

**ELK TOWNSHIP
COMMITTEE WORK SESSION MINUTES
March 15, 2022**

The meeting was called to order by Mayor Sammons at 7:04PM.

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

ROLL CALL: Present were: Mrs. Cowan, Mr. Hollywood, Mrs. Nicholson, Mr. Rambo, Mayor Sammons, Mr. Considine, CFO, Mrs. Pine, Township Clerk, Mr. Bitgood, Engineer and Chief Gonnelli.

Approval of minutes of March 3, 2022 Regular Meeting and Closed Session
Motion by Mrs. Nicholson, seconded by Mrs. Cowan to approve the minutes of the March 3, 2022 Regular Meeting and Closed Session, motion carried with Mr. Hollywood and Mr. Rambo abstaining.

PUBLIC PORTION on Agenda Items only.
Motion by Mr. Hollywood to open the meeting to the public, seconded by Mrs. Cowan, 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 Mr. Hollywood to close the public portion, seconded by Mrs. Nicholson, all were in favor, motion carried.

RESOLUTIONS:

R-48-2022 – Emergency Temporary Resolution Prior to Final Adoption of the Budget, Township of Elk, County of Gloucester
Motion by Mr. Rambo, seconded by Mrs. Cowan to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mrs. Cowan	Yes
	Mr. Hollywood	Yes
	Mrs. Nicholson	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

GLOUCESTER COUNTY REPRESENTATIVE, Dennis McNulty was present. Mr. McNulty reported the County Emergency Response has signed a contract with Motorola Corp. for maintenance and service of the county radio system.

TOPICS:

Dana Aliano would like to purchase the tax lien on Block 110 Lot 3. He owns the property adjacent, Block 110 Lot 2 and previously purchased the lien on Block 110 Lot 1. Mayor Sammons stated he will eventually foreclose and it will put the property back on the tax rolls. Committee agrees with the assignment, the Tax Collector can proceed with the lien assignment for the next meeting.

Chief Gonnelli and the police department are working with the Rodgers Group to update the Police Standard Operating Procedures (SOP's) - Rules and Regulations. The Rules and Regulations have been revised and reviewed. They need to be approved by Ordinance. This will be sent to Mr. Duffield to move forward.

The current ordinances for Grading Plan & Accessory Structures need to be reviewed. Mr. Rambo stated farms fall under the "right to farm" act and they do not need to apply for grading. Mr. Bitgood stated farms is just one aspect of the plan. He stated the plan needs to remove the requirement for farms and the plan needs to allow for the control of water run off and possibly have a clause to protect the neighboring

properties and put it on the plan water will drain inward on the property and not to neighboring properties. Mr. Hollywood has received ordinances from neighboring towns. Mr. Hollywood, Mr. Duffield, Solicitor, Mr. Bitgood, Engineer and Mr. Clark, Zoning Officer were asked to take on the task of reviewing and revising the ordinances.

Mr. Rambo brought up the current officer structure of the police department. The Chief presented a proposed structure of officers. He would like to add a Patrol and Detective Sergeant. Committee understands and sees the need for the department. The promotions will be on the April agenda.

PURSUANT TO RESOLUTION R-26-2022
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 Mrs. Cowan, 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.

Bob Clark, 484 Union St, Elk Township Zoning Officer, mentioned the allowable size of accessory structures also needs to be considered. The largest a resident can have without applying for a variance is 1200 square feet. This is on properties that are 6 acres or more. He feels a larger pole barn should be allowed. Mr. Clark will be asked to sit in on the discussions on changing the ordinance for grading and accessory structures. He is also concerned with the 10 foot set back, it may need to be

Lou Schomber, 451 Ewan Rd., asked about the work on Ewan Rd. The equipment was all pulled out after the residents were notified work was going to begin.

Mr. Hollywood stated there was an issue with the hub on the plan. Work should resume the beginning of next week.

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

PAY BILLS:

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

Roll Call:	Mrs. Cowan	Yes
	Mr. Hollywood	Yes
	Mrs. Nicholson	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

Motion by Mr. Rambo to adjourn, seconded by Mr. Hollywood, all were in favor, the meeting was adjourned at 7:40PM.

Respectfully Submitted,

Debora R. Pine, RMC, CMC
Township Clerk

SCHEDULE A

OPERATIONS WITHIN "CAPS"

GENERAL GOVERNMENT

General Administration	
Salaries and Wages	\$40,000.00
Other Expenses	\$5,000.00
Equipment Maintenance	\$10,000.00
Mayor and Township Committee	
Salaries and Wages	\$3,000.00
Other Expenses	\$3,000.00
Municipal Clerk	
Salaries and Wages	\$50,000.00
Other Expenses	\$30,000.00
Elections	
Other Expenses	\$7,000.00
Financial Administration	
Salaries and Wages	\$40,000.00
Other Expenses	\$30,000.00
Audit Fees	
Other Expenses	\$25,000.00
Revenue Administration (Tax Collection)	
Salaries and Wages	\$30,000.00
Other Expenses	\$6,000.00
Liquidation of Tax Title Liens and Foreclosed Property	
Other Expenses	\$100.00
Maintenance of Foreclosed Property	
Other Expenses	\$100.00
Legal Services and Costs	
Other Expenses	\$40,000.00
Engineering Services and Costs	
Other Expenses	\$35,000.00
<u>LAND USE ADMINISTRATION</u>	
Municipal Land Use Law (N.J.S.A. 40:55D-1)	
Planning Board	
Salaries and Wages	\$20,000.00
Other Expenses	\$20,000.00
Zoning Office	
Salaries and Wages	\$5,000.00
Other Expenses	\$4,000.00

PUBLIC SAFETY FUNCTIONS

Police	
Salaries and Wages	\$1,000,000.00
Other Expenses	\$100,000.00
Office of Emergency Management	
Salaries and Wages	\$2,500.00
Other Expenses	\$1,500.00
Aid to Volunteer Fire Companies	
Other Expenses	\$45,000.00
First Aid Organizations - Contributions	\$2,500.00
Hepatitis Shots	\$100.00
OSHA (P.L. 1983, Chap 156)	
Fire	
Other Expenses	\$15,000.00
Prosecutor	
Salaries and Wages	\$10,000.00

PUBLIC WORKS FUNCTIONS

Road Repairs and Maintenance	
Salaries and Wages	\$65,000.00
Other Expenses	\$25,000.00
Road Signs	
Other Expenses	\$1,500.00
Vehicle Maintenance	
Other Expenses	\$30,000.00
Snow Removal	
Salaries and Wages	\$2,000.00
Other Expenses	\$5,000.00
Solid Waste Collection	
Contractual	\$175,000.00
State Fees	\$100.00
Miscellaneous Other Expenses	\$100.00
Public Buildings and Grounds	
Salaries and Wages	\$0.00
Other Expenses	\$25,000.00

HEALTH AND HUMAN SERVICES FUNCTIONS

Public Health Services (Board of Health)	
Other Expenses	\$100.00
Registrar of Vital Statistics	
Other Expenses	\$100.00
Dog Regulation	
Other Expenses	\$100.00
Environmental Commission	
Other Expenses	\$750.00
Economic Development Commission	
Other Expenses	\$1,000.00
Agriculture Board	
Other Expenses	\$100.00

PARK AND RECREATION FUNCTIONS

Recreation	
Other Expenses	\$100.00
Senior Citizen	
Other Expenses	\$1,000.00

OTHER COMMON OPERATING FUNCTIONS

Accumulated Leave Compensation	\$0.00
Celebration of Public Event, Anniversary or Holiday	
Other Expenses	\$0.00

SOLID WASTE DISPOSAL COSTS

Gloucester County Improvement Authority -	
County Landfill Tipping Fees	\$100,000.00
Recycling Tipping Fees	\$20,000.00

UTILITY AND BULK PURCHASES

Street Lighting	\$6,000.00
Electricity	\$30,000.00
Telephone	\$17,500.00
Natural Gas	\$7,500.00
Gasoline	\$30,000.00
Public Fire Hydrants	\$9,000.00

MUNICIPAL COURT

Salaries and Wages	\$30,000.00
Other Expenses	\$7,000.00
Public Defender	
Salaries and Wages	\$0.00
Other Expenses	\$4,500.00

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	\$45,000.00
Other Expenses	\$6,000.00

STATUTORY EXPENDITURES

Statutory Expenditures:

Contribution to:

Social Security System (O.A.S.I.)	\$100,000.00
Unemployment Compensation Insurance	\$500.00

INSURANCE

Liability Insurance	\$70,000.00
Worker Compensation Insurance	\$60,000.00
Group Insurance Plan for Employees	\$300,000.00
Group Waivers	\$10,000.00

OPERATIONS EXCLUDED FROM "CAPS"

Recycling Tax	\$4,000.00
<u>STATUTORY EXPENDITURES</u>	
Statutory Expenditures:	
Contribution to:	
Public Employee's Retirement System	\$48,954.00
Police & Firemen's Retirement System	\$269,846.00
<u>INTERLOCAL MUNICIPAL SERVICE AGREEMENTS</u>	
Municipal Alliance Program - Interlocal	
Service Agreement - Municipal Share	\$2,036.00
Borough of Clayton - Court Reimbursement	
Municipal Court	
Salaries and Wages	\$35,000.00
Other Expenses	\$15,000.00
<u>BONDS, NOTES AND INTEREST</u>	
Principal and Interest on Bonds and BANS	\$264,546.00
Capital Improvement Fund	\$10,000.00
	\$3,414,132.00

BILL APPROVAL
March 15, 2022
Bank Wires, Manual and Interim Checks

GENERAL ACCOUNT:

1) State of NJ Division of Pensions	22-00235	\$31,466.43
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ELMER ESCROW:

1) Bach Associates	22-00257	\$1,625.00
2) Federici and Akin	22-0056	\$1,187.00

Batch Id: SC Batch Type: C Batch Date: 03/15/22 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
22-00208	03/01/22	03/15/22 A0255 ATLAS FLASHER SUPPLY CO 1 ORANGE CONE SIGNS	150.00	PO BOX 488 2-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	3	1
			<u>150.00</u>					
22-00236	03/06/22	03/15/22 A0260 ATLANTIC CITY ELECTRIC 1 MONTHLY ELECTRIC/STREET LIGHTS	40.70	5 COLLINS DRIVE 2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	21	1
22-00236	03/06/22	2 MONTHLY ELECTRIC/STREET LIGHTS	1,977.26	2-01- -037-223 ELECTRICITY	Budget	Aprv	22	1
22-00236	03/06/22	3 MONTHLY ELECTRIC/STREET LIGHTS	974.26	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	23	1
22-00236	03/13/22	4 MONTHLY ELECTRIC/STREET LIGHTS	15.84	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	24	1
22-00236	03/13/22	5 MONTHLY ELECTRIC/STREET LIGHTS	14.74	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	25	1
22-00236	03/13/22	6 MONTHLY ELECTRIC/STREET LIGHTS	15.46	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	26	1
22-00236	03/13/22	7 MONTHLY ELECTRIC/STREET LIGHTS	41.29	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	27	1
22-00236	03/13/22	8 MONTHLY ELECTRIC/STREET LIGHTS	92.19	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	28	1
22-00236	03/13/22	9 MONTHLY ELECTRIC/STREET LIGHTS	22.94	2-01- -037-223 ELECTRICITY	Budget	Aprv	29	1
22-00236	03/13/22	10 MONTHLY ELECTRIC/STREET LIGHTS	710.90	2-01- -037-223 ELECTRICITY	Budget	Aprv	30	1
22-00236	03/13/22	11 MONTHLY ELECTRIC/STREET LIGHTS	465.03	2-01- -037-223 ELECTRICITY	Budget	Aprv	31	1
22-00236	03/13/22	12 MONTHLY ELECTRIC/STREET LIGHTS	13.03	2-01- -037-223 ELECTRICITY	Budget	Aprv	32	1
22-00236	03/13/22	13 MONTHLY ELECTRIC/STREET LIGHTS	433.19	2-01- -037-223 ELECTRICITY	Budget	Aprv	33	1
22-00236	03/14/22	14 MONTHLY ELECTRIC/STREET LIGHTS	65.87	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	34	1
			<u>4,882.70</u>					
22-00254	03/13/22	03/15/22 A0350 AURA FIRE COMPANY 1 HALL - HOLIDAY PARTY	300.00	909 AURA ROAD 1-01- -011-225 MISCELLANEOUS	Budget	Aprv	44	1
			<u>300.00</u>					
22-00255	03/13/22	03/15/22 B0200 VERIZON 1 MONTHLY - 856-881-0342	40.07	2-01- -037-224 TELEPHONE	Budget	Aprv	45	1
			<u>40.07</u>					
22-00230	03/06/22	03/15/22 B0240 BIRCH'S COMMUNICATIONS LLC 1 REWIRE RADAR - 2019 FORD EXP	95.00	88 TUCKAHOE ROAD 2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	16	1

Check No. PO #	Check Date Enc Date	Vendor # Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
			95.00					
22-00171	03/15/22 02/19/22	C0033 CAPITOL CLEANERS 1 UNIFORM CLEANING-JANUARY	78.50	12 N. ACADEMY STREET 2-01- -029-234 UNIFORM CLEANING	Budget	Aprv	2	1
			78.50					
22-00232	03/15/22 03/06/22	C0149 STEPHEN CONSIDINE 1 REIMBURSE EGG HUNT	260.00	2-01- -044-222 RECREATION OTHER EXPENSES	Budget	Aprv	18	1
			260.00					
22-00253	03/15/22 03/13/22	D0155 DELTA DENTAL PLAN OF NJ 1 DENTAL APRIL	1,237.36	PO BOX 36483 2-01- -026-222 GROUP INSURANCE PLAN	Budget	Aprv	43	1
			1,237.36					
22-00214	03/15/22 03/06/22	D0365 VAULT SOLUTIONS LLC 1 MONTHLY STORAGE	745.89	PO BOX 176 2-01- -043-224 RECORDS STORAGE	Budget	Aprv	4	1
			745.89					
22-00225	03/15/22 03/06/22	E0275 ENGLISH SEWAGE DISPOSAL, INC. 1 SEPTIC TANK DRAINAGE	1,960.00	PO BOX 5189 2-01- -020-243 REPAIRS & SUPPLIES FOR BLDG	Budget	Aprv	12	1
			1,960.00					
22-00219	03/15/22 03/06/22	F0165 FRANK J. FAZZIO & SONS, INC 1 CRUSHED STONE-DELIVERED	406.25	458 ELWOOD AVENUE 2-01- -034-236 EQUIPMENT & SUPPLIES	Budget	Aprv	8	1
			406.25					
22-00228	03/15/22 03/06/22	G0020 GCIA 1 FEBRUARY TIPPING	1,551.35	FINANCE DEPARTMENT 2-01- -038-221 TRASH TIPPING FEES	Budget	Aprv	13	1
22-00228	03/06/22	2 FEBRUARY TIPPING TAX	60.06	2-01- -038-225 TIPPING-RECYCLING TAX	Budget	Aprv	14	1
			1,611.41					
22-00166	03/15/22 02/19/22	G0270 MUN COURT ASSN OF GC 1 ELK-JORDAN/SUTTON	50.00	LORI ZANE-CMCA 2-01- -050-229 ASSOCIATON DUES & FEES	Budget	Aprv	1	1
			50.00					
22-00246	03/15/22 03/13/22	H0158 JORDAN HIGGINS 1 COURT ASSISTANCE	90.00	62 MAIN STREET 2-01- -050-225 MISCELLANEOUS	Budget	Aprv	40	1
			90.00					
22-00243	03/15/22 03/13/22	H0177 LANCE HITZELBERGER 1 REIMBURSE-TITLES, SUPPLIES	183.85	2-01- -029-225 MISCELLANEOUS	Budget	Aprv	39	1

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
			183.85					
22-00233	03/06/22	03/15/22 H0217 HOLT MCNALLY & ASSOCIATES INC 1 AUDIT WORK, PROFESSIONAL SVS	4,120.00	618 STOKES ROAD 2-01- -060-299 AUDIT FEES	Budget	Aprv	19	1
22-00233	03/06/22	2 AUDIT WORK, PROFESSIONAL SVS	800.00	2-01- -060-299 AUDIT FEES	Budget	Aprv	20	1
			4,920.00					
22-00231	03/06/22	03/15/22 I0100 INSTITUTE FOR PROFESSIONAL 1 AMERICAN RESCUE PLAN	50.00	DEVELOPMENT 2-01- -013-226 EDUCATIONS & CONFERENCES	Budget	Aprv	17	1
			50.00					
22-00248	03/13/22	03/15/22 K0200 KAY PRINTING 1 APPROVAL STICKERS	105.38	220 ENTIN ROAD 1-01- -046-224 PRINTING OF FORMS	Budget	Aprv	42	1
			105.38					
22-00223	03/06/22	03/15/22 L0320 LILLISTON FORD 1 VISOR ASSEMBLY,CAP, ETC	113.79	833 N. DELSEA DRIVE 2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	11	1
			113.79					
22-00242	03/08/22	03/15/22 N0029 NJAWC 1 HYDRANTS	465.84	2-01- -037-228 PUBLIC FIRE HYDRANT	Budget	Aprv	38	1
			465.84					
22-00220	03/06/22	03/15/22 00260 OFFICE PRODUCTS 1 SIGNATURE STAMPS	56.00	C/O AL RICHARDSON 2-01- -043-223 OFFICE SUPPLIES	Budget	Aprv	9	1
			56.00					
22-00218	03/06/22	03/15/22 R0150 ACE PLUMBING,HEATING AND 1 SOLAR SALT	40.14	ELECTRICAL SUPPLIES, INC. 2-01- -020-243 REPAIRS & SUPPLIES FOR BLDG	Budget	Aprv	7	1
			40.14					
22-00229	03/06/22	03/15/22 T0475 TMT AUTO BODY 1 TOWING-POTENTIALFORFEITURE	250.00	387 TYLER MILL ROAD 2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	15	1
			250.00					
22-00238	03/08/22	03/15/22 T0526 TILDENTECH, LLC 1 MANAGED SERVICES FEB - MUNI	679.02	1 N. CUMMINGS AVE 2-01- -011-333 GENERAL ADMIN - EQUIP. MAINT.	Budget	Aprv	35	1
			679.02					
22-00239	03/08/22	03/15/22 T0526 TILDENTECH, LLC 1 MANAGED SERVICES FEB - PD	641.50	1 N. CUMMINGS AVE 2-01- -029-240 COMPUTER SOFTWARE & RELATED	Budget	Aprv	36	1

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
				641.50					
22-00241	03/15/22	03/08/22	1	W0160	WEBERS POWER EQUIPMENT, INC.	868 ELK ROAD			
						2-01- -034-236	Budget	Aprv	37 1
				19.80		EQUIPMENT & SUPPLIES			
22-00247	03/13/22	1	FILTERS,OIL,PLUGS,ETC	368.01	2-01- -034-239	Budget	Aprv	41	1
				387.81					
22-00215	03/15/22	03/06/22	1	W0300	WHEELABRATOR GLOUCESTER CO.	PNC BANK			
						2-01- -038-221	Budget	Aprv	5 1
				6,658.25		TRASH TIPPING FEES			
22-00215	03/06/22	2	FEBRUARY TONNAGE TAX	258.84	2-01- -038-225	Budget	Aprv	6	1
				6,917.09					
22-00222	03/15/22	03/06/22	1	X0300	XTEL COMMUNICATIONS, INC.	PO BOX 71402			
						2-01- -037-224	Budget	Aprv	10 1
				68.35		TELEPHONE			
				68.35					

Checks:	Count	Line Items	Amount
	28	45	26,785.95

There are NO errors or warnings in this listing.