

ELSINBORO TOWNSHIP

December 2, 2019

The regular meeting was called to order at 7:00pm by Mayor Elwell as advertised. The requirements of the Sunshine Law were met by notifying the South Jersey Times within the time prescribed by law. Notice was also posted on the bulletin board at the Emergency Management Building.

Mayor Elwell called this December 2, 2019 township committee meeting to order.

Please stand for the flag salute

Present were: Mayor Elwell, Deputy Mayor McAllister, Committeeman Doug Hogate, John Willadsen, CFO, Solicitor Trunk, Clerk Uzdanovics, and several residents

Motion to dispense with the reading of the minutes from the previous meeting and to approve as submitted

Motion McAllister Second Hogate RCV 3 yes

Treasurer's report and list of bills read by Chief Financial Officer

Motion to pay bills after inspection and sufficient funds are available

Motion McAllister Second Hogate RCV 3 yes

RESOLUTIONS TO BE APPROVE

2019-54

A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER ONE REQUIREMENTS

Whereas, the Township of Elsinboro is a member of the Trico JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

Whereas, through its membership in the Trico JIF, the Township of Elsinboro enjoys cyber liability insurance coverage to protect the Township of Elsinboro from the potential devastating costs associated with a cyber related claim; and

Whereas, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

Whereas, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1 & Tier 2 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Township of Elsinboro ; and

Whereas, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Township of Elsinboro to claim a reimbursement of a paid insurance deductible in the event the member files a claim

against Township of Elsinboro's cyber insurance policy, administered through Trico JIF and the Municipal Excess Liability Joint Insurance Fund;

Now Therefore Be It Resolved, that the Township of Elsinboro does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 of the NJ MEL Cyber Risk Management Plan;

- **System and data back-up**
- **Security and system patching**
- **Defensive software**
- **Security Awareness Training**
- **Incident Response Plan**

And, Be It Further Resolved, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval

Motion McAllister Second Hogate 3 RCV yes

ORDINANCE TO BE ADOPTED

ORDINANCE NO. 2019-05

AN ORDINANCE OF THE TOWNSHIP OF ELSINBORO, COUNTY OF SALEM, AND THE STATE OF NEW JERSEY, APPROPRIATING THE SUM OF \$25,000.00 FROM THE CAPITOL IMPROVEMENT FUND FOR EMERGENCY REPAIRS AND VARIOUS OTHER CAPITOL IMPROVEMENTS FOR THE MUNICIPAL BUILDING.

WHEREAS, the Township Committee of the Township of Elsinboro previously adopted a budget which included a "Capital Improvement Fund"; and

WHEREAS, by Resolution No. 2019-23 the members of the Township Committee of the Township of Elsinboro authorized emergency repairs to the Municipal Building; and

WHEREAS, the Township committee will complete the repairs when this Ordinance is final; and

WHEREAS, the members of the Township Committee have determined that the health, safety and welfare of the Township residents requires that a portion of the money contained in the above-mentioned line item be appropriated for the purpose stated herein below,

NOW, THEREFORE, BEIT ORDAINED by the Mayor and members of the Township Committee of the Township of Elsinboro, County of Salem, and State of New Jersey, as follows:

- (1) The sum of \$25,000.00 is hereby appropriated from the Township's "Capital Improvement Fund", which amount shall be used for the following purpose:

- a) Emergency repair to municipal building in an amount not to exceed \$25,000.00
- (2) The capital budget of the Township of Elsinboro is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistencies therewith. The resolutions promulgated by the Local Finance Board showing in full detail the amended capital budget and capital program as approved by the Director of the Division of Local Government Services are on file with the Township Clerk and are available for public inspection.
- (3) This ordinance shall be effective after final passage and publication in accordance with law at a meeting on December 2, 2019

Open to public Motion McAllister Second Hogate 3 RCV yes
Close to public Motion McAllister Second Hogate 3 RCV yes
Adopt Motion McAllister Second Hogate 3 RCV yes

Motion to approve Raffle license for Elsinboro Fire Department
Motion McAllister Second Hogate 2 RCV yes (1 Abstain Elwell)

Motion to approve Bingo license for the Elsinboro School Association
Motion McAllister Second Hogate 3 RCV yes

Police Report, Building inspectors report, CO report and Tax Collectors Report were read by clerk

Township Solicitor - Nothing at this time

COMMITTEE REPORTS

Emergency Management –Deputy Mayor McAllister went to the county meeting about the computer system for Emergency Management. The emergency Management coordinator and Deputy are still taking classes.

Community Development-Mayor Elwell informed us the Trash and Recycling contract cost will be neutral for 2020. Mayor Elwell was happy to inform everyone that the Township of Elsinboro qualified for the Sustainable Jersey Certification again. The township also received a donation of 100 bike helmets. Also the DOT awarded the township \$141,000 for N. Locust Avenue.

Township Roads-Committeeman Hogate said they are looking for alternatives for flood issues on Money Island Road. Doug also thanked everyone for their support in the election.

Insurance-Committeeman Hogate reported that he attended 2 meeting and a conference call for the JIF in November. The budget is in good shape for the Joint Insurance Fund.

Administration- Mayor Elwell asked the CFO how we are making out with our budget and the CFO told us we are about 19% under budget. Sean also thanked Mr. Cornman for his work on the Master Plan.

Open to Public Comment

Mayor Elwell had explained some of the bills and one bill was for the replacement of a tide gate. Mrs. Elwell asked what tide gate was replaced and Mayor Elwell told her it was the one on Slape Avenue. It had been intentionally damaged.

Mr. Grant asked about the cleaning of the beach. Mayor Elwell responded that the DEP said it could be cleaned by hand but Machines require a permit.

Mr. Grant also asked about the flooding on Abbots Farm Road. Mayor Elwell said it all depends on funding. The State has stated they will not fix but the berm will take efforts they may or may not do.

RESOLUTION NO. 2019-55 Resolution for Executive Session

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12b permits a public body to go into a closed session during a public meeting to discuss certain matters as follows:

(1) *Matters Required by law to be confidential:* Any matter which by express provision of the Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

(2) Any matter in which the release of information would impair the right to receive federal funding.

(3) *Matters involving individual privacy:* Any matter, the disclosure of which constitutes an unwarranted invasion of individual privacy such as records, data, reports, recommendations or other personal material of any education, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including, but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned .

(4) *Matters pertaining to a collective bargaining agreement:* Any matter involving a collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

(5) *Matters relating to the purchase, lease acquisition of real property or investment of public funds:* Any matter involving the lease, purchase or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

(6) *Matters of public protection:* Any tactic and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection.

(7) *Matters relating to litigation, negotiations and attorney-client privilege:* Any matter of pending or anticipated litigation or contract negotiation other than in (4) above in which the Township is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required for the attorney to exercise ethical duties as a lawyer.

(8) *Matters relating to the employment relationship:* Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of , promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all of the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public.

(9) *Deliberations after public hearing.* Deliberations by the Township occurring after a public hearing that may result in a civil penalty or the suspension or loss of a license or permit of a responding party; and

WHEREAS, the Township Committee has determined that it is necessary to go into a closed session to discuss certain matters relating to the items as permitted by N.J.S.A. 10:4-12b

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of Elsinboro that the Committee will go into closed session to discuss the following, in accordance with the aforesaid provisions of the Open Public Meetings Act, after which it will reconvene in the public:

1. Attorney Client/ potential Litigation

BE IT FURTHER RESOLVED, that the minutes of the closed session will be made available to the public when the need for privacy no longer exists.

Motion McAllister Second Hogate 3 RCV yes

Close open session **Motion McAllister Second Hogate 3 RCV yes**

Open Closed session **Motion McAllister Second Hogate 3 RCV yes**

Discussion for Attorney client privilege no action to be taken.

Date of Next Meeting: December 20 , 2019

Motion for Adjournment made by McAllister Second Hogate 3 RCV yes