

**ELK TOWNSHIP  
COMMITTEE WORK SESSION MINUTES  
January 16, 2024**

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 7:07PM.

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

Present were: Mrs. Cowan (arrived at 7:16PM), Mr. Lucas, Mrs. Nicholson, Mr. Considine, CFO, Mrs. Pine, Township Clerk, Lt. Hitzelberger and Mr. Selb, OEM. Mr. Rambo was absent.

**Approval of minutes** of December 27, 2023 Close Out and January 4, 2024 Reorganization Meeting  
Motion by Mrs. Nicholson, seconded by Mr. Lucas to approve the minutes of the December 27, 2023 Close Out and January 4, 2024 Reorganization Meeting, motion carried with Mrs. Nicholson abstaining from the December minutes.

**PUBLIC PORTION** on Agenda Items only.

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

Mayor asked if anyone had any questions on agenda items to come forward at this time.

No one came forward.

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

**RESOLUTIONS:**

**R-33-2024** – Authorizing and Approving the Elk Township Police Department to Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable the Elk Township Police Department to Request and Acquire Excess Department of Defense Equipment  
Motion by Mr. Lucas, seconded by Mrs. Nicholson to adopt and approve said Resolution, upon roll call motion carried.

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

**GLOUCESTER COUNTY REPRESENTATIVE** was not present.

**PURSUANT TO RESOLUTION R-26-2024**  
**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. Lucas, all were in favor, motion carried.

Mayor Sammons asked if anyone had any questions to come forward at this time.

No one came forward.

Motion by Mrs. Nicholson to close the public portion, seconded by Mr. Lucas, 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:	Mr. Lucas	Yes
	Mrs. Nicholson	Yes
	Mayor Sammons	Yes

Lt. Hitzelberger gave the police report for the department for the month of December. The department received 1,410 calls for service, made 18 arrests, issued 172 motor vehicle summons, responded to 20 motor vehicle crashes with 2 injuries. They received 14 new firearm applications. They had a "Holiday with a Hero" event, hosted by Franklin Township Police, that pairs up a child with a police officer and they go to Walmart to shop with \$150 gift card. There were a total of 67 children which included 7 officers and 6 children from Elk that participated. In addition, Hyper Bikes provided every participating child with a free bicycle.

The Mayor thanked the Police, OEM, Fire Department, Public Works and Staff for the great job that was done during the recent storm.

OEM Coordinator, Ed Selb reported on the recent rain and wind storm. He stated the township employees are phenomenal. The response time was 10 minutes or less when someone called in.

**ADJOURNMENT:**

Motion by Mrs. Nicholson to adjourn, seconded by Mr. Lucas, all were in favor, the meeting was adjourned at 7:27PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC  
Township Clerk

## RESOLUTION R-33-2024

### RESOLUTION OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK AUTHORIZING AND APPROVING THE ELK TOWNSHIP POLICE DEPARTMENT TO PARTICIPATE IN THE DEFENSE LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT OFFICE, 1033 PROGRAM TO ENABLE THE ELK TOWNSHIP POLICE DEPARTMENT TO REQUEST AND ACQUIRE EXCESS DEPARTMENT OF DEFENSE EQUIPMENT

**WHEREAS**, the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and state law enforcement agencies (LEAs); and

**WHEREAS**, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting LEA; and

**WHEREAS**, participation in the 1033 Program allows municipal and county LEAs to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response and resiliency; and

**WHEREAS**, although property is provided through the 1033 Program at no cost to municipal and county LEAs, these entities are responsible for costs associated with delivery, maintenance, fueling and upkeep of the property, and for specialized training on the operation of any acquired property; and

**WHEREAS**, N.J.S.A. 40A:5-30.2 requires that the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through, the 1033 Program; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Committee of the Township of Elk, County of Gloucester, State of New Jersey that the Elk Township Police Department is hereby authorized to enroll in the 1033 Program for no more than a one-year period, with authorization to participate terminating on December 31 of the calendar year from January 1, 2024 to December 31, 2024; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that Elk Township Police Department is hereby authorized to acquire items of a non-controlled property designated "DEMIL A", which may include office supplies, office furniture, computers, electronic equipment, generators, field packs, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, construction materials, lighting supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars, and any other supplies or equipment of a non-military nature identified by the LEA, if it shall become available in the period of time for which this resolution authorized, based on the needs of the Elk Township Police Department, without restriction; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that Elk Township Police Department is hereby authorized to acquire the following "DEMIL B through Q" property, if it shall become available in the period of time for which this resolution authorized; sedan automobile, wagon automobile, kinetic energy baton, body shield, breach system, capabilities set non-lethal, armored car, ambulance carrier, cargo carrier, command post carrier, 12 gauge shotgun cartridge, light armored vehicle, gun/weapon modification kit, not-ballistic body shield, non-lethal weapons capabilities set, security vehicle personal protective shield, self-protection shield, thermal sight, tractor truck, ambulance truck, armored truck, cargo truck, carryall

truck, command reconnaissance truck, dump truck, maintenance truck, materials handling-container hoisting truck, palletized loading truck, panel truck, stake truck, tank truck, utility truck, van truck, wrecker truck, DEMIL C truck and tractors, up-armored NTVS, off road utility vehicles; and

**BE IT FURTHER RESOLVED** that the Elk Township Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and

**BE IT FURTHER RESOLVED** that the Elk Township Police Department shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request; and

**BE IT FURTHER RESOLVED** that this resolution shall take effect January 1, 2024 and shall be valid to authorize requests to acquire "DEMIL A" property and "DEMIL B through Q" property that may be made available through the 1033 Program during the period of time for which this resolution authorizes; with Program participation and all property request authorization terminating on December 31 of the calendar year from January 1, 2024 to December 31, 2024.

**ADOPTED** at a regular meeting of the Mayor and Committee of the Township of Elk, County of Gloucester, State of New Jersey held on January 16, 2024.

TOWNSHIP OF ELK

  
CAROLYN D. K. SAMMONS, Mayor

ATTEST:

  
DEBORA R. PINE, Township Clerk

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cowan				✓
Lucas	✓			
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 January 16, 2024 in the Elk Township Municipal Building, 680 Whig Lane, Monroeville, New Jersey.

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DEBORA R. PINE, Township Clerk

**BILL APPROVAL**  
**January 16, 2024**  
**Bank Wires, Manual and Interim Checks**

**ELMER ESCROW:**

1) Bach Associates

24-00062

\$10,172.50

Batch Id: SC      Batch Type: C      Batch Date: 01/16/24      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
24-00032	01/16/24 01/06/24	A0141 1	ALTEK BUSINESS SYSTEMS INC COPIER	121.50 <u>121.50</u>	300 EMLN WAY 3-01- -011-333 GENERAL ADMIN - EQUIP. MAINT.	Budget	Aprv	9	1
24-00034	01/16/24 01/06/24	A0204 1	ARCTIC WOLF SPRINGWATER WATER	66.45 <u>66.45</u>	745 CATTELL ROAD 4-01- -020-225 MISCELLANEOUS	Budget	Aprv	12	1
24-00050	01/16/24 01/08/24	A0260 1	ATLANTIC CITY ELECTRIC MONTHLY ELECTRIC/STREET LIGHTS	19.71	5 COLLINS DRIVE 4-01- -037-222 STREET LIGHTING EXPENSE	Budget	Aprv	29	1
24-00050	01/08/24	2	MONTHLY ELECTRIC/STREET LIGHTS	2,766.59	3-01- -037-223 ELECTRICITY	Budget	Aprv	30	1
24-00050	01/08/24	3	MONTHLY ELECTRIC/STREET LIGHTS	1,435.80 <u>4,222.10</u>	3-01- -037-223 ELECTRICITY	Budget	Aprv	31	1
24-00030	01/16/24 01/06/24	A0350 1	AURA FIRE COMPANY HALL RENTAL-NOV 20	300.00	909 AURA ROAD 3-01- -020-225 MISCELLANEOUS	Budget	Aprv	6	1
24-00030	01/06/24	2	HALL RENTAL-DEC 18	300.00 <u>600.00</u>	3-01- -020-225 MISCELLANEOUS	Budget	Aprv	7	1
23-01131	01/16/24 11/29/23	B0240 1	BIRCH'S COMMUNICATIONS LLC REMOVE AND INSTALL EQUIPMENT	1,300.00 <u>1,300.00</u>	88 TUCKAHOE ROAD 3-01- -061-228 POLICE VEHICLE MAJOR REPAIR	Budget	Aprv	2	1
24-00061	01/16/24 01/15/24	C0149 1	STEPHEN CONSIDINE ZOOM COURT REIMBURSE	82.15 <u>82.15</u>	3-01- -050-225 MISCELLANEOUS	Budget	Aprv	38	1
24-00044	01/16/24 01/07/24	D0124 1	LINDA A. DEDRICK COURT 1/2/24	300.00 <u>300.00</u>	PO BOX 192 4-01- -050-225 MISCELLANEOUS	Budget	Aprv	22	1
24-00060	01/16/24 01/11/24	D0155 1	DELTA DENTAL PLAN OF NJ FEBRUARY DENTAL	1,745.52 <u>1,745.52</u>	PO BOX 36483 4-01- -026-222 GROUP INSURANCE PLAN	Budget	Aprv	37	1
24-00035	01/16/24 01/06/24	D0365 1	VAULT SOLUTIONS LLC RECORDS STORAGE-DECEMBER	498.07	PO BOX 71586 3-01- -043-224 RECORDS STORAGE	Budget	Aprv	13	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
			498.07					
24-00042	01/07/24	01/16/24 F0368 FORD CREDIT 1 ACCT 7523412/INV 1776611	17,763.51	DEPT. 43401 4-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	20	1
			17,763.51					
24-00054	01/10/24	01/16/24 F0420 JEFFREY FRANKLIN 1 REIMBURSE-SHIPPING	45.45	4-01- -029-225 MISCELLANEOUS	Budget	Aprv	33	1
			45.45					
24-00039	01/06/24	01/16/24 G0020 GCIA 1 DECEMBER TIPPING	3,557.86	FINANCE DEPARTMENT 3-01- -038-221 TRASH TIPPING FEES	Budget	Aprv	17	1
24-00039	01/06/24	2 DECEMBER TIPPING TAX	130.74	3-01- -038-225 TIPPING-RECYCLING TAX	Budget	Aprv	18	1
			3,688.60					
24-00040	01/06/24	01/16/24 I0600 INTEGRITY INTERPRETING LLC 1 12/12/23-TURKISH AND UZBEK	103.50	767 ELMHURST PLACE 3-01- -050-225 MISCELLANEOUS	Budget	Aprv	19	1
			103.50					
24-00036	01/06/24	01/16/24 J0162 JAN PRO CLEANING SYSTEMS 1 JANUARY CLEANING	482.04	410 WHITE HORSE PIKE 4-01- -020-242 CLEANING SERVICES	Budget	Aprv	14	1
			482.04					
24-00056	01/10/24	01/16/24 M0018 MAJESTIC OIL COMPANY, INC. 1 REGULAR 1/2/24	548.21	2104 FAIRFAX AVENUE 4-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	34	1
			548.21					
24-00049	01/08/24	01/16/24 M0034 MC SYSTEMS SOLUTIONS LLC 1 2024 ENFORCER/MPAS FOR UCC	1,200.00	PO BOX 721 4-01- -046-225 MISCELLANEOUS	Budget	Aprv	28	1
			1,200.00					
23-01205	12/20/23	01/16/24 M0475 MUNICIPAL RECORD SERVICES 1 TRAFFIC TICKETS	1,090.00	106 WEST ATLANTIC AVENUE 3-01- -050-224 PRINTING OF FORMS	Budget	Aprv	3	1
			1,090.00					
24-00045	01/07/24	01/16/24 N0026 NATIONAL HIGHWAY PRODUCTS 1 SIGNS AND HARDWARE	487.00	301 RIVERSIDE DRIVE 3-01- -035-222 ROAD SIGNS OPERATING EXPENSE	Budget	Aprv	23	1
24-00045	01/07/24	2 SIGNS AND HARDWARE	92.00	3-01- -035-222 ROAD SIGNS OPERATING EXPENSE	Budget	Aprv	24	1
			579.00					
01/16/24 N0029 NJAWC								

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
24-00059	01/11/24	1 HYDRANTS	530.10	3-01- -037-228 PUBLIC FIRE HYDRANT	Budget	Aprv	36	1
			<u>530.10</u>					
	01/16/24	00290 OMNI RECYCLING LLC		101 ROUTE 130				
24-00038	01/06/24	1 DECEMBER RECYCLING	3,326.12	3-01- -038-226 RECYCLING TIPPING FEES	Budget	Aprv	15	1
24-00038	01/06/24	2 DECEMBER RECYCLING BAGS	750.00	3-01- -038-226 RECYCLING TIPPING FEES	Budget	Aprv	16	1
			<u>4,076.12</u>					
	01/16/24	R0150 ACE PLUMBING, HEATING AND		ELECTRICAL SUPPLIES, INC.				
24-00031	01/06/24	1 BRINE TRUCK PARTS	192.36	3-01- -061-243 SALT/BRINE TRUCK	Budget	Aprv	8	1
			<u>192.36</u>					
	01/16/24	S0266 SHAMROCK ENTERPRISES		280 CLEARFIELD AVENUE				
23-01005	10/25/23	1 CYLINDER RENTAL	165.00	3-01- -034-236 EQUIPMENT & SUPPLIES	Budget	Aprv	1	1
			<u>165.00</u>					
	01/16/24	S0455 LUZ S. SMITH		2835 FRIENDSHIP STREET				
24-00051	01/10/24	1 1/9 COURT	300.00	4-01- -050-225 MISCELLANEOUS	Budget	Aprv	32	1
			<u>300.00</u>					
	01/16/24	T0120 TRICOJIF		C/O TOM TONTARSKI, TREAS.				
24-00048	01/07/24	1 GENERAL INSURANCE	63,377.00	4-01- -026-223 LIABILITY (JIF/SURITY)	Budget	Aprv	26	1
24-00048	01/07/24	2 WORKERS COMP	21,150.00	4-01- -026-224 WORKERS COMPENSATION	Budget	Aprv	27	1
			<u>84,527.00</u>					
	01/16/24	T0700 TREASURER STATE OF NJ		MARRIAGE LICENSES FEES				
24-00057	01/10/24	1 4TH QTR 2023	100.00	3-01- -910-003 MARRIAGE LICENSES FEES	Budget	Aprv	35	1
			<u>100.00</u>					
	01/16/24	TREAS TREASURER, STATE OF NEW JERSEY		NJ DCA FISCAL OFFICE				
24-00043	01/07/24	1 2023-4 UCC REPORT	1,163.00	3-01- -910-002 UNIFORM CONST. TRAINING FEES	Budget	Aprv	21	1
			<u>1,163.00</u>					
	01/16/24	W0082 WATERLINE GLASSBORO LLC		127 S. DELSEA DRIVE				
24-00012	01/01/24	1 DECEMBER VEHICLE WASHING	8.00	3-01- -029-225 MISCELLANEOUS	Budget	Aprv	5	1
			<u>8.00</u>					
	01/16/24	W0300 WHEELABRATOR GLOUCESTER CO.		PNC BANK				
24-00033	01/06/24	1 DECEMBER TIPPING	8,278.50	3-01- -038-221 TRASH TIPPING FEES	Budget	Aprv	10	1
24-00033	01/06/24	2 DECEMBER TIPPING TAX	307.98	3-01- -038-225	Budget	Aprv	11	1



Check No.	Check Date	Vendor #	Vendor Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item	Description		Description					
				8,586.48	TIPPING-RECYCLING TAX					
23-01224	12/30/23	1	DECEMBER SERVICES	1,389.82	PO BOX 13648	3-01- -038-222	Budget	Aprv	4	1
				1,389.82	SOLID WASTE CONTRACTUAL					
24-00046	01/07/24	1	MONTHLY SERVICE	78.42	PO BOX 71402	4-01- -037-224	Budget	Aprv	25	1
				78.42	TELEPHONE					

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
checks:	30	38	135,552.40

There are NO errors or warnings in this listing.