

Borough of Elmer Minutes**April 8, 2020**

CALL TO ORDER: A Regular Meeting of the Borough Council convened in the Borough Hall and by conference call at 7:53 p.m. with Mayor Joseph Stemberger presiding.

FLAG SALUTE AND INVOCATION: Mayor Stemberger dispensed with the invocation and the flag salute and noted that adequate notice of the meeting was provided on April 2, 2020 pursuant to the Open Public Meetings Act.

ROLL CALL: Council President Lewis Schneider (phone), Council Members Lynda Davis, Bruce Foster (phone), Cynthia Nolan, Steven Schalick, and Mayor Joseph Stemberger answered to the roll call. Council Member James Zee was absent due to technical difficulties connecting to the conference call. Also present were Solicitor Brian Duffield (phone), Chief Financial Officer Cynthia Strang, and Clerk Sarah Walker.

APPROVAL OF MINUTES: Motion Davis second Nolan to approve the minutes from the Regular Council Meeting held on March 11, 2020, and to dispense with the reading of the minutes.

Roll Call: Ayes: Schneider, Davis, Foster, Nolan, Schalick; Nays: None. Absent: Zee. Motion carried.

PUBLIC SESSION: Motion Davis second Nolan to open the public portion of the meeting. All were in favor and the motion carried. There being no comment from the public, motion Foster second Davis to close the public portion of the meeting. All were in favor and motion carried.

UNFINISHED BUSINESS:**1. Ordinances:**

ORDINANCE 2020-5 BOND ORDINANCE AUTHORIZING THE AMERICAN WITH DISABILITIES ACT (ADA) IMPROVEMENTS TO THE BOROUGH HALL IN THE BOROUGH OF ELMER, COUNTY OF SALEM, NEW JERSEY; APPROPRIATING THE SUM OF \$524,950 THEREFOR; AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OR BOND ANTICIPATION NOTES OF THE BOROUGH OF ELMER, COUNTY OF SALEM, NEW JERSEY, IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$120,000 MAKING CERTAIN DETERMINATIONS AND COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING

Motion Davis second Nolan to open the public hearing for Ordinance 2020-5. All were in favor and motion carried.

There being no comment, motion Davis second Nolan to close the public hearing. All were in favor and motion carried. Motion Schalick second Davis to adopt Ordinance 2020-5.

Roll Call: Ayes: Schneider, Davis, Foster, Nolan, Schalick; Nays: None. Absent: Zee. Motion carried.

NEW BUSINESS:**1. Ordinances:**

ORDINANCE 2020-6 AMENDING CHAPTER 23 ENTITLED "STORMWATER CONTROL" OF THE CODE OF THE BOROUGH OF ELMER

Motion Davis second Nolan to approve Ordinance 2020-6.

Roll Call: Ayes: Schneider, Davis, Foster, Nolan, Schalick; Nays: None. Absent: Zee. Motion carried.

2. Resolutions – the following Resolutions were read by title:

**BOROUGH OF ELMER
COUNTY OF SALEM
EMERGENCY TEMPORARY APPROPRIATIONS RESOLUTION**

Number 40-20

WHEREAS, emergent conditions have arisen with respect to the need to appropriate monies to fund the operations of the Borough of Elmer as the 2020 budget has not yet been adopted and provisions made in the 2020 temporary appropriation resolution adopted January 7, 2020 are not sufficient for the aforesaid purpose and N.J.S. 40A:4-20 provides for the creation of emergency temporary appropriations for the purpose above mentioned; and

WHEREAS, the total emergency temporary resolutions in the year 2020 pursuant to the provisions of Chapter 96, P. L. 1951 (N.J.S. 40A:4-20) including this resolution total \$352,000.00 for the current fund and \$113,000.00 for the water utility fund;

NOW, THEREFORE, BE IT RESOLVED (not less than two-thirds of all members thereof affirmatively concurring) that in accordance with the provisions of N.J.S. 40A:4-20:

1. Emergency temporary appropriations be and the same are hereby made for the following appropriations in the respective amounts listed, totaling \$352,000.00 for the current fund and \$113,000.00 for the water utility fund.

CURRENT FUND

	SALARIES AND WAGES	OTHER EXPENSES	TOTAL
GENERAL GOVERNMENT			
Mayor and Council	\$ 5,500.00	\$ 2,000.00	\$ 7,500.00
Municipal Clerk	6,500.00	3,500.00	10,000.00
Financial Administration	5,200.00	4,000.00	9,200.00
Audit Services		3,500.00	3,500.00
Revenue Administration (Taxes)	3,900.00	2,000.00	5,900.00
Assessment of Taxes	3,000.00	800.00	3,800.00
Legal Services		15,000.00	15,000.00
Engineering Services and Costs		3,500.00	3,500.00
Technology		1,000.00	1,000.00
Buildings and Grounds	3,500.00	10,000.00	13,500.00
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	SALARIES AND WAGES	OTHER EXPENSES	TOTAL
LAND USE ADMINISTRATION			
Land Use Board	\$ 2,800.00	\$ 2,000.00	\$ 4,800.00
HOUSING INSPECTION			
Housing Officer	5,000.00	800.00	5,800.00
INSURANCE			
Liability Insurance		15,000.00	15,000.00
Workers' Compensation		8,000.00	8,000.00
Unemployment and Disability		1,000.00	1,000.00
PUBLIC SAFETY			
Police Department	60,000.00	13,000.00	73,000.00

Office of Emergency Management	1,000.00	400.00	1,400.00
Fire Department		12,000.00	12,000.00
Fire Code Inspector	3,000.00	500.00	3,500.00
First Aid Organization		6,000.00	6,000.00
MUNICIPAL COURT			
Municipal Court		9,000.00	9,000.00
PUBLIC WORKS			
Streets and Road Maintenance		3,000.00	3,000.00
Garbage and Trash Removal		51,000.00	51,000.00
Recycling		14,700.00	14,700.00
Recycling Tax		700.00	700.00
HEALTH AND HUMAN SERVICES			
Board of Health	3,900.00	1,000.00	4,900.00
Animal Control Services	300.00	1,500.00	1,800.00
PARK AND RECREATION			
Parks and Playgrounds		5,400.00	5,400.00
OTHER COMMON OPERATING FUNCTIONS			
Celebration of Public Events		800.00	800.00
Aid to Public Library		2,500.00	2,500.00

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	SALARIES AND WAGES	OTHER EXPENSES	TOTAL
UTILITY EXPENSES AND BULK PURCHASING			
Natural Gas	\$	\$ 1,000.00	\$ 1,000.00
Electricity		8,000.00	8,000.00
Telephone		5,000.00	5,000.00
Street Lighting		12,000.00	12,000.00
Gasoline		2,700.00	2,700.00
DEFERRED CHARGES AND STATUTORY EXPENDITURES			
DCRP		797.00	797.00
PERS		16,303.00	16,303.00
Social Security System		9,000.00	9,000.00
GRAND TOTAL - CURRENT FUND			\$ 352,000.00

WATER UTILITY FUND

OPERATING

Salaries and Wages	\$ 25,000.00
Other Expenses	75,000.00
Liability Insurance	1,000.00
PERS	4,500.00
Contribution to Social Security	
System	1,500.00
Unemployment Compensation	
Insurance	100.00
Capital Outlay	5,900.00
GRAND TOTAL - WATER UTILITY FUND	\$ 113,000.00

2. Said emergency temporary appropriations will be provided for in the 2020 budget under the respective appropriation titles listed above.
3. One certified copy of this resolution be filed with the Director of Local Government Services.

**BOROUGH OF ELMER, COUNTY OF SALEM
RESOLUTION FOR PLANNING BOARD ESCROW FUND (Foote)**

Number 41-20

BE IT RESOLVED that the Escrow Fund Deposit made pursuant to Article IV, Section 2.30 of the Land Development Ordinance by applicant Allison Foote for a Site Plan Review for 47 Broad Street (Block 18 Lots 7 & 8) in the amount of \$3,115.00 be distributed and paid as follows:

Amount: \$3,115.00 To: Consulting Engineering Services LLC For: Construction Inspection

Motion Davis second Schalick to adopt Resolutions 40-20 and 41-20.
Roll Call: Ayes: Schneider, Davis, Foster, Nolan, Schalick; Nays: None. Absent: Zee. Motion carried.

3. 2020 Budget – the 2020 Budget Notice was read:

**RESOLUTION OF THE BOROUGH OF ELMER
INTRODUCTION OF THE 2020 BUDGET**

Number 42-20

(See page 38c in the Minute Book for the Introduced Budget)

Motion Davis second Nolan to approve Resolution 42-20 and to set the public hearing for May 13, 2020.
Roll Call: Ayes: Schneider, Davis, Foster, Nolan, Schalick; Nays: None. Absent: Zee. Motion carried.

DISCUSSIONS/MOTIONS:

1. **Water Payment Grace Period:** CFO Strang questioned if Council would want to extend the grace period for water payments for the next quarter due to the current Covid-19 pandemic. Solicitor Duffield confirmed that property tax payment grace period extensions were not permitted, but utility payment extensions were able to be adjusted by Council action. The following resolution was read by title:

RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ELMER, COUNTY OF SALEM, STATE OF NEW JERSEY, AUTHORIZING EXTENSION OF 2nd QTR. GRACE PERIOD FOR THE PAYMENT OF WATER BILLS

NUMBER 43-20

WHEREAS, pursuant to Chapter 14-1.14 entitled "Charge for Delinquent Payments", all bills for water service charges are due and payable by the end of the current quarter, inclusive of a ten (10) day grace period; and

WHEREAS, as a result of the COVID-19 pandemic crisis, many of the Borough's residents are experiencing financial difficulty and other related hardships; and

WHEREAS, the Borough Council seeks to assist the residents by extending the grace period before the mandatory late charge is imposed; and

WHEREAS, the Borough Council has authorized the grace period to be extended from ten (10) days to thirty (30) days from the end of current quarter for bills to be paid before the mandatory late charge is imposed.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Elmer, County of Salem, State of New Jersey, that the grace period for payment of the 2nd Qtr. water service charges shall be extended from ten (10) days to thirty (30) days prior to the imposition of a late charge.

Motion Zee second Foster to approve Resolution 43-20.

Roll Call: Ayes: Schneider, Davis, Foster, Nolan, Schalick; Nays: None. Absent: Zee. Motion carried.

REPORTS/BILL LIST:

Motion Schalick second Davis to receive and file the Tax/Water Collector and to receive, file and spread full upon the minutes the Treasurer's report (**see Page 38a**); all were in favor and motion carried.

Motion Davis second Nolan to pay all duly authorized bills and charge them to their respective accounts (**see Page 38b**).

Roll Call: Ayes: Schneider, Davis, Foster, Nolan, Schalick; Nays: None. Absent: Zee. Motion carried.

The Clerk reminded Council members that the Financial Disclosure Statements are due by the end of the month.

COMMITTEE REPORTS:

Finance/Celebration Public Events: No report.

Public Safety: No report.

Streets/Sidewalks/IT: Foster asked for guidance on purchasing salt and patch for the roads and noted that the street sweeper will be scheduled for April. A letter from the Borough engineer is still needed for Pfeffers Lane sign removal; the Clerk will send him an email request.

Borough Hall/Public Property: Foster will gather quotes for the automatic paper towel dispensers for the Borough Hall.

Water/Street Lights: No report.

Trash/Recycling/Parks & Playgrounds: Nolan reported that Waste Management is not picking up and bulk items during the state of emergency for Covid-19, the Salem County Improvement Authority convenience center is closed to the public until further notice, the damaged playground tube was approved for reimbursement by the insurance company, and the chipper is scheduled for 4/23.

ONGOING PROJECTS:

Veteran's Monument: Schneider reported on the progress of the Veterans Monument.

ADJOURNMENT: At 8:18 pm motion Davis second Nolan that the meeting be adjourned. All were in favor and motion carried.

April 8, 2020

Approved: May 13, 2020

Sarah D. Walker, Borough Clerk