

**LINWOOD COMMON COUNCIL  
AGENDA OF REORGANIZATION MEETING  
JANUARY 7, 2026  
6:00 PM**

**CALL TO ORDER**

**NOTICE OF THIS MEETING HAS BEEN PUBLISHED IN ACCORDANCE WITH THE  
REQUIREMENTS OF THE OPEN PUBLIC MEETINGS ACT**

**FLAG SALUTE** Councilman Ken Kelly

**INVOCATION**

**ROLL CALL**

**OATHS OF OFFICE**

Michael Salerno, Council, Ward 1  
Todd Michael, Council, Ward 2  
Matthew Levinson, Council, At Large

**ELECTION OF COUNCIL PRESIDENT**

Nominations Heard  
Vote Call  
Administration of Oath

**ELECTION OF COUNCIL PRESIDENT PRO TEMPORE**

Nominations Heard  
Vote Call  
Administration of Oath

**MAYOR'S STATE OF THE CITY ADDRESS**

**ORDINANCES**

**1 OF 2026** AN ORDINANCE TO VACATE THE FOLLOWING PUBLIC STREET SITUATED IN THE CITY OF LINWOOD, COUNTY OF ATLANTIC AND STATE OF NEW JERSEY AND TO RELEASE THE PUBLIC RIGHTS THEREIN – A PORTION OF PIERCE AVENUE, AND REPEALING OTHER ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH.

**FIRST READING:** *January 7, 2026*  
**PUBLICATION:** *January 13, 2026*  
**PASSAGE:** *January 28, 2026*

**RESOLUTIONS**

**15-2026** A Resolution approving the Temporary Budget for 2026

## **RESOLUTIONS WITHIN CONSENT AGENDA**

All matters listed under item, Consent Agenda, are considered to be routine by City Council, and will be enacted by one motion in the form listed. Any items requiring expenditure are supported by a Certification of Availability of Funds and any item requiring discussion will be removed from the Consent Agenda and discussed separately. All Consent Agenda items will be reflected in full in the minutes.

- 1-2026** A Resolution setting dates for Caucus and Regular Council Meetings
- 2-2026** A Resolution adopting a Cash Management Plan for 2026
- 3-2026** A Resolution naming check signers
- 4-2026** A Resolution authorizing the Finance Office to maintain a Petty Cash Fund in the amount of \$100.00
- 5-2026** A Resolution setting interest rates on delinquent taxes
- 6-2026** A Resolution setting a service charge for checks returned for insufficient funds
- 7-2026** A Resolution authorizing the allowance of a grace period before charging a penalty for late payment of taxes
- 8-2026** A Resolution authorizing the imposition of a penalty on tax delinquencies in excess of \$10,000
- 9-2026** A Resolution naming the official City Newspapers, for purposes of publication, specifically, The Press of Atlantic City and The Ocean City Sentinel-Ledger
- 10-2026** A Resolution appointing an authorized agent for the sale of City owned land and/or property
- 11-2026** A Resolution appointing the Tax Assessor as Agent in appeals to reduce assessments for the year 2026
- 12-2026** A Resolution designating the Public Agency Compliance Officer for the City of Linwood
- 13-2026** A Resolution adopting Robert's Rules of Order and establishing rule of order and conduct for all City Council, Caucus, and Special Meetings in the City of Linwood
- 14-2026** A Resolution authorizing the City of Linwood to enter into a Contract with the attached list of vendors for State Contract Purchases
- 16-2026** A Resolution authorizing the canceling of small balances of tax refunds or delinquencies
- 17-2026** A Resolution authorizing the Tax Collector to substitute two mailings in lieu of advertising of the Tax Sale to be held in 2026
- 18-2026** A Resolution confirming Mayoral appointments for the year 2026
- 19-2026** A Resolution appointing Steve Cunningham and reappointing Tim Longnecker as Deputy Emergency Management Coordinators for the City of Linwood
- 20-2026** A Resolution authorizing the award of a Non-Fair and Open Contract to Joel M. Fleishman as Municipal Bond Counsel for the Year 2026 for the City of Linwood
- 21-2026** A Resolution authorizing the award of a Non-Fair and Open Contract to Ford Scott & Associates, LLC as Municipal Auditor for the Year 2026 for the City of Linwood

**RESOLUTIONS WITHIN CONSENT AGENDA (continued)**

**22-2026** A Resolution authorizing the award of a Non-Fair and Open Contract to Joseph L. Youngblood, Jr. as Municipal Legal Counsel for the Year 2026 for the City of Linwood

**23-2026** A Resolution authorizing the appointment of Glenn Insurance as the Risk Management Consultant for the Atlantic County Municipal Joint Insurance Fund

**24-2026** A Resolution authorizing submission of a Grant Application for the Linwood Municipal Alliance Grant Fiscal Grant Cycle July 2026 – June 2027

**25-2026** A Resolution approving temporary signage for the Atlantic County Numismatic Society Coin Show

**APPROVAL OF BILL LIST: \$**

**MEETING OPEN TO THE PUBLIC**

**FINAL REMARKS BY COUNCIL**

**ADJOURNMENT**

## **RESOLUTION No. 15, 2026**

### A RESOLUTION APPROVING THE TEMPORARY BUDGET FOR 2026

**WHEREAS**, N.J.S.A. 40A: 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2026 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January, 2026; and

**WHEREAS**, the total appropriations in the 2025 Budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund, is the sum of \$12,470,485.37; and

**WHEREAS**, the total appropriations so made will not exceed 26.25% of the total appropriations in the 2025 Budget, exclusive of any appropriations made for interest on debt redemption charges and capital improvement fund in said 2025 Budget is the sum of \$3,273,502.41;

**NOW, THEREFORE, BE IT RESOLVED**, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

### **TEMPORARY APPROPRIATIONS - 2026**

Administrative & Executive	
Other Expenses	945.00
Mayor & Council	
Salaries & Wages	17,308.00
Municipal Clerk	
Salaries & Wages	51,515.00
Other Expenses	18,217.00
Elections	
Other Expenses	3,938.00
Financial Administration	
Salaries & Wages	23,394.00
Other Expenses	10,762.00
Annual Audit	
Other Expenses	8,400.00
Assessment of Taxes	
Salaries & Wages	10,045.00
Other Expenses	9,069.00
Collection of Taxes	
Salaries & Wages	22,958.00
Other Expenses	4,017.00
Legal Services & Costs	
Other Expenses	26,250.00
Engineering Services & Costs	
Other Expenses	7,875.00
Public Building & Grounds	
Other Expenses	118,125.00

Municipal Land Use Law (NJSA 40A:55D-1)	
Planning Board	
Salaries & Wages	2,757.00
Other Expenses	9,188.00
Shade Tree	
Other Expenses	105.00
Insurance Premiums	
Group Insurance for Employees	436,675.00
Other Insurance Premiums	52,797.00
Workmen's Compensation Insurance	75,363.00
Uniform Fire Safety Act	
Salaries & Wages	4,613.00
Other Expenses	3,777.00
Fire	
Salaries & Wages	123,009.00
Other Expenses	30,187.00
Aid to Volunteer Fire Companies	
Operation & Maintenance	11,813.00
Police	
Salaries & Wages	611,820.00
Other Expenses	42,000.00
Emergency Management Services	
Salaries & Wages	285.00
Other Expenses	5,250.00
Road Repairs & Maintenance	
Salaries & Wage	139,870.00
Other Expenses	55,519.00
Sewer System	
Other Expenses	
Finance & Administration	2,213.00
Operation & Maintenance	6,563.00
Landfill - Tipping Fees	140,437.00
Sanitation	78,750.00
Municipal Services Act	9,188.00
Dog Warden	
Contractual	2,599.00
Other Expenses	
Recreation Services	
Salaries & Wages	4,291.00
Other Expenses	5,250.00
Historian	
Other Expenses	131.00
State Uniform Construction Code	
Construction Code Official	
Salaries & Wages	44,770.00
Other Expenses	3,037.00
Utilities	
Gasoline	17,062.00
Electric	34,125.00
Telephone & Telegraph	18,375.00
Natural Gas	10,500.00

Street Lighting	48,563.00
Fire Hydrant Services	24,937.00
Water & Sewer	2,494.00
Accumulated Leave	1.00
Contingent	131.00
Social Security	70,875.00
Defined Contribution Retirement Plan	1,968.00
Unemployment Compensation Insurance	3,938.00
Maintenance of Free Public Library	
Other Expenses	117,792.00
Atlantic County Sewerage Authority	
Share of Costs	69,907.00
City of Northfield's Share of Sewer Rents	3,024.00
NJPDES Stormwater Permit Streets & Roads	2,362.00
NJPDES Stormwater Permit Landfill Tipping	525.00
NJDPEST Stormwater Permit Municipal Clerk	131.00
Dispatch Shared Services	111,301.00
Sewer System Services	53,302.00
Court Shared Services	20,995.00
Emergency Medical Services	17,719.00
Interest on Notes	172,011.00
Payment of Bond Anticipation Notes	155,000.00
Interest on Bonds	79,425.00
Total	3,273,502.00

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 1, 2026**

A RESOLUTION SETTING DATES FOR CAUCUS AND REGULAR COUNCIL MEETINGS

**BE IT RESOLVED**, by the Common Council of the City of Linwood that the following dates shall be the official dates of the City Caucus and City Council Meetings for the year 2026. Formal Action may be taken at each.

CAUCUS meetings will be held at 6:00 P.M. followed by REGULAR COUNCIL meetings to commence directly following the conclusion of the Caucus meetings on the following dates;

WEDNESDAY, JANUARY 28  
WEDNESDAY, FEBRUARY 11  
WEDNESDAY, FEBRUARY 25  
WEDNESDAY, MARCH 11  
WEDNESDAY, MARCH 25  
WEDNESDAY, APRIL 8  
WEDNESDAY, APRIL 22  
MONDAY, MAY 11  
WEDNESDAY, MAY 27  
WEDNESDAY, JUNE 10  
WEDNESDAY, JUNE 24 (IF NEEDED)  
WEDNESDAY, JULY 8  
WEDNESDAY, JULY 22 (IF NEEDED)  
WEDNESDAY, AUGUST 12  
WEDNESDAY, AUGUST 26 (IF NEEDED)  
WEDNESDAY, SEPTEMBER 9  
WEDNESDAY, SEPTEMBER 23  
WEDNESDAY, OCTOBER 14  
WEDNESDAY, OCTOBER 28  
TUESDAY, NOVEMBER 10  
TUESDAY, NOVEMBER 24  
WEDNESDAY, DECEMBER 9  
WEDNESDAY, DECEMBER 23 (IF NEEDED)

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 2, 2026**

A RESOLUTION ADOPTING A CASH MANAGEMENT PLAN FOR 2026

**WHEREAS**, under the provisions of N.J.S.A. 40A:5-14, the City of Linwood must adopt an annual cash management plan;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood, County of Atlantic and State of New Jersey, that the attached cash management plan is hereby adopted by the City of Linwood for the year 2026.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

CASH MANAGEMENT PLAN OF THE CITY OF LINWOOD  
IN THE COUNTY OF ATLANTIC, NEW JERSEY

I. STATEMENT OF PURPOSE

This Cash Management Plan (The "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the City of Linwood, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

— A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the City of Linwood:

Current Operating Fund  
Capital Fund

B. It is understood that this Plan is not intended to cover certain funds and accounts of the City of Linwood, specifically:

Planning or Zoning Board  
Sewer Lateral  
Engineer Escrow Funds

III. DESIGNATION OF OFFICIAL OF THE CITY OF LINWOOD AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer of the City of Linwood (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such official of the City of Linwood, is directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement on file with such officials.

IV. DESIGNATION OF DEPOSITORYES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit

which are not otherwise invested in Permitted Investments as provided for in this Plan:

1. Wells Fargo Bank
2. PNC Bank
3. OceanFirst Bank
5. Crown Bank
6. Truist Bank

All such depositories shall acknowledge in writing receipt of this plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

**V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIAL MAY DEAL**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official of the City of Linwood referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

1. NJ/ARM
2. MBIA Class
3. NJ Cash Management Fund

**VI. AUTHORIZED INVESTMENTS**

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government Money Market Mutual Funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of Treasury for investment by Local Units;
4. Local government investment pools;
5. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P. L. 1977, c. 281 (C. 52:18A-90 .4); or

6. Agreements for the repurchase of fully collateralized securities if: (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a; (b) the custody of collateral is transferred to a third party; (c) the maturity of the agreement is not more than 30 days; (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c. 236 (C.17:9-41); and (e) a master repurchase agreement providing for the custody and security of collateral is executed. For the purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

GOVERNMENT MONEY MARKET MUTUAL FUND. An investment company or investment trust:

(a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940", 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270. 2a-7. (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270. 2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and

(c) which has:

(i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or (ii) retained an investment advisor registered or exempt from registration with the Securities and exchange Commission pursuant to the "Investment Advisors Act of 1940", 15 U.S.C. sec. 80b-1 et seq., with experience investing the most recent past 60 months and with assets under management in excess of \$500 million.

LOCAL GOVERNMENT INVESTMENT POOL. An investment pool;

(a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7; (b) which is rated in the highest category by a nationally recognized statistical rating organization;

(c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act", P.L. 1968, c.410 (c. 52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

(e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at

the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c. 9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in borrowing on such U.S. Government securities.

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the City of Linwood, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the City of Linwood to assure that there is no unauthorized use of the funds or Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the City of Linwood or by a third party custodian prior to or upon the release of the City of Linwood's funds.

To assure that all parties with whom the City of Linwood deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designate Official(s).

VIII. REPORTING REQUIREMENTS.

On the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the City of Linwood a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information: The name of any institution holding funds of the City of Linwood as a Deposit or a Permitted Investment.

- A. The amount of securities or Deposits purchased during the immediately preceding month.
- B. The class or type of securities or Deposits purchased or Deposits made.
- C. The book value of such Deposits or Permitted Investments.
- D. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- E. The fees incurred to undertake such Deposits or Permitted Investments.
- F. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.

G. All other information which may be deemed reasonable from time to time by the governing body of the City of Linwood

**IX. TERM OF PLAN.**

— This Plan shall be in effect from January 1, 2026 to December 31, 2026. Attached to this Plan is a resolution of the governing body of the City of Linwood approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**RESOLUTION No. 3, 2026**

A RESOLUTION NAMING CHECK SIGNERS

**BE IT RESOLVED**, by the Common Council of the City of Linwood, that the following officials are hereby authorized to sign checks or withdrawal slips where a combination of two principal signatures are required: Mayor and City Clerk;

**BE IT FURTHER RESOLVED**, that the payroll account requires only two signatures: Mayor & City Clerk.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 4, 2026**

A RESOLUTION AUTHORIZING THE FINANCE OFFICE TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$100.00

**WHEREAS**, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund for the Finance Office of the City of Linwood; and

**WHEREAS**, said City of Linwood Petty Cash Fund was established by resolution dated May 10, 1989, by the Council of the City of Linwood; and

**WHEREAS**, said Petty Cash Fund received approval from the Director of Local Government Services on July 5, 1989; and

**WHEREAS**, it is the desire of the Council that said fund be continued under the direction of the Finance Officer;

**NOW, THEREFORE, BE IT RESOLVED**, on this 7th day of January, 2026, by the Common Council of the City of Linwood, State of New Jersey that:

1. During the year 2026, Anthony Strazzeri, Chief Financial Officer, be and is hereby authorized and permitted to establish a Petty Cash Fund in the amount not to exceed \$100.00 pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Fund will be used by such office or department to pay claims for small miscellaneous expenses.

2. Anthony Strazzeri, Chief Financial Officer, having custody of the Fund will be bonded in an amount not less than \$50,000.00 and will maintain said Fund in accordance with the laws and regulations governing its operation.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 5, 2026**

A RESOLUTION SETTING INTEREST RATES ON DELINQUENT TAXES

**WHEREAS**, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments; and

**WHEREAS**, R.S. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood, County of Atlantic, State of New Jersey as follows:

The Tax Collector is hereby authorized and directed to charge eight (8) percent per annum on the first \$1,500.00 of delinquency, and eighteen (18) percent per annum on any amount in excess of \$1,500.00, said amounts to be calculated from the date the tax is payable until the date of actual payment.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 6, 2026**

**A RESOLUTION SETTING A SERVICE CHARGE FOR CHECKS  
RETURNED FOR INSUFFICIENT FUNDS**

**BE IT RESOLVED**, by the Common Council of the City of Linwood, County of Atlantic, State of New Jersey:

1. Whenever a check payable to any account of the City of Linwood is returned for insufficient funds or for any other reason beyond the control of the City, a service charge of \$20.00 per transaction shall be added to the account. The service charge shall be paid and credited before any other payment on the account is accepted and credited;

2. Any person whose returned checks become chronic, as determined by the Chief Financial Officer, may thereafter be required to pay in cash or certified or cashier's check.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 7, 2026**

A RESOLUTION AUTHORIZING THE ALLOWANCE OF A GRACE PERIOD  
BEFORE CHARGING A PENALTY FOR LATE PAYMENT OF TAXES

**WHEREAS**, N.J.S.A. 54:4-67 allows the governing body to fix the rate of interest to be charged for the nonpayment of taxes or assessments on or before the date when they would become delinquent, and may provide that no interest shall be charged if payment of any installment is made within the tenth calendar day following the date upon which the same became payable; and

**WHEREAS**, the Mayor and Common Council of the City of Linwood are desirous of so authorizing the Linwood Tax Collector to allow such a grace period of taxes, assessments and sewer charges;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Common Council of the City of Linwood, that the Linwood City Tax Collector is hereby duly authorized, empowered and directed to charge a penalty starting on February 11, 2026 for the first quarter, May 11, 2026 for the second quarter, August 11, 2026 for the third quarter and November 11, 2026 for the fourth quarter.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 8, 2026**

A RESOLUTION AUTHORIZING THE IMPOSITION OF A PENALTY  
ON TAX DELINQUENCIES IN EXCESS OF \$10,000.00

**WHEREAS**, N.J.S.A. 54:4-67 allows the governing body to charge a taxpayer having a tax delinquency in excess of \$10,000.00 at the end of the calendar year, an amount not to exceed 6% of said delinquency; and

**WHEREAS**, the Mayor and Common Council of the City of Linwood are desirous of so authorizing the Linwood Tax Collector to assess such a penalty;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Common Council of the City of Linwood, that the Linwood Tax Collector be and is hereby duly authorized, empowered and directed to charge a penalty in the amount of 6% for all delinquent taxes, assessments, or other municipal liens or charges in excess of \$10,000.00 which have not been paid prior to the end of this calendar year.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

---

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

---

DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 9, 2026**

A RESOLUTION NAMING OFFICIAL NEWSPAPERS FOR PURPOSES  
OF PUBLICATION

**BE IT RESOLVED**, by the Common Council of the City of Linwood, New Jersey, that the following are hereby designated as official newspapers for the City of Linwood, for the publication of Ordinances, Resolutions, special notices, bids and sale of land, etc. for the City of Linwood for the year 2026:

The Press of Atlantic City

Ocean City Sentinel

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

---

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

---

DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 10, 2026**

A RESOLUTION APPOINTING AN AUTHORIZED AGENT FOR THE SALE OF CITY OWNED  
LAND AND/OR PROPERTY

**WHEREAS**, there appears to be a need for the appointment of an authorized agent for the sale of City owned land and/or property;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood that the City Solicitor be and is hereby appointed the aforementioned agent in and for the City of Linwood for a term commencing January 1, 2026 and ending December 31, 2026.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

---

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

---

DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 11, 2026**

**A RESOLUTION APPOINTING THE TAX ASSESSOR AS AGENT IN APPEALS  
TO REDUCE ASSESSMENTS FOR THE YEAR 2026**

**WHEREAS**, from time to time the Tax Assessor discovers an error in calculation, transposing, measurement or typographical errors in the tax assessment on the tax list after the time for County Board of Taxation has certified the tax rates for the year; and

**WHEREAS**, if the above discovered errors are not corrected, the taxpayers affected would be paying more than their fair share of taxes; and

**WHEREAS**, the method of correcting such errors is to file a Petition of Appeal for the current tax year with the County Board of Taxation; and

**WHEREAS**, the error was not caused by the taxpayer;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood, that the Tax Assessor is hereby authorized to act as the agent of the Taxing District and file a Petition of Appeal for the tax year 2026 with the Atlantic County Board of Taxation to correct such error and lower such assessments to the correct value; and

That a certified copy of this resolution be forwarded to the Atlantic County Board of Taxation with any such Petition of Appeal.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

---

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

---

DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 12, 2026**

A RESOLUTION DESIGNATING THE PUBLIC AGENCY  
COMPLIANCE OFFICER FOR THE CITY OF LINWOOD

**WHEREAS**, the State of New Jersey requires the designation of a Public Agency Compliance Officer (P.A.C.O.) by a municipality; and

**WHEREAS**, the P.A.C.O. is the liaison official for all matters concerning P.L. 1975, C. 127 (N.J.A.C. 17:27) and must have the authority to recommend the appropriate corrections to the agency's contracting procedures; and

**WHEREAS**, the Common Council of the City of Linwood is desirous of designating a Public Agency Compliance Officer for the City of Linwood;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood that the City Clerk, be and is hereby designated as the Public Agency Compliance Officer (P.A.C.O) for the City of Linwood effective immediately.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

---

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 13, 2026**

A RESOLUTION ADOPTING ROBERT'S RULES OF ORDER AND ESTABLISHING RULE OF ORDER AND CONDUCT FOR ALL CITY COUNCIL, CAUCUS, AND SPECIAL MEETINGS IN THE CITY OF LINWOOD

**WHEREAS**, the Linwood Common Council is desirous of adopting Robert's Rules of Order Revised as the rules and procedures to be followed by the Council for the conduct of meetings; and

**WHEREAS**, it is in the interest of the City of Linwood to adopt standing rules of order and regulations for participation at City Council Meetings for the purpose of promoting efficiency and ensuring that the public has a fair opportunity to comment when permitted to do so;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Common Council of the City of Linwood hereby adopt the following standing rules of order and conduct for City Council Meetings:

- A. Adoption of Roberts Rules of Order.
  - a. City Council meetings shall use Robert's Rules of Order, 11<sup>th</sup> edition, as a guide to meeting procedures.
- B. Regulations of Participation at City Council Meetings.
  - a. The Chair must recognize a speaker.
  - b. The person must state his or her name, and address of residence for the record.
  - c. All persons recognized by the Chair must engage in respectful and orderly discourse. In the event of disrespectful, vulgar or inflammatory discourse, the Chair may exercise discretion and terminate the person's right to speak.
  - d. Members of the public shall be given up to five minutes to address the Governing Body regardless of the number of issues during the Public Portion of the meeting and shall not be entitled to "borrow" time from others. At the discretion of the Chair, and subject to the consent by the majority of the Council at a given meeting, this time allocation may be relaxed and extended, which relaxation or suspension shall not constitute a binding precedent for other speakers on other issues. The limitations imposed herein relate solely to the Public portion of the meeting and are not intended to apply to the Regular Business Meeting.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal  
this 7th day of January, 2026.

---

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 14, 2026**

A RESOLUTION AUTHORIZING THE CITY OF LINWOOD TO ENTER INTO A CONTRACT WITH THE ATTACHED LIST OF VENDORS FOR STATE CONTRACT PURCHASES

**WHEREAS**, the City of Linwood, 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 Treasury; and

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

**WHEREAS**, the City of Linwood 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;

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Linwood authorizes the Chief Financial Officer or 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;

**BE IT FURTHER RESOLVED**, that the governing body of the City of Linwood 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 Financial Officer;

**BE IT FURTHER RESOLVED**, that the duration of the contracts between the City of Linwood and the Referenced State Contract Vendors shall be from January 1, 2026 to December 31, 2026.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**Referenced State Contract Vendors**

<u>Commodity/Service</u>	<u>Vendor</u>	<u>Amount/State Contract #</u>
Office supplies	Staples Inc.	\$20,000.00
Computers	Dell, Inc.	\$30,000.00

**RESOLUTION No. 16, 2026**

A RESOLUTION AUTHORIZING THE CANCELING OF SMALL BALANCES

**WHEREAS**, the Governing Body of the City of Linwood finds and declares that N.J.S.A 40A:5-17-1 empowers the tax collector to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars; and

**WHEREAS**, the Governing Body further finds and declares that the Municipal Tax Collector is qualified to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars; and

**WHEREAS**, the Governing Body further finds and declares that it is in the best interest of the citizens of the City of Linwood for the Municipal Tax Collector to be authorized to process the cancellation of the tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars in accordance with N.J.S.A 40A:5-17-1;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood that Municipal Tax Collector is hereby authorized to process the cancellation of tax refunds or delinquencies of less than Ten (\$10.00) Dollars for calendar year 2026 in accordance with N.J.S.A 40A:5-17-1.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 17, 2026**

A RESOLUTION AUTHORIZING THE TAX COLLECTOR TO SUBSTITUTE TWO MAILINGS  
IN LIEU OF ADVERTISING OF THE TAX SALE TO BE HELD IN 2026

**WHEREAS**, State statute N.J.S.A. 54:5-26 allows the tax collector the option to substitute one or two mailings for one or two of advertising and charge a fee up to \$25.00 per mailing; and

**WHEREAS**, the collector will send out two separate mailings in lieu of advertising and will advertise at least two weeks prior to the tax sale in 2026 all in accordance with State statute;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood, that the collector shall be and is authorized to substitute two advertisings with mailing of notices of tax sale.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

---

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 18, 2026**

A RESOLUTION CONFIRMING MAYORAL APPOINTMENTS FOR THE YEAR 2026

**WHEREAS**, the Mayor has made certain appointments with regard to various Board and positions in the City of Linwood; and

**WHEREAS**, the Common Council is desirous of concurring in said appointments;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Linwood that the Mayor's appointments are hereby endorsed and the Common Council concurs in all of said appointments listed below.

<u>Appointee</u>	<u>Board</u>	<u>Term</u>	<u>Expiration</u>
Tim Glenn	Environmental Commission	3 yrs	12/31/28
Benjamin Kahane	Environmental Commission	3 yrs	12/31/28
Kathie Miller	Environmental Commission	3 yrs	12/31/28
Kathleen Novasack	Library Board	5 yrs	12/31/30
Howard Enders	Recreation Board	5 yrs	12/31/30
James Malamut	Planning Board, Alt #1	2 yrs	12/31/27
Junetta Dix	Planning Board, Alt #2	2 yrs	12/31/27
Leigh Ann Napoli	Planning Board	1 yr	12/31/26
Michael Salerno	Planning Board	1 yr	12/31/26

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

---

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 19, 2026**

A RESOLUTION APPOINTING STEVE CUNNINGHAM AND REAPPOINTING TIM LONGNECKER AS DEPUTY EMERGENCY MANAGEMENT COORDINATORS FOR THE CITY OF LINWOOD

**WHEREAS**, there exists a need for an appointment of a Deputy Emergency Management Coordinator in the City of Linwood; and

**WHEREAS**, the Mayor has appointed Steve Cunningham and Tim Longnecker to the positions of Deputy Emergency Management Coordinator; and

**WHEREAS**, the Common Council of the City of Linwood is desirous of confirming such appointments;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood, that the Mayor's appointment of Steve Cunningham and reappointment of Tim Longnecker to the positions of Deputy Emergency Management Coordinator for a one-year term expiring on December 31, 2026, be and are hereby confirmed.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

---

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 20, 2026**

A RESOLUTION AWARDING A CONTRACT TO JOEL M. FLEISHMAN AS MUNICIPAL BOND COUNSEL FOR THE YEAR 2026 FOR THE CITY OF LINWOOD

**WHEREAS**, there exists within the City of Linwood, New Jersey the need for a Municipal Bond Counsel; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisitions will exceed \$17,500; and

**WHEREAS**, a Request for Proposals was published in The Press on November 20, 2025; and

**WHEREAS**, proposals were received, publicly opened and announced on December 16, 2025 at 10:00 a.m. prevailing time; and

**WHEREAS**, the proposals submitted have been reviewed and a recommendation has been made with regard to same;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood, New Jersey, that Joel M. Fleishman, Esquire of the firm of Fleishman & Daniels Law Offices, LLC be and is hereby appointed Municipal Bond Counsel for the City of Linwood for a term which expires on December 31, 2026 and the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract for the above mentioned services.

**BE IT FURTHER RESOLVED**, that this contract is awarded pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon a Certification of Availability of Funds from the Chief Financial Officer of the City of Linwood.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

---

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

# **Memo**

**To:** Mayor and Members of Council  
**From:** Anthony Strazzeri, CFO  
**CC:** Leigh Ann Napoli, RMC, CMR, MPA, QPA, City Clerk  
**Date:** 12-30-2025  
**Re:** Availability of Funds-Bond Counsel

Pursuant to 40A: 4-57, I hereby certify that sufficient funds will be available under various capital ordinances in the capital budget as well as legal services in the operating budget. Funds will be encumbered to Fleishman Daniels Law Offices LLC, 646 Ocean Heights Ave. Suite 103 Linwood, NJ 08221.

**FEE AGREEMENT**

**THIS AGREEMENT** made on this \_\_\_\_ day January, 2026, effective as of January 1, 2026, between the **CITY OF LINWOOD**, a body politic of the State of New Jersey, herein designated as the "City", party of the first part, and **FLEISHMAN DANIELS LAW OFFICES, LLC**, a New Jersey limited liability company, 313 Wabash Avenue, Linwood, New Jersey 08221, attorney-at-law, hereinafter designated "Bond Counsel", party of the second part:

**WITNESSETH:**

I. The City desires to authorize and issue its bonds for various capital projects and to provide for the terms and the security of such bonds in accordance with the laws of the State of New Jersey and to finance such capital projects through temporary and/or permanent obligations at the most advantageous terms available to it.

II. Bond Counsel, in connection of the making and the signing of the within agreement, agrees to render the following services:

1. Bond Counsel will prepare and/or review all bond ordinances adopted, or to be adopted, by the governing body, with respect to any 2026 bond issuance of the City;
2. Bond Counsel will assemble a certified record of proceedings to evidence the proper adoption of each bond ordinance in accordance with the provisions of the Local Bond Law and other applicable New Jersey Statutes, with respect to any 2026 bond issuance of the City;
3. When the City determines to issue such bonds, Bond Counsel will prepare the necessary resolutions or other operative documents to set up the bond sale and will submit them to the City's Solicitor for review. Bond Counsel will seek the advice of the City's Auditor in connection with the appropriate maturity schedule for the bonds to be sold, and will assist in the preparation of the Official Statement. Bond Counsel will see to the printing and the distribution of the Official Statement to those financial institutions that customarily submit bids for the new issues of New Jersey municipal bonds of this type. Bond Counsel will arrange for the printing of the notice of sale in The Bond Buyer and will answer any inquiries made by the investment community concerning this bond sale. Bond Counsel will attend the bond sale and will render legal advice, as necessary, concerning the submission of bids for the bonds in accordance with the notice of sale and the requirements of law. After the bond sale, Bond Counsel will prepare the bonds for execution, will prepare and see to the execution of the necessary closing certificates and will establish the time and the place for the delivery of the bonds to the successful bidder. Bond Counsel

will, further, attend the closing with the appropriate officials, at which time the bonds will be delivered, payment will be made for the bonds, and Bond Counsel will issue a final approving legal opinion with respect to the validity of the bonds;

4. When the City determines to issue bond anticipation notes or tax anticipation notes, Bond Counsel will prepare any necessary resolutions to authorize the sale of such notes and will submit them to the City's Solicitor for review. When the purchaser and the details of the notes have been determined, Bond Counsel will prepare the notes for execution and will prepare the appropriate closing certificates and an approving legal opinion with respect to the notes. Normally, it is not necessary for Bond Counsel to attend the closing for the notes. Unless requested otherwise, Bond Counsel will forward the notes, closing papers and approving legal opinion to the City's Solicitor for execution and delivery;
5. Bond Counsel will provide for basic advice in regard to the effect of the federal arbitrage regulations on the issuance of these bonds and the investment of the proceeds thereof; and
6. Bond Counsel will provide basic advice in regard to the required contractual agreement between the City and the underwriter.

III. The City will make payments to Bond Counsel for services rendered in accordance with the following schedule:

1. For services rendered in connection with each bond sale, a fee of \$3,500.00 plus \$1.00 per thousand dollars of bonds issued, with a minimum fee of \$9,500.00 for any bond issue under \$5,000,000. For any bond issue of \$5,000,000 or over - \$3,500.00 plus \$1.00 per thousand dollars of bonds with a minimum fee of \$13,500.00. For more complicated transactions involving refunding's of outstanding bond issues, we will establish a fixed fee with the City to be determined based upon the type of transaction involved.
2. For services rendered in connection with the preparation or review of each ordinance and the compiling of a certified record or proceedings in connection therewith, a fee of \$650.00 for each single purpose or multipurpose ordinance. If the preparation of the ordinance involves consultations, meetings or discussions that are out of the ordinary, there will be additional fees to be charged at a fixed hourly rate of \$185.00 per hour for attorney time and \$105.00 per hour for legal assistant time. The fees for services in connection with the ordinances will be charged periodically during the course of the year.

3. For a financing that involves the use of an Official Statement, the fee determined under Section III, Paragraph 1, above, shall be increased as follows:
  - i. If Bond Counsel is required to prepare the Preliminary Official Statement and "final" Official Statement, the sum of Five Thousand Dollars (\$5,000.00); or
  - ii. If Bond Counsel's role is "review only" of the Preliminary Official Statement and "final" Official Statement, the sum of Three Thousand Five Hundred Dollars (\$3,500.00).
4. The fee for any financing involving a private placement and not involving numerous notes, preparation of an Official Statement, complicated arbitrage analysis, investment yield restrictions or attendance at the closing shall be \$500.00 plus an amount equal to \$.50 per thousand of bond anticipation notes or tax anticipation notes issued, with a minimum fee of \$3,000.00. If additional services are required, such as with issues involving advance refunding or the combination of numerous ordinances, the additional time required will be billed at the fixed hourly rate of \$185.00 per hour for attorney time and \$105.00 per hour for legal assistant time.
5. For general legal services for serving as Bond Counsel to the City on New Jersey Infrastructure Bank or other environmental infrastructure project transactions, our fees will be based upon an hourly rate of \$185.00 per hour for attorney time and \$105.00 per hour for legal assistant time.
  - i. Short-Term Construction Loan. For the Short-Term Construction Loan portion of each phase of a specific project, Bond Counsel services shall be rendered at the hourly rates set forth above subject to a minimum fee of \$21,500.00.
  - ii. Permanent Loan. For the permanent loan portion of each phase of a specific project, Bond Counsel services shall be rendered at the hourly rates set forth above up to a minimum fee of \$29,500.00.
6. Legal fees for serving as Bond Counsel to the City on projects funded by the United States Department of Agriculture will be based upon an hourly rate of \$185.00 per hour for attorney time and \$105.00 per hour for legal assistant time, with minimum and maximum fees to be established based upon the project description.

7. Bill(s) will include fees and any disbursements made on your behalf, including telephone toll calls, photocopying, postage, traveling expenses (other than local), filing fees, advertising expenses relating to The Bond Buyer and other out-of-pocket expenses.

IV. During the performance of this Agreement, the following terms shall apply:

1. Bond Counsel will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. Bond Counsel will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; rate of pay or other forms of compensation; and selection for training; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Bond Counsel agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;
2. Bond Counsel will, in all solicitations or advertisements for employees placed by or on behalf of Bond Counsel, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex;
3. Bond Counsel, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Public Agency Compliance Officer, advising the labor union or workers' representative of Bond Counsel's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment;
4. Bond Counsel agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time;
5. Bond Counsel agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by Section 5.2 of the Regulations promulgated by the Treasurer pursuant to P.L. 1985, c. 127, as amended and supplemented from time to time in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to Section 5.2 of the

Regulations promulgated by the Treasurer pursuant to P.L. 1985, c. 127, as amended and supplemented from time to time;

6. Bond Counsel agrees to inform in writing all recruitment agencies, including employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices;
7. Bond Counsel agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by statutes and the court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions;
8. Bond Counsel agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.

**IN WITNESS WHEREOF**, the City of Linwood has caused this Agreement to be duly executed by its proper officers and has caused its corporate seal to be hereto affixed, and Bond Counsel has executed this Agreement as of the date and year first above written.

**ATTEST:**

**CITY OF LINWOOD**

By: \_\_\_\_\_

**WITNESS:**

**BOND COUNSEL:**  
**FLEISHMAN-DANIELS LAW OFFICES, LLC**

By: \_\_\_\_\_

JANEE' C. CLARK

Joel M. Fleishman, Esquire

## **SUMMARY OF FEES**

**FLEISHMAN ♦ DANIELS LAW OFFICES, LLC  
JOEL M. FLEISHMAN, ESQUIRE  
P.O. BOX 884, NORTHFIELD, NEW JERSEY 08225**

**SUMMARY OF FEES  
FOR THE PROVISION OF  
2026 BOND COUNSEL SERVICES**

- A. For services rendered in connection with each bond sale, a fee of \$3,500 plus \$1.00 per thousand dollars of bonds issued, with a minimum fee of \$9,500 for any bond issue under \$5,000,000. For any bond issue of \$5,000,000 or over - \$3,500.00 plus \$1.00 per thousand dollars of bonds with a minimum fee of \$13,500. For more complicated transactions involving refunding's of outstanding bond issues, we will establish a fixed fee with the City to be determined based upon the type of transaction involved.
- B. For services rendered in connection with the preparation or review of each ordinance and the compiling of a certified record or proceedings in connection therewith, a fee of \$650 for each single purpose or multipurpose ordinance. If the preparation of the ordinance involves consultations, meetings or discussions that are out of the ordinary, there will be additional fees to be charged at a fixed hourly rate of \$185 per hour for attorney time and \$105 per hour for legal assistant time. The fees for services in connection with the ordinances will be charged periodically during the course of the year.
- C. For a temporary financing that involves the use of an Official Statement, the fee determined under Section III, Paragraph A, above, shall be increased as follows:
  - i. If Bond Counsel is required to prepare the Preliminary Official Statement and "final" Official Statement, the sum of Five Thousand Dollars (\$5,000.00); or
  - ii. If Bond Counsel's role is "review only" of the Preliminary Official Statement and "final" Official Statement, the sum of Three Thousand Five Hundred Dollars (\$3,500.00).
- D. The fee for any financing involving a private placement and not involving numerous notes, preparation of an Official Statement, complicated arbitrage analysis, investment yield restrictions or attendance at the closing shall be \$650 plus an amount equal to \$.50 per thousand of bond anticipation notes or tax anticipation notes issued, with a minimum fee of \$3,000. If additional services are required, such as with issues involving advance refunding or the combination of numerous

ordinances, the additional time required will be billed at the fixed hourly rate of \$185 per hour for attorney time and \$105 per hour for legal assistant time.

- E. For general legal services for serving as Bond Counsel to the City on New Jersey Infrastructure Bank or other environmental infrastructure project transactions, our fees will be based upon an hourly rate of \$185 per hour for attorney time and \$105 per hour for legal assistant time.
  - i. Short-Term Construction Loan. For the Short-Term Construction Loan portion of each phase of a specific project, Bond Counsel services shall be rendered at the hourly rates set forth above subject to a minimum fee of \$21,500.00.
  - ii. Permanent Loan. For the permanent loan portion of each phase of a specific project, Bond Counsel services shall be rendered at the hourly rates set forth above up to a minimum fee of \$29,500.00.
- F. Legal fees for serving as Bond Counsel to the City on projects funded by the United States Department of Agriculture will be based upon an hourly rate of \$185 per hour for attorney time and \$105 per hour for legal assistant time, with minimum and maximum fees to be established based upon the project description.
- G. Bill(s) will include fees and any disbursements made on your behalf, including telephone toll calls, photocopying, postage, traveling expenses (other than local), filing fees, advertising expenses relating to The Bond Buyer and other out-of-pocket expenses.

**RESOLUTION No. 21, 2026**

A RESOLUTION AWARDING A CONTRACT TO FORD SCOTT & ASSOCIATES, LLC AS MUNICIPAL AUDITOR FOR THE YEAR 2026 FOR THE CITY OF LINWOOD

**WHEREAS**, there exists within the City of Linwood, New Jersey the need for a Municipal Auditor; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisitions will exceed \$17,500; and

**WHEREAS**, a Request for Proposals was published in The Press on November 20, 2025; and

**WHEREAS**, proposals were received, publicly opened and announced on December 16, 2025 at 10:00 a.m. prevailing time; and

**WHEREAS**, the proposals submitted have been reviewed and a recommendation has been made with regard to same;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood, New Jersey, that Leon P. Costello of the firm Ford Scott & Associates, LLC be and is hereby appointed Municipal Auditor for the City of Linwood for a term which expires on December 31, 2026 and the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract for the above mentioned services.

**BE IT FURTHER RESOLVED**, that this contract is awarded pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon a Certification of Availability of Funds from the Chief Financial Officer of the City of Linwood.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

# Memo

**To:** Mayor and Members of Council  
**From:** Anthony Strazzeri, CFO  
**CC:** Leigh Ann Napoli, RMC, CMR, MPA, QPA, City Clerk  
**Date:** 12-30-2025  
**Re:** Availability of Funds-Audit Services

Pursuant to 40A: 4-57, I hereby certify that sufficient funds of \$34,000.00 will be available under Audit Services in the operating Budget. Funds will be encumbered to Ford-Scott & Associates, LLC, PO Box 538 Ocean City, NJ 08226-0538.

## SERVICES PROVIDED

Our expertise in the field of municipal accounting and auditing, combined with a highly qualified staff, enables us to perform governmental audits and related services in a timely manner, while providing personal attention to the engagement to ensure that each client receives the highest level of professional service possible. Our accounting and auditing experience will allow us to perform the engagement in an efficient and very effective manner. We are available to attend regular and special meetings of City Council as needed.

To clarify what is entailed in a typical audit engagement, we have summarized in the section that follows the various stages of the audit.

### The Audit Process

Prior to beginning the audit, the engagement partner and audit manager will meet to discuss the audit and communicate with the Chief Financial Officer to determine the timing of the audit. Our primary objective will be to establish a workable schedule with City officials to ensure that the audit will be completed in an efficient and timely manner. Accordingly, it is important to provide the Chief Financial Officer and Tax Collector with the necessary time to prepare proper year-end closing entries. In addition, we will review the scope of the audit and any applicable laws and regulations with the City. After this planning meeting, the audit process will begin.

Once a timeline has been established, we will coordinate the schedules of staff assigned to the engagement to ensure that audit fieldwork is completed efficiently and effectively, as well as provide for adequate time for filing of the audit with the State of New Jersey, Department of Community Affairs, Division of Local Government Services. During this planning phase, we will perform analytical review procedures to identify areas of potential audit risk.

During the next phase of the audit process, we will perform a review of internal control systems to identify internal administrative and accounting controls and evaluate their effectiveness. From our prior documentation of the various internal control systems, we will look for and document changes in the systems and consider testing to determine if control procedures are operating as described. At this time, we will also perform risk assessments, perform preliminary testing, and determine the level of substantive testing deemed necessary.

As part of our examination of year-end account balances, we will confirm account balances and transactions with individuals (for property tax and utility transactions as applicable), banking institutions, and other governmental entities as deemed necessary. In addition, we will obtain legal counsel's representation as to the status of legal matters pending which may have an effect on the City's financial statements. We will also obtain representation from City officials regarding completeness of disclosure and the integrity of the accounting records.

The final phase of our audit process concludes with a draft version of the audit report and financial statements, as well as supplementary schedules, including the Schedules of Expenditures of Federal and State Awards, if required. After this draft version has been reviewed by appropriate City personnel, we will proceed with the preparation of the final audit report, which will be filed with the Division of Local Government Services, the City Clerk, and other City officials. Included in our final audit is the Management Letter, which is furnished to management and members of City Council, and suggests improvements in internal controls, and other recommendations, noted during our audit.

## Other Services

### Municipal Budget Assistance

Our firm has extensive experience in assisting municipalities with their annual budgets. Our services include a review of the annual budget developed by management and City Council, and attendance at budget meetings and the budget hearing. Our knowledge of Local Budget Laws (N.J.S.A. 40A:4) has often been called upon by our clients to assist them during the budget process.

### Accounting and Financial Reporting

With most of our municipal clients, in addition to performing the annual audit, we are often engaged to assist in preparing other financial documents required by State statutes. The Annual Debt Statement and the Annual Financial Statement (unaudited) for the year ended December 31<sup>st</sup> are required to be filed with the State of New Jersey by January 31 and February 10, respectively, of the following year. Ford, Scott & Associates, L.L.C. has always ensured that the State mandated deadlines for these filings are met for each of its clients. However, as with all such requirements, proper accounting records maintained by local units are critical to timely preparation and filing.

### Long-Term and Short-Term Debt Issues

When issuing long-term and short-term debt, there are many things for local units to consider, including the timing of bond and note sales, compliance with statutory requirements, and the potential impact on property taxes. We are available to provide assistance to our clients by preparing illustrations of the effect of such financing on local tax rates, which provide a tool for good management over long-term debt and municipal budgeting. These additional services would include:

- Assistance in compiling data with relation to the preparation of Official Statements
- Assistance in compiling data with relation to the preparation of Local Finance Board applications
- Assistance in compiling data with relation to Secondary Market Disclosure Requirements

## FEE SCHEDULE

The following is a schedule of compensation rates for work to be performed in calendar year 2026 according to staff position:

	<u>HOURLY RATE</u>
Partners	\$175.00 to \$250.00
Managers	\$110.00 to \$170.00
Supervisors	\$100.00 to \$120.00
Senior Accountants	\$80.00 to \$110.00
Staff Accountants	\$70.00 to \$90.00
Assistants	\$50.00 to \$90.00

Our fee is on a "not to exceed" basis, and is based on the number of hours estimated to perform the engagement. As indicated previously, we anticipate the following staff levels to be assigned to this engagement:

- Partner - 1
- Manager - 1
- Staff Accountant - 1
- Additional staff to be assigned as needed to meet the requirements of the engagement

The proposed fee for the audit of City of Linwood for the year ending December 31, 2025 is \$34,000.

At the time of preparation of this proposal, we do not anticipate potential audit problems. If a matter should arise during the course of our fieldwork, we will discuss the issue with City management. In the event that it is determined that further audit fieldwork or other special procedures are required to be performed that are outside of the scope of our audit engagement, we will request a separate engagement letter to confirm the work to be performed by us.

## RESOLUTION No. 22, 2026

A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT TO  
JOSEPH L. YOUNGBLOOD, JR. AS MUNICIPAL LEGAL COUNSEL

**WHEREAS**, the City of Linwood has a need to acquire legal services as Municipal Legal Counsel as a NON-FAIR AND OPEN contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 (or 20.5 as appropriate); and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is one year and may be extended as approved by the Governing Body; and

**WHEREAS**, Joseph L. Youngblood, Jr., Esq., of the firm Youngblood, Franklin & Sampoli P.A. has submitted a letter of intent dated December 9, 2025 indicating he will provide Municipal Legal Counsel services; and

**WHEREAS**, Joseph L. Youngblood, Jr., Esq., of the firm Youngblood, Franklin & Sampoli P.A. has completed and submitted a Business Entity Disclosure Certification which certifies that Joseph L. Youngblood, Jr., Esq., of the firm Youngblood, Franklin & Sampoli P.A. has not made any reportable contributions to a political or candidate committee in the City of Linwood in the previous one year, and that the contract will prohibit Joseph L. Youngblood, Jr., Esq., from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood, County of Atlantic, State of New Jersey that:

1. The Common Council authorizes the Mayor to enter into a contract with Joseph L. Youngblood, Jr., Esq., of the firm Youngblood, Franklin & Sampoli P.A. as described herein; and,
2. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey.
3. That a copy of this Resolution be published in the Press of Atlantic City as required by law, within ten (10) days of its passage.
4. That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein verbatim.

5. That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

# Memo

**To:** Mayor and Members of Council  
**From:** Anthony Strazzeri, CFO  
**CC:** Leigh Ann Napoli, RMC, CMR, MPA, QPA, City Clerk  
**Date:** 12-30-2025  
**Re:** Availability of Funds-Solicitor

Pursuant to 40A: 4-57, I hereby certify that sufficient funds will be available under legal services in the operating budget. Funds will be encumbered to Youngblood, Franklin & Sampoli P.A., 1201 New Road Suite 230 Linwood, NJ 08221.

**RESOLUTION No. 23, 2026**

A RESOLUTION AUTHORIZING THE APPOINTMENT OF GLENN INSURANCE AS THE RISK MANAGEMENT CONSULTANT FOR THE ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

**WHEREAS**, the Common Council of the City of Linwood is a member of the Atlantic County Municipal Joint Insurance Fund, a self insurance pooling fund; and

**WHEREAS**, the Bylaws of said Fund require that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws; and

**WHEREAS**, the JIF Bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment (as dictated by the accompanying agreement) which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

**WHEREAS**, N.J.S.A. 40A:11-5(1)(m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and

**WHEREAS**, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Linwood does hereby appoint Robert G. Devanna, CIC of Glenn Insurance, Inc. as its Risk Management Consultant in accordance with 40A:11-5;

**BE IT FURTHER RESOLVED**, that the Governing Body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to N.J.S.A. 40A:11-5 (1), (a), (i).

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

RESOLUTION NO. 23, 2026

PAGE 2

IN WITNESS WHEREOF, I have hereunto set my hand and official seal  
this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_



## **CITY OF LINWOOD**

**GLENN INSURANCE, INC.**

**RISK MANAGEMENT CONSULTANT SERVICES**

**2026**

Glenn Insurance, Inc. proposes a flat fee of \$14,000 (roughly 3% of your annual assessment as promulgated by the Atlantic County Municipal Joint Insurance Fund)

**RISK MANAGEMENT CONSULTANT AGREEMENT**  
**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

This Agreement, entered into this 7 day of January, 2026, between the City of Linwood (hereinafter referred to as the "Municipality") and Glenn Insurance, Inc., a Corporation of the State of New Jersey, and Robert Devanna, the responsible agent, having their principal office located at 500 E. Absecon Boulevard, Absecon, New Jersey 08201 (hereinafter referred to as the "Consultant").

**WHEREAS**, the Consultant has offered the services to the Municipality as the Professional Risk Management Consultant as required in the Bylaws of the Atlantic County Municipal Joint Insurance Fund; and

**WHEREAS**, the Municipality desires to contract for these professional services pursuant to the resolution adopted by the Mayor and Council of the Municipality at a meeting held on January 7, 2025;

**NOW THEREFORE**, the parties in consideration of the mutual promises and covenants set forth in this Agreement, agree as follows:

1. For and in consideration of the compensation set forth in Paragraph 3 of this Agreement, the Consultant hereby agrees to provide Professional Risk Management services to the Municipality as follows:
  - A) The Consultant shall assist the Municipality in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.
  - B) The Consultant shall assist the Municipality in understanding and selecting the various types of coverage available from the Atlantic County Municipal Joint Insurance Fund.
  - C) The Consultant shall review with the Municipality any additional types of coverage that the Consultant believes the Municipality should purchase that are not available from the Fund. The Consultant shall purchase and bind any additional types of coverage authorized by the Municipality.
  - D) The Consultant shall assist the Municipality in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the Consultant.
  - E) The Consultant shall review the Municipality's annual assessment as prepared by the Fund, and shall assist the Municipality in the preparation of its annual insurance budget.
  - F) The Consultant shall review the loss and engineering reports for the Municipality, and shall assist the Safety Committee in its loss containment objectives within the Municipality.

- G) The Consultant shall attend and actively participate in the Municipality's Safety Committee activities and meetings, and shall present information to the Safety Committee on Safety related topics.
- H) The Consultant shall attend the Municipality's Member Accident Review Panel meetings and assist the Municipality in determining the cause of accidents. The Consultant shall suggest any remedial actions necessary to avoid future accidents.
- I) The Consultant shall assist the Municipality in determining the necessary training for each employee in each Municipal Department based upon the employee's job description and in accordance with OSHA and other governmental regulations.
- J) The Consultant shall assist the Municipality in scheduling employee training, both internal and external, including the tracking of course attendance and completion of course requirements.
- K) The Consultant shall review the Municipality's loss data on a regular basis and prepare reports to the Municipality on recent losses, open claims, and loss trends.
- L) The Consultant shall assist the Municipality by reporting to the Fund changes in exposures including the deletion and addition of vehicles, equipment, and properties and the contracting of Municipal services to third parties.
- M) The Consultant shall assist the Municipality and Fund professionals in the annual renewal process including the gathering and verification of exposure data.
- N) The Consultant shall order Certificates of Insurance from the Fund.
- O) The Consultant shall review Certificates of Insurance received by the Municipality.
- P) The Consultant shall review proposed contracts between the Municipality and organizations and contractors to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.
- Q) The Consultant shall evaluate and advise the Municipality on the risk management aspects of public events being staged or sponsored by the Municipality.
- R) The Consultant shall review the annual coverage documents to verify the accuracy of the policies.
- S) The Consultant shall respond to questions regarding coverage from the Municipality's officials.
- T) The Consultant shall actively attend and participate on the Fund Subcommittees as authorized by the Fund Bylaws.
- U) The Consultant shall regularly attend the Monthly Executive Committee meetings of the Fund.
- V) The Consultant shall execute and file with the Municipality, as part of this agreement, and the Executive Director's office a copy of the Atlantic County Municipal Joint Insurance Fund Confidentiality Agreement.

W) The Consultant shall at least twice annually, prepare and present a written report to the Governing Body of the Municipality outlining the Municipality's Insurance and Safety Program.

X) The Consultant shall perform any other services required by the Fund's Bylaws.

2. The term of this Agreement shall be for a period of one (1) year commencing the first day of **January, 2026**, or from the effective date of coverage, unless this Agreement is terminated as set forth in Paragraph 5 of this Agreement.

3. The Fund Bylaws allow the Municipality to pay its Consultant for services rendered no more than 6% of the Municipalities gross assessment; therefore, the Municipality authorizes the Fund to pay its Consultant, as compensation for services rendered, a flat fee dollar amount of fourteen thousand dollars (\$14,000.00). Said fee shall be paid to the Consultant within thirty (30) days of the payment of the Municipality's assessment to the Fund. The Consultant shall receive no other compensation or commission for the placement or servicing of any municipal coverage with the Fund.

4. For any type of coverage that is authorized by the Municipality, to be purchased outside of the coverage offered by the Fund, the Consultant shall receive as his full compensation, the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Paragraph 3 of this Agreement.

5. Either party may cancel this Agreement at any time by notifying the other party, in writing, of their intention to terminate this Agreement. The termination shall be effective on the ninetieth day after service of the notice. The compensation provided for in Paragraph 3 shall be pro-rated to the date of termination.

ATTEST: \_\_\_\_\_  
(signature)

MUNICIPALITY: \_\_\_\_\_  
(signature)

PRINT NAME: \_\_\_\_\_

PRINT REP NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
(signature)

CONSULTANT: \_\_\_\_\_  
(signature)

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

**RESOLUTION No. 24, 2026**

A RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION FOR THE LINWOOD MUNICIPAL ALLIANCE GRANT FISCAL GRANT CYCLE JULY 2026 - JUNE 2027

**WHEREAS**, the Governor's Council on Substance Use Disorder (GCSUD) established the Municipal Alliances for the Prevention of Substance Use Disorder in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent substance use disorder in communities throughout New Jersey; and

**WHEREAS**, The Common Council of City of Linwood, County of Atlantic, State of New Jersey recognizes that substance use disorder is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

**WHEREAS**, the Common Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent substance use disorder in our community; and

**WHEREAS**, the Common Council has applied for funding to the Governor's Council on Substance Use Disorder through the County of Atlantic;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Linwood, County of Atlantic, State of New Jersey hereby recognizes the following:

1. The Common Council does hereby authorize submission of a strategic plan for the Linwood Municipal Alliance grant for fiscal grant cycle July 2026 - June 2027 in the amount of:  
GCSUD Grant \$7,193.38  
Cash Match \$1,798.35  
In-Kind \$5,395.04
2. The Common Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

RESOLUTION NO. 24, 2026

PAGE 2

IN WITNESS WHEREOF, I have hereunto set my hand and official seal  
this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_

**RESOLUTION No. 25, 2026**

A RESOLUTION APPROVING TEMPORARY SIGNAGE FOR THE ATLANTIC COUNTY  
NUMISMATIC SOCIETY COIN SHOW

**WHEREAS**, the Atlantic County Numismatic Society has requested permission for fifteen temporary lawn signs advertising the Coin Show for Saturday, January 24, 2026 at Our Lady of Sorrows Church; and

**WHEREAS**, the temporary lawn signs are requested to be installed on City property in the City of Linwood; and

**WHEREAS**, all temporary signage needs approval by City Council; and

**WHEREAS**, the Common Council is desirous of approving said request;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Linwood, that permission for the placement of fifteen temporary lawn signs advertising the Coin Show is hereby granted to the Atlantic County Numismatic Society based on the following conditions;

- 1.) Signs shall not be internally illuminated or electrically activated.
- 2.) Signs shall not be in the public Right-of-Way.
- 3.) Signs shall not block any site triangle for access and egress points of travel.

**BE IT FURTHER RESOLVED**, that the temporary lawn signs shall be permitted for a period beginning on January 17, 2026 and ending on January 26, 2026.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Reorganization Meeting of the City Council of Linwood, held this 7th day of January, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2026.

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LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

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DARREN MATIK, MAYOR

APPROVED: \_\_\_\_\_