

**ELSINBORO TOWNSHIP**  
**May 3, 2021**

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 Elsinboro Municipal Building and posted on the website as this meeting was held by teleconference due to COVID 19 protocol.

Mayor Elwell called this May 3, 2021 township committee meeting to order.

Motion to dispense with the reading of the minutes from the previous meeting and to approve as submitted **Motion McAllister      Second Hogate      3 Ayes**

CFO to read treasurer's report and list of bills

Motion to pay bills **Motion McAllister      Second Hogate      3 Ayes**

Present were: Mayor Elwell, Deputy Mayor McAllister, Committeeman Doug Hogate, CFO, John Willadsen, Clerk Uzdanovics, Solicitor Arbittier

**RESOLUTIONS to be approved**

**RESOLUTION NO. 2021-24**

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 Township of Elsinboro 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 local government meets the necessary conditions to participate in the program for the 2021 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Township of Elsinboro that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found 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 N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

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 and 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.

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 will be forwarded to the Director of the Division of Local Government Services upon adoption.

**Motion McAllister    Second Hogate            3 Ayes**

**RESOLUTION NO. 2021-25**

A resolution of the Township Committee of the Township of Elsinboro Authorizing the Clerk to read Resolution No. 2021-26 by title only

**WHEREAS**, NJS 40A:4-8, as amended by Chapter 259, P. L. 1995, provides that a budget resolution may be read by title only at the time of the public hearing if a resolution is passed by 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 in the Township of Elsinboro and copies have been made available by the Clerk to persons requesting them; and

**WHEREAS**, these two conditions have been met,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and members of the Township Committee of the Township of Elsinboro that the Township's 2021 budget shall be read by title only.

**Motion McAllister            Second Hogate            3 Ayes**

**RESOLUTION NO. 2021-26**

Resolution of Elsinboro Township  
Adopting The 2021 Municipal Budget of Elsinboro Township by title only as  
Permitted by Resolution 2021-25

**WHEREAS**, the mayor and members of the township committee of Elsinboro Township (hereinafter committee) have determined that this would be an appropriate time to adopt the Township’s 2021 municipal budget.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of Elsinboro Township, County of Salem that:

1. They hereby adopt the facts and determinations as set forth in the preamble of this resolution as if the same were more fully set forth herein, and the facts and determinations shall have the same binding effect as the paragraphs set forth herein below.
2. The budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of \$466,211.76 to be raised for municipal purposes.
3. that by the Township Committee of Elsinboro Township, County of Salem, that a summary of the 2021 Municipal Budget of Elsinboro Township be as follows:

Revenues:

Surplus Anticipated	\$241,710.00
Miscellaneous Revenues Anticipated	163,154.36
Receipts from Delinquent Taxes	34,734.00
Amount to be raised by Taxation For Municipal Purposes	466,211.76
 Total Revenues	 \$905,810.12

Appropriations:

Within “Caps”	
Operations including Contingent Deferred Charges and Statutory Expenditures-Municipal	\$599,857.68
Excluded from “Caps”	
Operations-Total Operations Excluded From “Caps”	44,985.28
Capital Improvements	45,000.00
Municipal Debt Service	
Reserve for Uncollected Taxes	215,967.12
 Total Appropriations	 \$905,810.08

4. That the previously stated items of Revenue and Appropriations which includes the Amount to Be Raised By Taxation for Local Purposes shall constitute The 2021 Municipal Budget of Elsinboro Township and is hereby adopted.

**Motion to open to public Motion McAllister Second Hogate 3 Ayes**  
**Motion to close public Motion McAllister Second Hogate 3 Ayes**  
**Motion to adopt Motion McAllister Second Hogate 3 Ayes**

**RESOLUTION NO. 2021-27**

**Resolution approving changes to Employee Manual and Policy & Procedures Manual**

**WHEREAS**, Elsinboro Township has adopted a Personnel Policies and Procedures Manual and Employee Handbook and has reviewed same annually to assure it has been updated in order to comply with the Municipal Excess Liability (MEL) Joint Insurance Fund requirements; and

**WHEREAS**, it is recommended by the Municipal Excess Liability (MEL) Joint Insurance Fund that members review and update their Personnel Policies and Procedures Manual and Employee Handbook every two years in order to qualify for the MEL's deductible and premium rate incentives under the Employment Practices Liability (EPL) coverage, and;

**WHEREAS**, the Municipal Clerk has reviewed said manual and Handbook has recommended the changes set forth hereafter be made to the manual and Handbook in accordance with the recommendations of MEL and that same supersede any inconsistent provisions in said manual; and

**WHEREAS**, the Township Committee concurs with the Municipal Clerk's review and hereby amends its Personnel Policies and Procedures Manual and Employee Manual as set forth hereafter;

**NOW THEREFORE BE IT RESOLVED** on this 3<sup>RD</sup> day of May, 2021, by the Township Committee of the Township of Elsinboro, that the amendments to the Policy and Procedures Manual are attached. None were required for the Employee Handbook.

**Motion McAllister Second Hogate 3 Ayes**

**RESOLUTION NO. 2021-28**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF EL SINBORO REQUESTING THAT THE SALEM COUNTY BOARD OF CHOSEN FREEHOLDER, THE SALEM COUNTY BOARD OF ELECTIONS AND THE SALEM COUNTY SHERIFF'S DEPARTMENT. UNDERTAKE A STUDY AND ENTER INTO A DISCUSSION WITH SALEM COUNTY MUNICIPAL CLERKS IN ORDER TO DETERMINE A SAFER AND LESS BURDENSOME ELECTION NIGHT PROCEDURE**

**WHEREAS**, the Township Clerk has notified the Township Committee of the Township of Elsinboro (hereinafter Committee) of the burdensome task of transporting vital Election materials to the Salem County Board of Elections on Election Night; and

**WHEREAS**, with the anticipated implementation of new voting machines and new voting procedures throughout the State, the amount of items to be transported will most likely increase significantly and become more cumbersome; and

**WHEREAS**, the integrity of election results is of Paramount importance; and

**WHEREAS**, Elections throughout the United States have become more controversial therefore making safety a valid and significant concern; and

**WHEREAS**, the existing procedures in Salem County of the transportation of election results and equipment to the County Board of Elections at the close of the polls on election night rests solely with the Salem County Municipal Clerks, many of whom are unescorted and unassisted on election night; and

**WHEREAS**, numerous discussions have been held amongst Salem County Municipal Clerk's over the safety and manpower concerns during election night; and

**WHEREAS**, after polling the members of the New Jersey Clerk's Association the following information was compiled:

1. The following Counties use County Sheriff's Officers or Police Officers to pick up and transport ballot information to the County Board of Elections: Cumberland, Hudson, Monmouth, Passaic and Cape May.
2. The following Counties use Board of Election Representatives or Couriers: Bergen, Burlington, Morris, Ocean, Sussex and Union.
3. The following Counties have Poll Workers for each voting district: Atlantic, Camden and Warren.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Elsinboro that they hereby memorialize their concerns as set forth in the preamble of this Resolution and they request that the County of Salem undertake a study and enter into a discussion with Salem County Municipal Clerks in order to determine a safer and less burdensome Election Night Procedure.

**Motion McAllister Second Hogate 3 Ayes**

Police Report, Building inspectors report, CO report and Tax Collector's report to be kept on file

Township Solicitor Nothing at this time

### Committee Reports

Emergency Management-Deputy Mayor McAllister is happy to report the municipal building is almost finished. FEMA drill went well and we received high marks.

Community Development- Mayor Elwell is ready to get back to our history grant and the information he was obtaining through meetings with residents. Mayor Elwell wants to get information on the Oakwood beach project to see where we stand with replenishment in the future. The county Engineer met

with residents who would be affected by the road elevation project to see what concerns they may be and he will be meeting with them again on May 6.

Mayor Elwell will have bike to school day on May 4, 2021, and the shadowing project for 2 grade will also be held soon.

Township Roads- Committeeman Hogate informed us that the N. Locust/Country Club Road project is ready to go to bid and Salem Ft Elfsborg Road will be paved by the county.

Insurance- Committeeman Hogate will be attending the required meetings.

Administration- Mayor Elwell shared that the township received \$24, 500.00 in tax sale money.

**Open to Public Comment**

No Public

Date of Next Meeting: June 7, 2021

**Motion for Adjournment** made at 7:29pm by McAllister second Hogate  
3 RCV yes