

*PINE VALLEY BOROUGH
MEETING MINUTES
Monday, December 18, 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, November 27, 2017 - the motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
- **Ordinances** – First Reading
 - #2018-01 – 2018 Salary Ordinance
 - The motion to approve upon first reading by Commission Kennedy was seconded by Mayor Kennedy.
 - Second Reading, Public Hearing and Adoption is scheduled for Wednesday, January 3, 2017, 9 am in the Borough Hall.

• **Resolutions**

- 044-2017 - AUTHORIZING MAYOR AND MUNICIPAL CLERK TO EXECUTE AGREEMENT BETWEEN THE BOROUGH OF PINE VALLEY AND THE OFFICER IN CHARGE

WHEREAS, the Borough of Pine Valley and the Richard H. Rauer, Officer in Charge have agreed as to the terms of settlement of wages, hours and conditions of employment for the period of January 1, 2018 to December 31, 2018; and

WHEREAS, the Borough of Pine Valley wishes to enter into such an agreement with the Officer in Charge; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Pine Valley, County of Camden, authorize the Mayor and Municipal Clerk to execute the Agreement with the Richard H. Rauer, Officer in Charge effective January 1, 2018 through December 31, 2018.

- The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
- 045-2017 - TO APPLY PREPAID 2018 PROPERTY TAXES
BE IT RESOLVED by the Governing Body of the Borough of Pine Valley that the following taxes be applied to 2018:

<u>Block/Lot</u>	<u>Name</u>	<u>Amount</u>
1/3	Russell Meyer	\$8,418.20
3/2	Michael Kennedy	3,389.62
3/8	Andrew Armstrong	747.35
4/15	James Davis	3,771.01
5/2	Barney Adams	1,660.86
5/4	Thomas Wall	4,295.00
4/2	Wayne L. Bromley	11,759.71
3/7	Harold Baxter	6,786.10
	TOTAL	<u>40,827.85</u>

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

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- 046-2017 - TO REFUND OVERPAID TAXES
WHEREAS, certain adjustments are necessary to the records of the Tax Collector,
NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Pine Valley, County of Camden, State of New Jersey that refunds be made to the following:

OWNER	BLOCK/LOT	AMOUNT
Edward Beimfohr	3-4	\$ 388.80
Edward Beimfohr	3-5	967.68

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

- #047-2017 – Budget Transfer #2

WHEREAS, N.J.S.A. 40A:4-58 provides that a municipal governing body may make Budget Transfers during the last two months of the fiscal year;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Commissioners of the Borough of Pine Valley that the following 2017 Budget Transfers (#2) be approved:

		<u>GENL FUND</u>	
		<u>From</u>	<u>To</u>
<u>Account #</u>			
1-20-100-201	Administration - OE	\$500.00	
1-20-120-202	Municipal Clerk - OE		\$2,200.00
1-20-130-201	Finance - OE	500.00	
1-20-145-207	Tax Collector - OE	100.00	
1-20-150-207	Tax Assessor - OE		100.00
1-20-155-205	Legal Services - OE		500.00
1-22-195-209	Construction - OE		600.00
1-23-220-210	Group Health Insurance - OE	1,000.00	
1-25-240-103	Police Department - SW	600.00	
1-25-240-207	Police Department - OE	300.00	
1-26-310-207	Buildings & Grounds - OE		800.00
1-31-430-205	Gasoline - OE	1,000.00	
1-31-460-299	Natural Gas - OE		300.00
1-36-473-202	Social Sec & Med. Taxes - OE	1,000.00	
1-42-345-209	Interlocal Clerk Agreement		<u>500.00</u>
TOTAL GENL			
FUND		<u>\$5,000.00</u>	<u>\$5,000.00</u>

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

- #048-2017 - TO CANCEL APPROPRIATIONS

WHEREAS, the following accounts in the 2017 Budget have appropriation balances which remain unexpended:

General Fund

<u>Account #</u>	<u>Description</u>	<u>Amount</u>
1-23-220-200	Employee Group Health Insurance – OE	\$ 1,000.00
1-25-245-200	Police Dept. Lease Payments – OE	8,000.00

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1-42-350-200	Interlocal UCC Agreement – OE	<u>4,400.00</u>
	Cancel to General Fund Surplus	\$ 13,400.00

WHEREAS, it is necessary to formally cancel said balances so that the unexpended appropriations may be credited to Fund Balance;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Commissioners, that the above listed unexpended appropriations of the 2017 Budget be cancelled.

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

- #049-2017 - AUTHORIZING EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF LAUREL SPRINGS AND THE BOROUGH OF PINE VALLEY FOR TREASURER AND CONSTRUCTION SECRETARY

WHEREAS, the Borough of Laurel Springs (Laurel Springs) wishes to enter into a Shared Services Agreement (“Agreement”) with the Borough of Pine Valley (Pine Valley) to share services and reduce costs by working together to provide Treasurer and Construction Secretary for the Borough of Pine Valley; and

WHEREAS, by entering into the Agreement, Laurel Springs and Pine Valley agree that the shared service will benefit each respective entity; and

WHEREAS, Pine Valley shall pay Laurel Springs for the services above as defined in the Shared Services Agreement; and

WHEREAS, the parties hereto are permitted in accordance with N.J.S.A. 40:8A-1 et seq., the Interlocal Services Act (“Act”), to enter into an Agreement to provide jointly, or through each respective agency itself, such services authorized by the Act, including areas of general government administration;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Laurel Springs as follows:

1. The Mayor is hereby authorized to execute a Shared Services Agreement by and between the Borough of Laurel Springs and the Borough of Pine Valley hereto attached.
 2. The Shared Services Agreement shall be placed on file in the office of the Municipal Clerk of the Borough of Pine Valley and made available for public inspection upon execution.
 3. The terms and provisions of the Shared Services Agreement shall take effect upon execution of the Agreement by all parties.
- The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
 - **RESOLVED TO PAY \$27,805.04 from the General Account and \$5,913.94 from the Payroll Account.** 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 submitted the Treasurer’s Report and Budget Status Report and responded that there is plenty of money in the budget to follow through to year end. There was conversation about the services of the Auditor.
- Police Report – Captain Rauer reported that everything is okay. There was conversation about the Police vehicle repair. The Police schedule is okay with general discussion of coverage, duties and compensation that is appropriate based on a 10-year review report for the department.

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MATTERS FOR DISCUSSION

- Annual Notice – the proposed meeting schedule was reviewed and corrected by the Governing Body so it can be approved at the Reorganization Meeting.
- 2018 Municipal Election – the new timeline from the State was available online and reviewed by the Governing Body with the first event being the submission of petitions by March 5, 2018.
- Roof Replacement – Proposals have been received as have recommendations and referrals for different contractors. There was discussion of the lowest responsible bidder requirements and how to make a suitable decision based on the information received
- Annual Awards Dinner – Mayor Kennedy commented on the event as well attended and enjoyed by all. The process for booking the room was reviewed as rooms of that size book quickly.
- MEL Cyber Risk Management Program – Captain Rauer reported on the information received from the Joint Insurance Fund with regard to a deductible reimbursement program to incentivize members to comply with a certain standard of cybersecurity standards. Captain Rauer is going to forward the material, including a survey, to be completed to Joe Masterton.

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, December 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 9:34 am, with all in favor, none opposed and no abstentions.

Respectfully submitted,

Dawn T. Amadio, RMC, Municipal Clerk