

**Borough of Elmer Minutes****January 2, 2019**

**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 November 1, 2018 pursuant to the Open Public Meetings Act.

**ROLL CALL:** Council President Lewis Schneider, Council Members Lynda Davis, Cynthia Nolan, R. Matthew Richards, Steven Schalick, James Zee, and Mayor Joseph Stemberger answered to the roll call. Also present were Solicitor Brian Duffield, Chief Financial Officer Cynthia Strang, and Clerk Sarah Walker.

**APPROVAL OF MINUTES:** Motion Zee second Nolan to approve the minutes from the Regular Council Meeting held on December 12, 2018 and the Budget Meeting held on December 13, 2018, and to dispense with the reading of the minutes.

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

**PUBLIC SESSION:** Motion Zee second Davis to open the public portion of the meeting. All were in favor and the motion carried. There being no one present, motion Zee second Nolan to close the public portion of the meeting. All were in favor and motion carried.

**UNFINISHED BUSINESS:**

**1. Water Remediation Project:** Councilman Zee and Council Members discussed the grant/loan available through the Salem County Pollution Control Authority as well as other funding options for the project. Zee will find out more information about the loan/grant choices after the SCPCA meets next week.

**NEW BUSINESS:**

**1. Ordinances:** The following Ordinances were read by title:

**ORDINANCE 2019-1 2019 WATER SERVICE RATE ORDINANCE**

Motion Davis second by Zee to approve the introduction of Ordinance 2019-1. All were in favor and motion carried.

**ORDINANCE 2019-2 2019 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK**

Motion Davis second by Zee to approve the introduction of Ordinance 2019-2. All were in favor and motion carried.

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

**BOROUGH OF ELMER  
COUNTY OF SALEM  
RESOLUTION ADOPTING THE 2019 TEMPORARY BUDGET**

**Number 17-19**

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 2019 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, 2019; and

WHEREAS, the total appropriations in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of

Current Fund: \$1,138,022.00  
 Water Utility Fund: \$ 257,600.00

and

WHEREAS, 26.25 percent of the total appropriations in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2018 budget, is the sum of

Current Fund: \$ 298,730.78  
 Water Utility Fund: \$ 67,620.00

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:

**2019 TEMPORARY BUDGET**

**CURRENT FUND**

	<b><u>SALARIES AND WAGES</u></b>	<b><u>OTHER EXPENSES</u></b>	<b><u>TOTAL</u></b>
<b><u>GENERAL GOVERNMENT</u></b>			
Mayor and Council	\$ 5,400.00	\$ 1,700.00	\$ 7,100.00
Municipal Clerk	4,300.00	9,000.00	13,300.00
Financial Administration	4,800.00	5,000.00	9,800.00
Audit Services		5,500.00	5,500.00
Revenue Administration (Taxes)	3,200.00	4,500.00	7,700.00
Assessment of Taxes	2,500.00	3,000.00	5,500.00
Legal Services		8,000.00	8,000.00
Engineering Services and Costs		2,000.00	2,000.00
Technology		2,200.00	2,200.00
Buildings and Grounds	2,500.00	8,300.00	10,800.00

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	<b><u>SALARIES AND WAGES</u></b>	<b><u>OTHER EXPENSES</u></b>	<b><u>TOTAL</u></b>
<b><u>LAND USE ADMINISTRATION</u></b>			

Land Use Board	\$ 1,300.00	\$ 2,200.00	\$ 3,500.00
<b><u>HOUSING INSPECTION</u></b>			
Housing Officer	1,700.00	1,000.00	2,700.00
<b><u>INSURANCE</u></b>			
Liability Insurance		23,000.00	23,000.00
Workers' Compensation		18,000.00	18,000.00
Unemployment and Disability		700.00	700.00
<b><u>PUBLIC SAFETY</u></b>			
Police Department	45,000.00	10,000.00	55,000.00
Office of Emergency Management	800.00	700.00	1,500.00
Fire Department		10,000.00	10,000.00
Fire Code Inspector	2,100.00	600.00	2,700.00
First Aid Organization		6,000.00	6,000.00
<b><u>MUNICIPAL COURT</u></b>			
Municipal Court		12,000.00	12,000.00
<b><u>PUBLIC WORKS</u></b>			
Streets and Road Maintenance		8,100.00	8,100.00
Garbage and Trash Removal		27,000.00	27,000.00
Recycling		9,500.00	9,500.00
Recycling Tax		1,100.00	1,100.00
<b><u>HEALTH AND HUMAN SERVICES</u></b>			
Board of Health	2,300.00	1,100.00	3,400.00
Animal Control Services	200.00	1,500.00	1,700.00
<b><u>PARK AND RECREATION</u></b>			
Parks and Playgrounds		2,200.00	2,200.00
<b><u>OTHER COMMON OPERATING FUNCTIONS</u></b>			
Celebration of Public Events		1,200.00	1,200.00
Aid to Public Library		1,100.00	1,100.00
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	<b><u>SALARIES AND WAGES</u></b>	<b><u>OTHER EXPENSES</u></b>	<b><u>TOTAL</u></b>
<b><u>UTILITY EXPENSES AND BULK PURCHASING</u></b>			

Natural Gas	\$	\$ 9,030.00	\$ 9,030.00
Electricity		8,000.00	8,000.00
Telephone		3,700.00	3,700.00
Street Lighting		5,500.00	5,500.00
Gasoline		3,600.00	3,600.00

**DEFERRED CHARGES AND  
STATUTORY EXPENDITURES**

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DCRP		600.00	600.00
Social Security System		6,000.00	6,000.00
<b>GRAND TOTAL - CURRENT FUND</b>			<b>\$ 298,730.00</b>

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**WATER UTILITY FUND**

**OPERATING**

Salaries and Wages			\$ 13,000.00
Other Expenses			37,000.00
Liability Insurance			3,400.00
Contribution to Social Security System			1,200.00
Unemployment Compensation Insurance			150.00
Capital Outlay			12,870.00
			<hr/> 67,620.00

**DEBT SERVICE**

Payment of Bond Principal			2,457.62
Interest on Bonds			2,042.50
			<hr/> \$ 72,120.12

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**GRAND TOTAL - WATER UTILITY FUND**

**BOROUGH OF ELMER, COUNTY OF SALEM  
RESOLUTION AUTHORIZING DISCHARGE OF A MORTGAGE FOR 124 SOUTH MAIN STREET  
Number 18-19**

**WHEREAS**, the Borough of Elmer, through its Small Cities Grant program, executed three loans to Alice Clune to rehabilitate the property situated on Block 26, Lot 17 in the Borough of Elmer, more commonly known as 124 South Main St.; and

**WHEREAS**, said loans in the amount of \$11,900.00, \$5,400.00, and \$13,500.00 were secured by a mortgages dated May 29, 2006, March 5, 2007, and September 28, 2009 and given to the Borough of Elmer for the property located at Block 26, Lot 17, in the Borough of Elmer; and

**WHEREAS**, JPMorgan Chase Bank foreclosed upon the property on June 13, 2018, and the March 5, 2007 and September 28, 2009 mortgages were foreclosed in the foreclosure proceedings; and

**WHEREAS** the May 29, 2006 mortgage of \$11,900 is to be discharged upon the transfer of the property provided that the property owner satisfies certain conditions of the Small Cities Loan program agreement; and

**WHEREAS**, the owners are selling the property and have satisfied the conditions of the agreement;

**NOW, THEREFORE, BE RESOLVED** by the Council of the Borough of Elmer that the Mayor and Clerk are authorized to execute the Discharge of Mortgage for the above referenced property.

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, COUNTY OF SALEM, STATE OF NEW JERSEY, AWARDED CONTRACT TO GARRISON ENTERPRISES, INC. FOR EMERGENCY ROAD REPAIR AND RELATED SERVICES**

**Number 19-19**

**WHEREAS**, Mayor and Council of the Borough of Elmer have solicited bids for emergency road repair and related services due to roadway excavation for the Elmer Borough Water Department; and

**WHEREAS**, bids were received and opened on November 29, 2018 for the project; and

**WHEREAS**, two (2) bids were received from Garrison Enterprises, Inc., of 211 West Elmer Road, Vineland, NJ, 08360, and Neri's Construction & Rentals, Inc., 849 Clayton Road, Williamstown, NJ, 08094; and

**WHEREAS**, the Borough's Solicitor has determined that the bid is in conformance with the Bid Specifications and Local Public Contracts Law, and recommends the award of the Contract to Garrison Enterprises, Inc. pursuant to the schedule of time and material fees/expenses attached to said bid.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Elmer that the Contract for emergency road repair and related services due to roadway excavation for the Elmer Borough Water Department be and the same is hereby awarded to Garrison Enterprises, Inc. pursuant to the schedule of time and material fees/expenses subject to the conditions set forth below.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk of the Borough of Elmer are hereby authorized and directed to execute the Contract for same.

**BE IT FURTHER RESOLVED** that the certified checks or bid bonds of the successful bidder are to be returned upon the receipt of fully executed Contract and other required documents from Garrison Enterprises, Inc.

**BE IT FURTHER RESOLVED** that the Borough's Chief Financial Officer must certify that sufficient funds are available to award the Contract.

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, COUNTY OF SALEM, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A CONTRACT WITH AMERICAN LEGION AMBULANCE ASSOCIATION FOR EMERGENCY MEDICAL SERVICES ("EMS")**

**Number 20-19**

**WHEREAS**, the prior provider of Emergency Medical Services ("EMS") for the Borough of Elmer was the Elmer Volunteer Ambulance Service; and

**WHEREAS**, the Elmer Volunteer Ambulance Service terminated provided emergency medical services to the Borough of Elmer on December 16, 2018; and

**WHEREAS**, the Elmer Borough Council desires to provide emergency medical services to the residents and transients of the Borough of Elmer; and

**WHEREAS**, the American Legion Ambulance Association provides EMS personnel and equipment on a 24/7 basis; and

**WHEREAS**, the American Legion Ambulance Association is qualified to provide emergency basic life support services to the Borough of Elmer; and

**WHEREAS**, Contract with the American Legion Ambulance Association for EMS services attached hereto is in the best interests of the Borough of Elmer; and

**WHEREAS**, this Resolution is adopted to authorize the Mayor and Clerk to enter into the Contract for Service for Elmer Borough and American Legion Ambulance Association dated December 16, 2018, attached hereto, in order to obtain aid for Emergency Medical Services as set forth therein.

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

1. The Mayor of the Borough of Elmer and the Clerk of the Borough of Elmer are hereby authorized to execute a Contract with the American Legion Ambulance Association, attached hereto.

**BOROUGH OF ELMER COUNTY OF SALEM  
RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT**

**Number 21-19**

**WHEREAS**, The Borough of Elmer (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

**WHEREAS**, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

**WHEREAS**, the “Fund” has requested its members to appoint individuals or entities to that position; and

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of “Local Unit”, in the County of Salem and State of New Jersey, as follows:

1. The Borough of Elmer hereby appoints the Sloan Insurance Agency as its Risk Management Consultant.
2. The Mayor and Clerk and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2019 in the form attached hereto.

**BOROUGH OF ELMER COUNTY OF SALEM RESOLUTION  
APPOINTING FUND COMMISSIONER FOR THE STATEWIDE INSURANCE FUND**

**Number 22-19**

**WHEREAS**, the Borough of Elmer (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borough of Elmer that Joseph P. Stemberger, Mayor, is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2019**; and

**BE IT FURTHER RESOLVED** that Steven Schalick is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2019**; and

**BE IT FURTHER RESOLVED** that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

**BOROUGH OF ELMER COUNTY OF SALEM  
RESOLUTION AUTHORIZING 2019 EDMUNDS & ASSOCIATES SOFTWARE AGREEMENT  
Number 23-19**

BE IT RESOLVED by the Mayor and Borough Council that the CFO be authorized to enter into an agreement with Edmunds & Associates for Software Support for the year 2019 in the amount of \$3,308.00. This shall be charged to Finance: OE in the amount of \$2,308.00 and Water: OE in the amount of \$1,000.00 in the 2019 Budget.

**BOROUGH OF ELMER, COUNTY OF SALEM  
RESOLUTION AUTHORIZING MUNIDEX, INC. CONTRACT  
Number 24-19**

BE IT RESOLVED by the Mayor and Borough Council that the Clerk be authorized to enter into an agreement with Munidex, Inc. for Software Support for the year 2019 in the amount of \$632. This shall be charged to Board of Health: OE in the 2019 Budget.

**BOROUGH OF ELMER, COUNTY OF SALEM  
RESOLUTION AUTHORIZING 2019 MUNICIPAL SOFTWARE CONTRACT  
Number 25-19**

**BE IT RESOLVED** by the Mayor and Borough Council that the Clerk be authorized to enter into an agreement with Municipal Software Inc. for annual support for the year 2019 in the amount of \$6,481.00. This shall be charged to Tax Collection: OE, Animals: OE, Technology: OE, and Water Operating: OE in the 2019 Budget.

Motion Davis second Nolan to adopt Resolutions 17-19 through 25-19.

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

**DISCUSSIONS/MOTIONS:**

1. Motion Richards second Davis to approve the meeting room request for the South Jersey Gas Outreach Program for utility bill assistance; all were in favor and motion carried.
2. GovDeals: the Clerk updated Council that the boiler was sold on GovDeals in the second round.

**REPORTS/BILL LIST:**

Motion Richards 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 19a**); all were in favor and motion carried.

Motion Davis second Nolan to pay all duly authorized bills and charge them to their respective accounts (**see Page 19b**).

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

Motion Richards second Davis 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:** Schalick discussed the holiday sign and Council members discussed wreath removal by the Salem County inmates or by Council Members on January 12<sup>th</sup>.

**Public Safety:** Schneider reported on the new police car and the status of the change in ambulance services.

**Streets/Sidewalks/IT:** Richards discussed the ADA grant and costs of architect for drawings needed for the grant;

Council was in favor to proceed with the ADA grant for 2019 and the Clerk will check with the Solicitor that the Bond Ordinance for Sidewalks applies to the project.

**Borough Hall/Public Property:** Davis discussed the recent leaks and replacing the roof of the Borough Hall.

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

**Trash/Recycling/Parks & Playgrounds:** Nolan discussed the leaf pickup and Christmas tree recycling.

**ADJOURNMENT:** At 9:01 pm, motion Richards second Zee that the meeting be adjourned. All were in favor and motion carried.

January 2, 2019

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Sarah D. Walker, Borough Clerk

Approved: February 13, 2019