

*PINE VALLEY BOROUGH
MEETING MINUTES
Tuesday, August 15, 2017
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CALL TO ORDER - Mayor Kennedy called the meeting to order at 8:53 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, 2017 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 Tuesday, July 18, 2017 - the motion to approve with noted correction by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

• **Resolutions**

- #037-2017-AMENDING CASH MANAGEMENT PLAN FOR THE YEAR 2017

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Commissioners of the Borough of Pine Valley, County of Camden, State of New Jersey, that the following requirements be a part of the 2017 Cash Management Plan, and be adhered to:

A. Payments shall be prepared by the Chief Financial Officer and/or the Deputy Treasurer and submitted to the Borough Commissioners for their approval;

B. No municipal funds shall be disbursed by the Chief Financial Officer or Deputy Treasurer prior to approval of the Borough Commissioners, except for:

1. Debt Service payments;
 2. Investments;
 3. Payroll turnovers to agency accounts;
 4. Tax payments to the other local taxing agencies, shall be made in accordance with schedules provided by each taxing district;
 5. Award Storage
 6. Camden County Joint Insurance Fund
 7. Jenifer Mickel - Cleaner
 8. Department of Health and Human Services
 9. New Jersey Community Affairs
 10. New Jersey Health Benefits - Police
 11. Clementon Post Master
- The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.
 - RESOLVED TO PAY \$123,775.60 from the current fund and \$6,684.83 from the Payroll Trust account. The motion by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

OFFICIAL REPORTS

- **Finance Reports** - there was a discussion of the format of the tax bills. They can be printed in-house or by the County. Mayor Kennedy would like to see a sample of the one printed in-house. The one from the County shows minimal information. He would also like added the finance report an indication of how far spent the budget is for each month.
- **Police Report** - Captain Rauer reported that a part time officer has been offered a different position out of State. He is currently accepting resumes for a replacement. He also reported that a resident fell on Saturday night. Emergency Services were called and responded to their home. It appears the resident may have suffered a broken hip. A billing account is being set up for the purchase of the Police Lockers.

MATTERS FOR DISCUSSION

- **Website** - The website is complete. There were a few items that needed to be added, and all but one is now in place. The website provider asked if the Borough would like a quote for annual maintenance. The Governing Body agreed to review a quote.
- **Back Up** - the quote that Joe Masterston was just received, and will be distributed for review.
- **Pine Valley Emblem** - the quote was approved and in-house installation is expected the first week of September. The final draft will be reviewed before installation.
- **Insurance Renewal** - The annual insurance renewal was submitted by the deadline.

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- **Best Practice Inventory** – the Local Finance Notice was released. CFO Ciminera has reviewed it, saying there are no surprises with it being much like last year. The inventory is to be submitted by Friday, October 20, 2017.
- **Christmas Award Dinner** is scheduled for November 30, 2017 at 6:30 pm at Tavistock County club.
- **Winter Travel Plans** – Mayor Kennedy is working on their travel plans and meeting schedule.

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, September 18, 9 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 9:24 am, with all in favor, none opposed and no abstentions.

Respectfully submitted,

Dawn T. Amadio, RMC, Municipal Clerk