

**ELK TOWNSHIP
COMMITTEE WORK SESSION MINUTES
May 17, 2022**

The meeting was called to order by Mayor Sammons at 7:00PM.

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

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

Approval of minutes of May 5, 2022 Regular Meeting

Motion by Mrs. Nicholson, seconded by Mayor Sammons to approve the minutes of the May 5, 2022 Regular Meeting, motion carried with Mrs. Cowan and Mr. Hollywood 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 Mrs. Nicholson to close the public portion, seconded by Mr. Hollywood, all were in favor, motion carried.

RESOLUTIONS:

R-65-2022 – Authorizing the Mayor and Clerk to Execute a Shared Service Agreement with the County of Gloucester to Provide Family Movie Entertainment

The movie being shown will be Disney’s LUCA on Wednesday, June 22nd beginning at dusk in the Elk Recreation Park.

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

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

R-66-2022 – Authorizing Application to the County of Gloucester for Community Block Grant Program Public Works Project

Mr. Bitgood stated this project will resurface the tennis courts, converting 1 of the courts into 2 pickleball courts.

Motion by Mrs. Nicholson, 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
	Mayor Sammons	Yes

GLOUCESTER COUNTY REPRESENTATIVE, Dennis McNulty was present to assist with questions for the County.

Mr. Swanson mentioned the corner of Buck Road and Sewell Street, in Glassboro, the hedges are very high and you cannot see until you are halfway into the intersection.

TOPIC:

Bob Clark, Zoning Officer was present to discuss the current sign ordinance. Our ordinance on electronic signs needs to be updated. The current area they are allowed in is C-2 only and can only be 1 color.

There were several suggestions to be considered; limit the lumens, make the signs dimmable for night time, minimum size of letters should be 6", illumination on fixed signs needs to be shielded you should not be able to see filament from the street.

Mrs. Nicholson asked if the lumens would need to be limited or can be limited on lit signs?

Mr. Clark said the ordinance does not limit the amount of time a contractor sign can be posted.

Stan Bitgood, Engineer and Bob Clark, Zoning Officer will review and get their recommendation to the committee for review.

Mr. Clark feels the lot size in MD Zone needs to be reduced. When the size was changed to 25,000 square feet for the minimum lot size, it created a lot of non-conforming lots. There are a lot of undersized lots that are sitting vacant and no taxes are being collected. He would like to see it reduced to 20,000 square feet for the minimum lot size. A list of township owned properties will be obtained from the tax collector. The lot size will be reviewed to see if a change should be made.

Mrs. Nicholson announced the Environmental Commission will be holding a road clean up on Whig Lane from Buck Road to Aura Road on Saturday, June 11th, 8 – 10AM.

Mr. Clark would like committees approval to look into having solar placed on the closed dump on Laux Road. Committee approved Mr. Clark researching solar placement on municipal property.

PURSUANT TO RESOLUTION R-26-2022

THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON DURING THE PUBLIC PORTION

PUBLIC PORTION:

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 or comments or an issue they would like to bring to the township committees attention to come forward.

Wayne Swanson, 517 Spruce St., said the net to prevent basketballs from going into the neighbors yard at Ina B. Hull Park is in need of replacement.

Lt. Hitzelberger announced the police department will be holding a vehicle inspection check point at Buck Road and Stanger Avenue on Wednesday, May 18th starting at 8:30AM.

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

PAY BILLS:

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

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

Motion by Mr. Hollywood to adjourn, seconded by Mrs. Nicholson, all were in favor, the meeting was adjourned at 7:45PM.

Respectfully Submitted,
Debra R. Pine, RMC, CMC
Township Clerk

RESOLUTION R-65-2022

RESOLUTION OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK
AUTHORIZING THE MAYOR AND CLERK TO EXECUTE A SHARED SERVICES AGREEMENT WITH
THE COUNTY OF GLOUCESTER TO PROVIDE FAMILY MOVIE ENTERTAINMENT

WHEREAS, the County of Gloucester has offered outdoor movie events, at no cost to residents in participating municipalities; and

WHEREAS, the County Department of Parks and Recreation has contracted to provide recently released family-oriented movie, **LUCA to** be shown at dusk on Wednesday, June 22nd, 2022, with a rain date of Thursday, June 23rd, 2022, in the Elk Township Recreation Park; and

WHEREAS, Shared Services Agreements are encouraged and consistent with the provisions of N.J.S.A. 40A:65-1, et seq.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Elk, County of Gloucester, and State of New Jersey that the Mayor and Clerk are hereby authorized to execute the Shared Services Agreement with the County of Gloucester in the form and manner attached hereto.

ADOPTED at a regular meeting of the Mayor and Committee of the Township of Elk, County of Gloucester, State of New Jersey held on May 17, 2022.

TOWNSHIP OF ELK

BY: 
Carolyn D. K. Sammons, Mayor

ATTEST:


DEBORA R. PINE, Township Clerk

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Cowan	✓			
Hollywood	✓			
Nicholson	✓			
Rambo				✓
Sammons	✓			

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey, at a meeting held by the same on May 17, 2022 at 7:00 p.m. in the Elk Township Municipal Building, 680 Whig Lane, Monroeville, New Jersey.

DEBORA R. PINE
Township Clerk

R-66-2022

**RESOLUTION OF THE TOWNSHIP OF ELK
AUTHORIZING APPLICATION TO THE COUNTY OF GLOUCESTER FOR
COMMUNITY BLOCK GRANT PROGRAM PUBLIC WORKS PROJECT**

WHEREAS, it is the desire of the Township Committee of the Township of Elk to improve accessibility to schools, parks, and public areas for all citizens within the Township; and

WHEREAS, the Township Engineer has identified the Elk Township Recreation Park Tennis Courts as particularly in need of surface reconstruction due to the significant deterioration of the general surface, and certain areas of subgrade failures; and

WHEREAS, the County of Gloucester Community Development Block Grant Program has invited proposals for Public Works Projects for the Program Year 2022, which if approved, could provide funds for the design and reconstruction of the tennis courts and improvement to provide pickle ball courts; and

WHEREAS, to be eligible for this funding, the Committee of the Township of Elk must approve submission of the applications;

NOW, THEREFORE BE IT RESOLVED by the Committee of the Township of Elk, that the Mayor is hereby authorized to apply to the County of Gloucester for Program Year 2022 funding from the Community Development Block Grant Program Public Works Project as detailed above.

Adopted this 17th day of May, 2022

ATTEST:



Debora R. Pine, Township Clerk

TOWNSHIP OF ELK


Carolyn D. K. Sammons, Mayor

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

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Elk at a regular meeting held on the 17th day of May, 2022.

Debora R. Pine, Township Clerk

BILL APPROVAL

May 17, 2022

Bank Wires, Manual and Interim Checks

GENERAL ACCOUNT:

1) Township of Elk

22-00442

\$64,976.88

Batch Id: SC Batch Type: C Batch Date: 05/17/22 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
22-00438	05/07/22	05/17/22 A0260 ATLANTIC CITY ELECTRIC 1 MONTHLY ELECTRIC/STREET LIGHTS	42.06	5 COLLINS DRIVE 2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	19	1
22-00438	05/07/22	2 MONTHLY ELECTRIC/STREET LIGHTS	16.30	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	20	1
22-00438	05/07/22	3 MONTHLY ELECTRIC/STREET LIGHTS	1,013.49	2-01- -037-223 ELECTRICITY	Budget	Aprv	21	1
22-00438	05/07/22	4 MONTHLY ELECTRIC/STREET LIGHTS	2,067.99	2-01- -037-223 ELECTRICITY	Budget	Aprv	22	1
			<u>3,139.84</u>					
22-00425	05/07/22	05/17/22 B0287 BLUE TO GOLD LLC 1 TRAINING-SCHANNE/WARBURTON	498.00	1818 W. FRANCIS AVE 2-01- -029-226 EDUCATIONS & CONFERENCES	Budget	Aprv	6	1
			<u>498.00</u>					
22-00433	05/07/22	05/17/22 B0918 MICHAEL BINKLEY 1 REFUND-CONSTRUCTION PERMIT	18.00	310 WINESAP WAY 2-01- -910-001 BUDGET OPERATIONS	Budget	Aprv	13	1
			<u>18.00</u>					
22-00330	04/10/22	05/17/22 C0033 CAPITOL CLEANERS 1 UNIFORM CLEANING MARCH	96.00	12 N. ACADEMY STREET 2-01- -029-234 UNIFORM CLEANING	Budget	Aprv	2	1
			<u>96.00</u>					
22-00431	05/07/22	05/17/22 D0365 VAULT SOLUTIONS LLC 1 STORAGE	787.87	PO BOX 176 2-01- -043-224 RECORDS STORAGE	Budget	Aprv	11	1
			<u>787.87</u>					
22-00444	05/09/22	05/17/22 E0231 EDWARD GONNELLI 1 FUEL	45.30	2-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	28	1
22-00444	05/09/22	2 CRIME SCENE CAMERA	212.18	2-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	29	1
22-00444	05/09/22	3 TONER	158.68	2-01- -029-223 OFFICE SUPPLIES	Budget	Aprv	30	1
22-00444	05/11/22	4 GUN CASE FOAM	301.93	2-01- -029-225 MISCELLANEOUS	Budget	Aprv	31	1
			<u>718.09</u>					
22-00426	05/07/22	05/17/22 F0420 JEFFREY FRANKLIN 1 REIMBURSE-MEALS FOR TRAINING	50.00	2-01- -029-225 MISCELLANEOUS	Budget	Aprv	7	1
			<u>50.00</u>					
22-00424	05/07/22	05/17/22 G0150 GALL'S INC. 1 HENNELLY-WATCH CAP,NECK WARMER	73.66	PO BOX 71628 2-01- -029-225	Budget	Aprv	5	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
			73.66	MISCELLANEOUS				
22-00430	05/07/22	05/17/22 G0264 GLOUCESTER COUNTY 1 SALT/BRINE	6,366.75	DEPT. OF PUBLIC WORKS 2-01- -036-222 SNOW REMOVAL EXPENSE	Budget	Aprv	10	1
			6,366.75					
22-00439	05/07/22	05/17/22 G0300 NJ ADVANCE MEDIA 1 ADVERTISEMENT	14.98	DEPT 77571 2-01- -043-228 ADVERTISEMENTS	Budget	Aprv	23	1
			14.98					
22-00443	05/09/22	05/17/22 H0177 LANCE HITZELBERGER 1 REIMBURSE-SHIPPING	47.87	2-01- -029-225 MISCELLANEOUS	Budget	Aprv	26	1
22-00443	05/11/22	2 LOCKS, BATTERIES, ETC	154.26	2-01- -029-225 MISCELLANEOUS	Budget	Aprv	27	1
			202.13					
22-00437	05/07/22	05/17/22 H0217 HOLT MCNALLY & ASSOCIATES INC 1 AUDIT	3,500.00	618 STOKES ROAD 2-01- -050-231 AUDIT EXPENSES	Budget	Aprv	17	1
22-00437	05/07/22	2 AUDIT	3,830.00	2-01- -060-299 AUDIT FEES	Budget	Aprv	18	1
			7,330.00					
22-00432	05/07/22	05/17/22 J0162 JAN PRO CLEANING SYSTEMS 1 MAY CLEANING	468.00	410 WHITE HORSE PIKE 2-01- -020-242 CLEANING SERVICES	Budget	Aprv	12	1
			468.00					
22-00448	05/09/22	05/17/22 M0018 MAJESTIC OIL COMPANY, INC. 1 5/5 UNLEADED	772.28	2104 FAIRFAX AVENUE 2-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	34	1
			772.28					
22-00428	05/07/22	05/17/22 M0436 MOTOROLA SOLUTIONS INC. 1 2022-23 VIDEO SERVICE	12,504.00	13104 COLLECTIONS CENTER DRIVE G-02- -162-101 SFY21 BODY WORN CAMERA GRANT	Budget	Aprv	8	1
			12,504.00					
22-00447	05/09/22	05/17/22 N0029 NJAWC 1 PUBLIC HYDRANTS	465.84	2-01- -037-228 PUBLIC FIRE HYDRANT	Budget	Aprv	33	1
			465.84					
22-00440	05/07/22	05/17/22 00290 OMNI RECYCLING LLC 1 RECYCLING APRIL	74.99	101 ROUTE 130 2-01- -038-226 RECYCLING TIPPING FEES	Budget	Aprv	24	1
			74.99					

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
22-00402	05/17/22 04/30/22	R0150 ACE PLUMBING, HEATING AND 1 SOLAR SALT	40.14	ELECTRICAL SUPPLIES, INC. 2-01- -020-243 REPAIRS & SUPPLIES FOR BLDG	Budget	Aprv	3	1
22-00402	05/04/22	2 BRASS BUSHINGS	3.25	2-01- -034-239 REPAIRS TO EQUIPMENT	Budget	Aprv	4	1
			<u>43.39</u>					
22-00441	05/17/22 05/09/22	S0162 SALSBURY INDUSTRIES 1 LOCK REPLACEMENT	49.46	18300 CENTRAL AVENUE 2-01- -029-225 MISCELLANEOUS	Budget	Aprv	25	1
			<u>49.46</u>					
22-00435	05/17/22 05/07/22	T0200 TAG'S AUTO SUPPLY, INC 1 BATTERIES	177.00	12 W. HIGH STREET 2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	15	1
22-00435	05/07/22	2 DIAMOND GRIP	37.90	2-01- -034-236 EQUIPMENT & SUPPLIES	Budget	Aprv	16	1
22-00446	05/09/22	1 BLADES, LAMPS, LIGHT ASSEMBLY, ET	256.01	2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	32	1
			<u>470.91</u>					
22-00429	05/17/22 05/07/22	W0082 WATERLINE GLASSBORO LLC 1 APRIL SERVICE	36.00	127 S. DELSEA DRIVE 2-01- -029-225 MISCELLANEOUS	Budget	Aprv	9	1
			<u>36.00</u>					
21000518	05/17/22 05/29/21	W0085 WATCH GUARD VIDEO 1 BODYWORN CAM/IN CAR VIDEO ETC	2,900.00	415 E. EXCHANGE PARKWAY G-02- -162-101 SFY21 BODY WORN CAMERA GRANT	Budget	Aprv	1	1
			<u>2,900.00</u>					
22-00449	05/17/22 05/09/22	W0380 WM CORPORATE SERVICES, INC. 1 DUMPSTERS-APRIL	1,362.66	PO BOX 13648 2-01- -038-222 SOLID WASTE CONTRACTUAL	Budget	Aprv	35	1
			<u>1,362.66</u>					
22-00434	05/17/22 05/07/22	X0300 XTEL COMMUNICATIONS, INC. 1 MONTHLY SERVICE	68.96	PO BOX 71402 2-01- -037-224 TELEPHONE	Budget	Aprv	14	1
			<u>68.96</u>					

Checks:	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
	24	35	38,511.81

There are NO errors or warnings in this listing.