

*PINE VALLEY BOROUGH
MEETING MINUTES
Tuesday, January 23, 2018
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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, 2018 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** –
 - Recessed Meeting of Wednesday, January 3, 2017 - the motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
 - Reorganization Meeting of Wednesday, January 3, 2017 – the motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
- **Resolutions**
 - **#027-2018-AMENDING APPOINTMENTS FOR THE YEAR**

WHEREAS, the appointments for the Year 2018, require amendment be the addition of an employee;

NOW THEREFORE, BE IT RESOLVED, by Mayor and Commissioners of the Borough of Pine Valley, County of Camden, State of New Jersey do hereby amend the appointment list by the addition of the following Municipal Committees and Employees for 2018:

POSITION	TERM	NAME
Cleaning person	through December 31, 2018	Jennifer Mickel
 - The motion to approve by Mayor Kennedy was seconded by Commissioner Kennedy with all in favor, none opposed and no abstentions.
 - Resolved to pay \$146,124.05 from the Current Account and \$10,023.92 from the Payroll Account, to approve total bill list of \$156,147.97.
 - The motion to approve by Mayor Kennedy was seconded by Commisisoner 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. However, the Budget Status Report was not distributed properly. The governing body will receive emailed copies of the Budget Status Report. The Budget draft is currently showing a 4.5 cent increase, but will be worked on further. There was discussion of the budget timeline and discussion and review of the draft budget. There was conversation of filing the Annual Debts Statement and Annual Financial Statement alongside of the new State submission programs and problems with submissions and printing functions. Borough Treasurer Sims said that with regard to the forms W2, W3 and 1009 all are on track for the January 31st deadline.
- **Police Report** – Captain Rauer reported that all is well. The police vehicle is being repaired, and they are utilizing a truck from the Club. Everything is fine with the shift schedule, saying beginning 2018 he has enough personnel to assign each part-timer no more than 24 hours per week. There was conversation of a pension bulletin that was released in October, 2017, specifically the portion that is titled “Re-Enrollment in the Retirement System Required”, which was provided by Captain Rauer. Mayor Kennedy asked if another officer needed to be added to the rotation, to which Captain Rauer

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responded not at this time. There was conversation about the recent ice storm and problems with slip and fall incidents with the Club and one residence.

MATTERS FOR DISCUSSION

- 2018 Municipal Election – Municipal Clerk Amadio said there was nothing new to report. There was discussion of the PERC requirements and how the process is initiated.
- Capital Improvements – discussion was held on getting quotes for installation of blinds and getting a third quote for roof replacement. The time frame would shoot for a March work schedule for the roof project.
- 2017 Audit – Auditor Todd Saler, Bowman and Company is working on the Annual Debt Statement and the Annual Finance Statement and is scheduling the Audit.
- 2018 Budget – there was discussion of the progress of the 2018 budget adoption process.
- Annual Awards Dinner – Mayor Kennedy asked that this item stay on the agenda. Borough Treasurer Sims will look at dates perhaps Thursday, December 6th and see with the board director room is available and book it.
- Communication from Outside Agencies – Mayor Kennedy inquired if any communications had been received from outside agencies, to which it was responded none had been received.

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, February 26, 2018 9:00 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 9:30 am, with all in favor, none opposed and no abstentions.

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BILL LIST 1/23/18

January 22, 2018
 06:01 PM

BOROUGH OF PINE VALLEY
 Check Register By Check Date

Page No: 1

Range of Checking Accts: First to Last Range of Check Dates: 12/19/17 to 01/23/18
 Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
01 CURRENT CURRENT FUND					
6620	12/28/17	LAUREL50 BOROUGH OF LAUREL SPRINGS	2,080.00		272
6621	12/28/17	DENICHSO RICHARD DIMICHELE, JR	200.00		272
6622	12/28/17	RINALDSO MARK A. RINALDI	100.00		272
6623	12/28/17	PINE H25 PINE HILL 1ST AID SQUAD	200.00		272
6624	12/28/17	PINE H50 PINE HILL FIRE COMPANY	300.00		272
6625	12/28/17	VOORHESO VOORHEES AUTO REPAIR	188.40		272
6626	12/28/17	AMAZONSO AMAZON	80.82		273
6627	12/28/17	COMCAS75 COMCAST BUSINESS	717.64		273
6628	12/28/17	COURIESO COURIER POST	36.16		273
6629	12/28/17	HOMEDESO HOME DEPOT CREDIT SERVICES	431.53		273
6630	12/28/17	MICKEL50 JENIFER MICKEL	184.50		273
6631	12/28/17	SPRINTSO SPRINT	123.69		273
6632	12/28/17	STAPLESO STAPLES CREDIT PLAN	71.50		273
6633	12/31/17	CLEMENSO CLEMENTON POSTMASTER	49.00		274
6634	01/23/18	ACELECSO ATLANTIC ELECTRIC	155.51		287
6635	01/23/18	BEIMFOHR EDWARD BEIMFOHR	1,356.48		287
6636	01/23/18	CAMDENS0 CAMDEN COUNTY TREASURER	97,847.18		287
6637	01/23/18	CAPEHASO CAPEHART & SCATCHARD, P.A.	248.00		287
6638	01/23/18	CIT 50 CIT	139.00		287
6639	01/23/18	COMCAS75 COMCAST BUSINESS	716.93		287
6640	01/23/18	COURIESO COURIER POST	124.76		287
6641	01/23/18	EDMUNDSO EDMUNDS & ASSOCIATES, INC.	4,829.00		287
6642	01/23/18	GRAHAMSO RICHARD GRAHAM	21.96		287
6643	01/23/18	LAUREL50 BOROUGH OF LAUREL SPRINGS	3,686.94		287
6644	01/23/18	MICKEL50 JENIFER MICKEL	180.00		287
6645	01/23/18	NAPA 75 NAPA AUTO PARTS	13.99		287
6646	01/23/18	PVGOLFSO PINE VALLEY GOLF CLUB	478.10		287
6647	01/23/18	RETROSSO THE RETROSPECT	27.30		287
6648	01/23/18	SJGAS 50 SOUTH JERSEY GAS CO.	60.43		287
6649	01/23/18	SPRINTSO SPRINT	125.37		287
6650	01/23/18	STAPLESO STAPLES CREDIT PLAN	111.76		287
6651	01/23/18	WBMAS 50 W.B. MASON CO., INC.	39.96		287
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	32	0	114,925.91	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	32	0	114,925.91	0.00
20 PAYROLL TR PAYROLL FUND					
1151	01/09/18	STAGLINO THERESA STAGLIANO	250.00	01/16/18 VOID	283
1152	01/16/18	STAGLINO THERESA STAGLIANO	198.87		284
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	1	1	198.87	250.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	1	1	198.87	250.00
WT-GENERAL FUND WIRE TRANSFERS-GENERAL FUND					
122117	12/19/17	PV PAYS0 PINE VALLEY PAYROLL FUND	4,511.27	12/31/17	268

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Check Register By Check Date

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
WT-GENERAL FUND WIRE TRANSFERS-GENERAL FUND Continued					
122817	12/26/17	PV PAY50 PINE VALLEY PAYROLL FUND	11,023.94	12/31/17	270
10418	01/04/18	PV PAY50 PINE VALLEY PAYROLL FUND	5,140.37		275
180104	01/04/18	NJPENS50 STATE OF NEW JERSEY	1,852.67		280
11118	01/09/18	PV PAY50 PINE VALLEY PAYROLL FUND	4,342.15		281
11818	01/16/18	PV PAY50 PINE VALLEY PAYROLL FUND	4,327.74		285
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	6	0	31,198.14	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>6</u>	<u>0</u>	<u>31,198.14</u>	<u>0.00</u>
WT-PAYROLL WIRE TRANSFERS-PAYROLL FUND					
122117	12/21/17	EFTPS 50 EFTPS	1,230.47	12/31/17	269
122817	12/28/17	EFTPS 50 EFTPS	3,032.24	12/31/17	271
10418	01/04/18	EFTPS 50 EFTPS	1,407.89		276
10518	01/04/18	NJTAX 50 STATE OF NEW JERSEY	556.64		277
10618	01/04/18	NJDOL 75 STATE OF NEW JERSEY	611.47		279
180104	01/04/18	NJPENS50 STATE OF NEW JERSEY	730.13		278
11118	01/11/18	EFTPS 50 EFTPS	1,175.44		282
11818	01/18/18	EFTPS 50 EFTPS	1,080.77		286
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	8	0	9,825.05	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>8</u>	<u>0</u>	<u>9,825.05</u>	<u>0.00</u>
Report Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	47	1	156,147.97	250.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>47</u>	<u>1</u>	<u>156,147.97</u>	<u>250.00</u>

Respectfully submitted,

Dawn T. Amadio, RMC, Municipal Clerk