

ELK TOWNSHIP COMMITTEE
Work Session Minutes
December 16, 2014

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 Spring at 7:31PM.

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

Present were: Mr. Barbaro Mr. Marchei, Mr. Poisker, Ms. Yenner, Mayor Spring, Mrs. Pine, Township Clerk, Mr. Alice, Solicitor and Mr. Bitgood, Engineer. Mr. Considine was absent

Approval of Minutes – December 4, 2014 Regular Meeting

Motion by Mr. Barbaro to approve the minutes of December 4, 2014 Regular Meeting seconded by Mr. Marchei, all were in favor motion carried.

PUBLIC PORTION on Resolutions only:

Motion by Mr. Barbaro to open the meeting to the public, seconded by Ms. Yenner, all were in favor, motion carried.

Mayor Spring asked if anyone had any question concerning the resolution on tonight's agenda to come forward at this time.

No one came forward.

Motion by Mr. Marchei to close the public portion, seconded by Mr. Barbaro, all were in favor, motion carried.

ORDINANCE:

O – 6 – 2014 – Amending and Supplementing the Code of the Township of Elk to Establish a Chapter Entitled "Vacant and Abandoned Residential Properties" and Establishing Standards for the Registration, Care, Maintenance, Security and Upkeep of Such Properties

Public Hearing

Motion by Ms. Yenner, seconded by Mr. Barbaro to open to the public concerning Ordinance O-6-2014 all were in favor, motion carried.

Mayor Spring invited the public to come forward if they have any questions concerning the Bond Ordinance.

No one came forward.

Motion by Mr. Barbaro, seconded by Mr. Marchei to close the public portion, all were in favor, motion carried.

Motion by Mr. Poisker, seconded by Ms. Yenner to adopt Ordinance O-6-2014, upon roll call motion carried.

Roll Call:	Mr. Barbaro	Yes
	Mr. Marchei	Yes
	Mr. Poisker	Yes
	Ms. Yenner	Yes
	Mayor Spring	Yes

RESOLUTION:

R-104-2014 – Resolution to Refund Money to Paula Bowe for a Duplicate Payment; Block 21 Lot 1.10
Motion by Mr. Marchei, seconded by Ms. Yenner to adopt and approve said Resolutions, upon roll call motion carried.

Roll Call:	Mr. Barbaro	Yes
	Mr. Marchei	Yes
	Mr. Poisker	Yes
	Ms. Yenner	Yes
	Mayor Spring	Yes

GLOUCESTER COUNTY REPRESENTATIVE - No one was present from the county.

PUBLIC PORTION:

Motion by Mr. Barbaro to open the meeting to the public, seconded by Mr. Marchei, all were in favor, motion carried.

Mayor Spring asked if anyone had any questions, comments or concerns to come forward, state your name and address and question or concern.

No one came forward.

Motion by Mr. Barbaro to close the public portion, seconded by Ms. Yenner, all were in favor, motion carried.

PAY BILLS:

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

Roll Call:	Mr. Barbaro	Yes
	Mr. Marchei	Yes
	Mr. Poisker	Yes
	Ms. Yenner	Yes
	Mayor Spring	Yes

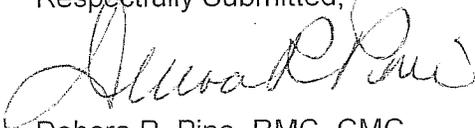
Mayor Spring took this time to thank Mr. Barbaro for all his years of service on committee and as Mayor. Ms. Yenner thanked Mayor Spring for his service on committee and as Mayor.

Mr. Marchei also thanked Mr. Barbaro and Mayor Spring and welcomed Mr. Rambo and Mrs. Sammons to the committee and he looks forward to working with them next year.

Mr. Poisker commented that everyone that runs for township committee hopes to do a good job and hopefully they feel when they leave the seat that they leave the town in a better position than when they came in and he feels that both Mr. Barbaro and Mr. Spring have done a great job.

Motion by Ms. Yenner to adjourn, seconded by Mr. Marchei, all were in favor, the meeting was adjourned at 7:37PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC
Township Clerk

ORDINANCE O – 6 – 2014
AN ORDINANCE OF THE TOWNSHIP OF ELK
AMENDING AND SUPPLEMENTING THE CODE OF THE TOWNSHIP
OF ELK TO ESTABLISH A CHAPTER ENTITLED
“VACANT AND ABANDONED RESIDENTIAL PROPERTIES” AND
ESTABLISHING STANDARDS FOR THE REGISTRATION, CARE, MAINTENANCE,
SECURITY AND UPKEEP OF SUCH PROPERTIES

WHEREAS, the Township of Elk is burdened with residential structures that are vacant and, in many cases, abandoned which often results in lack of maintenance and progressive deterioration, and has the further effect of creating conditions of blight; and

WHEREAS, the Township has determined that such structures may cause severe harm to the public health, safety and welfare, a diminution of property values, loss of property tax revenues, encouragement of criminal activities, and may otherwise present danger to the public health, safety and welfare; and

WHEREAS, the establishment of the aforesaid conditions of such properties often compels the Township to incur substantial costs associated with the condition of such properties including costs for the enforcement of laws and ordinances, requiring property owners or others responsible therefor to maintain such properties consistent with and in compliance of such laws and ordinances; and

WHEREAS, the Township Committee further finds that the tools available to enforce the applicable Code standards are inadequate under certain circumstances; and

WHEREAS, the Township Committee desires to put in place a mechanism to compel repairs and/or demolition and further possess legal authority to take affirmative Municipal action to make such properties safe; and

WHEREAS, this Ordinance is intended to establish standards and procedures to enforce the obligation of property owners and others to maintain such properties in a manner which does not impair the public health, safety and welfare;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Elk, Gloucester County, and State of New Jersey, that the Code of the Township of Elk is hereby amended and supplemented to establish a Chapter thereof entitled “Vacant And Abandoned Residential Property” as herein below provided:

Section I. Purpose.

- A. The purpose of this Ordinance is to establish a program for identifying and registering vacant, abandoned, and foreclosed properties; to establish the responsibilities of owners of vacant, abandoned and foreclosed properties; and to ensure that vacant, abandoned and foreclosed properties are maintained in compliance with applicable Township, County, State and Federal codes.

- B. The Township Committee finds, determines and declares that buildings and property which remain vacant and unoccupied for any appreciable period of time become a harborage for rodents, an invitation for illegal occupancy, illegal activities and a fire hazard. Unkempt grounds surrounding the property invite dumping and rubbish thereon, and such buildings become dilapidated, contributing to commercial and residential blight, depressing market values of surrounding property, and requiring additional government services. Unsupervised vacant, abandoned and foreclosed properties have a negative impact on surrounding properties and neighborhoods. Owners of such structures and properties should be held accountable for the physical condition of the property.
- C. This Ordinance establishes responsibilities of owners of the vacant, abandoned and foreclosed properties and structures and provides for administration and enforcement of standards related to such properties and structures. This Ordinance incorporates the most recent copy of the International Property Maintenance Code and all applicable Federal, State and Local building and fire codes. This Ordinance shall apply to all vacant, abandoned and foreclosed property and structures within the Township of Elk.
- D. It is in the public interest for the Township of Elk to impose a fee in conjunction with registration of vacant, abandoned and foreclosed properties in light of the disproportionate costs imposed on the Township by the presence of these properties.

Section II. Definitions.

For the purposes of this ordinance and unless otherwise expressly state, the following words and phrases are defined as follows:

Abandoned Vacant Property: vacant property as defined in this Ordinance that has been vacant for thirty (30) days or more and meets any one (1) of the following criteria:

- a. Provides a location for loitering, vagrancy, unauthorized entry or other criminal activity;
- b. Has one or more broken window, or two or more windows boarded up, for more than 30 days;
- c. Has utilities disconnected or not in use;
- d. Is not maintained in accordance with applicable codes, including without limitation, New Jersey Residential and Building Codes, International Property Maintenance Code and Fire Prevention Code.
- e. Has taxes in arrears for a period of time exceeding 365 days; or
- f. Is only partially completed, is not fit for human occupancy and has no active building permits on the property that will result in restoration of the premises to a safe and habitable condition.

Borrower: a borrower under a mortgage, who grants a lien or interest in property as security for the payment of a debt.

Building: a structure with a roof supported by columns or walls to serve as shelter or enclosure.

Evidence of Vacancy: any condition that on its own or combined with other conditions present would lead a reasonable person to believe the property is vacant. Such conditions include but are not limited to, overgrown and/or dead vegetation; accumulation of newspapers, circulars, flyers and or mail; past due utility notices and/or disconnected utilities; accumulation of trash, junk and or debris; broken or boarded up window; abandoned vehicles, auto parts or materials; the absence of window coverings, such as curtains, blinds and or shutters; the absence of furnishing and or personal items consistent with habitation or occupation; and statements by neighbors, passersby, delivery agents or governmental employees that the property is vacant.

Foreclosure: the process by which a mortgage is enforced against a parcel of real property.

Lender: a person, firm or corporation holding a mortgage on a property.

Mortgage: a recorded lien or interest in real property to secure payment of a loan.

Owner: an individual, partnership, association, corporation, company, title holder, fiduciary, foreclosing entity that has filed a notice with the Municipal Clerk pursuant to the provisions of N.J.S.A. 46:10B-51 (P.L.2008, c.127, Sec. 17 as amended by P.L.2009, c.296) or any other legal entity having a legal or equitable title or any interest in respect to the property.

Possessory Lender: a person, firm or corporation or other legal entity that has foreclosed a mortgage on a property may not have legal or equitable title.

Safety and Maintenance Inspection: a visual inspection to check compliance with requirements as set forth in the International Property Maintenance Code, for sanitary maintenance, life safety and other hazards and code violations. Such inspections will be done in accordance with a check list maintained by the Township Construction Official.

Structure: anything constructed or erected, the use of which requires location on or attachment to the ground and includes buildings.

Vacant Property: an unimproved lot or parcel of real property that is not currently used or occupied and an improved lot or parcel of real property with at least one building or structure that is not currently used or occupied.

Section III. Registration of vacant and abandoned vacant property.

(a) An owner of a vacant property in the Township of Elk shall be responsible for registering that property with the Construction Office/Code Enforcement Official by complying with the affidavit, registration, and inspection fee requirements in the Ordinance. In the event the owner shall fail or

refuse to register the property, the lender or possessory lender shall be responsible for compliance with this provision.

(b) Abandoned, vacant or foreclosed property shall be registered within 30 calendar days of the vacancy or 30 calendar days after assuming ownership of the vacant property, whichever is later. Failure to receive notice by the Township shall not constitute grounds for failing to register the property.

Section IV. Registration Affidavit.

Effective January 1, 2015, the owners, lenders and/or possessory lenders who are required to register property pursuant to this Ordinance shall do so by submitting a copy of a driver's license (individual owners only) and an affidavit containing the information specified in this section. The affidavit may be provided by an agent provided the agent's written authorization from the owner, lender, or possessory lender is submitted with the affidavit. The affidavit shall include the following:

(a) Each property having a separate block and lot number as designated in official records of the Township shall be registered separately.

(b) The name of the owner of the property.

(c) A mailing address where mail may be sent that will be acknowledged as received by the owner. Owner shall be responsible to provide updated addresses as necessary. If certified mail/return receipt request is sent to the address and the mail is returned marked "refused" or "unclaimed" or if ordinary mail is sent to the address is returned for whatever reason, then such occurrence shall be *prima facie* proof that the owner has failed to comply with this requirement.

(d) The name of an individual or property manager or legal entity responsible for the care and control of the property. Such individual may be the owner or may be someone other than the owner with whom the owner has contracted.

(e) A current address, telephone number, facsimile number and email address where communications may be sent that will be acknowledged as received by the individual responsible for the care and control of the property. If certified mail return receipt requested is sent to the address and the mail is returned marked "refused" or "unclaimed", or if ordinary mail sent to the address is returned for whatever reason, then such occurrence shall be *prime facie* proof that the owner has failed to comply with this requirement.

(f) The name of the lender, mortgage company, possessory lender, or lien holder, mailing address, contact person and phone number.

Section V. Registration and inspection fees.

All fees applicable to this Ordinance shall be set and revised as necessary by Resolution of the Township Committee. The initial Registration fee is hereby set at \$500.00. The fee for the first renewal is \$1,500, and the fee for the second renewal is \$3,000. The fee for any subsequent renewal beyond the second renewal is \$5,000. All fees shall be payable on an annual basis based on a calendar year.

Vacant Property Registration Fee Schedule

Initial registration	\$500
First renewal	\$1,500
Second renewal	\$3,000

Subsequent renewal	\$5,000
Inspection fee (1 st and 2 nd inspection)	\$50
Each Additional inspection	\$30

Registration fees shall be paid at the time of submitting the registration affidavit. There shall also be a fee for the filing of any additional or new owner's affidavit, with such fee being set by Resolution of the Township Committee. For properties that are not registered within the required time frame, an additional fee for the added cost of the Township's expenses in having to determine ownership, which may include, but are not limited to ,title searches and professional fees, shall be assessed and immediately payable. The payment of all fees under this Ordinance is secured by a lien against the property, which may be placed on the tax roll for collection in the same manner and subject to the same interest and penalties applicable to delinquent special assessments and municipal liens.

Section VI. Requirement to keep Information current.

If at any time the information contained in the affidavit is no longer valid, the property owner, lender or possessory lender has ten (10) days to file a new affidavit containing current information. There shall be no fee to update a registered owner's current information.

Section VII. Safety and Maintenance inspections.

(a) If vacant, abandoned or foreclosed property includes vacant or unoccupied buildings, the owner of that property is responsible for immediately obtaining and paying for the Township's "Safety and Maintenance Inspection" (as defined herein) of the building and property, obtaining necessary permits, making required repairs and obtaining inspections from the Township annually thereafter until the building is lawfully occupied to ensure the buildings are safe, secured and well maintained. The owner shall demonstrate that all water, sewer, electrical, gas, HVAC and plumbing systems, exterior finishes and walls, concrete surfaces, accessory buildings and structures, swimming pools and spas, roofing, structural systems, foundation and drainage systems, gutters, doors, windows, driveways and sidewalks are sound, operational or properly disconnected.

(b) If, at the time of the Safety and Maintenance Inspection, the inspector deems that the electrical, plumbing or mechanical systems pose health or safety hazards and require additional inspection by the registered code official in that discipline, the owner shall be responsible to obtain and pay for that requested inspection.

(c) If an owner fails or refuses to complete the inspections required by subsection (a) of this Section, the possessory lender shall be obligated to complete the inspection upon foreclosure of the property. Additionally, any lender who holds a mortgage on the property located within Elk Township shall obtain and pay for the inspection pursuant to subsection (a) of this Section to the extent permitted by law or under the mortgage, of the property that is the security for the mortgage, upon default by the borrower, within five (5) days after either the filing of a complaint for foreclosure(if foreclosure is by judicial action) or publishing a notice of foreclosure (if foreclosure is by advertisement.)

Section VIII. Maintenance and Security Requirements.

All owners, possessory lenders, and lenders (to the extent permitted by law or the terms of a mortgage), are responsible for compliance with the requirements of this Section which apply to all vacant properties from the time of vacancy, including the time between vacancy and when registration is required.

(a) Property shall be kept free from weeds, overgrown grass, dry brush and dead vegetation in accordance with Township Ordinances, as well trash, junk, debris, building materials, and accumulation of newspaper, circulars, flyers, notices (except those required by federal, state or local law), and discarded items. This subsection shall be broadly construed to include all items that lend to the appearance that the property is abandoned.

(b) Property shall be maintained free from graffiti, tagging or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the surface.

(c) All front, side and rear yards shall be properly maintained, including landscaping. Maintenance includes, but is not limited to, regular watering, irrigation, cutting, pruning and mowing of required grasses and landscaping and removal of trimmings.

(d) Pools, spas and other water features shall be kept drained and kept dry and free from debris. Properties with pools and/or spas must comply with the minimum security fencing and barrier requirements of applicable construction, building and property maintenance codes and ordinances.

(e) Property shall be maintained in a secure manner so as not to be accessible to unauthorized persons. Secure manner includes, but is not limited to, the closure and locking of windows, doors, gates, and any other openings of such size that may allow a child to access the interior of the property and/or structures. Broken windows must be repaired or replaced within thirty (30) days.

(f) Owners shall inspect or cause the inspection of vacant property on a regular basis to verify compliance with this Section and other applicable laws. If the property is owned by a person other than an individual and/or the lender or possessory lender is located more than thirty (30) miles away, a local property management company shall be contracted to perform weekly inspections to verify that the requirements of this Section and any other applicable laws are being met. The owner must provide notice to the Township of Elk Construction Office/Code Enforcement Official, Elk Township Police Department and Elk Township Fire Department indicating the name, address and telephone number of the owner, the owner's authorized agent for the purpose of service of process, and the person responsible for day-to-day supervision and management of the building, if such person is different from the owner holding title or authorized agent.

Section IX. Fire damage property.

If a building is fire damaged, the owner or possessory lender has ninety (90) days from the date of the fire to apply for a permit to start construction or demolition. An additional ninety (90) day extension may be granted in the sole discretion of the Township official provided the owner or possessory lender can demonstrate substantial progress towards completing repairs. Failure to do so will result in the property being deemed vacant and/or abandoned and subject to the requirements of this Ordinance.

Section X. Right of entry.

If the owner, lender or possessory lender has failed to secure the property, and it has been secured by the Township, the Township or its contracted agent, may re-enter the structure to conduct necessary inspections to assure compliance with the requirements of this code and to determine if there are emergency or hazardous health and safety conditions in existence.

Section XI. Re-occupancy and/or sale of the property.

A vacant, abandoned, or foreclosed property shall not be occupied and/or sold until all violations have been corrected in accordance with the violation or correction notices issued and a certificate of occupancy has been issued by the Township Construction Office. All mechanical, electrical, plumbing and structural systems shall be certified by a licensed contractor as being in good repair, the provisions of the International Property Maintenance Code, or its successor, complied with and all blight removed. In addition, a certificate of occupancy shall not be issued until all outstanding costs, assessments, and liens owed to the Township have been paid in full.

Section XII. Violations and penalties.

(a) Any person or entity that violates any provision of this Ordinance or the rules and regulations issued hereunder shall be fined not less than \$100.00 and not more than \$2,000.00 for each offense. Every day that a violation continues shall constitute a separate and distinct offense. Fines assessed under this chapter shall be recoverable from the owner and shall also be a lien on the property.

(b) For the purpose of this section, failure to file a registration affidavit within 30 calendar days after a building becomes vacant property or within 30 calendar days after assuming ownership of a vacant property, whichever is later, or within 10 calendar days of receipt of notice by the Township, and failure to provide correct information on the registration affidavit, or failure to comply with the provisions of this Ordinance, or such provisions contained herein shall be deemed to be violations of this Ordinance.

Section XIII. Repealer. All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency only.

Section XIV. Severability. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to that end the provisions of this Ordinance are hereby declared to be severable.

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

TOWNSHIP OF ELK

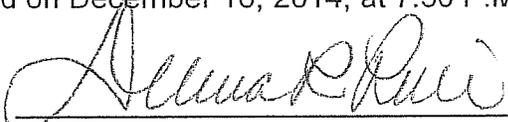
BY: Patrick M. Spring
Patrick M. Spring, MAYOR

ATTEST:

Debora R. Pine
DEBORA R. PINE, Township Clerk

NOTICE

The foregoing Ordinance was introduced at a Regular Meeting of the Mayor and Township Committee of the Township of Elk conducted on December 4, 2014, and will be considered for final hearing and adoption at a meeting to be held on December 16, 2014, at 7:30 P.M. at which time any objections hereto may be heard.



DEBORA R. PINE, TOWNSHIP CLERK



TOWNSHIP OF ELK

680 Whig Lane – Monroeville, New Jersey 08343
856-881-6525 Fax 856-881-5750

REGISTRATION AFFIDAVIT OF VACANT & ABANDONED PROPERTY

Please complete the information requested below and return this form with appropriate payment to the Construction Office, or mail to the Construction Office at the address listed above.

Owner of Record: _____

Registered Residence Address: _____

Block _____ Lot _____ Property Address: _____

Current and Valid mailing address for receipt of Legal Notice:

Status (Please check appropriate line.)	Abandoned _____	Vacant _____	Secure _____	Open & Accessible _____
Utilities:	Electric: ON _____ OFF _____	Gas: ON _____ OFF _____	Water: ON _____ OFF _____	

LOCAL PROPERTY MANAGER INFORMATION

_____	_____
Name of Manager	Email Address
_____	_____
Property Management Company	24 Hour Phone Number (Direct Line)

Mailing Address: (No P.O. Boxes)	

LENDER INFORMATION

_____	_____	
Lender/Mortgage Company/Possessory Lender	Contact Person for Lender/Mortgage Company/Possessory Lender	

Mailing Address		
_____	_____	_____
E-Mail Address	Phone Number	Fax Number

ADDITIONAL INFORMATION

Initial Fee: \$500	1 st Renewal: \$1,500	2 nd Renewal: \$3,000	Subsequent Renewal: \$5,000
Please Check One: _____ New Registration _____ 1 st Renewal _____ 2 nd Renewal _____ Subsequent Renewal			
All registration fees shall accompany this Registration Affidavit form. The annual renewal shall be completed before January 1 st of each year.			
_____	_____	_____	
Print Name	Signature	Date	

Address (No P.O. Boxes)			

**ELK TOWNSHIP
VACANT, ABANDONED OR FORECLOSED PROPERTY
INSPECTION CHECK LIST
BASED ON THE CURRENT ICC INTERNATIONAL PROPERTY MAINTENANCE CODE**

Property Address: _____ Block: _____ Lot: _____

Responsible Party: _____ Contact Person: _____

Address: _____

Phone #: _____ Fax#: _____

E-Mail: _____

(Office use only)

Inspection Date: _____ Inspector: _____

Inspection Fee Paid: _____ Ck #: _____ Date Paid: _____

302 EXTERIOR PROPERTY AREAS

- ___ **302.1 Sanitation-** All exterior property and premises shall be maintained in a clean safe and sanitary condition.
- ___ **302.3 Sidewalks & Driveways-** All sidewalks, walkways, driveways parking spaces and similar areas shall be kept in proper state of repair and maintained free from hazardous conditions.
- ___ **302.4 Weeds-** All premises and exterior property shall be maintained from weeds or plant growth in excess of (8) inches.
- ___ **302.5 Rodent Harborage-** All structures and exterior property areas shall be kept free of rodent harborage and infestation.
- ___ **302.7 Accessory Structures-** All accessory structures, including detached garages, fences, and walls shall be maintained structurally sound and in good repair.
- ___ **302.8 Motor Vehicles-** No inoperative or unlicensed motor vehicles shall be parked kept stored on any premises.

303 SWIMMING POOLS, SPAS AND HOT TUBS

- ___ **303.1 Swimming Pools-** Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.
- ___ **303.2 Enclosures-** Private swimming pools, spas and hot tubs containing more than 24 inches (610mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219mm) in height above the finished ground level measured on the side of the barrier away from the pool gates and doors in such barriers shall be self closing and self latching. (Exception, spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.

304 EXTERIOR STRUCTURES

- ___ **304.1 General-** The exterior of the structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.
- ___ **304.2 Protective Treatment-** All exterior surfaces, including but not limited to doors, door and window frames, cornices, porches, trim, balconies, decks, and fences, shall be maintained in good condition.
- ___ **[F] 304.3 Premises Identification-** Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.
- ___ **304.4 Structural Members-** All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.
- ___ **304.5 Foundation Walls-** All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such conditions as to prevent the entry of rodents and other pests.
- ___ **304.6 Exterior Walls-** All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.
- ___ **304.7 Roofs and Drainage-** The roof and flashing shall be sound, tight and not have defects that admit rain.
- ___ **304.8 Decorative Features-** All cornices, belt courses, corbels, terra cotta trim, wall facing and similar decorative features shall be maintained in good repair.
- ___ **304.9 Overhang Extensions-** All overhang extensions including but not limited to canopies, marquees, signs, metal awning, fire escapes standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition.
- ___ **304.10 Stairways, Decks, Porches and Balconies-** Every existing stairways, decks, porch, and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed load.
- ___ **304.11 Chimneys and Towers-** All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound and in good repair.
- ___ **304.12 Handrails and Guards-** Every handrail and guard shall be firmly fastened and capable of supporting normal imposed loads and shall be maintained in good condition.
- ___ **304.13 Windows, Skylight and Door frames-** Every window, skylight and door frame shall be kept in sound condition, good repair and weather tight.
- ___ **304.15 Doors-** All exterior doors, door assemblies and hardware shall be maintained in good condition.

306 COMPONENT SERVICEABILITY

- ___ **306.1.1-** Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code as required for existing buildings.
 - ___ **1. Soils-** (structure collapse, inadequate capacity, water table, etc.)
 - ___ **2. Concrete-** (deterioration, fractures, fissures, spalling, dislodging, exposed reinforcement)
 - ___ **3. Aluminum-** (deterioration, corrosion, fatigue, detachment)
 - ___ **4. Masonry-** (deterioration, fractures, fissures, spalling, dislodging, exposed reinforcement)
 - ___ **5. Steel-** (deterioration, deformation, metal fatigue, detachment, dislodging)
 - ___ **6. Wood-** (deterioration, insect and rodent damage, fire damage, shear cracks, significant splits or checks, inadequate support, excessive cutting or notching)

309 PEST ELIMINATION

- ___ **309.1 Infestation-** All structures shall be kept free from insects and rodent infestation.

R-104-2014
**RESOLUTION TO REFUND MONEY TO PAULA BOWE
FOR A DUPLICATE PAYMENT; BLOCK 21 LOT1.10**

WHEREAS, a check was received from CORELOGIC for Paula Bowe on November 6, 2014 for her November tax quarter in the amount of \$3,301.32; and

WHEREAS, on November 7, 2014, a check from CORETITLE was received for the same amount, this created an overpayment; and

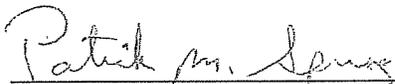
WHEREAS, CORETITLE has sent a letter requesting the refund be made to the homeowner, Paula Bowe; and

WHEREAS, the intent of this Resolution to authorize the tax collector and CFO to refund the duplicate payment to Paula Bowe, 124 Millstone Way, Monroeville, NJ 08343.

NOW, THEREFORE, BE IT RESOLVED, that the CFO is hereby authorized to refund Three thousand three hundred one dollar and thirty two cents, \$3,301.32 to Paula Bowe, 124 Millstone Way, Monroeville, NJ 08343.

AOPTED, at the meeting of the Township Committee for the Township of Elk held on **December 16, 2014**.

TOWNSHIP OF ELK


Patrick M. Spring, Mayor

Attest:


Debora R. Pine, Township Clerk

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

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 December 16, 2014 in the Elk Township Municipal Building, 680 Whig Lane, Monroeville, New Jersey.

DEBORA R. PINE, Township Clerk

BILL APPROVAL
December 16, 2014
Bank Wires, Manual and Interim Checks

GENERAL ACCOUNT:

1) Passaic Valley Water Commission	14-00984	\$1,047,967.81
2) Bank of New York		\$36,894.00

DOG ACCOUNT:

1) MGL Forms	14-00512	\$446.00
2) NJ Department of Health	14-00976	\$4.20
3) NJ Department of Health	14-00961	\$4.20
4) Elk Township		\$10.63

RECREATION OPERATING:

1) Elk Township		\$35.23
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GENERAL CAPITAL:

1) Elk Township		\$805.12
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PUBLIC DEFENDER TRUST:

1) Elk Township		\$16.38
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ELMER ESCROW:

1) Federici & Akin	14-00981	\$1,877.00
2) Elk Township		\$247.26

COMPENSATED ABSENCE FUND

1) Elk Township		\$34.68
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CONSTRUCTION ACCOUNT

1) Elk Township		\$54,871.62
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PAYROLL NET ACCOUNT

1) Elk Township		\$42.74
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PAYROLL DEDUCTIONS ACCOUNT

1) Elk Township		\$119.81
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Batch Id: SC Batch Type: C Batch Date: 12/16/14 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
14-00968	12/08/14	12/16/14 A0169 ANYZEK FUELS 1 HVAC REPAIR	224.00	PO BOX 364 4-01- -020-243 REPAIRS & SUPPLIES FOR BLDG	Budget	Aprv	27	1
			<u>224.00</u>					
14-00963	12/04/14	12/16/14 A0260 ATLANTIC CITY ELECTRIC 1 STREET LIGHTS	13.26	5 COLLINS DRIVE 4-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	13	1
14-00963	12/11/14	2 STREET LIGHTS	7.69	4-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	14	1
14-00963	12/11/14	3 STREET LIGHTS	42.54	4-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	15	1
14-00963	12/11/14	4 ELECTRIC	15.52	4-01- -037-223 ELECTRICITY	Budget	Aprv	16	1
14-00963	12/14/14	5 STREET LIGHTS	12.82	4-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	17	1
14-00963	12/14/14	6 STREET LIGHTS	47.35	4-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	18	1
14-00963	12/14/14	7 STREET LIGHTS	8.70	4-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	19	1
14-00963	12/14/14	8 ELECTRIC	178.61	4-01- -037-223 ELECTRICITY	Budget	Aprv	20	1
14-00963	12/14/14	9 ELECTRIC	7.87	4-01- -037-223 ELECTRICITY	Budget	Aprv	21	1
14-00963	12/15/14	10 STREET LIGHTS	13.03	4-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	22	1
			<u>347.39</u>					
14-00960	12/04/14	12/16/14 A0350 AURA FIRE COMPANY 1 2014 PEOSHA	5,000.00	909 AURA ROAD 4-01- -052-222 OSHA FIRE CONTRIBUTIONS	Budget	Aprv	11	1
			<u>5,000.00</u>					
14-00840	11/01/14	12/16/14 B0200 VERIZON 1 856-881-0342 MONTHLY SERVICE	33.10	P.O. BOX 4833 4-01- -037-224 TELEPHONE	Budget	Aprv	2	1
14-00905	11/16/14	1 856-881-0342	38.10	4-01- -037-224 TELEPHONE	Budget	Aprv	4	1
			<u>71.20</u>					
14-00898	11/10/14	12/16/14 B0202 VERIZON WIRELESS 1 MONTHLY - 222861020-00001	173.60	PO BOX 25505 4-01- -037-224 TELEPHONE	Budget	Aprv	3	1
14-00970	12/08/14	1 222861020-0001 MONTHLY SERVICE	173.58	4-01- -037-224 TELEPHONE	Budget	Aprv	29	1
			<u>347.18</u>					
14-00977	12/14/14	12/16/14 E0045 ELK TOWNSHIP BASKETBALL LEAGUE 1 CLEANUP	500.00	C/O TOM HOLLYWOOD G-01- -120-101	Budget	Aprv	32	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
			500.00	CLEAN COMMUNITIES				
14-00966	12/07/14	12/16/14 E0256 ELK TOWNSHIP SCHOOL DISTRICT 1 CLEANING NOVEMBER	343.29	900 CLEMS RUN 4-01- -020-242 CLEANING SERVICES	Budget	Aprv	25	1
			343.29					
14-00967	12/07/14	12/16/14 F0912 FOX AND ROACH, LP 1 REFUND CO FEE-PAID TWICE	50.00	431 W. LANCASTER AVENUE 4-01- -900-001 GRANT INTERFUND	Budget	Aprv	26	1
			50.00					
14-00978	12/14/14	12/16/14 G0300 GLOUCESTER COUNTY TIMES 1 PLAN BOARD MEET DATES	32.53	309 S. BROAD STREET 4-01- -023-228 ADVERTISEMENTS	Budget	Aprv	33	1
14-00978	12/14/14	2 RESOLUTION	26.69	4-01- -043-228 ADVERTISEMENTS	Budget	Aprv	34	1
14-00978	12/14/14	3 BOND ORDINANCE 5-2014	105.91	4-01- -043-228 ADVERTISEMENTS	Budget	Aprv	35	1
			165.13					
14-00964	12/07/14	12/16/14 M0018 MAJESTIC OIL COMPANY, INC. 1 12/3 UNLEADED	754.43	2104 FAIRFAX AVENUE 4-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	23	1
14-00980	12/14/14	1 12/10 UNLEADED	484.75	4-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	36	1
			1,239.18					
14-00959	12/03/14	12/16/14 P0075 PARALLEL EDGE, INC. 1 OFFSITE BACKUP, SERVER UPDATE	113.27	126 E. BEECHTREE LANE 4-01- -011-333 GENERAL ADMIN - EQUIP. MAINT.	Budget	Aprv	10	1
			113.27					
14-00707	08/26/14	12/16/14 P0300 PETRONI & ASSOCIATES, LLC 1 GENERAL LEDGER-NOT TO EXCEED	4,562.50	P.O. BOX 279 4-01- -013-231 AUDITOR EXPENSES	Budget	Aprv	1	1
			4,562.50					
14-00962	12/04/14	12/16/14 P0347 PIONEER TRUCK SALES, INC. 1 NEW BELTS, REPLACED BRAKES	891.36	PO BOX 261 4-01- -061-243 SALT/BRINE TRUCK	Budget	Aprv	12	1
			891.36					
14-00938	11/26/14	12/16/14 Q0401 QUILL CORPORATION 1 POPUP NOTES, ENVELOPES, PAPER	151.16	PO BOX 94080 4-01- -043-223 OFFICE SUPPLIES	Budget	Aprv	5	1
14-00938	11/26/14	2 TONER	93.59	4-01- -046-223 OFFICE SUPPLIES	Budget	Aprv	6	1
14-00938	11/26/14	3 TONER	49.35	4-01- -024-223 OFFICE SUPPLIES	Budget	Aprv	7	1
14-00938	11/26/14	4 WHITEBOARD MARKERS	10.99	4-01- -023-223 OFFICE SUPPLIES	Budget	Aprv	8	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
			305.09	OFFICE SUPPLIES				
14-00949	12/02/14	12/16/14 R0600 RUTGERS, THE STATE UNIVERSITY 1 COURSE: PS-4210-SP15-1	773.00	CENTER FOR GOVT SERVICES 4-01- -029-226 EDUCATIONS & CONFERENCES	Budget	Aprv	9	1
			773.00					
14-00971	12/12/14	12/16/14 S0670 SUBURBAN PROPANE 1 12/09 PROPANE	639.42	PO BOX J 4-01- -037-225 PROPANE/NATURAL GAS	Budget	Aprv	30	1
14-00971	12/12/14	2 12/09 PROPANE	190.19	4-01- -037-225 PROPANE/NATURAL GAS	Budget	Aprv	31	1
			829.61					
14-00965	12/07/14	12/16/14 W0025 WASTE MANAGEMENT OF NJ, INC. 1 CONTRACTUAL NOVEMBER	19,144.02	107 SILVA STREET 4-01- -038-222 SOLID WASTE CONTRACTUAL	Budget	Aprv	24	1
			19,144.02					
14-00969	12/08/14	12/16/14 W0300 WHEELABRATOR GLOUCESTER CO. 1 TIPPING NOVEMBER	10,469.55	PO BOX 7247-6556 4-01- -038-221 TIPPING FEES	Budget	Aprv	28	1
			10,469.55					

checks:	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
	18	36	45,375.77

There are NO errors or warnings in this listing.

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	4-01	44,875.77	0.00	0.00	44,875.77
	G-01	500.00	0.00	0.00	500.00
Total of All Funds:		<u>45,375.77</u>	<u>0.00</u>	<u>0.00</u>	<u>45,375.77</u>

G/L Posting Summary

Account	Description	Debits	Credits
4-01- - -100-002	CASH CHECKING	0.00	44,875.77
4-01- - -260-006	DUE FROM GRANT FUND	50.00	0.00
4-01- - -500-001	CURRENT YEAR APPROPRIATIONS	44,825.77	0.00
	Totals for Fund 4-01 :	<u>44,875.77</u>	<u>44,875.77</u>
4-02-101-01-000-002	CASH (PART OF CURRENT FUND CHECKING)	0.00	500.00
4-02-213-41-000-000	RESERVE FOR GRANTS APPROPRIATED	500.00	0.00
	Totals for Fund 4-02 :	<u>500.00</u>	<u>500.00</u>
	Grand Total:	<u>45,375.77</u>	<u>45,375.77</u>