

*PINE VALLEY BOROUGH
MEETING MINUTES
Monday, November 27, 2017
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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 October 20, 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 Monday, October 16, 2017 - the motion to approve was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

- **Resolutions**
 - #041-2017 - FOR MEMORIALIZATION OF MINOR SUBDIVISION BY THE PINE VALLEY GOLF CLUB
WHEREAS, an application for Minor Subdivision has been submitted by the Pine Valley Golf Club, Pine Valley, New Jersey 08021 for approval to consolidate Block 3, Lot 3 with Block 3 Lot 1 to be known as Block 3, Lot 1 on the Tax Map of the Borough of Pine Valley, which premises are owned by the Pine Valley Golf Club; and
WHEREAS, in support of the application the following was submitted:
 1. Request for approval of Minor Subdivision.
 2. Minor Subdivision plans, prepared by Land Dimensions Engineering, consisting of one (1) sheet.WHEREAS, the Municipal Agency has made its determination in this matter based on the following:
 1. The documents set forth above.
 2. The representations made by the applicant in the application and by the applicant and its representatives and witnesses.WHEREAS, based upon the information provided and in the application, the Municipal Agency finds as follows:
 1. The proposed use of the property is acceptable to the Borough of Pine Valley and consistent with their policies; andWHEREAS, based upon the above, the Municipal Agency finds that the plans as revised by the terms and conditions of the Resolution conform to the standards of sound planning and will have no deleterious effects on the neighborhood from the standpoint of insuring the health, safety and welfare of the community;
NOW, THEREFORE, BE IT RESOLVED, that the Municipal Agency of the Borough of Pine Valley hereby approved the application for minor subdivision approval:
 1. Subject to outside approvals.
 - The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

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- #042-2017 – Budget Transfer

WHEREAS, N.J.S.A. 40A:4-58 provides that a municipal governing body may make Budget Transfers during the last two months of the fiscal year;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Commissioners of the Borough of Pine Valley, that the following **2017 Budget Transfers (#1)** be approved:

<u>GENERAL FUND</u>		<u>From</u>	<u>To</u>
<u>Account #</u>			
1-20-100-201	Administration - OE	\$2,500.00	
1-20-120-207	Municipal Clerk - OE		\$4,000.00
1-20-130-201	Finance Department - OE	1,500.00	
1-20-140-207	Computer Services - OE		9,800.00
1-20-155-205	Legal Services - OE		3,500.00
1-20-165-205	Engineering Services - OE	400.00	
1-22-195-207	Construction Office - OE	800.00	
1-23-210-210	Liability Insurance - OE		50.00
1-23-215-210	Worker Comp. Insurance - OE	50.00	
1-23-220-210	Group Health Insurance - OE	1,000.00	
1-25-240-101	Police Dept. - SW	5,000.00	
1-25-245-209	Police Dept. Lease Payments - OE	5,000.00	
1-36-473-202	Soc. Sec. & Med. Taxes - OE	1,100.00	
TOTAL GENERAL FUND		\$17,350.00	\$17,350.00

- The motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy with all in favor, none opposed and no abstentions.

- **#043-2017 - AUTHORIZING ANNUAL APPROPRIATIONS FOR A PUBLIC EMPLOYEES AWARD PROGRAM**

WHEREAS, N.J.S. 40A:9-18 authorizes local units to establish an awards program designed to promote efficiency and economy in governmental functions and to reward individual officers and employees for heroism, efficiency, meritorious suggestions, professional accomplishments, performance of duty and for services, and

WHEREAS, the Governing Body of the Borough of Pine Valley hereby authorize the establishment of a Public Employees Award Program and will designate an officer or officers to assist in the formulation and administration of this award program which may consist of an advisory committee, and

WHEREAS, the awards may be in the form of cash, medals, certificates, insignia, or other appropriated devices or tokens of appreciation as shall be provided for under the awards program.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Pine Valley hereby authorize the establishment of a Public Employees Award Program and authorizes an annual

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appropriation of general funds not to exceed \$2,500.00 to carry out any programs established hereunder.

- The motion to approve by Mayor Kennedy was seconded by Commissioner Kennedy with all in favor, none opposed and no abstentions.

- **RESOLVED TO PAY \$42,243.58** from the General Account and \$22,086.84 from the Payroll Account. The motion by Mayor Kennedy was seconded by Commissioner 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 commenting that all is well. The reports were distributed to the Governing Body.
- Police Report – Captain Rauer had nothing current to report. He is getting contact for a future vehicle lease.

MATTERS FOR DISCUSSION

- Records Mine – Material highlighting the software, especially the imaging system in addition to the destruction requests system. It was explained that the State system is only a records destruction request system. An email explaining costs when purchased through the Camden County joint purchase agreement was also included. The motion to accept the proposal of Records Mine for \$2,200 annually by Mayor Kennedy, was seconded by Commissioner Kennedy, with all in favor, none opposed and no abstentions.
- 2018 Meeting Notice – Tuesday, January 3, 2018 at 9 am was picked for the Reorganization Meeting. There was discussion about the December 2018 meeting schedule with regard to prospective new commissioner.
- 2018 Municipal Election – the timeline from the former election was reviewed so that everything is on track. When the new municipal timeline is released it will be distributed.
- Prepayment of Taxes – Mayor Kennedy mentioned that with the proposed changes in Income Tax legislation, the Borough would likely see some prepayment of property taxes.
- Annual Awards Dinner – Mayor Kennedy reviewed the anticipated dinner attendance, and the at which there would be acknowledgement of the Borough Hall Remodel Project and of the previously announced retirement of Patricia McCunney.
- Treasurer and Tax Clerk Shared Services Agreement - Mayor Kennedy inquired about the proposed Shared Service with Laurel Springs to replace the duties due to Mrs. McCunney’s retirement, to which Captain Rauer replied that it needed to be a separate conversation. Municipal Clerk Amadio stated that it made sense to make a separate contract for these services in that they were not certified positions that require a contract of certain term to cover the effective date of a particular certification.
- Officer in Charge Contract – the Annual Contract discussion is to begin and the mater should be placed on the December agenda. There was also conversation with regard to the Full Time Officer.
- 60th Anniversary of Mayor Emeritus Carson and wife - Borough Administrator Mather mentioned a request to forward Anniversary cards to the Carson’s honoring their 60th Anniversary.

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- Salary Ordinance – Mayor Kennedy requested that the hourly Police Officers not have to wait for a retro to receive their increase. There was inquiry about whether the Salary Ordinance could be adopted in time for the first pay. If a timeline is available to accomplish it, it will be done.
- Roof Replacement – Estimates of \$4,000 have been received from Restoration Roofing. There was discussion of reserves for building improvements and ongoing annual adjustments to capital budget for improvements.

CORRESPONDENCE

- Letter from New Jersey General Assembly regarding Assembly Resolution 216 encouraging native plants that support bee populations and create habitat for all pollinators was distributed and noted.

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, December 18, 2017, 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 9:39 am, with all in favor, none opposed and no abstentions.

Respectfully submitted,

Dawn T. Amadio, RMC, Municipal Clerk