the applications for several other property owners became complete and the assessor subsequently deemed them eligible and/or ineligible under the senior and veteran deductions, and

**WHEREAS**, these adjustments are due to income eligibility, death or moving into or out of the City of Gloucester, and

**WHEREAS**, these adjustments are noted as follows:

Deductions that need to be added (allowed):

Block/Lot	Property Location	Amount	Deduction Type	Year
214/24	20 N Stinson	\$250.00	Veteran	2023
214/24	20 N Stinson	\$250.00	Senior	2023

Deductions that need to be removed (disallowed):

Block/Lot	Property Location	Amount	Deduction Type	Year
271.01/7	1374 Oriental	\$250.00	Senior	2023
89/2	307 S Broadway	\$250.00	Senior	2023
144.02/31	118 Barnaby	\$250.00	Senior	2023
144.01/48	110 Sparks	\$250.00	Senior	2023
266.02/9	16 Goldy	\$250.00	Senior	2023
267.01/33	138 Gehrig	\$250.00	Senior	2023

**NOW, THEREFORE, BE IT RESOLVED** that the Tax Collector of the City of Gloucester City is authorized to make the adjustments to the tax records as noted and file the proper documentation accordingly.

Adopted by the Mayor and Common Council of Gloucester City, this 25<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
 Dayl R Baile, Mayor

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 Vanessa L. Little, City Clerk

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#R            - 2023**

**RESOLUTION TO CORRECT BILLING CHARGES ON UTILITY RECORDS**

**WHEREAS**, there is a need to make necessary adjustments for various billing adjustments on Utility Records; and

**WHEREAS**, the adjustments to be made include following:

<b>Block/Lot</b>	<b>ID</b>	<b>Address</b>	<b>Amount</b>	<b>Issue</b>
230/6	33292	516 Jefferson	187.00	Online payment returned, payment removed
256/1	6490	5 Meadow	82.00	No longer billing, Account closed
191/12	28694	224 N Broadway	269.25	Sewer billing error, should be 1 unit

; and

**WHEREAS**, these billing adjustments were reviewed by the Finance Committee, and they have recommended these adjustments be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the Tax Collector of the City of Gloucester City is authorized to make the adjustments to the utility records as noted and file the proper documentation accordingly.

Adopted by the Mayor and Common Council of Gloucester City, this 25<sup>th</sup> day in September, 2023.

\_\_\_\_\_  
Dayl R Baile, Mayor

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Vanessa L. Little, City Clerk

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#R - 2023**

**RESOLUTION TO REFUND PAYMENTS ON VARIOUS TAX RECORDS**

**WHEREAS**, there were over-payments made to various tax records due to changing of mortgage companies, selling of homes, approval of totally disabled veteran, etc.

**WHEREAS**, the interested parties have requested a refund of these over-payments, and

**WHEREAS**, these adjustments were reviewed by the Finance Committee and they have recommended that these refunds be approved and disbursed, and

**WHEREAS**, these adjustments are noted as follows:

<b>Amount</b>	<b>Block/Lot</b>	<b>Address</b>	<b>Issue</b>
\$2772.30	15/14	241 Essex	Refund 2023 Partial 1 <sup>st</sup> and Full 2 <sup>nd</sup> quarter taxes TDV as of 2/2/2023

Mail Refund to:

Corelogic  
Attn: Returns Department  
PO Box 9202  
Coppell, TX 75019-9978

Mail Refund to:

**NOW, THEREFORE, BE IT RESOLVED** that both the Tax Collector of the City of Gloucester City is authorized to adjust the tax accounts to make these refunds and the Chief Financial Officer is authorized to make the disbursements as noted and file the proper documentation accordingly.

Adopted by the Mayor and Common Council of Gloucester City, this 25<sup>th</sup> day of September, 2023.

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Dayl R Baile, Mayor

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Vanessa L. Little, City Clerk

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#R            - 2023**

**RESOLUTION AUTHORIZING CANCELLATION OF TAXES**  
**FOR PROPERTY USED FOR PUBLIC PLAYGROUND**  
**BLOCK 276, LOT 1.01, WALNUT AVENUE**

**WHEREAS**, there exists a need to cancel taxes on Block 276, Lot 1.01 (Walnut Avenue); and

**WHEREAS**, said property is donated for use as a playground to the City of Gloucester City.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Gloucester City, County of Camden, and State of New Jersey that the 3<sup>rd</sup> and 4<sup>th</sup> quarter taxes for 2023 and the 1<sup>st</sup> and 2<sup>nd</sup> quarter taxes for 2024 in the amount of \$2035.63 on said property be cancelled by resolution as follows

3 <sup>rd</sup> quarter 2023	\$	523.67
4 <sup>th</sup> quarter 2023		523.67
1 <sup>st</sup> quarter 2024		494.15
2 <sup>nd</sup> quarter 2024		494.14
		<hr/> <hr/>
Total Amount	\$	2,035.63

**BE IT FURTHER RESOLVED** that a copy of this Resolution be forwarded to the Chief Financial Officer and the City Tax Collector as their authorization and that their records be noted accordingly.

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Dayl R. Baile, Mayor

Adopted by the Mayor and Common Council of Gloucester City, this 25<sup>th</sup> of September, 2023

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Vanessa L. Little, City Clerk

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#R - 2023**

**RESOLUTION AUTHORIZING THE CANCELLATION OF VARIOUS  
IMPROVEMENT AUTHORIZATIONS OF THE GENERAL CAPITAL, WATER AND  
SEWER UTILITY CAPITAL FUND**

**WHEREAS**, the City of Gloucester City has undertaken a comprehensive debt management program over the past few years, and

**WHEREAS**, certain aged, unused funded and unfunded capital improvement (project) balances, in the sum of \$166,143.60 are reflected on the records of the City of Gloucester City, which the Mayor and Township Council find it appropriate and necessary to cancel these unused capital improvement authorization balances as more specifically set forth below in attachment **Schedule A** so as to continue the comprehensive debt management program, having as the primary objective, the reduction of outstanding debt.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the City of Gloucester City, in the County of Camden and State of New Jersey that certain such ordinances as listed on Schedule A attached are hereby declared to be completed and canceled and all funds remaining shall be allocated to the General Capital, Water and Sewer Utility Capital Surplus or Reserve for Payment of Debt which will be used to offset the debt service associated with these projects as provided and allowed by law and determined by the Chief Financial Officer.

**I HEREBY CERTIFY** the foregoing to be a true copy of a resolution adopted by the Council of the City of Gloucester City, in the County of Camden, at its meeting held on September 25, 2023.

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Dayl R. Baile, Mayor

Passed by the Mayor and Common Council of Gloucester City this 25<sup>th</sup> day of September, 2023.

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Vanessa L. Little City Clerk



**ORDINANCE OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#O- -2023**

**AN ORDINANCE AMENDING AND SUPPLEMENTING CERTAIN FEES FOR UNIFORM  
CONSTRUCTION CODE UNDER §37-4 OF THE CODE OF THE CITY OF GLOUCESTER  
CITY, COUNTY OF CAMDEN AND STATE OF NEW JERSEY**

**WHEREAS**, the City of Gloucester City (“City”) is a municipal corporation organized and operating under the laws of the State of New Jersey; and

**WHEREAS**, pursuant to N.J.S.A. 40:48-2, the Governing Body is authorized to enact and amend ordinances as deemed necessary for the preservation of the public health, safety and welfare and as may be necessary to carry into effect the powers and duties conferred and imposed upon the City by law; and

**WHEREAS**, pursuant to N.J.S.A. 40:41A-28, municipalities under the general law of the State of New Jersey may employ services and facilities for more effective, efficient, and adequate provision of services if and when municipalities may deem it desirable to do so and municipalities are and shall remain the broad repository of local police power in terms of the right and power to legislate for the general health, safety and welfare of their residents.

**WHEREAS**, pursuant to N.J.S.A. 52:27D-130, the Governing Body is authorized to enact and establish certain Construction Code Fees in accordance with the standards published by the Commissioner of the Department of Community Affairs of the State of New Jersey; and

**WHEREAS**, the Mayor and City Council of the City of Gloucester City desire to amended certain Construction Code Fees as authorized.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Common Council of the City of Gloucester City, County of Camden and State of New Jersey as follows:

**SECTION 1:** Chapter 37, specifically, §37-4, entitled Fees, is hereby amended as follows:

The following fees are hereby established and shall be charged by the Gloucester City Construction Enforcement Office in accordance with the standards published by the Commissioner of the Department of Community Affairs of the State of New Jersey and N.J.S.A. 52:27D-130. Fees shall be rounded up to the nearest dollar amount. There shall be no fees for municipal construction projects concerning building, plumbing, fire or electrical permits.

- A. Plan Review Fee. The fee for plan review shall be 25% of the amount that would be charged for the construction permit. Plan review fees are nonrefundable.  
[Amended 5-18-2017 by Ord. No. O13-2017]

B. The basic construction fee shall be the sum of the parts computed on a basis of the volume or cost of construction, the number of plumbing fixtures and pieces of equipment, the number of electrical fixtures and devices and the number of sprinklers, standpipes and detectors (smoke and heat) at the unit rates provided herein, plus any special fees. The minimum fee for a basic construction permit covering any or all of building, electrical, plumbing or fire protection work shall be \$70.  
[Amended 9-5-2002 by Ord. No. 19-2002; 4-25-2019 by Ord. No. O05-2019]

C. Building Subcode Fees:

[Amended 5-27-2010 by Ord. No. O10-2010]

- (1) Minimum fee: \$70.  
[Amended 9-5-2002 by Ord. No. 19-2002]
- (2) New construction and addition fees: \$0.05 times cubic feet of volume.
- (3) The fees for renovations, alterations and repairs shall be based upon the total cost of the work. The fee shall be computed as a unit rate of \$45 per \$1,000 of estimated cost.  
[Amended 11-25-2014 by Ord. No. O24-2014; 4-23-2015 by Ord. No. O05-2015]
  - (a) The minimum fee for solar panels shall be \$275 per building.  
[Added 5-18-2017 by Ord. No. O13-2017]
- (4) Demolition:  
[Amended 4-25-2013 by Ord. No. O05-2013]
  - (a) Residential \$275.
  - (b) All other use groups: Computed as alteration \$45 per \$1,000 of estimated cost.
- (5) Signs: square foot surface area times \$6. (A double-sided sign shall be calculated based on one side.)
- (6) Pools: in-ground \$175; above-ground \$85.
- (7) All other types of construction will be computed as alterations.
- (8) There shall be no fees for residential ramps in R3 and R5 uses.  
[Added 3-16-2011 by Ord. No. O04-2011]
- (9) Asbestos abatement:  
[Added 4-25-2013 by Ord. No. O05-2013]
  - (a) Residential \$300.
  - (b) All other use groups: Computed as alteration \$45 per \$1,000 of estimated cost.
- (10) Fences:  
[Added 5-22-2014 by Ord. No. O08-2014]
  - (a) Commercial building fences shall be calculated by linear foot times \$1.75 with a minimum fee of \$70.
  - (b) Residential pool barrier with a four-foot minimum height and residential fences over six feet shall be the minimum permit fee of \$70.
- (11) The fee for a permit for lead hazard abatement work shall be \$200.  
[Added 11-25-2014 by Ord. No. O24-2014]

D. Plumbing Subcode Fees:

[Amended 5-27-2010 by Ord. No. O10-2010]

- (1) Minimum fee: \$70.  
[Amended 4-6-2000 by Ord. No. 7-2000; 9-5-2002 by Ord. No. 19-2002]

- (2) Fixtures and appliances connected to the plumbing system as listed: Water closet/bidet/urinals, bathtub, lavatory/sink, shower/floor drain, washing machine, dishwasher, commercial dishwasher, water heater, hose bibs, water cooler, garbage disposal, indirect connection, vent stack, and drinking fountain: \$25 per fixture or appliance.
- (3) Special devices as listed: Grease traps, oil separators, water-cooled air conditioners, refrigeration units, water utility connection, sewer utility connection, backflow preventers, steam boilers, gas piping/gas service entrance, active solar systems, sewer pumps, interceptors, fuel oil piping: \$100 per special device.
- (4) For cross connections and backflow preventers that are subject to annual retesting, the fee shall be \$70 for each device.  
[Added 11-25-2014 by Ord. No. O24-2014]

E. Electrical Subcode Fees:

[Amended 5-27-2010 by Ord. No. O10-2010]

- (1) Minimum fee: \$70.  
[Amended 9-5-2002 by Ord. No. 19-2002]
- (2) Switching, lighting and receptacle outlets:
  - (a) 1 to 50: \$75.
  - (b) Each additional 25: \$15.
- (3) Electrical devices/generators/transformers:
  - (a) Over 1 kilowatt to 10 kilowatts: \$25 each.
  - (b) Over 10 kilowatts to 45 kilowatts: \$75 each.
  - (c) Over 45 kilowatts to 112.5 kilowatts: \$145 each.
  - (d) Over 112 kilowatts: \$650 each.
- (4) Motors:<sup>[1]</sup>
  - (a) Over 1 horsepower to 10 horsepower: \$25 each.
  - (b) Over 10 horsepower to 50 horsepower: \$75 each.
  - (c) Over 50 horsepower to 100 horsepower: \$145 each.
  - (d) Over 100 horsepower: \$650 each.

[1] *Editor's Note: For the purpose of computing these fees, all motors except those in plug-in appliances shall be counted, including control equipment, generators, transformers and all heating, cooking or other devices consuming or generating electrical current.*

- (5) Service panels/service entrance/sub panels<sup>[2]</sup>
  - (a) 0 to 200 amperes: \$75 each.
  - (b) 201 to 1,000 amperes: \$145 each.
  - (c) Over 1,000 amperes: \$650 each.

[2] *Editor's Note: For the purpose of computing these fees, all motors except those in plug-in appliances shall be counted, including control equipment, generators, transformers and all heating, cooking or other devices consuming or generating electrical current.*

- (6) For photovoltaic systems, the fee shall be based on the designated kilowatt rating of the solar photovoltaic system as follows:  
[Added 3-16-2011 by Ord. No. O04-2011]
  - (a) One to 50 kilowatts, the fee shall be \$275;
  - (b) Fifty-one to 100 kilowatts, the fee shall be \$350; and
  - (c) Greater than 100 kilowatts shall be \$1,000.

F. Fire Subcode Fees.

[Amended 5-27-2010 by Ord. No. O10-2010]

- (1) Minimum fee: \$70.  
[Amended 9-5-2002 by Ord. No. 19-2002]
- (2) Alarms/supervisory/signaling:

- (a) First 20: \$100.
  - (b) Each additional 80: \$100.
  - (3) Wet and dry sprinkler heads:
    - (a) 1 to 20: \$100.
    - (b) 21 to 100: \$200.
    - (c) 101 to 200: \$300.
    - (d) 201 to 400: \$800.
    - (e) 401 to 1,000: \$1,200.
    - (f) Over 1,000: \$1500.
  - (4) Standpipes: \$300.
  - (5) Pre-engineered systems:
    - (a) Wet chemical: \$145.
    - (b) Dry chemical: \$145.
    - (c) CO<sub>2</sub> suppression: \$145.
    - (d) Foam suppression: \$145.
    - (e) Halon suppression: \$145.
  - (6) Kitchen hood exhaust system: \$75.
  - (7) Smoke control system: \$75.
  - (8) Gas-or oil-fired appliance: \$75.
  - (9) Incinerator or crematorium: \$600.
  - (10) Solar System \$70.
- G. Mechanical Subcode Fees.

[Added 4-25-2019 by Ord. No. O05-2019<sup>[3]</sup>; amended 6-18-2020 by Ord. No. O05-2020]

- (1) Minimum fee: \$70.
- (2) \$25 per fixture for gas piping connections and fuel oil piping connections.
- (3) Special devices as listed: steam boilers, hot water boilers, hot air furnace, oil tank, LPG tank, fireplace, generator, gas piping, fuel oil piping, central air conditioning, chimney liner, \$100 per special device.

*[3]Editor's Note: This ordinance also provided for the renumbering of the remaining subsections in this section.*

- H. Certificate of occupancy:
  - [Amended 5-27-2010 by Ord. No. O10-2010; 3-16-2011 by Ord. No. O04-2011]
  - (1) For new construction: \$150 R3, R5 — all others 10% of cost of permit with a \$150 minimum.
  - (2) Continued certificate of occupancy: \$190.
- I. Variations.
  - [Amended 5-27-2010 by Ord. No. O10-2010]
  - (1) Variation/application fee.
    - (a) Class I structure: \$85.
    - (b) Class II structure: \$45.
    - (c) Class III structure: \$25.
  - (2) Variation application resubmission fee.
    - (a) Class I structure: \$45.
    - (b) Class II structure: \$25.
    - (c) Class III structure: \$20

**Section 2:** All prior ordinances inconsistent with this ordinance are repealed only to the extent of such inconsistency.

**Section 3:** If any section, subsection, paragraph, sentence or other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance, but shall be confined in its effect to the section, subsection, paragraph, sentence or other part of

this Ordinance directly involved in the controversy in which said judgment shall have been rendered and all other provisions of this Ordinance shall remain in full force and effect.

**Section 4:** This Ordinance shall take effect immediately upon final adoption and publication in the manner prescribed by law.

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Dayl Baile, Mayor

Passed on First Reading: September 25, 2023.

Adopted by the Mayor and Common Council of Gloucester City this 23<sup>rd</sup> day of October, 2023.

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Vanessa L. Little, RMC, City Clerk