

Borough of Elmer Minutes: Reorganization

January 7, 2020

The Reorganization Meeting of the Elmer Borough Council convened in the Borough Hall at 6:35 pm.

Swearing in and Oath of Office to Newly Elected Officials: Borough Clerk Sarah Walker administered the oath of office to Mayor Joseph P. Stemberger, followed by Council Members-elect Lynda Davis, Steven A. Schalick, and Bruce Foster.

Call to Order: Mayor Stemberger called the meeting to order at 6:41pm. The Rev. Steven D. Elliot, Pastor of the Elmer United Methodist Church, led the invocation. Mayor Stemberger led the flag salute and read the public notice statement that pursuant to the Open Public Meetings Act adequate notice was provided to two newspapers and posted as required on November 25, 2019.

Roll Call: Council Members Lynda Davis, Bruce Foster, Cynthia Nolan, Steven Schalick, Lewis Schneider, James Zee, and Mayor Joseph Stemberger answered to the roll call. Also present were Chief Financial Officer Cynthia Strang and Clerk Sarah Walker.

Election of Council President: Mayor Stemberger declared that the nominations were open for President of the 2020 Borough Council. Councilwoman Davis nominated Councilman Lewis M. Schneider to be President, seconded by Councilman Zee. No other nominations were received so the motion carried by unanimous vote.

Resolutions: The following resolutions were read or summarized by the Clerk:

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION CONFIRMING APPOINTMENTS FOR BOROUGH POSITIONS**

Number 1-20

BE IT RESOLVED that the Mayor and Council of the Borough of Elmer does hereby confirm the following appointments for the Borough of Elmer:

That Sarah Walker be appointed Municipal Search Officer for the year 2020.

That Christina Digneo be appointed Assistant to the Clerk for the year 2020.

That Christina Digneo be appointed Animal Registrar for the year 2020.

That James Davis be appointed Collector for the Borough of Elmer Water Department for the year 2020.

That Robert M. Richards be appointed Assistant Superintendent of the Borough of Elmer Water Department for the year 2020.

That Donn Nelson be appointed Water Meter Reader for the Borough of Elmer Water Department for the year 2020.

That Jack Justice, Jr. be appointed Fire Safety Code Official for the year 2020.

That Timothy O'Donnell be appointed Fire Code Inspector for the year 2020.

That Karen Foster be appointed Custodian of the Elmer Borough Hall for the year 2020.

That David Zeck be appointed for General Maintenance for the year 2020.

That Joseph P. Stemberger be appointed the Borough of Elmer Representative for the Conscientious Employee Protection Act for the year 2020.

That Cynthia L. Nolan be appointed the Borough of Elmer's representative to Salem County Advisory Solid

Waste Council for the year 2020.

That Robert Schmid be appointed Housing Officer and Property Maintenance Officer for the year 2020.

That Robert Schmid be appointed Land Use Board Zoning Official for the year 2020.

That Dawn Williams be appointed a Class II member of the Elmer Land Use Board for a one-year term ending December 31, 2020.

That Lynda Davis be appointed a Class III member of the Elmer Land Use Board for a one-year term ending December 31, 2020.

That Joseph Stemberger be appointed a Class I member of the Elmer Land Use Board for a four-year term ending December 31, 2023.

That Robert Dickinson, Salem County Health Officer, be appointed Health Officer for the year 2020.

That Doris Hemsley be appointed Deputy Registrar for a three-year term beginning January 1, 2020 and ending December 31, 2022

That Gaye Uhland be appointed Alternate Deputy Registrar for a three-year term beginning January 1, 2020 and ending December 31, 2022.

That Constance Yost be appointed Alternate Deputy Registrar for a three-year term beginning January 1, 2020 and ending December 31, 2022.

That Darla Hitzelberger be appointed to the Elmer Board of Health for a three-year term ending December 31, 2022.

That Barbara Garozzo be appointed Administrator of the Mid-Salem County Court for the year 2020.

That Patty L. Gordon be appointed Deputy Administrator of the Mid-Salem County Court for the year 2020.

That Martin W. Whitcraft be appointed Municipal Judge of the Mid-Salem County Court for the year 2020.

That Niki Trunk be appointed Municipal Prosecutor for the Mid-Salem County Court for the year 2020.

That Craig Kugler be appointed Public Defender for the Mid-Salem County Court for the year 2020.

That Todd Batten be appointed Police Officer for a one-year term ending December 31, 2020.

That Jacob R. Custis be appointed Police Officer for a one-year term ending December 31, 2020.

That Jared Fox be appointed Police Officer for a one-year term ending December 31, 2020.

That Andrew Martin be appointed Deputy Emergency Management Coordinator for a one-year term ending December 31, 2020.

That the Salem County Department of Emergency Services will provide radio dispatching services to the Elmer Borough Police Department on a 24-hour basis during the year 2020 at a cost not to exceed \$13,500.00.

That Countywide Animal Care and Control, LLC be appointed Animal Control Officer for the year 2020.

**RESOLUTION OF THE BOROUGH OF ELMER, COUNTY OF SALEM
APPOINTING 2020 PUBLIC AGENCY COMPLIANCE OFFICER**

Number 2-20

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer, that Sarah D. Walker is hereby appointed the Elmer Borough Public Agency Compliance Officer for the year 2020 in compliance with N.J.A.C. 17:27-3.5.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to forward this Resolution to the State of New Jersey Department of Treasury Division of Purchase & Property Contract Compliance Audit Unit EEO Monitoring Program forthwith.

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION ESTABLISHING THE RULES OF BOROUGH COUNCIL FOR 2020**

Number 3-20

BE IT RESOLVED that the rules of the Elmer Borough Council for the year 2020 be as follows:

Rule 1. The Council shall meet for organization on the 1st day of January or during the first seven (7) days in January in any year at the call of the incoming Mayor. The Council shall meet to organize and appoint three members to serve on each of the following committees: Finance/ Celebration of Public Events, Streets/Sidewalks, Public Safety, Borough Hall Property, Water/Street Lights, and Trash/Parks and Playgrounds. Thereafter, regular meetings of the Council shall be held on the second Wednesday evening of each month at seven-thirty o'clock. Special meetings may be called at the discretion of the Mayor, and shall be called at the written request of four or more members, written notice to be given to each member by the Borough Clerk of all special meetings. In the absence of the Mayor, the President shall take the chair; if both shall be absent (provided four members are present) a member shall be chosen chairman and the meeting opened promptly at the set time. A quorum shall consist of any four members of Council, or three members and the Mayor.

Rule 2. All motions and votes shall be decided by yes and no vote, the Clerk calling the roll alphabetically starting with the Council President, except in electing persons to office, when a vote by ballot shall be taken upon demand of any member of Council. The maker of all motions and the one who seconds the same shall appear on the minutes.

Rule 3. At a meeting of Council the following order of business shall be observed unless dispensed with by two-thirds vote.

- First - Call to order by Mayor or Chair;
- Second - Meetings open with invocation and pledge of allegiance;
- Third - Roll call of members;
- Fourth - Reading the minutes of the last regular meeting and all subsequent meetings;
- Fifth - Unfinished business;
- Sixth - New business;
- Seventh - Reports of committees, standing, and special;
- Eighth - Adjournment.

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION TO SET SCHEDULE OF REGULAR MEETINGS
AND PUBLIC NOTICES INCLUDING OFFICIAL NEWSPAPERS**

Number 4-20

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer, County of Salem, and State of New Jersey as follows:

1. Regular Borough Council Meetings shall be held on the second Wednesday of each month at 7:30 p.m., prevailing time at the Borough Hall, Elmer, NJ, at which time Borough Council shall discuss and formally act upon all business matters.
2. Regular Meetings of the Borough Council shall be held on the following dates:

January 7, 2020	July 8, 2020
February 12, 2020	August 12, 2020
March 11, 2020	September 9, 2020
April 8, 2020	October 14, 2020
May 13, 2020	November 11, 2020
June 10, 2020	December 9, 2020
3. The Official newspaper is hereby designated as the Elmer Times.
4. The newspapers for publication of notices are hereby designated as the Elmer Times and/or South Jersey Times.
5. The Borough Clerk shall mail copies of all notices, including 48-hour notices, to any person or persons requesting the same upon a prepayment of the sum of \$25.00 per year.
6. A copy of this resolution shall be forthwith published in the Elmer Times.

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION AUTHORIZING THE SIGNING OF VOUCHERS**

Number 5-20

BE IT RESOLVED by the Borough Council of the Borough of Elmer, that the Borough Clerk, Sarah D. Walker, be authorized as the official to sign all vouchers as to the receipt of goods, materials or as to services rendered for the year 2020.

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION ADOPTING CASH MANAGEMENT PLAN**

Number 6-20

WHEREAS, it is the desire of the Borough Council of the Borough of Elmer to adopt a cash management plan in accordance with N.J.S.A. 40A:5-14; and

WHEREAS, the Borough is authorized to invest idle funds in accordance with N.J.S.A. 40A:5-15.1 as well as the following Governmental Unit Depository Protection Act (GUDPA) approved banks:

1. First National Bank of Elmer
2. Fulton Bank

WHEREAS, the Chief Financial Officer will provide the governing body with a monthly report that summarizes:

1. All investments made or redeemed over the past month.
2. Each organization holding local unit funds.
3. The amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date and;
4. Other information that the governing body may request.

WHEREAS, provided that local unit funds are deposited or invested as designated or authorized by this cash management plan, the Chief Financial Officer is relieved of any liability for any loss of such moneys due to the

insolvency or closing of any depository designated by, or for the decrease in value of any investment authorized by, the cash management plan.

NOW, THEREFORE BE IT RESOLVED that the above cash management plan be adopted by the Borough Council of the Borough of Elmer, County of Salem and State of New Jersey, effective for the 2020 calendar year.

BE IT FURTHER RESOLVED that all disbursements shall be made by check and signed by the Mayor, Borough Clerk, and Chief Financial Officer. In the event that the Mayor, Borough Clerk, or Chief Financial Officer is absent or incapacitated, the President of Council shall be authorized to sign in their place.

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION FOR THE OFFICE OF THE TAX AND WATER COLLECTOR
FOR THE YEAR 2020**

Number 7-20

WHEREAS, the Borough of Elmer is able to set policies and procedures for the office of the Tax and Water Collector that allows for the best fiscal interest of the municipality,

NOW, THEREFORE, BE IT RESOLVED, that the Tax Collector, is hereby authorized and directed to the following:

TAXES

1. Interest on taxes shall be 8% on the first \$1,500 of the delinquency and 18% on all subsequent delinquency until the account is paid in full. All accounts have a 10 day grace period during each quarter when taxes are due.
2. A year end penalty of 6% for taxpayers with a delinquency in excess of \$10,000 who fail to pay the delinquency before the end of the year.
3. A tax sale of all delinquent accounts for the 2019 Municipal Taxes will be held no later than June 30, 2020.
4. A tax sale of all delinquent accounts for the 2020 Municipal Taxes will be held no later than June 30, 2021.
5. Delinquent tax accounts in the amount of +/- \$5.00 may, at the discretion of the Tax Collector be canceled prior to the tax sale.
6. Charges for Replacements of Loss Tax Sale Certificates shall be \$100.00.
7. All Tax Sale Liens shall be redeemed through certified funds only (cash, money order, or certified check).
8. All payments made to clear accounts for tax sale must be made through certified funds only (cash, money order, or certified check).
9. Borough Charges for property clean-up, trash removal, and other similar charges shall be charged an interest rate of 18%, 30 days after the billing date.
10. Date of checks and postmark dates are not recognized as date paid. The date paid is the date payments are actually **received** and posted in the office.

WATER

1. A late fee penalty on water shall be 5% on the 11th day following the due date on the bill. All accounts have a 10-day grace period during each quarter when the bills are due.
2. A tax sale of all delinquent accounts for the 2019 Municipal Taxes will be held no later than June 30, 2020.
3. A tax sale of all delinquent accounts for the 2020 Municipal Taxes will be held no later than June 30, 2021.
4. All payments made to clear accounts for tax sale must be made through certified funds only (cash, money order, or certified check).
5. Delinquent water accounts in the amount of +/- \$5.00 may, at the discretion of the Tax Collector be canceled prior to the tax sale.
6. Final water reads shall be given a charge of \$20.00 per read.
7. Date of checks and postmark dates are not recognized as date paid. The date paid is the date payments are actually **received** and posted in the office.

BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION AUTHORIZING THE BOROUGH OF ELMER TAX ASSESSOR TO FILE TAX
APPEALS WITH THE SALEM COUNTY BOARD OF TAXATION AS NECESSARY

Number 8-20

WHEREAS, statutory provision is made for review and correction of errors prior to certification of an assessment list; and

WHEREAS, provision is also allowed for the discovery and correction of errors after establishment of the tax rate; and

WHEREAS, changes in property ownership at times necessitates adjustments in the veteran's and/or senior citizen's deduction allowed on the assessment list; and

WHEREAS, responsibility for the maintenance and correction of the assessment list rests with the Borough Tax Assessor subject to laws and regulations; and

WHEREAS, the Mayor and Borough Council, again for the aforementioned reasons, hereby authorize and direct the Borough Solicitor or special tax counsel to the Borough, as the case may be, to authorize the filing of Counterclaims seeking an increase in the assessment in the event true value is determined to be higher than anticipated.

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

1. The Mayor and Borough Council, for the aforementioned reasons, hereby authorize the Borough Tax Assessor to file such appeals as may be necessary with the Salem County Board of Taxation to maintain the accuracy and equality in the assessment list of the Borough of Elmer, subject to the advice of the Borough Solicitor and the prior approval of the Mayor and Borough Council.
2. The Mayor and Borough Council, for the aforementioned reasons, hereby authorize the Borough Tax Assessor to execute Stipulations of Settlement on behalf of the Borough of Elmer, subject to the advice of the Borough Solicitor and the prior approval of the Mayor and Borough Council.
3. The Borough Council, for the aforementioned reasons, hereby authorizes and directs the Borough Solicitor or special tax counsel to prepare and file the appropriate Counterclaims seeking an increase in the assessment to correspond with the true value to be established by the Court or the Board of Taxation, whichever the case may be.
4. The Mayor and Borough Council hereby direct the Borough Clerk to forward a certified copy of this Resolution to the Salem County Board of Taxation and to the Borough Assessor.

BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION ESTABLISHING 2020 HALLOWEEN HOURS AND CURFEW

Number 9-20

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer, Salem County, New Jersey, that Trick or Treating will be Saturday, October 31, 2020 between 5:00 p.m. and 8:00 p.m.

BE IT FURTHER RESOLVED that the curfew for Friday, October 30, 2020 and Saturday, October 31, 2020 will be enforced with all persons under the age of 17 being off the streets by 8:00 p.m. unless accompanied by a parent or guardian.

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION APPOINTING A BOROUGH SOLICITOR FOR THE YEAR 2020**

Number 10-20

WHEREAS, N.J.S.A. 40A:9-139 provides that the Governing Body of every local unit shall appoint a Borough Solicitor and

WHEREAS, the Borough of Elmer has procured the Borough Solicitor as a FAIR AND OPEN contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the Clerk has determined and certified in writing that the value of the contract may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by the Governing Body; and

WHEREAS, Brian J. Duffield, an Attorney at Law, has submitted a proposal dated November 18, 2019 and publicly opened on December 5, 2019 indicating that he will provide the services of Borough Solicitor for a fee of \$185.00 per hour; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Elmer, County of Salem, State of New Jersey that:

1. The Borough Council authorizes the Mayor to enter into a contract with Brian J. Duffield, an Attorney at Law, as described herein; and,
2. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey;
3. That notice of this Resolution be published in the Elmer Times, as required by law, within ten (10) days of its passage.
4. That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION APPOINTING AN AUDITOR FOR THE YEAR 2020**

Number 11-20

WHEREAS, N.J.S.A. 40A:5-4 provides that the Governing Body of every local unit shall cause an annual audit of its books, accounts and financial transactions to be made after the close of the fiscal year and for that purpose shall employ a Registered Municipal Accountant of the State of New Jersey; and

WHEREAS, the Borough of Elmer has procured the audit as a FAIR AND OPEN contract pursuant to the provisions of N.J.S.A. 19:44A-20.3; and

WHEREAS, the Clerk has determined and certified in writing that the value of the contract will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by the Governing Body; and

WHEREAS, Nightlinger, Colavita & Volpa, 991 S. Black Horse Pike, PO Box 700, Williamstown, NJ 08094 has submitted a proposal dated December 5, 2019 and publicly opened on December 5, 2019 indicating they will provide the audit for a fee of \$21,112.00 and other services per proposal; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Elmer, County of Salem, State of New Jersey that:

1. The Borough Council authorizes the Mayor to enter into a contract with Nightlinger, Colavita & Volpa as described herein; and,
2. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey.
3. That notice of this Resolution be published in the Elmer Times, as required by law, within ten (10) days of its passage.
4. That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION APPOINTING AN ENGINEER FOR 2020**

Number 12-20

WHEREAS, N.J.S.A. 40A:11-15 provides that the Governing Body of every local unit the need for certain engineering services; and

WHEREAS, the Borough of Elmer has procured the engineering as a FAIR AND OPEN contract pursuant to the provisions of N.J.S.A. 19:44A-20.3 (or 20.5 as appropriate); and

WHEREAS, the Clerk has determined and certified in writing that the value of the contract may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by the Governing Body; and

WHEREAS, Norman K. Rodgers, Consulting Engineer Services, 645 Berlin-Cross Keys Road, Suite 1, Sicklerville, NJ 08081 has submitted a proposal dated December 5, 2019 indicating he will provide the engineering per hourly rates as established in contract; and

WHEREAS, Consulting Engineer Services has completed and submitted a Business Entity Disclosure Certification which certifies that Consulting Engineer Services has not made any reportable contributions to a political or candidate committee in the Borough of Elmer in the previous one year, and that the contract will prohibit Consulting Engineer Services from making any reportable contributions through the term of the contract; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Elmer, County of Salem, State of New Jersey that:

1. The Borough Council authorizes the Mayor to enter into a contract with Consulting Engineer Services as described herein; and,
2. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey.
3. That notice of this Resolution be published in the Elmer Times, as required by law, within ten (10) days of its passage.
4. That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein in verbatim.

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION APPOINTING BOND COUNSEL FOR THE YEAR 2020**

Number 13-20

WHEREAS, the Borough of Elmer has a need to appoint Bond Counsel in 2020; and

WHEREAS, funds are available for these purposes; and

WHEREAS, the Borough of Elmer has procured Bond Counsel as a FAIR AND OPEN contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, John M. Cantalupo, Esquire of Archer & Greiner, P.C. will provide Bond Counsel services as sought by the Borough of Elmer per the proposal dated December 5, 2019 on file in the Borough Clerk's Office for a sum not to exceed \$17,000.00; and

WHEREAS, this contract is contingent upon the funds being available certified by the Borough's Chief Financial Officer; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Elmer, County of Salem and State of New Jersey that the Mayor and Municipal Clerk are hereby authorized to enter into a contract with Archer & Greiner, P.C. for the purposes and as described herein; and

BE IT FURTHER RESOLVED that a notice of this action shall be published once in the Borough's official newspaper within ten (10) days of the date of adoption; and

BE IT FURTHER RESOLVED that Borough Council authorizes and directs the Mayor, Municipal Clerk and/or Solicitor to execute the Contract described in this Resolution and any and all necessary documents in order to implement the intent of this Resolution,

ADOPTED at a regular meeting of the Mayor and Council of the Borough of Elmer, County of Salem, State of New Jersey held on January 7, 2020.

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION APPOINTING BANKRUPTCY COUNSEL FOR THE YEAR 2020**

Number 14-20

WHEREAS, the Borough of Elmer has a need to appoint Bankruptcy Counsel in 2020; and

WHEREAS, funds are available for these purposes; and

WHEREAS, the Borough of Elmer has procured Bankruptcy Counsel as a FAIR AND OPEN contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, Brett Wiltsey, Esquire of Dilworth Paxson will provide Bankruptcy Counsel services as sought by the Borough of Elmer per the proposal dated December 4, 2019 on file in the Borough Clerk's Office for a rate of \$200 per hour not to exceed \$17,000.00; and

WHEREAS, this contract is contingent upon the funds being available certified by the Borough's Chief Financial Officer; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Elmer, County of Salem and State of New Jersey that the Mayor and Municipal Clerk are hereby authorized to enter into a contract with Dilworth Paxson for the purposes and as described herein; and

BE IT FURTHER RESOLVED that a notice of this action shall be published once in the Borough's official newspaper within ten (10) days of the date of adoption; and

BE IT FURTHER RESOLVED that Borough Council authorizes and directs the Mayor, Municipal Clerk and/or Solicitor to execute the Contract described in this Resolution and any and all necessary documents in order to implement the intent of this Resolution,

ADOPTED at a regular meeting of the Mayor and Council of the Borough of Elmer, County of Salem, State of New Jersey held on January 7, 2020.

BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION APPOINTING LICENSED WATER OPERATOR/SUPERINTENDENT FOR 2020
Number 15-20

WHEREAS, the Borough of Elmer is in need of a licensed Operator/Superintendent for the Water Department; and

WHEREAS, John A. Meier, of Water Resource Management, Inc. is qualified and licensed to perform such duties and responsibilities as required by the State of New Jersey; and

WHEREAS, the Borough of Elmer has procured the licensed Operator/Superintendent as a FAIR AND OPEN contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, John A. Meier of Water Resource Management, Inc. will provide Licensed Operator/Superintendent services as sought by the Borough of Elmer per the proposal dated November 29, 2019 on file in the Borough Clerk's Office; and

WHEREAS, this contract is contingent upon the funds being available certified by the Borough's Chief Financial Officer.

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services", must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Elmer, County of Salem and State of New Jersey that the Mayor and Municipal Clerk are hereby authorized to enter into a contract with John A. Meier of Water Resource Management, Inc. for the purposes and as described herein; and

BE IT FURTHER RESOLVED that a notice of this action shall be published once in the Borough's official newspaper within ten (10) days of the date of adoption; and

BE IT FURTHER RESOLVED that Borough Council authorizes and directs the Mayor, Municipal Clerk and/or Solicitor to execute the Contract described in this Resolution and any and all necessary documents in order to implement the intent of this Resolution,

ADOPTED at a regular meeting of the Mayor and Council of the Borough of Elmer, County of Salem, State of New Jersey held on January 7, 2020.

**BOROUGH OF ELMER
COUNTY OF SALEM
RESOLUTION ADOPTING THE 2020 TEMPORARY BUDGET**

Number 16-20

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 2020 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, 2020; and

WHEREAS, the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of

Current Fund: \$ 1,070,761.00
Water Utility Fund: \$ 272,466.13

and

WHEREAS, 26.25 percent of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2019 budget, is the sum of

Current Fund: \$ 281,074.76
Water Utility Fund: \$ 71,522.36

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:

2020 TEMPORARY BUDGET

CURRENT FUND

	SALARIES AND WAGES	OTHER EXPENSES	TOTAL
<u>GENERAL GOVERNMENT</u>			
Mayor and Council	\$ 5,500.00	\$ 2,000.00	\$ 7,500.00
Municipal Clerk	4,400.00	3,500.00	7,900.00
Financial Administration	4,900.00	3,000.00	7,900.00
Audit Services		3,500.00	3,500.00
Revenue Administration (Taxes)	3,200.00	5,000.00	8,200.00
Assessment of Taxes	2,600.00	2,200.00	4,800.00
Legal Services		5,000.00	5,000.00
Engineering Services and Costs		2,000.00	2,000.00
Technology		6,000.00	6,000.00
Buildings and Grounds	2,500.00	7,000.00	9,500.00

	<u>SALARIES AND WAGES</u>	<u>OTHER EXPENSES</u>	<u>TOTAL</u>
LAND USE ADMINISTRATION			
Land Use Board	\$ 1,400.00	\$ 1,500.00	\$ 2,900.00
HOUSING INSPECTION			
Housing Officer	1,700.00	1,000.00	2,700.00
INSURANCE			
Liability Insurance		17,500.00	17,500.00
Workers' Compensation		14,000.00	14,000.00
Unemployment and Disability		600.00	600.00
PUBLIC SAFETY			
Police Department	45,000.00	9,200.00	54,200.00
Office of Emergency Management	800.00	900.00	1,700.00
Fire Department		9,500.00	9,500.00
Fire Code Inspector	2,100.00	600.00	2,700.00
First Aid Organization		5,100.00	5,100.00
MUNICIPAL COURT			
Municipal Court		12,500.00	12,500.00
PUBLIC WORKS			
Streets and Road Maintenance		8,000.00	8,000.00
Garbage and Trash Removal		28,800.00	28,800.00
Recycling		12,000.00	12,000.00
Recycling Tax		674.00	674.00
HEALTH AND HUMAN SERVICES			
Board of Health	2,100.00	1,000.00	3,100.00
Animal Control Services	300.00	1,200.00	1,500.00
PARK AND RECREATION			
Parks and Playgrounds		4,600.00	4,600.00
OTHER COMMON OPERATING FUNCTIONS			
Celebration of Public Events		1,000.00	1,000.00
Aid to Public Library		1,100.00	1,100.00

	<u>SALARIES AND WAGES</u>	<u>OTHER EXPENSES</u>	<u>TOTAL</u>
<u>UTILITY EXPENSES AND BULK PURCHASING</u>			
Natural Gas	\$	\$ 8,000.00	\$ 8,000.00
Electricity		8,000.00	8,000.00
Telephone		4,000.00	4,000.00
Street Lighting		5,000.00	5,000.00
Gasoline		3,000.00	3,000.00
<u>DEFERRED CHARGES AND STATUTORY EXPENDITURES</u>			
DCRP		600.00	600.00
Social Security System		6,000.00	6,000.00
GRAND TOTAL - CURRENT FUND			<u><u>\$ 281,074.00</u></u>

WATER UTILITY FUND

OPERATING

Salaries and Wages		\$ 14,000.00
Other Expenses		38,500.00
Liability Insurance		7,000.00
Contribution to Social Security System		1,200.00
Unemployment Compensation Insurance		200.00
Capital Outlay		10,620.00
		<u>71,520.00</u>

DEBT SERVICE

Payment of Bond Principal		2,457.62
Interest on Bonds		2,005.00

GRAND TOTAL - WATER UTILITY FUND		<u><u>\$ 75,982.62</u></u>
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**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION CONFIRMING THE OFFICERS OF THE ELMER FIRE DEPARTMENT**

Number 17-20

BE IT RESOLVED that this governing body does hereby confirm the following Officers of the Elmer Fire Department for the year 2020:

President	Stephen A. Richards
Vice President	Fredrick C. Lesti
Recording Secretary	Jay L. DuBois
Treasurer	Michael L. Fisher
Chief	Jack D. Justice, Jr
First Asst. Chief	Andrew B. Williams
Second Asst. Chief	Michael Coles
Captain 1	Nathan Crim
Captain 2	Theodore Melancon

**BOROUGH OF ELMER, SALEM COUNTY, NEW JERSEY
RESOLUTION CONFIRMING 2020 COMMITTEES OF COUNCIL**

Number 18-20

BE IT RESOLVED that this governing body does hereby confirm the following Committees of the Borough of Elmer for the year 2020:

FINANCE, CELEBRATION OF PUBLIC EVENTS	Schalick* Schneider Foster
STREETS, INFORMATION TECHNOLOGY	Foster* Schalick Schneider
PUBLIC SAFETY	Schneider* Zee Foster
BOROUGH HALL, PUBLIC PROPERTY	Davis* Schalick Nolan
WATER, STREET LIGHTS	Zee* Davis Nolan
TRASH, PARKS, PLAYGROUNDS	Nolan* Davis Zee
	*Chairperson

Motion Zee seconded by Nolan to approve Resolutions 1-20 through 18-20.

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

Introduction of Guests and Borough Officials: Mayor Stemberger thanked everyone in attendance and congratulated newly elected Council members. The Mayor asked each Council person to comment. Council Members congratulated newly elected members, wished everyone a Happy New Year, noted family history with the Borough and Council, and commended the great relationship between the Mayor and Council with all working hard for the betterment of the town. President Schneider recognized Council Member Nolan for her work on town beautification projects, noted that he is encouraged that the sidewalk infrastructure will continue to improve, and thanked the Borough Engineer for working on the Veteran's Monument project. Mayor Stemberger also congratulated everyone and thanked Zee for his comments on how well Borough Council Members work together regardless of party affiliation. The Mayor noted that a refreshment break at the monthly meetings has been in effect since 1959 and that there is great camaraderie among Council members. The Mayor commented that the town looks great and new families are moving in, and sidewalk improvements and Landlord Registrations are now in effect. He commended new initiatives like Santa's Mailbox that local businessman Burrough's Timberman and his family and friends undertook with great success. Santa's Mailbox received and responded to over 900 letters to Santa this past Christmas. The ½ mile walking path at the Green Acres Park should be breaking ground this year as well.

The Mayor opened the meeting to public comment and Norman Rodgers, President of Consulting Engineer Services, thanked Council for their reappointment.

Adjournment: There being no further business, motion Schneider and second Zee to adjourn the meeting; all were in favor and motion carried.

January 7, 2020

Sarah D. Walker, Borough Clerk

Approved: February 12, 2020