

Borough of Elmer Minutes**April 14, 2021**

CALL TO ORDER: A Regular Meeting of the Council of the Borough of Elmer convened by Zoom videoconference at 7:33 p.m. with Mayor Joseph Stemberger presiding.

FLAG SALUTE AND INVOCATION: The pledge of allegiance was given by Mayor Stemberger followed by the invocation. Mayor Stemberger noted that adequate notice of the meeting was provided on April 7, 2021 pursuant to the Open Public Meetings Act.

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

APPROVAL OF MINUTES: Motion Zee second Davis to approve the minutes from the Regular Council Meeting held on March 10, 2021, and to dispense with the reading of the minutes.

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

PUBLIC SESSION: Motion Davis second Nolan to open the public portion of the meeting. All were in favor and the motion carried.

Tom Mellon and Marghi Insignares, Lost Elephant Brewing Company, provided an overview and answered questions about their business plans for 20 N. Main St. for a yoga studio and nanobrewery. They requested that the Council consider amending the code of the Borough of Elmer to allow a Limited Brewery License for the production and sale of craft beer.

Council President Lewis Schneider entered the videoconference at 7:54 pm.

No action was taken. Council members will revisit the request at the May meeting.

There being no other public comments, motion Zee second Nolan to close the public portion of the meeting. All were in favor and motion carried.

The agenda order was changed to accommodate the presence of the ADA project professionals to discuss the status of the project. Michael Brown, CES, Mark Blauer, Blauer Associates, and Elisabeth Kahn, Becica Associates entered the meeting between 8:00 and 8:15 pm.

NEW BUSINESS

2. **ADA Project - Bid Results & Rebid Options:** The following resolution was read by title:

RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, COUNTY OF SALEM, STATE OF NEW JERSEY, REJECTING ALL BIDS FOR THE BARRIER FREE ALTERATIONS AT ELMER BOROUGH HALL AND AUTHORIZING RE-ADVERTISEMENT OF SOLICITATION OF BIDS

Number 41-21

WHEREAS, bids were advertised to be received and opened on April 7, 2021, for the Borough's barrier free alterations at the Borough Hall; and

WHEREAS, one (1) bid was received by the Borough Clerk as follows:

Bidder	Base Bid	Total Bid Amount
J.H. Williams Enterprises 231 Haines Drive, Moorestown, NJ 08057	\$640,000.00	\$721,800.00

WHEREAS, J.H. Williams Enterprises' base bid in the sum of \$640,000.00 and total bid in the sum of \$721,800.00 for the barrier free alterations at Borough Hall exceeds the Borough Engineer's estimate and exceeds the Borough's appropriation for the project.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Elmer, Salem County, New Jersey, that the bid received from J.H. Williams Enterprises be and is hereby rejected as it exceeds the Borough's Engineer's estimate and the Borough's appropriation for the project.

BE IT FURTHER RESOLVED, that any deposit and bid bond be returned to the bidder.

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby authorized to re-advertise for the solicitation of bids for the barrier free alterations to the Elmer Borough Hall.

Motion Zee second Davis to adopt Resolution 41-21.

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

ADA Project consultants Elisabeth Kahn, architect, Michael Brown, engineer, and Mark Blauer, grant administrator, updated Council members on the bid results and rebid options. Ms. Kahn will provide a list of alternates for the Borough Council to prioritize for the next bid and will submit a proposal for extra costs for rebidding the project. No further action was taken.

Since the grant administrator Blauer and engineer Brown were still in attendance, their advice was solicited on the following projects:

Second, Third, Oak Street Reconstruction: Brown is finalizing the bid packet for this project.

DISCUSSIONS/MOTIONS

3. DCA Local Recreation Improvement Grant: Blauer noted that the competition and funds available for these grants would likely mean low odds for the Borough to receive a grant for the Green Acres park. No action was taken.

Council Member Davis left the videoconference at 9:25 pm.

1. Fire Truck Grant: Blauer answered questions about the federal AFG grants for a new fire truck and noted that the grants were highly competitive with a typical rate of 13% success for new fire trucks. No action was taken.

The professionals left the meeting and the agenda order resumed.

UNFINISHED BUSINESS:

1. Ordinances – The following Ordinances were ready by title:

ORDINANCE 2021-3 2021 SALARY ORDINANCE

Motion Zee second Nolan to open the public hearing for Ordinance 2021-3. All were in favor and motion carried.

There being no comment, motion Foster second Zee to close the public hearing. All were in favor and motion carried. Motion Zee second Nolan to adopt Ordinance 2021-3.

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

Council Member Davis re-entered the videoconference at 9:35 pm.

ORDINANCE 2021-4 AN ORDINANCE BY THE BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY PROHIBITING THE OPERATION OF ANY CLASS OF CANNABIS BUSINESSES WITHIN ITS GEOGRAPHICAL BOUNDARIES AND AMENDING CHAPTER 25 ENTITLED "LAND DEVELOPMENT REGULATIONS" OF THE CODE OF THE BOROUGH OF ELMER

Motion Zee second Foster to open the public hearing for Ordinance 2021-4. All were in favor and motion carried.

There being no comment, motion Nolan second Foster to close the public hearing. All were in favor and motion carried. Motion Nolan second Davis to adopt Ordinance 2021-4.

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

NEW BUSINESS (continued from p. 31)

1. Resolutions: the following resolutions were read by title:

**BOROUGH OF ELMER
COUNTY OF SALEM
EMERGENCY TEMPORARY APPROPRIATIONS RESOLUTION**

Number 38-21

WHEREAS, emergent conditions have arisen with respect to the need to appropriate monies to fund the operations of the Borough of Elmer as the 2021 budget has not yet been adopted and provisions made in the 2021 temporary appropriation resolution adopted January 6, 2021 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 2021 pursuant to the provisions of Chapter 96, P. L. 1951 (N.J.S. 40A:4-20) including this resolution total \$413,424.00 for the current fund and \$123,450.00 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 \$413,424.00 for the current fund and \$123,450.00 for the water utility fund.

CURRENT FUND

GENERAL GOVERNMENT	SALARIES AND WAGES	OTHER EXPENSES	TOTAL
Mayor and Council	\$ 11,971.00	\$ 2,000.00	\$ 13,971.00
Municipal Clerk	5,400.00	4,000.00	9,400.00
Financial Administration	10,977.00	4,000.00	14,977.00
Audit Services		8,500.00	8,500.00
Revenue Administration (Taxes)	6,270.00	2,000.00	8,270.00
Assessment of Taxes	4,765.00	1,000.00	5,765.00
Legal Services		6,500.00	6,500.00
Engineering Services and Costs		3,000.00	3,000.00
Veterans Memorial		2,000.00	2,000.00
Technology		5,000.00	5,000.00
Buildings and Grounds	3,500.00	10,000.00	13,500.00

- 2 -

	SALARIES AND WAGES	OTHER EXPENSES	TOTAL
LAND USE ADMINISTRATION			
Land Use Board	\$ 3,500.00	\$ 2,000.00	\$ 5,500.00
HOUSING INSPECTION			
Housing Officer	5,000.00	1,000.00	6,000.00
INSURANCE			
Liability Insurance		9,200.00	9,200.00
Workers' Compensation		6,000.00	6,000.00
Unemployment and Disability		1,000.00	1,000.00
PUBLIC SAFETY			
Police Department	60,000.00	15,000.00	75,000.00
Office of Emergency Management	1,300.00	500.00	1,800.00
Fire Department		18,000.00	18,000.00
Fire Code Inspector	4,000.00	900.00	4,900.00
First Aid Organization		6,000.00	6,000.00
MUNICIPAL COURT			
Municipal Court		15,000.00	15,000.00
PUBLIC WORKS			
Streets and Road Maintenance		6,000.00	6,000.00
Garbage and Trash Removal		57,000.00	57,000.00
Recycling		15,000.00	15,000.00
Recycling Tax		1,000.00	1,000.00
HEALTH AND HUMAN SERVICES			
Board of Health	4,500.00	500.00	5,000.00
Animal Control Services	500.00	2,300.00	2,800.00
PARK AND RECREATION			
Parks and Playgrounds		6,500.00	6,500.00
OTHER COMMON OPERATING FUNCTIONS			
Celebration of Public Events		1,200.00	1,200.00
Aid to Public Library		2,500.00	2,500.00

- 3 -

	<u>SALARIES AND WAGES</u>	<u>OTHER EXPENSES</u>	<u>TOTAL</u>
<u>UTILITY EXPENSES AND BULK PURCHASING</u>			
Natural Gas	\$	\$ 3,400.00	\$ 3,400.00
Electricity		10,000.00	10,000.00
Telephone		6,500.00	6,500.00
Street Lighting		12,000.00	12,000.00
Gasoline		3,500.00	3,500.00
<u>DEFERRED CHARGES AND STATUTORY EXPENDITURES</u>			
DCRP		1,000.00	1,000.00
PERS		16,505.00	16,505.00
PFRS		14,236.00	14,236.00
Social Security System		10,000.00	10,000.00
GRAND TOTAL - CURRENT FUND			\$ 413,424.00
<u>WATER UTILITY FUND</u>			
<u>OPERATING</u>			
Salaries and Wages			\$ 20,000.00
Other Expenses			75,000.00
Liability Insurance			300.00
PERS			4,500.00
Contribution to Social Security System			1,500.00
Unemployment Compensation Insurance			150.00
Capital Outlay			22,000.00
GRAND TOTAL - WATER UTILITY FUND			\$ 123,450.00

2. Said emergency temporary appropriations will be provided for in the 2021 budget under the respective appropriation titles listed above.
3. One certified copy of this resolution be filed with the Director of Local Government Services.

**RESOLUTION OF THE BOROUGH OF ELMER, COUNTY OF SALEM
AUTHORIZING LAND USE BOARD ESCROW FUND PAYMENTS (Cambre, Frio, Stephens)
Number 39-21**

BE IT RESOLVED that the Escrow Fund Deposit made pursuant to Article IV, Section 2.30 of the Land Development Ordinance by applicant Cambre Investments LLC for Minor Subdivision – Lot Line Adjustment

review for 111 S. Main St (Block 27 Lots 1, 2) and 115 S. Main St. (Block 30 Lot 3) in the amount of \$937.50 be distributed and paid as follows:

Amount: \$937.50 To: Jefferis Engineering For: Minor Subdivision Review

BE IT FURTHER RESOLVED that the Escrow Fund Deposit made pursuant to Article IV, Section 2.30 of the Land Development Ordinance by applicant William and Shelly Frio for Bulk Variance review for 419 Broad St (Block 21 Lots 49 & 50.02) in the amount of \$562.50 be distributed and paid as follows:

Amount: \$562.50 To: Jefferis Engineering For: Bulk Variance Review

BE IT FURTHER RESOLVED that the Escrow Fund Deposit made pursuant to Article IV, Section 2.30 of the Land Development Ordinance by applicant William B. Stephens for Use Variance review for 116 Park Avenue (Block 29 Lot 33) in the amount of \$562.50 be distributed and paid as follows:

Amount: \$562.50 To: Jefferis Engineering For: Use Variance Review

**BOROUGH OF ELMER, COUNTY OF SALEM
RESOLUTION TO APPOINT PAMELA GRENIER LAND USE BOARD ALTERNATE #2
Number 40-21**

WHEREAS there exists a vacancy on the Elmer Land Use Board for a Class IV Alternate No. 2 member; and

WHEREAS the Mayor recommended Pamela Grenier, 17 S. Main St., to fill the unexpired term of the Class IV Alternate No. 2 member of the Elmer Land Use Board; and

WHEREAS the Elmer Land Use Board approved the appointment of Pamela Grenier at a meeting on April 1, 2021;

NOW THEREFORE BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer that Pamela Grenier be named a Class IV Alternate No. 2 member of the Elmer Land Use Board to complete an unexpired two-year term ending December 31, 2021.

Motion Zee second Foster to adopt Resolutions 38-21 to 40-21.

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

DISCUSSIONS/MOTIONS (continued from p. 32)

2. AARP Grant: Mayor Stemberger explained the grant that was due today, 4/14, for benches for the Green Acres Park.

Motion Davis second Nolan to approve matching funds of \$3,047 for the AARP grant. All were in favor and motion granted.

3. Election Ballot Box: The Clerk explained the conditions for having a ballot box located at the Borough Hall, and noted that a letter requesting the purchase and installation of the ballot box would need to be sent to the Salem County Election Board.

Motion Schneider second Schalick to send a letter to the County requesting a ballot box as long as all fees for the installation and security were paid [by the County].

Roll Call: Ayes: Schneider, Schalick, Nolan; Nays: Davis, Foster, Zee, Stemberger. Motion failed.

Solicitor Duffield left the videoconference at 9:55 pm.

NEW BUSINESS

3. 2021 Budget: The budget notice was read by the CFO:

**RESOLUTION OF THE BOROUGH OF ELMER
INTRODUCTION OF THE 2021 BUDGET**

Number 42-21

(See page 38c in the Minute Book for the Introduced Budget)

Motion Zee second Foster to approve Resolution 42-21 and to set the public hearing for May 12, 2021.

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

REPORTS/BILL LIST:

Motion Foster second Davis to receive and file the Tax/Water Collector's report and to receive, file and spread full upon the minutes the Treasurer's report (**see Page 38a**); all were in favor and motion carried.

Motion Davis second Foster to pay all duly authorized bills and charge them to their respective accounts (**see Page 38b**).

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

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

COMMITTEE REPORTS:

Finance/Celebration Public Events: Schalick discussed the budget implications for the new hospital tax, the Memorial Day parade cancellation, and opening ceremonies for the Elmer Little League to be held at the ballpark. President Schneider will look into organizing a Fourth of July parade since Woodstown's has been cancelled.

Public Safety: Schneider updated Council on the new hospital tax. No action was taken.

Streets/Sidewalks: Foster mentioned that the storm water report will be submitted by the end of the month.

Borough Hall/Public Property: Foster noted that electrical upgrades had been made, and members discussed purchases that may be eligible for future Covid relief funds. No action was taken.

Water/Street Lights/IT: Zee discussed street light outages and provided an update on the remediation project, which should be finalized soon. The Clerk mentioned that a new web site is being developed by Dawn Williams if anyone is interested in reviewing it. No action was taken.

Trash/Recycling/Parks & Playgrounds: Nolan discussed Household Hazardous Waste Day and branch pickup next Thursday, April 20th, and Sustainable Jersey. The following resolution was read by title by Council Member Nolan:

**RESOLUTION OF THE BOROUGH OF ELMER, COUNTY OF SALEM
ESTABLISHING A GREEN TEAM PURSUANT TO SUSTAINABLE NEW JERSEY**

Number 43-21

WHEREAS, the Council of the Borough of Elmer strives to save tax dollars, assure clean air and water, improve working and living conditions, and build an economy that is sustainable economically, environmentally, and socially; and

WHEREAS, the Council wishes to build a model of government which benefits its residents with green community initiatives which are environmentally, and economically sound, easy to replicate, and affordable to implement; and

WHEREAS, in an attempt to focus on green issues, the Borough Council of Elmer wishes to establish a Green Team;

NOW THEREFORE BE IT FINALLY RESOLVED by the Council of Borough of Elmer as follows:

Section 1. Establishment

A group of citizens dedicated to the sustainability of the community and known as the Green Team, is hereby established.

Section 2. Purpose

a. To facilitate the completion of the requirements for Sustainable Jersey

- b. To educate and encourage all Elmer employees, residents, and businesses to participate in green initiatives.
- c. To work with neighboring communities to ensure best practices.

Section 3. Membership

- a. The team will consist of no less than 5 or no more than 15 members and will include at least two members of the Borough of Elmer Council, two local business owners as well as citizen volunteers.
- b. Members shall be persons who reside in or who are employed by the Borough of Elmer.

Motion Zee second Foster to approve Resolution 43-21.

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

ONGOING PROJECTS: No additional reports provided.

ADJOURNMENT: At 10:52 pm, motion Davis second Foster that the meeting be adjourned. All were in favor and motion carried.

April 14, 2021

Sarah D. Walker, Borough Clerk

Approved: May 12, 2021