

**AGENDA**  
**ELK TOWNSHIP REORGANIZATION MINUTES**  
**JANUARY 2, 2025**

The Reorganization meeting of the Elk Township Committee was held on the above date in the Municipal Building. The meeting was called to order by Township Clerk, Debbie Pine at 6:02PM.

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

**ELECTION RESULTS & OATH OF OFFICE**

The results of the November 5<sup>th</sup>, 2024 General Election was certified by Gloucester County Elections, with Mrs. Christine Cowan and Mr. Antonio Cammarata being declared the winners.

Mr. Antonio Cammarata was sworn in by Gloucester County Commissioner Nicholas DeSilvio, with his friends and family by his side holding the Bible.

Mrs. Christine Cowan was also sworn in by Gloucester County Commissioner Nicholas DeSilvio with her parents by her side holding the Bible.

**ROLL CALL:** Present were: Mr. Cammarata, Mrs. Cowan, Mr. Lucas, Mrs. Nicholson, Mr. Rambo, Mrs. Sammons, Mr. Considine, CFO, Mrs. Pine, Township Clerk and Mr. Duffield, Solicitor.

**Nomination for Mayor**

Mrs. Pine called for a Nomination for Mayor of Elk Township for the year 2025.  
A nomination was made by Mr. Lucas, seconded by Mrs. Cowan nominating Carolyn Sammons for Mayor. There were no other nominations.  
Motion by Mr. Lucas, seconded by Mrs. Cowan to close the nominations.  
Resolution 1 – 2025 was presented to committee for approval and adoption.

**R- 1-2025 – APPOINTING THE MAYOR FOR THE TOWNSHIP OF ELK FOR THE YEAR 2025**

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

Roll Call:	Mr. Cammarata	Yes
	Mrs. Cowan	Yes
	Mr. Lucas	Yes
	Mr. Rambo	Yes
	Mrs. Sammons	Yes

Mayor Sammons was sworn in as Mayor by Gloucester County Commissioner Nicholas DeSilvio with her husband and mother by her side holding the Bible.

Mrs. Pine turned the meeting over to Mayor Sammons.

Mayor Sammons acknowledged and thanked County Commissioner Nick DeSilvio for coming out and swearing in the members of committee. She also congratulated him on his re-election. Mayor Sammons also acknowledged former County Sheriff, her husband Jonathan Sammons, Township Prosecutor Jaci Vigilante, Mr. Deegan from Franklin Township, thank you all for coming out. Also thank you to former Deputy Mayor Donna Nicholson, you will be missed.

**Nomination for Deputy Mayor**

Mayor Sammons called for a Nomination for Deputy Mayor of Elk Township for 2025.

A nomination was made by Mr. Lucas, seconded by Mr. Cammarata to nominate Mr. James Rambo for Deputy Mayor. There were no other nominations.  
Motion by Mr. Lucas, seconded by Mrs. Cowan to close the nominations.

**RESOLUTION R-2-2025 – APPOINTING THE DEPUTY MAYOR FOR THE TOWNSHIP OF ELK FOR THE YEAR 2025**

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

Roll Call:	Mr. Cammarata	Yes
	Mrs. Cowan	Yes
	Mr. Lucas	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

Mr. Rambo was sworn in as Deputy Mayor by Gloucester County Commissioner Nicholas DeSilvio with his son James Jr. by his side holding the Bible and repeating the oath of office.

Mr. Cammarata took this opportunity to express his gratitude and appreciation to everyone here. He thanked Commissioner DeSilvio, it is truly an honor to be sworn in by you, it means the world to him. He also thanked the Mayor and Committee for making the process seem effortless. Mr. Cammarata thanked everyone who works in this building, they were so warm and welcoming to him. He also thanked his family for their support. He thanked the residents of Elk Township for trusting him with this privilege, he is truly honored to serve and represent the community. Lastly, thank you to Donna Nicholson for all the help has given him but more importantly the service and commitment to this community for so many years. Now the work begins.

Mrs. Cowan thanked the residents for coming out and supporting her. She also thanked Commissioner DeSilvio for swearing her in. She also thanked the Mayor and Committee for their support .

Mr. Rambo thanked everyone for being here tonight, his family, also the Howell family who has been to every important event in his life. Thanked the staff of Elk Township for the great work that they do. He thanked Committee for nominating him for Deputy Mayor and the residents of Elk for giving him the privilege to serve. He also thanked Commissioner DeSilvio for coming out. He thanked the Officers and Chief for protecting the community. He also thanked the CFO Steve Considine and Solicitor Brian Duffield.

Mayor Sammons thanked everyone again and wished everyone a Happy New Year.

**RESOLUTION R-3-2025 – ADOPTING TEMPORARY BUDGET FOR THE TOWNSHIP OF ELK**

Motion by Mr. Lucas, seconded by Mr. Cammarata to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Cammarata	Yes
	Mrs. Cowan	Yes
	Mr. Lucas	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

**RESOLUTION R-4-2025 – AUTHORIZING PROFESSIONAL SERVICES BY A TOWNSHIP SOLICITOR – BRIAN J. DUFFIELD, ESQ.**

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

Roll Call:	Mr. Cammarata	Yes
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Mrs. Cowan	Yes
Mr. Lucas	Yes
Mr. Rambo	Yes
Mayor Sammons	Yes

Mayor Sammons welcomed back Solicitor Brian Duffield as Township Solicitor. Mr. Duffield read the resolution titles for Committees consideration.

**RESOLUTIONS R – 5 – 2025 THROUGH R – 30 – 2025**  
WILL BE VOTED IN ONE MOTION

**R-5-2025** – AUTHORIZING PROFESSIONAL SERVICES BY A TOWNSHIP AUDITOR – HOLT McNALLY & ASSOCIATES

**R-6-2025** – AUTHORIZING PROFESSIONAL SERVICES BY A TOWNSHIP ENGINEER – BACH ASSOCIATES

**R-7-2025** - AUTHORIZING PROFESSIONAL SERVICES BY SPECIAL LABOR COUNSEL-KING, MOENCH & COLLINS LLP

**R-8-2025** – AUTHORIZING PROFESSIONAL SERVICE BY A BOND COUNSEL – ARCHER & GREINER, P.C.

**R-9-2025** - AUTHORIZING PROFESSIONAL SERVICES BY A HEALTH INSURANCE BROKER – FAIRVIEW INSURANCE AGENCY ASSOCIATES

**R-10-2025** – AUTHORIZING PROFESSIONAL SERVICES BY A MUNICIPAL PROSECUTOR – JACQUELINE VIGILANTE, ESQ.

**R-11-2025** – AUTHORIZING PROFESSIONAL SERVICES BY A MUNICIPAL PUBLIC DEFENDER – REX ROLDAN, ESQ.

**R-12-2025** – ESTABLISHING REGULAR MEETINGS OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ELK

**R-13-2025** – ESTABLISHING OFFICIAL NEWSPAPERS OF THE TOWNSHIP OF ELK

**R-14-2025** – AUTHORIZING THE CASH MANAGEMENT PLAN WITHIN THE TOWNSHIP OF ELK

**R-15-2025** – AUTHORIZING PETTY CASH FUND FOR USE BY THE CHIEF FINANCIAL OFFICER

**R-16-2025** – AUTHORIZING CHANGE FUND FOR MUNICIPAL CLERK

**R-17-2025** – AUTHORIZING CHANGE FUND FOR TAX COLLECTOR

**R-18-2025** – AUTHORIZING CHANGE FUND FOR THE POLICE DEPARTMENT

**R-19-2025** – CONCERNING INTEREST ON DELINQUENT TAXES

**R-20-2025** – REAPPOINTING SPECIAL LAW ENFORCEMENT OFFICERS CLASS II FOR THE ELK TOWNSHIP POLICE DEPARTMENT

**R-21-2025** – MAKING APPOINTMENTS TO SPECIFIC ADMINISTRATIVE POSITIONS AND CONFIRMING SUCH APPOINTMENTS FOR THE TOWNSHIP OF ELK

**R-22-2025** – CONFIRMING MAYORAL APPOINTMENTS FOR COMMITTEE PERSONS

**R-23-2025** – TOWNSHIP COMMITTEE APPOINTMENTS TO SPECIFIC BOARD AND COMMISSION POSITIONS AND CONFIRMING SUCH APPOINTMENTS FOR THE TOWNSHIP OF ELK

**R-24 -2025** – CONFIRMING MAYORAL APPOINTMENTS TO SPECIFIC BOARD AND COMMISSION POSITIONS

**R-25-2025** – ESTABLISHING CONTACT PERSONS FOR THE EMPLOYMENT PRACTICE LIABILITY CONSULTATION SERVICE GLOUCESTER, SALEM, CUMBERLAND COUNTIES JOINT INSURANCE FUND

**R-26-2025** – APPOINTING ALTERNATE FUND COMMISSIONER TO THE MUNICIPAL JOINT INSURANCE FUND

**R-27-2025** – AUTHORIZING THE APPOINTMENT OF STEPHEN CONSIDINE AS QUALIFIED PURCHASING AGENT

**R-28-2025** – TO PROVIDE RULES AND REGULATIONS FOR PUBLIC PARTICIPATION AT TOWNSHIP COMMITTEE MEETINGS

**R-29-2025** – APPOINTING CONFLICT MUNICIPAL PROSECUTORS FOR THE ELK JOINT MUNICIPAL COURT

**R-30-2025** – AUTHORIZING PROFESSIONAL SERVICE BY A RISK MANAGEMENT CONSULTANT- CETTEI & CONNELL INSURANCE

Motion by Mr. Lucas, seconded by Mr. Rambo to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Cammarata	Yes
	Mrs. Cowan	Yes
	Mr. Lucas	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

**PURSUANT TO RESOLUTION R-28-2025**

**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. 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 committee's attention to come forward, state your name and address, at this time.

Donna Nicholson, 21 Covey Place, congratulated Tony, Chrisy and James as Deputy Mayor. It will be nice to be on this side. She also congratulated Tony and Chrisy on behalf of Barb, Ed and Erica Pearson.

Motion by Mr. Lucas 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. Cowan, upon roll call motion was carried.

Roll Call:	Mr. Cammarata	Yes
	Mrs. Cowan	Yes
	Mr. Lucas	Yes



Mr. Rambo  
Mayor Sammons

Yes  
Yes

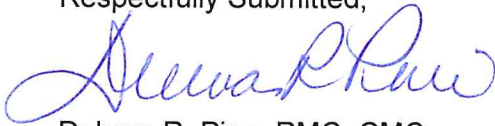
Commissioner Nick DeSilvio stated it was an honor administering the Oath of Office. He did not know if Committee is aware he is a graduate of Aura School. He thanked everyone for their support.

Mr. Rambo thanked Debbie, Township Clerk who does a lot of work behind the scenes and keeps him going forward.

Mrs. Cowan echoed that thank you, Mrs. Pine is very helpful to everyone.

Motion by Mr. Lucas to adjourn, seconded by Mr. Rambo and James Jr., all were in favor, the meeting was adjourned at 6:27 PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC  
Township Clerk

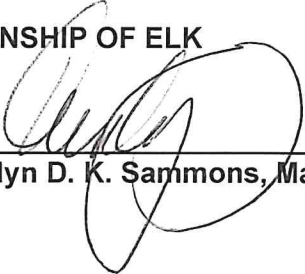
**RESOLUTION R-1-2025**

**RESOLUTION APPOINTING THE MAYOR  
FOR THE TOWNSHIP OF ELK FOR THE YEAR 2025**

**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that **Carolyn D. K. Sammons** be and is hereby appointed to the post of Mayor of the Township of Elk for the year 2025 commencing upon adoption of this Resolution at Reorganization and through to December 31, 2025 and until her successor is appointed.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**

  
\_\_\_\_\_  
**Carolyn D. K. Sammons, Mayor**

**ATTEST:**

  
\_\_\_\_\_  
**DEBORA R. PINE, TOWNSHIP CLERK**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

**RESOLUTION R-2-2025**

**RESOLUTION APPOINTING THE DEPUTY MAYOR  
FOR THE TOWNSHIP OF ELK FOR THE YEAR 2025**

**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that **James J. Rambo** be and is hereby appointed to the post of Deputy Mayor of the Township of Elk for the year 2025 commencing upon adoption of this Resolution at Reorganization and through to December 31, 2025 and until his successor is appointed.

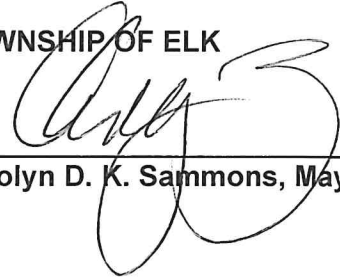
**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**



**Carolyn D. K. Sammons, Mayor**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

R -03- 2025  
**RESOLUTION ADOPTING TEMPORARY BUDGET**  
**TOWNSHIP OF ELK**  
**Temporary Budget Appropriations for Year 2025**

WHEREAS, the New Jersey Statutes 40A:4-19 provides that the temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January 2025; and

WHEREAS, 26.25% of the total appropriations in the 2024 budget exclusive of any appropriations made for Debt Service, Public Assistance, or Capital Improvement Fund in the said 2024 budget is the sum of \$1,572,782; and

WHEREAS, the New Jersey Statutes 40A:4-19 provides that temporary appropriations should be made for the amount of such Debt Service in the manner and time provided; now, therefore, be it

RESOLVED that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer.

**OPERATIONS WITHIN "CAPS"**  
**GENERAL GOVERNMENT**

General Administration	
Salaries and Wages	10,000.00
Other Expenses	600.00
Equipment Maintenance	3,600.00
Mayor and Township Committee	
Salaries and Wages	1,000.00
Other Expenses	1,000.00
Municipal Clerk	
Salaries and Wages	20,000.00
Other Expenses	12,000.00
Elections	
Other Expenses	3,500.00
Financial Administration	
Salaries and Wages	15,000.00
Other Expenses	15,000.00
Audit Fees	
Other Expenses	20,000.00



Revenue Administration (Tax Collection)	
Salaries and Wages	10,000.00
Other Expenses	2,000.00
Liquidation of Tax Title Liens and Foreclosed Property	
Other Expenses	100.00
Maintenance of Foreclosed Property	
Other Expenses	100.00
Legal Services and Costs	
Salaries and Wages	
Other Expenses	15,000.00
Engineering Services and Costs	
Salaries and Wages	
Other Expenses	15,000.00
Economic Development	
Salaries and Wages	
Other Expenses	100.00
<u>LAND USE ADMINISTRATION</u>	
Municipal Land Use Law (N.J.S.A. 40:55D-1)	
Planning Board	
Salaries and Wages	15,000.00
Other Expenses	7,500.00
Zoning Office	
Salaries and Wages	7,500.00
Other Expenses	2,500.00
<u>INSURANCE</u>	
Liability Insurance	75,000.00
Worker Compensation Insurance	75,000.00
Group Insurance Plan for Employees	175,000.00
<u>PUBLIC SAFETY FUNCTIONS</u>	
Police	
Salaries and Wages	375,000.00
Other Expenses	75,000.00
Office of Emergency Management	
Salaries and Wages	1,000.00
Other Expenses	500.00
Aid to Volunteer Fire Companies	
Salaries and Wages	
Other Expenses	20,000.00
First Aid Organizations - Contributions	2,000.00
Hepatitis Shots	100.00
OSHA (P.L. 1983, Chap 156)	
Fire	
Other Expenses	10,000.00
Prosecutor	
Other Expenses	7,500.00

PUBLIC WORKS FUNCTIONS

Road Repairs and Maintenance	
Salaries and Wages	40,000.00
Other Expenses	15,000.00
Road Signs	
Other Expenses	1,000.00
Vehicle Maintenance	
Other Expenses	10,000.00
Snow Removal	
Salaries and Wages	5,000.00
Other Expenses	5,000.00
Solid Waste Collection	
Contractual	100,000.00
State Fees	100.00
Miscellaneous Other Expenses	100.00
Public Buildings and Grounds	
Salaries and Wages	
Other Expenses	7,500.00

HEALTH AND HUMAN SERVICES FUNCTIONS

Public Health Services (Board of Health)	
Other Expenses	100.00
Registrar of Vital Statistics	
Other Expenses	100.00
Environmental Commission	
Other Expenses	100.00
Agriculture Board	
Other Expenses	100.00
Dog Regulation	
Other Expenses	100.00

PARK AND RECREATION FUNCTIONS

Recreation	
Salaries and Wages	
Other Expenses	100.00
Senior Citizen	
Other Expenses	100.00

OTHER COMMON OPERATING FUNCTIONS

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

SOLID WASTE DISPOSAL COSTS

Gloucester County Improvement Authority - County Landfill Tipping Fees	40,000.00
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UTILITY AND BULK PURCHASES

Street Lighting	2,500.00
Electricity	15,000.00
Telephone	6,500.00
Natural Gas	8,000.00
Gasoline	20,000.00
Public Fire Hydrants	3,000.00

MUNICIPAL COURT

Salaries and Wages	30,000.00
Other Expenses	10,000.00
Public Defender	
Other Expenses	3,000.00

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 20,000.00

Other Expenses 4,000.00

STATUTORY EXPENDITURES

Statutory Expenditures:

Contribution to:

Public Employee's Retirement System 26,282.00

Social Security System ( O.A.S.I.) 52,000.00

Unemployment Compensation Insurance 500.00

Police & Firemen's Retirement System 145,000.00

INTERLOCAL MUNICIPAL SERVICE AGREEMENTS

Municipal Alliance Program - Interlocal

Service Agreement - Municipal Share

Borough of Clayton - Court Reimbursement

Municipal Court

Salaries and Wages 10,000.00

1,572,782.00

Principal and Interest on Loans

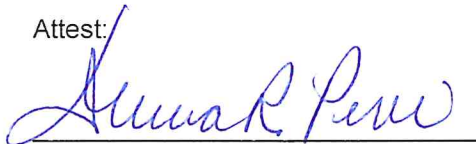
25,000.00

1,597,782.00

Adopted this 2nd day  
of January 2025

Mayor

Attest:



Township Clerk  
Debora R. Pine, RMC

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

**R-4-2025**  
**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES**  
**BY A TOWNSHIP SOLICITOR**

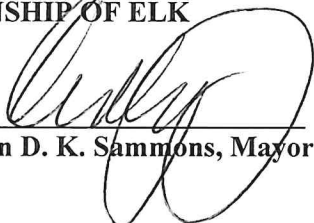
**WHEREAS** there exists a need for a Township Solicitor for Elk Township for the year 2025, and  
**WHEREAS** funds are or will be available for this purpose; and  
**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.), requires that a Resolution authorizing the award of contracts for Professional Service without competitive bidding must be publicly advertised.  
**WHEREAS** pursuant to N.J.S.A. 19-44A-20.5 et seq. the Township of Elk solicited qualifications for professional services under a fair and open process.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk as follows:

1. That **Brian J. Duffield, Esq.**, be and hereby is appointed as Solicitor of the Township of Elk effective January 1, 2025 for one (1) year ending December 31, 2025.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of the Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

**ADOPTED** at a meeting of the Elk Township Committee of the Township of Elk held on January 2, 2025.

**TOWNSHIP OF ELK**

  
 Carolyn D. K. Sammons, Mayor

**ATTEST:**

  
 DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			



**R-5-2025**  
**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES**  
**BY AN AUDITOR**

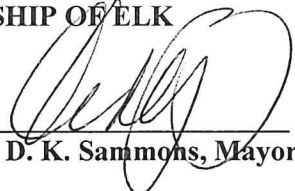
**WHEREAS** there exists a need for a Township Auditor for Elk Township for the year 2025, and  
**WHEREAS** funds are or will be available for this purpose; and  
**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.), requires that a Resolution authorizing the award of contracts for Professional Service without competitive bidding must be publicly advertised.  
**WHEREAS** pursuant to N.J.S.A. 19-44A-20.5 et seq. the Township of Elk solicited qualifications for professional services under a fair and open process.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk as follows:

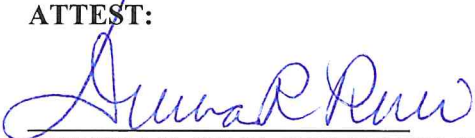
1. That **Holt McNally & Associates** be and hereby is appointed as Auditor of the Township of Elk effective January 1, 2025 for one (1) year ending December 31, 2025.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of the Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

**ADOPTED** at a meeting of the Elk Township Committee of the Township of Elk held on **JANUARY 2, 2025**.

**TOWNSHIP OF ELK**

  
 \_\_\_\_\_  
**Carolyn D. K. Sammons, Mayor**

**ATTEST:**

  
 \_\_\_\_\_  
**DEBORA R. PINE, TOWNSHIP CLERK**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES  
BY AN ENGINEER**

**WHEREAS** there exists a need for a Township Engineer for Elk Township for the year 2025, and

**WHEREAS** funds are or will be available for this purpose; and

**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.), requires that a Resolution authorizing the award of contracts for Professional Service without competitive bidding must be publicly advertised.

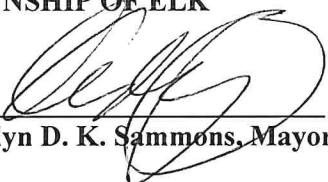
**WHEREAS** pursuant to N.J.S.A. 19-44A-20.5 et seq. the Township of Elk solicited qualifications for professional services under a fair and open process.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk as follows:

1. That **Bach Associates** be and hereby is appointed as Engineer of the Township of Elk effective January 1, 2025 for one (1) year ending December 31, 2025.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and re of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of the Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

**ADOPTED** at a meeting of the Elk Township Committee of the Township of Elk held on January 2, 2025.

**TOWNSHIP OF ELK**

  
\_\_\_\_\_  
Carolyn D. K. Sammons, Mayor

**ATTEST:**

  
\_\_\_\_\_  
DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

R-7-2025

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICE BY  
SPECIAL LABOR COUNSEL, KING, MOENCH & COLLINS, LLP**

**WHEREAS** there exists a need for a Special Labor Counsel for Elk Township for the year 2025; and  
**WHEREAS** funds are or will be available for this purpose; and  
**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, County of Gloucester and State of New Jersey, as follows:

1. That **King, Moench & Collins, LLP** be and hereby is appointed Special Labor Counsel for the Township of Elk effective January 1, 2025 for one (1) year ending December 31, 2025.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of this Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

**ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on January 2, 2025.

**ATTEST:**

  
**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**

  
**Carolyn D. K. Sammons, Mayor**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			



R-8-2025

**RESOLUTION AUTHORIZING LEGAL SERVICES  
AS BOND COUNSEL – ARCHER & GREINER, P. C.**

**WHEREAS** there exists a need for a Bond Counsel for Elk Township for the year 2025; and

**WHEREAS** funds are or will be available for this purpose; and

**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, County of Gloucester and State of New Jersey, as follows:

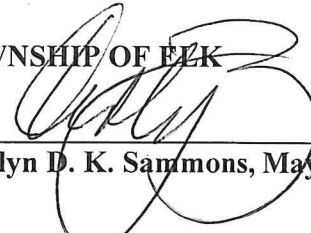
1. That **Archer & Greiner, P.C.** be and hereby is appointed Bond Counsel for the Township of Elk effective January 1, 2025 for one (1) year ending December 31, 2025.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of this Resolution shall be published in the Gloucester County as required by law.

**ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on January 2, 2025.

**ATTEST:**

  
**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**

  
**Carolyn D. K. Sammons, Mayor**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			



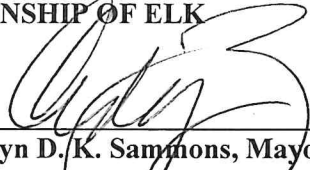
**R-9-2025**  
**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES**  
**BY A HEALTH INSURANCE BROKER – FAIRVIEW INSURANCE AGENCY ASSOCIATES**

**WHEREAS** there exists a need for a Health Insurance Broker for Elk Township for the year 2025, and  
**WHEREAS** funds are or will be available for this purpose; and  
**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.), requires that a Resolution authorizing the award of contracts for Professional Service without competitive bidding must be publicly advertised.  
**WHEREAS** pursuant to N.J.S.A. 19-44A-20.5 et seq. the Township of Elk solicited qualifications for professional services under a fair and open process.

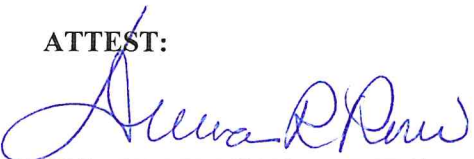
**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk as follows:

1. That **Fairview Insurance Agency Associates** be and hereby is appointed as Health Insurance Broker of the Township of Elk effective January 1, 2025 for one (1) year ending December 31, 2025.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of the Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

**ADOPTED** at a meeting of the Elk Township Committee of the Township of Elk held on January 2, 2025.

**TOWNSHIP OF ELK**  
  
 Carolyn D. K. Sammons, Mayor

**ATTEST:**

  
 DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

R-10-2025

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES  
BY A MUNICIPAL PROSECUTOR**

**WHEREAS** there exists a need for a Municipal Prosecutor for Elk Joint Municipal Court for the year 2025;  
and

**WHEREAS** funds are or will be available for this purpose; and

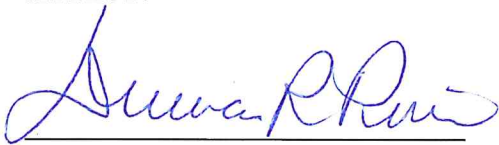
**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, County of Gloucester and State of New Jersey, as follows:

1. That **Jacqueline Vigilante, Esq.**, be and hereby is appointed Municipal Prosecutor for the Elk Joint Municipal Court effective January 1, 2025 for one (1) year ending December 31, 2025.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of this Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

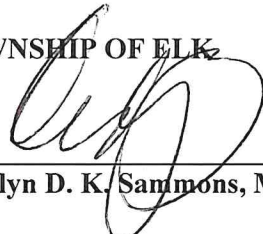
**ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on January 2, 2025.

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**

---

**Carolyn D. K. Sammons, Mayor**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

R-11-2025

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES  
BY A MUNICIPAL PUBLIC DEFENDER**

**WHEREAS** there exists a need for a Municipal Public Defender for Elk Joint Municipal Court for the year 2025; and

**WHEREAS** funds are or will be available for this purpose; and

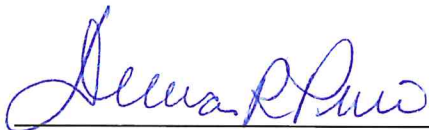
**WHEREAS** the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, County of Gloucester and State of New Jersey, as follows:

1. That **Rex Roldan, Esq.**, be and hereby is appointed Municipal Public Defender for the Elk Joint Municipal Court effective January 1, 2025 for one (1) year ending December 31, 2025.
2. This appointment is made without competitive bidding as a Professional Service under the provisions of the Local Public Contracts Law, because the services to be performed are by members of a recognized profession, licensed and regulated by law, and are of a nature where it is not possible to obtain bids.
3. The Mayor and Township Clerk are hereby authorized and directed to execute the written agreements attached hereto with the aforesaid in connection with such professional services.
4. A notice of the adoption of this Resolution shall be published in the South Jersey Times and Sentinel Newspapers as required by law.

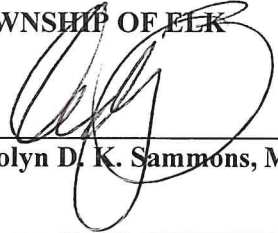
**ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on January 2, 2025.

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**

**Carolyn D. K. Sammons, Mayor**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Commarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			



**RESOLUTION ESTABLISHING REGULAR MEETINGS  
OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ELK**

**WHEREAS** the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey has opened its Reorganization Meeting of January 2, 2025; and

**WHEREAS** a motion was made to set dates and time for meetings for the year 2025, and the Reorganization Meeting for 2026 for the Township Committee; and

**WHEREAS** an affirmative vote was taken in favor of said dates and times for meetings for the year 2025 for the Township Committee.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk that the Elk Township Committee will hold Regular Meetings and Work Session Meetings at 7:00 p.m. unless otherwise noted, at the Municipal Building, 680 Whig Lane, Aura, NJ on the following dates:

**REGULAR MEETING DATES**

- (First Thursday of Each Month)
- January 2, 2025 - Reorganization
- February 6, 2025
- March 6, 2025
- April 3, 2025
- May 1, 2025
- No Meeting
- No Meeting
- No Meeting
- September 4, 2025
- October 2, 2025
- November 6, 2025
- December 4, 2025

**WORK SESSION MEETING DATES**

- (Third Tuesday of Each Month)
- January 21, 2025
- February 18, 2025
- March 18, 2025
- April 15, 2025
- May 20, 2025
- June 17, 2025
- July 15, 2025
- August 19, 2025
- September 16, 2025
- October 21, 2025
- No Meeting
- December 16, 2025

December 29, 2025 (Monday) Close Out – 5pm  
2026 REORGANIZATION - TBD

**BE IT FURTHER RESOLVED** pursuant to the Open Public Meeting Act of the State of New Jersey, N.J.S.A. 10:4-6 et seq., requires public bodies to adopt an annual schedule of regular meetings, and to furnish the public with notice of said schedule in a manner more specifically set forth in said Act; and

**BE IT FURTHER RESOLVED**, that the meetings may be conducted remotely and will comply with N.J.S.A. 10:4-6, the Open Public Meetings Act. Any interested party may attend such public hearing remotely. At the time of the public hearing, any interested persons may ask questions and present comments.

**BE IT FURTHER RESOLVED**, the Township Committee may conduct a Closed Executive Session at any one of the above scheduled meetings without having to provide advance notice of intent to conduct a Closed Executive Session; and

**BE IT FURTHER RESOLVED**, the Township Committee may convene a Special Committee Meeting pursuant to N.J.S.A. 10:4-18 and "adequate notice" being duly provided to the official publication of Elk Township; and

**BE IT FURTHER RESOLVED**, that copies of the said annual Schedule shall be posted and continue to be posted throughout the year on the Bulletin Board of the Township Municipal Building; and

**BE IT FURTHER RESOLVED**, a copy of this Resolution and said Schedule shall be provided for publication to The South Jersey Times and the Sentinel newspapers; and

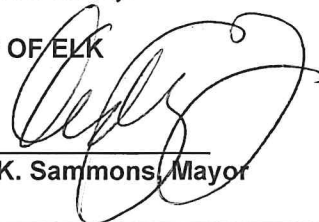
**BE IT FURTHER RESOLVED**, a copy of said annual Schedule shall be filed with the Clerk of the Township of Elk.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

ATTEST:

  
DEBORA R. PINE, TOWNSHIP CLERK

TOWNSHIP OF ELK

  
Carolyn D. K. Sammons, Mayor

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

**RESOLUTION R-13-2025**

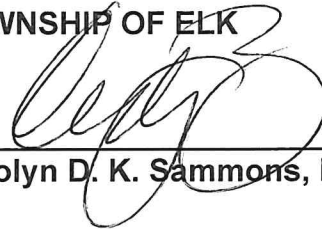
**RESOLUTION ESTABLISHING OFFICIAL NEWSPAPERS  
OF THE TOWNSHIP OF ELK**

**WHEREAS** the Statutes of the State of New Jersey require that the governing body shall, by resolution designate an official newspaper for publication of its official notices;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, County of Gloucester and State of New Jersey, that the **SENTINEL**, Franklinville, New Jersey and the, **SOUTH JERSEY TIMES**, Mullica Hill New Jersey, be and are hereby designated as the official newspapers for the Township of Elk.

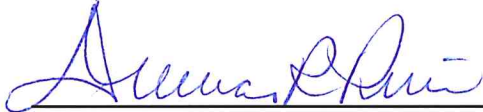
**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**



**Carolyn D. K. Sammons, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			



R-14-2025

**RESOLUTION AUTHORIZING THE CASH MANAGEMENT PLAN WITHIN THE TOWNSHIP OF ELK**

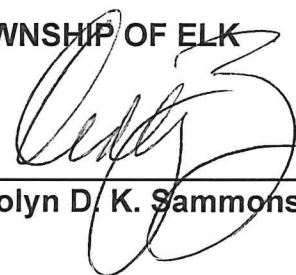
**WHEREAS** the Township of Elk desires to safeguard the assets of the Public, maximize interest earned to the Township, provide for adequate liquidity to handle the operation of the Township, and to comply with all State of New Jersey Statutes and Rules.

**BE IT RESOLVED BY THE** Township Committee of the Township of Elk that the Cash Management Plan for the Township of Elk be adopted as presented below.

**ADOPTED** at a meeting of the Township Committee of the Township of Elk held on **January 2, 2025.**

**ATTEST:**

  
\_\_\_\_\_  
**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**  
  
\_\_\_\_\_  
**Carolyn D. K. Sammons, Mayor**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES

CASH MANAGEMENT PLAN

Be it resolved by the Township Committee of the Township of Elk, County of Gloucester, that for the year 2025, the following shall serve as the cash management plan of the Township of Elk.

The Chief Financial Officer is directed to use this cash management plan as the guide in depositing and investing the Township of Elk's funds.

The following are authorized as suitable investments

- Interest bearing bank accounts and certificates of deposit in authorized banks, listed below, for deposit of local unit funds.
- Government money market mutual funds as comply with N.J.S.A. 40A:5-15.1(e).
- Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- Bonds or other obligations of the local unit or school district of which the local unit is a part.
- Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments.
- Local Government investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services.
- New Jersey Cash Management Fund.
- Repurchase agreements (repos) of fully collateralized securities which comply with N.J.S.A. 40A:5-15.1(a).

The following Government Unit Depository Protection Act approved banks are authorized depositories for deposit of funds

First National Bank of Elmer  
Newfield National Bank  
TD Bank, N.A.  
PNC Bank, N.A.

The registered principal of any brokerage firm approved above shall be provided with and sign an acknowledgement that they have seen and reviewed the cash management plan.

Each month, the Chief Financial Officer shall prepare a report for the Governing Body that consists of the following:

- A summary of all investments made or redeemed
- Any and all financial institutions holding local unit funds
- The class or type of securities purchased or funds deposited
- Income earned on deposits and investments
- Market value of investments and disclosure and how the value was determined
- A listing of accounts or deposits that do not earn interest

The approved cash management policy is an integral part of this document.

Any official involved with the selection of depositories, investments, broker/dealers shall disclose any material business or personal relationship to the governing body and to the Local Finance Board.

Any official who in the course of his or her duties deposits or invests with the plan shall be relieved of any liability for loss of investment.

R-15-2025

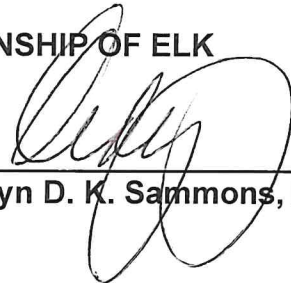
**RESOLUTION AUTHORIZING PETTY CASH FOR USE BY THE  
TOWNSHIP CHIEF FINANCIAL OFFICER**

**WHEREAS** it is necessary for the Township Chief Financial Officer to pay for various low cost items in cash;

**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that a petty cash fund of \$200.00 be established for use in the office of the Township Chief Financial Officer during the year 2025.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township of Elk held on January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

TOWNSHIP OF ELK



Carolyn D. K. Sammons, Mayor

ATTEST:



DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			



R-16-2025

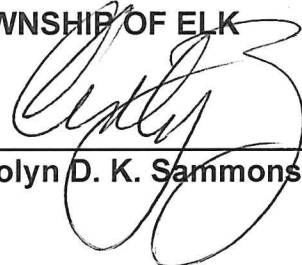
**RESOLUTION AUTHORIZING CHANGE FUND  
FOR MUNICIPAL CLERK**

**WHEREAS** it is necessary for the Municipal Clerk to make change when accepting payments for animal licenses.

**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that a change fund of \$50.00 be established for use in the office of the Municipal Clerk during the year 2025 for the purpose of making change for customers purchasing dog licenses.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township of Elk held on January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

TOWNSHIP OF ELK



Carolyn D. K. Sammons, Mayor

ATTEST:



DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

R-17-2025

**RESOLUTION AUTHORIZING CHANGE FUND  
FOR TAX COLLECTOR**

**WHEREAS**, it is necessary for the Tax Collector to make change when accepting payments for property taxes.

**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that a change fund of \$100.00 be established for use in the office of the Tax Collector during the year 2025 for the purpose of making change for customers submitting property tax payments.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township of Elk held on January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**

  
Carolyn D. K. Sammons, Mayor

**ATTEST:**

  
DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

R-18-2025

**RESOLUTION AUTHORIZING CHANGE FUND  
FOR THE POLICE DEPARTMENT**

**WHEREAS** it is necessary for the Police Department to make change when accepting payments for records and fire arms; and .

**BE IT RESOLVED** by the Township Committee of the Township of Elk, in the County of Gloucester, State of New Jersey, that a change fund of \$30.00 be established for use in the office of the Police Department during the year 2025 for the purpose of making change for customers submitting payments for records and fire arms.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township of Elk held on January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

TOWNSHIP OF ELK

  
\_\_\_\_\_  
Carolyn D. K. Sammons, Mayor

ATTEST:

  
\_\_\_\_\_  
DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

**RESOLUTION R-19-2025**

**RESOLUTION CONCERNING INTEREST ON DELINQUENT TAXES**

**WHEREAS** N.J.S.A. 54:4-67 allows Municipalities to fix rates of interest to be charged for unpaid and delinquent taxes.

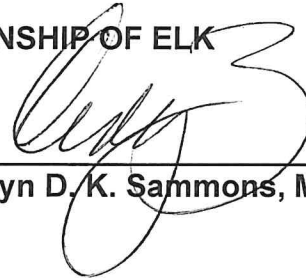
**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, County of Gloucester and State of New Jersey that the Tax Collector of said Township is hereby directed to charge interest at the rate of 8% per annum on the first \$1,500 of delinquent installments of taxes, and at the rate of 18% per annum on any amount in excess of \$1,500 from the date the installments become delinquent. Provided, however, that no interest shall be charged if payment of any installment is made within ten (10) days after the date on which same became payable.

**BE IT FURTHER RESOLVED** that the Tax Collector is authorized and directed to charge a penalty of 6% of the amount of tax delinquency to any taxpayer with a tax delinquency in excess of \$10,000 who fails to pay that delinquency prior to the end of the calendar year.

**BE IT FURTHER RESOLVED** that a copy of this Resolution be forwarded to the Tax Collector of the Township of Elk.

**ADOPTED** at a meeting of the Township Committee of the Township of Elk held January 2, 2025.

**TOWNSHIP OF ELK**



**Carolyn D. K. Sammons, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			



**R-20-2025  
RESOLUTION OF THE TOWNSHIP COMMITTEE  
OF THE TOWNSHIP OF ELK**

**RE: REAPPOINTING SPECIAL LAW ENFORCEMENT OFFICER  
CLASS II FOR THE ELK TOWNSHIP POLICE DEPARTMENT**

**WHEREAS**, the Township of Elk has appointed Special Law Enforcement Officers Class II for the Elk Township Police Department and their term has expired; and

**WHEREAS**, pursuant to N.J.S.A. 40A-146.14, special law enforcement officers may be appointed for terms not to exceed one year; and

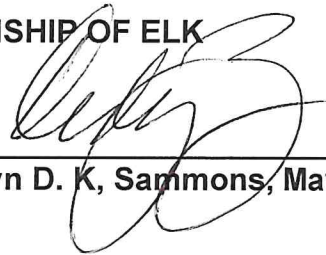
**WHEREAS**, **John Skinner, Gavin Stephan and Ethan Selb** have the necessary qualifications to serve in this position; and

**WHEREAS**, the term for the above listed will expire on December 31, 2025.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, that **John Skinner, Gavin Stephan and Ethan Selb** be appointed to the position of Class II Part-Time Police Officer to the Elk Township Police, as of January 1, 2025, subject to the existing salary schedule and the completion of any necessary eligibility requirements.

**ADOPTED** at a meeting of the Township Committee of the Township of Elk held on January 2, 2025.

**TOWNSHIP OF ELK**



\_\_\_\_\_  
**Carolyn D. K. Sammons, Mayor**

**ATTEST:**



\_\_\_\_\_  
**DEBORA R. PINE, TOWNSHIP CLERK**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

R-21-2025

**RESOLUTION MAKING APPOINTMENTS TO  
SPECIFIC ADMINISTRATIVE POSITIONS AND CONFIRMING  
SUCH APPOINTMENTS FOR THE TOWNSHIP OF ELK COUNTY OF GLOUCESTER,  
STATE OF NEW JERSEY FOR 2025**

**WHEREAS** the Township Committee of the Township of Elk has duly organized for the year 2025, at the Municipal Building, Aura, New Jersey; and

**WHEREAS** the following appointments are made to the specified administrative and other positions shown on the attached list, which list is made a part of this Resolution; and

**WHEREAS**, the Township Committee desires to move and confirm said appointments by this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the administrative and other appointments set forth on the attached list, which list is made a part of this Resolution, are hereby accepted and confirmed and the persons designated therein are each appointed to serve in each of their respective designated official positions commencing upon adoption of this Resolution, and in and during the calendar year 2025 at the term stated.

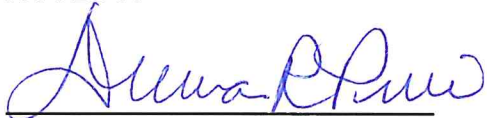
**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

TOWNSHIP OF ELK



Carolyn D. K. Sammons, Mayor

ATTEST:



DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

**ELK TOWNSHIP COMMITTEE APPOINTMENTS  
FOR MUNICIPAL POSITIONS**

<b><u>MUNICIPAL POSITIONS, BODY OR ENTITY</u></b>	<b><u>NAME OF PERSON APPOINTED</u></b>	<b><u>TERM TO EXPIRE</u></b>
Personnel Officer, Public Agency Compliance Officer JIF Claims Coordinator, Clean Communities Coordinator	Debora R. Pine	12/31/2025
Tax Search Official	Susan DeFrancesco	12/31/2025
Assistant Tax Collector	Krissy DeFrehn	12/31/2025
Municipal Court Administrator	Pauline Jordan	12/31/2025
Deputy Court Administrator	Marlo Dye	12/31/2025
JIF Safety Coordinator	Dave Strout	12/31/2025
Planning/Zoning Coordinator	Ann Marie Weitzel	12/31/2025
Construction Control Person	Ann Marie Weitzel	12/31/2025
Zoning Officer	Clint Nicholson	12/31/2025
Records Clerk	Michael Cramer	12/31/2025
Flood Plain Administrator	Donna Nicholson	12/31/2025
Deputy Emergency Management Coordinators	1 <sup>st</sup> Deputy – Milton Sahms Kevin Keen Jeff Franklin Lance Hitzelberger James Rambo Sean Hempsey	12/31/2025

R-22-2025

**RESOLUTION CONFIRMING MAYORAL  
ASSIGNMENTS FOR COMMITTEE PERSONS**

**WHEREAS** there is a need to assign Committee members as liaisons to agencies, to Boards, Committees and Commissions of the Township as well as to subcommittees all for the efficient operation of the governing body and the Township; and

**WHEREAS** such assignments are to be made by the Mayor.

**NOW, THEREFORE**, the following Township Committee person assignments are made for the year 2025.

**Liaison to Public Safety**

James Rambo

**Recreation Committee**

Chrisy Cowan

**911 Coordinator**

James Rambo

**Construction/Zoning Office**

James Rambo

**Education**

Chrisy Cowan

**Public Works/Roads/Buildings & Grounds**

James Rambo

**Agricultural Advisory Committee**

James Rambo

**Economic Development**

Carolyn Sammons

**Planning & Zoning Board**

Nate Lucas

**Environmental Commission**

Tony Cammarata

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

TOWNSHIP OF ELK

Carolyn D. K. Sammons, Mayor

ATTEST:

DEBORA R. PINE, Township Clerk

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			



**RESOLUTION MAKING APPOINTMENTS TO SPECIFIC BOARD  
AND COMMISSION POSITIONS AND CONFIRMING SUCH  
APPOINTMENTS FOR THE TOWNSHIP OF ELK,  
COUNTY OF GLOUCESTER AND STATE OF NEW JERSEY**

**WHEREAS** the Township Committee of the Township of Elk is duly organized for the year 2025 at the Municipal Building, Elk Township, New Jersey; and

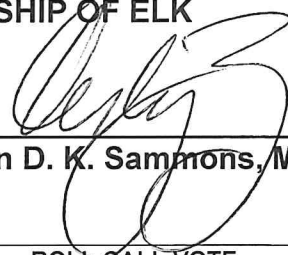
**WHEREAS** appointments are hereby made to the specific Boards, Commissions and positions shown on the attached list, which list is made part of this Resolution; and

**WHEREAS** the Township desires to move and confirm said appointments by this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the appointments set forth in the attached list, which is made a part of this Resolution, are hereby made, accepted and confirmed and the persons named therein are each appointed to serve in each of their respective designated official positions commencing upon adoption of this Resolution, and in and during the calendar year 2025 for the term stated.

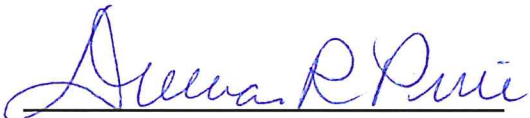
**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held on January 2, 2025.

**TOWNSHIP OF ELK**



**Carolyn D. K. Sammons, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			



**ELK TOWNSHIP COMMITTEE  
APPOINTMENTS TO MUNICIPAL BOARD, COMMISSIONS  
AND POSITIONS FOR THE YEAR 2025**

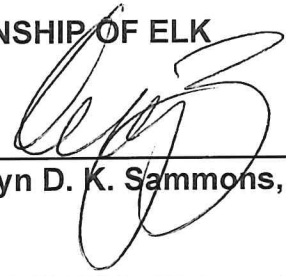
<u>BOARD POSITION</u>	<u>APPOINTEE</u>	<u>TERM EXPIRES</u>
<b><u>Planning/Zoning Board</u></b>		
Class I Mayor Designee	Dave Smith	12/31/2025
Class III Township Committee	Nate Lucas	12/31/2025
<b><u>Agriculture Advisory Committee</u></b>		
Member	Jim Visalli	12/31/2027
Alt #2	Grace Wheeler	12/31/2026

**RESOLUTION CONFIRMING MAYORAL APPOINTMENTS**

**WHEREAS** by statute and by ordinance certain appointments to certain positions, Board and Agencies of the Township of Elk are to be made by the Mayor; and **WHEREAS** the appointments listed below are made by the Mayor. **NOW, THEREFORE**, the Mayor of the Township of Elk this 2<sup>nd</sup> day of January, 2025, hereby makes the following appointments to the following positions for the terms stated.

<u>POSITION</u>	<u>NAME OF PERSON APPOINTED</u>	<u>TERM TO EXPIRE</u>
<b><u>Planning/Zoning Board</u></b>		
Class IV Member	Matthew Afflerbach	12/31/2028
Class IV Member	Ed McKeever	12/31/2028
Class IV Member	Donna Nicholson	12/31/2028
Class II – Environmental	Al Richardson	12/31/2026
Alt# 2	Wayne Swanson	12/31/2026

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**  
  
\_\_\_\_\_  
**Carolyn D. K. Sammons, Mayor**

**ATTEST:**  
  
**DEBORA R. PINE, TOWNSHIP CLERK**

COMMITTEE	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

**RESOLUTION R-25-2025**

**RESOLUTION ESTABLISHING CONTACT PERSON FOR THE EMPLOYMENT PRACTICE LIABILITY ATTORNEY CONSULTATION SERVICE TO THE GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Township Committee of the Township of Elk hereinafter referred to as "Municipality", is a member of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, hereinafter referred to as "Fund", and

**WHEREAS**, the Fund has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

**WHEREAS**, the Fund has budgeted \$540.00 per member for EPL consulting services in 2025 and;

**WHEREAS**, the Fund requires the Municipality to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, that it does hereby appoint Debora R. Pine, Municipal Clerk and Stephen Considine, Chief Financial Officer as its Contact Persons.

**THIS RESOLUTION IS DULY ADOPTED** at the Regular Meeting of the Township Committee of the Township of Elk held January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**

  
\_\_\_\_\_  
Carolyn D. K. Sammons, Mayor

**ATTEST:**

  
\_\_\_\_\_  
**DEBORA R. PINE, TOWNSHIP CLERK**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	<input checked="" type="checkbox"/>			
Cowan	<input checked="" type="checkbox"/>			
Lucas	<input checked="" type="checkbox"/>			
Rambo	<input checked="" type="checkbox"/>			
Sammons	<input checked="" type="checkbox"/>			

**RESOLUTION R-26-2025**

**RESOLUTION APPOINTING ALTERNATE  
FUND COMMISSIONER TO THE MUNICIPAL  
JOINT INSURANCE FUND**

**WHEREAS**, the Township of Elk has resolved to join the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund; and

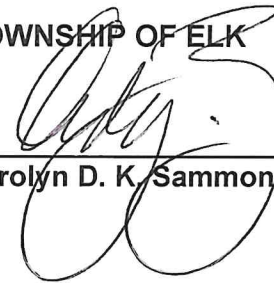
**WHEREAS**, the bylaws of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund recommend that each Municipality appoint an Alternate Fund Commissioner; and

**WHEREAS**, the Township Committee recommends the appointment of Debora R. Pine as Alternate Fund Commissioner.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Elk, that it does hereby appoint Debora R. Pine as Alternate Fund Commissioner for the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund.

**THIS RESOLUTION IS DULY ADOPTED** at the Reorganization Meeting of the Township Committee of the Township of Elk held January 2, 2025, at the Municipal Building, 680 Whig Lane, Aura, New Jersey.

**TOWNSHIP OF ELK**



**Carolyn D. K. Sammons, Mayor**

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			

RESOLUTION R-27-2025

RESOLUTION OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK AUTHORIZING THE APPOINTMENT OF STEPHEN CONSIDINE AS QUALIFIED PURCHASING AGENT

WHEREAS, N.J.A.C. 5:34-5, et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Stephen Considine possesses the qualifications of a Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5.1; and

WHEREAS, there is no compensation for this appointment.

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 Committee hereby appoint Stephen Considine as the Qualified Purchasing Agent to exercise the duties of a purchasing agent as more particularly defined in N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility and accountability of the purchasing activity of the municipality.

BE IT FURTHER RESOLVED that in accordance with N.J.A.C. 5:34-5.2, the Clerk of the Township of Elk is hereby authorized and directed to forward a certified copy of this resolution and a copy of Stephen Considine's qualifications to the Director of the Division of Local Government Services.

BE IT FURTHER RESOLVED by the Mayor and Committee of the Township of Elk that Stephen Considine is hereby appointed to serve as the Qualified Purchasing Agent for the Township of Elk with his term expiring on December 31, 2025.

ADOPTED at a Regular Meeting of the Elk Township Committee held January 2, 2025.

TOWNSHIP OF ELK

BY:   
CAROLYN D. K. SAMMONS, MAYOR

ATTEST:

  
DEBORA R. PINE, Township Clerk

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons				



**RESOLUTION R-28-2025**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ELK**  
**TO PROVIDE RULES AND REGULATIONS FOR PUBLIC**  
**PARTICIPATION AT TOWNSHIP COMMITTEE MEETINGS**

**WHEREAS**, under the New Jersey Open Public Meetings Act (Act), NJSA 10:4-6 et seq., all public meetings are open to the public;

**WHEREAS**, the Act does not limit the discretion of a public body to permit, prohibit or regulate the act of participation of the public at a meeting;

**WHEREAS**, the Township Committee has historically allowed members of the public to address the Committee in order to permit and encourage public participation at such meetings;

**WHEREAS**, the Committee has determined that the enactment of rules and regulations for the conduct of such meetings and public participation would help clarify the process and encourage the public to participate in Township business;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Elk, in the County of Gloucester and State of New Jersey that the following rules shall be applied to all public comment portions of the meeting:

(1) The public is invited to attend and observe all public meetings of the Township Committee. Persons shall be heard at any public meeting as provided herein.

(2) At any public meeting for which a member of the public has properly requested to address Committee, such person may address the Committee as to the purpose set forth in the request to speak. After acknowledgment from the Mayor, each person to address Committee must state his or her name and residence or business address. Members of the public are limited to a three minute time limit to address Committee. The time limit does not apply (1) to persons invited by the Committee to address the respective governing body, or (2) to the extent said person is responding to a question posed by Committee member. The Mayor may restrict or limit the time allotted to a person whose remarks are repetitive or not germane to the matter under consideration by Committee. At meetings with unusually large attendance, the Mayor may impose such additional rules or time limitations as are deemed appropriate from time to time based on business before the Committee and the number of persons wishing to speak.

(3) Members of the public are not permitted to ask questions of, or debate with, Committee unless permitted to do so by the Mayor. All remarks shall be addressed to the Committee as a body and not to any member thereof.

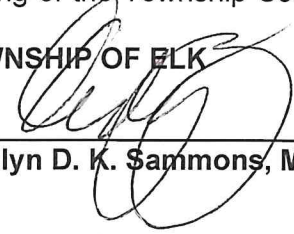
(4) No member of the public, or any other person in attendance at a meeting of Committee, shall engage in any personally offensive or abusive remarks or conduct. No person shall behave in any manner that is unruly, disruptive, or may endanger the health, safety, or welfare of said person or other members of the public, or otherwise act in a manner not in compliance with these rules. Any person violating the rules herein is subject to removal from the meeting if he or she refuses to comply after being advised to do so.

**THIS RESOLUTION IS DULY ADOPTED** at the Regular Meeting of the Township Committee of the Township of Elk held on this the 2<sup>nd</sup> day of January 2025.

**ATTEST:**

  
**DEBORA R. PINE, Township Clerk**

**TOWNSHIP OF ELK**

  
**Carolyn D. K. Sammons, Mayor**

RESOLUTION R-29-2025

RESOLUTION OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK  
APPOINTING CONFLICT MUNICIPAL PROSECUTORS FOR THE  
ELK JOINT MUNICIPAL COURT

**WHEREAS**, Jacqueline Vigilante, Esquire was appointed as the Chief Municipal Prosecutor for the Elk Joint Municipal Court via Resolution No. R-9-2025; and

**WHEREAS**, N.J.S.A. 2B:25-4e permits a municipality to appoint additional Municipal Prosecutors as necessary to administer justice in a timely and effective manner in its Municipal Court; and

**WHEREAS**, there exists a need for the services of a conflict Municipal Prosecutor in the Elk Joint Municipal Court; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-5, in effect provides that Contracts for Professional Services and Contracts for Services of an Extraordinary Unspecifiable Nature may be negotiated by the governing body of a municipality without public advertising and bidding, but requires a brief notice of the fact and details of each such contract to be publicly advertised and that the contract and authorizing resolution be filed in the Municipal Clerk's Office.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Elk, County of Gloucester and State of New Jersey, as follows:

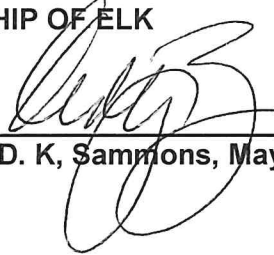
The Township Committee hereby appoints for the year 2025, the following Attorneys At Law as conflict Municipal Prosecutors: John Moustakas, Esquire, Christopher Ross, Esquire; Gary H. Lomanno, Esquire, and Karin Wood, Esquire to be paid a reasonable value for services rendered.

**BE IT FURTHER RESOLVED**, that this contract is awarded without competitive bidding as exceptions in the Local Public Contracts Law, either because said party contracted with is authorized by law to practice a recognized profession in the State of New Jersey or the services to be performed are extraordinary unspecifiable services which cannot be bid competitively because it is impossible to prepare specifications for same in accordance with the above mentioned statutes. The contract is being awarded pursuant to a fair and open process.

**BE IT FURTHER RESOLVED** that a copy of said notice as required by N.J.S.A. 40A:11-5 shall be published in the Township's official newspaper within ten (10) days after passage of this Resolution.

**ADOPTED** at the reorganization meeting of the Elk Township Committee held on January 2, 2025.

TOWNSHIP OF ELK



Carolyn D. K. Sammons, Mayor

ATTEST:



DEBORA R. PINE, TOWNSHIP CLERK

COMMITTEE	ROLL CALL VOTE			
	AYES	NAYS	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			



**RESOLUTION AUTHORIZING RISK MANAGEMENT CONSULTANT FOR THE GLOUCESTER, SALEM AND CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND AND FOR THE MUNICIPAL EXCESS LIABILITY**

**WHEREAS** the Governing Body of Elk Township has resolved to join Gloucester, Salem and Cumberland Counties Municipal Joint Insurance Fund and the Municipal Excess Liability, self insurance pooling funds, following a detailed analysis; and

**WHEREAS** the Bylaws of said Fund require that each Municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws; and

**WHEREAS** the Bylaws indicated a fee not to exceed six percent (6 %) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

**WHEREAS** N.J.S.A. 40A:11-5(1)(m) allows for the award of these services without advertising for bids.

**NOW, THEREFORE BE IT RESOLVED** that the Governing Body of Elk Township does hereby appoint **David Strout of Cettei and Connell Insurance** as its Risk Management Consultant in accordance with 40A:11-5 for a term of three (3) years, effective January 1, 2025 ending on December 31, 2027; and

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to N.J.S.A. 40A:11-5(1), (a), (i).

**ADOPTED** at the Reorganization meeting of the Township Committee of the Township of Elk held on January 2, 2025.

**ATTEST:**



**DEBORA R. PINE, TOWNSHIP CLERK**

**TOWNSHIP OF ELK**

  
**Carolyn D. K. Sammons, Mayor**

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓			
Cowan	✓			
Lucas	✓			
Rambo	✓			
Sammons	✓			