

*PINE VALLEY BOROUGH
MEETING MINUTES
Monday, May 21, 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** – Borough Meeting of Monday, April 20, 2018 - the motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
- **Resolutions**
 - **#031-2018 - AUTHORIZING A SHARED SERVICES AGREEMENT, BY AND BETWEEN THE COUNTY OF CAMDEN (OFFICE OF ARCHIVES AND RECORDS MANAGEMENT) AND THE BOROUGH OF PINE VALLEY FOR ACCESS TO THE COUNTY-WIDE RECORDS AND INFORMATION MANAGEMENT (RIM) SYSTEM**

WHEREAS, the Borough of Pine Valley requires a Records Management system that conforms to the NJDARM guidelines; and

WHEREAS, the County of Camden provides a County-wide Records and Information Management (RIM) System to municipalities throughout the County of Camden that conform to NJDARM Guidelines by means of Shared Services Agreements in accordance with N.J.S.A. 40A:65-1; and

WHEREAS, in consideration of the promises and of the terms, covenants and conditions will be hereinafter set forth in a Shared Services Agreement between the County of Camden with its principal office at 520 Market Street, 14th Floor, Camden, New Jersey 08102 and the Borough of Pine Valley with its principal office at #1 Club Road, Pine Valley, New Jersey 08021;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Pine Valley authorizes a Shared Services Agreement with the County of Camden to provide the Borough of Pine Valley access to the County-wide Records and Information Management (RIM) System and authorize the Mayor and Clerk to execute a Shared Services Agreement therefore.
 - The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
 - **#032-2018 – TO CERTIFY THE ANNUAL AUDIT**

WHEREAS, N.J.S.A. 40A:5-4 required 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 2017 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorized the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; 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 “Findings and Questioned Costs” or “Findings and 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 “Findings and Questioned Costs” or “Findings and 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 regulations of the Local Finance Board of the State of New Jersey may subject the members of the governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

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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 (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his/her office.”

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Pine Valley, County of Camden, State of New Jersey, 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.

- The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
- Resolved to pay \$38,812.82 from the Current Account and \$9,648.69 from the Payroll Account, to approve the bill list dated April 19, 2018.
- The motion to approve by Mayor Kennedy was seconded by Commissioner Kennedy with all in favor, none opposed and no abstentions.

OFFICIAL REPORTS

- Finance Reports – There was discussion of the Audit Exit Conference and the notes that were discussed. The input errors for the Imputed Income was clarified with regard to the exact taxation requirements and it is believed that it has been corrected. No notices have been received from any outside agencies and everything is good.
- Police Report – there was discussion of the scheduling of the Fire Arms recertification, and they are working on an arrangement where each can be individually certified. The police vehicle is okay, and the department is on top of the upcoming Crump Cup. There was discussion of heat related emergencies, to which Captain Rauer said the AED and oxygen tank are ready to be utilized. The first aid kit is being resupplied. Mayor Kennedy expressed concern for the Caddies as well.

MATTERS FOR DISCUSSION

- 2018 Municipal Election – There was discussion of the municipal election and the receipt of the certificates of Election. There was discussion of the swearing in and the Mayoral Election between Commissioners at the June Borough Meeting.
- Capital Improvements – the blinds are to be installed soon with the total due being less than original quoted. There was discussion of there being no deposit and the final payment arrangement.
- Charitable Contributions of Property Taxes – SALT legislation – Mayor Kennedy attended a class on this potential legislation at which it was indicated it would not be accepted from a Federal Tax point of view.
- Annual Awards Dinner – everything is set for the Awards Dinner.
- Best Practices –
 - Annual Financial Disclosure Statements – all the Annual Financial Disclosure Statements were filed and the Borough is in 100% compliance.
 - Website – There was discussion of the website requirements at the Exit Conference and the Best Practices checklist was referenced to be certain that all requirements are up to date, which they are.

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 Tuesday, June 19, 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 9:20 am, with all in favor, none opposed and no abstentions.

Respectfully submitted,


Dawn T. Amadio, RMC, Municipal Clerk