

**ELK TOWNSHIP
COMMITTEE MEETING MINUTES
October 1, 2015**

The Regular Meeting of the Elk Township Committee was held on the above date in the Municipal Building. The meeting was called to order by Mayor Marchei at 7:31PM.

The Open Public Meeting Notice was read. The Salute to the Flag and the Lord's Prayer were recited in unison.

Present were: Mr. Rambo, Mrs. Sammons, Ms. Yenner, Mayor Marchei, Mr. Considine, CFO, Mrs. Pine, Township Clerk, Mr. Alice, Township Solicitor and Mr. Bitgood, Township Engineer, Lt. Garrison was present for Chief DeFalco. Mr. Poisker and Chief DeFalco were absent.

APPROVAL OF MINUTES of September 15, 2015 Work Session

Motion by Ms. Yenner to approve the minutes of September 15, 2015 Work Session, seconded by Mr. Rambo, all were in favor, motion carried.

COMMITTEE REPORTS

Ms. Yenner reported recreation sponsored a movie night with the county, the turn out for movie night was very light. The county will be eliminating movies in September next year, since the turn out for all the movies held in September was light.

Recreation will be holding a senior breakfast and a Christmas tree lighting. The dates are to be announced.

Mrs. Sammons was not able to attend the JIF meeting.

Environmental Commission met and they are going to reach out to Rowan University for assistance with the NJ Sustainability, Green Team. A letter of resignation was received from Kevin Costello.

ENGINEERS REPORT

Mr. Bitgood reported the 2016 State Aid application has been submitted. The award letter from CDBG has been received.

The township will be receiving \$50,000 for the reconstruction of Willow Grove Road, from Elk Road to the township line.

There have been a number of culvert problems. There is another on Iredell Lane. Mr. Bitgood feels public works will be able to fix it with some guidance. It is not an emergency, it is cordoned off and there is plenty of room to get around it.

Inspections are ongoing at Aura development.

The bid for Moods Road Phase I Municipal Aid has been advertised and bids are due on October 14, 2015.

Received a complaint about road runoff at 110 Stanger Avenue, there was no significant sign of erosion or undermining, will revisit after a rain event.

POLICE CHIEF REPORT

Lt. Garrison reported the police department responded to 1,523 calls for service in the month of September, 2015. They responded to 15 crashes with 1 injury, issued 233 motor vehicle summons and made 17 arrests. Operation take back yielded 7.5 pounds of prescription medication.

FIRE DEPARTMENT REPORT

Mr. Rambo read the Aura Fire company report submitted by Chief Kevin Keen. The company responded to 9 calls for service. October is Fire Prevention month. Fire prevention night will be held on October 7th at Aura School.

SAFETY ON THE AGENDA

Dave Strout of Cettei and Connell, Risk Management Consultant, as part of the JIF Safety program, committee needs to be updated at least once a year on the safety program. The program starts in the beginning of the year, and the township holds quarterly safety meetings. This year's assessment was \$140,049 which is a .63% increase over last year. The township received a \$10,818 refund from 2014 surplus funds, \$1,500 in optional safety budget money and \$2,275 in safety incentive program funds, which is for all the work that the employees do.

PUBLIC PORTION on Agenda Items only.

Motion by Mr. Rambo to open the meeting to the public on agenda items only, seconded by Ms. Yenner, all were in favor, motion carried.

Mayor Marchei asked if anyone had any questions or comments on the items on the agenda to come forward at this time.

Kevin French, 100 Daylight Dr., asked what is different about the fire truck that is on the agenda, what is the need for the fire truck and what will the impact be on the taxpayers in the township?

Mayor Marchei responded this is a replacement of the only ladder truck in the township. Mr. Considine stated the impact on the average home in the township assessed at \$204,000 will be \$43 per year for 10 years.

Jason Buchanan, 230 Solar Ct., is there a need for a ladder truck? Can a used truck be purchased?

Mayor Marchei stated this is a replacement for the 1983 ladder truck the township currently has.

Mr. Considine stated to purchase a used truck, the amount would need to be budgeted. A new truck is a capital purchase and can be bonded.

Motion by Ms. Yenner to close the public portion, seconded by Mrs. Sammons, all were in favor, motion carried.

ORDINANCE:

ORDINANCE O – 14 – 2015

BOND ORDINANCE PROVIDING FOR THE ACQUISITION OF A FIRE TRUCK AND RELATED EQUIPMENT FOR THE TOWNSHIP OF ELK, COUNTY OF GLOUCESTER, NEW JERSEY; APPROPRIATING THE SUM OF \$705,000 THEREFOR; AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OR BOND ANTICIPATION NOTES OF THE TOWNSHIP OF ELK, COUNTY OF GLOUCESTER, NEW JERSEY, IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$665,000; MAKING CERTAIN DETERMINATION AND COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING TITLE ONLY

Motion by Mrs. Sammons to approve Ordinance O-14-2015, seconded by Mayor Marchei. Discussion ensued.

Mrs. Sammons, was questioned by several residents about the need for this fire truck. They asked if there is some other piece of equipment that is needed and they feel committee should do some additional research. This was presented to the committee a month ago and there needs to be more due diligence by committee.

Mr. Rambo, feels with the purchase of this expense, it is not something that can be thrown together in a month. More options need to be explored. There may be other trucks in the township that may need to be replaced before this truck and will get used on a daily basis. He has heard some comments in the past week, and he does not feel comfortable with this purchase. He is not saying no, he just feels more research needs to be done and what will be the best piece of equipment for the township.

Ms. Yenner voted no to moving forward with having the bond prepared. She agrees that more investigation needs to be done. She is not happy with the information that was presented and would like to have more information before spending this amount of money.

Mayor Marchei asked if there was an expense to prepare the ordinance for this. Mr. Considine stated the preparation of the ordinance cost around \$200.

Motion by Mrs. Sammons to Table the Ordinance, seconded by Ms. Yenner, upon roll call motion to Table Ordinance O-14-2015 was carried.

Roll Call:	Mr. Rambo	Yes
	Mrs. Sammons	Yes
	Ms. Yenner	Yes
	Mayor Marchei	Yes

RESOLUTIONS:

**RESOLUTION R-96-2015
RESOLUTION AUTHORIZING ELK TOWNSHIP TO PARTICIPATE IN THE COUNTY OF
GLOUCESTER MULTI-PURPOSE BIKE TRAIL PROJECT**

Mrs. Sammons is not in favor of moving the monument

Motion by Ms. Yenner, seconded by Mrs. Sammons to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Rambo	Yes
	Mrs. Sammons	Yes, in favor of the multi-purpose bike trail, but is not in favor of moving the monument.
	Ms. Yenner	Yes
	Mayor Marchei	Yes

**RESOLUTION R-97-2015
RESOLUTION AMENDING 2015 CAPITAL BUDGET**

Motion by Mayor Marchei to Table said Resolution, seconded by Ms. Yenner upon roll call motion carried.

Roll Call:	Mr. Rambo	Yes
	Mrs. Sammons	Yes
	Ms. Yenner	Yes
	Mayor Marchei	Yes

**RESOLUTION R-98-2015
RESOLUTION APPOINTING AN ASSISTANT TAX COLLECTOR
FOR THE TOWNSHIP OF ELK- Jennifer Pennell**

Motion by Mrs. Sammons, seconded by Mr. Rambo to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Rambo	Yes
	Mrs. Sammons	Yes
	Ms. Yenner	Yes
	Mayor Marchei	Yes

**RESOLUTION R-99-2015
RESOLUTION ENDORSING BEST PRACTICES INVENTORY**

Motion by Mrs. Sammons, seconded by Mr. Rambo to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Rambo	Yes
	Mrs. Sammons	Yes
	Ms. Yenner	Yes
	Mayor Marchei	Yes

RESOLUTION R-100-2015

RESOLUTION AUTHORIZING LIEN ON BLOCK 26 LOT 2 FOR WORK COMPLETED BY THE PUBLIC WORKS DEPARTMENT ASSESSED TO LORI ANN TIERNO GRAVES

Motion by Mr. Rambo, seconded by Ms. Yenner to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Rambo	Yes
	Mrs. Sammons	Yes
	Ms. Yenner	Yes
	Mayor Marchei	Yes

TOPICS:

Based on some discussion from the last meeting there are some questions and concerns on the personnel policy and accountability for all employees. Mayor Marchei would like to see job descriptions for all departments and employees. He would like to have committee review the personnel policy and red pen the areas that need to be changed. Mayor Marchei is concerned with some procedures that are not in the policy, such as taking township vehicles home. Committee will discuss further at a future meeting.

Kevin Keen, OEM Coordinator for the township would like to have an office in the building. He would like to share the office with the judge. He needs to have a place to set up a command post in the event of an emergency. If he is able to utilize the judges office, he can use the court room as the command post.

GLOUCESTER COUNTY REPRESENTATIVE: David Lubelski was present for the County.

PUBLIC PORTION:

Motion by Mr. Rambo to open the meeting to the public, seconded by Ms. Yenner, all were in favor, motion carried.

Mayor Marchei asked if anyone had any questions or comments or an issue they would like to bring to the township committees attention to come forward at this time.

Keith Sharrow, 400 Mallard Lane, is here as a volunteer for Little League, he stated from Whig Lane the fields in the recreation park look great, but as you get close up they look bad, and have gotten progressively worse over the last few years. He would like to see the fields fertilized, grass is mowed, base holes covered. The park is huge and a focal point of the township. The township needs to put some focus on the park.

Mr. Rambo explained there are only 2 guys in the public works department and committee is trying to control costs in salaries. We are not neglecting the park, we are just doing the best we can with the man power we have. There are plans to send someone for the proper training to spread fertilizer and spray weed killer and pesticides.

Mr. Sharrow said the plan sounds awesome and the benefits will hopefully be seen in the spring. He would like to see the fields fertilized, aerated and seeded.

Ms. Yenner said if there is a problem, such as no toilet paper, they need to let someone know. Report the problem to the municipal building.

Michael Canuso, Aura Development Group, explained to committee that the bond amounts for sections 4 and 5 that have been submitted are short based on the amounts of the revised Bond Estimate letters dated May 15, 2015. The bonds were submitted for the amount stated in the original letter. He would like to post the remainder of the bond in cash. The posting of a surety bond and/or cash is allowable according to the MLUL.

Mr. Alice stated this is allowable to make up the difference. When the bond reductions come about the cash portion will be returned first.

R-101-2015

RESOLUTION OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK APPROVING FORM OF PERFORMANCE GUARANTEE SUBMITTED FOR APPROVAL FOR A PROJECT BY CAMCO MANAGEMENT, LLC AND AURA DEVELOPMENT GROUP, LLC AFFECTING THE PARCEL KNOWN AS AURA PHASE I – SECTION 4, BLOCK 29, LOTS 16, 17, 17.02, 20 and 24 ON THE OFFICIAL TAX MAP OF ELK TOWNSHIP, GLOUCESTER COUNTY, NEW JERSEY, COMBINED PLANNING AND ZONING BOARD RESOLUTION NO. 2014-8

Motion by Mrs. Sammons, seconded by Mr. Rambo to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Rambo	Yes
	Mrs. Sammons	Yes
	Ms. Yenner	Yes
	Mayor Marchei	Yes

R-102-2015

RESOLUTION OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK APPROVING FORM OF PERFORMANCE GUARANTEE SUBMITTED FOR APPROVAL FOR A PROJECT BY CAMCO MANAGEMENT, LLC AND AURA DEVELOPMENT GROUP, LLC AFFECTING THE PARCEL KNOWN AS AURA PHASE I – SECTION 5, BLOCK 29, LOTS 16, 17, 17.02, 20 and 24 ON THE OFFICIAL TAX MAP OF ELK TOWNSHIP, GLOUCESTER COUNTY, NEW JERSEY, COMBINED PLANNING AND ZONING BOARD RESOLUTION NO. 2014-8

Motion by Mr. Rambo, seconded by Mrs. Sammons to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Rambo	Yes
	Mrs. Sammons	Yes
	Ms. Yenner	Yes
	Mayor Marchei	Yes

Edward Mick, 799 Clems Run, was involved in a lawsuit with the township and his neighbor. The case was resolved in court. The neighbor was ordered to rectify the problem and part of the order is to get all necessary permits and approvals from the township. He just wants to make sure the permits are obtained properly and plans are reviewed and followed by the engineer.

Mr. Bitgood stated he will make sure all the proper inspections and permits are obtained.

Mr. Mick stated if the township had done their job there would not have been a lawsuit.

Mr. Bitgood explained the case against the township was dismissed.

Kevin French, 100 Daylight Drive, has several unrelated questions, first he would like to know what portion of his property taxes is allocated to public works. Mr. Considine will need to calculate the amount and get back to him.

He is frustrated by the progress and management of the Valle del Sol development. Who is responsible for the upkeep of the development?

Mr. Alice explained the committee has authorized him to pull the bond to allow the township to obtain the funds to remediate the issues. TD Bank is the lien holder and owns all the lots and are now marketing the lots. It is currently a work in progress.

Mr. Bitgood stated the township will be responsible for the top coat of the roadways and the Homeowner's Association will be responsible for the basins.

Mr. French commented that NJ has a reputation of having the highest property taxes in the country. Between 2013- 2014 the state average increase in property taxes was 2.3%. In Elk Township the increase was 5.5%, more than twice the state average. Elk Twp had the 2nd largest increase in the county for that time period. He moved into home in 2012, his taxes went up 3.9% the first year, the following year they went up 12.3% without any changes to his home or property. This was over a 500% increase based on the state average increase.

In 3 years his taxes increased \$2200. He would like to see a zero increase in his taxes next year.

His assessment has dropped \$24,000 and his taxes still went up.

Mr. Considine explained that his assessment dropped due to the revaluation. The amount of taxes needed for both the county and township services including the schools did not change. Unfortunately the amount for him went up, essentially making his piece of the pie larger.

It was explained that he can appeal his tax assessment at the county tax assessor office.

He further asked committee what was the plan for the township to keep the taxes on the township portion steady.

Ms. Yenner welcomes any input from anyone to help make suggestions to keep taxes stable.

Mr. Rambo stated the big problem is there are no ratables in town. The problem with bringing in ratables is the lack of water or sewer in town. If there are any suggestions to bring in a ratable they are very willing to listen.

Mayor Marchei stated the township attempted to sell a liquor license 3 times last year with no success. The committee is very open to clean ratables.

Don Whitesell, 124 Daylight Drive, was just made aware of some of the issues in his development. He would like to know exactly what the issues are and if he could get a list. It sounds like the Home Owner's Association is going to be responsible for certain items.

Mr. Bitgood will get him the list.

Mr. Whitesell also would like to know since the developer no longer owns the lots, will any new homes that are built have to adhere to the same restrictions the current homes have. Such as solar, no fossil fuels, etc. and will they also have the same deed restrictions.

Mr. Alice stated yes they will have to follow the same requirements since the properties are deed restricted.

The residents were promised street lighting, lighting on the sign. What is the process to get this street lighting complete?

Mr. Bitgood stated all the items that were required on the subdivision plan are still required. TD Bank is just the property owner, they are not responsible for the subdivision improvements. Until the developer steps up or the bond is pulled the improvements will not happen. The intent is to have the development built out and completed properly. His mission is to see that that happens. The bonding company's mission is to see the developer complete the project. If he doesn't the bonding company is primarily responsible to get the project complete, either by releasing the funds or having their own contractor complete the bonded items.

Dan Haynicz, 1092 Elk Road, stated he spent 30 years on the Elk Twp. MUA listening to the developers and their plans to bring water and sewer lines into town. Where does the water and sewer infrastructure stand at this point?

Mr. Bitgood explained the GCUA and county planner have established a new and updated Wastewater Management Plan (WMP) for Elk Township that has increased the sewer service areas. The township has endorsed the new plan and it is all in the hands of the NJDEP. Turning over the water and sewer to NJAW did not require them to construct the infrastructure. The infrastructure will happen as the developers pay for it.

Mr. Haynicz said until water and sewer comes into town it will be difficult to attract businesses.

Jason Buchanan, 230 Solar Court, in regards to Valle del Sol, who will be responsible for the plowing of the roads in the development this winter?

Mr. Bitgood stated the developer RJP will still be responsible for the plowing of the roads.

Mr. Buchanan asked County Representative, David Lubelski if he is aware of any grants on the county or state level that may be available for the recreation fields. He recalls in the past there were grants that townships could apply for to help with parks. Mr. Lubelski will look into the possibility of grants.

Lou Schomber, 457 Ewan Road, asked about the retention pond at Valle del Sol and the way it dumps into his yard, who is going to maintain the box in his yard?

Mr. Bitgood stated the township is not obligated to take care of the box. Since no one is going to clean it, Mr. Schomber is not going to clean it anymore, he is going to make it so no water gets dumped into his yard. Every time he comes to the township nothing gets resolved. The developer was supposed to take care of the swale and he did not take care of it. It was recommended by the previous planning attorney that he hire an attorney to address the issue with the developer. He is going to plug the pipe, he does not think he should have to take the water from the development. Ms. Yenner apologized for the problem he is having but she was not on the board at the time. The committee is doing what they can to make corrections to the development.

Kevin French asked if there is a deadline for the process of pulling the bond and work commencing.

Mr. Alice stated this is not something that happens quickly.

Mr. Rambo stated this committee took the step to pull the bond.

Don Whitesell asked, if the bond does not cover the cost of all the repairs who pays for the remainder of the repairs.

Mr. Considine stated if there is not sufficient money, one avenue could be a special assessment on the homes in the development, since they would be the only ones to reap the improvements.

Mrs. Pine asked where the residents of the development send their Home Owner Association fees?

Mr. Whitesell stated he has never paid HOA fees. His HOA fee should be \$500 per year.

Mr. Mick stated the problem he had was with the township zoning officer not enforcing the ordinance. He showed the zoning officer the ordinance and was only asking for a restraining order to stop the dumping. He was also told that it is a dispute between neighbors. He spent over \$50,000 on the lawsuit and he blames the township for not enforcing the ordinance.

Mrs. Sammons stated she took from the comments when she was previously on committee that the problem was a neighborly dispute.

Mr. Mick said he does not even know his neighbor, it was the township not enforcing the ordinances.

Motion by Ms. Yenner to close the public portion, seconded by Mr. Rambo, all were in favor, motion carried.

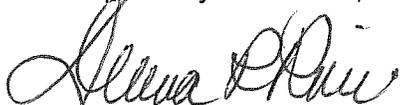
PAY BILLS:

Motion by Mr. Rambo to Pay the Bills, seconded by Ms. Yenner, upon roll call motion was carried.

Roll Call:	Mr. Rambo	Yes
	Mrs. Sammons	Yes
	Ms. Yenner	Yes
	Mayor Marchei	Yes

Motion by Mr. Rambo to adjourn, seconded by Ms. Yenner, all were in favor, the meeting was adjourned at 9:40 PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC
Township Clerk

RESOLUTION R-96-2015

**AUTHORIZING ELK TOWNSHIP TO PARTICIPATE IN THE COUNTY OF GLOUCESTER
MULTI-PURPOSE BIKE TRAIL PROJECT**

WHEREAS, the County of Gloucester has approved a Resolution to construct a Multi-purpose bike trail that will extend and link with the existing trail in Monroe Township, providing a continuous trail from Williamstown to Glassboro. Said Trail will also link with Scotland Run Park and Glassboro State Wildlife Management Area and will become an important recreational amenity for residents of Gloucester County; and

WHEREAS, the County of Gloucester has invited the Township of Elk to be a participant in said Multi-purpose bike trail and the Township of Elk does accept having the proposed Multi-Purpose Bike Trail to run through Elk Township; and

WHEREAS, the provisioning of the Multi-purpose bike trail shall be constructed at no cost to Elk Township as the County of Gloucester has provided engineering services for the project and has secured a grant from the New Jersey Department of Transportation and Federal Highway Administration; and

WHEREAS, to be eligible for this funding, the Committee of the Township of Elk must approve authorization to participate in the Multi-purpose bike trail project and herein does so agree to participate; and

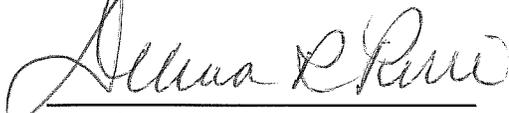
WHEREAS, as a generous and welcome accommodation, the County of Gloucester has agreed to provide the funds and expertise to move the Elk Township Veterans Monument presently located at the intersection of Aura Road and Whig Lane to a location of the Township's choice which likely will be the front grassy area of the Elk Township Recreation Park; and

WHEREAS, the moving of the Veterans Monument was thoroughly discussed at a Town Hall meeting on September 10, 2015 and the general consensus developed that the present location is dangerous and deprives the residents from stopping and appreciating the monument and that relocating the Veterans Monument to the Elk Township Recreation Park or a similar location would permit ceremonies to be held at the Monument and further enhancements to be made to the Monument.

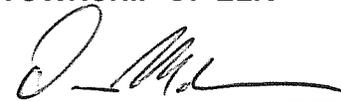
NOW THEREFORE BE IT RESOLVED by the Committee of the Township of Elk, that the Mayor is hereby authorized to enter into the Multi-purpose bike trail project of the County of Gloucester for fiscal year 2015 in order for the County of Gloucester to receive funding from the Multi-purpose bike trail project as detailed above and in any application submissions.

ADOPTED at a Regular meeting of the Mayor and Committee of the Township of Elk, County of Gloucester, and State of New Jersey held October 1, 2015.

ATTEST:


DEBORA R. PINE, Township Clerk

TOWNSHIP OF ELK


Dennis Marchei, Mayor

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Marchei	✓			
Poisker				✓
Rambo	✓			
Sammons	✓			
Yenner	✓			

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey, at a meeting held by the same on October 1, 2015 in the Elk Township Municipal Building, 680 Whig Lane, Monroeville, New Jersey.

DEBORA R. PINE, Township Clerk

R-96-2015

RESOLUTION R-98-2015

**RESOLUTION APPOINTING AN ASSISTANT TAX COLLECTOR
FOR THE TOWNSHIP OF ELK – Jennifer Pennell**

WHEREAS there is a need for an Assistant Tax Collector for the Township of Elk, due to the resignation of Assistant Tax Collector Janeen Hitchner; and

WHEREAS the Elk Township Tax Collector has advertised for the position of Assistant Tax Collector; and

WHEREAS the Elk Township Tax Collector has recommended to Township Committee that Jennifer Pennell be appointed to fill the position of Assistant Tax Collector.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Elk that Jennifer Pennell is hereby appointed as Assistant Tax Collector for the Township of Elk effective September 29, 2015 for a term to expire December 31, 2015.

THIS RESOLUTION IS DULY ADOPTED by the Township Committee of the Township of Elk at its meeting held on the 1st day of October, 2015 at the Municipal Building, 680 Whig Lane, Monroeville, NJ 08343.

TOWNSHIP OF ELK


Dennis Marchei, Mayor

ATTEST:


DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Marchei	✓			
Poisker				✓
Rambo	✓			
Sammons	✓			
Yenner	✓			

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey, at a meeting held by the same on October 1, 2015 in the Elk Township Municipal Building, 680 Whig Lane, Monroeville, New Jersey.

DEBORA R. PINE, Township Clerk

R-99-2015

**RESOLUTION OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF ELK**

RE: RESOLUTION ENDORSING BEST PRACTICES INVENTORY

WHEREAS the State of New Jersey Fiscal Year 2015 Appropriations Act requires the Division of Local Government Services to determine how much of each municipality's final 5% allocation of CMPTRA and ETR aid will be disbursed based upon the results of a Best Practices Inventory completed by each municipality; and

WHEREAS the Township of Elk Municipal Chief Financial Officer, Stephen Considine has completed the CY 2015 Best Practice Inventory; and

WHEREAS the Township Committee of the Township of Elk has considered and reviewed the Inventory at their regular meeting of October 1, 2015 and has approved the submission of the Inventory.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Elk endorses the filing of the CY201 Best Practice Inventory.

DATE: October 21st, 2015

TOWNSHIP OF ELK


Dennis Marchei, Mayor

ATTEST:


DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Marchei	✓			
Poisker				✓
Rambo	✓			
Sammons	✓			
Yenner	✓			

CERTIFICATION

I, Debora R. Pine, Township Clerk of the Township of Elk, County of Gloucester, do hereby certify that the foregoing is a true and complete copy or a resolution adopted by the Township Committee of the Township of Elk in the County of Gloucester, at a meeting held on October 1st, 2015.

DEBORA R. PINE, TOWNSHIP CLERK

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Answer	Question
		General Management - GM
		Comments
1	Yes	<p>Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. <u>Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?</u></p>
2	N/A	<p>If a final judgment has been entered against the municipality and there is no further adjudication, or if the municipality reaches a final settlement, has your municipality satisfied its obligations under a final judgment or settlement in a timely fashion pursuant to their terms (e.g. tax appeals, tort claims, contractual disputes)? <u>This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed as a result of noncompliance with the terms thereof. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.</u></p>
3	Yes	<p>Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</p>
4	Yes	<p>Has the appropriate administrative official reviewed the State Comptroller's June 25, 2013 <u>Report on local government legal fees</u>, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?</p>

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Question	Comments
0804	Answer	
5	<p>Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>	
6	<p>Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).</p>	
7	<p>With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term?</p>	
8	<p>A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm. Does your municipality have, or is your municipality in the process of attaining, a <u>Community Rating System ranking of at least Class 9?</u></p>	

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Answer	Question
9	N/A	Comments
9	N/A	<p>If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?</p>
10	Yes	<p>The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2015 that covers the 2014 calendar year?</u></p>
11	N/A	<p>Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. <u>N.J.S.A. 40A:5A-20</u> allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. <u>Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</u></p>

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Answer	Question
Finance & Audit - FA		
12	Yes	<p>Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. <u>1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.</u></p>
13	N/A	<p>In Local Finance Notice 2007-5, the Division issued guidance concerning the collection and accounting of fees by mayors for the performance of marriage and civil union ceremonies. If your municipality's mayor collects fees for performing weddings and civil unions, are the guidelines on pages 2 and 3 of LFN 2007-5 being followed?</p> <p>Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least quarterly and discusses all significant financial issues? If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.</p>
14	Yes	<p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2013 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2014 audit? If the answer is no, please list the repeat findings in the comments section. Only answer "N/A" if there were no audit findings in 2013. If your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.</p>
15	Yes	<p>Mayor and Township Committee at budget meetings held in February and March of 2015</p>

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Question	Comments
Answer		
16	<p style="text-align: center;">Yes</p> <p>The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. <u>A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm. Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.</u></p>	
17	<p style="text-align: center;">Yes</p> <p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Answer	Question
0804	Answer	Comments
18	Yes	<p><u>N.J.S.A. 40A:5-4</u> requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, <u>N.J.S.A. 40A:5-6</u> requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</u></p>
19	Yes	<p>For its most recent audit period completed, has the municipality: 1) <u>not</u> had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) <u>not</u> accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) <u>not</u> been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?</p>
20	Yes	<p>Pursuant to <u>N.J.S.A. 40A: 2-40</u>, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</p>
21	Yes	<p>Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. Has your CFO done all of the following: (1) <u>reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?</u></p>

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Answer	Comments
Question		
22	Yes	
Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?		
Procurement - P		
23	Yes	
Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc . Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?		
24	N/A	
Pursuant to <u>N.J.S.A. 52:15C-10(a)</u> , municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, N.J.S.A. 52:15C-10(b) requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller's website. <u>Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?</u>		
25	Yes	
<u>The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the <u>Prompt Payment Law?</u></u>		
26	Yes	
Has your municipality established a chain of command as required by <u>N.J.A.C. 5:34-6.1(b)</u> to ensure appropriate individuals are in place to determine when emergency procurement is necessary, and to ensure that the provisions for emergency purchasing set forth in <u>N.J.S.A. 40A:11-6</u> are properly implemented?		

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Answer	Question
27	Yes	<p>N.J.S.A. 40A:11-5 (a)(i) states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality..." . <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u></p>
		Comments

Elk Township (Gloucester)		
0804	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
28	Yes	<p>In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. <u>Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</u></p>
29	Yes	<p>In preparing your annual budget, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. <u>Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two future year's budgets, and 2) are these budget projections discussed with the governing body?</u></p>
30	N/A	<p>Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. <u>If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</u></p>
31	Yes	<p>Do elected officials receive a <u>written</u> status report at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?</p>

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Answer	Question
32	Yes	In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?
33	No	<u>N.J.S.A. 40A:4-5</u> requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> . Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? This question may only be answered N/A if your municipality is under State Supervision.
34	No	<u>N.J.S.A. 40A:4-10</u> requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities), unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> . Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? This question may only be answered "N/A" if your municipality is under State Supervision, or delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.
Health Insurance - HI		
35	Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Answer	Question
36	Yes	Comments
36	Yes	<p>Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?</p> <p>Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u></p> <p>The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. <u>If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</u></p>
37	N/A	
38	N/A	

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Question	Comments
0804		
	Answer	
39	<p>Yes</p> <p>Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has lessened, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your governing body had a thorough and adequate discussion about its current policy regarding payments in lieu of health benefits, its impact on the municipal budget, and whether said payments are still warranted?</u> "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</p>	

Elk Township (Gloucester)		
0804	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
Personnel - PE		
40	Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? <i>In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.</i></p>
41	Yes	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?</p>

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Answer	Question
42	Yes	Comments
	Yes	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel? Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?
44	No	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?
45	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work? The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-related continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. Does your municipality limit benefits for work-related injuries to the above statutory benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.
46	No	Police Contract requires 100% wage replacement when a police officer is on workers compensation.

Elk Township (Gloucester)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0804	Question	Comments
Answer		
47	No	Police Contract requires 100% wage replacement when a police officer is on workers compensation.
	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$604 for disabilities beginning on or after 1/1/15. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.	
48	Yes	
	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees? For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
49	Yes	
	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</u>	
50	No	
	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</u>	

Elk Township (Gloucester)		
0804	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
0	Select	
35	Yes	
7	No	
8	N/A	
0	Prospective	
50	Total Answered:	
43	Score (Yes + N/A + Prospective)	
86%	Score %	
0%	Percent Withheld	
Chief Administrative Officer's Certification		
	I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s) n/a
	to the best of my knowledge.	
	Name & Title: Stephen P. Considine, CFO	Date 10/1/2015
Chief Financial Officer's Certification		
	I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s) N0255
	to the best of my knowledge.	
	Name: Stephen P. Considine, CFO	Date 10/1/2015
Municipal Clerk's Certification		
	I hereby certify that the Governing Body of the Township of Elk in the County of Gloucester County discussed/will discuss the CY 2015/SFY 2016 Best Practice Inventory as	
	completed herein at a public meeting on October 1, 2015, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s) C-1217
	be stated in the minutes of said public meeting.	
	Name: Debora R. Pine, RMC	Date 10/1/2015

Elk Township (Gloucester)

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

Red = Repeat Question; Prospective answers not permitted
 Blue = Questions where neither "not applicable" nor "N/A" answers are permitted
 Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted
 No Color = "Yes", "No", "Prospective" and "Not Applicable" are all permissible answers

# of Questions scored Yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	60%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid

Question

Table of Weblinks

4	http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf	
8	http://www.fema.gov/national-flood-insurance-program-community-rating-system	
8	http://www.nj.gov/dep/floodcontrol/about.htm	
13	http://www.nj.gov/dca/divisions/dlgs/ffns/07/2007-5.doc	
20	http://www.nj.gov/dca/divisions/dlgs/ffns/13/2013-3.pdf	
21	http://www.nj.gov/dca/divisions/dlgs/ffns/14/2014-09.pdf	
23	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc	
24	http://www.nj.gov/comptroller/compliance/index.html	
25	http://www.nj.gov/dca/divisions/dlgs/ffns/06/2006-21.doc	
33 & 34	http://www.nj.gov/dca/divisions/dlgs/ffns/14/2014-21.pdf	

R-100-2015

RESOLUTION AUTHORIZING LIEN ON BLOCK 26 LOT 1 FOR WORK COMPLETED BY THE PUBLIC WORKS DEPARTMENT ASSESSED TO LORI ANN TIERNO GRAVES

WHEREAS, the Elk Township Police Department had received complaints from local bus drivers concerning the visibility at the intersection of Clems Run and Hardingville Road; and

WHEREAS, upon inspection of the intersection, the police department agreed the line of site was obstructed and created a dangerous intersection; and

WHEREAS, the Township Committee deemed it necessary to proceed with the clean-up of the property for the health, safety and welfare of the residents of the area; and

WHEREAS, the public works department abated the cost of \$250.00 to complete the work on September 02, 2015, as reflected in the attached invoice; and

WHEREAS, the Township Committee desires to charge those cost against the land and place a lien upon Block 26 Lot 1 to be added to and become part of the taxes to be levied upon said lands.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Elk that the amount of \$250.00 is to forthwith become a lien upon Block 26 Lot 1 and this amount to bear interest at the same rate as taxes and shall be collected and enforced by the Tax Collector in the same manner as taxes.

ADOPTED, at the meeting of the Township Committee for the Township of Elk held on October 1, 2015.

TOWNSHIP OF ELK



Dennis Marchei, Mayor

ATTEST:



DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Marchei	✓			
Poisker				✓
Rambo	✓			
Sammons	✓			
Yenner	✓			

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey, at a meeting held by the same on October 1, 2015 in the Elk Township Municipal Building, 680 Whig Lane, Monroeville, New Jersey.

DEBORA R. PINE, Township Clerk

Township of Elk
680 Whig Lane
Monroeville, NJ 08343

Invoice

Phone: 856-881-6525
Fax: 856-881-5750

Invoice # 2015-0100
Date: September 16, 2015

To: Lori Ann Tierno Graves
699 Clems Run
Block 26 Lot 1

For: Property Maintenance
Block 26 Lot 1
By Order of Elk Twp Police Dept. Line of Site
Safety Concern for School Bus drivers

DESCRIPTION	HOURS	RATE	AMOUNT
Man Hours	4 hours	30.00	120.00
Mower/Tractor/Weed wacker	2 hours	50.00	100.00
Administrative	1 hour	30.00	30.00
Property Location: 699 Clems Run, Monroeville, NJ 08343			
Assessed to: Lori Ann Tierno Graves			
749 Whig Ln., Monroeville, NJ 08343			
Work completed 09/02/2015 -			
R-100-2015			
TOTAL			250.00

Make all checks payable to: ***Township of Elk***

Total due in 30 days. Overdue accounts will have a lien placed on the property.

R-101-2015

**RESOLUTION OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK APPROVING
FORM OF PERFORMANCE GUARANTEE SUBMITTED FOR APPROVAL FOR A PROJECT BY
CAMCO MANAGEMENT, LLC AND AURA DEVELOPMENT GROUP, LLC AFFECTING THE
PARCEL KNOWN AS AURA PHASE I – SECTION 4, BLOCK 29, LOTS 16, 17, 17.02, 20 and 24 ON
THE OFFICIAL TAX MAP OF
ELK TOWNSHIP, GLOUCESTER COUNTY, NEW JERSEY,
COMBINED PLANNING AND ZONING BOARD RESOLUTION NO. 2014-8**

WHEREAS, via Resolution R-60-2015, the Elk Township Committee approved the Performance and Maintenance Guarantee in the amount of \$539,082.90 and Inspection Escrow in the amount of \$22,461.79 upon the Township's Engineer recommendation for Camco Management, LLC And Aura Development Group, LLC affecting the parcel known as Aura Phase I – Section 4, Block 29, Lots 16, 17, 17.02, 20 and 24 on the official Tax Map of the Township of Elk; and

WHEREAS, the Applicant has submitted a Performance Surety Bond No. 1040172 dated September 25, 2015 in the amount of \$487,884.90 issued by Lexon Insurance Company along with a cash guaranty in the amount of \$51,198.00 collectively, as surety; and

WHEREAS, the aforesaid Performance Surety Bond was issued by a financial institution listed on the New Jersey list of approved Financial Institutions authorized to issues bonds in excess of \$850,000.00 maintained by the New Jersey Department of Banking and Insurance; and

WHEREAS, the Elk Township Solicitor has reviewed the fully executed Performance Surety Bond which has been submitted by the Applicant, and has approved the fully executed Lexon Insurance Company Performance Surety Bond; and

WHEREAS, the Elk Township Committee has reviewed the aforesaid opinion of the Township Solicitor and, based upon the opinion of the Township Solicitor, has determined that the submitted Performance Surety Bond is approved and is therefore compliant; and

WHEREAS, between the Performance Surety Bond and the cash guaranty, the total required surety has been met by the Applicant.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Elk, Gloucester County, New Jersey, as follows:

1. The Performance Surety Bond No. 1040172 dated September 25, 2015 issued by Lexon Insurance Company is hereby approved and is therefore compliant, and the Township Clerk may accept only said Performance Surety Bond upon the Township Solicitor's aforesaid review and approval.
2. The approval granted herein is given in reliance upon all representations made by the Applicant, including drawings, plans and other materials filed in connection with this application, and those items specifically referred to and/or incorporated in all Resolution(s) adopted by the Elk Township Committee relating to the Applicant's project.
3. Between the cash guaranty and the Performance Surety Bond, the applicant has posted the required surety.

4. The Township Committee acknowledges that at such time as the Applicant has an approved reduction to the total surety, the cash guaranty shall be reduced or released prior to any reduction of the Performance Surety Bond.

5. The Township Clerk is directed to forward a certified copy of this Resolution to the Applicant, the Elk Township Planning/Zoning Board Engineer, the Elk Township Engineer, the Township Attorney and the Elk Township Construction Official only upon the Township Solicitor has establishing that the Bond has been fully executed and is therefore compliant.

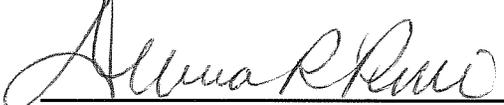
ADOPTED at a regular meeting of the Elk Township Committee held on October 1, 2015.

TOWNSHIP OF ELK



Dennis Marchei, Mayor

ATTEST:



DEBORA R. PINE, Township Clerk

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Marchei	✓			
Poisker				✓
Rambo	✓			
Sammons	✓			
Yenner	✓			

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey, at a meeting held by the same on October 1, 2015 in the Elk Township Municipal Building, 680 Whig Lane, Monroeville, New Jersey.

DEBORA R. PINE, RMC, CMC
Township Clerk

R-102-2015

RESOLUTION OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK APPROVING FORM OF PERFORMANCE GUARANTEE SUBMITTED FOR APPROVAL FOR A PROJECT BY CAMCO MANAGEMENT, LLC AND AURA DEVELOPMENT GROUP, LLC AFFECTING THE PARCEL KNOWN AS AURA PHASE I – SECTION 5, BLOCK 29, LOTS 16, 17, 17.02, 20 and 24 ON THE OFFICIAL TAX MAP OF ELK TOWNSHIP, GLOUCESTER COUNTY, NEW JERSEY, COMBINED PLANNING AND ZONING BOARD RESOLUTION NO. 2014-8

WHEREAS, via Resolution R-61-2015, the Elk Township Committee approved the Performance and Maintenance Guarantee in the amount of \$290,362.20 and Inspection Escrow in the amount of \$12,098.43 upon the Township's Engineer recommendation for Camco Management, LLC And Aura Development Group, LLC affecting the parcel known as Aura Phase I – Section 5, Block 29, Lots 16, 17, 17.02, 20 and 24 on the official Tax Map of the Township of Elk; and

WHEREAS, the Applicant has submitted a Performance Surety Bond No. 1040171 dated September 25, 2015 in the amount of \$289,282.30 issued by Lexon Insurance Company along with a cash guaranty in the amount of \$1,080.00 collectively, as surety; and

WHEREAS, the aforesaid Performance Surety Bond was issued by a financial institution listed on the New Jersey list of approved Financial Institutions authorized to issues bonds in excess of \$850,000.00 maintained by the New Jersey Department of Banking and Insurance; and

WHEREAS, the Elk Township Solicitor has reviewed the fully executed Performance Surety Bond which has been submitted by the Applicant, and has approved the fully executed Lexon Insurance Company Performance Surety Bond; and

WHEREAS, the Elk Township Committee has reviewed the aforesaid opinion of the Township Solicitor and, based upon the opinion of the Township Solicitor, has determined that the submitted Performance Surety Bond is approved and is therefore compliant; and

WHEREAS, between the Performance Surety Bond and the cash guaranty, the total required surety has been met by the Applicant.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Elk, Gloucester County, New Jersey, as follows:

1. The Performance Surety Bond No. 1040171 dated September 25, 2015 issued by Lexon Insurance Company is hereby approved and is therefore compliant, and the Township Clerk may accept only said Performance Surety Bond upon the Township Solicitor's aforesaid review and approval.

2. The approval granted herein is given in reliance upon all representations made by the Applicant, including drawings, plans and other materials filed in connection with this application, and those items specifically referred to and/or incorporated in all Resolution(s) adopted by the Elk Township Committee relating to the Applicant's project.

3. Between the cash guaranty and the Performance Surety Bond, the applicant has posted the required surety.

4. The Township Committee acknowledges that at such time as the Applicant has an approved reduction to the total surety, the cash guaranty shall be reduced or released prior to any reduction of the Performance Surety Bond.

5. The Township Clerk is directed to forward a certified copy of this Resolution to the Applicant, the Elk Township Planning/Zoning Board Engineer, the Elk Township Engineer, the Township Attorney and the Elk Township Construction Official only upon the Township Solicitor has establishing that the Bond has been fully executed and is therefore compliant.

ADOPTED at a regular meeting of the Elk Township Committee held on October 1, 2015.

TOWNSHIP OF ELK



Dennis Marchei, Mayor

ATTEST:



DEBORA R. PINE, Township Clerk

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Marchei	✓			
Poisker				✓
Rambo	✓			
Sammons	✓			
Yenner	✓			

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey, at a meeting held by the same on October 1, 2015 in the Elk Township Municipal Building, 680 Whig Lane, Monroeville, New Jersey.

DEBORA R. PINE, RMC, CMC
 Township Clerk

BILL APPROVAL

October 1, 2015

Bank Wires, Manual and Interim Checks

GENERAL ACCOUNT:

1) Elk Township	15-00745	\$76,402.10
2) Cole Services	15-00669	\$12,670.00

ELMER ESCROW:

1) Federici & Akin	15-00739	\$5,341.00
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Batch Id: SC Batch Type: C Batch Date: 10/01/15 Checking Account: CURRENT G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item Description		Description					
	10/01/15	A0140 JOHN A. ALICE		28 COOPER STREET					
15-00764	09/29/15	1 8/4-DRAFT DOC-COAH PROOF	87.50	5-01- -017-222	Budget	Aprv	51	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	2 8/6-REVIEW TRASH BID,ZONING RE	218.75	5-01- -017-222	Budget	Aprv	52	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	3 8/10-TC SILVERGATE BONDS	131.25	5-01- -017-222	Budget	Aprv	53	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	4 8/11-TRASH BID REVIEW	262.50	5-01- -017-222	Budget	Aprv	54	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	5 8/174-TC MAYOR FIRE TRUCK,ETC	175.00	5-01- -017-222	Budget	Aprv	55	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	6 8/18 MEETING	612.50	5-01- -017-222	Budget	Aprv	56	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	7 8/19-REVIEW BOND PARKER MCCAY	58.33	5-01- -017-222	Budget	Aprv	57	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	8 8/20-TITLE SEARCH CHURCH	175.00	5-01- -017-222	Budget	Aprv	58	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	9 9/1-TRASH BID AD,ENGINEER AID	393.75	5-01- -017-222	Budget	Aprv	59	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	10 9/2-COAH REVIEW,COUNTRY WOODS	87.50	5-01- -017-222	Budget	Aprv	60	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	11 9/10-MEETING WITH PREP	437.50	5-01- -017-222	Budget	Aprv	61	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	12 9/15 MEETING WITH PREP	700.00	5-01- -017-222	Budget	Aprv	62	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	13 9/16-REVIEW BOND ORD TRUCK	350.00	5-01- -017-222	Budget	Aprv	63	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	14 9/21-REVIEW MARTIN STIPULATION	43.75	5-01- -017-222	Budget	Aprv	64	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	15 9/24 REVEIW DOCS AMEND THE MUA	175.00	5-01- -017-222	Budget	Aprv	65	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	16 9/28-TC-SILVERGATE, ETC	175.00	5-01- -017-222	Budget	Aprv	66	1	
				LEGAL OPERATING EXPENSES					
15-00764	09/29/15	17 9/3-MEETING, COAH DOCS, ETC	437.50	5-01- -017-222	Budget	Aprv	67	1	
				LEGAL OPERATING EXPENSES					
			4,520.83						
	10/01/15	A0260 ATLANTIC CITY ELECTRIC		5 COLLINS DRIVE					
15-00760	09/27/15	1 STREET LIGHTS	13.28	5-01- -037-222	Budget	Aprv	33	1	
				STREET LIGHTING EXPENSE					
15-00760	09/27/15	2 STREET LIGHTS	7.90	5-01- -037-222	Budget	Aprv	34	1	
				STREET LIGHTING EXPENSE					
15-00760	09/27/15	3 STREET LIGHTS	14.88	5-01- -037-222	Budget	Aprv	35	1	
				STREET LIGHTING EXPENSE					
15-00760	09/27/15	4 STREET LIGHTS	36.89	5-01- -037-222	Budget	Aprv	36	1	
				STREET LIGHTING EXPENSE					
15-00760	09/27/15	5 STREET LIGHTS	37.36	5-01- -037-222	Budget	Aprv	37	1	
				STREET LIGHTING EXPENSE					
15-00760	09/27/15	6 STREET LIGHTS	8.61	5-01- -037-222	Budget	Aprv	38	1	
				STREET LIGHTING EXPENSE					

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
15-00760	09/27/15	7 STREET LIGHTS	15.32	STREET LIGHTING EXPENSE 5-01- -037-222	Budget	Aprv	39	1
15-00760	09/27/15	8 STREET LIGHTS	12.19	STREET LIGHTING EXPENSE 5-01- -037-222	Budget	Aprv	40	1
15-00760	09/27/15	9 ELECTRIC	2,416.35	STREET LIGHTING EXPENSE 5-01- -037-223	Budget	Aprv	41	1
15-00760	09/27/15	10 ELECTRIC	153.40	ELECTRICITY 5-01- -037-223	Budget	Aprv	42	1
15-00760	09/27/15	11 ELECTRIC	217.88	ELECTRICITY 5-01- -037-223	Budget	Aprv	43	1
15-00760	09/27/15	12 ELECTRIC	6.95	ELECTRICITY 5-01- -037-223	Budget	Aprv	44	1
			<u>2,941.01</u>					
15-00731	09/16/15	10/01/15 A0359 AUTO SHINE CAR WASH 1 SERVICE AUGUST	46.00	300 NORTH BLACK HORSE PIK 5-01- -029-225	Budget	Aprv	8	1
			<u>46.00</u>	MISCELLANEOUS				
15-00727	09/13/15	10/01/15 B0202 VERIZON WIRELESS 1 222861020-00001 MONTHLY	174.06	PO BOX 25505 5-01- -037-224	Budget	Aprv	6	1
			<u>174.06</u>	TELEPHONE				
15-00730	09/16/15	10/01/15 C0033 CAPITOL CLEANERS 1 UNIFORM CLEANING AUGUST	611.90	12 N. ACADEMY STREET 5-01- -029-234	Budget	Aprv	7	1
			<u>611.90</u>	UNIFORM CLEANING				
15-00747	09/24/15	10/01/15 C0065 CHIEF SUPPLY 1 PANTS	177.96	PO BOX 602763 5-01- -029-233	Budget	Aprv	23	1
			<u>177.96</u>	UNIFORM ALLOWANCE				
15-00737	09/16/15	10/01/15 C0149 STEPHEN CONSIDINE 1 REIMBURSE CONSTRUCTION OFFICE	466.95	5-01- -046-254	Budget	Aprv	14	1
			<u>466.95</u>	BOOKS & PUBLICATIONS				
15-00743	09/19/15	10/01/15 C0167 COMCAST 1 8499-05-064-0022477 MONTHLY	143.76	5-01- -037-224	Budget	Aprv	19	1
			<u>143.76</u>	TELEPHONE				
15-00733	09/16/15	10/01/15 D0139 READY REFRESH BY NESTLE 1 WATER	61.18	PO BOX 856192 5-01- -020-225	Budget	Aprv	10	1
			<u>61.18</u>	MISCELLANEOUS				
15-00496	06/11/15	10/01/15 D0150 DELSEA REGIONAL HIGH SCHOOL 5 OCTOBER 14	242,063.17	ATTN: BOARD OFFICE 5-01- -905-002	Budget	Aprv	2	1

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account	Account Type	Status	Seq	Acct
			<u>242,063.17</u>	REGIONAL SCHOOL TAXES				
15-00758	10/01/15 09/27/15	F0165 FRANK J. FAZZIO & SONS, INC 1 INLET BLOCK,MORTAR,ETC	100.15	458 ELWOOD AVENUE 5-01- -034-230	Budget	Aprv	32	1
			<u>100.15</u>	STORM DRAIN MAINTENANCE				
15-00738	10/01/15 09/16/15	F0253 FEDERICI & AKIN, PA 1 REPORT WHIG LANE/AURA ROAD	570.00	307 GREENTREE ROAD 5-01- -019-222	Budget	Aprv	15	1
15-00738	09/16/15	2 ARCH STREET DRAINAGE	65.00	ENGINEERING OPERATING EXPENSES 5-01- -019-222	Budget	Aprv	16	1
			<u>635.00</u>	ENGINEERING OPERATING EXPENSES				
15-00735	10/01/15 09/16/15	F0278 FIREFLOW SERVICES, INC. 1 PUMP TESTING 9/9/15	1,350.00	PO BOX 1285 5-01- -028-226	Budget	Aprv	12	1
			<u>1,350.00</u>	AID TO FIRE COMPANY OTHER EXPENSES				
15-00741	10/01/15 09/19/15	H0176 HERITAGE BUSINESS SYSTEMS, INC. 1 COPIER CHARGE	72.79	1263 GLEN AVENUE 5-01- -011-333	Budget	Aprv	17	1
			<u>72.79</u>	GENERAL ADMIN - EQUIP. MAINT.				
15-00279	10/01/15 03/24/15	K0181 KEVIN KEEN 3 REIMBURSE-TELEPHONE 3RD Q	45.00	806 NORTHBROOK PLACE 5-01- -037-224	Budget	Aprv	1	1
			<u>45.00</u>	TELEPHONE				
15-00742	10/01/15 09/19/15	M0018 MAJESTIC OIL COMPANY, INC. 1 9/16 UNLEADED	662.68	2104 FAIRFAX AVENUE 5-01- -037-226	Budget	Aprv	18	1
15-00756	09/27/15	1 9/17 DIESEL	266.57	GASOLINE/DIESEL 5-01- -037-226	Budget	Aprv	30	1
15-00756	09/27/15	2 9/23 UNLEADED	500.19	GASOLINE/DIESEL 5-01- -037-226	Budget	Aprv	31	1
			<u>1,429.44</u>	GASOLINE/DIESEL				
15-00754	10/01/15 09/27/15	M0019 MAILFINANCE 1 METER LEASE N5534897	181.05	25881 NETWORK PLACE 5-01- -011-333	Budget	Aprv	28	1
			<u>181.05</u>	GENERAL ADMIN - EQUIP. MAINT.				
15-00761	10/01/15 09/29/15	N0150 N.J. LEAGUE OF MUNICIPALITIES 1 2015 CONFERENCE	55.00	222 WEST STATE STREET 5-01- -043-226	Budget	Aprv	45	1
15-00761	09/29/15	2 2015 CONFERENCE	55.00	EDUCATION & CONFERENCES 5-01- -013-226	Budget	Aprv	46	1
15-00761	09/29/15	3 2015 CONFERENCE	55.00	EDUCATIONS & CONFERENCES 5-01- -015-226	Budget	Aprv	47	1
			<u>165.00</u>	EDUCATIONS & CONFERENCES				

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
15-00736	10/01/15 09/16/15	N0185 NJAPZA 1 9/25-VACANT & ABANDONED PROP	50.00 <u>50.00</u>	BONNIE IMPOSIMATO 5-01- -023-226 EDUCATIONS	Budget	Aprv	13	1
15-00752	10/01/15 09/27/15	00260 OFFICE PRODUCTS 1 CUSTOM STAMP	23.00 <u>23.00</u>	70 SEWELL STREET 5-01- -023-223 OFFICE SUPPLIES	Budget	Aprv	26	1
15-00765	10/01/15 09/29/15	P0700 PROFESSIONAL GOV. EDUCATORS 1 10/14 - ETHICS	90.00	PO BOX 237 5-01- -013-226 EDUCATIONS & CONFERENCES	Budget	Aprv	68	1
15-00765	09/29/15	2 11/5-FINANCIAL DOCS	90.00 <u>180.00</u>	5-01- -013-226 EDUCATIONS & CONFERENCES	Budget	Aprv	69	1
15-00763	10/01/15 09/29/15	S0455 LUZ S. SMITH 1 COURT SEPTEMBER	600.00 <u>600.00</u>	2835 FRIENDSHIP STREET 5-01- -050-225 MISCELLANEOUS	Budget	Aprv	50	1
15-00734	10/01/15 09/16/15	S0600 SOUTHERN PEST CONTROL 1 SEPTEMBER SERVICE	48.00 <u>48.00</u>	PO BOX 95 5-01- -020-225 MISCELLANEOUS	Budget	Aprv	11	1
15-00746	10/01/15 09/24/15	T0390 THIS & THAT UNIFORMS 1 SOCKS,BRIEFS,SHIRTS,GLASSES,	546.84	1500 S. NEW ROAD 5-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	20	1
15-00746	09/24/15	2 BOOTS	139.99	5-01- -029-225 MISCELLANEOUS	Budget	Aprv	21	1
15-00746	09/24/15	3 BOOTS	159.00 <u>845.83</u>	5-01- -029-225 MISCELLANEOUS	Budget	Aprv	22	1
15-00497	10/01/15 06/11/15	T0600 TREASURER OF SCHOOL MONEYS 5 OCTOBER 14	230,312.25 <u>230,312.25</u>	ELK TOWNSHIP BOARD OF ED 5-01- -905-001 LOCAL SCHOOL TAXES	Budget	Aprv	3	1
15-00762	10/01/15 09/29/15	U0300 US POSTAL SERVICE 1 5 BOXES #10 WAG WINDOW ENVELOP	1,393.25	STAMP FULFILLMENT SERVICE 5-01- -015-227 POSTAGE	Budget	Aprv	48	1
15-00762	09/29/15	2 SHIPPING	16.15 <u>1,409.40</u>	5-01- -015-227 POSTAGE	Budget	Aprv	49	1
15-00753	10/01/15 09/27/15	W0080 WARREN'S HARDWARE 1 FASTNERS, ETC	24.70	110 BRIDGETON PIKE 5-01- -034-236 EQUIPMENT & SUPPLIES	Budget	Aprv	27	1

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
			24.70					
15-00664	08/19/15	10/01/15 W0215 KELLY WILLIAMSON 1 COURT AUGUST 17 AND 18	180.00	204 NICHOLSON ROAD 5-01- -050-225 MISCELLANEOUS	Budget	Aprv	4	1
15-00697	09/01/15	1 COURT 9/1	90.00	5-01- -050-225 MISCELLANEOUS	Budget	Aprv	5	1
15-00732	09/16/15	1 COURT-9/15/15	90.00	5-01- -050-225 MISCELLANEOUS	Budget	Aprv	9	1
			360.00					
15-00751	09/27/15	10/01/15 W0300 WHEELABRATOR GLOUCESTER CO. 1 AUGUST TIPPING	10,171.67	PO BOX 842226 5-01- -038-221 TIPPING FEES	Budget	Aprv	25	1
			10,171.67					
15-00748	09/24/15	10/01/15 W0318 WIRELESS ELECTRONICS, INC. 1 BELT CLIPS	30.00	t/a WIRELESS COMMUNICATIONS 5-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	24	1
			30.00					
15-00755	09/27/15	10/01/15 X0300 XTEL COMMUNICATIONS, INC. 1 TELEPHONE	997.57	5-01- -037-224 TELEPHONE	Budget	Aprv	29	1
			997.57					

checks:	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
	31	69	500,237.67

There are NO errors or warnings in this listing.

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	5-01	500,237.67	0.00	0.00	500,237.67
Total of All Funds:		<u>500,237.67</u>	<u>0.00</u>	<u>0.00</u>	<u>500,237.67</u>

G/L Posting Summary

Account	Description	Debits	Credits
5-01- - -100-002	CASH CHECKING	0.00	500,237.67
5-01- - -500-001	CURRENT YEAR APPROPRIATIONS	27,862.25	0.00
5-01- - -550-007	LOCAL SCHOOL TAXES	230,312.25	0.00
5-01- - -550-008	REGIONAL HIGH SCHOOL TAXES	<u>242,063.17</u>	<u>0.00</u>
	Grand Total:	500,237.67	500,237.67