

Borough of Elmer Minutes**July 10, 2019**

CALL TO ORDER: A Regular Meeting of the Borough Council convened in the Borough Hall at 7:30 p.m. with Mayor Joseph 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 7, 2019 pursuant to the Open Public Meetings Act.

ROLL CALL: Council President Lewis Schneider, Council Members Lynda Davis, Bruce Foster, James Zee, and Mayor Joseph Stemberger answered to the roll call. Absent were Cynthia Nolan and Steven Schalick. Also present was 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 Meetings held on June 12, 2019, and to dispense with the reading of the minutes.

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

PUBLIC SESSION: Motion Davis second Zee to open the public portion of the meeting. All were in favor and the motion carried. Bob Richards, Assistant Water Superintendent, updated Council on fire hydrant replacement. The Mayor commended Richards for his help getting the flag poles painted. There being no other public comment, motion Davis second Foster to close the public portion of the meeting. All were in favor and motion carried.

UNFINISHED BUSINESS

1. **Ordinances:** The Solicitor reviewed issues concerning code updates for Chapter 25 Land Use Recommendation for Solar/Small Energy Facilities for Residential & Commercial Properties, Chapter 11-5 Landlord Registration Late Fee, and Chapter 9-1.5 Lien Unpaid Vacant/Abandoned Property Fees. No action was taken.

2. **Pfeffer's Lane:** Councilman Foster read the letter sent by the Mayor to the owners of Pfeffer's Lane. No action was taken.

3. **Remediation Project:** Councilman Zee reviewed the status of the bids and the Solicitor discussed the process and options when the LSRP makes a recommendation for award of bid. No action was taken.

NEW BUSINESS:

1. **Ordinances** – none.

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

FY 2020 SMALL CITIES GRANT SUBMISSION APPROVAL**Number 65-19**

WHEREAS, the Borough of Elmer desires to apply for and obtain a Fiscal Year 2020 grant from the New Jersey Department of Community Affairs for up to \$400,000 to remove mobility barriers at the Elmer Borough Hall in order to comply with the Americans with Disabilities Act (ADA).

BE IT THEREFORE RESOLVED that:

- 1) The Borough of Elmer does hereby authorize the application for such a grant, and,
- 2) The Borough of Elmer recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Elmer and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are

authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement to sign the agreement, and any other documents necessary in connection therewith:

**BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION
APPROVING PUBLIC FACILITIES GRANT MANAGEMENT PLAN**

Number 66-19

WHEREAS, the Borough of Elmer will apply for a grant up to \$400,000 in Fiscal Year 2020 CDBG funds for a Public Facilities project to remove mobility barriers at the Elmer Borough Hall in order to comply with the Americans with Disabilities Act (ADA);

WHEREAS, the NJ Department of Community Affairs requires Elmer Borough to prepare a Grant Management Plan to define project staffing and project activities;

WHEREAS, the NJ Department of Community Affairs requires Elmer Borough to officially adopt its Grant Management Plan;

WHEREAS, the Borough has prepared a Grant Management Plan for its Fiscal Year 2020 Public Facilities project;

NOW, THEREFORE BE IT RESOLVED that the Borough Council of the Borough of Elmer adopts the Grant Management Plan prepared by Blauer Associates for the Fiscal Year 2020 Public Facilities project.

**BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION
FOR THE ADOPTION OF THE STATE MODEL CITIZEN PARTICIPATION PLAN
FOR THE DCA SMALL CITIES PROGRAM**

Number 67-19

WHEREAS, the Borough of Elmer is an applicant for Department of Community Affairs Fiscal Year 2020 funds; and

WHEREAS the Borough will enter into grant agreement(s) for said grant(s) if approved; and

WHEREAS, that grant agreement(s) will require the Borough of Elmer to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the Borough of Elmer has reviewed the Model Citizen Participation Plan prepared for Small Cities CDBG grantees;

NOW, THEREFORE BE IT RESOLVED that the Mayor and the Borough Council of the Borough of Elmer, County of Salem and State of New Jersey, that;

1. The Model Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG is adopted by the Borough of Elmer; and
2. The Borough of Elmer will follow all regulations set forth in that document throughout the term of the grant agreement cited above.

**BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION
IDENTIFYING THE SMALL CITIES PROGRAM FAIR HOUSING OFFICER**

Number 68-19

WHEREAS, the Borough of Elmer is applying for Fiscal Year 2020 Small Cities Community Development Block Grant application(s); and

WHEREAS, the Borough of Elmer must make efforts to affirmatively further fair housing; and

WHEREAS, the Borough of Elmer has reviewed various actions that would be acceptable to the New Jersey State Department of Community Affairs and the U.S. Department of Housing and Urban Development; and

WHEREAS, the Borough of Elmer has made assurances in the grant agreement that;

- 1. It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issues thereto; and
- 2. It will comply with the Civil Rights Act of 1964, and the regulations issued thereto it; and
- 3. It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
- 4. It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED that the Borough Clerk shall be designated as the Small Cities Program Fair Housing Officer for the Borough of Elmer; and

BE IT FURTHER RESOLVED that the Fair Housing Officer shall contact the US HUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights, inform those agencies of his/her appointment as Fair Housing Officer and request Fair Housing Information; and

BE IT FURTHER RESOLVED, that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from the Borough of Elmer; and

BE IT FURTHER RESOLVED that the Borough of Elmer will publish in the local newspaper of record and post at the Borough Municipal Building a public notice announcing the appointment of the Fair Housing Officer and the availability of local fair housing advisory services.

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

Number 69-19

BE IT RESOLVED that the Escrow Fund Deposit made pursuant to Article IV, Section 2.30 of the Land Development Ordinance by applicant Roger Anderson for Site Plan Review for 415 Chestnut St (Block 3 Lots 31 & 32) in the amount of \$247.50 be distributed and paid as follows:

Amount: \$247.50 To: Fralinger Engineering For: Site Plan Review

**BOROUGH OF ELMER COUNTY OF SALEM
RESOLUTION FOR THE APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A
GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE
RESURFACING OF 2ND, 3RD, AND OAK STREET PHASE 2**

Number 70-19

Resolution: Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Resurfacing of 2nd, 3rd, and Oak Street Phase 2.

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Elmer formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2020- Various-00517 to the New Jersey Department of Transportation on behalf of the Borough of Elmer.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Elmer and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Motion Zee second Davis to adopt Resolutions 65-19 through 70-19.

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

DISCUSSIONS/MOTIONS:

1. **Inspira Health Network Raffle:** Motion Davis Second Foster to approve the Inspira Health Network raffle for Friday, October 18, 2019, 2:30 pm at the Elmer Hospital. All were in favor and motion carried.

2. **Street Openings/Curb Cut 4th Street:** The Clerk discussed the application and permit process for the street opening ordinance. No action was taken.

3. **Review Architect Report for ADA grant:** The Mayor and Council reviewed the report for the ADA grant and the concern about the scope of the project. The consensus was to move forward with the recommendations for ADA accessibility considering the potential that 85% of the project will be funded by the grant. No action was taken.

REPORTS/BILL LIST:

Motion Zee second Davis to receive and file the Tax/Water Collector and to receive, file and spread full upon the minutes the Treasurer's report (**see Page 57a**); all were in favor and motion carried.

Motion Davis second Zee to pay all duly authorized bills and charge them to their respective accounts (**see Page 57b**). Roll Call: Ayes: Schneider, Davis, Foster, Zee; Nays: None; Absent: Nolan, Schalick. Motion carried.

Motion Nolan second 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: No report.

Public Safety: No report.

Streets/Sidewalks/IT: No report.

Borough Hall/Public Property: The Borough Hall lighting project (replacing fluorescent lights with LED) is scheduled for this month.

Water/Street Lights: Councilman Zee discussed plans for the replacement of water meters throughout town.

Trash/Recycling/Parks & Playgrounds: No report.

ONGOING PROJECTS:

Green Acres Park: The Mayor discussed the estimates for .34 miles of trail from the engineer.

Sidewalk Repair: The Mayor is expecting that the Property Maintenance Officer will begin looking at sidewalks one street per week.

Veteran's Monument: This project will start up in September.

ADJOURNMENT: At 9:50 pm, motion Foster second Zee that the meeting be adjourned. All were in favor and motion carried.

July 10, 2019

Sarah D. Walker, Borough Clerk

Approved: August 14, 2019