

**Borough of Elmer Minutes****August 8, 2018**

**CALL TO ORDER:** A Regular Meeting of the Borough Council convened in the Borough Hall at 7:30 p.m. with Councilman James Zee presiding.

**FLAG SALUTE AND INVOCATION:** Invocation was given by Councilman Zee, followed by the pledge of allegiance. Zee noted that adequate notice of the meeting was provided on January 8, 2018 pursuant to the Open Public Meetings Act.

**ROLL CALL:** Council Members Lynda Davis, Cynthia Nolan, R. Matthew Richards, Steven Schalick, and James Zee answered to the roll call. Absent were Council President Lewis Schneider and Mayor Joseph Stemberger. 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 July 11, 2018, and to dispense with the reading of the minutes.

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

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

Mark Blauer of Blauer Associates, provided a summary of his work as a grant writer and updated Council Members on the DCA Small Cities grant for ADA compliance that the Borough is preparing to submit. A public hearing was held at 7:00 pm but no members of the public were present so Blauer provided an overview of the grant to Council: \$400,000 competitive grant funds are available with 15% match; proposal is due 9/7/18 for a decision on 12/10/18; the Borough may apply for less and do phases if needed (\$460,000 is maximum per year including match).

Andrew Martin, proposed candidate for the Deputy Emergency Management Coordinator position, was introduced. He provided a short summary of his background and answered questions.

Scott Kramme, 145 N. Main St., asked for an explanation of the increase in his tax bill. Councilman Richards explained that the school tax increase occurred as a result of the difference between the Elmer School District operating cost and the Elmer school tax levy, and that the State and County Departments of Education determined the increase in the levy to adjust for the difference (not Pittsgrove Township School District). The CFO explained how the State and County came up with the true cost of educating Elmer students, and that the increase was supposed to take effect last year but it came in after the tax rates were already set so it is happening this year. The Mayor, Borough Council members, and the CFO met with legislators and talked to State, County, and Pittsgrove School District representatives to try to resolve the tax increase for the least impact to the residents.

Fred Davis, 417 Broad St., asked for an update on the fire damaged property at 419 Broad St. The Solicitor explained that a hearing will be held on August 30 and if no objections are raised by any interested parties of the property the order to demolish should be approved at that time.

Motion Davis second Nolan 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. 2018-11**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, SALEM COUNTY, STATE OF NEW JERSEY, AUTHORIZING THE ADVERTISEMENT AND SALE OF BLOCK 15, LOT 5 (106 FRONT STREET); NO LONGER NEED FOR PUBLIC PURPOSES, PURSUANT TO N.J.S.A. 40A:12-13 ET SEQ.**

Motion Davis second Richards to open the public hearing for Ordinance 2018-11. There being no comment, motion Richards second Zee to close the public hearing. Motion Richards second Zee to adopt Ordinance 2018-11.

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

**ORDINANCE NO. 2018-12**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER,  
SALEM COUNTY, STATE OF NEW JERSEY, AMENDING CHAPTER 14  
ENTITLED "WATER" OF THE CODE OF THE BOROUGH OF ELMER**

Motion Richards second Davis to open the public hearing for Ordinance 2018-12. Kramme asked the purpose of the ordinance and Council members and the Clerk explained the rate change needed for the Water Utility. There being no other public comment, motion Richards second Nolan to close the public hearing. Motion Richards second Davis to adopt Ordinance 2018-12.

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

**2. Resolutions:** None.

**NEW BUSINESS:**

**1. Ordinances:** None.

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

**BOROUGH OF ELMER, COUNTY OF SALEM  
RESOLUTION AUTHORIZING EXTENSION  
OF GRACE PERIOD FOR TAXES DUE AUGUST 1, 2018**

**Number 87-18**

**WHEREAS**, the Borough of Elmer did not mail out the 2018/2019 Tax Bills until July 27, 2018; and

**WHEREAS**, the Borough of Elmer desires to extend the grace period on taxes due August 1, 2018 to August 21, 2018,

**NOW, THEREFORE, BE IT RESOLVED**, that the Tax Collector is hereby authorized and directed to extend the grace period on taxes due August 1, 2018 to August 21, 2018.

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

**Number 88-18**

BE IT RESOLVED that the Escrow Fund Deposit made pursuant to Article IV, Section 2.30 of the Land Development Ordinance by applicant Jack Justice for a Bulk Variance for 420 Salem Street (Block 32 Lot 9) in the amount of \$55.63 be distributed and paid as follows:

Amount: \$55.63

To: Elmer Times

For: Bulk Variance

**BOROUGH OF ELMER, COUNTY OF SALEM  
RESOLUTION FOR PLANNING BOARD ESCROW FUND (Ajdari/Monter)**

**Number 89-18**

BE IT RESOLVED that the Escrow Fund Deposit made pursuant to Article IV, Section 2.30 of the Land Development Ordinance by applicants Rodmehr Ajdari and Michael Monter for Site Plan review for 500 Front Street (Block 13 Lot 3) in the amount of \$1,782.10 be distributed and paid as follows:

Amount: \$1,782.10

To: Fralinger Engineering, PA

For: Site Plan Review

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

**Number 90-18**

**WHEREAS**, the Borough of Elmer is an applicant for Department of Community Affairs Fiscal Year 2019 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  
APPROVING PUBLIC FACILITIES GRANT MANAGEMENT PLAN**

**Number 91-18**

**WHEREAS**, the Borough of Elmer will apply for a grant up to \$400,000 in Fiscal Year 2019 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 Plant for its Fiscal Year 2019 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 2019 Public Facilities project.

**BOROUGH OF ELMER, COUNTY OF SALEM RESOLUTION  
FY 2019 SMALL CITIES GRANT SUBMISSION APPROVAL**

**Number 92-18**

**WHEREAS**, the Borough of Elmer desires to apply for and obtain a Fiscal Year 2019 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  
IDENTIFYING THE SMALL CITIES PROGRAM FAIR HOUSING OFFICER**

**Number 93-18**

**WHEREAS**, the Borough of Elmer is applying for Fiscal Year 2019 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.

**RESOLUTION OF THE BOROUGH OF ELMER, COUNTY OF SALEM  
APPOINTING ANDREW MARTIN DEPUTY EMERGENCY MANAGEMENT COORDINATOR**

**Number 94-18**

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Elmer that the Andrew Martin be appointed Deputy Emergency Management Coordinator for the Borough of Elmer beginning August 9, 2018 and ending December 31, 2018.

Motion Zee second by Davis to adopt Resolutions 87-18 through 94-18.

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

**DISCUSSIONS/MOTIONS**

1. Motion Richards second by Davis to approve Election Room Use for Thursday, October 18, 6-8:30 pm, by ANJEC & SJ Land & Water Trust for a Septic and Buffer Seminar. All were in favor and motion carried.
2. Motion Richards second Zee to approve Inspira Health Network Raffle to be held at the hospital on Friday October 26, 2018 at 2:30 pm. All were in favor and motion carried.

**REPORTS/BILL LIST:**

Motion Richards seconded by Nolan to receive and file the Tax/Water Collector and to receive, file and spread full upon the minutes the Treasurer's report (**see Page 74a**); all were in favor and motion carried.

Motion Davis seconded by Nolan, that the bills be paid and charged to their respective accounts (see **Page 74b**).  
Roll Call: Ayes: Davis, Nolan, Richards, Schalick, Zee; Nays: None. Absent: Schneider. Motion carried.

Motion Zee second by Nolan that the Clerk's mail correspondence be received and filed. Council members discussed the letter from Barbara Luciano about repaving Oak Street and noted that it could be covered in future NJDOT grants. All were in favor and motion carried.

**COMMITTEE REPORTS:**

**Finance/Celebration Public Events:** No report.

**Public Safety:** Police Chief Bryan provided the police report and Councilman Richards provided the fire department report.

**Streets/Sidewalks/IT:** Councilman Richards discussed Oak St repaving again, noting that monies leftover from some of the street grants could provide source for repaving and that 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Streets will need paving soon also. Schalick noted that the County reviewed the request for North Main St repaving and that it would be at least 4 years. Street sweeping was also discussed. Richards also noted that a laptop for the Emergency Management Coordinator was ordered and phone lines for the water department turned off.

**Borough Hall/Public Property:** No report.

**Water/Street Lights:** Zee updated Council on the status of the water remediation project and the meeting with the Salem County Pollution Control Authority.

**Trash/Recycling/Parks & Playgrounds:** Nolan discussed trash service and noted that she has a community service worker doing some weeding and other activities.

**ADJOURNMENT:** At 8:58 pm, motion Richards second Zee that the meeting be adjourned. All were in favor and motion carried.

August 8, 2018

---

Sarah D. Walker, Borough Clerk

Approved: September 12, 2018