

ELK TOWNSHIP COMMITTEE
Work Session Minutes
January 15, 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 Deputy Mayor Sammons at 7:32PM.

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, Mr. Considine, CFO, and Mrs. Pine, Township Clerk. Mayor Barbaro was absent.

Approval of minutes:

Motion by Mr. Spring, seconded by Mr. Marchei to approve the minutes of the January 3, 2013 Reorganization meeting, all were in favor, motion carried.

RESOLUTION:

R-25-2013 – Resolution Granting Disabled Veteran Status to Diane Margerum, Widow of Allan Margerum and Authorizing Tax Credit on Block 171 Lot 14

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

TOPICS:

2013 EPL/POL Insurance Premium was discussed at the December work session and it was decided to allow the new committee to make the decision in the new budget year. The recommendation is to pay the additional \$2019.32 to reduce the deductible from \$70,000 to \$20,000. The additional amount is worth the security.

Motion by Mr. Spring, seconded by Mr. Poisker to approve the additional premium of \$2019.32 for the 2013 EPL/POL Insurance. Upon roll call all were in favor motion carried.

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

The JIF has sent a notice concerning having Motor Vehicle Records checks completed on employees that drive township vehicles. Mrs. Sammons thinks this is a good idea. Mr. Marchei stated the fire companies used to conduct a records check. Mr. Marchei stated the checks were conducted every year at random times. Mrs. Sammons will contact Mr. Duffield about a policy. Mr. Marchei would also like to conduct drug testing as well as part of the policy. Any person that drives a township insured vehicle should be drug tested and have an annual motor vehicle record check conducted. Mrs. Sammons will contact Dave Strout and get his recommendation on a policy and also see if he is available to attend a meeting and discuss with the fire departments also.

The family that formerly owned Block 131 Lot 3, a property that the township foreclosed on in 2010, has requested to get property back. Mr. Considine stated the only way they can get the property back is to purchase the property at a land sale, either public or private. A letter will be sent to the former owner explaining the land will be sold in a land sale and they will be allowed to bid on the property if they would like to purchase the property. Mrs. Sammons and Mr. Spring will put together a list of properties to be sold at a land sale.

The annex house needs to be cleaned. The offices need to conduct records retention and have the approved records destroyed. Clean Communities will be holding a "Shred Day" on Saturday, April 27, 2013. Committee has authorized the employees to begin the process of records retention to have the records destroyed.

There are also a lot of computer components that need to be destroyed. The chairs that used to be in the court room need to be sold or donated. If there are computers the hard drives need to be removed. It was recommended to have committee take a tour of the house to see the condition.

Mr. Spring asked about opening a bank account for donations for a K-9 unit. Mr. Considine explained a Chapter 159, is a request to the state to open a trust fund that explains the purpose of the trust account. It can take the state 2 months or more to approve. Mr. Marchei asked what the goal for this account is. If only \$1000 is received that is not enough to operate a unit. Mr. Spring stated they will need to conduct fund raisers. Mr. Poisker asked if this is a necessary unit. This is one more thing that will need to be maintained with tax dollars. A neighboring community's K-9 unit can be called in if necessary. Mr. Spring stated sometimes when you call a unit they can take 3 or 4 hours to show up, if at all. Mr. Marchei is very familiar with a K-9 unit since he started one in Clayton. He explained it is very expensive to operate. A vehicle will need to be retrofitted; there are vet bills, food bills, overtime for the officer if he is off duty during the training plus other stipends. Mr. Marchei stated he does not call in his K-9 unit nor does any other town that he is aware of, if they are off duty. He feels this subject needs to be researched and discussed at length before approval. Mr. Marchei asked if there are stats on how many times the township has called for a dog? Mr. Spring stated there is a dog available that has been through the training and is certified. Mr. Marchei stated enough money will need to be available for the unit, either through donations or budget or both. The unit needs to have committee approval to be created. Mr. Spring will get 5 years of statistics, the age of the dog, the type of certification the dog has, is it up to date. What are the anticipated cost of the dog and unit for a year? Is this a needed unit? Does the Chief want to have a K-9 unit? Where is the vehicle going to come from for this? Mr. Marchei stated a dog can generate funds also through seizure. He would like to have these stats also. This will be discussed further at the February work session, when the statistics can be reviewed and questions answered.

The county tax assessor provided committee with a copy of the letter that will be going out to the residents with their new assessments. The meetings will be held in Clayton and the tax assessor will be available for appointments during the day, evenings and week ends to accommodate the residents.

A letter was received from a developer concerning fees being charged for a subdivision. The matter will be discussed further at the next meeting.

GLOUCESTER COUNTY REPRESENTATIVE – David Lubelski was present for any questions to be directed to the county. The county representative will be attending the work session this year.

Mr. Poisker asked if the use of Clayton's jetter was successful on Hollywood Ave. Mr. Considine explained they could not clear it out completely. There are 2 concrete boxes connected by a pipe under the road that they could not get through. The ends are cleaned out.

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.

Fred Boeckle, the township Infectious disease officer asked about the protocol for employees and volunteers that would like to receive the hepatitis B series of shots. The clerk will contact Life Care and see what the costs are for the series, a booster and a titer and what they will need from the

township. We have 10 days from the initial date of hire to offer the immunization. Mr. Boeckle will also need to have a file cabinet to keep the records in the house. It will need to be a locked cabinet. Mr. Boeckle congratulated Mr. Poisker and Mr. Marchei on their election wins and looks forward to working with them and the rest of committee.

Mr. Boeckle feels there is a need for the K-9 unit and it will benefit the township.

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

PAY BILLS:

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

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

ADJOURNMENT:

Motion by Mr. Spring to adjourn the meeting, seconded by Mr. Poisker, all were in favor, the meeting was adjourned at 9:13 PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC
Township Clerk

RESOLUTION R- 25 -2013

RESOLUTION OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK GRANTING DISABLED VETERAN STATUS TO DIANE MARGERUM, WIDOW OF ALLAN MARGERUM AND AUTHORIZING TAX CREDIT ON BLOCK 171 LOT 14

WHEREAS, Diane Margerum owns property commonly known as 541 Fairview Road and identified on the Municipal Tax Map of the Township of Elk as Block 171, Lot 14; and

WHEREAS, the Tax Assessor has received and approved an application for Allan Margerum a 100% Disabled Veteran's Tax Exemption pursuant to N.J.S.A. 54:4-3.30, et seq.; and

WHEREAS, the residents of Elk Township and all of New Jersey are proud and grateful to our veterans for their service and sacrifices in preserving our sacred freedoms and rights as Americans; and

WHEREAS, the State of New Jersey recognizes the sacrifices of our veterans by permitting municipalities to provide a tax exemption to their real property; and

WHEREAS, the Tax Assessor of the County of Gloucester recommended to the Mayor and Committee that the tax exemption be granted and made effective September 25, 2012.

WHEREAS, the taxes for the 3rd and 4th quarter 2012 have been paid and the owner is entitled to a credit.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Elk as follows:

1. 541 Fairview Road and identified on the Municipal Tax Map of the Township of Elk as Block 171, Lot 14 shall be entitled to a 100% Disabled Veteran's Tax Exemption of their property pursuant to N.J.S.A. 54:4-3.30, et seq., said exemption to be effective September 25, 2012.

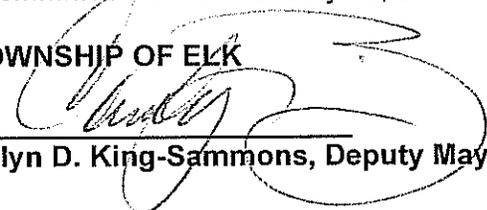
2. The Township Clerk is hereby directed to forward a certified copy of the within Resolution to the Tax Assessor so the exemption may be duly recorded in the Township's records.

3. The Township Tax Collector shall cancel all taxes due accruing after September 25, 2012.

BE IT FURTHER RESOLVED that the Tax Collector be and is hereby authorized to credit taxes on Block 171 Lot 14, in the amount of \$967.10 to Wells Fargo Real Estate Tax, Attn: Tax Department, 1 Home Campus, MAC Z2302-04D, Des Moines, IA 50328-0001 as Diane Margerum qualifies as a widow of a totally Exempt Veteran.

ADOPTED at a regular meeting of the Elk Township Committee held on January 15, 2013.

TOWNSHIP OF ELK

BY: 
Carolyn D. King-Sammons, Deputy Mayor

ATTEST:

DEBORA R. PINE, TOWNSHIP CLERK

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

BILL APPROVAL

January 15, 2013

Bank Wires, Manual and Interim Checks

GENERAL ACCOUNT:

1) Township of Elk	13-00014	\$69,391.99
2) State of NJ Division of Pensions	13-00032	\$32,687.36

DOG ACCOUNT:

1) Elk Township	13-00055	\$1.06
2) NJ Department of Health	13-00015	\$1.20

RECREATION OPERATING:

1) Elk Township		\$4.57
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GENERAL CAPITAL:

1) Elk Township	13-00056	\$73.12
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PUBLIC DEFENDER TRUST:

1) Elk Township		\$2.49
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ELMER ESCROW:

1) Elk Township	13-00057	\$36.81
2) NJAWC	13-00059	\$6,945.92
3) Treasurer-State of NJ	13-00060	\$205.00
4) Fralinger Engineering	13-00063	\$1,200.00

COMPENSATED ABSENCE FUND

1) Elk Township		\$6.93
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CONSTRUCTION ACCOUNT

1) Elk Township		\$5,296.00
1) Elk Township		\$9.24

RECREATION TRUST

1) Elk Township		\$.53
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FIRE PREVENTION ACCOUNT

1) Elk Township		\$5.22
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PAYROLL NET ACCOUNT

1) Elk Township		\$6.81
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PAYROLL DEDUCTIONS ACCOUNT

1) Elk Township		\$22.99
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Batch Id: SC Batch Type: C Batch Date: 01/15/13 Checking Account: CURRENT G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No. PO #	Check Date Enc Date	Vendor # Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq
13-00029	01/08/13	01/15/13 A0154 AMERICAN ASPHALT COMPANY, INC. 1 COLD PATCH	190.35 <u>190.35</u>	100 MAIN STREET 3-01- -034-252 COLD PATCH	Budget	Aprv	21
13-00030	01/08/13	01/15/13 A0347 AURA SCHOOL 1 6TH GRADE CLEANUP	500.00 <u>500.00</u>	G-01- -120-101 CLEAN COMMUNITIES	Budget	Aprv	22
13-00036	01/09/13	01/15/13 C0167 COMCAST 1 09508-444918-01-2 MONTHLY	69.18	3-01- -037-224 TELEPHONE	Budget	Aprv	28
13-00045	01/10/13	1 MONTHLY	5.99 <u>75.17</u>	3-01- -037-224 TELEPHONE	Budget	Aprv	34
13-00044	01/10/13	01/15/13 C0350 BOROUGH OF CLAYTON 1 JET VAC/OPERATOR RENTAL	1,162.50 <u>1,162.50</u>	125 N. DELSEA DRIVE 2-01- -034-225 MISCELLANEOUS	Budget	Aprv	33
13-00019	01/06/13	01/15/13 D0203 DENNY SEPTIC & PORTABLE TOILET 1 DECEMBER SERVICE	140.00 <u>140.00</u>	598 JACKSON ROAD 2-01- -020-225 MISCELLANEOUS	Budget	Aprv	9
13-00026	01/08/13	01/15/13 D0498 BRIAN J. DUFFIELD 1 LEGAL THRU 12/31/12	1,621.16 <u>1,621.16</u>	95 N. MAIN STREET 2-01- -017-222 LEGAL OPERATING EXPENSES	Budget	Aprv	17
13-00058	01/13/13	01/15/13 E0037 ELK TOWNSHIP 1 MOVE UE BALANCE TO TRUST	7,834.68 <u>7,834.68</u>	2-01- -049-225 UNEMPLOYMENT FUND	Budget	Aprv	37
13-00031	01/08/13	01/15/13 E0256 ELK TOWNSHIP SCHOOL DISTRICT 1 CLEANING DECEMBER	320.40 <u>320.40</u>	98 UNIONVILLE ROAD 2-01- -020-242 CLEANING SERVICES	Budget	Aprv	23
13-00048	01/10/13	01/15/13 F0510 FRALINGER ENGINEERING PA 1 GENERAL ENGINEERING	104.30 <u>104.30</u>	629 SHILOH PIKE 2-01- -019-222 ENGINEERING OPERATING EXPENSES	Budget	Aprv	36
13-00021	01/06/13	01/15/13 G0020 GCIA 1 DECEMBER TIPPING	1,075.80	254 COUNTY HOUSE ROAD 2-01- -038-221	Budget	Aprv	11

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
			<u>1,075.80</u>	TIPPING FEES			
12-01051	01/15/13 12/15/12	G0150 GALL'S INC. 1 PANTS	45.99	24296 NETWORK PLACE 2-01- -029-233	Budget	Aprv	1
12-01051	12/15/12	2	0.00	UNIFORM ALLOWANCE 2-01- -029-233	Budget	Aprv	2
			<u>45.99</u>	UNIFORM ALLOWANCE			
13-00061	01/15/13 01/14/13	G0300 GLOUCESTER COUNTY TIMES 1 0-14-2012	187.20	309 S. BROAD STREET 2-01- -043-228	Budget	Aprv	38
13-00061	01/14/13	2 0-15-2012	148.32	ADVERTISEMENTS 2-01- -043-228	Budget	Aprv	39
13-00061	01/14/13	3 ADOPT ORDS 10,11,12,13	53.28	ADVERTISEMENTS 2-01- -043-228	Budget	Aprv	40
13-00061	01/14/13	4 ADOPT ORD14,15	36.72	ADVERTISEMENTS 2-01- -043-228	Budget	Aprv	41
13-00061	01/14/13	5 PZ 2012-17	29.52	ADVERTISEMENTS 2-01- -023-228	Budget	Aprv	42
			<u>455.04</u>	ADVERTISEMENTS			
13-00025	01/15/13 01/08/13	H0169 HOLMAN & FRENIA, PC 1 AUDIT - PRELIM, ETC	6,500.00	618 STOKES ROAD 3-01- -060-299	Budget	Aprv	16
			<u>6,500.00</u>	AUDIT FEES			
13-00020	01/15/13 01/06/13	M0018 MAJESTIC OIL COMPANY, INC. 1 12/31/12 REGULAR	1,557.55	2104 FAIRFAX AVENUE 2-01- -037-226	Budget	Aprv	10
			<u>1,557.55</u>	GASOLINE/DIESEL			
13-00018	01/15/13 01/06/13	M0065 MERRITT'S HOUSE OF FLOWERS 1 FRUIT BASKETS-PANTAELO,SWANSON	135.96	170 S. BROADWAY 2-01- -025-225	Budget	Aprv	8
			<u>135.96</u>	MISCELLANEOUS			
13-00028	01/15/13 01/08/13	M0303 MODERN GAS 1 PROPANE 1/8/13 - GARAGE	222.83	1725 S. BURLINGTON ROAD 3-01- -037-225	Budget	Aprv	19
13-00028	01/08/13	2 PROPANE 1/8/13 - BUILDING	573.91	PROPANE/NATURAL GAS 3-01- -037-225	Budget	Aprv	20
			<u>796.74</u>	PROPANE/NATURAL GAS			
13-00038	01/15/13 01/09/13	M0475 MUNICIPAL RECORD SERVICES 1 ATS CARBONLESS MAILERS	335.75	106 WEST ATLANTIC AVENUE 3-01- -050-224	Budget	Aprv	31
			<u>335.75</u>	PRINTING OF FORMS			
13-00033	01/15/13 01/09/13	N0150 N.J. LEAGUE OF MUNICIPALITIES 1 2013 MEMBERSHIP	450.00	222 WEST STATE STREET 3-01- -043-229	Budget	Aprv	24

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
			450.00	ASSOCIATION DUES & FEES			
13-00024	01/08/13	01/15/13 00260 OFFICE PRODUCTS 1 4 DRAWER FILE	450.00	70 SEWELL STREET 3-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	15
			450.00				
13-00022	01/06/13	01/15/13 P0075 PARALLEL EDGE, INC. 1 KASPERSKY ERROR	593.75	126 E. BEECHTREE LANE 2-01- -020-225 MISCELLANEOUS	Budget	Aprv	12
13-00022	01/06/13	2 TAX COMPUTER ERRORS	250.00	2-01- -015-225 MISCELLANEOUS	Budget	Aprv	13
13-00022	01/06/13	3 CLERK COMPUTER REPAIRS	187.50	2-01- -043-225 MISCELLANEOUS	Budget	Aprv	14
			1,031.25				
13-00047	01/10/13	01/15/13 P0371 PNC EQUIPMENT FINANCE, LLC 1 SOLAR/HVAC LEASE PAYMENT	10,200.00	PO BOX 931034 3-01- -037-227 LEASE PURCHASE	Budget	Aprv	35
			10,200.00				
13-00034	01/09/13	01/15/13 P0610 PUBLIC SAFETY OUTFITTERS 1 GLOVES	105.00	545 WOODBURY GLASSBORO RD 3-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	25
			105.00				
13-00017	01/06/13	01/15/13 R0061 RALPH'S TOWING & AUTO, LLC 1 10 DODGE-OIL SERVICE	36.00	850 SOUTH DELSEA DRIVE 2-01- -061-224 POLICE VEHICLE OIL CHANGE	Budget	Aprv	4
13-00017	01/06/13	2 08 DODGE-OIL SERVICE	36.00	2-01- -061-224 POLICE VEHICLE OIL CHANGE	Budget	Aprv	5
13-00017	01/06/13	3 05 DURANGO-HEADLIGHT	49.95	2-01- -061-226 POLICE VEHICLE OIL CHANGE	Budget	Aprv	6
13-00017	01/06/13	4 07CV-SWITCH FRONT DEER DAMAGE	610.61	2-01- -061-226 POLICE VEHICLE MINOR REPAIR POLICE VEHICLE MINOR REPAIR	Budget	Aprv	7
			732.56				
13-00037	01/09/13	01/15/13 S0040 SCHWAAB, INC. 1 PRE INKED STAMPS	180.00	2-01- -046-223 OFFICE SUPPLIES	Budget	Aprv	29
13-00037	01/09/13	2 HANDLING	6.96	2-01- -046-223 OFFICE SUPPLIES	Budget	Aprv	30
			186.96				
13-00035	01/09/13	01/15/13 T0390 THIS & THAT UNIFORMS 1 HAT, LT. BARS, HOLSTER	165.00	1500 S. NEW ROAD 2-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	26
13-00035	01/09/13	2 HAT, LT. BARS, HOLSTER	38.00	2-01- -029-225 MISCELLANEOUS	Budget	Aprv	27
			203.00				

Check No. PO #	Check Date Enc Date	Vendor # Item Description	Name	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq
13-00016	01/06/13	01/15/13 T0700 1 4TH QTR 2012	TREASURER STATE OF NJ	75.00	MARRIAGE LICENSES FEES 2-01- -910-003	Budget	Aprv	3
				<u>75.00</u>	MARRIAGE LICENSES FEES			
13-00040	01/09/13	01/15/13 T0706 1 11220W-NJEMS BILL	TREASURER, STATE OF NJ	205.00	DIVISION OF REVENUE 3-01- -020-225	Budget	Aprv	32
				<u>205.00</u>	MISCELLANEOUS			
13-00062	01/14/13	01/15/13 U0100 1 POSTAGE 62447381	U.S. POSTAL SERVICE	200.00	(NEOPOST POSTAGE ON CALL) 3-01- -013-227	Budget	Aprv	43
13-00062	01/14/13	2 POSTAGE 62447381		200.00	POSTAGE 3-01- -015-227	Budget	Aprv	44
13-00062	01/14/13	3 POSTAGE 62447381		100.00	POSTAGE 3-01- -023-227	Budget	Aprv	45
13-00062	01/14/13	4 POSTAGE 62447381		200.00	POSTAGE 3-01- -029-227	Budget	Aprv	46
13-00062	01/14/13	5 POSTAGE 62447381		200.00	POSTAGE 3-01- -043-227	Budget	Aprv	47
13-00062	01/14/13	6 POSTAGE 62447381		200.00	POSTAGE 3-01- -046-227	Budget	Aprv	48
13-00062	01/14/13	7 POSTAGE 62447381		300.00	POSTAGE 3-01- -050-227	Budget	Aprv	49
13-00062	01/14/13	8 POSTAGE 62447381		100.00	POSTAGE 3-01- -011-227	Budget	Aprv	50
				<u>1,500.00</u>				
13-00027	01/08/13	01/15/13 W0025 1 DECEMBER CONTRACTUAL	WASTE MANAGEMENT OF NJ, INC.	17,703.06	107 SILVA STREET 2-01- -038-222	Budget	Aprv	18
				<u>17,703.06</u>	CONTRACTUAL			

checks:	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
	29	50	55,693.22

There are NO errors or warnings in this listing.

