

**ELK TOWNSHIP  
COMMITTEE MEETING MINUTES  
April 4, 2013**

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 Deputy Mayor Sammons at 7:33PM.

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

Present were: Mr. Marchei, Mr. Poisker, Mrs. Sammons, Mr. Spring, Mr. Duffield, Solicitor Mr. Considine, CFO, Mrs. Pine, Township Clerk and Chief DeFalco. Mayor Barbaro was absent.

Approval of March 19, 2013 Work Session

Motion by Mr. Marchei, seconded by Mr. Spring to approve the minutes of the March 19, 2013 work session meeting, all were in favor, motion carried.

**COMMITTEE REPORTS**

Mr. Poisker reported the Easter Egg Hunt held by Recreation went well. The event was kicked off by the Easter Bunny and everyone had a good time.

The flower sale also went well.

Economic Development is looking at the lack of commercial areas in the township. They will be talking to the planning board to see when the master plan will be reviewed.

Mr. Spring stated the 9-1-1 Committee is progressing. The new addresses are scheduled to take effect on July 1, 2013. Residents should not request the address change until June. The addresses will not be recognized until July 1<sup>st</sup>.

Mr. Marchei stated the Environmental Commission met on March 13<sup>th</sup> and they are getting ready for Arbor Day. They will be planting a tree at Ina B. Hull Park on April 21<sup>st</sup>. They are also scheduling a clean up at Elephant Swamp Park and are also looking at a tree ordinance.

Mrs. Sammons attended the Elk Township School Board meeting and the board has adopted their budget for the upcoming school year. They also named Doug Gomminger to fill the vacant seat. The JIF meeting was very light.

**POLICE CHIEF REPORT**

Chief DeFalco reported the police department responded to 660 calls for service, 11 motor vehicle crashes with 1 injury, issued 138 motor vehicle summons and made 20 arrests.

**FIRE DEPARTMENT REPORTS**

Mr. Spring read the March reports from the 3 fire companies.

Lawn's Volunteer Fire Company responded to 8 alarms, Aura Fire Company responded to 12 calls and Ferrell Volunteer Fire Company responded to 10 calls.

There was fire at a residence in the township and they would like to thank the fire departments for all they did.

**ORDINANCE O – 1 – 2013**

**ORDINANCE CREATING A NEW CHAPTER 79A OF THE CODE OF THE TOWNSHIP OF ELK  
ENTITLED "RENTAL PROPERTY AND LANDLORD REGISTRATION"**

**PUBLIC HEARING**

Motion by Mr. Spring, seconded by Mr. Poisker to open to the public concerning Ordinance O-1-2013, all were in favor, motion carried.

Deputy Mayor Sammons invited the public to come forward if they have any questions concerning the ordinance.

No one came forward.

Motion by Mr. Marchei, seconded by Mr. Spring to close the public portion, all were in favor, motion carried.

Motion by Mr. Poisker, seconded by Mrs. Sammons to adopt Ordinance O-1-2013, upon roll call motion carried.

Roll Call:	Mr. Marchei	Yes
	Mr. Poisker	Yes
	Mrs. Sammons	Yes
	Mr. Spring	Yes

**ORDINANCE O – 2 – 2013**  
**ORDINANCE AMENDING CHAPTER 97 ENTITLED “VEHICLES AND TRAFFIC” OF THE CODE**  
**OF THE TOWNSHIP OF ELK**  
**PUBLIC HEARING**

Motion by Mr. Spring, seconded by Mr. Marchei to open to the public concerning Ordinance O-2-2013, all were in favor, motion carried.

Deputy Mayor Sammons invited the public to come forward if they have any questions concerning the ordinance.

No one came forward.

Motion by Mr. Poisker, seconded by Mr. Spring to close the public portion, all were in favor, motion carried.

Motion by Mr. Marchei, seconded by Mr. Spring to adopt Ordinance O-2-2013, upon roll call motion carried.

Roll Call:	Mr. Marchei	Yes
	Mr. Poisker	Yes
	Mrs. Sammons	Yes
	Mr. Spring	Yes

**PUBLIC PORTION – On Resolutions only**

Motion by Mr. Spring to open the meeting to the public, seconded by Mrs. Sammons, all were in favor, motion carried.

Deputy Mayor Sammons asked if anyone had any questions on the resolutions on tonight’s agenda to come forward at this time.

No one came forward.

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

**RESOLUTION R-34-2013**  
**RESOLUTION APPROVING EMERGENCY TEMPORARY BUDGET FOR 2013**

Motion by Mr. Spring, seconded by Mr. Marchei to adopt and approve said resolution, upon roll call motion carried.

Mr. Considine stated this temporary budget will allow the township to operate until June. He hopes to have the budget approved in May.

Roll Call:	Mr. Marchei	Yes
	Mr. Poisker	Yes
	Mrs. Sammons	Yes
	Mr. Spring	Yes

**RESOLUTION R-35-2013  
RESOLUTION SUPPORTING S-1896/A-1503 SHARING THE BURDEN OF PROPERTY  
ASSESSMENT APPEAL REFUNDS**

Motion by Mr. Spring, seconded by Mr. Marchei to adopt and approve said resolution, upon roll call motion carried.

Roll Call:	Mr. Marchei	Yes
	Mr. Poisker	Yes
	Mrs. Sammons	Yes
	Mr. Spring	Yes

**RESOLUTION R-36-2013  
RESOLUTION AUTHORIZING COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT  
PROJECT APPLICATION FOR 2013 FOR THE TOWNSHIP OF ELK, AURA VOLUNTEER FIRE  
COMPANY**

Motion by Mr. Spring, seconded by Mr. Marchei to adopt and approve said resolution, upon roll call motion carried.

Roll Call:	Mr. Marchei	Yes
	Mr. Poisker	Yes
	Mrs. Sammons	Yes
	Mr. Spring	Yes

**APPROVAL OF TAXICAB LICENSE FOR JULY 1, 2012 THROUGH JUNE 30, 2014  
ALAN COHEN T/A YOUR CHOICE CAR SERVICE**

Motion by Mr. Poisker, seconded by Mr. Marchei, to approve Taxicab License for Alan Cohen, all were in favor, motion carried.

The Taxicab License Ordinance will be reviewed and updated. The ordinance has not been updated since 1984.

**TOPIC:**

The township is required to have complete a recycling certificate each year and the paper work must be completed by a Certified Recycling Professional (CRP). Mr. Spring feels that Mr. Alexander as a township resident should be offered the stipend to complete the job. Steven Alexander has offered to complete the paper work for Elk Township for \$650.00. The committee is willing to pay \$600.00 for his services.

Motion by Mr. Spring, seconded by Mr. Poisker, authorizing the Township Clerk to reach out to Mr. Alexander and offer him \$600.00 to complete the 2012 Recycling Tonnage Report for Elk Township. Upon roll call all were in favor, motion carried.

Roll Call:	Mr. Marchei	Yes
	Mr. Poisker	Yes
	Mrs. Sammons	Yes
	Mr. Spring	Yes

**GLOUCESTER COUNTY REPRESENTATIVE** - William Bain was present to assist with any questions or concerns of the county.

Mr. Bain updated committee on the all-way stop at CR 538 and SR77. The state has not responded to the county's request to date.

**PUBLIC PORTION:**

Motion by Mr. Marchei to open the meeting to the public, seconded by Mr. Poisker, all were in favor, motion carried.

Deputy Mayor Sammons asked if anyone had any concerns they would like to bring to the township committees attention to come forward at this time.

No one came forward.

Motion by Mr. Spring to close the public portion, seconded by Mr. Marchei, all were in favor, motion carried.

**PAY BILLS:**

Motion by Mr. Spring to Pay the Bills, seconded by Mr. Poisker, upon roll call motion carried.

Roll Call:	Mr. Marchei	Yes
	Mr. Poisker	Yes
	Mrs. Sammons	Yes
	Mr. Spring	Yes

Mr. Poisker mentioned the high cost of police vehicle maintenance for the first three months of this year. He feels there should be a plan to purchase new cars. Mr. Marchei thinks the township should purchase a least 1 vehicle this year. Mr. Considine stated he plans to put the purchase of 2 new vehicles for the police department into the budget this year. There is the cost of the vehicle and the cost of the equipment to outfit it, which runs about \$10,000 per vehicle.

Motion by Mr. Poisker to adjourn, seconded by Mr. Marchei, all were in favor, the meeting was adjourned at 8:10PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC  
Township Clerk

ORDINANCE NO. O – 1 – 2013

AN ORDINANCE OF THE TOWNSHIP OF ELK, COUNTY OF GLOUCESTER,  
STATE OF NEW JERSEY CREATING A NEW CHAPTER 79A OF THE  
CODE OF THE TOWNSHIP OF ELK  
ENTITLED "RENTAL PROPERTY AND LANDLORD REGISTRATION"

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WHEREAS, the Mayor and Committee of the Township of Elk deem it in the best interest of the Township to establish a new Chapter 79A of the Code of the Township of Elk entitled "Rental Property and Landlord Registration".

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Committee of the Township of Elk, in the County of Gloucester and State of New Jersey, and it is hereby enacted and ordained by the authority of same as follows:

This Ordinance creates a new Chapter 79A of the Township of Elk Code as follows:

**RENTAL PROPERTY AND LANDLORD REGISTRATION**

**§79A-1. Definitions.**

Unless the context clearly indicates a different meaning, the following words or phrases when used in this ordinance shall have the following meaning:

**AGENT**

The individual or individuals designated by the owner as the person(s) authorized by the owner to perform any duty imposed upon the owner by this ordinance. The term does not necessarily mean a licensed real estate broker or salesman of the State of New Jersey as those terms are defined by N.J.S.A. 45:15-3; however, such term may include a licensed real estate broker or salesman of the State of New Jersey if such person designated by the owner as his agent is so licensed.

**APARTMENT COMPLEX**

Two or more buildings, each containing two or more apartments, which are located within close proximity of each other and are owned by the same owner.

**APARTMENT or DWELLING UNIT**

Any apartment, cottage, bungalow, any room or rooms in a rooming/boarding house or other dwelling unit consisting of one or more rooms occupying all or part of a floor or floors in a building, whether designed with or without housekeeping facilities for dwelling purposes and notwithstanding whether the apartment shall be designed for residence, for office or the operation of any industry or business or for any other type of independent use.

**LICENSE**

The license issued by the Township Clerk or designee attesting that the rental unit has been properly registered in accordance with this ordinance.

**LICENSEE**

The person to whom the license is issued pursuant to this ordinance. The term "licensee" includes within its definition the term "agent" where applicable.

**OWNER**

Any person or group of persons, firm, corporation, or officer thereof, partnership association, or trust, who owns, operates, exercises control over or is in charge of a rental facility.

**PERSON**

An individual, firm, corporation, partnership, association, trust or other legal entity or any combination thereof.

**RENTAL FACILITY**

Every building, group of buildings or a portion thereof which is kept, used, maintained, advertised or held out to be a place where living accommodations are supplied, whether furnished or unfurnished, for pay or other consideration, to one or more individuals and is meant to include apartments and apartment complexes.

**RENTAL UNIT**

A dwelling unit which is available for lease or rental purposes and is meant to include individual apartments located within a home, duplex, triplex and/or apartment complex.

**§79A-2. Annual registration required.**

All rental units shall hereafter be registered or re-registered with the Township Clerk or designee of the Township of Elk or such other person as designated by the Township Committee, on forms which shall be provided for that purpose and which shall be obtained from the Township Clerk or designee. Such registration shall occur on an annual basis as provided herein.

**§79A-3. Registration and licensing at change of occupancy; term; initial registration.**

Each rental unit shall be registered with each change in occupancy. The license term shall commence on March 1 and shall be valid until February 28 of the following calendar year, at which time it shall expire and a new registration shall be required. The initial registration shall occur within 45 days following the adoption of this ordinance. Any lease which has been executed prior to the adoption of this ordinance shall not be effected, but the rental unit must nevertheless be registered, inspected and licensed in accordance with this ordinance. No rental unit shall hereafter be rented unless the rental unit is registered and licensed in accordance with this ordinance.

**§79A-4. Filing and contents of registration forms.**

Without in any way intending to infringe upon the requirements of N.J.S.A. 46:8-28, all rental units shall be registered and licensed as provided herein. Every owner shall file with the Township Clerk or designee of the Township of Elk or such other person as designated by the Township Committee a registration form for each unit contained within a building or structure, which shall include the following information:

- A. The name and address of the record owner or owners of the premises and the record owner or owners of the rental business if not the same persons. In the case of a partnership, the names and address of all general partners shall be provided, together with the telephone numbers for each of such individuals indicating where such individual may be reached both during the day and evening hours. If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation shall be provided, together with the telephone numbers for each of such individuals indicating where such individual may be reached both during the day and evening hours. All registration addresses shall be physical addresses; post office boxes alone are not acceptable.
- B. If the address of any record owner is not located in Elk Township or in Gloucester County, the name and address of a person who resides in Gloucester County and who is authorized to accept notices from a tenant and to issue receipts therefor and to accept service of process on behalf of the record owner;

- C. The name and address of the agent of the premises, if any;
- D. The name and address, including the dwelling unit number of the superintendent, janitor, custodian or other individual employed by the owner or agent to provide regular maintenance service, if any;
- E. The name, address and telephone number of an individual representative of the owner or agent who may be reached or contacted at any time in the event of an emergency affecting the premises or any unit of dwelling space therein, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith;
- F. The name and address of every holder of a recorded mortgage on the premises;
- G. If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building;
- H. As to each rental unit, a specification of the exact number of sleeping rooms contained in the rental unit. In order to satisfy the requirement of this provision, an owner shall submit a floor plan, which shall become part of the application and which shall be attached to the registration form when filed by the Township Clerk or designee.
- I. A classification of the rental unit type using the following abbreviations:
  - SFD (Single-Family Detached)
  - SFA (Single-Family Attached)
  - DPL (Duplex - 2 units)
  - TPL (Triplex - 3 units)
  - QD (Quad - 4 units)
  - CPL (Complex - five or more units)
  - RH (Rooming house)
  - CM (Commercial - unit is located in a commercial business structure)
- J. Whether or not the landlord has conducted a tenant screening for each new tenant and authorized adult household member.
- K. Such other information as may be prescribed by the Township.

**§79A-5. Indexing and filing of forms.**

The Township Clerk or designee shall index and file the registration forms. In doing so, the Township Clerk or designee shall follow the mandates of N.J.S.A. 46:8-28.1, as amended and supplemented, so that the filing of the registration form will simultaneously satisfy the registration requirements of N.J.S.A. 46:8-28 to the extent that it applies to the property being registered and will also satisfy the registration requirements of this ordinance.

**§79A-6. Filing of amended form.**

Every person required to file a registration form pursuant to this ordinance, shall file an amended registration form within twenty (20) days after any change in the information required to be included thereon. No fee shall be required for the filing of an amendment except where the ownership of the premises is changed.

**§79A-7. Periodic inspections.**

- A. Each rental unit shall be inspected upon registration and annually on the renewal anniversary date of the initial registration, or upon a change in occupancy.
- B. Such inspections shall be performed by such person, persons or agency duly authorized and appointed by the Township of Elk and inspections made by persons or an agency other than the duly authorized and appointed person, persons or agency of the Township of Elk shall not be used as a valid substitute.
- C. Such inspection shall be for the purpose of determining Chapter 96, Unified Development, compliance and to the extent applicable, to determine if the property complies with Chapter 110, Property Maintenance, the Uniform Construction Code, Chapter 54, and the Fire Prevention Code, Chapter 64.
- D. Unsatisfactory inspection. In the event that the inspection(s) of a rental unit does not result in a satisfactory inspection, such property shall not thereafter be registered nor shall a license issue and the owner of the property or his agent shall not lease or rent such property nor shall any tenant occupy the property until the necessary corrections have been made so as to bring the property and rental unit into compliance with the applicable code and the property is thereafter subsequently inspected, registered and licensed. In the event that the property is occupied when such conditions are discovered, all such corrections shall be made within sixty (60) days; and if not made within that time period, the owner shall be deemed in violation of this ordinance and every day that the violation continues shall constitute a separate and distinct violation, subject to the penalty provisions of §79A-18 of this ordinance.

**§79A-8. Access for inspections, repairs.**

- A. The inspection officers are hereby authorized to make inspections to determine the condition of rental facilities, rental units and rooming/boarding houses in order that they may promote the purposes of this ordinance to safeguard the health, safety, welfare of the occupants of rental facilities, rental units and rooming/boarding houses and of the general public. For the purposes of making such inspections, the inspecting officers are hereby authorized to enter, examine and survey rental facilities, rental units and rooming/boarding houses at all reasonable times. The owner or occupant of every rental facility, rental unit and rooming/boarding house shall give the inspecting officer free access to the rental facility, rental unit and rooming/boarding house at all reasonable times for the purpose of such inspections, examinations and surveys.

- B. Every occupant shall give the owner of the rental facility, rental unit and rooming/boarding house access to any part of such rental facility, rental unit and rooming/boarding house at all reasonable times for the purpose of making such repairs or alterations as are necessary to effect compliance with the provisions of this ordinance or any lawful order issued pursuant thereto.
- C. Complaints. Within ten (10) days of receipt of a complaint alleging a reported violation of this ordinance, an inspecting officer shall conduct an inspection.

**§79A-9. Prohibitions on occupancy.**

No person shall hereafter occupy any rental unit nor shall the owner permit occupancy of any rental unit within the Township of Elk which has not been inspected or registered and licensed in accordance with this ordinance.

**§79A-10. License; review; declaration of moratoriums.**

- A. Upon the filing of a completed registration form and payment of the prescribed fee and a satisfactory inspection, the owner shall be entitled to the issuance of a license, indicating the applicable classification designations as provided in §79A-4I, commencing on the date of issuance and expiring on the same date of the next calendar year. A registration form shall be required for each rental unit and license shall issue to the owner for each rental unit, even if more than one rental unit is contained in the property.
- B. The Mayor and Committee or their designees shall on a yearly basis review the number and classifications of rental properties and may declare moratoriums on the issuance of licenses of such classification or classifications to ensure the health and welfare of the Township and its residents.

**§79A-11. Fees.**

- A. At the time of the filing of the registration form and prior to the issuance of a license, the owner or agent of the owner must pay a registration fee in the sum of Ninety-five Dollars (\$95.00). If there is no change in occupancy, the annual registration renewal fee shall be Ten Dollars (\$10.00). Upon change in occupancy, the Owner or agent of the Owner must pay a registration fee in the sum of Ninety-five Dollars (\$95.00), and comply with the provisions of §79A-3 et seq.
- B. If the owner of the property is a senior citizen who resides in a unit of the property and rents out the remaining unit and would otherwise qualify under the State of New Jersey property tax deduction under N.J.S.A. 54:4-8.41, there shall be no fee.
- C. If any fee is not paid within thirty (30) days of its due date, a late fee surcharge of the prevailing rate as set forth in the applicable resolution of Township Committee will be assessed.

**§79A-12. Providing registration form and Truth in Renting Handbook to occupants and tenants.**

Every owner shall provide each occupant or tenant occupying a rental unit with a copy of the registration form required by this ordinance as well as with the "Truth in Renting Handbook" published by the New Jersey Department of Community Affairs. This particular provision shall not apply to any hotel, motel or guest house registered with the State of New Jersey pursuant to the Hotel and Multiple Dwelling Act as defined in N.J.S.A. 55:31A-3. This provision may be complied with by posting a copy of the registration certificate in a conspicuous place within the rental unit(s)

**§79A-13. Maximum number of occupants; posting.**

- A. The maximum number of occupants shall be posted in each rental unit. It shall be unlawful for any person, including the owner, agent, tenant or registered tenant to allow a greater number of persons than the posted maximum number of occupants to sleep in or occupy overnight the rental unit for a period exceeding 29 days. Any person violating this provision shall be subject to the penalty provisions of §79A-18 of this ordinance.
- B. Only those occupants whose names are on file with the Township as required in this ordinance may reside in the licensed premises. It shall be unlawful for any other person to reside in said premises and any owner, agent, tenant or registered tenant allowing a nonregistered party to reside in said premises shall be in violation of this section shall be subject to the penalty provisions of §79A-18 of this ordinance.

**§79A-14. Payment of Taxes and other municipal charges required.**

No rental unit may be registered and no license shall issue for any property containing a rental unit unless all municipal taxes, water and sewer charges and any other municipal assessments are paid on a current basis.

**§79A-15. Other rental unit standards.**

All dwelling units shall be maintained in accordance with the Uniform Construction Code, Chapter 54 and Property Maintenance, Chapter 110.

**§79A-16. Occupant standards.**

- A. Occupants. Only those occupants whose names are on file with the Township Clerk as provided in the ordinance may reside in the licensed premises. It shall be unlawful for any other person to reside in said premises, and this provision may be enforced against the landlord, tenant or other person residing in said premises.
- B. Nuisance prohibited. No rental facility shall be conducted in a manner which shall result in any unreasonable disturbance or disruption to the surrounding properties and property owners or of the public in general, such that it shall constitute a nuisance as defined in the ordinances of the Township of Elk.
- C. Compliance with other laws. The maintenance of all rental facilities and the conduct engaged in upon the premises by occupants and their guests shall at all times be in full compliance with all applicable ordinances and regulations of the Township of Elk and with all applicable state and federal laws.
- D. Penalties. Any landlord, tenant or other person violating the provisions of this section shall be subject to the penalty provisions of §79A-18 of this ordinance.

**§79A-17. Revocation of license.**

- A. Grounds. In addition to any other penalty prescribed herein, an owner may be subject to the revocation or suspension of the license issued hereunder upon the happening of one or more of the following:
  - (1) Conviction of a violation of this ordinance in the Municipal Court or any other court of competent jurisdiction.

- (2) Determination of a violation of this ordinance at a hearing held pursuant to §79A-17B herein.
- (3) Continuously renting the unit or units to a tenant or tenants who are convicted of a violation of Chapter 74A, Noise, of the Elk Township Code.
- (4) Continuously permitting the rental unit to be occupied by more than the maximum number of occupants as defined in this ordinance.
- (5) Maintaining the rental unit or units or the property in which the rental unit is a part in a dangerous condition likely to result in injury to person or property.

B. Procedure: written complaint; notice; hearing.

- (1) A complaint seeking the revocation or suspension of a license may be filed by any one or more of the following: Housing Inspector, the Zoning Enforcement Officer or any other persons or office authorized to file such complaint. Such Complaint shall be in writing and filed with the Township Clerk or designee. The complaint shall be specific and shall be sufficient to apprise the licensee of the charges so as to permit the licensee to present a defense. The individual(s) filing the complaint may do so on the basis of information and belief and need not rely on personal information.
- (2) Upon the filing of such written complaint, the Township Clerk or designee shall immediately inform the Township Committee and a date for a hearing shall be scheduled which shall not be sooner than ten (10) nor more than thirty (30) days thereafter. The Township Clerk or designee shall forward a copy of the complaint and a notice as to the date of the hearing to the licensee and the agent, if any, at the address indicated on the registration form. Service upon the agent shall be sufficient.
- (3) The hearing required by this section shall be held before the Township Committee unless, in its discretion, the Township Committee determines that the matter should be heard by a hearing officer, who shall be appointed by the Township Committee. If the matter is referred to a hearing officer, such officer shall transmit his findings of fact, conclusions of law, and recommendation for penalty to the Township Committee within thirty (30) days of the conclusion of the hearing. The Township Committee shall then review the matter and may accept, reject, or modify the recommendations of the hearing officer based on the record before such hearing officer. In the event that the matter is not referred to a hearing officer and is heard by the Township Committee, then the Township Committee shall render a decision within thirty (30) days of the conclusion of the hearing. Following the hearing, a decision shall be rendered, dismissing the complaint, revoking or suspending the license or determining that the license shall not be renewed or reissued for one or more subsequent license years.
- (4) The hearing shall be recorded. All witnesses shall be sworn prior to testifying. The rules of evidence shall not be strictly applied, and the evidential rules and burden of proof shall be those that generally control administrative hearings.
- (5) The Township Solicitor or his designee shall appear and prosecute on behalf of the complainant in all hearings conducted pursuant to this section.

C. Defenses. It shall be a defense to any proceeding for the revocation, suspension, or other disciplinary action involving a rental license by demonstrating that the owner has abated the conditions or circumstances giving rise to the revocation proceeding, including but not limited to the institution of legal action against the tenant(s), occupant(s) or guest(s) for recovery of the premises, eviction of the tenant(s) or otherwise.

**§79A-18. Violations and penalties.**

Any person who violates any provision of this ordinance shall, upon conviction in the Municipal Court of the Township of Elk or such other court having jurisdiction, be liable to a fine not exceeding \$1,000 or imprisonment for a term not exceeding thirty (30) days, or both. Each day that a violation occurs shall be deemed a separate and distinct violations subject to the penalty provisions of this ordinance.

**§79A-19. Severability.**

Should any section, clause, sentence, phrase or provision of this Ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance.

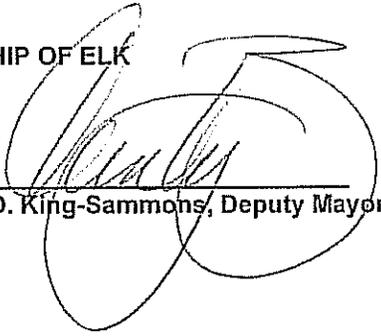
**§79A-20. Repealer.**

All prior Ordinances or parts of Ordinances inconsistent with this Ordinance be and the same are hereby repealed to the extent of such inconsistencies.

**§79A-21. When effective.**

This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

TOWNSHIP OF ELK

  
\_\_\_\_\_  
Carolyn D. King-Sammons, Deputy Mayor

ATTEST:

  
\_\_\_\_\_  
DEBORA R. PINE, TOWNSHIP CLERK

**NOTICE**

The Ordinance published herein was introduced and passed upon first reading at a meeting of the Mayor and Committee of the Township of Elk, in the County of Gloucester and State of New Jersey, held on March 7, 2013. It will be further considered for final passage, after public hearing hereon, at a meeting of said Mayor and Committee to be held in the Township Municipal Building on April 4, 2013, at 5:00 P.M. During the week prior and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's office at the said Municipal Building, 667 Whig Lane Road, Monroeville, New Jersey, to the members of the general public who shall request the same.



DEBORA R. PINE, TOWNSHIP CLERK

TOWNSHIP OF ELK, NEW JERSEY  
OFFICE OF HOUSING OFFICIAL  
667 Whig Lane Road  
Monroeville, New Jersey 08343-9209  
Phone (856) 881-6525 Fax (856) 881-5750

**APPLICATION FOR RENTAL PROPERTY REGISTRATION  
AND LANDLORD LICENSE RENEWAL-CHAPTER 79A**

**NOTE: ALL UTILITIES MUST BE ON PRIOR TO INSPECTION**

1. ADDRESS TO BE INSPECTED: \_\_\_\_\_  
BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ IS THE DWELLING VACANT? YES \_\_\_\_\_ NO \_\_\_\_\_

2. OWNER/COMPANY'S NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_ FAX # OR EMAIL: \_\_\_\_\_

3. INSURANCE COMPANY'S NAME/ADDRESS: \_\_\_\_\_  
POLICY #: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

4. RENTAL UNIT CLASSIFICATION (*choose one*):  
\_\_\_\_\_ SFD (Single Family Detached) \_\_\_\_\_ SFA (Single Family Attached)  
\_\_\_\_\_ DPL (Duplex-2 Units) \_\_\_\_\_ TPL (Triplex-3 Units)  
\_\_\_\_\_ QD (Quad-4 Units) \_\_\_\_\_ CPL (Complex-5 or more Units)  
\_\_\_\_\_ RH (Rooming House) \_\_\_\_\_ CM (Commercial Units located in a  
commercial business structure)

5. **If the Owner/Company is not a resident of Gloucester County, please provide the name of a person who resides in Gloucester County and who is authorized to accept notices from a tenant, to issue receipts and to accept payments on behalf of the record Owner.**  
**NOTE: Form will be returned if this section is not filled in.**

NAME: \_\_\_\_\_  
ADDRESS (NO P.O. BOXES): \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_

6. Name, address and phone number of Agent of the Unit, if any.

NAME: \_\_\_\_\_  
ADDRESS (NO P.O. BOXES): \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_

7. Name, address and phone number, including the dwelling unit number, of the superintendent, janitor, custodian or other individual employed by the Owner or Agent to provide regular maintenance services, if any, to the Unit.

NAME: \_\_\_\_\_  
ADDRESS (NO P.O. BOXES): \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_

8. Name, address and phone number of the representative of the Owner or Agent of the Unit, to be reached or contacted at anytime in the event of an emergency and who has the authority to make emergency decisions.

NAME: \_\_\_\_\_  
ADDRESS (NO P.O. BOXES): \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_

9. Name, address and phone number of all holders of recorded Mortgage(s) on this property.

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_  
ADDRESS (NO P.O. BOXES): \_\_\_\_\_ ADDRESS (NO P.O. BOXES): \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

10. Name, address and phone number of the fuel oil dealer if fuel oil is used to heat this Unit, and the Landlord furnished the heat in this Unit.

NAME: \_\_\_\_\_  
ADDRESS (NO P.O. BOXES): \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_

11. Number of sleeping rooms in this Unit: \_\_\_\_\_  
The number of persons who will occupy the Unit: \_\_\_\_\_

12. Enclosed is the required \$95.00 Registration fee for this unit. \_\_\_\_\_

13. *This Unit is not a rental Unit.* \_\_\_\_\_

I hereby certify that the above information is true to the best of my knowledge, information and belief. I am aware that if the foregoing information supplied is willfully false that I am subject to penalties and criminal prosecution.

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

**FOR OFFICIAL USE ONLY:**

\_\_\_\_\_ \$95.00 Registration Fee                      \_\_\_\_\_ Taxes, Utility Fees, Assessments satisfied  
\_\_\_\_\_ \$30.00 Late Registration Fee                      \_\_\_\_\_ Floor Plan Attached  
\_\_\_\_\_ Fee Exempt

RECEIVED BY: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_ CASH: \_\_\_\_\_

ORDINANCE O – 2 – 2013

AN ORDINANCE OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK,  
COUNTY OF GLOUCESTER, STATE OF NEW JERSEY AMENDING CHAPTER 97  
ENTITLED "VEHICLES AND TRAFFIC" OF THE CODE OF THE TOWNSHIP OF ELK

---

WHEREAS, the Mayor and Committee of the Township of Elk have determined that certain amendments to Chapter 97 entitled "Vehicles and Traffic" are necessary; and

WHEREAS, the Elk Township Board of Education has requested that the Elk Township Committee enforce the provisions of the New Jersey Motor Vehicle and Traffic Laws, N.J.S.A. 39:1-1, et seq., pursuant to the Resolution of the Board of Education attached hereto; and

WHEREAS, N.J.S.A. 39:4-120.7 and 39:5A-1 permit enforcement of Title 39 upon the written request of the owners of such property; and

WHEREAS, the Mayor and Committee of the Township of Elk have determined that it is in the best interests of the residents of the Township of Elk to regulate the relevant provisions of Title 39 upon the Aura Elementary School premises; and

WHEREAS, in all other respects Chapter 97 entitled "Vehicles and Traffic" shall remain in full force and effect.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Committee of the Township of Elk, in the County of Gloucester and State of New Jersey, and it is hereby enacted and ordained by the authority of same as follows:

**Section 1.**

Article IV shall be amended to read as follows:

ARTICLE IV  
Elk Township Aura Elementary School Premises

~~§97-6. Through traffic prohibited.~~

~~Through traffic on the paved portion of the Elk Township Elementary School is prohibited.~~

**§97-6A. One-Way Traffic.**

Traffic onto the premises shall commence at the second (2<sup>nd</sup>) Westerly driveway entrance, and flow only in a Northerly direction from Whig Lane Road (C.R. 619) to Unionville Road (C.R. 623).

**§97-6B. Stop Intersection Designated.**

The driveways exiting the premises at Unionville Road and Whig Lane Road are hereby designated as a stop intersection.

**Section 2.**

Regulatory and warning signs shall be erected and maintained to affect the above designated one-way and stop intersections as authorized by the Department of Transportation.

**Section 3.**

**Severability.**

Should any section, clause, sentence, phrase or provision of this Ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance.

**Section 4.**

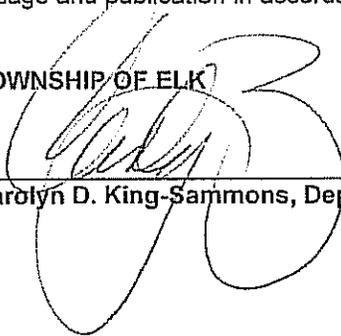
**Repealer.**

All prior Ordinances or parts of Ordinances inconsistent with this Ordinance be and the same are hereby repealed to the extent of such inconsistencies.

**When effective.**

This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

TOWNSHIP OF ELK

  
\_\_\_\_\_  
Carolyn D. King-Sammons, Deputy Mayor

ATTEST:

  
\_\_\_\_\_  
DEBORA R. PINE, TOWNSHIP CLERK

**NOTICE**

The Ordinance published herein was introduced and passed upon first reading at a meeting of the Mayor and Committee of the Township of Elk, in the County of Gloucester and State of New Jersey, held on March 7, 2013. It will be further considered for final passage, after public hearing hereon, at a meeting of said Mayor and Committee to be held in the Township Municipal Building on April 4, 2013 at 7:30 P.M. During the week prior and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's office at the said Municipal Building, 667 Whig Lane Road, Monroeville, New Jersey, to the members of the general public who shall request the same.

  
\_\_\_\_\_  
DEBORA R. PINE, TOWNSHIP CLERK



SCHEDULE A

OPERATIONS WITHIN "CAPS"

GENERAL GOVERNMENT

General Administration	
Salaries and Wages	\$9,200.00
Other Expenses	\$0.00
Equipment Maintenance	\$0.00
Mayor and Township Committee	
Salaries and Wages	\$880.00
Other Expenses	\$0.00
Municipal Clerk	
Salaries and Wages	\$15,000.00
Other Expenses	\$7,500.00
Elections	
Other Expenses	\$2,080.00
Financial Administration	
Salaries and Wages	\$20,000.00
Other Expenses	\$4,000.00
Audit Fees	
Other Expenses	\$17,000.00
Revenue Administration (Tax Collection)	
Salaries and Wages	\$8,000.00
Other Expenses	\$1,600.00
Liquidation of Tax Title Liens and Foreclosed Property	
Other Expenses	\$0.00
Maintenance of Foreclosed Property	
Other Expenses	\$0.00
Tax Map Revisions	\$0.00
Legal Services and Costs	
Salaries and Wages	\$0.00
Other Expenses	\$3,000.00
Engineering Services and Costs	
Salaries and Wages	\$0.00
Other Expenses	\$0.00

LAND USE ADMINISTRATION

Municipal Land Use Law (N.J.S.A. 40:55D-1)

Planning Board

Salaries and Wages \$8,000.00

Other Expenses \$1,500.00

Zoning Office

Salaries and Wages \$12,000.00

Other Expenses \$750.00

PUBLIC SAFETY FUNCTIONS

Police

Salaries and Wages \$315,000.00

Other Expenses \$14,500.00

Office of Emergency Management

Salaries and Wages \$700.00

Other Expenses \$100.00

Aid to Volunteer Fire Companies

Salaries and Wages \$0.00

Other Expenses \$18,250.00

First Aid Organizations - Contributions

\$2,500.00

Uniform Fire Safety Act

(P.L. 1983, C.383)

Salaries and Wages \$400.00

Other Expenses \$1,500.00

Hepatitis Shots

\$150.00

OSHA (P.L. 1983, Chap 156)

Fire

Other Expenses \$0.00

Prosecutor

Salaries and Wages \$3,600.00

PUBLIC WORKS FUNCTIONS

Road Repairs and Maintenance

Salaries and Wages \$10,000.00

Other Expenses \$1,000.00

Road Signs

Other Expenses \$0.00

Vehicle Maintenance

Other Expenses \$20,000.00

Snow Removal

Salaries and Wages \$0.00

Other Expenses \$0.00

Solid Waste Collection

Contractual \$35,000.00

State Fees \$0.00

Miscellaneous Other Expenses \$0.00

Public Buildings and Grounds

Salaries and Wages \$0.00

Other Expenses \$5,000.00

HEALTH AND HUMAN SERVICES FUNCTIONS

Public Health Services (Board of Health)

Other Expenses \$0.00

Registrar of Vital Statistics

Other Expenses \$100.00

Dog Regulation

Other Expenses \$0.00

Environmental Commission

Other Expenses \$300.00

Economic Development Commission

Other Expenses \$0.00

Agriculture Board

Other Expenses \$0.00

PARK AND RECREATION FUNCTIONS

Recreation

Other Expenses \$0.00

Senior Citizen

Other Expenses \$900.00

OTHER COMMON OPERATING FUNCTIONS

Accumulated Leave Compensation

\$0.00

Celebration of Public Event, Anniversary or Holiday

Other Expenses \$0.00

SOLID WASTE DISPOSAL COSTS

Gloucester County Improvement Authority -

County Landfill Tipping Fees \$25,000.00

UTILITY AND BULK PURCHASES

Street Lighting \$500.00

Electricity \$15,000.00

Telephone \$6,000.00

Gas (Natural or Propane) \$6,000.00

Gasoline \$20,000.00

Lease Purchase Eastern Energy \$0.00

MUNICIPAL COURT

Salaries and Wages \$35,000.00

Other Expenses \$7,700.00

Public Defender

Salaries and Wages \$0.00

Other Expenses \$4,000.00

UNIFORM CONSTRUCTION CODE - APPROPRIATIONS

OFFSET BY DEDICATED REVENUES (NJAC 5:23-4.17)

State Uniform Construction Code

(NJS 52:27D-120)

Construction Code Officials

Salaries and Wages \$12,000.00

Other Expenses \$4,000.00

STATUTORY EXPENDITURES

Statutory Expenditures:

Contribution to:

Social Security System ( O.A.S.I.) \$35,000.00

Unemployment Compensation Insurance \$0.00

INSURANCE

Liability Insurance	\$24,000.00
Worker Compensation Insurance	\$35,000.00
Group Insurance Plan for Employees	\$150,000.00

OPERATIONS EXCLUDED FROM "CAPS"

STATUTORY EXPENDITURES

Statutory Expenditures:

Contribution to:

Public Employee's Retirement System	\$0.00
Police & Firemen's Retirement System	\$15,832.00

INTERLOCAL MUNICIPAL SERVICE AGREEMENTS

Municipal Alliance Program - Interlocal  
Service Agreement - Municipal Share  
Borough of Newfield/Clayton - Court Reimbursement  
Municipal Court  
Salaries and Wages

BONDS, NOTES AND INTEREST

Bond Principal	\$125,000.00
Interest on Bonds	\$28,000.00
Interest on BANS	\$0.00
Ban Principal	\$0.00

\$1,087,542.00

**RESOLUTION R-35-2013**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ELK,**  
**COUNTY OF GLOUCESTER, STATE OF NEW JERSEY**

**RESOLUTION SUPPORTING S-1896/A-1503 SHARING THE BURDEN OF PROPERTY**  
**ASSESSMENT APPEAL REFUNDS**

**WHEREAS**, when County Tax Board appeals are granted the municipality must reimburse the property taxpayer 100% of the appealed tax levy, which includes the municipal, school, county and any special districts tax; and

**WHEREAS**, the municipal tax collector makes the adjustment from the appeal as a credit on the 4<sup>th</sup> quarter tax bill resulting in the municipality's fund balance for the preceding year to diminish, if not completely depleted; and

**WHEREAS**, a League of Municipalities' survey measured the extent to which residents have filed and won tax appeals in 2010; and

**WHEREAS**, one hundred fifty (150) municipalities, representing both large and small municipalities in all 21 counties, that participated in the survey reported property value declines of more than \$87,900,000, which resulted from 19,788 tax appeals filed in 2010; and

**WHEREAS**, those responding to the survey indicated that 13,760 appeals were filed in 2009, compared to 19,788 in 2010, representing an increase of 43.7%; and

**WHEREAS**, a municipality often experiences an increase in tax appeals because it has conducted a revaluation, however, only 5 of the 150 municipalities, which participated in our survey, indicated that their 2010 appeals resulted from revaluations; and

**WHEREAS**, as a way of comparison, 23 of the participating municipalities conducted revaluations in 2009, when fewer tax appeals were presented to the County Tax Boards; and

**WHEREAS**, the 2010 spike in appeals should be attributed to the economic down-turn, which lowered property values and placed increased stress on the income of homeowners, all around our Garden State; and

**WHEREAS**, the survey also indicated that in 2010 the various County Tax Boards have granted average property value reductions of close to \$5,000, per appeal; and

**WHEREAS**, fifty-six percent of those responding indicated that the successful tax appeals would have an impact on fund balances and place additional pressures on local officials during 2011; and

**WHEREAS**, the reductions, which were granted by County Tax Boards in 2010, likely had a multiplier in subsequent years when neighbors learned of their neighbor's tax reduction; and

**WHEREAS**, successful tax appeals have a three-fold negative impact on municipal budgets. First, the municipality, as the collector of taxes for the School district, county and special districts, must fund the full cost of the legal defense of the assessment. Second, since State law guarantees to the county

and the school district 100% of their levies, the municipality bears the full cost of any re-imbursements resulting from the appeal (as well as the full burden for any uncollected taxes). Third, the end result will be a further decline in the property tax base used to support Municipalities, County governments and School systems; and

**WHEREAS**, in light of the revenue limitations that have been placed on all levels of local government by the Legislature (2% cap), such declining values will compound and add additional stress to local public officials, as they grapple with the issues confronting the tax paying public; and

**WHEREAS**, Senator Bucco, Assemblyman Carroll and Assemblyman Bucco have recently introduced S-1896/A-1503, which requires fire districts, school districts, and county governments to share in burden of property assessment appeal refunds;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Elk, hereby urge the swift passage and signing of S-1896/A-1503; and

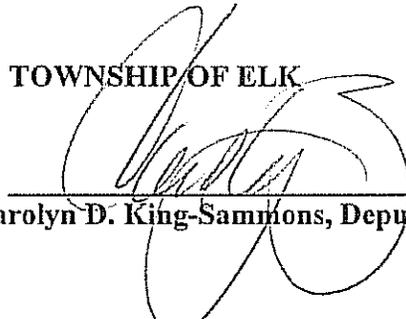
**BE IT FURTHER RESOLVED**, that copies of this Resolution be forwarded to New Jersey Governor Christopher Christie, to Senate President Stephen Sweeney, to Assembly Speaker Sheila Oliver, to our State Senator, to our two Representatives in the General Assembly, and to the New Jersey League of Municipalities.

**ADOPTED** at a regular meeting of the Township of Elk on April 4, 2013 at 667 Whig Lane Road, Monroeville, New Jersey 08343.

**ATTEST:**

  
**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**

  
**Carolyn D. King-Sammons, Deputy Mayor**

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Barbaro				✓
Marchei	✓			
Poisker	✓			
Sammons	✓			
Spring	✓			

**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 April 4, 2013 in the Elk Township Municipal Building, 667 Whig Lane Road, Monroeville, New Jersey.

\_\_\_\_\_  
**DEBORA R. PINE, Township Clerk**

**RESOLUTION R-36-2013  
RESOLUTION OF THE TOWNSHIP COMMITTEE  
OF THE TOWNSHIP OF ELK**

**AUTHORIZING COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT  
APPLICATION FOR 2013 FOR THE TOWNSHIP OF ELK, AURA VOLUNTEER FIRE  
COMPANY**

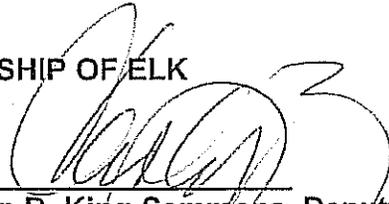
**WHEREAS** the Township of Elk, Aura Volunteer Fire Company has completed the 2013 Gloucester County Community Development Block Grant Project Application; and

**WHEREAS** the Governing Body has agreed to support the application for funding for a new Heating, Ventilation, Air Conditioning system for the Aura Fire Company Building.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Committee of the Township of Elk, that the Mayor is hereby authorized to sign the 2013 Gloucester County Community Development Block Grant Project Application and submit same along with all necessary documentation to the County's Department of Economic Development, Division of Housing and Community Development.

**THIS RESOLUTION IS DULY ADOPTED** by the Township Committee of the Township of Elk at the regular meeting held on April 4<sup>th</sup>, 2013, at the Municipal Building, 667 Whig Lane Road, Monroeville, New Jersey 08343.

**TOWNSHIP OF ELK**



\_\_\_\_\_  
**Carolyn D. King-Sammons, Deputy Mayor**

**ATTEST:**

  
\_\_\_\_\_  
**DEBORA R. PINE, TOWNSHIP CLERK**

COMMITTEE	ROLL CALL VOTE			
	AYES	NAYS	ABSTAIN	ABSENT
Barbaro				✓
Marchei	✓			
Poisker	✓			
Sammons	✓			
Spring	✓			

**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 April 4, 2013 in the Elk Township Municipal Building, 667 Whig Lane Road, Monroeville, New Jersey.

\_\_\_\_\_  
DEBORA R. PINE, Township Clerk

# BILL APPROVAL

April 4, 2013

## Bank Wires, Manual and Interim Checks

### GENERAL ACCOUNT:

1) Township of Elk	13-00276	\$56,583.71
2) State of NJ Division of Pensions	13-00292	\$37,460.54

### DOG ACCOUNT:

1) Gloucester County Times	13-00274	\$114.30
2) NJ Department of Health	13-00296	\$220.80

### RECREATION OPERATING:

1) National Entertainment Technologies		\$240.00
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### ELMER ESCROW:

1) Adams and Adams	13-00302	\$795.00
2) Bach Associates	13-00301	\$236.25
3) Fralinger Engineering	13-00300	\$2,532.94

Range of Checking Accts: CURRENT to CURRENT      Range of Check Ids: 23154 to 23192  
Report Type: All Checks      Report Format: Detail      Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq
23154	04/04/13	A0260 ATLANTIC CITY ELECTRIC					1451
13-00291	1	MONTHLY CHARGES	1,655.52	3-01- -037-223 ELECTRICITY	Budget		56
13-00291	2	MONTHLY CHARGES	729.07	3-01- -037-223 ELECTRICITY	Budget		57
			<u>2,384.59</u>				
23155	04/04/13	A0276 ATLANTIC SWITCH & GENERATOR					1451
13-00248	1	PREVENTATIVE MAINTENANCE	150.00	3-01- -020-225 MISCELLANEOUS	Budget		18
23156	04/04/13	A0277 ATLANTIC TACTICAL					1451
13-00216	1	CUFF CASES,HANDCUFFS	75.89	3-01- -029-236 EQUIPMENT & SUPPLIES	Budget		7
23157	04/04/13	A0359 AUTO SHINE CAR WASH					1451
13-00278	1	FEB SERVICE	25.00	3-01- -029-225 MISCELLANEOUS	Budget		32
23158	04/04/13	B0110 BARRACUDA NETWORKS					1451
13-00197	1	ANNUAL BACKUP-POLICE	600.00	3-01- -029-225 MISCELLANEOUS	Budget		4
23159	04/04/13	B0200 VERIZON					1451
13-00191	1	TELEPHONE - 856-881-0342	98.53	3-01- -037-224 TELEPHONE	Budget		3
13-00243	1	856-881-0342	33.29	3-01- -037-224 TELEPHONE	Budget		13
			<u>131.82</u>				
23160	04/04/13	B0202 VERIZON WIRELESS					1451
13-00247	1	AIR CARDS 222861020-0001	88.88	3-01- -037-224 TELEPHONE	Budget		17
23161	04/04/13	B0310 BOSTWICK, EW INC.					1451
13-00250	1	PAINT,STAPLES,TAPE	40.75	3-01- -029-236 EQUIPMENT & SUPPLIES	Budget		19
23162	04/04/13	C0033 CAPITOL CLEANERS					1451
13-00238	1	FEBRUARY UNIFORM CLEANING	700.15	3-01- -029-234 UNIFORM CLEANING	Budget		10
23163	04/04/13	C0093 CHEAPER THAN DIRT					1451
13-00279	1	POUCHES, SLING	95.69	3-01- -029-236 EQUIPMENT & SUPPLIES	Budget		33
23164	04/04/13	D0139 DEERPARK					1451
13-00245	1	WATER	72.39	3-01- -020-225 MISCELLANEOUS	Budget		14

April 3, 2013  
08:58 PM

TOWNSHIP OF ELK  
Check Register By Check Id

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq
23165	04/04/13	D0150 DELSEA REGIONAL HIGH SCHOOL					1451
12-00575	10	SCHOOL TAXES 04/10/13	215,790.21	3-01- -905-002 REGIONAL SCHOOL TAXES	Budget		2
23166	04/04/13	D0155 DELTA DENTAL PLAN OF NJ					1451
13-00268	1	DENTAL APRIL	1,861.45	3-01- -026-222 GROUP INSURANCE PLAN	Budget		26
23167	04/04/13	D0203 DENNY SEPTIC & PORTABLE TOILET					1451
13-00286	1	MARCH SERVICE	140.00	3-01- -020-225 MISCELLANEOUS	Budget		54
23168	04/04/13	E0256 ELK TOWNSHIP SCHOOL DISTRICT					1451
13-00288	1	CLEANING MARCH	326.03	3-01- -020-242 CLEANING SERVICES	Budget		55
23169	04/04/13	G0150 GALL'S INC.					1451
13-00264	1	HOOD, SHIRTS	113.03	3-01- -029-236 EQUIPMENT & SUPPLIES	Budget		22
23170	04/04/13	G0300 GLOUCESTER COUNTY TIMES					1451
13-00275	1	P/Z DECISIONS	32.40	3-01- -023-228 ADVERTISEMENTS	Budget		31
13-00282	1	ADVERTISE-PT POLICE OFFICER	224.20	3-01- -029-228 ADVERTISEMENTS	Budget		49
			<u>256.60</u>				
23171	04/04/13	H0350 STEVEN HUGHES					1451
13-00269	1	REIMBURSE SOFTWARE	128.38	3-01- -029-236 EQUIPMENT & SUPPLIES	Budget		27
13-00298	1	REIMBURSE-POWER SUPPLY	18.30	3-01- -029-236 EQUIPMENT & SUPPLIES	Budget		62
			<u>146.68</u>				
23172	04/04/13	L0050 LAWMAN SUPPLY COMPANY					1451
13-00239	1	CUFF CASE	14.95	3-01- -029-236 EQUIPMENT & SUPPLIES	Budget		11
23173	04/04/13	L0330 LIFE CARE MEDICAL CENTER					1451
13-00240	1	HEPATITIS B-WESTCOTT	32.00	3-01- -059-222 HEPATITIS SHOTS	Budget		12
23174	04/04/13	M0018 MAJESTIC OIL COMPANY, INC.					1451
13-00267	1	3/15 - UNLEADED	929.42	3-01- -037-226 GASOLINE/DIESEL	Budget		25
13-00285	1	3/25 UNLEADED	924.10	3-01- -037-226 GASOLINE/DIESEL	Budget		53
			<u>1,853.52</u>				
23175	04/04/13	M0475 MUNICIPAL RECORD SERVICES					1451
13-00261	1	TRAFFIC TICKETS	327.25	3-01- -050-224 PRINTING OF FORMS	Budget		20

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq
23176	04/04/13	N0025 NEXTEL/SPRINT COMMUNICATION					1451
13-00273	1	MONTHLY - 944312212	285.32	3-01- -037-224 TELEPHONE	Budget		30
23177	04/04/13	P0610 PUBLIC SAFETY OUTFITTERS					1451
13-00280	1	GLOVES	104.93	3-01- -029-236 EQUIPMENT & SUPPLIES	Budget		34
23178	04/04/13	Q0100 QC LABORATORIES					1451
13-00246	1	3/7 TESTING	37.50	3-01- -020-225 MISCELLANEOUS	Budget		15
13-00246	2	3/14 TESTING	73.00	3-01- -020-225 MISCELLANEOUS	Budget		16
13-00271	1	TESTING 3/18	114.50	3-01- -020-225 MISCELLANEOUS	Budget		28
			<u>225.00</u>				
23179	04/04/13	Q0125 QUARTERMASTER					1451
13-00266	1	LOCKING SYSTEM	73.47	3-01- -029-236 EQUIPMENT & SUPPLIES	Budget		24
23180	04/04/13	Q0401 QUILL CORPORATION					1451
13-00228	1	PRINT CARTS, INK,	74.87	3-01- -046-223 OFFICE SUPPLIES	Budget		8
13-00228	2	ENVELOPES, FOLDERS, PAPER	148.03	3-01- -043-223 OFFICE SUPPLIES	Budget		9
			<u>222.90</u>				
23181	04/04/13	R0061 RALPH'S TOWING & AUTO, LLC				04/04/13 VOID	0
23182	04/04/13	R0061 RALPH'S TOWING & AUTO, LLC					1451
13-00281	1	07CV-OIL	54.95	3-01- -061-224 POLICE VEHICLE OIL CHANGE	Budget		35
13-00281	2	07CV-TIRES	834.66	3-01- -061-222 POLICE VEHICLE TIRES	Budget		36
13-00281	3	08DODGE-SHIELDS	87.23	3-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget		37
13-00281	4	08DODGE-OIL, WIPERS	89.90	3-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget		38
13-00281	5	01CV-WIPER ASSMBY, BULBS, ETC	175.54	3-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget		39
13-00281	6	07CV-OIL	54.95	3-01- -061-224 POLICE VEHICLE OIL CHANGE	Budget		40
13-00281	7	10DODGE-REPAIR WIRING	495.00	3-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget		41
13-00281	8	07CV-AC CHARGE	119.95	3-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget		42
13-00281	9	08DODGE-OIL, TIRE ROTATE, ETC	115.95	3-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget		43
13-00281	10	07CV-OIL, WIRING REPLACED	370.90	3-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget		44
13-00281	11	07CV-ALTERNATOR	729.45	3-01- -061-228 POLICE VEHICLE MAJOR REPAIR	Budget		45

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq
23182		RALPH'S TOWING & AUTO, LLC					
		Continued					
13-00281	12	08DODGE-OIL,AIR ETC FILTERS	100.62	3-01- -061-226	Budget		46
				POLICE VEHICLE MINOR REPAIR			
13-00281	13	10DODGE-OIL SWITCH	227.45	3-01- -061-226	Budget		47
				POLICE VEHICLE MINOR REPAIR			
13-00281	14	01CV-STEERING SHAFT,PUMP,	2,024.67	3-01- -061-228	Budget		48
				POLICE VEHICLE MAJOR REPAIR			
			<u>5,481.22</u>				
23183	04/04/13	S0452 CRISTINA SMITH					1451
13-00297	1	COURT MARCH	270.00	3-01- -050-225	Budget		61
				MISCELLANEOUS			
23184	04/04/13	S0455 LUZ S. SMITH					1451
13-00262	1	COURT MARCH	600.00	3-01- -050-225	Budget		21
				MISCELLANEOUS			
23185	04/04/13	S0600 SOUTHERN PEST CONTROL					1451
13-00272	1	MONTHLY SERVICE	48.00	3-01- -020-225	Budget		29
				MISCELLANEOUS			
23186	04/04/13	T0390 THIS & THAT UNIFORMS					1451
13-00215	1	SHIRTS, PANTS	334.00	3-01- -029-233	Budget		6
				UNIFORM ALLOWANCE			
23187	04/04/13	T0600 TREASURER OF SCHOOL MONEYS					1451
12-00561	10	APRIL 3, 2013	197,417.09	3-01- -905-001	Budget		1
				LOCAL SCHOOL TAXES			
23188	04/04/13	T0700 TREASURER STATE OF NJ					1451
13-00295	1	1ST QTR 2013	50.00	3-01- -910-003	Budget		60
				MARRIAGE LICENSES FEES			
23189	04/04/13	U0080 UNDERWOOD MEMORIAL HOSPITAL					1451
13-00210	2	2 CPR CERTIFICATIONS	20.00	3-01- -029-225	Budget		5
				MISCELLANEOUS			
23190	04/04/13	W0080 WARREN'S HARDWARE					1451
13-00283	1	SALT, ICE MELT	156.97	3-01- -020-225	Budget		50
				MISCELLANEOUS			
13-00283	2	SALT, ICE MELT	15.70	3-01- -020-225	Budget		51
				MISCELLANEOUS			
13-00294	1	#2 BOAT SNAP RFE	16.47	3-01- -034-236	Budget		58
				EQUIPMENT & SUPPLIES			
13-00294	2	#2 BOAT SNAP RFE	1.65	3-01- -034-236	Budget		59
				EQUIPMENT & SUPPLIES			
13-00299	1	SPRAY PAINT	5.13	3-01- -034-236	Budget		63
				EQUIPMENT & SUPPLIES			
13-00299	2	SPRAY PAINT	0.51	3-01- -034-236	Budget		64
				EQUIPMENT & SUPPLIES			
			<u>160.71</u>				

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Check Register By Check Id

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq
23191	04/04/13	W0318 WIRELESS ELECTRONICS, INC.					1451
13-00265	1	REMOTE MIC	89.00	3-01- -029-236	Budget		23
				EQUIPMENT & SUPPLIES			
23192	04/04/13	X0300 XTEL COMMUNICATIONS, INC.					1451
13-00284	1	TELEPHONE	919.25	3-01- -037-224	Budget		52
				TELEPHONE			

Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	38	1	431,527.77	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	38	1	431,527.77	0.00

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Fund Description	Fund	Budget Total	Revenue Total
	3-01	431,527.77	0.00
Total of All Funds:		<u>431,527.77</u>	<u>0.00</u>

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