

ELSINBORO TOWNSHIP
August 7, 2023

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 Township website.

Mayor Elwell called this August 7, 2023 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 gave Committee 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 Hogate, CFO Willadsen, Clerk Uzdancovics, Solicitor Vigilante

ORDINANCES TO BE ADOPTED

ORDINANCE NO. 23-05

AN ORDINANCE TO ESTABLISH "RESTRICTED AREAS IN BUILDINGS WHERE MUNICIPAL OPERATIONS ARE CONDUCTED LIMITED TO AUTHORIZED EMPLOYEES ONLY TO PROTECT AND SAFEGUARD PUBLIC RECORDS CONTAINING PERSONALLY IDENTIFIABLE INFORMATION".

WHEREAS, Township of Elsinboro officials and employees have a responsibility to maintain and safeguard public records that consist of confidential information; and

WHEREAS, to adequately comply with the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, and to comply with the statutorily defined responsibilities, the maintenance and custody of specific records are required; and

WHEREAS, municipal officials assigned this responsibility include, but are not limited to; the Municipal Clerk, the Chief Financial Officer, the Tax Collector, the Tax Assessor, the Construction Code Officer, the Board of Health Secretary, and the Township Administrator; and

WHEREAS, the responsibility for the maintenance and safeguarding of records, reports, documents and information in municipal offices may not be available for immediate public view since they may contain personal information, phone numbers, social security numbers, dates of birth and other confidential information; and

WHEREAS, securing these records maintains the integrity of this information and when an Open Public Records Act request is received, and it is determined that a requestor is entitled to the records, the records can be released individually and redacted as required by law; and

WHEREAS, securing these records prevents outsiders/trespassers from simply walking into an office, grabbing some records, and leaving the building; and

WHEREAS, we cannot expect our municipal employees to physically intervene to protect a record, and creating secure areas with clear signage will help deter persons from collecting records which they are not entitled to receive without following the process required by the Open Public Records Act.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Elsinboro, County of Salem, State of New Jersey,;

OPEN TO THE PUBLIC	Motion McAllister	Second Hogate	3 Ayes
CLOSE TO THE PUBLIC	Motion McAllister	Second Hogate	3 Ayes
MOTION TO ADOPT	Motion McAllister	Second Hogate	3 Ayes

ORDINANCE NO. 2023-06
AN ORDINANCE OF THE TOWNSHIP OF ELSINBORO, COUNTY OF SALEM,
AND THE STATE OF NEW JERSEY, APPROPRIATING THE SUM OF \$8000.00
FOR EMERGENCY PURCHASE OF A NEW SERVER

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

WHEREAS, by Resolution No. 2023-34 the members of the Township Committee of the Township of Elsinboro authorized emergency purchase of a server; and

WHEREAS, the Township committee will purchase a new server when this Ordinance is final; and

WHEREAS, the members of the Township Committee have determined that the 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 \$8000.00 is hereby appropriated from the Township’s “Capital Improvement Fund”, which amount shall be used for the following purpose:
 - a) Emergency purchase of a server for the municipal building in an amount not to exceed \$8,000.00
- (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 August 7, 2023

OPEN TO THE PUBLIC Motion McAllister Second Hogate 3 Ayes
CLOSE TO THE PUBLIC Motion McAllister Second Hogate 3 Ayes
MOTION TO ADOPT Motion McAllister Second Hogate 3 Ayes

ORDINANCE TO BE INTRODUCED

ORDINANCE NO. 2023-07

**AN ORDINANCE OF ELSINBORO TOWNSHIP, COUNTY OF SALEM
AND THE STATE OF NEW JERSEY, APPROPRIATING THE SUM OF \$8,000
FOR SEALING OF MUNICIPAL BUILDING DRIVEWAY**

Motion McAllister Second Hogate 3 Ayes

RESOLUTIONS TO BE APPROVED

**ELSINBORO TOWNSHIP
COUNTY OF SALEM**

**RESOLUTION APPROVING MUNICIPAL DRUG ALLIANCE GRANT FY24
RESOLUTION 2023-36**

WHEREAS, The Township Committee of the Township of Elsinboro, County of Salem, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and,

WHEREAS, the Township of Elsinboro further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township of Elsinboro has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Salem;

NOW THEREFORE, BE IT RESOLVED by the Township of Elsinboro, County of Salem, State of New Jersey hereby recognizes the following;

1. The Township of Elsinboro does hereby authorize submission of an application for the Elsinboro Municipal Alliance grant for Fiscal year July 2023 to June 2024 in the amount of \$1843.67. This application requires a 25% cash match amount of \$460.92 and a 75% in-kind match amount of \$1382.75.
2. The Township of Elsinboro Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

Motion McAllister Second Hogate 3 Ayes

RESOLUTION 2023-37

RESOLUTION AUTHORIZING THE AGREEMENT WITH THE COUNTY OF SALEM

WHEREAS, the Township of Elsinboro (“Elsinboro”) has agreed to enter into an agreement with the County of Salem with regard to the ballot box and camera system located at the Elsinboro Municipal Building.

WHEREAS, the County of Salem will be solely responsible for the Ballot box and camera system; and

NOW THEREFORE BE IT RESOLVED BY THE TOWNSHIP OF ELSINBORO, that the County of Salem will indemnify and hold harmless the Township of Elsinboro per the attached agreement; and

BE IT FUTHER RESOLVED, that the Clerk certify a copy of this Resolution and file it on the public record.

Motion McAllister Second Hogate 3 Ayes

RESOLUTION 2023-38

WHEREAS, **N.J.S.A.** 40A:5-4 requires 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 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of **N.J.S.A.** 40A:5-6, and a copy has been received by each member of the governing body, and

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

**General Comments
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:

General Comments

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

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 promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local 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) or imprisoned for not more than one year, or both, in addition shall forfeit his office".

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Elsinboro 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.

Motion McAllister Second Hogate 3 Ayes

MOTION to approve PSE&G Helicopter Landing Pad

Motion McAllister Second Hogate 3 Ayes

Police Report, Tax Report, Construction reports to be kept on file.

Township Solicitor – Solicitor Vigilante will contact the Assessor and go over the tax appeal.

Committee Reports

Emergency Management.- Deputy Mayor McAllister said EMO doing fine. He also explained about the quotes for sealing the driveway and will give them to the clerk as soon as they are finalized.

Community Development- Mayor Elwell shared that Yerkees Lane, Shadroe Lane and Schrier Avenue are done. Now Nelson, Bender and Old Tilbury will be next.

Insurance - Committeeman Hogate – Went to the JIF Retreat and attended the finance meetings.

Administration-Mayor Elwell said Planning Board had a Use Variance come before them but it did not pass.

Open to Public Comment

Mr. Hart informed us that some one hit the Porta potty at the PSE&G parking lot and it hit the post that protects

The gate. Also he asked what could be done about burning on the beach. Mayor Elwell said he will let PSE&G know about the gate. He told Mr. Hart to call the police about the burning on the beach.

Mrs. McManus asked if dry wood could be put out for pickup and the committee said yes. She also asked about Construction Material but it cannot be put out.

Date of Next Meeting: September 5, 2023 at 5:00pm

Motion for Adjournment made at 7:37pm **Motion McAllister**
Second Hogate **3 Ayes**