

*PINE VALLEY BOROUGH  
MEETING MINUTES  
Tuesday, June 27, 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**

- Borough Meeting of Monday, May 22, 2017 - the motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

• **Resolutions**

○ #034-2017 - TO CANCEL 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			
#5951	06/25/15	21st Century Media	\$ 28.00
#6124	04/07/16	NJ Dept. of Health & Sr. Svcs.	2.00
#6140	05/03/16	Pat McCunney	14.58
Payroll Fund			
#567	06/30/16	Stephen Buchhofer	\$ 810.37

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

○ #035-2017 - TO CERTIFY THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 required the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2016 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorized the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Findings and Questioned Costs" or "Findings and Recommendations"; and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Findings and Questioned Costs" or "Findings and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

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WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

R.S. 52:27BB-52 – A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his/her office."

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Pine Valley, County of Camden, State of New Jersey, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

- The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
  
- #036-2017 - AUTHORIZING AGREEMENT BY AND BETWEEN THE BOROUGH OF PINE VALLEY AND FCR CAMDEN, LLC FOR THE PROVISION OF MARKETING SERVICES FOR RECYCLABLES  
WHEREAS, the County of County, (hereinafter "COUNTY"), has entered into an Agreement with FCR Camden, LLC. d/b/a/ ReCommunity Recycling (hereinafter "OPERATOR") of Charlotte, North Carolina, to provide marketing services for recyclables for Camden County and its municipalities at their facility located at 2201 Mt. Ephraim Avenue, Camden, New Jersey, (hereinafter "FACILITY"); and  
WHEREAS, the Borough of Pine Valley, a body politic and corporate of the State of New Jersey and a participating member (hereinafter "System Member") of the Camden County Cooperative Pricing System, System Identifier #57-CCCPS, #1 Club Road, Pine Valley, NJ 08021 and FCR Camden, LLC having its principal place of business at 809 West Hill Street, Charlotte, North Carolina 28208 (hereinafter "FCR") are desirous of entering into a contract for the same; and  
WHEREAS, such Agreement will provide for the processing of residential single stream recycling materials, and such other recyclables as may be determined from time-to-time by the COUNTY which are generated by municipal programs; and  
WHEREAS, the term of this contract is for a period of three (3) years commencing on the date hereof through April 30, 2020 with two (2) one-year options to renew; and  
WHEREAS, full and additional terms and conditions are set forth in the contract attached hereto; and  
NOW THEREFORE, BE IT RESOLVED, by the Borough of Pine Valley, that the proper officials be and are hereby authorized to execute the Agreement with FCR Camden, LLC, for the provision of marketing recyclables as described herein, at the revenue share and for the term described herein.
  
- Mayor Kennedy questioned whether Pine Valley qualified for the wording involved to the contract, and requested that it be reviewed by Solicitor Betley. CFO Ciminera suggested that the Camden County Director be contacted to request a clarification of Pine Valley's need for inclusion, as the Borough doesn't contract to dispose, the Club does it privately.
  
- The motion to table by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

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- RESOLVED TO PAY ATTACHED BILL LIST – the motion by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

**OFFICIAL REPORTS**

- Finance Reports – CFO Ciminera reviewed the payment history for J. H. Williams, explaining the PNC bank error. J. H. Williams is now fully paid. It was thought that the architect was still owed money. There was conversation about the note issuance, and that interest is paid once per year. There was discussion of any additional purchases for the Borough Hall Remodel Project. There was discussion of the warrantee booklet received from J. H. Williams.
- Police Report – the report was reviewed. All alarms were for police, nothing for fire. There was discussion of Fire Department drills, ambulance assistance for the Crump Cup. There was conversation that the Fire Department Donation drive was complete

**MATTERS FOR DISCUSSION**

- **Website** – the site was reviewed and all were happy. There was discussion of the photo used on the home page.
- **Insurance Policies 2017** – The insurance policies were received via email, and have been stored on the Server and can be retried from Shared Docs->Insurance->Insurance Policies->2017. Hard copies will not be printed out as they are voluminous. Should any insurance matter arise, Rick Bean should be contacted.
- **Insurance Renewal for 2018** – the Insurance renewal is to be completed by August 15, 2017 on the on-line system with assistance from Rick Bean.
- **Alcoholic Beverage License** – the Club License has been completed, received and delivered.
- **Laurel Springs** – Mr. Mather reported that he had given the Laurel Springs Mayor a Tour of Pine Valley.
- **Fund Commissioners Meeting** – Mr. Mather reported that he had attended the fund Commissioners Meeting in Haddonfield.
- **Invitation** – Mayor Kennedy requested that Kendra Clark be given an invitation to attend the upcoming meetings to offer her some orientation.
- **Right To Know Survey** – is due July 15, 2017.
- **Financial Disclosure Statements** – are complete with 100% compliance.
- **Pine Valley Emblem** – a quote is being requested from Signs and Lines for a emblem 33” in diameter. It can be received three weeks after approval.
- **Back Up** – Malware Bytes was contacted, but they do not provide off-site back up. Joe Masterston has provided a quote of \$2,200 annually for off-site back up.

**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 Tuesday, July 18, 2017 9 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 at 9:39 am, with all in favor, none opposed and no abstentions.

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Range of Checking Accts: First to Last      Range of Check Dates: 06/01/17 to 06/30/17  
 Report Type: All Checks      Report Format: Super Condensed    Check Type: Computer: Y    Manual: Y    Dir Deposit: '  

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
<b>01 CURRENT      CURRENT FUND</b>					
6448	06/01/17	CIT00005 CIT	139.00		152
6449	06/01/17	JM1 JENIFER MICKEL	165.00		152
6450	06/01/17	TAS TOWNSEND ARCHITECTURE STUDIO	595.00		152
6451	06/01/17	XCCT COMCAST	534.57		152
6452	06/01/17	AZ AMAZON	287.76		153
6453	06/06/17	PINE03 PINE VALLEY PAYROLL FUND	4,163.42	06/15/17 VOID	155
6454	06/15/17	AWARD005 AWARD SELF STORAGE	46.00		162
6455	06/15/17	JHW J.H. WILLIAMS ENTERPRISES, INC	24,316.66		162

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	7	1	26,083.99	4,163.42
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>7</b>	<b>1</b>	<b>26,083.99</b>	<b>4,163.42</b>

<b>04 CAPITAL      GENERAL CAPITAL FUND</b>					
5	06/06/17	JHW J.H. WILLIAMS ENTERPRISES, INC	24,004.30		154
6	06/15/17	JHW J.H. WILLIAMS ENTERPRISES, INC	19,395.70		163

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	43,400.00	0.00
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>2</b>	<b>0</b>	<b>43,400.00</b>	<b>0.00</b>

<b>WT-GENERAL FUND    WIRE TRANSFERS-GENERAL FUND</b>					
61517	06/13/17	PINE03 PINE VALLEY PAYROLL FUND	4,087.14		157
170615	06/15/17	PINE03 PINE VALLEY PAYROLL FUND	4,163.42		161
62217	06/20/17	PINE03 PINE VALLEY PAYROLL FUND	4,680.30		164

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	0	12,930.86	0.00
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>3</b>	<b>0</b>	<b>12,930.86</b>	<b>0.00</b>

<b>WT-PAYROLL      WIRE TRANSFERS-PAYROLL FUND</b>					
60117	06/01/17	EFTPS EFTPS	1,217.49		151
60817	06/08/17	EFTPS EFTPS	1,095.47		156
61417	06/14/17	STATE005 STATE OF NEW JERSEY	709.62		159
170614	06/14/17	STATE010 STATE OF NEW JERSEY	430.59		160
61517	06/15/17	EFTPS EFTPS	1,084.08		158
62217	06/22/17	EFTPS EFTPS	1,235.84		165

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	0	5,773.09	0.00
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>6</b>	<b>0</b>	<b>5,773.09</b>	<b>0.00</b>

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	18	1	88,187.94	4,163.42
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>18</b>	<b>1</b>	<b>88,187.94</b>	<b>4,163.42</b>

CURRENT FUND	7-01	39,014.85	0.00	0.00	39,014.85
GENERAL CAPITAL FUND C-04		43,400.00	0.00	0.00	43,400.00
PAYROLL TRUST FUND	T-20	5,773.09	0.00	0.00	5,773.09
<b>Total of All Funds:</b>		<b>88,187.94</b>	<b>0.00</b>	<b>0.00</b>	<b>88,187.94</b>



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PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice
17-00184	06/19/17	SPRINT									
1		ACCT. #512981216, JUNE PYMNT.		121.04	7-01-25-240-207	B POLICE-Miscellaneous Expenses	R	06/19/17	06/19/17		
17-00185	06/19/17	RLKTECH RLK TECH, LLC									
1		INV. #4013		122.50	7-01-20-140-207	B COMPUTER-Miscellaneous Expenses	R	06/19/17	06/19/17		
17-00186	06/19/17	PBU									
1		INV. #66817	PUBLIC SAFETY UNLIMITED	247.99	6-01-25-240-207	B POLICE-Miscellaneous Expenses	R	06/19/17	06/19/17		
17-00187	06/19/17	STAPL005									
1		ORDER #9755186061	STAPLES CREDIT PLAN	84.95	7-01-20-120-207	B CLERK-Miscellaneous Expenses	R	06/19/17	06/19/17		
17-00188	06/19/17	RWR									
1		MAILING COSTS	RICHARD H. RAUER	6.59	7-01-99-007-001	B RES. FOR BUILDING RENOVATIONS	R	06/19/17	06/19/17		
17-00191	06/22/17	VOORH010									
1		INV. #78685	VOORHEES AUTO REPAIR	883.95	7-01-25-240-215	B POLICE-Vehicle Maintenance	R	06/22/17	06/22/17		
17-00192	06/22/17	JML									
1		6/07/2017 & 06/27/2017	JENIFER MICKEL	201.00	7-01-26-310-207	B PB&G-Miscellaneous Expenses	R	06/22/17	06/22/17		
17-00193	06/26/17	PINEV005									
1		GAS, CART LEASE, CABINET	PINE VALLEY GOLF CLUB	616.56	7-01-25-245-209	B POLICE-Vehicle Lease Payments	R	06/26/17	06/26/17		
2		GAS, CART LEASE, CABINET		389.87	7-01-31-430-205	B GASOLINE - OE	R	06/26/17	06/26/17		
3		GAS, CART LEASE, CABINET		203.68	7-01-26-310-207	B PB&G-Miscellaneous Expenses	R	06/26/17	06/26/17		
				<u>1,210.11</u>							
17-00194	06/26/17	AWARD005									
1		JULY PYMT, JUNE LATE FEE	AWARD SELF STORAGE	66.00	7-01-20-120-207	B CLERK-Miscellaneous Expenses	R	06/26/17	06/26/17		
17-00195	06/26/17	CT000005									
1		JULY PYMT.		139.00	7-01-20-120-207	B CLERK-Miscellaneous Expenses	R	06/26/17	06/26/17		
17-00196	06/26/17	THERE005									
1		INV. #16544	THE RETROSPECT	12.12	7-01-20-155-205	B LEGAL-Professional Services	R	06/26/17	06/26/17		
17-00197	06/26/17	CP									
1		LEGAL AD	COURIER POST	7.92	7-01-20-155-205	B LEGAL-Professional Services	R	06/26/17	06/26/17		

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PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	Stat/Chk	Enc Date	First Rcvd	Chk/Void	
Item Description					ACCT Type Description				Date	Date	Invoice
17-00198	06/26/17	INTERSOFT TECH. INTL., LLC			B	COMPUTER-Miscellaneous Expenses	R	06/26/17	06/26/17		
1 INV. #051517-PV			2,825.00	7-01-20-140-207							
<b>Total Purchase Orders:</b>			25	Total P.O. Line Items:	27	Total List Amount:	13,863.11	Total Void Amount:	0.00		
<hr/>											
<b>Totals by Year-Fund</b>											
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total				
CURRENT FUND	6-01	348.76	0.00	348.76	0.00	0.00	348.76				
CURRENT FUND	7-01	13,514.35	0.00	13,514.35	0.00	0.00	13,514.35				
<b>Total of All Funds:</b>		<u>13,863.11</u>	<u>0.00</u>	<u>13,863.11</u>	<u>0.00</u>	<u>0.00</u>	<u>13,863.11</u>				

Respectfully submitted,

Dawn T. Amadio, RMC, Municipal Clerk