

Borough of Elmer Minutes**June 8, 2016**

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, Council Members Davis, Nolan, Richards, Schalick, Zee, and Mayor Stemberger answered to the roll call. Absent: None. Also present were Solicitor Duffield and Chief Financial Officer Strang.

APPROVAL OF MINUTES: Motion Davis, second Zee to approve the minutes from the Elmer Borough Council Meeting held on May 11, 2016, and to dispense with the reading of the minutes.

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

Motion Zee, second Nolan to approve the minutes from the Executive Closed Session Meeting of May 11, 2016 and to dispense with the reading of the minutes.

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

Motion Davis, second Richards to approve minutes from the Executive Closed Session Meeting of October 14, 2015 and to dispense with the reading of the minutes.

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

OPEN TO THE PUBLIC: Motion Davis, second Zee to open the public portion of the meeting. Motion carried. Appel Farm Executive Director Cori Solomon and Director of External Relations Heather Yelle discussed past history and outlined the current mission and their desire to partner with the town of Elmer. President Schneider mentioned ideas for the Veterans Park and the Mayor suggested a partnership with the library. Yelle suggested that the next step is to form a committee to brainstorm ideas with the focus on ideas for the Veterans Park.

CLOSED TO THE PUBLIC: Motion Zee, second Nolan to close the public portion of the meeting. Motion carried.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. **Ordinances:** None
2. **Resolutions:** The following Resolutions were read by the Clerk by title only.

**BOROUGH OF ELMER, COUNTY OF SALEM
RESOLUTION FOR PLANNING BOARD ESCROW FUND (Salah)**

Number 48-16

BE IT RESOLVED that the Escrow Fund Deposit made pursuant to Article IV, Section 2.30 of the Land Development Ordinance by applicant Dr. Hassan Salah for Site Plan Review in the amount of \$1,849.75 be distributed and paid as follows:

Amount: \$1,849.75

To: Fralinger Engineering PA

For: Site Plan Review

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

Number 49-16

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

Discard List of Outdated and/or Non-Working Electronic Equipment

Item #	Dept	Item	S/N
1	Clerk	Sunbeam hot water heater	170
2	Clerk	Choice Pager	1085716
3	Clerk	Radio Shack Phone	20403699
4	Clerk	Black & Decker coffee pot	228E
5	Clerk	Nextel Motorola Cell phone	831NCEOHIP
6	Clerk	Visioneer Electronic Scanner	85-0020-200
7	Clerk	Avision PC Port for printer	AV1009
8	Clerk	Fire Box Telephone	FB-911
9	Clerk	Panasonic desk lamp	FS-586E
10	Clerk	Professional Write File (4 Disk and Manual)	
11	Clerk	Avaya Desk Phone	
12	Clerk	NEC Power Mate SX16i computer	1X05361UB
13	Clerk	NEC Monitor	1ZN28148F
14	Election Room	Avaya Desk Phone	
15	Tax Assessor	Dell Keyboard with mouse	CNOW7658-37172-598-0TE8
16	Tax Assessor	Harman/Kardon Speakers (2 Pair)	DP/N023320V
17	Tax Assessor	Dell Tower	X11-45371
18	Tax Assessor	Laserline CD Holder	
19	Tax Assessor	Avaya Desk Phone	
20	Tax Collector	Avaya Desk Phone	
21	Zoning Officer	Avaya Desk Phone	

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.

**BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION
REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION
(N.J.S.A. 40A:4-87)**

Number 50-16

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for an equal amount:

SECTION 1

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Elmer, in the County of Salem, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2016 in the sum of \$4,000.00, which item is now available as a revenue from the State of New Jersey, Solid Waste Administration FY2016 Clean Communities Grant pursuant to the provisions of statute, and

SECTION II

BE IT FURTHER RESOLVED that a like sum of \$4,000.00 is hereby appropriated under the caption of "Public and Private Programs Offset by Revenues", State of New Jersey, Solid Waste FY2016 Clean Communities Grant; and

BE IT FURTHER RESOLVED that the above is a result of a State grant of \$4,000.00 from the State of New Jersey, Solid Waste Administration FY2016 Clean Communities Grant.

RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, COUNTY OF SALEM, STATE OF NEW JERSEY REJECTING ALL BIDS FOR THE BOROUGH HALL ROOF REPLACEMENT PROJECT

Number 51-16

WHEREAS, the Mayor and Council authorized advertising and receipt of bids for the replacement of the Borough Hall roof; and

WHEREAS, on May 17, 2016 at 2:00 p.m., bids were received and publicly opened; and

WHEREAS, the following four contractors submitted bids:

<u>Bidder</u>	<u>Bid Amount</u>
Gen II Contracting Co, Inc., Clarksburg, NJ	\$48,630.00
Padovani Construction, Neshanic Station, NJ	\$79,300.00
Winchester Roofing, Gibbsboro, NJ	\$89,750.00
Dezigns Construction Inc., Williamstown, NJ	\$124,900.00

and,

WHEREAS, the total appropriation for the project was \$30,000 and

WHEREAS, the Mayor and Borough Council have determined to reject the bids for the following reasons:

1. The lowest bid substantially exceeds the cost estimates for the proposed replacement of the Borough Hall roof; and

2. The lowest bid substantially exceeds the Borough's appropriation for the replacement of the Borough Hall roof; and

WHEREAS, the Local Public Contracts Law, specifically N.J.S.A. 40A:11-13.2, authorizes a municipality to reject all bids for the above-stated reasons.

**BOROUGH OF ELMER, COUNTY OF SALEM
2015 AUDIT RESOLUTION**

Number 52-16

WHEREAS, **N.J.S.A.** 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, The Annual Report of Audit for the year 2015 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of **N.J.S.A.** 40A:5-6, and a copy has been received by each member of the governing body, and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New

Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled :

**General Comments
Recommendations**

and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

**General Comments
Recommendations**

as evidenced by the group affidavit form of the governing body attached hereto, and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5, and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Borough of Elmer, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of the resolution and the required affidavit to said Board to show evidence of said compliance.

**BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION
AUTHORIZING MAYOR AND BOROUGH CLERK TO SIGN CONTRACT FOR
MUNICIPAL ALLIANCE GRANT FOR JULY 1, 2016 THROUGH JUNE 30, 2017 (FY 2017)**

Number 53-16

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 for Municipal Alliance Program through the Salem County Department of Health and Human Services for July 1, 2016 through June 30, 2017 (FY 2017).

**BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION
AUTHORIZING MAYOR AND BOROUGH CLERK TO SIGN CONTRACT FOR
THE NEW JERSEY PREVENTION NETWORK GET ACTIVE GRANT**

Number 54-16

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 with the New Jersey Department of Health's "Funds for Physical Activity Promotion and Chronic Disease Prevention and Control in Communities" grant through the New Jersey Prevention Network Get Active Program.

Motion Richards, second Davis to approve Resolution 48-16 to 54--16. Motion carried.

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

DISCUSSIONS/MOTIONS: The following items were discussed by Mayor and Council:

1. Councilman Zee updated Council on the status of the Water Town project and engineer's recommendation to suspend the bid opening until the request for the eligibility for a Water and Waste Disposal Loans and Grants is finalized by the USDA Rural Development program.

2. Mayor Stemberger discussed the need for administrative support for Housing and Property Maintenance, and updated Council on his meeting with Third District Legislators office.

3. Mayor Stemberger mentioned the \$7,500 donation of work done by the Upper Pittsgrove Public Works Department at the Ball Park and said that he would write a thank you letter to the Township Committee.

4. Various problems with recycling/trash service were discussed; Clerk mentioned that the Trash Contract specifications need to be finalized soon. Schneider mentioned concern regarding Solicitor bill that the Solicitor explained.

REPORTS/BILL LIST:

The Tax/Water Collector report was presented for May 2016. Motion Davis second Zee that the reports be received and filed; motion carried.

The Treasurer's Report for the month of May 2016 was presented (**Page 42a** in Minute Book). Motion Richards, second Davis that the report be received, filed and spread full upon the minutes. Motion carried.

The May 2016 bill list was presented (see **Page 42b** in Minute Book). Motion Davis, second Zee, that the bills be paid and charged to their respective accounts.

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

The Clerk and Mayor's mail for the month of May was presented and read. Motion Davis second Nolan that the correspondence be received and filed. Motion carried.

COMMITTEE REPORTS: Committee reports were made at this time:

Finance/Celebration Public Events: No report.

Public Safety: Schneider mentioned that the Mid Salem Court will be moving to Pilesgrove while Woodstown does building renovations.

Streets/Sidewalks/IT: Richards stated that there is remaining grant money from the State Street Reconstruction project that will be used for more street improvements.

Borough Hall/Public Property: Schneider noted that he is working on a plan for the roof replacement.

Water/Street Lights: No report.

Trash/Recycling/Parks & Playgrounds: No report.

ADJOURNMENT: Motion Richards, second Nolan that the meeting be adjourned. Motion carried.

June 8, 2016

Sarah D. Walker, Acting Borough Clerk