

Borough of Elmer Minutes

April 11, 2018

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 on January 8, 2018 pursuant to the Open Public Meetings Act.

ROLL CALL: Council President Lewis Schneider, Council Members Lynda Davis, Cynthia Nolan, R. Matthew Richards, Steven Schalick, James Zee, and Mayor Joseph Stemberger answered to the roll call. Also present were Solicitor Brian Duffield, Chief Financial Officer Cynthia Strang, and Clerk Sarah Walker.

APPROVAL OF MINUTES: Motion Davis second Zee to approve the minutes from the Regular Council Meeting held on March 14, 2018, and to dispense with the reading of the minutes.

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

PRESENTATION: None.

PUBLIC SESSION: No members of the public were present so no action was taken.

UNFINISHED BUSINESS:

1. Ordinances: None.

2. Resolutions: None.

3. 2018 Budget: The CFO and Council Members discussed the school levy and other municipal budget items.

**RESOLUTION OF THE BOROUGH OF ELMER
INTRODUCTION OF THE 2018 BUDGET**

Number 47-18

(See page 44a in the Minute Book)

Motion Richards second Nolan to approve Resolution 47-18 and set the public hearing for May 9, 2018.

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

NEW BUSINESS:

1. Ordinances: The following Ordinance was read by title:

ORDINANCE 2018-5 BOND ORDINANCE AUTHORIZING STATE STREET RECONSTRUCTION

Motion Davis second by Nolan to approve the introduction of Ordinance 2018-5.

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

2. Resolutions: The following Resolutions were read by title:

**BOROUGH OF ELMER, COUNTY OF SALEM
RESOLUTION FOR PLANNING BOARD ESCROW FUND (Ajdari/Monter)**

Number 49-18

BE IT RESOLVED that the Escrow Fund Deposit made pursuant to Article IV, Section 2.30 of the Land Development Ordinance by applicants Rodmehr Ajdari and Michael Monter for Site Plan review for 500 Front Street (Block 13 Lot 3) in the amount of \$198.75 be distributed and paid as follows:

Amount: \$198.75 To: Fralinger Engineering, PA For: Site Plan Review

EMERGENCY TEMPORARY APPROPRIATIONS RESOLUTION**Number 50-18**

WHEREAS, emergent conditions have arisen with respect to the need to appropriate monies to fund the operations of the Borough of Elmer as the 2018 budget has not yet been adopted and provisions made in the 2018 temporary appropriation resolution adopted January 3, 2018 are not sufficient for the aforesaid purpose and N.J.S. 40A:4-20 provides for the creation of emergency temporary appropriations for the purpose above mentioned; and

WHEREAS, the total emergency temporary resolutions in the year 2018 pursuant to the provisions of Chapter 96, P. L. 1951 (N.J.S. 40A:4-20) including this resolution total \$313,897.00 for the current fund and \$78,200.00 for the water utility fund;

NOW, THEREFORE, BE IT RESOLVED (not less than two-thirds of all members thereof affirmatively concurring) that in accordance with the provisions of N.J.S. 40A:4-20:

1. Emergency temporary appropriations be and the same are hereby made for the following appropriations in the respective amounts listed, totaling \$313,197.00 for the current fund and \$78,200.00 for the water utility fund.

CURRENT FUND

	SALARIES AND WAGES	OTHER EXPENSES	TOTAL
GENERAL GOVERNMENT			
Mayor and Council	\$ 5,500.00	\$ 2,000.00	\$ 7,500.00
Municipal Clerk	3,700.00	3,000.00	6,700.00
Financial Administration	4,800.00	3,000.00	7,800.00
Audit Services		6,500.00	6,500.00
Revenue Administration (Taxes)	3,100.00	1,500.00	4,600.00
Assessment of Taxes	3,100.00	1,000.00	4,100.00
Legal Services		4,000.00	4,000.00
Engineering Services and Costs		500.00	500.00
Technology		2,100.00	2,100.00
Buildings and Grounds	2,400.00	5,000.00	7,400.00
	- 2 -		
	SALARIES AND WAGES	OTHER EXPENSES	TOTAL
LAND USE ADMINISTRATION			
Land Use Board	\$ 1,800.00	\$ 1,800.00	\$ 3,600.00

HOUSING INSPECTION			
Housing Officer	1,700.00	900.00	2,600.00
INSURANCE			
Liability Insurance		12,000.00	12,000.00
Workers' Compensation		6,000.00	6,000.00
Unemployment and Disability		500.00	500.00
PUBLIC SAFETY			
Police Department	62,000.00	10,000.00	72,000.00
Office of Emergency Management	900.00	400.00	1,300.00
Fire Department		15,000.00	15,000.00
Fire Code Inspector	2,100.00	700.00	2,800.00
First Aid Organization		10,000.00	10,000.00
MUNICIPAL COURT			
Municipal Court		10,500.00	10,500.00
PUBLIC WORKS			
Streets and Road Maintenance		9,000.00	9,000.00
Garbage and Trash Removal		31,000.00	31,000.00
Recycling		12,500.00	12,500.00
Recycling Tax		800.00	800.00
HEALTH AND HUMAN SERVICES			
Board of Health	3,000.00	800.00	3,800.00
Animal Control Services	300.00	1,900.00	2,200.00
PARK AND RECREATION			
Parks and Playgrounds		2,200.00	2,200.00
OTHER COMMON OPERATING FUNCTIONS			
Celebration of Public Events		1,200.00	1,200.00
Aid to Public Library		2,000.00	2,000.00
- 3 -			
	SALARIES AND WAGES	OTHER EXPENSES	TOTAL
UTILITY EXPENSES AND BULK PURCHASING			
Natural Gas	\$	\$ 500.00	\$ 500.00

Electricity	7,000.00	7,000.00
Telephone	4,500.00	4,500.00
Street Lighting	7,000.00	7,000.00
Gasoline	3,200.00	3,200.00

**DEFERRED CHARGES AND
STATUTORY EXPENDITURES**

DCRP	800.00	800.00
PERS	25,997.00	25,997.00
Social Security System	6,000.00	6,000.00
GRAND TOTAL - CURRENT FUND		\$ 307,197.00

WATER UTILITY FUND

OPERATING

Salaries and Wages	\$ 20,000.00
Other Expenses	37,000.00
Liability Insurance	5,300.00
PERS	5,500.00
Contribution to Social Security System	1,200.00
Unemployment Compensation Insurance	200.00
Capital Outlay	9,000.00

GRAND TOTAL - WATER UTILITY FUND	\$ 78,200.00
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2. Said emergency temporary appropriations will be provided for in the 2018 budget under the respective appropriation titles listed above.
3. One certified copy of this resolution be filed with the Director of Local Government Services.

**BOROUGH OF ELMER
TEMPORARY CAPITAL BUDGET**

Number 51-18

(See Page 44b in the Minute Book)

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

Number 52-18

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 the Registrar's Brother MFC-8710DW printer for one year effective April 30, 2018 through April 29, 2019 in the amount of \$189.00 to be charged to: Board of Health: OE in the 2018 Budget.

**BOROUGH OF ELMER COUNTY OF SALEM RESOLUTION AUTHORIZING STATE CONTRACT
FOR MORPHOTRAK PRINT LIVE SCAN SYSTEM FOR THE POLICE DEPARTMENT**

Number 55-18

WHEREAS, the Borough of Elmer is required to use the MorphoTrak LLC 10 Print Live Scan System for fingerprinting, mug photo capture, and duplex printer equipment;

WHEREAS, the purchase of goods and services by local contracting units is authorized by the Local Public Contracts Law, **N.J.S.A. 40A:11-12**; and

WHEREAS, MorphoTrak LLC has been awarded New Jersey Contract No. 81520 for the Print Live Scan System;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer as follows:

1. MorphoTrak is hereby awarded a contract in an amount not to exceed \$2,633.69 (quote attached) for the period of December 1, 2017 through November 30, 2018.
2. A Certification of Funds has been received for said contract assuring that there is a sufficient appropriation to award this contract.

Motion Richards second by Zee to adopt Resolutions 49-18 through 52-18 and 55-18.

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

DISCUSSIONS/MOTIONS

1. The Clerk summarized the quotes received for the appraisal of Borough Property (Block 15 Lot 5) and read the following resolution by title:

RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, COUNTY OF SALEM, STATE OF NEW JERSEY AWARDING CONTRACT TO SHARP APPRAISAL SERVICES, LLC FOR FAIR MARKET APPRAISAL OF BLOCK 15, LOT 5

Number 56-18

WHEREAS, the Borough of Elmer is the owner of certain property identified as Block 15, Lot 5; and

WHEREAS, the Borough of Elmer Council has determined that Block 15, Lot 5 is surplus municipal real property and no longer needed for public purpose; and

WHEREAS, the Borough of Elmer Council determines to ascertain the fair market value of Block 15, Lot 5; and

WHEREAS, the Borough Clerk solicited and received four (4) quotes for appraisal services; and

WHEREAS, Eric T. Sharp, Sharp Appraisal Services, LLC, 195 Harmersville Pecks Corner Road, Salem, New Jersey 08079 submitted the lowest quote in the sum of \$800.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council, Borough of Elmer, that the quote by Sharp Appraisal Services, LLC in the sum of \$800.00 for a fair market value appraisal of Block 15, Lot 5 is hereby authorized and approved.

Motion by Richards and second by Zee to approve Resolution 56-18.

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

2. The street opening permit ordinance options were discussed including instituting a \$350 permit fee and a waiver for the Water Department; no action was taken.
3. The quotes for property maintenance for the 2018 season were discussed and the following resolution was read by title:

BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION AWARDING CONTRACT TO EASE DESIGN & LANDSCAPING FOR PROPERTY MAINTENANCE SERVICES

Number 53-18

WHEREAS, the Borough of Elmer is in need of a contractor to provide property maintenance services for vacant and abandoned properties; and

WHEREAS, the Clerk solicited quotes from seven (7) companies performing such services and received two (2) responses:

1. Eaise Design & Landscaping @ \$48 per hour for various services; and
2. The “J” Boys @ \$45 per hour except tree work @\$50

WHEREAS, these quotes were reviewed by Council and a recommendation made that the quote be awarded to Eaise Design & Landscaping;

WHEREAS, the rates for the requested property maintenance services are set forth on the quote dated April 2, 2018, and shall not exceed the Local Public Contracts Law quote threshold in the aggregate sum of \$2,625.00 as set forth in N.J.S.A. 40A:11-3.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Borough of Elmer, County of Salem and State of New Jersey, that the quote dated April 2, 2018 submitted by Eaise Design & Landscaping is hereby authorized and approved; and

BE IT FURTHER RESOLVED that the award of the contract referenced in this Resolution is subject to the vendor providing the following:

- 1) New Jersey Business Registration Certificate; and
- 2) Certificate of Insurance naming the Borough of Elmer, Salem County, New Jersey as "Additional Insured" with minimum general liability insurance limits of \$250,000.00 each occurrence.

Motion by Zee and second by Richards to approve Resolution 53-18.

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

4. The Clerk and Council discussed items for GovDeals and Borough Equipment and the following resolution was read by title:

**BOROUGH OF ELMER, COUNTY OF SALEM
RESOLUTION AUTHORIZING DISPOSAL OF BOROUGH OWNED EQUIPMENT**

Number 46-18

WHEREAS, the Borough of Elmer is the owner of the following equipment that is no longer needed for public use:

Outdated Electronic Equipment

Item #	Dept	Item	S/N
1	Admin-CFO	HP Laser Jet Printer 1536dnfMFP	CNC9CCJCL2

WHEREAS, it is deemed to be in the best interest of the Borough of Elmer to discard such equipment.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer to authorize the disposal of this equipment.

Motion by Richards and second by Nolan to approve Resolution 46-18.

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

No action was taken on Resolution 54-18.

5. Motion Richards second Zee to approve the meeting room use by Christina Destro, Healthcare Quality Strategies, Inc., for Diabetes Self-Management Education in the Election Room 10 am-12 pm, 6 sessions July & August. All were in favor and motion carried.
6. Council members discussed amending the list of properties that receive waivers of water service fees and charges and the following Ordinance was read by title:

ORDINANCE NO. 2018-6
AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER,
SALEM COUNTY, STATE OF NEW JERSEY, AMENDING CHAPTER 14
ENTITLED "WATER" OF THE CODE OF THE BOROUGH OF ELMER

Motion Richards second Zee to approve the introduction of Ordinance 2018-6. All were in favor and motion carried.

REPORTS/BILL LIST:

Motion Zee seconded by Davis to receive and file the Tax/Water Collector reports; all were in favor and motion carried.

Motion Richards seconded by Davis to receive, file and spread full upon the minutes the Treasurer's Report (see **Page 44c**). All were in favor and motion carried.

Motion Davis seconded by Zee, that the bills be paid and charged to their respective accounts (see **Page 44d**).
Roll Call: Ayes: Davis, Nolan, Richards, Schalick, Schneider, Zee; Nays: None. Motion carried.

Motion Richards seconded by Zee that the Clerk and Mayor's mail correspondence be received and filed. All were in favor and motion carried.

COMMITTEE REPORTS:

Finance/Celebration Public Events: Schalick reported that the Opening Day Little League Parade will be April 7 at 10:30 am.

Public Safety: Schneider summarized the police and fire reports and discussed public safety issues.

Streets/Sidewalks/IT: No report.

Borough Hall/Public Property: Schneider updated Council on the roof project.

Water/Street Lights: Zee reported on street lights and retesting of the well.

Trash/Recycling/Parks & Playgrounds: Nolan updated Council on the new Recycle Coach program and the recycling report for 2017.

The Mayor discussed the upcoming visit by the Walk America group to be held in the park on May 23.

ADJOURNMENT: At 10:10 pm, motion Richards second by Zee that the meeting be adjourned. All were in favor and motion carried.

April 11, 2018

Sarah D. Walker, Borough Clerk

Approved: May 9, 2018