

ELK TOWNSHIP COMMITTEE
Close Out Meeting Minutes
December 30, 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 5:00PM.

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

ROLL CALL: Present were: Mr. Marchei (arrived at 5:05), 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 December 17, 2013 work session, all were in favor motion carried.

RESOLUTIONS:

R-111-2013 – Resolution Authorizing Transferring 2013 Overpayments to 2014

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

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

R-112-2013 – Resolution Authorizing Tax Cancellation of Uncollectable Balances Under \$5.00 in 2013

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

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

R-113-2013 – Resolution Authorizing 2013 Budget Transfers

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

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

R-114-2013 – Resolution Accepting the Resignation of Elk Township Emergency Management Coordinator- Milton Sahms

Motion by Mr. Poisker, seconded by Mr. Spring 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
	Mayor Barbaro	Yes

R-115-2013 – Resolution Awarding the Contract for the Delivery of Propane for the Township of Elk Motion by Mr. Spring, seconded by Mrs. Sammons 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
	Mayor Barbaro	Yes

R-116-2013 – Resolution Appointing Subcontractors for Snow Removal for the Township of Elk Motion by Mrs. Sammons, seconded by Mr. Spring 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
	Mayor Barbaro	Yes

PUBLIC PORTION:

Motion by Mr. Poisker to open the meeting to the public, seconded by Mrs. Sammons, 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.

No one came forward.

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

PAY BILLS:

Motion by Mayor Barbaro 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
	Mayor Barbaro	Yes

Mayor Barbaro and Township Committee wished everyone a Happy New Year!

ADJOURNMENT:

Motion by Mr. Marchei to adjourn the meeting, seconded by Mayor Barbaro, all were in favor, the meeting was adjourned at 5:07PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC
Township Clerk

RESOLUTION R-111-2013

RESOLUTION AUTHORIZING TRANSFERRING
2013 OVERPAYMENTS TO 2014

WHEREAS it appears on the records of the Township of Elk that there were certain overpayments of taxes for the year 2013, and

WHEREAS it further appears that these overpayments should be transferred and applied to the taxing year of 2014.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Elk to authorize the tax collector to transfer overpayments of \$5.00 or more to 2014.

THIS RESOLUTION IS DULY ADOPTED by the Township Committee of the Township of Elk at its work session held on the 30th day of December, 2013 at the Municipal Building, 680 Whig Lane, Monroeville, NJ 08343.

TOWNSHIP OF ELK


Philip A. Barbaro, Jr., Mayor

ATTEST:


DEBORA R. PINE, TOWNSHIP CLERK

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

RESOLUTION R-112-2013

**RE: RESOLUTION AUTHORIZING TAX CANCELLATION OF
UNCOLLECTABLE BALANCES UNDER \$5.00 IN 2013**

WHEREAS as of December 2013 the attached tax balances remained unpaid, and

WHEREAS all of the following balances at this time seem to be uncollectable. The cost of collecting these would cost the Township more than what the balances are at this time and should be canceled.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Elk, that the balances be canceled and Tax Collector adjust the books accordingly.

THIS RESOLUTION IS DULY ADOPTED by the Township Committee of the Township of Elk at its work session held on the 30th day of December, 2013 at the Municipal Building, 680 Whig Lane, Monroeville, NJ 08343.

TOWNSHIP OF ELK


Philip A. Barbaro, Jr., MAYOR

ATTEST:


DEBORA R. PINE, TOWNSHIP CLERK

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

RESOLUTION R- 113- 2013
RESOLUTION AUTHORIZING 2013 BUDGET TRANSFERS

WHEREAS, the need exists for certain budget transfers within the appropriations of the Municipal Budget for the year 2013 and

NOW, THEREFORE, BE IT RESOLVED BY THE Township Committee of the Township of Elk that the Chief Financial Officer of the Township of Elk is hereby authorized to transfer the following funds:

Transfer From:

Legal OE	\$1,000.00
Police Department SW	\$5,000.00

Transfer To:

Elections OE	\$1,000.00
Police Department OE	\$5,000.00

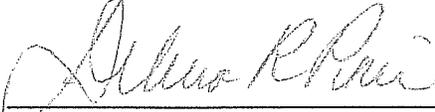
THIS RESOLUTION IS DULY ADOPTED by the Township Committee of the Township of Elk at its regular meeting held on the 30th day of December 2013 at the Municipal Building, 680 Whig Lane, Monroeville, NJ 08343.

TOWNSHIP OF ELK



PHILIP BARBARO JR, MAYOR

ATTEST:



DEBORA R. PINE, TOWNSHIP CLERK

RESOLUTION R-114-2013

RESOLUTION ACCEPTING THE RESIGNATION OF
ELK TOWNSHIP EMERGENCY MANAGEMENT COORDINATOR-
MILTON SAHMS

WHEREAS Elk Township appointed Milton Sahms on February 21, 2012, to serve as the Elk Township Emergency Management Coordinator with a term to expire on December 31, 2014; and

WHEREAS Elk Township Emergency Management Coordinator, Milton Sahms has submitted his resignation effective January 1, 2014; and

WHEREAS it is the desire of the Township Committee to accept the resignation of Elk Township Emergency Management Coordinator, Milton Sahms, with regrets and wish him the best.

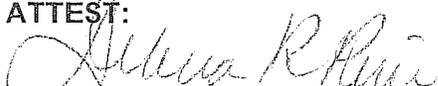
NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Elk to accept the resignation of Dennis Conley, effective January 1, 2014.

THIS RESOLUTION IS DULY ADOPTED at a Meeting of the Township Committee of the Township of Elk held on December 30, 2014, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

TOWNSHIP OF ELK


Philip A. Barbaro, Jr., Mayor

ATTEST:


DEBORA R. PINE, TOWNSHIP CLERK

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

RESOLUTION AWARDING THE CONTRACT FOR THE DELIVERY OF PROPANE FOR THE TOWNSHIP OF ELK

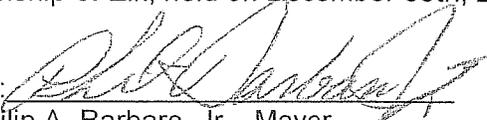
WHEREAS, there is a need for propane services for the municipal complex at the Township of Elk; and

WHEREAS, the CFO/QPA has solicited and received quotes to provide propane services for the Township of Elk; and

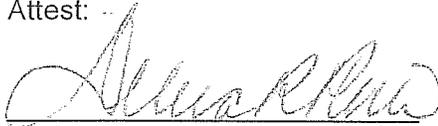
NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Elk, County of Gloucester, and State of New Jersey, that the following contractor be appointed to provide propane delivery services and propane tanks with related equipment for the next two years (2014 and 2015) to the Township of Elk, subject to the terms of the bid, at the price submitted and attached to this resolution, on an automatic delivery basis:

Suburban Propane

ADOPTED at a meeting of the Mayor and Committee of the Township of Elk, held on December 30th, 2013.

By: 
Philip A. Barbaro, Jr., Mayor

Attest: --


Debora R. Pine, Township Clerk

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

I, Debora Pine, Registered Municipal Clerk of the Township of Elk, County of Gloucester, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the Elk Township Committee at a meeting of said Township Committee held on December 30, 2013.

Debora Pine – Registered Municipal Clerk

Seal

R- 116-2013

RESOLUTION APPOINTING SUBCONTRACTORS FOR SNOW REMOVAL FOR THE TOWNSHIP OF ELK

WHEREAS, there is a need for subcontractors to provide snow removal services to the Township of Elk; and

WHEREAS, the CFO/QPA has solicited and received quotes to provide snow removal services for the Township of Elk; and

WHEREAS, there were two contractors that provided competitive quotes for snow removal services for the Township of Elk.

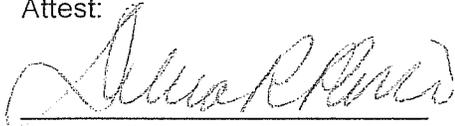
NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Elk, County of Gloucester, and State of New Jersey, that the following contractors be appointed to provide snow removal services to the Township of Elk, subject to the terms of the bid, at the prices submitted and attached to this resolution, on an as needed basis, for the 2013-2014 snow season:

Dobson Turf Management
G & R Landscaping LLC

ADOPTED at a meeting of the Mayor and Committee of the Township of Elk, held on December 30th, 2013.

By: 
Philip A. Barbare, Jr., Mayor

Attest:


Debora R. Pine, Township Clerk

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

I, Debora Pine, Registered Municipal Clerk of the Township of Elk, County of Gloucester, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the Elk Township Committee at a meeting of said Township Committee held on December 30, 2013.

Debora Pine – Registered Municipal Clerk

Seal

BILL APPROVAL

December 30, 2013

Bank Wires, Manual and Interim Checks

GENERAL ACCOUNT:

1) Elk Township	13-01095	\$70,290.93
2) Elk Township	13-01116	\$7,312.73
3) Elk Township	13-01117	\$3,000.00

DOG ACCOUNT:

1) Elk Township	13-01125	\$.85
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RECREATION OPERATING:

1) Robert Kerlake		\$234.65
2) Elk Township		\$3.24

GENERAL CAPITAL:

1) Wireless Electronics	13-01099	\$1,325.00
2) Elk Township	13-01126	\$32.09

PUBLIC DEFENDER TRUST:

1) Elk Township		\$1.08
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ELMER ESCROW:

1) Elk Township	13-01127	\$537.28
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COMPENSATED ABSENCE FUND

1) Elk Township		\$2.50
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CONSTRUCTION ACCOUNT

1) Elk Township		\$3,403.12
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COAH TRUST FUND

RECREATION TRUST

1) Elk Township		\$.26
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FIRE PREVENTION ACCOUNT

1) Elk Township		\$1,958.75
2) Elk Township		\$3.04

PAYROLL NET ACCOUNT

1) Elk Township		\$4.45
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PAYROLL DEDUCTIONS ACCOUNT

1) Elk Township		\$9.50
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Batch Id: SC Batch Type: C Batch Date: 12/30/13 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
13-01113	12/23/13	12/30/13 A0260 ATLANTIC CITY ELECTRIC 1 ELECTRIC	871.94	5 COLLINS DRIVE 3-01- -037-223 ELECTRICITY	Budget	Aprv	21
13-01113	12/23/13	2 ELECTRIC	1,965.31	3-01- -037-223 ELECTRICITY	Budget	Aprv	22
			<u>2,837.25</u>				
13-01109	12/21/13	12/30/13 A0277 ATLANTIC TACTICAL 1 CUFF CASE	22.95	763 CORPORATE CIRCLE 3-01- -029-225 MISCELLANEOUS	Budget	Aprv	18
			<u>22.95</u>				
13-01110	12/23/13	12/30/13 A0359 AUTO SHINE CAR WASH 1 NOVEMBER SERVICE	26.00	300 NORTH BLACK HORSE PIK 3-01- -029-225 MISCELLANEOUS	Budget	Aprv	19
			<u>26.00</u>				
13-01087	12/15/13	12/30/13 C0033 CAPITOL CLEANERS 1 UNIFORM CLEANING NOVEMBER	633.75	12 N. ACADEMY STREET 3-01- -029-234 UNIFORM CLEANING	Budget	Aprv	5
			<u>633.75</u>				
13-01045	12/03/13	12/30/13 C0093 CHEAPER THAN DIRT 1 RIFLE MOUNT	31.85	2524 NE LOOP 820 3-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	3
			<u>31.85</u>				
13-01102	12/19/13	12/30/13 C0167 COMCAST 1 MONTHLY SERVICE	135.55	3-01- -037-224 TELEPHONE	Budget	Aprv	11
			<u>135.55</u>				
13-01068	12/08/13	12/30/13 C0377 COLLEEN CRISTINZIO 1 COURT 12/3	90.00	29 TURTLE CREEK DRIVE 3-01- -050-225 MISCELLANEOUS	Budget	Aprv	4
13-01096	12/19/13	1 COURT 12/17	90.00	3-01- -050-225 MISCELLANEOUS	Budget	Aprv	6
			<u>180.00</u>				
13-01098	12/19/13	12/30/13 D0139 DEERPARK 1 WATER 8224421563	56.78	PO BOX 856192 3-01- -020-225 MISCELLANEOUS	Budget	Aprv	8
			<u>56.78</u>				
13-01123	12/28/13	12/30/13 D0498 BRIAN J. DUFFIELD 1 LEGAL THRU 12/23	1,968.08	95 N. MAIN STREET 3-01- -017-222 LEGAL OPERATING EXPENSES	Budget	Aprv	27
			<u>1,968.08</u>				

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
13-01116	12/26/13	12/30/13 E0037 ELK TOWNSHIP 1 MOVE UE TO TRUST FUND	7,312.73	3-01- -049-225 UNEMPLOYMENT FUND	Budget	Aprv	25
			<u>7,312.73</u>				
13-01117	12/26/13	12/30/13 E0038 ELK TOWNSHIP 1 MOVE SNOW TO TRUST FUND	3,000.00	3-01- -036-222 SNOW REMOVAL EXPENSE	Budget	Aprv	26
			<u>3,000.00</u>				
13-01107	12/20/13	12/30/13 E0256 ELK TOWNSHIP SCHOOL DISTRICT 1 CLEANING NOVEMBER	326.12	900 CLEMS RUN 3-01- -020-242 CLEANING SERVICES	Budget	Aprv	16
			<u>326.12</u>				
13-01106	12/20/13	12/30/13 G0173 GARDEN STATE HIGHWAY PRODUCTS 1 RAINGEAR	47.50	1740 E. OAK ROAD 3-01- -034-225 MISCELLANEOUS	Budget	Aprv	15
			<u>47.50</u>				
13-01101	12/19/13	12/30/13 H0176 HERITAGE BUSINESS SYSTEMS, INC. 1 COPIES	58.21	1263 GLEN AVENUE 3-01- -043-225 MISCELLANEOUS	Budget	Aprv	10
			<u>58.21</u>				
13-01026	11/27/13	12/30/13 J0163 BOB JOHNSON'S COMPUTER STUFF 1 MDT FOR 2014 FORD SUV POLICE	1,224.99	32 ARTISAN DRIVE 3-01- -061-228	Budget	Aprv	1
13-01026	11/27/13	2 MDT FOR 2014 FORD TAURU POLICE	1,224.99	POLICE VEHICLE MAJOR REPAIR 3-01- -061-228	Budget	Aprv	2
			<u>2,449.98</u>	POLICE VEHICLE MAJOR REPAIR			
13-01103	12/19/13	12/30/13 M0018 MAJESTIC OIL COMPANY, INC. 1 DIESEL 12/16	970.25	2104 FAIRFAX AVENUE 3-01- -037-226	Budget	Aprv	12
13-01108	12/21/13	1 12/19-UNLEADED	1,088.88	GASOLINE/DIESEL 3-01- -037-226	Budget	Aprv	17
13-01114	12/26/13	1 12/20 - HEATING OIL	554.71	GASOLINE/DIESEL 3-01- -037-225	Budget	Aprv	23
			<u>2,613.84</u>	PROPANE/NATURAL GAS			
13-01112	12/23/13	12/30/13 S0010 SAFEGUARD BUSINESS SYSTEMS INC 1 W2S, 1099'S	119.38	PO BOX 88043 3-01- -013-223	Budget	Aprv	20
			<u>119.38</u>	OFFICE SUPPLIES			
13-01097	12/19/13	12/30/13 S0455 LUZ S. SMITH 1 COURT DECEMBER	600.00	2835 FRIENDSHIP STREET 3-01- -050-225	Budget	Aprv	7
			<u>600.00</u>	MISCELLANEOUS			
	12/30/13	S0600 SOUTHERN PEST CONTROL		PO BOX 95			

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
13-01115	12/26/13	1 DECEMBER SERVICE	48.00	3-01- -020-225 MISCELLANEOUS	Budget	Aprv	24
			<u>48.00</u>				
13-01105	12/20/13	12/30/13 T0200 TAG'S AUTO SUPPLY, INC 1 SCRAPER, BRUSH, ETC	60.62	12 W. HIGH STREET 3-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	13
13-01105	12/20/13	2 FLOOR MATS	99.90	3-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	14
			<u>160.52</u>				
13-01100	12/19/13	12/30/13 W0318 WIRELESS ELECTRONICS, INC. 1 REMOTE SPEAKER	75.00	t/a WIRELESS COMMUNICATIONS 3-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	9
			<u>75.00</u>				

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
checks:	21	27	22,703.49

There are NO errors or warnings in this listing.