

**ELK TOWNSHIP REORGANIZATION MEETING  
MINUTES  
JANUARY 4, 2016**

The Reorganization meeting of the Elk Township Committee was held on the above date in the Municipal Building. The meeting was called to order by Township Clerk, Debbie Pine at 5:00 PM.

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

The results of the November 3, 2015 General Election was certified by Mrs. Pine, with Mr. Ed Poisker and Mrs. Donna Nicholson being declared the winners.

Mr. Poisker was sworn in by Congressman Frank LoBiondo, with his wife and children holding the bible.

Mrs. Nicholson was sworn in by Congressman Frank LoBiondo, with her children and parents holding the bible.

**ROLL CALL:** Present were: Mrs. Nicholson, Mr. Poisker, Mr. Rambo, Mrs. Sammons, Ms. Yenner, Mr. Considine, CFO, Mrs. Pine, Township Clerk.

**Nomination for Mayor**

Mrs. Pine called for Nominations for Mayor for the year 2016.

A nomination was made by Mrs. Nicholson, seconded by Mrs. Sammons nominating Mr. Poisker for Mayor. There were no other nominations.

Motion by Mrs. Sammons, seconded by Mr. Rambo to close the nominations.

Resolution 1 – 2016 was presented to committee for approval and adoption.

**R- 1-2016 – APPOINTING THE MAYOR FOR THE TOWNSHIP OF ELK FOR THE YEAR 2016**

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

Roll Call:	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mr. Rambo	Yes
	Mrs. Sammons	Yes
	Ms. Yenner	Yes

Mr. Poisker was sworn in by Congressman Frank LoBiondo, with his wife and children holding the bible.

Mrs. Pine then turned the meeting over to the Mayor.

**Mayor Acknowledgements:**

Mayor Poisker welcomed and thanked Congressman LoBiondo and his Staff for coming down to tonight's meeting it is greatly appreciated. He thanked his wife and children and family for their support. He thanked committee for their confidence.

Mayor Poisker acknowledged, former Elk Township Mayors Philip Barbaro and Bill Rainey, former committeewoman Michele Doyle. He thanked his friends and the residents for their support and confidence.

**Nomination for Deputy Mayor**

Mayor Poisker called for nominations for Deputy Mayor.

A nomination was made by Mrs. Nicholson, seconded by Mayor Poisker to nominate Mrs. Sammons for Deputy Mayor. There were no other nominations.

Motion by Mrs. Nicholson, seconded by Mr. Rambo to close the nominations.

**RESOLUTION R-2-2016 – APPOINTING THE DEPUTY MAYOR FOR THE TOWNSHIP OF ELK FOR THE YEAR 2016**

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

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

Mrs. Sammons was sworn in by Congressman Frank LoBiondo with her husband and daughter holding the bible.

Mayor Poisker thanked everyone for coming out tonight.

**R-3-2016 – ADOPTING TEMPORARY BUDGET FOR THE TOWNSHIP OF ELK**

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

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

**R-4-2016 – AUTHORIZING PROFESSIONAL SERVICES BY A TOWNSHIP SOLICITOR – Brian J. Duffield, ESQ.**

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

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

**Resolutions 5 through 25 were voted in one motion.**

Mayor Poisker read the names of appointments of professionals made under a Fair and Open Process.

**R-5-2016 – AUTHORIZING PROFESSIONAL SERVICES BY A TOWNSHIP AUDITOR – PETRONI ASSOCIATES**

**R-6-2016 – AUTHORIZING PROFESSIONAL SERVICES BY A TOWNSHIP ENGINEER – FEDERICI & AKIN, P.A., CONSULTING ENGINEERS**

**R-7-2016 - AUTHORIZING RISK MANAGEMENT CONSULTANT FOR THE GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND AND THE MUNICIPAL EXCESS LIABILITY – DAVID STROUT, CETTEI AND CONNELL**

**R-8-2016 – AUTHORIZING PROFESSIONAL SERVICE BY A BOND COUNSEL – PARKER-MCCAY, P.A.**

**R-9-2016 – AUTHORIZING PROFESSIONAL SERVICES BY A MUNICIPAL PROSECUTOR – JOHN MOUSTAKAS, ESQ.**

**R-10-2016** – AUTHORIZING PROFESSIONAL SERVICES BY A MUNICIPAL PUBLIC DEFENDER – REX ROLDAN, ESQ.

**R-11-2016** – ESTABLISHING REGULAR MEETINGS OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ELK

**R-12-2016** – ESTABLISHING OFFICIAL NEWSPAPERS OF THE TOWNSHIP OF ELK

**R-13-2016** – AUTHORIZING THE CASH MANAGEMENT PLAN WITHIN THE TOWNSHIP OF ELK

**R-14-2016** – AUTHORIZING PETTY CASH FUND FOR USE BY THE CHIEF FINANCIAL OFFICER

**R-15-2016** – AUTHORIZING CHANGE FUND FOR MUNICIPAL CLERK

**R-16-2016** – AUTHORIZING CHANGE FUND FOR TAX COLLECTOR

**R-17-2016** – CONCERNING INTEREST ON DELIQUENT TAXES

**R-18-2016** – REAPPOINTING SPECIAL LAW ENFORCEMENT OFFICERS CLASS II FOR THE ELK TOWNSHIP POLICE DEPARTMENT

**R-19-2016** – MAKING APPOINTMENTS TO SPECIFIC ADMINISTRATIVE POSITIONS AND CONFIRMING SUCH APPOINTMENTS FOR THE TOWNSHIP OF ELK

**R-20-2016** – CONFIRMING MAYORAL APPOINTMENTS FOR COMMITTEE PERSONS

**R-21-2016** – TOWNSHIP COMMITTEE APPOINTMENTS TO SPECIFIC BOARD AND COMMISSION POSITIONS AND CONFIRMING SUCH APPOINTMENTS FOR THE TOWNSHIP OF ELK

**R-22-2016** – CONFIRMING MAYORAL APPOINTMENTS TO SPECIFIC BOARD AND COMMISSION POSITIONS

**R-23-2016** – ESTABLISHING CONTACT PERSONS FOR THE EMPLOYMENT PRACTICE LIABILITY CONSULTATION SERVICE GLOUCESTER, SALEM, CUMBERLAND COUNTIES JOINT INSURANCE FUND

**R-24-2016** – APPOINTING ALTERNATE FUND COMMISSIONER TO THE MUNICIPAL JOINT INSURANCE FUND- Debora R. Pine

**R-25A-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP COMPENSATED ABSENCES ACCOUNT

**R-25B-2016** - DESIGNATING SIGNATORY ON ELK TOWNSHIP CONSTRUCTION CODE ACCOUNT

**R-25C-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP DOG ACCOUNT

**R-25D-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP DRUNK DRIVING ENFORCEMENT FUND

**R-25E-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP ESCROW ACCOUNT

**R-25F-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP FAIR HOUSING TRUST FUND ACCOUNT

**R-25G-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP FORFEITED FUNDS ACCOUNT

**R-25H-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP GENERAL ACCOUNT

**R-25I-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP GENERAL CAPITAL FUND

**R-25J-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP OPEN SPACE PRESERVATION TRUST ACCOUNT

**R-25K-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP PAYROLL ACCOUNT

**R-25L-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP PAYROLL DEDUCTIONS ACCOUNT

**R-25M-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP PUBLIC DEFENDER TRUST ACCOUNT

**R-25N-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP RECREATION COMMITTEE TRUST FUND

**R-25P-2016-** DESIGNATING SIGNATORY ON ELK TOWNSHIP SNOW REMOVAL TRUST FUND

**R-25Q-2016** – DESIGNATING SIGNATORY ON ELK TOWNSHIP UNEMPLOYMENT TRUST FUND

Motion by Mrs. Sammons, seconded by Mrs. Nicholson to adopt and approve Resolutions R-5-2016 through R-25-2016, upon roll call motion carried.

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

#### **PUBLIC PORTION:**

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

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

No one came forward.

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

#### **MAYOR AND COMMITTEE COMMENTS**

Mrs. Nicholson thanked Congressman LoBiondo for taking the time out of his busy schedule to be here this evening, she is grateful and honored. Mrs. Nicholson also thanked her family and friends for being here to share this special moment. She is blessed to have her children, parents and in-laws in attendance as well. Mrs. Nicholson mentioned her late husband Chuck, she would not be here in Elk Township if not for him and hopes to continue his legacy and pride in the community. She finally thanked the voters of Elk Township for putting their trust in her and Mr. Poisker. She cannot promise everyone they will agree with her decisions, but she does promise she will make each decision honestly and with integrity based on facts and ultimately what is best for the township. She looks forward to working with the committee members, township staff and professionals. If everyone works together it will have a positive impact.

Mr. Rambo welcomed Mrs. Nicholson to the committee and congratulated the new Mayor and Deputy Mayor. He looks forward to a good year and working with everyone.

Mrs. Sammons wished everyone a Happy New Year. She stated there is a good team in place with the professionals and staff and looks forward to working with committee, staff and the professionals.

Mayor Poisker thanked everyone for coming out tonight, it means a lot, as committee puts a lot of time in for the residents. He agreed with Mrs. Sammons that there is a good team in place and is hoping for a great 2016.

**PAY BILLS:**

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

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

Mayor Poisker asked if there was anything further to be brought before committee, there was no further business at this time.

Motion by Mr. Rambo to adjourn, seconded by Ms. Yenner, all were in favor, the meeting was adjourned at 5:18 PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC  
Township Clerk

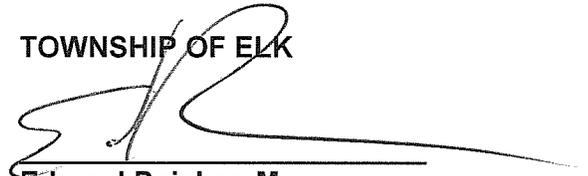
**RESOLUTION R-1-2016**

**RESOLUTION APPOINTING THE MAYOR  
FOR THE TOWNSHIP OF ELK FOR THE YEAR 2016**

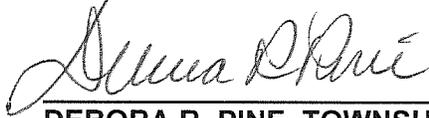
**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that **Edward C. Poisker** be and is hereby appointed to the post of Mayor of the Township of Elk for the year 2016 commencing upon adoption of this Resolution at Reorganization and through to December 31, 2016 and until his successor is appointed.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on Monday, January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**

  
**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

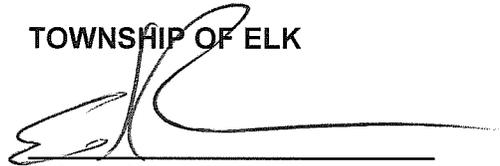
**RESOLUTION R-2-2016**

**RESOLUTION APPOINTING THE DEPUTY MAYOR  
FOR THE TOWNSHIP OF ELK FOR THE YEAR 2016**

**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that **Carolyn D. King-Sammons** be and is hereby appointed to the post of Deputy Mayor of the Township of Elk for the year 2016 commencing upon adoption of this Resolution at Reorganization and through to December 31, 2016 and until his successor is appointed.

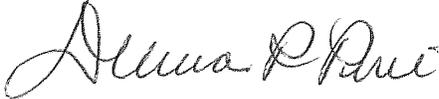
**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on Monday, January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

**R -03- 2016**  
**RESOLUTION ADOPTING TEMPORARY BUDGET**  
**TOWNSHIP OF ELK**  
**Temporary Budget Appropriations for Year 2016**

WHEREAS, the New Jersey Statutes 40A:4-19 provides that the temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January 2016; and

WHEREAS, 26.25% of the total appropriations in the 2015 budget exclusive of any appropriations made for Debt Service, Public Assistance, or Capital Improvement Fund in the said 2015 budget is the sum of \$1,157,743 and

WHEREAS, the New Jersey Statutes 40A:4-19 provides that temporary appropriations should be made for the amount of such Debt Service in the manner and time provided; now, therefore, be it

RESOLVED that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer.

**OPERATIONS WITHIN "CAPS"**

**GENERAL GOVERNMENT**

General Administration	
Salaries and Wages	9,200.00
Other Expenses	550.00
Equipment Maintenance	525.00
Mayor and Township Committee	
Salaries and Wages	800.00
Other Expenses	950.00
Municipal Clerk	
Salaries and Wages	13,250.00
Other Expenses	7,500.00
Elections	
Other Expenses	1,000.00
Financial Administration	
Salaries and Wages	10,000.00
Other Expenses	11,000.00
Audit Fees	
Other Expenses	7,000.00

Revenue Administration (Tax Collection)	
Salaries and Wages	7,000.00
Other Expenses	1,650.00
Liquidation of Tax Title Liens and Foreclosed Property	
Other Expenses	100.00
Maintenance of Foreclosed Property	
Other Expenses	100.00
Tax Assessment Administration	
Salaries and Wages	
Other Expenses	
Tax Map Revisions	100.00
Legal Services and Costs	
Salaries and Wages	
Other Expenses	10,000.00
Engineering Services and Costs	
Salaries and Wages	
Other Expenses	4,500.00
Economic Development	
Salaries and Wages	
Other Expenses	100.00
<u>LAND USE ADMINISTRATION</u>	
Municipal Land Use Law (N.J.S.A. 40:55D-1)	
Planning Board	
Salaries and Wages	7,000.00
Other Expenses	4,000.00
Zoning Office	
Salaries and Wages	10,750.00
Other Expenses	250.00
<u>INSURANCE</u>	
Liability Insurance	30,000.00
Worker Compensation Insurance	45,000.00
Group Insurance Plan for Employees	100,000.00
<u>PUBLIC SAFETY FUNCTIONS</u>	
Police	
Salaries and Wages	272,000.00
Other Expenses	14,500.00
Office of Emergency Management	
Salaries and Wages	775.00
Other Expenses	100.00
Aid to Volunteer Fire Companies	
Salaries and Wages	
Other Expenses	17,750.00
First Aid Organizations - Contributions	
Uniform Fire Safety Act (P.L. 1983, C.383)	
Salaries and Wages	350.00
Other Expenses	500.00
Hepatitis Shots	50.00
OSHA (P.L. 1983, Chap 156)	
Fire	
Other Expenses	15,000.00
Prosecutor	
Other Expenses	3,675.00

PUBLIC WORKS FUNCTIONS

Road Repairs and Maintenance

Salaries and Wages 15,038.00  
Other Expenses 7,000.00

Road Signs

Other Expenses 250.00

Vehicle Maintenance

Other Expenses 13,750.00

Snow Removal

Salaries and Wages 1,000.00  
Other Expenses 1,000.00

Solid Waste Collection

Contractual 60,000.00  
State Fees 100.00  
Miscellaneous Other Expenses 100.00

Public Buildings and Grounds

Salaries and Wages  
Other Expenses 9,000.00

HEALTH AND HUMAN SERVICES FUNCTIONS

Public Health Services (Board of Health)

Other Expenses 50.00

Registrar of Vital Statistics

Other Expenses 50.00

Environmental Commission

Other Expenses 50.00

Agriculture Board

Other Expenses 50.00

Dog Regulation

Other Expenses 50.00

PARK AND RECREATION FUNCTIONS

Recreation

Salaries and Wages  
Other Expenses 100.00

Senior Citizen

Other Expenses 100.00

OTHER COMMON OPERATING FUNCTIONS

Accumulated Leave Compensation

Celebration of Public Event, Anniversary or Holiday

Other Expenses

SOLID WASTE DISPOSAL COSTS

Gloucester County Improvement Authority -

County Landfill Tipping Fees 36,750.00

UTILITY AND BULK PURCHASES

Street Lighting 1,800.00

Electricity 12,000.00

Telephone 5,000.00

Gas (Propane)/Heating Oil 8,000.00

Gasoline 20,000.00

MUNICIPAL COURT

Salaries and Wages 25,000.00

Other Expenses 6,300.00

Public Defender

Other Expenses 1,000.00

UNIFORM CONSTRUCTION CODE - APPROPRIATIONS  
OFFSET BY DEDICATED REVENUES (NJAC 5:23-4.17)

State Uniform Construction Code  
 (NJSA 52:27D-120)

Construction Code Officials  
 Salaries and Wages 15,000.00  
 Other Expenses 2,250.00

STATUTORY EXPENDITURES

Statutory Expenditures:

Contribution to:  
 Public Employee's Retirement System 56,297.00  
 Social Security System ( O.A.S.I.) 30,000.00  
 Unemployment Compensation Insurance 5,000.00  
 Police & Firemen's Retirement System 197,933.00

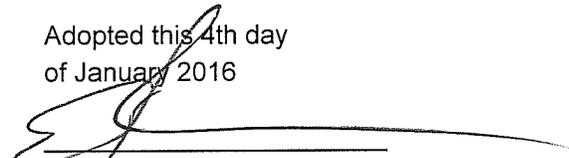
INTERLOCAL MUNICIPAL SERVICE AGREEMENTS

Municipal Alliance Program - Interlocal  
 Service Agreement - Municipal Share 500.00  
 Borough of Newfield - Court Reimbursement  
 Municipal Court  
 Salaries and Wages 5,000.00  
 Borough of Clayton - Court Reimbursement  
 Municipal Court  
 Salaries and Wages 5,000.00

1,147,543.00  
 10,200.00  
 150,000.00  
1,307,743.00

Lease Purchase Eastern Energy  
 Principal and Interest on Loans

Adopted this 4th day  
 of January 2016

  
 Mayor  
 Edward C. Poisker

Attest:



Township Clerk  
 Debora R. Pine, RMC

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

**R-4-2016**  
**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES**  
**BY A TOWNSHIP SOLICITOR**

**WHEREAS** there exists a need for a Township Solicitor for Elk Township for the year 2016, and

**WHEREAS** funds are or will be available for this purpose; and

**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.), requires that a Resolution authorizing the award of contracts for Professional Service without competitive bidding must be publicly advertised.

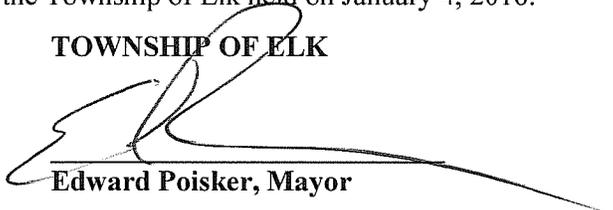
**WHEREAS** pursuant to N.J.S.A. 19-44A-20.5 et seq. the Township of Elk solicited qualifications for professional services under a fair and open process.

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

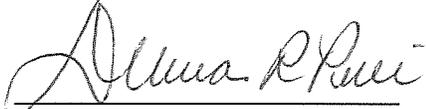
1. That **Brian J. Duffield, Esq.**, be and hereby is appointed as Solicitor of the Township of Elk effective January 1, 2016 for one (1) year ending December 31, 2016.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of the Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

**ADOPTED** at a meeting of the Elk Township Committee of the Township of Elk held on January 4, 2016.

**TOWNSHIP OF ELK**

  
**Edward Poisker, Mayor**

**ATTEST:**

  
**DEBORA R. PINE, TOWNSHIP CLERK**

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

**R-5-2016**  
**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES**  
**BY AN AUDITOR**

**WHEREAS** there exists a need for a Township Auditor for Elk Township for the year 2016, and

**WHEREAS** funds are or will be available for this purpose; and

**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.), requires that a Resolution authorizing the award of contracts for Professional Service without competitive bidding must be publicly advertised.

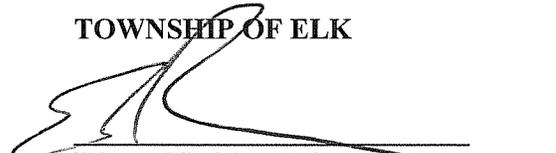
**WHEREAS** pursuant to N.J.S.A. 19-44A-20.5 et seq. the Township of Elk solicited qualifications for professional services under a fair and open process.

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

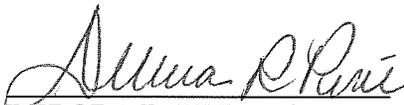
1. That **Petroni and Associates** be and hereby is appointed as Auditor of the Township of Elk effective January 1, 2016 for one (1) year ending December 31, 2016.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of the Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

**ADOPTED** at a meeting of the Elk Township Committee of the Township of Elk held on **JANUARY 4, 2016**.

**TOWNSHIP OF ELK**

  
**Edward Poisker, Mayor**

**ATTEST:**

  
**DEBORA R. PINE, TOWNSHIP CLERK**

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

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES  
BY AN ENGINEER**

**WHEREAS** there exists a need for a Township Engineer for Elk Township for the year 2016, and

**WHEREAS** funds are or will be available for this purpose; and

**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.), requires that a Resolution authorizing the award of contracts for Professional Service without competitive bidding must be publicly advertised.

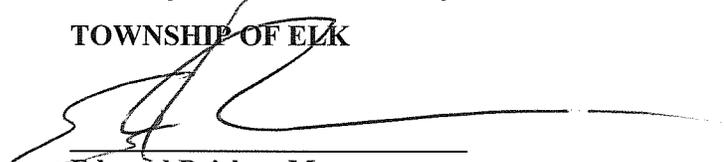
**WHEREAS** pursuant to N.J.S.A. 19-44A-20.5 et seq. the Township of Elk solicited qualifications for professional services under a fair and open process.

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

1. That **Federici & Akin, P.A., Consulting Engineers** be and hereby is appointed as Engineer of the Township of Elk effective January 1, 2016 for one (1) year ending December 31, 2016.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and re of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of the Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

**ADOPTED** at a meeting of the Elk Township Committee of the Township of Elk held on January 4, 2016.

**TOWNSHIP OF ELK**



Edward Poisker, Mayor

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

**RESOLUTION AUTHORIZING RISK MANAGEMENT CONSULTANT FOR THE GLOUCESTER, SALEM AND CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND AND FOR THE MUNICIPAL EXCESS LIABILITY**

**WHEREAS** the Governing Body of Elk Township has resolved to join Gloucester, Salem and Cumberland Counties Municipal Joint Insurance Fund and the Municipal Excess Liability, self insurance pooling funds, following a detailed analysis; and

**WHEREAS** the Bylaws of said Fund require that each Municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws; and

**WHEREAS** the Bylaws indicated a fee not to exceed six percent (6 %) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

**WHEREAS** N.J.S.A. 40A:11-5(1)(m) allows for the award of these services without advertising for bids.

**NOW, THEREFORE BE IT RESOLVED** that the Governing Body of Elk Township does hereby appoint **David Strout of Cettei and Connell Insurance** as its Risk Management Consultant in accordance with 40A:11-5 for a term of three (3) years; and

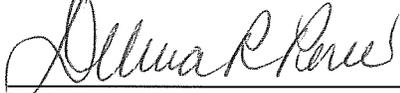
**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to N.J.S.A. 40A:11-5(1), (a), (i).

**ADOPTED** at the Reorganization meeting of the Township Committee of the Township of Elk held on January 4, 2016.

**TOWNSHIP OF ELK**

  
Edward Poisker, Mayor

**ATTEST:**

  
DEBORA R. PINE, TOWNSHIP CLERK

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

R-8-2016

RESOLUTION AUTHORIZING LEGAL SERVICES AS BOND COUNSEL

WHEREAS there exists a need for a Bond Counsel for Elk Township for the year 2016; and
WHEREAS funds are or will be available for this purpose; and
WHEREAS the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

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

- 1. That Parker McCay, P.A. be and hereby is appointed Bond Counsel for the Township of Elk effective January 1, 2016 for one (1) year ending December 31, 2016.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of this Resolution shall be published in the Gloucester County as required by law.

ADOPTED at the Reorganization Meeting of the Township Committee of the Township of Elk held on January 4, 2016.

ATTEST:

Handwritten signature of Debora R. Pine
DEBORA R. PINE, TOWNSHIP CLERK

TOWNSHIP OF ELK
Handwritten signature of Edward Poisker
Edward Poisker, Mayor

Table with 5 columns: COMMITTEE, AYES, NAYS, ABSTAIN, ABSENT. Rows include Nicholson, Poisker, Rambo, Sammons, and Yenner, with checkmarks in the AYES column.

R-9-2016

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES  
BY A MUNICIPAL PROSECUTOR**

**WHEREAS** there exists a need for a Municipal Prosecutor for Elk Joint Municipal Court for the year 2016;  
and

**WHEREAS** funds are or will be available for this purpose; and

**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

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

1. That **John A. Moustakas, Esq.**, be and hereby is appointed Municipal Prosecutor for the Elk Joint Municipal Court effective January 1, 2016 for one (1) year ending December 31, 2016.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of this Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

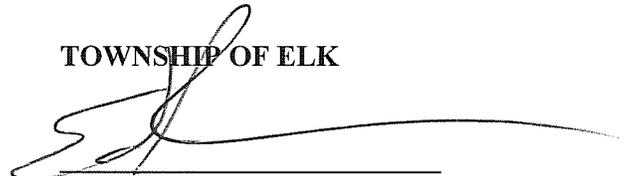
**ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on January 4, 2016.

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

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

**R-10-2016**

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES  
BY A MUNICIPAL PUBLIC DEFENDER**

**WHEREAS** there exists a need for a Municipal Public Defender for Elk Joint Municipal Court for the year 2016; and

**WHEREAS** funds are or will be available for this purpose; and

**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

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

1. That Rex Roldan, Esq., be and hereby is appointed Municipal Public Defender for the Elk Joint Municipal Court effective January 1, 2016 for one (1) year ending December 31, 2016.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of this Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

**ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on January 4, 2016.

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

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

**RESOLUTION ESTABLISHING REGULAR MEETINGS  
OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ELK**

**WHEREAS** the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey has opened its Reorganization Meeting of January 4, 2016;

**WHEREAS** a motion was made to set dates and time for meetings for the year 2016 , and the Reorganization Meeting for 2017 for the Township Committee; and

**WHEREAS** an affirmative vote was taken in favor of said dates and times for meetings for the year 2016 for the Township Committee.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk that the Elk Township Committee will hold Regular Meetings and Work Session Meetings at 7:30 p.m. unless otherwise noted, at the Municipal Building, 680 Whig Lane, Aura, NJ on the following dates:

**REGULAR MEETING DATES**

(First Thursday of Each Month)

January 4, 2016 - Reorganization

February 4, 2016

March 3, 2016

April 7, 2016

May 5, 2016

June 2, 2016

July – No Regular Meeting

August – No Regular Meeting

September 1, 2016

October 6, 2016

November 3, 2016

December 1, 2016

**WORK SESSION MEETING DATES**

(Third Tuesday of Each Month)

January 19, 2016

February 16, 2016

March 15, 2016

April 19, 2016

May 17, 2016

June 21, 2016

July 19, 2016

August 16, 2016

September 20, 2016

October 18, 2016

November 15, 2016

December 20, 2016

December 29, 2016 (Thursday) Close Out – 5pm

2017 REORGANIZATION - January 5, 2017 – 7:30 p.m.

**BE IT FURTHER RESOLVED** pursuant to the Open Public Meeting Act of the State of New Jersey, N.J.S.A. 10:4-6 et seq., requires public bodies to adopt an annual schedule of regular meetings, and to furnish the public with notice of said schedule in a manner more specifically set forth in said Act; and

**BE IT FURTHER RESOLVED**, the Township Committee may conduct a Closed Executive Session at any one of the above scheduled meetings without having to provide advance notice of intent to conduct a Closed Executive Session; and

**BE IT FURTHER RESOLVED**, the Township Committee may convene a Special Committee Meeting pursuant to N.J.S.A. 10:4-18 and "adequate notice" being duly provided to the official publication of Elk Township; and

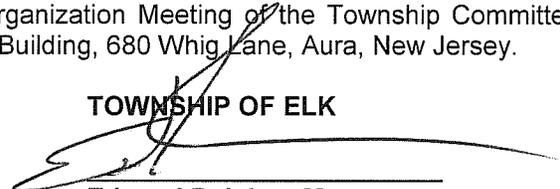
**BE IT FURTHER RESOLVED**, that copies of the said annual Schedule shall be posted and continue to be posted throughout the year on the Bulletin Board of the Township Municipal Building; and

**BE IT FURTHER RESOLVED**, a copy of this Resolution and said Schedule shall be mailed for publication to The South Jersey Times and the Sentinel newspapers; and

**BE IT FURTHER RESOLVED**, a copy of said annual Schedule shall be filed with the Clerk of the Township of Elk.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

TOWNSHIP OF ELK



Edward Poisker, Mayor

ATTEST:



DEBORA R. PINE, TOWNSHIP CLERK

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

**RESOLUTION R-12-2016**

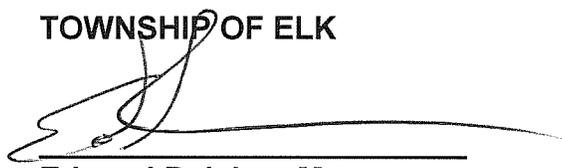
**RESOLUTION ESTABLISHING OFFICIAL NEWSPAPERS  
OF THE TOWNSHIP OF ELK**

**WHEREAS** the Statutes of the State of New Jersey require that the governing body shall, by resolution designate an official newspaper for publication of its official notices;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, County of Gloucester and State of New Jersey, that the **SOUTH JERSEY TIMES**, Mullica Hill, New Jersey and the **SENTINEL**, Franklinville, New Jersey, be and are hereby designated as the official newspapers for the Township of Elk.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

**R-13-2016**

**RESOLUTION AUTHORIZING THE CASH MANAGEMENT PLAN WITHIN THE TOWNSHIP OF ELK**

**WHEREAS** the Township of Elk desires to safeguard the assets of the Public, maximize interest earned to the Township, provide for adequate liquidity to handle the operation of the Township, and to comply with all State of New Jersey Statutes and Rules.

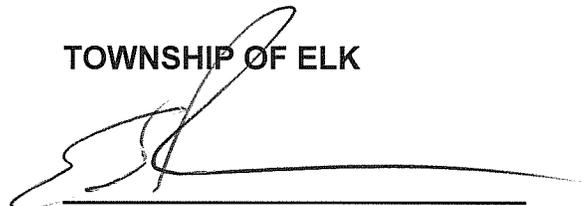
**BE IT RESOLVED BY THE** Township Committee of the Township of Elk that the Cash Management Plan for the Township of Elk be adopted as presented below.

**ADOPTED** at a meeting of the Township Committee of the Township of Elk held on **January 4, 2016.**

**ATTEST:**

  
**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**

  
**Edward Poisker, Mayor**

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

DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES

CASH MANAGEMENT PLAN

Be it resolved by the Township Committee of the Township of Elk, County of Gloucester, that for the year 2016, the following shall serve as the cash management plan of the Township of Elk.

The Chief Financial Officer is directed to use this cash management plan as the guide in depositing and investing the Township of Elk's funds.

The following are authorized as suitable investments

- Interest bearing bank accounts and certificates of deposit in authorized banks, listed below, for deposit of local unit funds.
- Government money market mutual funds as comply with N.J.S.A. 40A:5-15.1(e).
- Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- Bonds or other obligations of the local unit or school district of which the local unit is a part.
- Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments.
- Local Government investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services.
- New Jersey Cash Management Fund.
- Repurchase agreements (repos) of fully collateralized securities which comply with N.J.S.A. 40A:5-15.1(a).

The following Government Unit Depository Protection Act approved banks are authorized depositories for deposit of funds

First National Bank of Elmer  
BBT Bank  
Newfield National Bank  
TD Bank, N.A.  
PNC Bank, N.A.

The registered principal of any brokerage firm approved above shall be provided with and sign an acknowledgement that they have seen and reviewed the cash management plan.

Each month, the Chief Financial Officer shall prepare a report for the Governing Body that consists of the following:

- A summary of all investments made or redeemed
- Any and all financial institutions holding local unit funds
- The class or type of securities purchased or funds deposited
- Income earned on deposits and investments
- Market value of investments and disclosure and how the value was determined
- A listing of accounts or deposits that do not earn interest

The approved cash management policy is an integral part of this document.

Any official involved with the selection of depositories, investments, broker/dealers shall disclose any material business or personal relationship to the governing body and to the Local Finance Board.

Any official who in the course of his or her duties deposits or invests with the plan shall be relieved of any liability for loss of investment.

R-14-2016

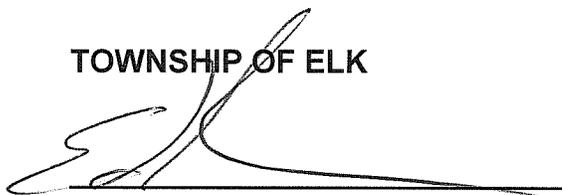
**RESOLUTION AUTHORIZING PETTY CASH FOR USE BY THE  
TOWNSHIP CHIEF FINANCIAL OFFICER**

**WHEREAS** it is necessary for the Township Chief Financial Officer to pay for various low cost items in cash;

**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that a petty cash fund of \$200.00 be established for use in the office of the Township Chief Financial Officer during the year 2016.

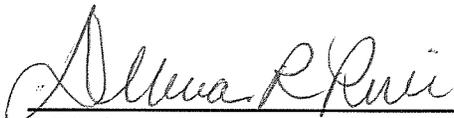
**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township of Elk held on January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

R-15-2016

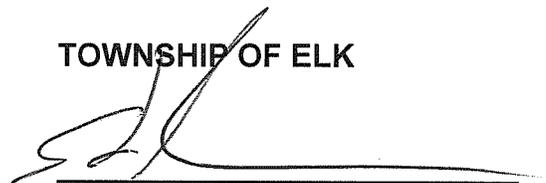
**RESOLUTION AUTHORIZING CHANGE FUND  
FOR MUNICIPAL CLERK**

**WHEREAS** it is necessary for the Municipal Clerk to make change when accepting payments for animal licenses.

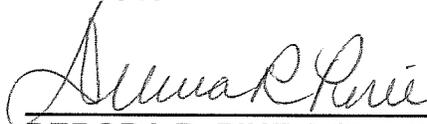
**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that a change fund of \$50.00 be established for use in the office of the Municipal Clerk during the year 2016 for the purpose of making change for customers purchasing dog licenses.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township of Elk held on Monday, January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

TOWNSHIP OF ELK

  
**Edward Poisker, Mayor**

**ATTEST:**

  
**DEBORA R. PINE, TOWNSHIP CLERK**

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

R-16-2016

**RESOLUTION AUTHORIZING CHANGE FUND  
FOR TAX COLLECTOR**

**WHEREAS**, it is necessary for the Tax Collector to make change when accepting payments for property taxes.

**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that a change fund of \$100.00 be established for use in the office of the Tax Collector during the year 2016 for the purpose of making change for customers submitting property tax payments.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township of Elk held on January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

**RESOLUTION R-17-2016**

**RESOLUTION CONCERNING INTEREST ON DELINQUENT TAXES**

**WHEREAS** N.J.S.A. 54:4-67 allows Municipalities to fix rates of interest to be charged for unpaid and delinquent taxes.

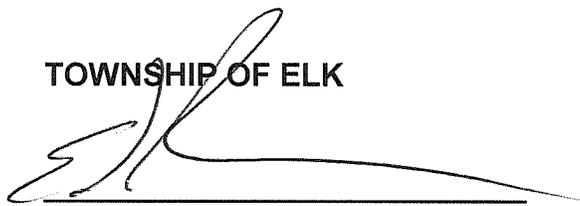
**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, County of Gloucester and State of New Jersey that the Tax Collector of said Township is hereby directed to charge interest at the rate of 8% per annum on the first \$1,500 of delinquent installments of taxes, and at the rate of 18% per annum on any amount in excess of \$1,500 from the date the installments become delinquent. Provided, however, that no interest shall be charged if payment of any installment is made within ten (10) days after the date on which same became payable.

**BE IT FURTHER RESOLVED** that the Tax Collector is authorized and directed to charge a penalty of 6% of the amount of tax delinquency to any taxpayer with a tax delinquency in excess of \$10,000 who fails to pay that delinquency prior to the end of the calendar year.

**BE IT FURTHER RESOLVED** that a copy of this Resolution be forwarded to the Tax Collector of the Township of Elk.

**ADOPTED** at a meeting of the Township Committee of the Township of Elk held **January 4, 2016**.

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

**R-18-2016  
RESOLUTION OF THE TOWNSHIP COMMITTEE  
OF THE TOWNSHIP OF ELK**

**RE: REAPPOINTING SPECIAL LAW ENFORCEMENT OFFICERS  
CLASS II FOR THE ELK TOWNSHIP POLICE DEPARTMENT**

**WHEREAS** the Township of Elk has appointed Special Law Enforcement Officers Class II for the Elk Township Police Department and their terms have expired; and

**WHEREAS** pursuant to N.J.S.A. 40A-146.14, special law enforcement officers may be appointed for terms not to exceed one year; and

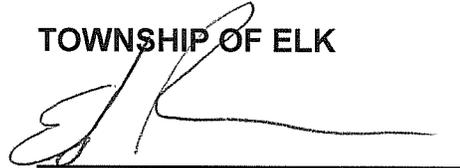
**WHEREAS** **Jacob R. Custis** and **John Hennelly** have the necessary qualifications to serve in this position; and

**WHEREAS** the terms for the above listed will expire on December 31, 2016.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, that **Jacob R. Custis** and **John Hennelly** be appointed to the position of Class II Part-Time Police Officer to the Elk Township Police, as of the listed effective date, subject to the existing salary schedule and the completion of any necessary eligibility requirements.

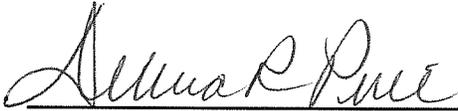
**ADOPTED** at a meeting of the Township Committee of the Township of Elk held on January 4, 2016.

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

R-19-2016

**RESOLUTION MAKING APPOINTMENTS TO  
SPECIFIC ADMINISTRATIVE POSITIONS AND CONFIRMING  
SUCH APPOINTMENTS FOR THE TOWNSHIP OF ELK COUNTY OF GLOUCESTER,  
STATE OF NEW JERSEY FOR 2016**

**WHEREAS** the Township Committee of the Township of Elk has duly organized for the year 2016, at the Municipal Building, Aura, New Jersey; and

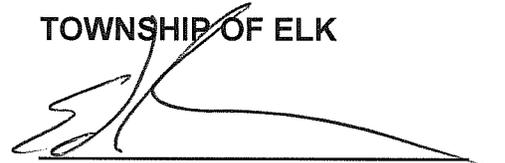
**WHEREAS** the following appointments are made to the specified administrative and other positions shown on the attached list, which list is made a part of this Resolution; and

**WHEREAS**, the Township Committee desires to move and confirm said appointments by this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the administrative and other appointments set forth on the attached list, which list is made a part of this Resolution, are hereby accepted and confirmed and the persons designated therein are each appointed to serve in each of their respective designated official positions commencing upon adoption of this Resolution, and in and during the calendar year 2016 at the term stated.

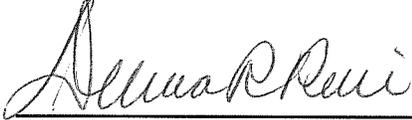
**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

**ELK TOWNSHIP COMMITTEE APPOINTMENTS**  
**FOR MUNICIPAL POSITIONS**

<b><u>MUNICIPAL POSITIONS, BODY OR ENTITY</u></b>	<b><u>NAME OF PERSON APPOINTED</u></b>	<b><u>TERM TO EXPIRE</u></b>
Personnel Officer, Public Agency Compliance Officer JIF Claims Coordinator, Clean Communities Coordinator	Debora R. Pine	12/31/2016
Tax Search Official	Susan DeFrancesco	12/31/2016
Assistant Tax Collector	Jennifer Pennell	12/31/2016
Municipal Court Administrator	Melissa Zuccarelli	12/31/2016
Deputy Court Administrator	Pauline Jordan	12/31/2016
JIF Safety Coordinator	Dave Strout	12/31/2016
Planning/Zoning Coordinator	Anna Foley	12/31/2016
Construction Control Person	Anna Foley	12/31/2016
Zoning Officer	David McCreery	12/31/2016
Records Clerk	Debra Trifiletti	12/31/2016
Flood Plain Administrator	Stan Bitgood, Federici & Akin	12/31/2016
Deputy Emergency Management Coordinators	1 <sup>st</sup> Deputy – Milton Sahms Charles DeFalco Edward Gonnelli Jay Hughes Joseph Marchei	12/31/2016

R-20-2016

**RESOLUTION CONFIRMING MAYORAL  
ASSIGNMENTS FOR COMMITTEE PERSONS**

**WHEREAS** there is a need to assign Committee members as liaisons to agencies, to Boards, Committees and Commissions of the Township as well as to subcommittees all for the efficient operation of the governing body and the Township; and

**WHEREAS** such assignments are to be made by the Mayor.

**NOW, THEREFORE**, the following Township Committee person assignments are made for the year 2016.

**Liaison to Public Safety**

James Rambo

**Public Works/Roads/Buildings & Grounds**

James Rambo

**Recreation Committee**

Christine Yenner

**911 Coordinator**

James Rambo

**Construction/Zoning Office**

James Rambo

**Education**

Christine Yenner

**Crime Watch**

James Rambo

**Environmental Commission**

Donna Nicholson

**Planning & Zoning Board**

Ed Poisker

**Economic Development**

Carolyn Sammons

**Agricultural Advisory Committee**

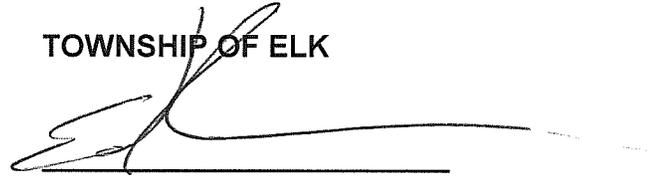
James Rambo

**Sports Liaison**

Ed Poisker

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, Township Clerk**

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

R-21-2016

**RESOLUTION MAKING APPOINTMENTS TO SPECIFIC BOARD  
AND COMMISSION POSITIONS AND CONFIRMING SUCH  
APPOINTMENTS FOR THE TOWNSHIP OF ELK,  
COUNTY OF GLOUCESTER AND STATE OF NEW JERSEY**

**WHEREAS** the Township Committee of the Township of Elk is duly organized for the year 2015 at the Municipal Building, Elk Township, New Jersey; and

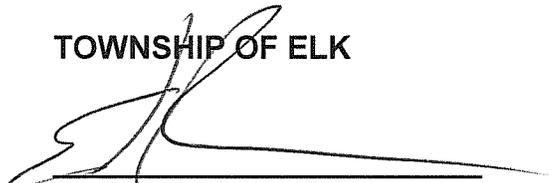
**WHEREAS** appointments are hereby made to the specific Boards, Commissions and positions shown on the attached list, which list is made part of this Resolution; and

**WHEREAS** the Township desires to move and confirm said appointments by this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the appointments set forth in the attached list, which is made a part of this Resolution, are hereby made, accepted and confirmed and the persons named therein are each appointed to serve in each of their respective designated official positions commencing upon adoption of this Resolution, and in and during the calendar year 2016 for the term stated.

This Resolution is duly adopted at a meeting of the Township Committee of the Township of Elk held on Tuesday, January 4, 2016.

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

**ELK TOWNSHIP COMMITTEE  
APPOINTMENTS TO MUNICIPAL BOARD, COMMISSIONS  
AND POSITIONS FOR THE YEAR 2016**

<u>BOARD POSITION</u>	<u>APPOINTEE</u>	<u>TERM EXPIRES</u>
<b><u>Economic Development Committee</u></b>		
Member	Kevin French	12/31/2018
Member	Ted Schmidt	12/31/2018
Member	_____	12/31/2017
<b><u>Planning/Zoning Board</u></b>		
Class I Mayor	Ed Poisker	12/31/2016
Class III	Donna Nicholson	12/31/2016
<b><u>Agriculture Advisory Committee</u></b>		
Member	Jim Visalli	12/31/2018

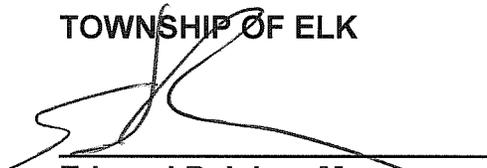
**RESOLUTION CONFIRMING MAYORAL APPOINTMENTS**

**WHEREAS** by statute and by ordinance certain appointments to certain positions, Board and Agencies of the Township of Elk are to be made by the Mayor; and **WHEREAS** the appointments listed below are made by the Mayor. **NOW, THEREFORE**, the Mayor of the Township of Elk this 4<sup>th</sup> day of January, 2016, hereby makes the following appointments to the following positions for the terms stated.

<u>POSITION</u>	<u>NAME OF PERSON APPOINTED</u>	<u>TERM TO EXPIRE</u>
<b><u>Planning Board</u></b>		
Class IV Member	Phil Barbaro, Jr.	12/31/2018
Class IV Member	Jeanne White	12/31/2019
Alt# 1	Frank Goss	12/31/2017
Class II Member	Dave McCreery	12/31/2016

<b><u>Environmental Commission</u></b>		
Alternate #1	Cliff Daniels	12/31/2018
Member	Phil Barbaro, Jr.	12/31/2018
Member	Frank Goss	12/31/2017
Chairman	Donna Weiss	12/31/2016

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

**RESOLUTION R-23-2016**

**RESOLUTION ESTABLISHING CONTACT PERSON FOR THE EMPLOYMENT PRACTICE LIABILITY ATTORNEY CONSULTATION SERVICE TO THE GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Township Committee of the Township of Elk hereinafter referred to as "Municipality", is a member of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, hereinafter referred to as "Fund", and

**WHEREAS**, the Fund has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

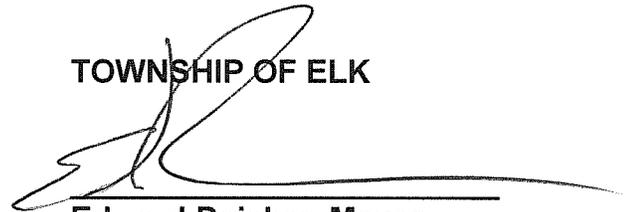
**WHEREAS**, the Fund has budgeted \$540.00 per member for EPL consulting services in 2016 and;

**WHEREAS**, the Fund requires the Municipality to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, that it does hereby appoint Debora R. Pine, Municipal Clerk and Stephen Considine, Chief Financial Officer as its Contact Persons.

**THIS RESOLUTION IS DULY ADOPTED** at the Regular Meeting of the Township Committee of the Township of Elk held January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**



**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

**RESOLUTION R-24-2016**

**RESOLUTION APPOINTING ALTERNATE  
FUND COMMISSIONER TO THE MUNICIPAL  
JOINT INSURANCE FUND**

**WHEREAS**, the Township of Elk has resolved to join the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund; and

**WHEREAS**, the bylaws of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund recommend that each Municipality appoint an Alternate Fund Commissioner; and

**WHEREAS**, the Township Committee recommends the appointment of Debora R. Pine as Alternate Fund Commissioner.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, that it does hereby appoint Debora R. Pine as Alternate Fund Commissioner for the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 4, 2016, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**

  
**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

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

# BILL APPROVAL

## January 4, 2016

### Bank Wires, Manual and Interim Checks

**GENERAL ACCOUNT:**

1) Elk Township	16-00001	\$68,710.90
2) State of New Jersey	16-00006	\$40,696.22

**DOG ACCOUNT:**

1) Edmonds and Associates	16-00003	\$525.00
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Batch Id: SC Batch Type: C Batch Date: 01/04/16 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	Acct
15-01034	01/04/16 12/28/15	A0359 AUTO SHINE CAR WASH 1 NOVEMBER SERVICE	13.50 <u>13.50</u>	300 NORTH BLACK HORSE PIK 5-01- -029-225 MISCELLANEOUS	Budget	Aprv	3	1
16-00004	01/04/16 01/01/16	C0149 STEPHEN CONSIDINE 1 2016 PETTY CASH FUND	200.00 <u>200.00</u>	6-01- -906-008 PETTY CASH	Budget	Aprv	6	1
16-00005	01/04/16 01/01/16	C0150 STEPHEN CONSIDINE 1 ELKTOWNSHIP.GOV RENEWAL	125.00 <u>125.00</u>	6-01- -043-254 WEBSITE FEES	Budget	Aprv	7	1
15-00496	01/04/16 01/01/16	D0150 DELSEA REGIONAL HIGH SCHOOL 9 JANUARY 13	282,318.50 <u>282,318.50</u>	ATTN: BOARD OFFICE 6-01- -905-002 REGIONAL SCHOOL TAXES	Budget	Aprv	1	1
16-00008	01/04/16 01/01/16	D0155 DELTA DENTAL PLAN OF NJ 1 JANUARY DENTAL	1,466.36 <u>1,466.36</u>	PO BOX 36483 6-01- -026-222 GROUP INSURANCE PLAN	Budget	Aprv	9	1
16-00002	01/04/16 01/01/16	E0230 EDMUNDS & ASSOCIATES, INC. 1 2016 SOFTWARE MAINTENANCE	8,774.00 <u>8,774.00</u>	301A TILTON ROAD 6-01- -013-255 SOFTWARE MAINTENANCE	Budget	Aprv	5	1
16-00007	01/04/16 01/01/16	G0359 GPANJ 1 2016 ANNUAL DUES CONSIDINE	100.00 <u>100.00</u>	C/O JIM TERRUSO-TREASURER 6-01- -013-229 ASSOCIATIONS DUES & FEES	Budget	Aprv	8	1
16-00009	01/04/16 01/01/16	N0150 N.J. LEAGUE OF MUNICIPALITIES 1 2016 ANNUAL DUES	477.00 <u>477.00</u>	222 WEST STATE STREET 6-01- -043-229 ASSOCIATION DUES & FEES	Budget	Aprv	10	1
16-00011	01/04/16 01/01/16	P0355 POGUE INC. 1 DRUG/ALCOHOL TESTING	116.00 <u>116.00</u>	164 CUMBERLAND AVE 6-01- -034-225 MISCELLANEOUS	Budget	Aprv	11	1
16-00017	01/04/16 01/03/16	T0120 TRICOJIF 1 TRICO JIF FIRST INSTALLMENT	21,485.00	C/O TOM TONTARSKI, TREAS. 6-01- -026-223 LIABILITY (JIF/SURITY)	Budget	Aprv	13	1
16-00017	01/04/16 01/03/16	T0120 TRICOJIF 2 TRICO JIF FIRST INSTALLMENT	36,254.00	6-01- -026-224	Budget	Aprv	14	1

January 3, 2016  
12:42 PM

TOWNSHIP OF ELK  
Check Payment Batch Verification Listing

Page No: 2

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	Acct
				57,739.00	WORKERS COMPENSATION				
16-00013	01/01/16	1	09CV-AIR,OIL FILTERS,OIL	68.72	12 W. HIGH STREET 5-01- -061-224 POLICE VEHICLE OIL CHANGE	Budget	Aprv	12	1
				68.72					
15-01035	12/28/15	1	BOOTS-HITZELBERGER	140.00	1500 S. NEW ROAD 5-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	4	1
				140.00					
15-00497	01/01/16	9	JANUARY 13	282,046.75	ELK TOWNSHIP BOARD OF ED 6-01- -905-001 LOCAL SCHOOL TAXES	Budget	Aprv	2	1
				282,046.75					

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
Checks:	13	14	633,584.83

There are NO errors or warnings in this listing.