

**Borough of Elmer Minutes****October 14, 2020**

**CALL TO ORDER:** A Regular Meeting of the Borough Council convened in the Borough Hall and by conference call at 7:30 p.m. with Mayor Joseph Stemberger presiding.

**FLAG SALUTE AND INVOCATION:** Invocation was given by Mayor Stemberger followed by the pledge of allegiance. Mayor Stemberger noted that adequate notice of the meeting was provided on October 8, 2020 pursuant to the Open Public Meetings Act.

**ROLL CALL:** Council Members Lynda Davis, Bruce Foster, Cynthia Nolan, Steven Schalick, James Zee, and Mayor Joseph Stemberger answered to the roll call; absent was Council President Lewis Schneider. 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 Meetings held on September 9, 2020 and to dispense with the reading of the minutes.

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

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

**UNFINISHED BUSINESS:**

**1. Library Request to Open to Public:** Motion Davis second Zee to allow the library to open to the public. All were in favor and motion carried.

**2. Water Department Positions:** The positions of the two retiring staff members (Robert Richards, Assistant Water Superintendent, and Donn Nelson, Water Meter Reader) were discussed. The RFP for Licensed Operator will be expanded to include specifications that will cover the duties of the retiring Water Department personnel. Motion Zee second Foster to authorize solicitation of a Request for Proposals (RFP) RFP for Licensed Operator for the Water Department. All were in favor and motion carried.

**NEW BUSINESS:**

**1. Ordinances:** None.

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

**BOROUGH OF ELMER, COUNTY OF SALEM  
RESOLUTION AUTHORIZING REFUND OF ESCROW ACCOUNT BALANCE  
FOR APPLICANT PAUL ITALIANO, WHITES BUILDING RE HOLDINGS LLC, BLOCK 16 LOT 16  
Number 77-20**

**WHEREAS,** the Municipal Land Use Law allows for refunding of unused escrow deposits, and

**WHEREAS,** the Borough of Elmer has received deposits for review and inspection fees and these funds have been deposited by the Borough into an escrow account; and

**WHEREAS,** it has been determined that the applicant has voluntarily withdrawn the application and it is necessary to refund the positive balance held in escrow to the following applicant:

<u>Applicant</u>	<u>Project</u>	<u>Amount</u>
Paul Italiano, White's Building RE Holdings LLC	Minor Subdivision Review 5 Mill Street Block 16 Lot 16	\$ 981.50

**NOW, THEREFORE, BE IT RESOLVED,** by the Mayor and Council of the Borough of Elmer, that the Chief Financial Officer is hereby authorized and directed to refund the remaining escrow balance to the above applicant and close the aforesaid accounts.

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER  
AUTHORIZING ADVERTISING AND RECEIPT OF BIDS FOR THE  
BOROUGH HALL ADA IMPROVEMENTS PROJECT**

**Number 78-20**

**WHEREAS**, the Council of the Borough of Elmer has determined to authorize ADA improvements to the Borough Hall; and

**WHEREAS**, via Resolution No. 51-20, Becica Associates, LLC was awarded a Contract from the Council of the Borough of Elmer to provide professional architectural/engineering design services for the ADA improvements to Borough Hall; and

**WHEREAS**, Becica Associates, LLC, in conjunction with the assistance of the Borough's engineer, has developed bid specifications for the requested ADA improvements; and

**WHEREAS**, the Borough Council desires to advertise and receive bids for the Borough Hall ADA Improvements Project;

**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 Borough Clerk shall advertise and receive bids for the Borough Hall ADA Improvements Project.

**BE IT FURTHER RESOLVED** that the advertisement for bids shall conform to the requirements of N.J.S.A. 40A:11-23, and such notice shall be published in the official newspaper of the Borough of Elmer.

**BE IT FURTHER RESOLVED** that the bids will be submitted to the Borough Clerk and in accordance with the terms, conditions and specifications of the Notice to Bidders and Proposal form.

**BOROUGH OF ELMER COUNTY OF SALEM  
RESOLUTION CANCELLING OUTSTANDING CHECKS**

**Number 79-20**

**WHEREAS**, the Borough of Elmer has issued the following checks to the parties and in the amounts listed:

**CURRENT FUND:**

<u>DATE</u>	<u>NUMBER</u>	<u>NAME</u>	<u>AMOUNT</u>
7/8/2020	17183	Sarah R. T. Smith	\$200.00

**WATER UTILITY FUND:**

<u>DATE</u>	<u>NUMBER</u>	<u>NAME</u>	<u>AMOUNT</u>
8/14/2020	7293	Universal Instrument Service	\$1,250.00

**WHEREAS**, these checks have not been received by the parties to whom they were issued and have, therefore, been determined to be lost; and

**WHEREAS**, the Borough of Elmer has issued the following Current Fund check to the party and in the amount listed:

<u>DATE</u>	<u>NUMBER</u>	<u>NAME</u>	<u>AMOUNT</u>
12/12/18	16418	Cynthia L. Nolan	\$80.00

**WHEREAS**, this check has not been presented for payment by the party to whom it was issued;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Elmer, assembled in public session this 14<sup>th</sup> (fourteenth) day of October 2020, that the Chief Financial Officer of the Borough of Elmer be and she is hereby authorized and directed to cancel the aforementioned checks and the funds represented thereby are to be credited to the respective funds and the checks reissued if deemed appropriate.

Motion Zee second Foster to adopt Resolutions 77-20 through 79-20.

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

#### **DISCUSSIONS/MOTIONS:**

**1. Water Meter Reader Retirement:** Motion Davis second Nolan to accept the retirement of Donn Nelson with regrets. All were in favor and motion carried.

**2. Authorization to Solicit RFPs for Professional Services:** Motion Zee second Davis to authorize the solicitation of requests for proposals (RFPs) for professional services for 2021. All were in favor and motion carried.

**3. Authorization to Solicit Bids for Water Services:** Motion Zee second Nolan to authorize solicitation of bids for water services for 2021. All were in favor and motion carried.

**4. Schedule Budget Meeting & Reorganization:** The Budget meeting will be scheduled at 5:30 pm prior to the Regular Council Meeting on December 9<sup>th</sup>, and Reorganization and the Regular January Council meeting will be scheduled on the same day, January 6<sup>th</sup> at 6:30 pm and 7:30 pm. Mayor Stemberger recommended convening in person and open to the public at the Borough Hall for the November meeting and Council Members were in favor.

**5. Review Best Practices CY2020:** Council members reviewed the 2020 Best Practice Inventory. There being no changes, the CFO and Clerk will execute the submission of the inventory.

#### **REPORTS/BILL LIST:**

Motion Foster second Zee to receive and file the Tax/Water Collector's report and to receive, file and spread full upon the minutes the Treasurer's report (**see Page 71a**); 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 71b**).

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

The Clerk noted that a letter was emailed from the Mayor to the DEP concerning the lake and that the Local Government dinners were postponed for the rest of the year.

Motion Foster second Nolan that the Clerk and Mayor's correspondence be received and filed. All were in favor and motion carried.

#### **COMMITTEE REPORTS:**

**Finance/Celebration Public Events:** Schalick recommended putting guidelines for Halloween in the Elmer Times and on social media; he will contact the Emergency Management Coordinator for their recommendations and information.

**Public Safety:** No report.

**Streets/Sidewalks:** Foster noted that the stop signs on Pfeffer's Lane have been removed by the Upper Pittsgrove Public Works upon the receipt of a letter from the Mayor, and two sections of residential sidewalks have also been replaced following citations for violations. Standing water on Park Avenue and vegetation on the road at Hitchner and Center Streets were also discussed.

**Borough Hall/Public Property:** Davis reported on the Borough Hall boiler roof and building lights and Foster mentioned that the restroom soap and paper towel dispensers are now hands-free and ADA compliant.

**Water/Street Lights/IT:** Zee discussed the water department staff replacement plan. The last test of the wells is in December so as long as the tests come back negative the remediation project should be wrapping up. Members

discussed plans and options to change the decorative street lights to LEDs and Zee offered to get a sample light converted to LED to make sure everyone is happy with the light color. Zee also provided an update on the computer upgrades.

**Trash/Recycling/Parks & Playgrounds:** Nolan discussed reopening the playground and Council Members were in favor. Centennial Park renovations were discussed, including installing a fence along the side next to the house and consulting an arborist to assess the trees. Foster recommended calling Rutgers Cooperative Extension.

Members also discussed the political signs.

**ADJOURNMENT:** At 8:19 pm motion Zee second Foster that the meeting be adjourned. All were in favor and motion carried.

October 14, 2020

---

Sarah D. Walker, Borough Clerk

Approved: November 11, 2020