

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

The Work Session 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 7:02PM.

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

Present were: Mrs. Cowan arrived at 7:11PM, Mr. Lucas Mrs. Nicholson, Mayor Sammons, Mr. Considine, CFO, Mrs. Pine, Township Clerk, and Mr. Bitgood, Engineer. Mr. Rambo was absent.

**Approval of minutes** of November 3, 2022 Regular Meeting

Motion by Mr. Lucas, seconded by Mrs. Nicholson to approve the minutes of the November 3, 2022 Regular Meeting, all were in favor motion carried.

- Best Practices 2022 Inventory Review was presented to Committee by CFO, Steve Considine. Mr. Considine explained this questionnaire is a requirement every year and determines the final amount of State Aid to the township. There will not be decrease in State Aid to Elk Township.
- 2023 Township Committee Meeting dates were discussed. Mayor Sammons proposed having 1 meeting per month in June, July and August and having it on the 3<sup>rd</sup> Tuesday of the month. Committee approved the change.
- The contractor ran into some poor subsoils in the rear parking lot. The area needs to be remediated. They will need to dig down about 1 foot, put in a geo-grid and top with crushed aggregate before paving. This is a proven method. The cost could be between \$30,000 and \$50,000.

After discussing, Committee felt this was an emergency repair is needed to complete the project properly. They are also concerned about the timing of the completion of the project.

Mr. Considine will have the appropriate paperwork for the emergency prepared so the project can move forward.

**GLOUCESTER COUNTY REPRESENTATIVE**, Dennis McNulty was present to assist with questions or concerns for the county. There were no questions for the county.

**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. Lucas 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 or comments or an issue they would like to bring to the township committee's attention to come forward at this time, state your name and address.

No one came forward.

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

**PAY BILLS:**

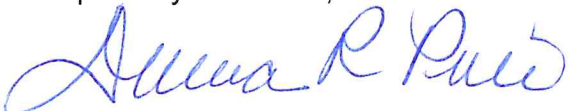
Motion by Mr. Lucas to Pay the Bills, seconded by Mrs. Nicholson, upon roll call motion was carried.

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

**ADJOURNMENT:**

Motion by Mr. Lucas to adjourn, seconded by Mrs. Nicholson, all were in favor, the meeting was adjourned at 7:33PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC  
Township Clerk

**BILL APPROVAL**  
**November 15, 2022**  
**Bank Wires, Manual and Interim Checks**

**GENERAL ACCOUNT:**

1) Township of Elk	22-01028	\$74,894.55
2) Ford Motor Credit Company	22-00068	\$11,908.35
3) Bank of New York	22-00929	\$204,875.00

**ELMER ESCROW:**

1) Bryson & Yates Consulting	22-01051	\$2,610.00
2) Bach Associates	22-01050	\$3,093.50

Batch Id: SC Batch Type: C Batch Date: 11/15/22 Checking Account: CURRENT G/L Credit: Budget G/L Credit  
Generate Direct Deposit: N

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
22-01036	11/09/22	1	11/8 ELECTION	300.00	801 CLEMS RUN 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	8	1
				<u>300.00</u>					
22-01033	11/09/22	1	11/8 ELECTION	300.00	444 UNION STREET 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	5	1
				<u>300.00</u>					
22-01030	11/09/22	1	11/8 ELECTION	333.33	104 DUTCH ROW ROAD 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	2	1
				<u>333.33</u>					
22-01037	11/09/22	1	11/8 ELECTION	300.00	197 JERRYS AVENUE 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	9	1
				<u>300.00</u>					
22-01035	11/09/22	1	11/8 ELECTION	300.00	239 UNION STREET 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	7	1
				<u>300.00</u>					
22-01038	11/09/22	1	11/8 ELECTION	300.00	1066 ELK ROAD 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	10	1
				<u>300.00</u>					
22-01040	11/09/22	1	11/8 ELECTION	300.00	374 LINCOLN MILL ROAD 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	12	1
				<u>300.00</u>					
22-01034	11/09/22	1	11/8 ELECTION	300.00	520 CHRISTIAN STREET 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	6	1
				<u>300.00</u>					
22-01031	11/09/22	1	11/8 ELECTION	333.33	217 EAST AVE 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	3	1
				<u>333.33</u>					
22-01029	11/09/22	1	ELECTION 11/8	333.33	431 UNION STREET 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	1	1
				<u>333.33</u>					

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
22-01041	11/09/22	1	11/8 ELECTION	300.00	741 CLEMS RUND 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	13	1
				<u>300.00</u>					
22-01032	11/09/22	1	11/8 ELECTION	300.00	52 SPRUCE STREET 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	4	1
				<u>300.00</u>					
22-01039	11/09/22	1	11/8 ELECTION	300.00	418 WHIG LANE 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	11	1
				<u>300.00</u>					
22-01042	11/09/22	1	11/8 ELECTION	300.00	517 SPRUCE STREET 2-01- -012-225 MISCELLANEOUS	Budget	Aprv	14	1
				<u>300.00</u>					

Checks:	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
	14	14	4,299.99

There are NO errors or warnings in this listing.



Batch Id: SC Batch Type: C Batch Date: 11/15/22 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
	11/15/22	A0124 ACTION UNIFORM CO.		1500 S. NEW ROAD				
22-00936	10/13/22	1 UNIFORM S. POL	1,074.00	2-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	4	1
22-00936	10/13/22	2 UNIFORM J. LEVANO	1,074.00	2-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	5	1
22-00989	10/29/22	1 LEVANO-BELT KEEPERS,GLOVES,	214.00	2-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	8	1
22-00989	10/29/22	2 LEVANO-SHIRTS,PATCH,ETC	84.00	2-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	9	1
22-00989	10/29/22	3 POL-SHIRT,PATCH ETC	84.00	2-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	10	1
22-00989	10/29/22	4 POL-CUFF CASE,BAG,POUCH,GLOVES	309.00	2-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	11	1
22-00989	10/29/22	5 MESSINA-BOOT UPGRADE	25.00	2-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	12	1
22-00989	10/29/22	6 GONNELLI-BADGE,NAME	25.00	2-01- -029-233 UNIFORM ALLOWANCE	Budget	Aprv	13	1
			2,889.00					
	11/15/22	A0260 ATLANTIC CITY ELECTRIC		5 COLLINS DRIVE				
22-01057	11/12/22	1 MONTHLY ELECTRIC/STREET LIGHTS	40.37	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	62	1
22-01057	11/12/22	2 MONTHLY ELECTRIC/STREET LIGHTS	16.56	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	63	1
22-01057	11/12/22	3 MONTHLY ELECTRIC/STREET LIGHTS	1,122.97	2-01- -037-223 ELECTRICITY	Budget	Aprv	64	1
22-01057	11/12/22	4 MONTHLY ELECTRIC/STREET LIGHTS	2,203.36	2-01- -037-223 ELECTRICITY	Budget	Aprv	65	1
22-01057	11/14/22	5 MONTHLY ELECTRIC/STREET LIGHTS	304.54	2-01- -037-223 ELECTRICITY	Budget	Aprv	66	1
22-01057	11/14/22	6 MONTHLY ELECTRIC/STREET LIGHTS	12.47	2-01- -037-223 ELECTRICITY	Budget	Aprv	67	1
22-01057	11/14/22	7 MONTHLY ELECTRIC/STREET LIGHTS	27.05	2-01- -037-223 ELECTRICITY	Budget	Aprv	68	1
22-01057	11/14/22	8 MONTHLY ELECTRIC/STREET LIGHTS	15.74	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	69	1
22-01057	11/14/22	9 MONTHLY ELECTRIC/STREET LIGHTS	40.55	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	70	1
22-01057	11/14/22	10 MONTHLY ELECTRIC/STREET LIGHTS	15.86	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	71	1
22-01057	11/14/22	11	258.26	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	72	1
22-01057	11/14/22	12 MONTHLY STREET LIGHTS/ELECTRIC	93.43	2-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	73	1
			4,151.16					
	11/15/22	B0200 VERIZON						
22-01058	11/14/22	1 MONTHLY	289.00	2-01- -037-224 TELEPHONE	Budget	Aprv	74	1

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			289.00					
22-01019	11/05/22	11/15/22 C0016 C&H DISPOSAL SERVICE INC 1 CLEAN UP DAY - METAL	271.00	47 GRIERS LANE G-01- -120-102 CLEAN COMM USE THIS ACCOUNT	Budget	Aprv	29	1
22-01043	11/09/22	1 DUMPSTER-CLEAN UP DAY	342.90	G-01- -120-102 CLEAN COMM USE THIS ACCOUNT	Budget	Aprv	41	1
22-01043	11/09/22	2 DUMPSTER-CLEAN UP DAY	483.15	G-01- -120-102 CLEAN COMM USE THIS ACCOUNT	Budget	Aprv	42	1
22-01043	11/09/22	3 DUMPSTER-CLEAN UP DAY	490.80	G-01- -120-102 CLEAN COMM USE THIS ACCOUNT	Budget	Aprv	43	1
			1,587.85					
22-00920	10/08/22	11/15/22 C0033 CAPITOL CLEANERS 1 SEPTEMBER	112.55	12 N. ACADEMY STREET 2-01- -029-234 UNIFORM CLEANING	Budget	Aprv	3	1
			112.55					
22-01003	11/01/22	11/15/22 C0036 CAMDEN COUNTY COLLEGE 1 SUDDEN DEATH INVEST CLASS	75.00	2-01- -029-226 EDUCATIONS & CONFERENCES	Budget	Aprv	14	1
			75.00					
22-01048	11/09/22	11/15/22 C0054 CATERINA SUPPLY, INC. 1 INLET FRAME,GATES, COVER, ETC	5,896.20	1271 GLASSBORO ROAD 2-01- -034-230 STORM DRAIN MAINTENANCE	Budget	Aprv	48	1
22-01048	11/11/22	2 RETURN FRAME	396.40	2-01- -034-230 STORM DRAIN MAINTENANCE	Budget	Aprv	49	1
			5,499.80					
22-01054	11/12/22	11/15/22 D0155 DELTA DENTAL PLAN OF NJ 1 DENTAL - 00914-06001	1,342.25	PO BOX 36483 2-01- -026-222 GROUP INSURANCE PLAN	Budget	Aprv	53	1
			1,342.25					
22-01017	11/05/22	11/15/22 D0365 VAULT SOLUTIONS LLC 1 STORAGE 11/01	649.44	PO BOX 176 2-01- -043-224 RECORDS STORAGE	Budget	Aprv	28	1
			649.44					
22-00937	10/13/22	11/15/22 G0159 GENERAL CHEMICAL & SUPPLY INC 1 TOILET PAPER	113.88	858 N. LENOLA ROAD 2-01- -020-243 REPAIRS & SUPPLIES FOR BLDG	Budget	Aprv	6	1
			113.88					
22-01016	11/05/22	11/15/22 L0320 LILLISTON FORD 1 INV 671329-COVER	149.38	833 N. DELSEA DRIVE 2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	23	1
22-01016	11/05/22	2 INV. 671331 REGULATOR, ETC	126.50	2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	24	1
22-01016	11/05/22	3 INV. 671079 BRAKE KIT, ROTOR	243.50	2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	25	1



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22-01016	11/05/22	4 INV. 232709C-DOOR LOCK/ALARM	684.30	2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	26	1
22-01016	11/05/22	5 CREDIT-CM661886	1,000.00	2-01- -061-228 POLICE VEHICLE MAJOR REPAIR	Budget	Aprv	27	1
			<u>203.68</u>					
	11/15/22	L0475 TOWNSHIP OF LOGAN		125 MAIN STREET				
22-01015	11/05/22	1 TRASH CONTRACTUAL OCTOBER 2022	17,916.67	2-01- -038-222 SOLID WASTE CONTRACTUAL	Budget	Aprv	21	1
22-01015	11/05/22	2 FUEL SURCHARGE	1,043.80	2-01- -038-222 SOLID WASTE CONTRACTUAL	Budget	Aprv	22	1
			<u>18,960.47</u>					
	11/15/22	M0018 MAJESTIC OIL COMPANY, INC.		2104 FAIRFAX AVENUE				
22-01012	11/05/22	1 10/28 - UNLEADED	503.06	2-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	18	1
22-01013	11/05/22	1 10/30 DIESEL	943.80	2-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	19	1
22-01044	11/09/22	1 11/3 UNLEADED	595.10	2-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	44	1
			<u>2,041.96</u>					
	11/15/22	M0436 MOTOROLA SOLUTIONS INC.		13104 COLLECTIONS CENTER DRIVE				
22-00525	06/08/22	1 2022 POLICE VEHICLE OUTFIT	1,980.00	2-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	1	1
22-00788	11/06/22	2 PORTABLE RADIOS/MICS	157.96	2-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	2	1
			<u>2,137.96</u>					
	11/15/22	M0475 MUNICIPAL RECORD SERVICES		106 WEST ATLANTIC AVENUE				
22-01014	11/05/22	1 TRAFFIC TICKETS	437.50	2-01- -050-224 PRINTING OF FORMS	Budget	Aprv	20	1
			<u>437.50</u>					
	11/15/22	N0029 NJAWC						
22-01053	11/12/22	1 HYDRANTS	530.10	2-01- -037-228 PUBLIC FIRE HYDRANT	Budget	Aprv	52	1
			<u>530.10</u>					
	11/15/22	O0290 OMNI RECYCLING LLC		101 ROUTE 130				
22-01025	11/05/22	1 RECYCLING - OCTOBER	3,278.95	2-01- -038-226 RECYCLING TIPPING FEES	Budget	Aprv	36	1
22-01025	11/05/22	2 RECYCLING - OCTOBER BAGS	450.00	2-01- -038-226 RECYCLING TIPPING FEES	Budget	Aprv	37	1
			<u>3,728.95</u>					
	11/15/22	P0340 PHOENIX ADVISORS, LLC		625 FARNSWORTH AVE				
22-01052	11/12/22	1 ANNAUL CONTINUING DISCLOSURE	1,150.00	2-01- -013-254 PAYING AGENT/CONTINUE DISCLOSURE	Budget	Aprv	51	1
			<u>1,150.00</u>					
	11/15/22	P0348 DEBORA PINE						



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22-01047	11/09/22	1 TRAVEL REIMBURSE	43.75	2-01- -043-253 MILEAGE & EXPENSE	Budget	Aprv	47	1
			<u>43.75</u>					
22-01049	11/11/22	1 ACCT 3365032, INV. 28719152	151.61	11/15/22 Q0401 QUILL CORPORATION 2-01- -043-223 OFFICE SUPPLIES	Budget	Aprv	50	1
			<u>151.61</u>					
22-01026	11/06/22	1 TAG'S AUTO SUPPLY, INC FILTERS, BRAKES, ETC	350.63	11/15/22 T0200 TAG'S AUTO SUPPLY, INC 2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	38	1
22-01026	11/06/22	2 TENDER 750	50.75	2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	39	1
22-01026	11/06/22	3 CREDIT	64.00	2-01- -061-226 POLICE VEHICLE MINOR REPAIR	Budget	Aprv	40	1
			<u>337.38</u>					
22-01021	11/05/22	1 TILDENTECH, LLC MANAGED SERVICES - MUNICIPAL	685.48	11/15/22 T0526 TILDENTECH, LLC 2-01- -011-333 GENERAL ADMIN - EQUIP. MAINT.	Budget	Aprv	31	1
			<u>685.48</u>					
22-01022	11/05/22	1 TILDENTECH, LLC MANAGED SERVICES - POLICE	641.50	11/15/22 T0526 TILDENTECH, LLC 2-01- -029-240 COMPUTER SOFTWARE & RELATED	Budget	Aprv	32	1
			<u>641.50</u>					
22-01023	11/05/22	1 TILDENTECH, LLC WIRED NETWORK-WATCHGUARD IN PD	453.00	11/15/22 T0526 TILDENTECH, LLC 2-01- -029-240 COMPUTER SOFTWARE & RELATED	Budget	Aprv	33	1
			<u>453.00</u>					
22-01056	11/12/22	1 U.S. POSTAL SERVICE METER 106000918743	300.00	11/15/22 U0100 U.S. POSTAL SERVICE 2-01- -011-227 CMRS-FP POSTAGE	Budget	Aprv	54	1
22-01056	11/12/22	2 METER 106000918743	500.00	2-01- -013-227 POSTAGE	Budget	Aprv	55	1
22-01056	11/12/22	3 METER 106000918743	1,000.00	2-01- -015-227 POSTAGE	Budget	Aprv	56	1
22-01056	11/12/22	4 METER 106000918743	300.00	2-01- -023-227 POSTAGE	Budget	Aprv	57	1
22-01056	11/12/22	5 METER 106000918743	300.00	2-01- -029-227 POSTAGE	Budget	Aprv	58	1
22-01056	11/12/22	6 METER 106000918743	1,000.00	2-01- -043-227 POSTAGE	Budget	Aprv	59	1
22-01056	11/12/22	7 METER 106000918743	1,300.00	2-01- -050-227 POSTAGE	Budget	Aprv	60	1
22-01056	11/12/22	8 METER 106000918743	300.00	2-01- -046-227 POSTAGE	Budget	Aprv	61	1
			<u>5,000.00</u>					

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22-01010	11/05/22	11/15/22 W0080 WARREN'S HARDWARE 1 PERCUSSION BIT	11.69	110 BRIDGETON PIKE 2-01- -034-236 EQUIPMENT & SUPPLIES	Budget	Aprv	15	1
22-01010	11/05/22	2 PADLOCK	15.74	2-01- -029-225 MISCELLANEOUS	Budget	Aprv	16	1
22-01010	11/05/22	3 KEYS	3.22	2-01- -029-225 MISCELLANEOUS	Budget	Aprv	17	1
			<u>30.65</u>					
22-01020	11/05/22	11/15/22 W0082 WATERLINE GLASSBORO LLC 1 OCTOBER SERVICE	30.00	127 S. DELSEA DRIVE 2-01- -029-225 MISCELLANEOUS	Budget	Aprv	30	1
			<u>30.00</u>					
22-00964	10/18/22	11/15/22 W0223 WINGATE'S TREE SERVICE 1 4 TREES 28TH AND CARL AVES	1,400.00	PO BOX 28 2-01- -020-243 REPAIRS & SUPPLIES FOR BLDG	Budget	Aprv	7	1
			<u>1,400.00</u>					
22-01024	11/05/22	11/15/22 W0300 WHEELABRATOR GLOUCESTER CO. 1 TIPPING OCTOBER 2022	6,974.63	PNC BANK 2-01- -038-221 TRASH TIPPING FEES	Budget	Aprv	34	1
22-01024	11/05/22	2 TIPPING OCT 2022 REYCLE TAX	271.14	2-01- -038-225 TIPPING-RECYCLING TAX	Budget	Aprv	35	1
			<u>7,245.77</u>					
22-01046	11/09/22	11/15/22 W0380 WM CORPORATE SERVICES, INC. 1 CONTRACTUAL	1,430.77	PO BOX 13648 2-01- -038-222 SOLID WASTE CONTRACTUAL	Budget	Aprv	46	1
			<u>1,430.77</u>					
22-01045	11/09/22	11/15/22 X0300 XTEL COMMUNICATIONS, INC. 1 MONTHLY SERVICE	70.01	PO BOX 71402 2-01- -037-224 TELEPHONE	Budget	Aprv	45	1
			<u>70.01</u>					

Checks:	Count	Line Items	Amount
	31	74	63,420.47

There are NO errors or warnings in this listing.