

**Borough of Elmer Minutes****June 13, 2018**

**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 on January 8, 2018 pursuant to the Open Public Meetings Act.

**ROLL CALL:** Council President Lewis Schneider, Council Members Lynda Davis, R. Matthew Richards, Steven Schalick, James Zee, and Mayor Joseph Stemberger answered to the roll call. Absent was Council Member Cynthia Nolan. 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 May 9, 2018, and to dispense with the reading of the minutes.

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

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

Mayor Stemberger requested discussing the agenda item of the timetable for 419 Broad Street since members of the public were present about the issue. Solicitor Duffield updated the status of the code violations on the 419 Broad Street property and the legal process, penalties, and timeline for getting unsafe structures demolished. The Solicitor will write a letter to the Code Officer and initiate the title search.

Motion Richards second Davis to close the public portion of the meeting. All were in favor and motion carried.

**UNFINISHED BUSINESS:**

**1. Ordinances:** The following Ordinances were read by title for the second reading/public hearing:

**ORDINANCE NO. 2018-7****AMENDING CHAPTER 20 ENTITLED "STREETS AND SIDEWALKS" OF THE CODE OF THE BOROUGH OF ELMER**

Motion Davis second Richards to open the public hearing for Ordinance 2018-7. There being no comment, motion Zee second Davis to close the public hearing. Motion Richards second Zee to adopt Ordinance 2018-7.

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

**ORDINANCE NO. 2018-8****APPROPRIATING \$4,400.00 FROM THE CAPITAL FUND BALANCE FOR LIGHTING RENOVATIONS TO BOROUGH HALL BY THE BOROUGH OF ELMER, COUNTY OF SALEM, STATE OF NEW JERSEY**

Motion Richards second Zee to open the public hearing for Ordinance 2018-8. There being no comment, motion Davis second Richards to close the public hearing. Motion Davis second Richards to adopt Ordinance 2018-8.

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

**2. Resolutions:** None.

**NEW BUSINESS:**

**1. Ordinances:** The following Ordinance was read by title:

**ORDINANCE NO. 2018-9****AMENDING CHAPTER 4, SECTION 4-5 ENTITLED "TOWING AND STORAGE OF VEHICLES" OF THE CODE OF THE BOROUGH OF ELMER**

Motion Richards second by Davis to approve the introduction of Ordinance 2018-9.

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

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

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, COUNTY OF SALEM, STATE OF NEW JERSEY AMENDING RESOLUTION NO. 60-18 RELATING TO CONTRACT CHANGE ORDER #2 AND FINAL PAYMENT FOR CONTRACT WITH RICKY SLADE CONSTRUCTION, INC. FOR RECONSTRUCTION OF HITCHNER AVENUE AND UNION STREET**  
**Number 67-18**

**WHEREAS**, on May 9, 2018, via Resolution No. 60-18, the Mayor and Council for the Borough of Elmer approved Contract Change Order #2 and final payment to Ricky Slade Construction, Inc. for the reconstruction of Hitchner Avenue and Union Street; and

**WHEREAS**, the Mayor and Council for the Borough of Elmer have determined that the overall increase for Contract Change Order #2 and the final projected contract amount referenced in Resolution No. 60-18 were incorrect; and

**WHEREAS**, the Mayor and Council for the Borough of Elmer governing body wishes to amend Resolution No. 60-18 as follows: The Borough's Engineer recommended Change Order #2 which resulted in an overall increase of ~~\$3,125.31~~ \$15,819.79, above the original contract amount of \$88,894.00 for a final projected contract amount of ~~\$102,779.10~~ \$104,713.79, including all other change orders; and

**WHEREAS**, based upon the Engineer's submission and recommendation, it is in the best interest of the residents of the Borough of Elmer that Resolution No. 60-18 be amended to correct the amounts to be paid for Change Order #2 and final payment as set forth above.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council, Borough of Elmer that Resolution No. 60-18 be amended as follows: The Borough's Engineer recommended Change Order #2 which resulted in an overall increase of ~~\$3,125.31~~ \$15,819.79, above the original contract amount of \$88,894.00 for a final projected contract amount of ~~\$102,779.10~~ \$104,713.79, including all other change orders.

**RESOLUTION BOROUGH OF ELMER, COUNTY OF SALEM  
MID-SALEM COUNTY COURT UNCLAIMED MONIES**

**Number 68-18**

**WHEREAS**, the Mid-Salem County Court, located in and operated through the Borough of Woodstown has issued check(s) on behalf of the Borough of Elmer which have not been negotiated; and

**WHEREAS**, the checks issued by the Mid-Salem County Municipal Court, more particularly identified in this Resolution, have been issued in connection with summons issued in the Borough of Elmer, and are stale and should be cancelled and voided; and

**WHEREAS**, this resolution is a result of a written request by the Mid-Salem County Court Administrator dated May 29, 2018, and this action was approved and read into the court record by the Honorable Judge Martin Whitcraft on May 24, 2018;

**NOW, THEREFORE, 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. The checks hereinafter listed and which were previously issued by the Mid-Salem County Municipal Court (regular account), on behalf of the Borough of Elmer are hereby cancelled and made void and of no effect:

<u>Check No.</u>	<u>Summons #</u>	<u>Date Issue</u>	<u>Payee</u>	<u>Amount</u>
5444	MSC 035591	07/31/15	Ethan Fogg	\$ 2.00
5620	SCS 001877	09/29/16	Christopher Gilday	\$ 1.00
5678	MSC 039485	02/24/17	Diana Torres	\$ 1.20
5690	S-2016-000209	03/30/17	Sharay Palmer	\$ 2.00
5703	MSC 039619	04/11/17	Frederick Langlois	\$ 8.00
5781	MSC 041546	11/29/17	Stephanie Welton	\$ 1.00

4319 (bail)	MSC 027032	03/13/15	Eliezer Lopez-Ortiz	\$ 4.00
4521 (bail)	MSC 038166	10/28/16	Andrew Koerbel	\$ 10.00
4529 (bail)	MSC 004333	12/02/16	Nilda Melendez-Cozza	\$ 14.50
4616 (bail)	MSC 040392	09/28/17	Frederick Lutthans III	\$ 61.00

2. A true copy of this Resolution shall be forwarded to the Chief Financial Officer of the Borough of Elmer and the Mid-Salem County Municipal Court, on behalf of The Borough of Elmer for their direction and guidance.

**BOROUGH OF ELMER COUNTY OF SALEM RESOLUTION  
AUTHORIZING THE STATE CONTRACT PURCHASE OF SCBA BOTTLES FROM  
NAT ALEXANDER COMPANY IN AN AMOUNT NOT TO EXCEED \$8,920.00**

**Number 69-18**

**WHEREAS**, the Borough of Elmer wishes to purchase ten (10) new SCBA bottles from an authorized vendor under the State of New Jersey Cooperative Purchasing program for use by the Elmer Fire Department; and

**WHEREAS**, the purchase of goods and services by local contracting units is authorized by the Local Public Contracts Law, **N.J.S.A.** 40A:11-12; and

**WHEREAS**, Nat Alexander Company has been awarded New Jersey Contract No. A-80961 for Scott Self-Contained Breathing Apparatus (SCBA); and

**WHEREAS**, the actual cost of the ten (10) SCBA bottles of \$11,070.00 will be offset by a trade-in of ten (10) bottles (value of \$2,150.00) currently owned by the Elmer Fire Department:

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

1. Nat Alexander Company, a division of Mid-Atlantic Fire and Air, 121 North White Horse Pike, Laurel Springs, New Jersey, 08021, is hereby awarded a contract in an amount not to exceed \$8,920.00 to supply ten (10) SCBA bottles (quote attached).
2. A Certification of Funds has been received for said contract assuring that there is a sufficient appropriation to award this contract.
3. The Chief of the Elmer Fire Department is hereby authorized to effectuate the purchase.

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, COUNTY OF  
SALEM, STATE OF NEW JERSEY AWARDING AND RATIFYING AN EMERGENCY CONTRACT TO  
FEDERAL RENT A FENCE, INC. TO SECURE THE UNSAFE STRUCTURE LOCATED AT 419 BROAD  
STREET IN THE BOROUGH OF ELMER**

**Number 70-18**

**WHEREAS**, the structure located at 419 Broad Street was destroyed by a fire on Sunday, April 29, 2018; and

**WHEREAS**, a serious and imminent public safety detriment has occurred as a result of the fire and remaining unsafe structure; and

**WHEREAS**, it is necessary to secure the property with a fence to prohibit public access to the imminent dangerous condition; and

**WHEREAS**, Federal Rent a Fence, Inc. in West Berlin, New Jersey has provided a Fence Proposal dated May 23, 2018, attached hereto; and

**WHEREAS**, it is in the best interests of the residents of the Borough of Elmer to authorize and ratify an emergency contract with Federal Rent a Fence, Inc.

**WHEREAS**, N.J.S.A. 40A:11-6 authorizes the award of a contract on an emergent basis where there is a threat to the health, safety and welfare of the public.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council, Borough of Elmer, that an emergency contract with Federal Rent a Fence, Inc. is hereby authorized and ratified for a sum not to exceed \$2,500.00.

**BOROUGH OF ELMER COUNTY OF SALEM RESOLUTION TO AUTHORIZE  
THE MAILING OF 2018 THIRD QUARTER ESTIMATED TAX BILLS**

**Number 71-18**

**WHEREAS**, all the annual budgets needed for **2018** total tax rate for the Borough of Elmer have not been finally set; and

**WHEREAS**, the governing body of the Borough of Elmer has therefore determined that the Tax Collector will be unable to complete the mailing and delivery of municipal tax bills by **June 30, 2018**; and

**WHEREAS**, N.J.S.A. 54:4-66.3 provides the authority and procedures by which an estimated and reconciled tax bill can be set and mailed by a municipality in such case made, by June 30<sup>th</sup> of the said year.

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

1. The Tax Collector in consultation with the Chief Finance Officer (CFO) of the Borough of Elmer shall compute an estimated annual tax levy range for the County and each taxing district whose tax levy has not yet been certified by the County Board of Taxation, which as of this date such levies have not been so certified.
2. The range may be within the lower and upper amounts calculated by multiplying the levy of the County and each such taxing district for the previous calendar year by 0.95 and 1.05.
3. The Borough CFO has prepared, delivered, and recommends to the governing body a Certification of the previous calendar fiscal year's annual tax levy with a multiplier of 1.05 to determine an estimated annual tax levy for the County and each such taxing district for the current year.
4. The governing body hereby authorizes the CFO, working in conjunction with the Tax Collector, by **June 30, 2018** to prepare and deliver estimated annual tax levy bills for the County and each such taxing district computed by utilizing the multiplier of 1.05 of the previous calendar fiscal year annual tax levy, and thereafter, to be administered in accordance with the procedures and standards as established by N.J.S.A 54: 4-66.3.

**BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION  
AUTHORIZING MAYOR AND BOROUGH CLERK TO SIGN CONTRACT FOR  
MUNICIPAL ALLIANCE GRANT FOR JULY 1, 2018 THROUGH JUNE 30, 2019 (FY 2019)**

**Number 72-18**

**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 for the Pittsgrove/Elmer Municipal Alliance Program through the Salem County Department of Health and Human Services for July 1, 2018 through June 30, 2019 (FY 2019).

**BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION  
TO ISSUE A MOTORIST SOLICITATION PERMIT TO THE ELMER FIRE DEPARTMENT**

**Number 73-18**

**WHEREAS**, Jay DuBois, on behalf of the Elmer Fire Department, has applied to the Borough of Elmer for a permit to solicit contributions for the Elmer Fire Department at the intersection of Route 40 and Main Street on August 18, 2018 and September 22, 2018, from 8:00 am to noon; and

**WHEREAS**, compliance with all provisions and restrictions of the Borough Code Chapter 4-4 Charitable Solicitation on Roadways must be effectuated by the applicant; and

**WHEREAS**, the applicant has made application to the Salem County Board of Chosen Freeholders and the State of New Jersey to solicit contributions in the roadways within these government jurisdictions;

**NOW, THEREFORE, BE IT RESOLVED**, that a Motorist Solicitation Permit be executed by the Clerk of the Borough of Elmer to the Elmer Fire Department pending written approval from the County of Salem and State of New Jersey.

**BOROUGH OF ELMER, COUNTY OF SALEM  
2017 AUDIT RESOLUTION**

**Number 74-18**

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 2017 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.

**RESOLUTION OF THE BOROUGH OF ELMER AUTHORIZING AWARD OF PROFESSIONAL SERVICES (ENGINEERING) CONTRACT TO CONSULTING ENGINEER SERVICES TO PREPARE AN ASSET MANAGEMENT PLAN AS REQUIRED BY THE NEW JERSEY WATER QUALITY ACCOUNTABILITY ACT IN AN AMOUNT NOT TO EXCEED \$43,500.00**

**Number 75-18**

**WHEREAS**, the Borough of Elmer requires a professional Engineering/Surveying/ Inspection Services firm to investigate and prepare an Asset Management Plan ("AMP") pursuant and consistent with the State of New Jersey Water Quality Accountability Act; and

**WHEREAS**, this award of contract will provide professional engineering/surveying/ inspection services which will include, but not limited to, evaluation of the Borough's assets and identification of needed rehab/replacement/improvements to the Borough's water infrastructure for the purpose of developing and creating an Asset Management Plan; and

**WHEREAS**, such award of contract shall be made as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the value of the contract to prepare the AMP will exceed \$17,500.00; and

**WHEREAS**, as a condition of award of Contract, Consulting Engineering Services has or will complete and submit a Business Entity Disclosure Certification to the Borough which certifies that Consulting Engineering Services (including any individual with an ownership "interest" or control of more than 10% of its profits or assets or 10% of its stock, if a corporation, or any of its principals, partners, officers or directors or their spouses) has not made any reportable contributions to a political or candidate committee in the name of any members of the Elmer Borough Council, it being understood that the contract will prohibit Consulting Engineering Services from making any reportable contributions, contrary to N.J.S.A. 19:44A-20.5, through the term of their contract with the municipality; and

**WHEREAS**, as a condition of award of Contract, Consulting Engineering Services has or will submit a New Jersey Business Registration Certificate; and

**WHEREAS**, as a condition of award of Contract, Consulting Engineering Services has or will complete and submit to the Borough, the necessary documents in accordance with the New Jersey Local Unit "Pay to Play" Laws (N.J.S.A. 19:44A-20.4 et. seq.); and

**WHEREAS**, pursuant to the New Jersey Local Unit "Pay to Play Law, N.J.S.A. 19:44A-20.4 et seq., the Borough has sought qualified professionals to provide the services through the use of a "non-fair and open process," as defined in N.J.S.A. 19:44A-20.7; and

**WHEREAS**, the Borough Council deems it in the best interests of the Borough to award a Contract to Consulting Engineering Services to provide the services delineated in the proposal attached hereto dated May 23, 2018 and wishes to provide its approval to the award of contract; and

**WHEREAS**, the availability of funds has been certified by the 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" without competitive bidding must be publicly advertised.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Borough Council of the Borough of Elmer that a Professional Services Contract be awarded and executed with Consulting Engineering Services to provide the aforementioned engineering/surveying/ inspection services reflected in the attached proposal dated May 23, 2018 in the sum not to exceed \$43,500.00 which includes survey and preparation of an Asset Management Plan;

**BE IT FURTHER RESOLVED**, that the Business Disclosure Entity Certification, Determination of Value Certification, Political Contribution Disclosure Form and Stockholder Disclosure Certification referenced above be placed on file with this Resolution;

**BE IT FURTHER RESOLVED**, that the Mayor and Borough Clerk are hereby authorized to execute the contract and any and all related documents reflected in the proposal with Consulting Engineering Services to take any and all actions necessary to complete the intent and purpose of this Resolution;

**BE IT FURTHER RESOLVED**, that the compensation to be paid to Consulting Engineering Services shall be based on the proposal submitted by Consulting Engineering Services with the understanding that total compensation for performance under the contract shall not exceed \$43,500.00.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be publicly advertised pursuant to NJSA 40A:11-5 et seq.

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

**Number 76-18**

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 2018 in the sum of \$4,000.00, which item is now available as a revenue from the State of New Jersey, Solid Waste Administration FY2018 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 FY2018 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 FY2018 Clean Communities Grant.

Motion Davis second by Zee to adopt Resolutions 67-18 through 76-18.

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

**DISCUSSIONS/MOTIONS**

1. The timetable for 419 Broad Street was discussed in the public session.
2. Council President Schneider updated Council about the email offer by resident Ryne Berks to paint the bridges on State and Broad Streets. Solicitor Duffield said that volunteer labor was acceptable and recommended that an indemnification/ hold harmless agreement be executed with the volunteer for the State Street bridge. Council President Schneider said he would contact the County for the permission and the supplies for the volunteer to paint the bridge on Broad Street.
3. The Clerk updated Council members on the Safety Review Recommendations from Selective Insurance. Council members advised the Clerk on the submission of the review; no action was taken on the recommendations.
4. The Clerk asked for guidance on two New Jersey Department of Transportation grant call for proposals; no action was taken.
5. Councilman Zee provided an update on the meeting with the Borough Engineer regarding the Water Quality Accountability Act requirements. No funding for the WQAA requirements is available from the DEP/NJEIT unless a capital project is undertaken after the asset plan is completed.
6. Councilman Zee provided an update on the review by the Borough Engineer (Consulting Engineer Services) on the remediation project study that Calmar did for the Water Works site. Retesting of the site was not recommended by the engineers. Councilman Zee noted that the Borough has until 2019 to begin remediation or the DEP will take over the site. The remediation cost is estimated to be \$84,000 to \$122,500 by Calmar. Funding options were discussed. Zee will get a firmer estimate from Calmar and the Borough Engineer is looking into other possible funding sources.
7. Councilman Richards recommended approving the CES proposal for engineering for State Street III; the following resolution was read by title:

**RESOLUTION OF THE BOROUGH OF ELMER AUTHORIZING BOROUGH ENGINEER TO PREPARE  
BID SPECIFICATIONS AND ADVERTISE FOR THE RECEIPT OF SEALED BIDS FOR THE  
RESURFACING OF STATE STREET, SECTION III**

**Number 77-18**

**WHEREAS**, the Borough of Elmer has received \$145,000.00 from the NJDOT FY-2018 Municipal Aid Program for the resurfacing of State Street, Section III; and

**WHEREAS**, the Borough's Engineer, Consulting Engineer Services ("CES"), via correspondence dated June 6, 2018, attached hereto, has submitted a proposal for professional surveying, engineering and construction services relating to the resurfacing of State Street, Section III, for a sum not to exceed \$27,820.00; and

**WHEREAS**, the Borough Council seeks to utilize the NJDOT Municipal Aid Program funding to complete the State Street, Section III, road improvements; and

**WHEREAS**, it is in the best interest of the residents of the Borough of Elmer to authorize CES to prepare bid specifications, advertisement, review of bid submissions and construction management for the proposed Project.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Borough Council of the Borough of Elmer that:

1. Consulting Engineering Services is hereby authorized to prepare bid specifications and advertise for receipt of sealed bids for resurfacing of State Street, Section III.



- 2. The Borough Clerk shall advertise the Notice to Bidders for the purpose of the receipt of sealed bids for the aforementioned purposes and Project.

Motion by Richards second Zee to approve Resolution 77-18.

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

Councilman Richards described the sidewalk projects and proposal options submitted by the Borough engineer and funding options were discussed. The following resolution was read by title:

**RESOLUTION OF THE BOROUGH OF ELMER AUTHORIZING BOROUGH ENGINEER TO PREPARE  
 BID SPECIFICATIONS AND ADVERTISE FOR THE RECEIPT OF SEALED BIDS FOR THE  
 SIDEWALK REPLACEMENT AND ADA ACCESSIBLE ACCESS AND  
 PARKING IMPROVEMENTS**

**Number 78-18**

**WHEREAS**, the Borough Council has determined that certain sidewalk replacement and ADA accessible public improvements are required; and

**WHEREAS**, the Borough’s Engineer, Consulting Engineer Services (“CES”), via correspondence dated June 11, 2018, attached hereto, has submitted a proposal for sidewalk replacement and ADA accessible access and parking improvements at Location 1 (Borough Hall) and Location 2 (Broad Street at Water Tower Site) for a sum not to exceed \$12,400.00; and

**WHEREAS**, it is in the best interest of the residents of the Borough of Elmer to authorize CES to replace the sidewalk and make the existing sidewalks and ramps ADA accessible access and parking improvements at Location 1 (Borough Hall) and Location 2 (Broad Street at Water Tower Site).

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Borough Council of the Borough of Elmer that

- 3. Consulting Engineering Services is hereby authorized to replace the sidewalk and make the existing sidewalks and ramps ADA accessible access and parking improvements at Location 1 (Borough Hall) and Location 2 (Broad Street at Water Tower Site).
- 4. The Borough Clerk shall advertise the Notice to Bidders for the purpose of the receipt of sealed bids for the aforementioned purposes and Project.

Motion by Richards second Zee to approve Resolution 78-18.

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

The following Ordinance was introduced and read by title:

**ORDINANCE NO. 2018-10  
 AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER,  
 SALEM COUNTY, STATE OF NEW JERSEY, AMENDING BOND ORDINANCE NO. 2011-7 ADOPTED  
 ON APRIL 13, 2011**

Motion Richards second by Schneider to approve the introduction of Ordinance 2018-10.

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

- 8. The Mayor asked for guidance about prevailing wages and when engineering is requirement for public projects and Solicitor Duffield discussed the requirements and threshold for construction projects.
- 9. Councilman Schalick discussed hiring someone for routine maintenance including mowing or contracting out some services; Councilman Schneider was not in favor of hiring another employee compared to using shared services. No action was taken.

**REPORTS/BILL LIST:**

Motion Richards seconded by Zee to receive and file the Tax/Water Collector and to receive, file and spread full upon the minutes the Treasurer's report (**see Page 61a**); all were in favor and motion carried.

Motion Davis seconded by Richards, that the bills be paid and charged to their respective accounts (see **Page 61b**). Roll Call: Ayes: Schneider, Davis, Richards, Schalick, Zee; Nays: None. Absent: Nolan. Motion carried.

Motion Zee seconded by Richards 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:** Councilman Schalick reported that the Memorial Day Parade went well and the he though it was the biggest turnout he has seen. He also recommended that a letter be sent to the County Engineer to get North Main Street on the list for repaving.

**Public Safety:** Council President Schneider provided the police and fire department reports and confirmed that the funding for a new police vehicle is in place.

**Streets/Sidewalks/IT:** Councilman Richards discussed painting the yellow curbs specifically on Penn St. and in other areas as needed.

**Borough Hall/Public Property:** Schneider discussed the progress of the Borough Hall roof and the Clerk updated Council on the cost of shelving for the Records Room.

**Water/Street Lights:** No report.

**Trash/Recycling/Parks & Playgrounds:** No report.

**ADJOURNMENT:** At 10:28 pm, motion Zee second Richards that the meeting be adjourned. All were in favor and motion carried.

June 13, 2018

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Sarah D. Walker, Borough Clerk

Approved: July 11, 2018