

**ELK TOWNSHIP
COMMITTEE MEETING MINUTES
September 2, 2021**

The Regular Meeting of the Elk Township Committee was held on the above date in the Municipal Building. The meeting was called to order by Mayor Sammons at 7:00PM.

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

Present were: Mrs. Nicholson, Mr. Poisker, Mayor Sammons, Mr. Considine, CFO, Mrs. Pine, Township Clerk, Mr. Duffield, Solicitor, Mr. Bitgood, Engineer, and Chief Gonnelli. Mr. Hollywood and Mr. Rambo were absent.

APPROVAL OF MINUTES of August 5, 2021 Regular Meeting and Closed Session and August 17, 2021 Special Meeting

Motion by Mrs. Nicholson seconded by Mayor Sammons to approve the minutes of the August 5, 2021, Regular Meeting and Closed Session and August 17, 2021 Special Meeting, motion carried with Mr. Poisker abstaining.

COMMITTEE REPORTS – There were no committee reports at this time.

FIRE DEPARTMENT REPORT – There were no reports at this time due to the absence of Mr. Rambo.

ENGINEER'S REPORT

Mr. Bitgood stated the Municipal Aid application is in review at the State DOT.

Jacob Harris Lane project is almost complete, there are still a few repairs to be made, and then the project can be closed out.

The bike path study with TCDI DVRPC, trailhead counts were collected and there was a meeting with Rowan to discuss the study.

Ewan Road is in construction, the storm water pipe diversion is essentially done. There are a few repairs that need to be done, the guardrail and curb need to be completed and then paving can proceed.

The sanitary sewer renewal permit has been submitted to the NJ DEP.

POLICE CHIEF REPORT

Chief Gonnelli reported the department received 1484 calls for service for the month of August, made 4 arrests, issued 176 motor vehicle summons, responded to 16 motor vehicle crashes with 6 injuries and 1 fatality. There were 14 new firearm applications.

PUBLIC PORTION on Agenda Items only.

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

Mayor Sammons asked if anyone had any questions on agenda items to speak at this time.

No one came forward.

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

ORDINANCE:

ORDINANCE O – 12 – 2021

**ORDINANCE AMENDING CHAPTER 20 ENTITLED "FIRE DEPARTMENT" OF THE CODE OF THE
TOWNSHIP OF ELK
PUBLIC HEARING**

Motion by Mrs. Nicholson, seconded by Mr. Poisker to open the public portion, all were in favor, motion carried.

Mayor Sammons invited the public to speak if they have any questions concerning the Ordinance. No one came forward.

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

Motion by Mrs. Nicholson, seconded by Mr. Poisker to adopt Ordinance O-12-2021, upon roll call motion carried.

Roll Call:	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mayor Sammons	Yes

RESOLUTIONS:

RESOLUTION R-92-2021

RESOLUTION APPROVING THE SALE BY ASSIGNMENT OF CERTAIN TAX SALE CERTIFICATES OWNED BY THE TOWNSHIP OF ELK PURSUANT TO N.J.S.A. 54:5-113

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

Roll Call:	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mayor Sammons	Yes

RESOLUTION R-93-2021

RESOLUTION TO GO INTO CLOSED EXECUTIVE SESSION TO DISCUSS CONTRACT NEGOTIATIONS IN REGARDS TO CHIEF OF POLICE AND POTENTIAL LITIGATION IN REGARDS TO EWAN ROAD

Motion by Mr. Poisker Mrs. Nicholson, seconded by Mrs. Nicholson to adopt and approve said Resolution, all were in favor motion carried.

RESOLUTION R-94-2021

RESOLUTION PROCLAIMING THE MONTH OF SEPTEMBER 2021 AS PROSTATE CANCER AWARENESS MONTH

Motion by Mr. Poisker, seconded by Mrs. Nicholson to adopt and approve said Resolution, all were in favor motion carried.

Mayor Sammons read the Resolution for the record.

RESOLUTION R-95-2021

RESOLUTION AUTHORIZING CONTRACT WITH JAN-PRO CLEANING & DISENFECTING

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

Roll Call:	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mayor Sammons	Yes

GLOUCESTER COUNTY REPRESENTATIVE, Leona Mather was present to assist with questions or concerns for the County. Ms. Mather announced the Senior Citizen picnic will be held on September 21st, from 11AM to 3PM at Red Bank Battlefield in National Park. (Raindate is September 22nd) The cost is \$2 per person and tickets are available in the County office of Health and Senior Services. The county public works department is working hard to clear the roads after the recent tornado. COVID booster shots are available at the county building in Clayton. Flu shots will be administered, the schedule is available on the county website.

PURSUANT TO RESOLUTION R-26-2021
THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON DURING THE PUBLIC PORTION

PUBLIC PORTION:

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

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

Robert Corson, 698 Clems Run, moved into Elk 18 months ago and is concerned with the dangerous intersection at Clems Run and Hardingville Road. Something needs to be done with this intersection. The county cut down tree limbs on one side of the street but not on the other.

Mayor Sammons explained she reached out to the County Commissioner Damminger and Mr. D'Alessandro, Public Works on August 9th and has not heard back from them. The County engineer has been in contact with the Elk Township Police Department and a traffic study is underway.

Mayor Sammons recommends residents go to the County Commissioners meeting to share their concerns. Ms. Mather stated the county has to follow the state guidelines. The county did not cut trees on one side. Dave Gaffney, 699 Clems Run, stated the visual distance is not very good and he does not feel it meets the requirements for a sight triangle. He has requested a guardrail to be put up on his side, and it was explained the state guidelines must be followed and his property does not meet the requirements.

Mrs. Nicholson explained a guardrail is placed where there is a stormwater ditch. The speed and slope of the road is also part of the criteria.

Lou Schomber, 457 Ewan Road, asked what is the purpose of the curb being put in on Ewan Road is and also the purpose of the storm drain? Mrs. Nicholson stated both are for stormwater run off.

Mr. Schomber stated 4 or 5 culverts were installed on the shoulder of the road. Why would they be placed near a mailbox and driveway of an elderly person.

Mrs. Nicholson stated where culverts and inlets are placed is based on topography of the area. Mrs. Nicholson spoke with the DEP and none of the run-off is a problem and is in the right of way. She also stated the stormwater runoff from the street has not changed in years.

Mr. Schomber asked if committee was aware of a letter sent to him by the Solicitor in 2018, requesting the plug and box be removed. A copy was given to the Mayor.

Mayor Sammons asked if he has done any work in the easement. Mr. Schomber stated he began to remove the plug and box 2 weeks ago.

Mayor Sammons asked if he put something in the right of way. Mr. Schomber said he put something in the right of way in 1977. He put landscape ties on the township right-of-way. He applied for a permit in 2012 and did not pay for the permit.

Mayor Sammons asked if he performed the work without a permit? Mr. Schomber did not reply.

Mr. Schomber stated the plug was removed off and on through the years and was removed in January.

He further stated the DEP told him the township cannot dump stormwater onto private property without an easement. He would not give the township an easement and his neighbor would not give an easement to the township.

Mayor Sammons stated the township tried to work with Mr. Schomber and he was not willing to work with the township. Mayor Sammons told Mr. Schomber he comes here to the committee and berates them, for something that did not go his way with the developer.

Mayor Sammons told Mr. Schomber that his 3 minutes are up.

Martin Hall, 111 Stanger Avenue asked the status of the Lawn's Fire Company suspension.

Mayor Sammons replied she has asked Mr. White for a timeline to come into compliance. Mrs. Nicholson stated all certifications need to be up to date. The other members would like to drill but without the truck they cannot do some of the training.

Jeanne White, 520 Christian Street, said there needs to be some clarity. The class to become a fire chief takes place in December. They just learned that there is a prerequisite for the class that starts in September and the class is full. Therefore the fire company will not have a certified chief until some time next year.

Mayor Sammons explained she spoke with the solicitor for the JIF and the truck can be released for training purposes and then returned back to the township.

Mrs. Nicholson asked if Aura or Ferrell can send someone to the Lawn's to help with training since the Chief is not certified.

Mr. Poisker stated, imagine if someone gets hurt while training under the direction of fire chief that does not have the proper qualifications, it will fall back onto the township, since they are aware he does carry the qualifications.

Mr. Duffield will contact Mr. DeWeese at the JIF for clarification on the use of the fire equipment and truck.

Wayne Swanson, 517 Spruce Street, thanked the committee for having the brush on Harrison Ave. and Spruce St. cleared, it is 100% better. His understanding is the fire truck was pulled for inspection purposes. It was taken from a clean environment and placed in a dirt garage.

Alfredo Gonzalez, 510 Second Avenue, said yesterday was very stressful with the storms that were in the area. He would like the fire company back for piece of mind, in case there is an emergency.

Also, he would like clarification of where Reed Street is in relation to his property. Mr. Gonzalez was asked to contact Mr. Bitgood with his property survey.

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

PAY BILLS:

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

Roll Call:	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mayor Sammons	Yes

RECESS:

Motion to Recess by Mrs. Nicholson, seconded by Mr. Poisker, all were in favor, the meeting recessed at 8:09PM.

Motion to Re-enter Meeting by Mrs. Nicholson, seconded by Mr. Poisker, all were in favor, the meeting reconvened at 9:33PM.

Summary of Closed Session:

Mr. Duffield summarized the discussion held in closed session. Committee discussed potential litigation involving a resident on Ewan Road, no action was taken. The Chief's contract was also discussed and no decisions were made.

Motion by Mr. Poisker to adjourn, seconded by Mrs. Nicholson, all were in favor, the meeting was adjourned at 9:34PM

Respectfully Submitted,

Debora R. Pine, RMC, CMC
Township Clerk

ORDINANCE O – 12 – 2021

AN ORDINANCE OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY AMENDING CHAPTER 20 ENTITLED "FIRE DEPARTMENT" OF THE CODE OF THE TOWNSHIP OF ELK

WHEREAS, pursuant to N.J.S.A. 40A:14-68, the governing body, by ordinance may contract with a volunteer fire company or companies in such municipality for purposes of extinguishing fires, upon such terms and conditions as shall be deemed proper; and

WHEREAS, the members of any such company shall be under the supervision and control of said municipality and in performing fire duties shall be deemed to be exercising a governmental function; and

WHEREAS, the Mayor and Committee, Township of Elk, have determined that amendments to Chapter 20 entitled "Fire Department" are necessary; and

WHEREAS, in all other respects Chapter 20 entitled "Fire Department" shall remain in full force and effect.

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

Section 1.

Chapter 20 entitled "Fire Department" shall be amended as follows:

§ 20-1. Establishment.

The Elk Township Fire Department, to be composed of three companies to be known as Aura Volunteer Fire Company No. 1, Ferrell Volunteer Fire Company No. 1 and Lawns Volunteer Fire Company, is hereby established.

§ 20-2. Members: qualification, benefits.

- A. Present members in good standing of the Aura Volunteer Fire Company No. 1, Ferrell Volunteer Fire Company No. 1 and Lawns Volunteer Fire Company shall be members of the Elk Township Fire Department, without formal election thereto.
- B. No person shall hereafter become a member of the Elk Township Fire Department or any unit thereof unless above the age of 18 years and not over the age of 70 years, a resident of Elk Township, and shall be physically fit to perform the duties of a fireman as evidenced by a filed certificate to that effect after a physical examination for that purpose by a physician licensed to practice medicine in the State of New Jersey.
- C. No present or future member of said Department shall be eligible to or qualified for benefits of a local fireman's relief association or the New Jersey Firemen's Relief Association, except in compliance with rules and regulations of said Association. The application provided in §20-4 hereof shall contain a provision to the above over the applicant's signature.
- D. Each year, at the Township Committee's Reorganization Meeting, each active member of each Fire Company shall be administered a sworn oath of office. If an active member is unavailable, the active member shall be sworn as soon as reasonably possible after the Township Committee's Reorganization Meeting.

§ 20-3. Required performance of duties by members.

- A. Every member of each fire company shall, in each and every year, participate in at least 60% of the company fire duty. Fire duty shall mean actual attendance and performance of duty at fires and drills, and a record shall be kept of such attendance and duty by the Chief of each fire company.
- B. No later than the third Monday in January, tThe Chief of each fire company shall annually file with the Municipal Clerk a duly verified list and report, under oath, of all active members of the fire company including the Chief, which are under his or her control and supervision, not holding exempt fireman certificates, which shall set forth the name and residence address of all such firemen, whether a citizen of the United States, ~~whether of good moral character,~~ date of becoming a fireman (Incident Management Level 1 Certification or greater), age at that time, date of membership of the company of which he is a member and percentage of fire duty performed during that year by each fireman as required in §20-3A above. In addition, the Chief of each Fire Company shall include in the annual report to the governing body the following information:
- i. Incident command directives;
 - ii. SOPs/SOGs adopted during the year;
 - iii. Fit test records;
 - iv. Apparatus maintenance documentation including annual pump test records for each apparatus;
 - v. OSHA/PEOSH logs of work related injuries and illness;
 - vi. Training records;
 - vii. Invoices/receipts/purchase orders evidencing the expenditures of the Fire Company utilizing the Township's annual stipend;
 - viii. Amendments to the Company's organization structure or chart;
 - ix. Inventory of Township owned apparatus, equipment and/or assets; and
 - x. Written Emergency Action Plan;
 - xi. Written Fire Prevention Plan;
 - xii. Fire extinguisher training records;
 - xiii. M.S.D.S. for all reportable products, including flares; extinguishers; fire fighting foam; gasoline; diesel fuel; oxygen; and any other reportable product;
 - xiv. Proof that each active member maintains a current Incident Management Level I Certification;
 - xv. Proof that each middle manager, command and/or general staff maintains a minimum ICS-300 NIMS Certification;
 - xvi. Proof that the Fire Company is compliant with PEOSH Standards for Firefighters (N.J.A.C. 12:100-8);
 - xvii. Proof that each active member of the Fire Company is compliant with NIMS;
 - xviii. Proof that the Fire Company is National Fire Protection Association (NFPA) compliant; and
 - xix. IRS Form 990 for the Fire Company.
- C. The Chief of each Fire Company shall monthly (no later than the first Wednesday of each month) file with the Municipal Clerk a duly verified report which provides the following information/documentation:
- i. Date(s) and description of training;
 - ii. Name of each member attending training, and the number of hours for each training session;
 - iii. Date(s), address(es) and time(s) (sign-on/sign-off) of each incident;
 - iv. The name of each active member attending the incident;
 - v. Apparatus and/or equipment maintenance or testing. Specifically identify the apparatus and/or equipment and nature of the maintenance and/or test;

- vi. OSHA 300 Log of work related injury and/or illness, if any;
- vii. Name of each active member who completed an ability to perform/fit test;
- viii. Name and address of each new member; and
- ix. Any documents or notifications from the State of New Jersey directed to the Fire Company.

§ 20-4. Application for membership.

Every person seeking to join the Elk Township Fire Department shall make application to the fire company of the applicant's choice, and, upon election to membership ~~by vote of a majority of the members pursuant to the Bylaws of the company present and voting,~~ the applicant shall become a member in good standing of the Fire Department, ~~subject to the approval of the applicant's membership by the Chief of the fire company of the applicant's fire district and confirmation by the Township Committee,~~ at which time applicant's name shall be entered on the roll of firemen by the Municipal Clerk.

§ 20-5. Exemption certificates.

Exemption certificates may be issued to members of the Fire Department who shall have served seven years in active duty under municipal control, as required by law April 29, 1935 and as amended May 26, 1936.

Section 3.

Severability.

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

Section 4.

Repealer.

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

When effective.

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

INTRODUCTION ROLL CALL VOTE						
COMMITTEE MEMBER	Motion	Second	AYE	NAY	ABSTAIN	ABSENT
Hollywood		✓	✓			
Nicholson			✓			
Poisker						✓
Rambo	✓		✓			
Sammons			✓			

RESOLUTION R-92-2021

RESOLUTION OF THE TOWNSHIP OF ELK APPROVING THE SALE BY ASSIGNMENT
OF CERTAIN TAX SALE CERTIFICATES OWNED BY THE TOWNSHIP OF ELK
PURSUANT TO N.J.S.A. 54:5-113

WHEREAS, N.J.S.A. 54:5-113 authorizes assignment by a municipality of tax sale certificates for the full amount of the certificate, including all subsequent municipal taxes and other municipal charges; and

WHEREAS, Lew Bivona and Brooke Bivona, 535 King George Road, Cherry Hill, New Jersey 08034, have presented an offer to purchase, by assignment, Certificate of Sale No. 13-00010, which was issued to the Township of Elk at a tax sale held on October 29, 2013, on Block 123, Lot 1, known as 537 Marion Street, Elk Township, New Jersey, and assessed to Brian K. Creitz Sr. Builders, LLC, in the amount of \$8,377.67, being the full amount of the certificate as of September 2, 2021, and Certificate of Sale No. 65-95, which was issued to the Township of Elk at a tax sale held on June 21, 1995, on Block 123, Lot 2, known as Marion Street, Elk Township, New Jersey, and assessed to Mildred Brooks, in the amount of \$12,592.88, being the full amount of the certificate as of September 2, 2021, including all subsequent municipal taxes and other municipal charges; and

WHEREAS, after due deliberation and consultation with the Tax Collector and Solicitor, the Township Committee has determined that it is in the best interest of the Township of Elk to approve the aforementioned assignments pursuant to N.J.S.A. 54:5-113;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Elk Tax Sale Certificate No. 13-00010 and 65-95 with subsequent liens thereon shall be sold to Lew Bivona and Brook Bivona in accordance with the provisions of N.J.S.A. 54:5-113; and

BE IT FURTHER RESOLVED the Mayor, Township Clerk and/or Tax Collector are hereby authorized to execute the Assignment of Tax Sale Certificate(s).

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

ADOPTED at a Regular Meeting of the Elk Township Committee held September 2, 2021.

TOWNSHIP OF ELK

BY:

CAROLYN D. K. SAMMONS, Mayor

ATTEST:


DEBORA R. PINE, Township Clerk

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Hollywood				✓
Nicholson	✓			
Poisker	✓			
Rambo				✓
Sammons	✓			

RESOLUTION R-93-2021

**RESOLUTION OF THE TOWNSHIP OF ELK
TO GO INTO CLOSED EXECUTIVE SESSION TO DISCUSS
CONTRACT NEGOTIATIONS IN REGARDS TO CHIEF OF POLICE CONTRACT
AND POTENTIAL LITIGATION IN REGARDS TO EWAN ROAD**

WHEREAS N.J.S.A. 10:4-12B. (7) permits the Township Committee to enter into Closed Executive Session and exclude the public from portions of the meeting to discuss personnel, litigation and/or contract negotiations in which the public body is, or may be a party or which involves any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer; and

WHEREAS pursuant to N.J.S.A. 10:4-13, the Township Committee must first adopt a Resolution at a meeting which the public is admitted stating the general nature of the subject to be discussed and as precisely as possible at time when the circumstances under which the discussion conducted in Closed Executive Session can be disclosed to the public; and

NOW, THEREFORE, BE IT RESOLVED, that the time when and circumstances under which the discussion conducted in Closed Executive Session of the public body can be disclosed to the public will be at the conclusion of the beforementioned subjects.


THIS RESOLUTION WAS DULY ADOPTED at the Regular Meeting of the Township Committee of the Township of Elk held on the 2nd day of September 2021 and is duly certified by the Clerk to embody the determination made by the Committee at that hearing date.

TOWNSHIP OF ELK



CAROLYN D.K. SAMMONS, Mayor

ATTEST:



DEBORA R. PINE, TOWNSHIP CLERK

RESOLUTION R-94-2021

**RESOLUTION PROCLAIMING THE MONTH OF SEPTEMBER 2021
AS PROSTATE CANCER AWARENESS MONTH**

Whereas, This year approximately 248,530 men will be diagnosed with prostate cancer in the United States alone – one man every 2 minutes, and roughly 34,130 will die this year from the disease, about 3,000 more than 2020 – which is one man every 15 minutes; and

Whereas, In New Jersey, an estimated 8,120 new cases of prostate cancer will be diagnosed and an estimated 760 deaths will occur in 2021; and

Whereas, Men with relatives – father, brother, son – with a history of prostate cancer are twice as likely to develop the disease; and

Whereas, Prostate cancer is the most commonly diagnosed cancer in American Men and the third leading cause of cancer death behind lung and colon cancer; and

Whereas, 1 in 8 men are diagnosed with prostate cancer in their lifetime and 1 in 6 African American men will develop prostate cancer in their lifetime. Overall, African American men are 1.8 times more likely to be diagnosed with and 2.2 times more likely to die from prostate cancer than white men; and

Whereas, Veterans who were exposed to herbicides like Agent Orange are at increased risk for developing prostate cancer, and are more likely to have an aggressive form of the disease; and

Whereas, Education regarding prostate cancer and early detection strategies is critical to saving lives, preserving, and protecting our families. As well as the economic and social burden of prostate cancer is huge on families; and

Whereas, If caught early prostate cancer has a five-year survival rate of nearly 100%. However, for late stage prostate cancer the five-year survival rate is 29%; and

Whereas, 30% more men will be diagnosed in 2021 at a later stage because of delayed screenings and treatment due to Covid-19 and

Whereas, All men are at risk for prostate cancer and we encourage the citizens of Elk Township to increase the importance of prostate awareness and screenings.

NOW, THEREFORE, BE IT RESOLVED, that, Mayor Carolyn D. K. Sammons, along with the Township Committee, do hereby proclaim the month of September 2021 to be PROSTATE CANCER AWARENESS MONTH in Elk Township.

THIS RESOLUTION WAS DULY ADOPTED at the Regular Meeting of the Township Committee of the Township of Elk held on the 2nd day of September 2021

TOWNSHIP OF ELK


CAROLYN D.K. SAMMONS, Mayor

ATTEST:


DEBORA R. PINE, TOWNSHIP CLERK

**RESOLUTION R-95-2021
RESOLUTION AUTHORIZING CONTRACT WITH
JAN-PRO CLEANING & DISINFECTING**

WHEREAS the Township of Elk has a need for janitorial services at the Municipal Building;
and

WHEREAS quotes were solicited for this service and JAN-PRO Cleaning & Disinfecting
submitted the lowest responsive quote; and

WHEREAS, the maximum expenditure over a one-year period, authorized by this
Resolution is \$5,616.00 (\$468.00 per month) and funds are available for this purpose as
certified by the Chief Financial Officer of the Township of Elk.

NOW, THEREFORE, BE IT RESOLVED that the CFO of the Township of Elk is authorized
to execute a contract with JAN-PRO Cleaning & Disinfecting for cleaning services at the
Municipal Building at a cost not to exceed \$468.00 per month, with the contract year
commencing July 20, 2021 running through July 19, 2022. A copy of the Contract is attached
to this Resolution.

ADOPTED at a meeting of the Township Committee of the Township of Elk held on
September 3, 2021.

ATTEST:



DEBORA R. PINE, TOWNSHIP CLERK

TOWNSHIP OF ELK



CAROLYN D. K. SAMMONS, MAYOR

BILL APPROVAL
September 2, 2021
Bank Wires, Manual and Interim Checks

GENERAL ACCOUNT:

1) Township of Elk	21000797	\$67,775.91
2) Township of Elk	21000833	\$63,600.71
3) Camden County College	21000820	\$345.00

ELMER ESCROW:

1) Federici and Akin	21000837	\$100.00
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Batch Id: SC Batch Type: C Batch Date: 09/02/21 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
21000814	08/25/21	09/02/21 A0124 ACTION UNIFORM CO. 1 HITZELBERGER-LT. GEAR	162.00	1500 S. NEW ROAD 1-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	52	1
			<u>162.00</u>					
21000778	08/12/21	09/02/21 A0137 ALLIED DOCUMENT SOLUTIONS 1 TONER	187.00	AND SERVICES 1-01- -046-223 OFFICE SUPPLIES	Budget	Aprv	17	1
			<u>187.00</u>					
21000813	08/22/21	09/02/21 A0260 ATLANTIC CITY ELECTRIC 1 MONTHLY ELECTRIC/STREET LIGHTS	13.87	5 COLLINS DRIVE 1-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	50	1
21000813	09/02/21	2 MONTHLY ELECTRIC/STREET LIGHTS	18.85	1-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	51	1
			<u>32.72</u>					
21000205	02/21/21	09/02/21 A0350 AURA FIRE COMPANY 3 2021 3RD QTR	4,625.00	909 AURA ROAD 1-01- -028-225 AID TO FIRE COMPANY DIRECT AID	Budget	Aprv	6	1
			<u>4,625.00</u>					
21000206	02/21/21	09/02/21 A0351 AURA RESCUE SQUAD 3 3RD QTR	1,041.25	909 AURA ROAD 1-01- -031-225 FIRST AID CONTRIBUTION MISC	Budget	Aprv	7	1
			<u>1,041.25</u>					
21000201	02/21/21	09/02/21 A0906 ROCCO ALBANO JR 3 REIMBURSE MEDICARE PART B	867.60	34451 HONEYSPOOT ROAD 1-01- -026-222 GROUP INSURANCE PLAN	Budget	Aprv	3	1
			<u>867.60</u>					
21000789	08/15/21	09/02/21 B0425 BUD'S AUTO & TRUCK REPAIR 1 PUMPER TEST-2001 KME	320.00	1725 HURFFVILLE ROAD 1-01- -028-226 AID TO FIRE COMPANY OTHER EXPENSES	Budget	Aprv	19	1
21000789	08/15/21	2 PUMPER TEST-2018 ROSENBAUER	320.00	1-01- -028-226 AID TO FIRE COMPANY OTHER EXPENSES	Budget	Aprv	20	1
21000789	08/15/21	3 PUMPER TEST-2008 E-ONE	320.00	1-01- -028-226 AID TO FIRE COMPANY OTHER EXPENSES	Budget	Aprv	21	1
21000789	08/15/21	4 PUMPER TEST-2000 KME	320.00	1-01- -028-226 AID TO FIRE COMPANY OTHER EXPENSES	Budget	Aprv	22	1
21000789	08/15/21	5 PUMPER TEST- 1997 SIMON LTI	380.00	1-01- -028-226 AID TO FIRE COMPANY OTHER EXPENSES	Budget	Aprv	23	1
21000789	08/15/21	6 PUMPER TEST- 2001 INTNL	320.00	1-01- -028-226 AID TO FIRE COMPANY OTHER EXPENSES	Budget	Aprv	24	1
			<u>1,980.00</u>					
21000417	05/01/21	09/02/21 C0071 CALVELLO LANDSCAPING INC. 1 EXCAVATE/INSTALL 12"PIPE	11,500.00	1039 BUCKINGHAM DRIVE 1-01- -054-222	Budget	Aprv	9	1

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			11,500.00	IMPROVEMENTS TO MUNICIPAL ROAD				
21000810	08/21/21	09/02/21 C0082 CETTEI & CONNELL, INC. 1 FIRE CO ACCIDENT POLICY	2,553.00	PO BOX 657 1-01- -026-223 LIABILITY (JIF/SURITY)	Budget	Aprv	48	1
			2,553.00					
21000803	08/21/21	09/02/21 C0149 STEPHEN CONSIDINE 1 POSTAGE-REFILL METER	100.00	1-01- -011-227 POSTAGE	Budget	Aprv	29	1
21000803	08/21/21	2 POSTAGE-REFILL METER	100.00	1-01- -013-227 POSTAGE	Budget	Aprv	30	1
21000803	08/21/21	3 POSTAGE-REFILL METER	100.00	1-01- -015-227 POSTAGE	Budget	Aprv	31	1
21000803	08/21/21	4 POSTAGE-REFILL METER	100.00	1-01- -023-227 POSTAGE	Budget	Aprv	32	1
21000803	08/21/21	5 POSTAGE-REFILL METER	117.50	1-01- -050-227 POSTAGE	Budget	Aprv	33	1
			517.50					
21000805	08/21/21	09/02/21 C0149 STEPHEN CONSIDINE 1 BLUEPRINT COPIES	19.66	1-01- -043-223 OFFICE SUPPLIES	Budget	Aprv	35	1
21000805	08/21/21	2 COPIES	93.24	1-01- -043-223 OFFICE SUPPLIES	Budget	Aprv	36	1
21000805	08/21/21	3 REFUND-UCC DEPOSIT OVER BY \$12	8.00	1-01- -910-001 BUDGET OPERATIONS	Budget	Aprv	37	1
			120.90					
21000827	08/29/21	09/02/21 C0149 STEPHEN CONSIDINE 1 COURT - ZOOM PHONE	24.90	1-01- -050-225 MISCELLANEOUS	Budget	Aprv	62	1
			24.90					
21000819	08/25/21	09/02/21 C0166 COMCAST 1 MONTHLY SERVICE	365.22	ACCT 8499-05-064-0022477 1-01- -037-224 TELEPHONE	Budget	Aprv	56	1
			365.22					
21000804	08/21/21	09/02/21 D0142 SUSAN DEFRANCESCO 1 FILING FEES-23 TAX SALE CERTS	184.00	756 CLEARVIEW AVENUE 1-01- -015-225 MISCELLANEOUS	Budget	Aprv	34	1
			184.00					
21000586	06/13/21	09/02/21 D0150 DELSEA REGIONAL HIGH SCHOOL 4 09/09/2021	317,268.00	ATTN: BOARD OFFICE 1-01- -905-002 REGIONAL SCHOOL TAXES	Budget	Aprv	10	1
			317,268.00					
21000780	08/12/21	09/02/21 D0494 MARLO DYE 1 COURT 8/3/2021	90.00	205 MATISSE WAY 1-01- -050-225	Budget	Aprv	18	1

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21000798	08/18/21	1 COURT 10/16 AND 10/17	90.00	MISCELLANEOUS 1-01- -050-225	Budget	Aprv	25	1
21000798	08/18/21	2 COURT 10/16 AND 10/17	150.00	MISCELLANEOUS 1-01- -050-225	Budget	Aprv	26	1
			<u>330.00</u>	MISCELLANEOUS				
21000830	08/29/21	1 BEORGE BAILEY VIRTUAL HEARING	4,578.00	95 N. MAIN STREET 1-01- -017-222	Budget	Aprv	65	1
			<u>4,578.00</u>	LEGAL OPERATING EXPENSES				
21000207	02/21/21	3 3RD QTR	4,625.00	1-01- -028-225	Budget	Aprv	8	1
			<u>4,625.00</u>	AID TO FIRE COMPANY DIRECT AID				
21000836	09/02/21	1 VINEYARDS/VALLE DEL SOL,PMRS	1,441.00	307 GREENTREE ROAD 1-01- -019-222	Budget	Aprv	70	1
21000836	09/02/21	2 SEPTIC PERMIT PLAN,ETC	195.00	ENGINEERING OPERATING EXPENSES 1-01- -019-222	Budget	Aprv	71	1
21000836	09/02/21	3 STREET OPENING	411.00	ENGINEERING OPERATING EXPENSES 1-01- -905-010	Budget	Aprv	72	1
21000836	09/02/21	4 EWAN ROAD	6,749.50	ROAD OPENING "ESCROW" TYPE G-01- -105-111	Budget	Aprv	73	1
21000836	09/02/21	5 JACOB HARRIS	6,136.50	EWAN ROAD STATE ROAD AID G-01- -105-112	Budget	Aprv	74	1
			<u>14,933.00</u>	STATE AID-JACOB HARRIS FREIGHT IMPACT				
21000835	09/01/21	1 F180-CONSTRUCTION PERMITS	100.91	220 ENTIN ROAD 1-01- -046-224	Budget	Aprv	69	1
			<u>100.91</u>	PRINTING OF FORMS				
21000823	08/25/21	1 UNLEADED 8/18	468.52	2104 FAIRFAX AVENUE 1-01- -037-226	Budget	Aprv	59	1
21000828	08/29/21	1 08/25 UNLEADED	477.74	GASOLINE/DIESEL 1-01- -037-226	Budget	Aprv	63	1
			<u>946.26</u>	GASOLINE/DIESEL				
21000829	08/29/21	1 DATE STAMPER	89.00	154 SOUTH STREET 1-01- -015-223	Budget	Aprv	64	1
			<u>89.00</u>	OFFICE SUPPLIES				
21000777	08/12/21	2 UPGRADE PHONE SYSTEM #2	1,844.50	411 NORTH HIGH STREET 1-01- -020-243	Budget	Aprv	16	1
21000811	08/21/21	1 MONTHLY SERVICE	298.19	REPAIRS & SUPPLIES FOR BLDG 1-01- -037-224	Budget	Aprv	49	1
				TELEPHONE				

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			2,142.69					
21000800	08/18/21	09/02/21 M0475 MUNICIPAL RECORD SERVICES 1 SPEC COMPLAINT BOOKS	501.00	106 WEST ATLANTIC AVENUE 1-01- -050-224 PRINTING OF FORMS	Budget	Aprv	28	1
21000818	08/25/21	1 TRAFFIC TICKETS	526.00	1-01- -050-224 PRINTING OF FORMS	Budget	Aprv	55	1
			1,027.00					
21000832	08/30/21	09/02/21 M0914 MES 1 SCBA TESTING	234.41	75 REMITTANCE DRIVE 1-01- -028-226 AID TO FIRE COMPANY OTHER EXPENSES	Budget	Aprv	68	1
			234.41					
21000821	08/25/21	09/02/21 N0025 SPRINT SPECTRUM LP 1 MONTHLY INVOICE-944312212	263.16	PO BOX 4181 1-01- -037-224 TELEPHONE	Budget	Aprv	57	1
			263.16					
21000825	08/25/21	09/02/21 Q0401 QUILL CORPORATION 1 SUPPLIES - INV. 18767042	289.06	PO BOX 37600 1-01- -043-223 OFFICE SUPPLIES	Budget	Aprv	60	1
			289.06					
21000771	08/11/21	09/02/21 R0420 ROORK'S FARM SUPPLY, INC. 1 WHEEL SPINNER	10.06	163 ROUTE 77 1-01- -034-239 REPAIRS TO EQUIPMENT	Budget	Aprv	14	1
			10.06					
21000203	02/21/21	09/02/21 R0452 REX J. ROLDAN, ESQ. 3 PUBLIC DEFENDER 2021 3RD QTR	1,593.00	900 ROUTE 168 1-01- -051-221 PUBLIC DEFENDER OE	Budget	Aprv	5	1
			1,593.00					
21000199	02/21/21	09/02/21 S0100 MILTON SAHMS 3 REIMBURSE MEDICARE PART B	402.00	955 AURA ROAD 1-01- -026-222 GROUP INSURANCE PLAN	Budget	Aprv	1	1
			402.00					
21000826	08/29/21	09/02/21 S0255 SENTINEL NEWSPAPER 1 2020 AUDIT SUMMARY	83.25	1-01- -043-228 ADVERTISEMENTS	Budget	Aprv	61	1
			83.25					
21000799	08/18/21	09/02/21 S0455 LUZ S. SMITH 1 8/16/2021	600.00	2835 FRIENDSHIP STREET 1-01- -050-225 MISCELLANEOUS	Budget	Aprv	27	1
			600.00					
21000807	08/21/21	09/02/21 S0482 SOUTH JERSEY GAS 1 MONTHLY SERVICE	44.76	23884200000 1-01- -037-225 PROPANE/NATURAL GAS	Budget	Aprv	45	1

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			44.76					
21000808	09/02/21 08/21/21	S0483 SOUTH JERSEY GAS 1 MONTHLY SERVICE	41.99	3388420000 1-01- -037-225 PROPANE/NATURAL GAS	Budget	Aprv	46	1
			41.99					
21000816	09/02/21 08/25/21	S0504 STEWART BUSINESS SYSTEMS 1 COPIER MONTHLY	36.00	PO BOX 936763 1-01- -011-333 GENERAL ADMIN - EQUIP. MAINT.	Budget	Aprv	54	1
			36.00					
21000809	09/02/21 08/21/21	S0600 SOUTHERN PEST CONTROL 1 MONTHLY SERVICE	48.00	PO BOX 95 1-01- -020-243 REPAIRS & SUPPLIES FOR BLDG	Budget	Aprv	47	1
			48.00					
21000200	09/02/21 02/21/21	S0911 ROBERT SEIBERT 3 REIMBURSE MEDICARE PART B	783.00	350 POPLAR AVENUE 1-01- -026-222 GROUP INSURANCE PLAN	Budget	Aprv	2	1
			783.00					
21000815	09/02/21 08/25/21	S0466 SORBELLO'S LANDSCAPING LLC 1 REPLACE PLAYGROUND MULCH/SAND	4,875.00	283 UNION STREET 1-01- -020-250 RECREATION OE EXPENSES	Budget	Aprv	53	1
			4,875.00					
21000750	09/02/21 08/02/21	T0150 TANGY'S AUTO SERVICE 1 MOUNT/INSTALL/BALANCE TIRES	184.95	206 STANGER AVE 1-01- -061-222 POLICE VEHICLE TIRES	Budget	Aprv	12	1
			184.95					
21000822	09/02/21 08/25/21	T0200 TAG'S AUTO SUPPLY, INC 1 ROTOR ASSEMBLY,BRAKE PADS	234.06	12 W. HIGH STREET 1-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	58	1
21000831	08/29/21	1 PLUGS,GASKETS,ETC	97.68	1-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	66	1
21000831	08/29/21	2 CORE RETURN	300.00-	1-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	67	1
			31.74					
21000587	09/02/21 06/13/21	T0600 TREASURER OF SCHOOL MONEYS 4 09/09/2021	289,508.00	ELK TOWNSHIP BOARD OF ED 1-01- -905-001 LOCAL SCHOOL TAXES	Budget	Aprv	11	1
			289,508.00					
21000806	09/02/21 08/21/21	U0100 U.S. POSTAL SERVICE 1 METER-106000918743	50.00	CMRS-FP 1-01- -011-227 POSTAGE	Budget	Aprv	38	1
21000806	08/21/21	2 METER-106000918743	200.00	1-01- -013-227 POSTAGE	Budget	Aprv	39	1
21000806	08/21/21	3 METER-106000918743	300.00	1-01- -015-227	Budget	Aprv	40	1

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21000806	08/21/21	4 METER-106000918743	200.00	POSTAGE 1-01- -023-227	Budget	Aprv	41	1
21000806	08/21/21	5 METER-106000918743	200.00	POSTAGE 1-01- -029-227	Budget	Aprv	42	1
21000806	08/21/21	6 METER-106000918743	300.00	POSTAGE 1-01- -043-227	Budget	Aprv	43	1
21000806	08/21/21	7 METER-106000918743	750.00	POSTAGE 1-01- -050-227	Budget	Aprv	44	1
			<u>2,000.00</u>					
21000202	02/21/21	09/02/21 V0260 JACQUELINE VIGILANTE, ESQ 3 PROSECUTOR 2021 - 3RD QTR	3,900.00	99 NORTH MAIN STREET 1-01- -018-225 PROSECUTOR OE	Budget	Aprv	4	1
			<u>3,900.00</u>					
21000776	08/12/21	09/02/21 W0082 WATERLINE GLASSBORO LLC 1 JULY VEHICLE WASH	38.00	127 S. DELSEA DRIVE 1-01- -029-225 MISCELLANEOUS	Budget	Aprv	15	1
			<u>38.00</u>					
21000770	08/11/21	09/02/21 W0380 WM CORPORATE SERVICES, INC. 1 JULY DUMPSTER SERVICE	1,394.65	PO BOX 13648 1-01- -038-222 SOLID WASTE CONTRACTUAL	Budget	Aprv	13	1
			<u>1,394.65</u>					

Checks:	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
	45	74	676,561.98

There are NO errors or warnings in this listing.