

*PINE VALLEY BOROUGH
MEETING MINUTES
Monday, March 19, 2018
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CALL TO ORDER - Mayor Kennedy called the meeting to order at 9:00 a.m. with a Salute to the Flag.

OPEN PUBLIC MEETINGS ACT – Adequate notice of this meeting was given by emailing The Retrospect and Courier Post on January 3, 2018 and posting on the bulletin board at Borough Hall.

ROLL CALL – recorded as present was Mayor Kennedy and Commissioner Kennedy;

MATTERS REQUIRING OFFICIAL ACTION:

- **Minutes** – Borough Meeting of Tuesday, January 23, 2018 - the motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
- **Ordinances**
 - **#2018-02 - CALENDAR YEAR 2018 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)**
 - Motion to Introduce by Commissioner Kennedy, was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions
 - Second Reading, Public Hearing and Adoption is scheduled for Monday, April 16, 2018, 9 am in the Pine Valley Borough Hall.
- **Resolutions**
- **028-2018 - APPROVING TRANSFERS BETWEEN 2017 APPROPRIATION RESERVES**

WHEREAS, NJSA 40A:4-59 provides that all unexpended balances carried forward after the close of the year are available, until lapsed at the close of the succeeding year, to meet specific claims, comments or contracts incurred during the preceding fiscal year, and;

WHEREAS, NJSA 40A:4-59 further allows transfers to be made from unexpended balances to those reserve accounts which are expected to be insufficient, during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Commissioners of the Borough of Pine Valley that the following transfers between 2017 Appropriation Reserves be approved:

GENERAL FUND

Account #		<u>FROM</u>	<u>TO</u>
1-20-100-201	Administration - OE	\$400.00	
1-20-120-207	Municipal Clerk - OE		\$ 400.00
1-20-130-207	Finance Department - OE	100.00	
1-20-150-207	Tax Assessment - OE		3,500.00
1-20-155-205	Legal Services - OE		100.00
1-23-220-210	Group Health Insurance - OE	1,000.00	
1-25-240-101	Police Department - SW	500.00	
1-25-240-215	Police Department - OE	1,500.00	
1-31-430-299	Electricity - OE	50.00	

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1-31-460-299	Natural Gas - OE	50.00
1-36-473-202	Soc. Sec. & Med. Taxes - OE	500.00

TOTAL	\$4,050.00	\$4,050.00
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- The motion to approve by Mayor Kennedy was seconded by Commissioner Kennedy with all in favor, none opposed and no abstentions.
- #029-2018 - CANCELLING OUTSTANDING CHECKS
WHEREAS, upon review of the financial records of various bank accounts maintained by the Borough of Pine Valley, it was determined that there are several stale-dated outstanding checks; and WHEREAS, it is in the best interest of the Borough to cancel these outstanding checks;
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Commissioners of the Borough of Pine Valley, that the following outstanding checks be cancelled:

ACCOUNT & CHECK #	DATED	PAYEE	AMOUNT
General Fund			
#6398	03/21/17	W.B. Mason Co., Inc.	\$ 55.49
#6419	04/25/17	Richard Rauer	1,321.13
		TOTAL	\$ 1,376.62

- Mayor Kennedy asked if the check for Captain Rauer was reissued, which was confirmed that it had been.
- The motion to approve by Mayor Kennedy was seconded by Commissioner Kennedy with all in favor, none opposed and no abstentions.
- Resolved to pay \$39,641.38 from Current Account and \$7,900.59 from the Payroll Account, to approve the bill list dated February 22, 2018.
- The motion to approve by Mayor Kennedy was seconded by Commissioner Kennedy with all in favor, none opposed and no abstentions.
- Resolved to pay \$23,586.51 from the Current Account and \$4,730.78 from the Payroll Account, to approve the bill list dated March 19, 2018, attached of \$28,317.29.
- The motion to approve by Mayor Kennedy was seconded by Commissioner Kennedy with all in favor, none opposed and no abstentions.

INTRODUCTION OF THE 2018 MUNICIPAL BUDGET IN THE AMOUNT OF \$504,000.00

- Motion to Introduce by Mayor Kennedy was seconded by Commissioner Kennedy with all in favor, none opposed and no abstentions.
- CFO Ciminera gave a review of the proposed budget and the anticipated tax increase. There was also discussion of a necessary requirement to reschedule the next meeting and adoption of the Budget, which will be properly advertised.
- Public Hearing and Adoption is scheduled for Friday, April 20, 2018 in the Pine Valley Borough Hall.

OFFICIAL REPORTS

- Finance Reports – CFO Ciminera submitted the CFO's Report of Cash and Report of CFO regarding \$84,400 Bond Anticipation Note Series 2018A, saying that he had received notification that the sold note paid off last year and rolled over. He was able to get the same rate as 2017.
- Police Report – Captain Rauer had nothing of significance to report; everything is doing fine. Vehicle is good. The roster requires no changes and is doing well. There was discussion of a security officer from the Club who had sustained a serious injury and is back home and doing fine. reported that all is well.

MATTERS FOR DISCUSSION

- 2018 Municipal Election – There was discussion of the mail-in ballot process and candidate disclosure statements to be filed with NJ ELEC.
- Capital Improvements – The roof replacement is scheduled for this week weather permitting. The club opens April 30.
- 2017 Audit – Auditor Todd Saler, Bowman and Company has been in and out for a few minor items to finish the Audit and schedule the exit conference. There was discussion of the delays and problems being caused by changed being implemented by the State. There was discussion the concept of making property taxes a charitable contribution.
- Annual Awards Dinner – Treasurer Sims confirmed that the deposit was sent and the date of Thursday November 29th has been reserved.
- Mayor Kennedy asked that this item stay on the agenda. Borough Treasurer Sims will look at dates perhaps Thursday, December 6th and see with the board director room is available and book it.
- Best Practices – the information about the upcoming Right to Know filing was distributed and noted and there was discussion of the difference between the Candidate ELEC disclosure statement and the Annual Financial Statement which is due April 30.

FLOOR OPEN TO THE PUBLIC – Mayor Kennedy opened the floor to the Public for comments or questions. Hearing none, he closed the meeting to the public.

ANNOUNCEMENTS – The next Borough Meeting of the Governing Body of the Borough of Pine Valley will be held on Friday, April 20, 2018 9:00 am in the Borough Hall.

ADJOURNMENT - There being no further discussion or official action, the motion to adjourn by Commissioner Kennedy was seconded by Mayor Kennedy 9:24 am, with all in favor, none opposed and no abstentions.

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Bill List

February 22, 2018
11:51 AM

BOROUGH OF PINE VALLEY
Check Register By Check Date

Page No: 1

Range of Checking Accts: First to Last Range of Check Dates: 01/24/18 to 02/26/18
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
01 CURRENT CURRENT FUND					
6656	02/01/18	TAVIST50 TAVISTOCK COUNTRY CLUB	300.00		293
6657	02/01/18	OFFLIQ50 OFFICE LIQUIDATORS, INC.	275.00		297
6658	02/26/18	ACELEC50 ATLANTIC ELECTRIC	186.85		304
6659	02/26/18	AMAZON50 AMAZON	206.63		304
6660	02/26/18	CAPEHA50 CAPEHART & SCATCHARD, P.A.	184.00		304
6661	02/26/18	CIT 50 CIT	278.00		304
6662	02/26/18	FOCUS 50 FOCUS HVAC	105.00		304
6663	02/26/18	LAND01 50 LAND DIMENSIONS ENGINEERING	4,800.00		304
6664	02/26/18	LAUREL50 BOROUGH OF LAUREL SPRINGS	3,686.94		304
6665	02/26/18	MAACO 50 MAACO COLLISION REPAIR	4,931.75		304
6666	02/26/18	MATHER50 ROBERT W. MATHER	50.00		304
6667	02/26/18	MUN ASSO 50 ASSN. OF MUNICIPAL ASSESSORS	155.00		304
6668	02/26/18	NJDHHS50 NJ DEPT OF HLTH. & HUMAN SERV.	7.20		304
6669	02/26/18	PVGOLF50 PINE VALLEY GOLF CLUB	581.33		304
6670	02/26/18	SIMS 50 CATHY SIMS	247.62		304
6671	02/26/18	SJGAS 50 SOUTH JERSEY GAS CO.	250.36		304
6672	02/26/18	SPRINT50 SPRINT	121.65		304
6673	02/26/18	VOOTWP50 VOORHEES TOWNSHIP	1,020.00		304
6674	02/26/18	WBMAS 50 W.B. MASON CO., INC.	234.42		304
6675	02/26/18	MATHER50 ROBERT W. MATHER	292.75		305
6676	02/26/18	RAUER 50 RICHARD H. RAUER	421.13		305

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	21	0	18,335.63	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	21	0	18,335.63	0.00

WT-GENERAL FUND WIRE TRANSFERS-GENERAL FUND					
20118	01/30/18	PV PAY50 PINE VALLEY PAYROLL FUND	4,425.35	01/31/18	291
20218	02/02/18	NJPEN50 STATE OF NEW JERSEY	1,852.67		296
20818	02/06/18	PV PAY50 PINE VALLEY PAYROLL FUND	4,519.73		298
21518	02/13/18	PV PAY50 PINE VALLEY PAYROLL FUND	4,440.43		300
22218	02/20/18	PV PAY50 PINE VALLEY PAYROLL FUND	6,067.57		302

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	21,305.75	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	21,305.75	0.00

WT-PAYROLL WIRE TRANSFERS-PAYROLL FUND					
12518	01/25/18	EFTPS 50 EFTPS	1,671.52	01/31/18	289
20118	02/01/18	EFTPS 50 EFTPS	1,104.55		292
180202	02/01/18	NJPEN50 STATE OF NEW JERSEY	776.92		295
20218	02/02/18	NJTAX 50 STATE OF NEW JERSEY	531.21		294
20818	02/08/18	EFTPS 50 EFTPS	1,135.98		299
21518	02/15/18	EFTPS 50 EFTPS	1,107.43		301
22218	02/22/18	EFTPS 50 EFTPS	1,572.98		303

WT-PAYROLL WIRE TRANSFERS-PAYROLL FUND Continued					
Checking Account Totals	Paid	Void	Amount Paid	Amount Void	
Checks:	7	0	7,900.59	0.00	
Direct Deposit:	0	0	0.00	0.00	
Total:	7	0	7,900.59	0.00	

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	33	0	47,541.97	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	33	0	47,541.97	0.00

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BOROUGH OF PINE VALLEY
 Check Register By Check Date

Page No: 1

Range of Checking Accts: First to Last Range of Check Dates: 02/27/18 to 03/19/18
 Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
01 CURRENT CURRENT FUND					
6677	02/27/18	MICKEL50 JENIFER MICKEL	7.84		308
6678	03/19/18	ACELECS0 ATLANTIC ELECTRIC	144.99		317
6679	03/19/18	CAPEHAS0 CAPEHART & SCATCHARD, P.A.	409.50		317
6680	03/19/18	COMCAS75 COMCAST BUSINESS	250.03		317
6681	03/19/18	KDIOFF50 KDI OFFICE TECHNOLOGY	26.52		317
6682	03/19/18	LAUREL50 BOROUGH OF LAUREL SPRINGS	3,686.94		317
6683	03/19/18	PEACHT50 PEACHTREE CONSULTING, LLC	100.00		317
6684	03/19/18	PMGOLF50 PINE VALLEY GOLF CLUB	288.09		317
6685	03/19/18	RETROS50 THE RETROSPECT	15.69		317
6686	03/19/18	SJGAS 50 SOUTH JERSEY GAS CO.	163.28		317
6687	03/19/18	SPRINT50 SPRINT	113.05		317
6688	03/19/18	VOOTWP50 VOORHEES TOWNSHIP	510.00		317
6689	03/19/18	Alignment Check		VOID	
6690	03/19/18	Alignment Check		VOID	
6691	03/19/18	MATHER50 ROBERT W. MATHER	292.75		318
6692	03/19/18	RAUER 50 RICHARD H. RAUER	421.13		318
6693	03/19/18	WITMER WITMER PUBLIC SAFETY GROUP	1,530.00		318

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	15	2	7,959.81	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	15	2	7,959.81	0.00

20 PAYROLL TR PAYROLL FUND					
1208	03/08/18	GRAHAM50 RICHARD GRAHAM	36.33		312

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	36.33	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	36.33	0.00

WT-GENERAL FUND WIRE TRANSFERS-GENERAL FUND					
30118	02/27/18	PV PAY50 PINE VALLEY PAYROLL FUND	4,690.24	02/28/18	306
30218	03/01/18	NJPENS50 STATE OF NEW JERSEY	1,852.67		309
30818	03/06/18	PV PAY50 PINE VALLEY PAYROLL FUND	4,584.18		310
31518	03/13/18	PV PAY50 PINE VALLEY PAYROLL FUND	4,499.61		315

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	0	15,626.70	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	15,626.70	0.00

WT-PAYROLL WIRE TRANSFERS-PAYROLL FUND					
30118	03/01/18	EFTPS 50 EFTPS	1,169.51		307
30718	03/06/18	NJTAX 50 STATE OF NEW JERSEY	518.36		313
180307	03/06/18	NJPENS50 STATE OF NEW JERSEY	776.92		314
30818	03/08/18	EFTPS 50 EFTPS	1,125.00		311
31518	03/15/18	EFTPS 50 EFTPS	1,104.66		316

WT-PAYROLL WIRE TRANSFERS-PAYROLL FUND	Continued			
Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	4,694.45	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	4,694.45	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	25	2	28,317.29	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	25	2	28,317.29	0.00

Respectfully submitted,

Dawn T. Amadio, RMC, Municipal Clerk