

*PINE VALLEY BOROUGH
MEETING MINUTES
Monday, April 17, 2017
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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, 2017 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** – Regular Meeting of Monday, March 20, 2017 - the motion to table by Mayor Kennedy was seconded by Commissioner Kennedy with all in favor, none opposed and no abstentions.

- **Resolutions**
 - **#029-2017 - AUTHORIZING THE CHIEF FINANCIAL OFFICER TO CONDUCT THE LOCAL BUDGET EXAMINATION**

WHEREAS, N.J.S.A. 40A: 4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Pine Valley has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Borough of Pine Valley meets the necessary conditions to participate in the program for the 2017 budget year;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Commissioners of the Borough of Pine Valley that, in accordance with N.J.A.C. 5:30-7.6a & b and based upon the Chief Financial Officer’s certification, the governing body has found that the Budget has met the following requirements:

 1. That, with reference to the following items, the amounts have been calculated pursuant to law, and appropriated as such in the Budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes
 2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A: 4-45.2 and appropriations for exceptions to limits on appropriations found at 40A: 4-45.3 et seq. are fully met.
 3. That the Budget is in such form, arrangement and content as required by the Local Budget Law and N.J.A.C. 5:30-4 & 5:30-5.
 4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content the Budget will permit the exercise of the comptroller function within the municipality.

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5. The Budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A: 4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Director of the Division of Local Government Services.

- The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

- **#030-2017 - TONNAGE GRANT APPLICATION RESOLUTION**

WHEREAS, the Mandatory Source Separation and Recycling Act, P. L. 1987, c. 102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgated recycling regulations to Implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for the 2016 Recycling Tonnage Grant will memorialize the commitment of this municipality to recycling and to indicate the assent of the Mayor and Commissioners of the Borough of Pine Valley to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW, THEREFORE, **BE IT RESOLVED** by Mayor and Commissioners, that the Borough of Pine Valley hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Michael Brown, Recycling Coordinator and Certified Recycling Professional to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be dedicated funds used solely for the purposes of recycling.

- The motion to approve by Mayor Kennedy was seconded by Commissioner Kennedy with all in favor, none opposed and no abstentions.

- **#031-2017 - FOR CHANGE ORDER #2**

WHEREAS, a contract in the amount of \$123,800.00 was awarded to J.H. Williams Enterprises, Inc. on January 16th, 2017 by Resolution #26-17, for the Borough Hall Improvements; and

WHEREAS, the original contract was previously amended by Change Order #1, Resolution #27-17 on February 20, 2017 for a decrease in the amount of \$2,578.56; and

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WHEREAS, further amendments to the original contract are necessary due to additional floor leveling compound and a hot water heater cabinet, resulting in a net increase in the amount of \$1,395.22, and an adjusted contract in the amount of \$122,616.66;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Commissioners that Change Order #2, in the amount of \$1,395.22 (increase), which amends the original contract with J.H. Williams Enterprises, Inc. for the Borough Hall improvements, is hereby approved.

- The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

- **#032-2017 - TO READ BUDGET BY TITLE ONLY**

WHEREAS, N.J.S. 40A:4-8, as amended by Chapter 259 P.L. 1995 § 14, 2015, provides that the budget may be read by title only at the time of the public hearing if a resolution is passed not less than a majority of the full governing body, providing that at least one week prior to the date of hearing a complete copy of the budget has been made available for public inspection, and has been made available to each person upon request; and

WHEREAS, these two conditions have been met;

NOW, THEREFORE, BE IT RESOLVED, that the budget shall be read by title only.

- The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

- **Ordinances**

- Second Reading by Title, Public Hearing, and Motion to Adopt

- **#2017-02 - CALENDAR YEAR 2017 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)**

- Mayor Kennedy opened the meeting to the public for comment and questions. Hearing none, Mayor Kennedy closed the meeting.
 - The motion to adopt by Commissioner Kennedy was seconded by Mayor Kennedy, with all in favor, none opposed and no abstentions.

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- **ADOPTION OF THE 2017 MUNICIPAL BUDGET IN THE AMOUNT OF \$490,000**

- CFO Ciminera commented that the budget reflects a 1.17 cent increase, which is in keeping with the slight consistent increase desired.
- Mayor Kennedy opened the meeting to the public for comments and questions. Hearing none, Mayor Kennedy closed the meeting to the public.
- The motion to adopt by Commissioner Kennedy, was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

OFFICIAL REPORTS

- Finance Reports – CFO Ciminera reported PNC had reached out to make sure all was well with the note acquisition, which it is. The negative balance reported in the Payroll account is a pension payment in transit from March to April. Mayor Kennedy has a May 5th Trustees Meeting with the Club, and requested a document that captures the architectural filings, bid process, construction, and so on, as a record of what was done. It can include estimated cost of construction, costs of computers, furniture, sources of funding, with a copy of the report should be included in the minutes. There was discussion of the five-year history and the Audit Report; valuation and rate, which is the lowest in the State, but takes into account that there is no school district. All payroll taxes are paid. The Officer's

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retro was included in the last payroll. The new employment placement is working out okay. The meeting with Auditor and Exit Conference are upcoming.

- Police Report – Captain Rauer reported that the department was doing fine. There were no Fire or Ambulance calls. Just alarm activations. Early planning for the Crump Cup is beginning. The Police vehicle is up and running.

MATTERS FOR DISCUSSION

- Borough Hall Remodel Project – There was discussion of the Punch List. Awaiting service from Comcast for phone, cable and data. Mayor Kennedy asked to be kept posted. Currently there is a temporary CO, as a final inspection is awaited. There was discussion of what percentage of the cost equals retainage. Mayor Kennedy asked that a list be compiled of items such as blinds, above sink cabinet, cleaning, bulletin board, pictures of the former Mayors, perhaps in a prominent place for historical purposes, officer's lockers. A \$1,000 estimate has been received. The officers love the remodel. Moving forward capital items should be considered each year in a continuous process which should be factored into the budget. He would like to report to the Trustees on the Capital Budget Plan. There was discussion of an additional \$5,000 in 2017, and the process of the learning and building.
- Financial Disclosure Statements – there was discussion of the delay in the annual financial disclosure statement filing process due to the redaction of home addresses for law enforcement. Nonetheless, the roster has been filed, and the deadline tentatively extended to May 30, 2017.
- Christmas Dinner – Mayor Kennedy discussed details of the Christmas Dinner and potential invitees for this year's event. An annual resolution is required authorizing same.
- Fire Department Donations – Borough Administrator Mather indicated that the Club could be made aware that \$6,000 in annual fund drive contributions from individual residents to the Pine Hill Fire Department was realized.
- Records Management – Borough Administrator Mather discussed records from storage being moved to Centennial House. They are being sorted and prepared for eventual data input.
- Borough Website – Mayor Kennedy said he was prepared to move forward with the Borough Website.
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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 Monday, ~~April 17, 2017~~, 9 am.

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ADJOURNMENT - There being no further discussion or official action, the motion to adjourn by Mayor Kennedy was seconded by Commissioner Kennedy at 9:21 am, with all in favor, none opposed and no abstentions.

Respectfully submitted,

Dawn T. Amadio, RMC, Municipal Clerk