

ELSINBORO TOWNSHIP

July 5, 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 July 5, 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 INTRODUCED by title only

ORDINANCE NO. 2023-05

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, as follows:

Motion McAllister

Second Hogate

3 RCV yes

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

Motion McAllister
yes

Second Hogate

3 RCV

RESOLUTIONS TO BE APPROVED

RESOLUTION NO. 2023-34

WHEREAS, an emergency has arisen with respect to: The server the contains municipal information needs to be replaces

No adequate provision was made in the 2023 budget for the aforesaid purpose, and N.J.S. 40A:4-46 provides for the creation of an emergency appropriation for the purpose above mentioned, and

WHEREAS, the total amount of emergency appropriation(s) created including the appropriation to be created by this resolution is \$8000.00 and three percent of the total operations in the budget for the year 2023 is \$29,679.23, and

NOW, THEREFORE, BE IT RESOLVED (not less than two-thirds of all the members thereof affirmatively concurring) that in accordance with N.J.S.A. 40A:4-46,

An emergency appropriation be and the same is hereby made for in the amount of \$8000.00

1. That said emergency appropriation shall be provided by a Capital Ordinance to be adopted by December 31, 2023.

2. That two certified copies of this resolution be filed with the Director of Local Government Services

Motion McAllister

Second Hogate

3 RCV yes

RESOLUTION NO. 2023-35

RESOLUTION AUTHORIZING AGREEMENT WITH THE VIGILANTE LAW FIRM FOR PROFESSIONAL SERVICES

WHEREAS, pursuant to applicable Statutory Law, Elsinboro Township requires legal services; and

WHEREAS, The Vigilante Law Firm has agreed to provide said legal services for the sum of \$120.00 per hour payable by the Elsinboro Township; and

NOW THEREFORE, BE IT RESOLVED, on this 1st day of January 2023 by Elsinboro Township, as follows:

1. The Mayor and the Clerk are hereby authorized and directed to execute the attached agreement between The Vigilante Law Firm and Elsinboro Township.
2. This Contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A 40A:11-5(a)(a) of the Local Public

Contracts Law as The Vigilante Law Firm is licensed to practice in the State of New Jersey.

3. A notice of this action shall be printed once in the official newspaper of the Township of Elsinboro.

Motion McAllister

Second Hogate

3 RCV yes

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

Township Solicitor – Jaci Vigilante was introduced as our new attorney now that Niki Arbittier has become a Judge.

Committee Reports

Emergency Management – Deputy Mayor McAllister had nothing at this time.

Community Development - Mayor Elwell explained about the regional court that the county is asking towns join. Elsinboro is happy with LAC Court but will attend the county court meetings to stay informed. He told Mr. Hart that he is Trying to get an update on the Beach Project. Mayor Elwell asked the clerk to contact Mr. Jones and ask him to fix Mr. Nugent's sand fence. He also wants Mr. Jones to clean up the access point and will get together with Mr. Jones to plan a time.

Township Roads- Committeeman Hogate would like to have the Local Government meeting that Elsinboro will host in September a joint meeting with County Road meetings.

Insurance-Committeeman Hogate attended the JIF meetings for the month of June.

Administration – Mayor Elwell shared that the planning board has some activity now. The municipal building driveway needs to be sealed so they are getting quotes. Mayor Elwell asked the clerk to contact Mr. Jones and ask him to fix Mr. Nugent's sand fence. He also wants Mr. Jones to clean up the access point and will get together with Mr. Jones to plan a time.

Open to Public Comment

Mr. Hart asked what Elsinboro school is having done? Mayor Elwell said they are putting in a driveway.

Date of Next Meeting: August 7, 2023

Motion for Adjournment at 5:30pm by McAllister
3 RCV yes

Second Hogate