

ELK TOWNSHIP COMMITTEE
Work Session Minutes
March 19, 2013

The work session of the Elk Township Committee was held on the above date in the Municipal Building. The meeting was called to order by Mayor Barbaro at 7:30PM.

The Open Public Meeting Notice was read.
The Salute to the Flag was recited.

ROLL CALL: Present were: Mr. Marchei, Mr. Poisker, Mrs. Sammons, Mr. Spring, Mayor Barbaro, Mr. Considine, CFO, and Mrs. Pine, Township Clerk.

Approval of minutes:

Motion by Mr. Spring, seconded by Mrs. Sammons to approve the minutes of the March 7, 2013 meeting, all were in favor, motion carried.

TOPICS:

General maintenance on generator at Municipal Building was performed and there are several items that need to be repaired. The estimate received for the repairs is \$827.37 which is mostly labor costs. Mr. Considine will contact Ralph for an additional quote. If the quote is not more than \$200 in savings Atlantic Switch will do the repair.

The township will be holding a shred day on May 4, 2013. The township offices need to conduct records retention so the necessary paperwork for destruction can be approved by the state. The clerk would like to close the building to allow for employees to go over to the records house to review the records. The committee approved closing the building on Friday, March 22nd at noon until 3pm. DocuVault has provided the township with a quote to store the township records offsite. They will take the boxes and index them and if we need to access records they will get the records to us. This is something that will be looked at further after the shred event.

The selling of a liquor license has been discussed by Economic Development. They are in a fact finding mode. They are still obtaining information. The clerk explained the township is eligible for one plenary retail consumption license, which would be a restaurant and one plenary retail distribution license which is a package goods only. Economic will continue to look into the possibility of a liquor license and talk to the police about the impact.

The Personnel Policy needs to have a section on the requirement of a motor vehicle license background check, for any employee that drives a township vehicle. This section has been requested by the JIF. Mrs. Sammons will work with the clerk and consult with the risk management consultant on the creation of a new personnel policy.

There is a need for part/time public works helper to assist Mr. Ash with the boarding up of 2 houses committee has previously approved.

Motion by Mayor Barbaro, seconded by Mr. Spring, to offer Christopher Lockman 16 hours to assist Public Works with the boarding up of 2 houses, upon roll call motion carried.

| | | |
|------------|---------------|-----|
| Roll Call: | Mr. Marchei | Yes |
| | Mr. Poisker | Yes |
| | Mrs. Sammons | Yes |
| | Mr. Spring | Yes |
| | Mayor Barbaro | Yes |

Mayor Barbaro would like to have the turf company give a price on spraying weed killer on problem areas to help with mowing maintenance. Mr. Considine will contact Dobson Turf Management to obtain a quote for around the chain link fence, split rail fence, around the pvc piping near the playgrounds in both parks and around the batting cages.

Mr. Marchei, mentioned the Environmental Commission will be planting a tree in Ina B. Hull Park on Arbor Day, Sunday, April 21st. The commission would like to have public works dig the hole for the tree. They would like to have the hole dug on the 21st, to avoid any problems. Committee approved overtime for the Mr. Ash to dig the hole.

GLOUCESTER COUNTY REPRESENTATIVE – David Lubelski was present to respond to concerns about county issues.

PUBLIC PORTION:

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

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

Mike Pantaleo, 106 Millstone Way, committee was approached by the Hampton Hill Homeowners Association about trees that need to be replaced by Paparone. The homeowners association would like to know if the township has taken any action with the issue and to remind committee that the maintenance bond will expire in February 2014. Mr. Duffield sent a letter at the end of the 2012. Mr. Duffield will be contacted to remind Paparone about the trees.

Mr. Pantaleo would also like committee to be diligent in keeping the tax rate down for the residents of Elk Township.

Ed Pearson, 1448 Ferrell Rd., stated the trash company is leaving the trash cans in the middle of his driveway again. His neighbor's trash cans were left in the roadway and were destroyed. Waste Management will be contacted.

Mr. Pearson also brought to committee attention that the tractor trailers are back. Mr. Pearson asked how many times can the individual be fined before they are required to remove the trailers. This has been an ongoing problem for several years and summer is coming.

William Seher, owns property, Block 161 Lot 1, in Lawn's section of the township. He no longer wants to purchase the piece of property from the township, the asking price is too high. He feels the township needs to review the lot size requirements in the MD zone. The minimum lot road frontage is currently 75' and the roads are 200' feet apart which if a person owned a lot of 75' x 200' it totals 15,000 sq. ft. The change to increase the minimum lot size to 25,000 took effect in 2006. He began foreclosing on the properties in 2003 and it took a long time to complete the process on the property he owns and the other he discovered was owned by the township. He would just like the township to consider changing the ordinance to make the lot size smaller, possibly 20,000 sq. ft. He has tried to sell his property, which is twice the size of the township property, for \$7000 and has not been able to get the asking price. He is not asking for a spot zone, he feels the entire MD zone needs to be corrected.

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

Township committee would like the record to reflect, there has not been a discussion in closed session on the subject of selling property to Mr. Seher.

Mayor Barbaro asked about suggestions to complete the clean out of the pipe under Hollywood Ave. It is believed the pipe is either plastic or aluminum. He would also like to look into jetting out the pipes on Stanger Avenue. It is believed that there is not a pipe, there are just stone wicks. The issue will need to be investigated.

PAY BILLS:

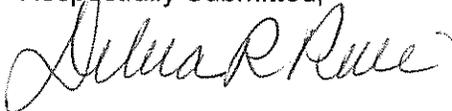
Motion by Mr. Marchei to Pay the Bills, seconded by Mrs. Sammons, upon roll call motion was carried.

| | | |
|------------|---------------|--|
| Roll Call: | Mr. Marchei | Yes |
| | Mr. Poisker | Yes |
| | Mrs. Sammons | Yes |
| | Mr. Spring | Yes, but abstained from all fire department bills. |
| | Mayor Barbaro | Yes |

ADJOURNMENT:

Motion by Mr. Spring to adjourn the meeting, seconded by Mrs. Sammons, all were in favor, the meeting was adjourned at 8:24 PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC
Township Clerk

BILL APPROVAL

March 19, 2013

Bank Wires, Manual and Interim Checks

GENERAL ACCOUNT:

| | | |
|-------------------------------------|----------|--------------|
| 1) Township of Elk | 13-00236 | \$63,367.85 |
| 2) State of NJ Division of Pensions | 13-00255 | \$258,899.00 |

ELMER ESCROW:

| | | |
|--------------------------|----------|------------|
| 1) Adams and Adams | 13-00235 | \$1,170.00 |
| 2) Bach Associates | 13-00256 | \$1,080.00 |
| 3) Fralinger Engineering | 13-00257 | \$1,084.03 |

Batch Id: SC Batch Type: C Batch Date: 03/19/13 Checking Account: CURRENT G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

| 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 |
|-------------------|------------------------|---|-----------------|---|--------------|--------|-----|
| 13-00233 | 03/10/13 | 03/19/13 A0055 ADAMS & ADAMS 1 LEGAL | 225.00 | JOAN ADAMS ESQ. 3-01- -023-232 | Budget | Aprv | 8 |
| 13-00233 | 03/10/13 | 2 LEGAL | 30.00 | LEGAL COSTS 3-01- -023-232 | Budget | Aprv | 9 |
| | | | <u>255.00</u> | LEGAL COSTS | | | |
| 13-00253 | 03/17/13 | 03/19/13 A0260 ATLANTIC CITY ELECTRIC 1 STREET LIGHTS | 14.54 | 5 COLLINS DRIVE 3-01- -037-222 | Budget | Aprv | 24 |
| 13-00253 | 03/17/13 | 2 STREET LIGHTS | 7.47 | STREET LIGHTING EXPENSE 3-01- -037-222 | Budget | Aprv | 25 |
| 13-00253 | 03/17/13 | 3 STREET LIGHTS | 10.89 | STREET LIGHTING EXPENSE 3-01- -037-222 | Budget | Aprv | 26 |
| 13-00253 | 03/17/13 | 4 STREET LIGHTS | 14.13 | STREET LIGHTING EXPENSE 3-01- -037-222 | Budget | Aprv | 27 |
| 13-00253 | 03/17/13 | 5 STREET LIGHTS | 38.37 | STREET LIGHTING EXPENSE 3-01- -037-222 | Budget | Aprv | 28 |
| 13-00253 | 03/17/13 | 6 ELECTRIC | 6.18 | STREET LIGHTING EXPENSE 3-01- -037-223 | Budget | Aprv | 29 |
| 13-00253 | 03/17/13 | 7 ELECTRIC | 7.38 | ELECTRICITY 3-01- -037-223 | Budget | Aprv | 30 |
| 13-00253 | 03/17/13 | 8 ELECTRIC | 568.05 | ELECTRICITY 3-01- -037-223 | Budget | Aprv | 31 |
| 13-00253 | 03/17/13 | 9 ELECTRIC | 492.75 | ELECTRICITY 3-01- -037-223 | Budget | Aprv | 32 |
| 13-00253 | 03/17/13 | 10 ELECTRIC | 3.84 | ELECTRICITY 3-01- -037-223 | Budget | Aprv | 33 |
| 13-00253 | 03/17/13 | 11 ELECTRIC | 233.77 | ELECTRICITY 3-01- -037-223 | Budget | Aprv | 34 |
| 13-00253 | 03/17/13 | 12 ELECTRIC | 32.66 | ELECTRICITY 3-01- -037-223 | Budget | Aprv | 35 |
| | | | <u>1,430.03</u> | ELECTRICITY | | | |
| 13-00251 | 03/17/13 | 03/19/13 A0350 AURA FIRE COMPANY 1 REIMBURSE FIT TEST SUPPLIES | 62.74 | 909 AURA ROAD 3-01- -028-226 | Budget | Aprv | 21 |
| | | | <u>62.74</u> | AID TO FIRE COMPANY OTHER EXPENSES | | | |
| 13-00241 | 03/17/13 | 03/19/13 C0167 COMCAST 1 MONTHLY SERVICE | 199.12 | 3-01- -037-224 | Budget | Aprv | 12 |
| 13-00241 | 03/17/13 | 2 MONTHLY SERVICE | 131.90 | TELEPHONE 3-01- -037-224 | Budget | Aprv | 13 |
| 13-00241 | 03/17/13 | 3 MONTHLY SERVICE | 5.99- | TELEPHONE 3-01- -037-224 | Budget | Aprv | 14 |
| | | | <u>325.03</u> | TELEPHONE | | | |
| | 03/19/13 | D0498 BRIAN J. DUFFIELD | | 95 N. MAIN STREET | | | |

| 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 |
|-------------------|------------------------|-----------------------------------|-----------------|---|--------------|--------|-----|
| 13-00231 | 03/10/13 | 1 LEGAL THRU FEBRUARY | 2,247.92 | 3-01- -017-222 LEGAL OPERATING EXPENSES | Budget | Aprv | 6 |
| | | | <u>2,247.92</u> | | | | |
| 13-00237 | 03/14/13 | 1 DONATED-COMMITTEEMAN SALARY | 180.00 | 98 UNIONVILLE ROAD 3-01- -025-227 COMMITTEE SALARY DONATED TO FIRE CO. | Budget | Aprv | 11 |
| 13-00259 | 03/18/13 | 1 CLEANING | 274.68 | 3-01- -020-242 CLEANING SERVICES | Budget | Aprv | 38 |
| | | | <u>454.68</u> | | | | |
| 13-00232 | 03/10/13 | 1 HALLIGAN TOLL-FERRELL | 160.00 | 03/19/13 F0250 FERRELL VOLUNTEER FIRE COMPANY 3-01- -052-222 OSHA FIRE CONTRIBUTIONS | Budget | Aprv | 7 |
| | | | <u>160.00</u> | | | | |
| 13-00252 | 03/17/13 | 1 PLANNING BOARD | 90.00 | 03/19/13 F0510 FRALINGER ENGINEERING PA 629 SHILOH PIKE 3-01- -023-225 MISCELLANEOUS | Budget | Aprv | 22 |
| 13-00252 | 03/17/13 | 2 STORMWATER | 120.00 | 3-01- -019-222 ENGINEERING OPERATING EXPENSES | Budget | Aprv | 23 |
| | | | <u>210.00</u> | | | | |
| 13-00258 | 03/18/13 | 1 CODE UPDATE | 2,828.89 | 03/19/13 G0154 GENERAL CODE PUBLISHERS 781 ELMGROVE ROAD 3-01- -043-255 CODIFICATION | Budget | Aprv | 37 |
| | | | <u>2,828.89</u> | | | | |
| 13-00234 | 03/10/13 | 1 AUDIT | 1,500.00 | 03/19/13 H0169 HOLMAN & FRENIA, PC 618 STOKES ROAD 3-01- -060-299 AUDIT FEES | Budget | Aprv | 10 |
| | | | <u>1,500.00</u> | | | | |
| 13-00244 | 03/17/13 | 1 COPIER | 98.45 | 03/19/13 H0176 HERITAGE BUSINESS SYSTEMS, INC. 1263 GLEN AVENUE 3-01- -043-223 OFFICE SUPPLIES | Budget | Aprv | 18 |
| | | | <u>98.45</u> | | | | |
| 13-00242 | 03/17/13 | 1 3/8 UNLEADED | 1,066.38 | 03/19/13 M0018 MAJESTIC OIL COMPANY, INC. 2104 FAIRFAX AVENUE 3-01- -037-226 GASOLINE/DIESEL | Budget | Aprv | 15 |
| 13-00242 | 03/17/13 | 2 3/12 DIESEL | 540.57 | 3-01- -037-226 GASOLINE/DIESEL | Budget | Aprv | 16 |
| 13-00242 | 03/17/13 | 3 3/12 HEATING OIL | 347.04 | 3-01- -037-225 PROPANE/NATURAL GAS | Budget | Aprv | 17 |
| | | | <u>1,953.99</u> | | | | |
| 13-00227 | 03/07/13 | 1 3/4 PROPANE | 620.04 | 03/19/13 M0303 MODERN GAS 1725 S. BURLINGTON ROAD 3-01- -037-225 PROPANE/NATURAL GAS | Budget | Aprv | 2 |
| 13-00227 | 03/07/13 | 2 3/4 PROPANE | 168.62 | 3-01- -037-225 PROPANE/NATURAL GAS | Budget | Aprv | 3 |

| 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 |
|-------------------|------------------------|---|-------------|---|--------------|--------|-----|
| | | | 788.66 | | | | |
| 13-00254 | 03/17/13 | 03/19/13 Q0115 QUARTZ COMPUTERS 1 ZONING OFFICER NEW MACHINE | 700.00 | 3669 DEVONSHIRE PLACE 3-01- -024-225 MISCELLANEOUS | Budget | Aprv | 36 |
| | | | 700.00 | | | | |
| 13-00260 | 03/18/13 | 03/19/13 U0100 U.S. POSTAL SERVICE 1 POSTAGE METER 62447381 | 150.00 | (NEOPOST POSTAGE ON CALL) 3-01- -043-227 POSTAGE | Budget | Aprv | 39 |
| 13-00260 | 03/18/13 | 2 POSTAGE METER 62447381 | 50.00 | 3-01- -013-227 POSTAGE | Budget | Aprv | 40 |
| 13-00260 | 03/18/13 | 3 POSTAGE METER 62447381 | 100.00 | 3-01- -023-227 POSTAGE | Budget | Aprv | 41 |
| 13-00260 | 03/18/13 | 4 POSTAGE METER 62447381 | 50.00 | 3-01- -046-227 POSTAGE | Budget | Aprv | 42 |
| 13-00260 | 03/18/13 | 5 POSTAGE METER 62447381 | 1,000.00 | 3-01- -050-227 POSTAGE | Budget | Aprv | 43 |
| 13-00260 | 03/18/13 | 6 POSTAGE METER 62447381 | 150.00 | 3-01- -029-227 POSTAGE | Budget | Aprv | 44 |
| | | | 1,500.00 | | | | |
| 13-00229 | 03/10/13 | 03/19/13 W0025 WASTE MANAGEMENT OF NJ, INC. 1 CONTRACTUAL FEBRUARY | 17,565.56 | 107 SILVA STREET 3-01- -038-222 CONTRACTUAL | Budget | Aprv | 4 |
| | | | 17,565.56 | | | | |
| 13-00249 | 03/17/13 | 03/19/13 W0080 WARREN'S HARDWARE 1 ANT BAIT, ROACH KILLER | 8.32 | 110 BRIDGETON PIKE 3-01- -020-225 MISCELLANEOUS | Budget | Aprv | 19 |
| 13-00249 | 03/17/13 | 2 ANT BAIT, ROACH KILLER | 0.83 | 3-01- -020-225 MISCELLANEOUS | Budget | Aprv | 20 |
| | | | 7.49 | | | | |
| 13-00230 | 03/10/13 | 03/19/13 W0300 WHEELABRATOR GLOUCESTER CO. 1 TIPPING FEBRUARY | 7,857.11 | PO BOX 7247-6556 3-01- -038-221 TIPPING FEES | Budget | Aprv | 5 |
| | | | 7,857.11 | | | | |
| 13-00198 | 03/03/13 | 03/19/13 W0318 WIRELESS ELECTRONICS, INC. 1 REMOTE MIC | 89.00 | t/a WIRELESS COMMUNICATIONS 3-01- -029-236 EQUIPMENT & SUPPLIES | Budget | Aprv | 1 |
| | | | 89.00 | | | | |

| | | | |
|---------|--------------------|-------------------------|----------------------------|
| Checks: | <u>Count</u> 19 | <u>Line Items</u> 44 | <u>Amount</u> 40,034.55 |
|---------|--------------------|-------------------------|----------------------------|

There are NO errors or warnings in this listing.