

Borough of Elmer Minutes

November 11, 2015

CALL TO ORDER: A Regular Meeting of the Borough Council convened in the Borough Hall at 7:30 p.m. with Mayor Stemberger presiding.

FLAG SALUTE AND INVOCATION:

Invocation was given by Mayor Stemberger, followed by the pledge of allegiance. Mayor Stemberger noted that adequate notice of the meeting was provided pursuant to the Open Public Meetings Act.

ROLL CALL:

President Schneider, Councilpersons Davis, Nolan, Richards, Schalick, and Mayor Stemberger answered to the roll call; Councilman Zee was absent. Also present were Solicitor Duffield, Chief Financial Officer Strang, and Police Chief Bryan.

APPROVAL OF MINUTES:

Motion Davis, seconded Nolan to approve minutes from Elmer Borough Council Meeting held on October 14, 2015 and that the reading of the minutes be dispensed with. Motion carried.

Roll Call: Ayes: Schneider, Davis, Nolan, Richards, and Schalick; Nays: None. Motion carried.

OPEN TO THE PUBLIC:

Motion Richards, seconded Davis to open the public portion of the meeting. Motion carried.

CLOSED TO THE PUBLIC:

There being no one present, motion Richards, seconded Nolan to close the public portion of the meeting. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS:

1. Ordinances:

ORDINANCE 2015-15 PUBLIC HEARING BOND ORDINANCE AUTHORIZING AND PROVIDING FOR WATER TOWER IMPROVEMENTS IN THE BOROUGH OF ELMER, COUNTY OF SALEM, NEW JERSEY

The Clerk verified publication in the Elmer Times on October 22 of the notice of the public hearing. Motion Richards, seconded by Davis, to open to the public; motion carried. There being no one present, a motion was made by Richards, seconded by Davis, to close the public session; motion carried. Motion was made by Richards and seconded by Nolan, to adopt Ordinance 2015-15.

Roll Call: Ayes: Schneider, Davis, Nolan, Richards, and Schalick; Nays: None. Motion carried.

ORDINANCE 2015-16 INTRODUCTION AN ORDINANCE AMENDING CHAPTER 25 ENTITLED "LAND DEVELOPMENT REGULATIONS" OF THE CODE OF THE BOROUGH OF ELMER

The Clerk read the above Ordinance by title. Councilman Richards recommended one correction, changing Zoning Officer in Section 5 to Housing Officer. Motion Davis, seconded Nolan, to approve the introduction of Ordinance 2015-16 with the correction.

Roll Call: Ayes: Schneider, Davis, Nolan, Richards, and Schalick; Nays: None. Motion carried.

2. Resolutions:

**BOROUGH OF ELMER
COUNTY OF SALEM**

Resolution 75-15

BUDGET APPROPRIATION TRANSFER RESOLUTION

WHEREAS, it has become necessary to expend for certain purposes specified in the 2015 budget amounts in excess of the respective sums originally appropriated therefore; and

WHEREAS, there is an excess in one of more appropriations over and above the amount deemed necessary to fulfill the purposes of such appropriations; and

WHEREAS, transfers between appropriations are permitted pursuant to **N.J.S.A.** 40A:4-58 when adopted by not less than two-thirds vote of the full membership; and

WHEREAS, the following transfers are in accordance with **N.J.S.A.** 40A:4-45.38;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Elmer, County of Salem and State of New Jersey, that the following transfers are hereby approved:

	Transfer Amounts	
	To	From
Mayor and Council:		
Other Expenses	1,000.00	
Mayor and Council:		
Salaries and Wages		400.00
Land Use Administration:		
Other Expenses		300.00
Tax Collector:		
Salaries and Wages		300.00
Municipal Clerk:		
Other Expenses	8,700.00	
Garbage and Trash Removal:		
Other Expenses		2,500.00
Grantsman:		
Other Expenses		3,300.00
Municipal Clerk:		
Salaries and Wages		200.00
Tax Collector:		
Salaries and Wages		200.00
Recycling:		
Other Expenses		2,500.00
Engineering Services:		
Other Expenses	1,500.00	
Gasoline		1,500.00
Celebration of Public Events:		
Other Expenses	1,500.00	
Gasoline		1,500.00

	Transfer Amounts	
	To	From
Telephone	1,300.00	
Gasoline		1,000.00
Tax Collector:		
Salaries and Wages		300.00
Electricity	3,000.00	
Insurance:		
Liability		1,900.00
Technology:		
Other Expenses		1,100.00
Financial Administration:		
Other Expenses	450.00	
Financial Administration:		
Salaries and Wages		450.00
Defined Contribution Retirement Program	500.00	
Street Lighting		500.00

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER AUTHORIZING
PAYMENT TO CODED SYSTEMS FOR SUPPLEMENTAL CODIFICATION SERVICES**

Number 76-15

WHEREAS, via Resolution No. 64-01, the Borough Council authorized a Contract with Coded Systems regarding codification of the Borough's Code; and

WHEREAS, the Contract was awarded pursuant to N.J.S.A. 40A:4-56 since such services are of a special technical nature; and

WHEREAS, Coded Systems performed supplemental codification services to the Borough's Code during the year 2015; and

WHEREAS, the Borough's CFO has determined and certified that funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(x) permits the award of such Contract and payment thereafter without competitive bidding.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Elmer, County of Salem and State of New Jersey as follows:

- 1) Payment to Coded Systems in the sum of \$4,998.00 pursuant to the Invoice dated August 28, 2015 (attached hereto) is hereby authorized and approved.
- 2) The Contract and payment for supplemental codification services with Coded Systems is approved without competitive bidding in accordance with N.J.S.A. 40A:11-5(1)(x) and/or N.J.S.A. 40A:4-56.
- 3) A notice of the authorization set forth in this Resolution shall be available for public inspection and printed on one (1) occasion in the *South Jersey Times*.

RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, COUNTY OF SALEM, STATE OF NEW JERSEY, AWARDED CONTRACT TO ARAWAK PAVING CO., INC. FOR THE RECONSTRUCTION OF STATE STREET

Number 77-15

WHEREAS, Mayor and Council of the Borough of Elmer have solicited bids for the reconstruction of State Street; and

WHEREAS, bids were received and opened on October 29, 2015 for the project; and

WHEREAS, the project was Bid as a Base Contract and Alternate #1; and

WHEREAS, five (5) bids were received by the Borough's Acting Clerk; and

WHEREAS, the Borough Council has reviewed the recommendations made by the Borough's Engineer on said bids; and

WHEREAS, Arawak Paving Co., Inc. submitted the lowest bids for the Base Contract (\$98,400.00) and Alternate #1 (\$22,600.00); and

WHEREAS, the bids submitted by Arawak Paving Co., Inc. in the total sum of \$121,000.00 (\$98,400.00 Base Bid and \$22,600.00 Alternate #1) is the lowest monetary responsive bid; and

WHEREAS, the Borough's Engineer and Solicitor have determined that the bids are in conformance with the Bid Specifications and Local Public Contracts Law; and recommend the award of the Contract to Arawak Paving Co., Inc.; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer that the Contract for the reconstruction of State Street be and the same is hereby awarded to Arawak Paving Co., Inc., on its total bid of \$121,000.00 (\$98,400.00 Base Bid and \$22,600.00 Alternate #1) subject to approval by the New Jersey Department of Transportation (NJDOT), and the conditions set forth below.

BE IT FURTHER RESOLVED that the Mayor and Acting Clerk of the Borough of Elmer are hereby authorized and directed to execute the Contract for same.

BE IT FURTHER RESOLVED that the certified checks or bid bonds of the successful bidder and next lowest bidder are to be returned upon the receipt of fully executed Contract and other required documents by the lowest bidder, Arawak Paving Co., Inc.

BE IT FURTHER RESOLVED that the Acting Clerk of the Borough of Elmer is hereby authorized and directed to return the certified checks or bid bonds to the remaining unsuccessful bidders.

BE IT FURTHER RESOLVED that the Borough's Chief Financial Officer must certify that sufficient funds are available to award the Contract.

Form SA-22 11/98

Number 78-15

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID
AND ECONOMIC DEVELOPMENT
RECOMMENDATION OF AWARD
STATE AID PROJECT**

BE IT RESOLVED

that Borough of Elmer

hereby recommends to the New Jersey Department of Transportation that the contract for

Reconstruction of State Street
(Name of Project)

in the Borough of Elmer County of Salem
(Name of Municipality)

be awarded to Arawak Paving Co., Inc.

whose bid amounted to \$121,000.00 (base bid - \$98,400.00 ; alternate bid - \$22,600.00)
subject to the approval of the Department.

That the presiding officer of this body be and is hereby directed to sign for and on its behalf the contract in the prescribed form for said construction.

**RESOLUTION OF THE BOROUGH OF ELMER, COUNTY OF SALEM
AUTHORIZING E. C. P. BUSINESS MACHINES CONTRACT**

Number 79-15

BE IT RESOLVED by the Mayor and Borough Council that the Clerk be authorized to enter into an agreement with E.C.P. BUSINESS MACHINES for Borough Clerk’s Computer for one year starting November 06, 2015 and ending November 5, 2016 in the amount of \$153.00. This shall be charged to: Technology: OE in the 2015 Budget.

A motion was made by Davis and seconded by Nolan to adopt Resolutions 75-15 through 79-15.
Roll Call: Ayes: Schneider, Davis, Nolan, Richards, and Schalick; Nays: None. Motion carried.

President Schneider requested that the following resolution be pulled from the agenda list for a separate vote.

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER REQUESTING
AUTHORIZATION FROM THE SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS
TO IMPOSE TIME LIMIT PARKING RESTRICTIONS AT 401 N. MAIN STREET
(BLOCK 2, LOTS 19 AND 20) IN THE BOROUGH OF ELMER**

Number 80-15

WHEREAS, the Council of the Borough of Elmer has determined that time limit parking restrictions are necessary at 401 N. Main Street, Elmer, New Jersey (Block 2, Lots 19 and 20); and

WHEREAS, N. Main Street is also identified as County Route 648; and

WHEREAS, the Salem County Board of Chosen Freeholders maintains authority and jurisdiction over County Route 648; and

WHEREAS, the Mayor and Council of the Borough of Elmer respectfully request approval to impose time limit parking restrictions at 401 N. Main Street (Block 2, Lots 19 and 20) in the Borough of Elmer.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Elmer, County of Salem and State of New Jersey that the Salem County Board of Chosen Freeholders consider and approve

Council's request to impose time limit parking restrictions at 401 N. Main Street (Block 2, Lots 19 and 20) in the Borough of Elmer.

A motion to adopt Resolution 80-15 was made by Davis and seconded by Nolan.

Roll Call: Ayes: Davis, Nolan, Richards, and Schalick; Nays: Schneider. Motion carried.

DISCUSSIONS/MOTIONS:

The following items were discussed by Mayor and Council:

1. Approval for Girl Scout Troop 91057 to use Election Room on 11/23/15, 6:00 pm.
2. Receive and file RFPs for Professional Services.
3. Receive and file bid for Water Services from Garrison Enterprises.

Councilwoman Davis made a motion, seconded by Davis, to approve the above actions. Motion carried.

REPORTS/BILL LIST:

The Tax/Water Collector report was presented for October 2015. Motion Schneider, seconded Davis that the report be received and filed. Motion carried.

The Treasurer's Report for the month of October 2015 was presented. Motion Richards, seconded Davis that the reports be received, filed and spread full upon the minutes. Motion carried.

(Treasurer's Report: See **Pages 65a** in Minute Book)

The following bills were presented: (See **Pages 65b** in Minute Book)

Motion Davis, seconded Nolan that the bills be paid and charged to their respective accounts.

Roll Call: Ayes: Schneider, Davis, Nolan, Richards, and Schalick; Nays: None. Motion carried.

Clerk and Mayor's mail for the month of September was presented and read. Motion Richards, seconded Davis that the correspondence be received and filed. Motion carried.

After a discussion of the about the Water Services bidding process, the Solicitor recommended that the Clerk resubmit the public notice to the South Jersey Times for the Water Services bid. Richards made a motion and Nolan seconded to re-advertise the notice to submit bids for Repairs, Installation of Services, and Repairing Street Damage Due to Roadway Excavation for the Water Department.

Roll Call: Ayes: Schneider, Davis, Nolan, Richards, and Schalick; Nays: None. Motion carried.

COMMITTEE REPORTS:

The following Committee reports and status of ongoing projects were made:

Finance/Celebration Public Events: Santa is scheduled for Friday, 12/4, 7:00 pm.

Streets/Sidewalks/IT: Road salt (50 tons @\$61.50 per ton) was purchased through Salem County Cooperative through Upper Pittsgrove and the Borough Hall phone system will be installed by the end of this month (11/16 Comcast; 11/20 phones).

Public Safety: Schneider provided an update on the status of the Mid Salem County Court judge and asked for a representative for the 11/23 meeting, 6:30 pm, in Woodstown.

Borough Hall/Public Property: Discussed records room and storage of the wreaths; Schalick has Centennial Park sign fixed.

Trash/Parks and Playgrounds: Schneider would like a note from recreation committee added to the Recycling Calendar letter; wreaths are scheduled for installation on 11/22/15 at 1 pm; and Nolan will request Waste Management to collect leaves on 12/10/15.

ADJOURNMENT:

There being no further business, motion Richards, seconded Nolan that the meeting be adjourned. Motion carried.

November 11, 2015

Sarah D. Walker, Acting Borough Clerk