

Borough of Elmer Minutes**January 3, 2018**

CALL TO ORDER: A Regular Meeting of the Borough Council convened in the Borough Hall at 7:38 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: 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, Police Chief Patrick Bryan, and Clerk Sarah Walker.

APPROVAL OF MINUTES: Motion Zee second Nolan to approve the minutes from the Regular Council Meeting held on December 13, 2017, and to dispense with the reading of the minutes.

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

PUBLIC SESSION: Motion Zee second Richards to open the public portion of the meeting. All were in favor and the motion carried. There being no one present, motion Richards second Zee to close the public portion of the meeting. All were in favor and motion carried.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Ordinances: The following Ordinances were read by title:

ORDINANCE 2018-1 2018 WATER SERVICE RATE ORDINANCE

Motion Richards second by Zee to approve the introduction of Ordinance 2018-1.

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

ORDINANCE 2018-2 2018 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK

Motion Richards second by Davis to approve the introduction of Ordinance 2018-2.

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 ADOPTING THE 2018 TEMPORARY BUDGET**

Number 18-18

WHEREAS, **N.J.S.** 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2018 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 the beginning of the fiscal year, the beginning of the fiscal year being January 1, 2018; and

WHEREAS, the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of

Current Fund:	\$985,328.00
Water Utility Fund:	\$246,900.00

and

WHEREAS, 26.25 percent of the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2016 budget, is the sum of

Current Fund: \$258,648.60
 Water Utility Fund: \$ 64,811.25

and

WHEREAS, **N.J.S.** 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt service requirements providing such resolution is not made earlier than December 20 of the year preceding the beginning of the fiscal year;

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 her records:

2018 TEMPORARY BUDGET

CURRENT FUND

	<u>SALARIES AND WAGES</u>	<u>OTHER EXPENSES</u>	<u>TOTAL</u>
<u>GENERAL GOVERNMENT</u>			
Mayor and Council	\$ 5,500.00	\$ 2,000.00	\$ 7,500.00
Municipal Clerk	3,700.00	4,000.00	7,700.00
Financial Administration	4,800.00	3,000.00	7,800.00
Audit Services		3,500.00	3,500.00
Revenue Administration (Taxes)	3,100.00	2,200.00	5,300.00
Assessment of Taxes	3,100.00	1,500.00	4,600.00
Legal Services		8,000.00	8,000.00
Engineering Services and Costs		2,000.00	2,000.00
Technology		2,100.00	2,100.00
Buildings and Grounds	2,600.00	5,000.00	7,600.00

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	<u>SALARIES AND WAGES</u>	<u>OTHER EXPENSES</u>	<u>TOTAL</u>
<u>LAND USE ADMINISTRATION</u>			
Land Use Board	\$ 1,400.00	\$ 1,000.00	\$ 2,400.00
<u>HOUSING INSPECTION</u>			
Housing Officer	1,700.00	900.00	2,600.00

INSURANCE			
Liability Insurance		16,600.00	16,600.00
Workers' Compensation		15,000.00	15,000.00
Unemployment and Disability		1,000.00	1,000.00
PUBLIC SAFETY			
Police Department	42,000.00	8,048.00	50,048.00
Office of Emergency Management	800.00	400.00	1,200.00
Fire Department		10,000.00	10,000.00
Fire Code Inspector	2,100.00	700.00	2,800.00
First Aid Organization		4,500.00	4,500.00
MUNICIPAL COURT			
Municipal Court		10,500.00	10,500.00
PUBLIC WORKS			
Streets and Road Maintenance		6,000.00	6,000.00
Garbage and Trash Removal		29,000.00	29,000.00
Recycling		9,500.00	9,500.00
Recycling Tax		800.00	800.00
HEALTH AND HUMAN SERVICES			
Board of Health	2,200.00	700.00	2,900.00
Animal Control Services	300.00	1,100.00	1,400.00
PARK AND RECREATION			
Parks and Playgrounds		3,200.00	3,200.00
OTHER COMMON OPERATING FUNCTIONS			
Celebration of Public Events		1,200.00	1,200.00
Aid to Public Library		1,100.00	1,100.00

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	SALARIES AND WAGES	OTHER EXPENSES	TOTAL
UTILITY EXPENSES AND BULK PURCHASING			
Natural Gas	\$	\$ 4,500.00	\$ 4,500.00
Electricity		7,000.00	7,000.00
Telephone		4,500.00	4,500.00
Street Lighting		5,000.00	5,000.00
Gasoline		3,000.00	3,000.00

DEFERRED CHARGES AND

STATUTORY EXPENDITURES

DCRP	800.00	800.00
Social Security System	6,000.00	<u>6,000.00</u>
GRAND TOTAL - CURRENT FUND		\$ 258,648.00

WATER UTILITY FUND

OPERATING

Salaries and Wages		\$ 15,000.00
Other Expenses		37,000.00
Liability Insurance		2,000.00
Contribution to Social Security System		1,200.00
Unemployment Compensation Insurance		300.00
Capital Outlay		9,311.00
GRAND TOTAL - WATER UTILITY FUND		\$ 64,811.00

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER
AMENDING AND DESIGNATING AUTHORIZED SIGNATORIES FOR
VARIOUS BOROUGH BANK ACCOUNTS**

Number 19-18

WHEREAS, the Borough of Elmer maintains several banking accounts; and

WHEREAS, the Council of the Borough of Elmer has determined that certain amendments are necessary to the designated signatories for the Borough bank accounts; and

WHEREAS, the Borough of Elmer seeks to amend and designate those individuals authorized as signatories for the Borough bank accounts.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Elmer, County of Salem, State of New Jersey, that effective January 3, 2018, the following individuals are hereby designated as authorized signatories for the Borough accounts more specifically identified below:

<u>Account</u>	<u>Account No.</u>	<u>Authorized Signatories</u>
Current - Tax Collector Account	56-3025806	James V. Davis, Cynthia A. Strang
Tax Title Lien Redemption Account	56-3025798	James V. Davis, Cynthia A. Strang
Tax Premium Account	56-3028115	James V. Davis, Cynthia A. Strang
Water Collector Account	56-3000486	James V. Davis, Cynthia A. Strang

BE IT FURTHER RESOLVED, that any individual previously authorized, but not specifically identified in this Resolution, shall be deleted as an authorized signatory on said account.

RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, COUNTY OF SALEM, STATE OF NEW JERSEY, AWARDED CONTRACT TO GARRISON ENTERPRISES, INC. FOR EMERGENCY ROAD REPAIR AND RELATED SERVICES

Number 20-18

WHEREAS, Mayor and Council of the Borough of Elmer have solicited bids for emergency road repair and related services due to roadway excavation for the Elmer Water Department; and

WHEREAS, bids were received and opened on November 21, 2017 for the project; and

WHEREAS, one (1) bid was received by the Borough's Clerk from Garrison Enterprises, Inc., of 211 West Elmer Road, Vineland, New Jersey 08360; and

WHEREAS, the Borough's Solicitor has determined that the bid is in conformance with the Bid Specifications and Local Public Contracts Law; and recommends the award of the Contract to Garrison Enterprises, Inc. pursuant to the schedule of time and material fees/expenses attached to said bid.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer that the Contract for emergency road repair and related services due to roadway excavation for the Elmer Water Department be and the same is hereby awarded to Garrison Enterprises, Inc. pursuant to the schedule of time and material fees/expenses subject to the conditions set forth below.

BE IT FURTHER RESOLVED that the Mayor and 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 are to be returned upon the receipt of fully executed Contract and other required documents from Garrison Enterprises, Inc.

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

RESOLUTION OF THE BOROUGH OF ELMER, COUNTY OF SALEM, AUTHORIZING SOLID WASTE DISPOSAL AGREEMENT WITH THE SALEM COUNTY IMPROVEMENT AUTHORITY

Number 21-18

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer that the Mayor and Clerk be authorized to enter into an agreement for solid waste disposal with the Salem County Improvement Authority for one year beginning January 1, 2018 and ending December 31, 2018.

BE IT FURTHER RESOLVED that payment for the above mentioned service be charged to Trash and Garbage: Other Expenses in the 2018 Municipal Budget.

**BOROUGH OF ELMER, COUNTY OF SALEM
2018 ELEVATOR CONTRACT**

Number 22-18

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer, County of Salem and State of New Jersey that the Mayor be authorized to sign the agreement with Ace Elevator LLC, 555 Washington Terrace, Audubon, NJ 08106 for elevator maintenance services for the year 2018 at a cost of \$95.00 per month as per the agreement dated November 27, 2017.

BE IT FURTHER RESOLVED that this should be charged to Public Buildings and Grounds: OE in the 2018 Budget.

BOROUGH OF ELMER, COUNTY OF SALEM

RESOLUTION AUTHORIZING MUNIDEX, INC. CONTRACT**Number 23-18**

BE IT RESOLVED by the Mayor and Borough Council that the Clerk be authorized to enter into an agreement with Muidex, Inc. for Software Support for the year 2018 in the amount of \$620. This shall be charged to Board of Health: OE in the 2018 Budget.

**BOROUGH OF ELMER, COUNTY OF SALEM
RESOLUTION AUTHORIZING 2018 MUNICIPAL SOFTWARE CONTRACT**

Number 24-18

BE IT RESOLVED by the Mayor and Borough Council that the Clerk be authorized to enter into an agreement with Municipal Software Inc. for annual support for the year 2018 in the amount of \$6,480.00. This shall be charged to Tax Collection: OE, Animals: OE, Technology: OE, and Water Operating: OE in the 2018 Budget.

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER
TO AUTHORIZE CANCELLATION OF THE DELINQUENT TAX BILL FOR BLOCK 1 LOT 4 QFARM**
Number 25-18

WHEREAS, a delinquent tax bill was prepared for Block 1, Lot 4 QFARM, 645 N. Main St., for taxes billed in error in the total amount of \$9.75 due from August 2017 and November 2017, and the total amount of \$9.37 due from February 2018 and May 2018; and

WHEREAS, the property was sold December 14, 2016 and the deed recorded on January 6, 2017; and

WHEREAS the Elmer Borough Tax Assessor merged Block 1 Lot 4 QFARM as an additional lot within Block 1, Lot 1, and therefore Block 1 Lot 4 QFARM no longer exists as a separate parcel;

WHEREAS, the Council of the Borough of Elmer has a desire to cancel the bill in the amount of \$19.12 since it was produced in error;

NOW, THEREFORE, BE IT RESOLVED, that the Tax Collector is hereby authorized and directed to cancel the delinquent tax bill for the above referenced property in the amount of \$19.12.

**BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION
AUTHORIZING MAYOR AND CLERK TO SIGN CONTRACT FOR THE SALEM COUNTY
CULTURAL & HERITAGE COMMISSION 2018 ARTS GRANT PROGRAM**

Number 26-18

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer, County of Salem and State of New Jersey that the Mayor and Borough Clerk be authorized to sign the contract to receive \$5,000 from the Salem County Cultural & Heritage Commission for the 2018 Arts Grant Program award for the creation and installation of a tile/glass mosaic at the Veterans Memorial Park monument.

**BOROUGH OF ELMER COUNTY OF SALEM RESOLUTION
APPOINTING FUND COMMISSIONER FOR THE STATEWIDE INSURANCE FUND**

Number 27-18

WHEREAS, The Borough of Elmer (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Elmer that Joseph P. Stemberger, Mayor, is hereby appointed as the Fund Commissioner for the Local Unit for the Fund Year 2018; and

BE IT FURTHER RESOLVED that the F. John Gasparon is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the Fund Year 2018; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

**BOROUGH OF ELMER COUNTY OF SALEM
RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT**

Number 28-18

WHEREAS, The Borough of Elmer (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Salem and State of New Jersey, as follows:

1. The Borough of Elmer hereby appoints the Sloan Insurance Agency as its Risk Management Consultant.
2. The Mayor and Clerk and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2018 in the form attached hereto.

Motion Richards second by Zee to adopt Resolutions 18-18 through 28-18.

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

DISCUSSIONS/MOTIONS:

1. President Schneider and Solicitor Duffield explained the situation of the employment status of Police Officer Timothy Woods.

Motion Davis and a second by Nolan to approve the resignation of Patrolman Timothy Woods effective December 16, 2017. All were in favor and motion carried.

The Clerk read the following resolution by title:

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER
TO APPOINT TIMOTHY B. WOODS DETECTIVE SERGEANT**

Number 29-18

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer, County of Salem, that Timothy B. Woods be appointed Detective Sergeant for the Borough of Elmer Police Department effective January 1, 2018 and ending December 31, 2018; and

BE IT FURTHER RESOLVED that Timothy Woods be paid at the rate of \$18.65 per hour pending adoption of the 2018 Salary Ordinance, to be charged to Police Department: Salary and Wages in the 2018 Budget.

Motion Richards second by Nolan to adopt Resolution 29-18.

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

2. The Clerk summarized the results of the free energy audit done through the Clean Energy Direct Install Program. Council members recommended review of the contractor's service agreement by the Solicitor for the next meeting.
3. Richards mentioned ideas for other energy projects including solar for the Borough Hall, ballpark, and street lights that he would like to pursue in 2018.

REPORTS/BILL LIST:

The Tax/Water Collector report was not received this month.

Motion Richards second Zee to receive, file and spread full upon the minutes the Treasurer's Report (Page 19a). All were in favor and motion carried.

Motion Davis second Zee, that the bills be paid and charged to their respective accounts (see Page 19b).

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

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

Mayor Stemberger updated Council members on the status of the animal shelter services.

COMMITTEE REPORTS:

Finance/Celebration Public Events: No report.

Public Safety: No report. CFO Strang mentioned the possibility of the Borough having to contribute to the Police & Fireman's Retirement System (PFRS) for one of the policeman.

Streets/Sidewalks/IT: Richards confirmed that the Hitchner/Union resurfacing project has been completed.

Borough Hall/Public Property: No report.

Water/Street Lights: Zee reported on the status of the leaks at the water tower and the emergency repairs.

Trash/Recycling/Parks & Playgrounds: Nolan reported on the recycling calendars and trash pickup issue.

Members also discussed the 125th anniversary and recommended advertising committee on the Borough Facebook page and possibly coordinating with the grand opening of the Catholic Church with the Greater Elmer Area Historical Society.

Ongoing projects include Green Acres Park, Sidewalks, Borough Hall Roof, Records Room; additional projects added this month include the 125th anniversary celebration and solar.

ADJOURNMENT: At 9:10 pm motion Richards and second by Schneider that the meeting be adjourned. All were in favor and motion carried.

January 3, 2018

Sarah D. Walker, Borough Clerk

Approved: February 14, 2018