

*PINE VALLEY BOROUGH  
MEETING MINUTES  
Monday, December 16, 2019 at 4:00 pm  
Mayor Michael Kennedy presiding  
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**CALL TO ORDER** - Mayor Kennedy called the meeting to order at 4:00 pm 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 4, 2019 and posting on the bulletin board at Borough Hall.

**ROLL CALL** – Recorded as present was Mayor Kennedy, Commissioner Clark arrived at 4:14 pm and Commissioner Kennedy

**MATTERS REQUIRING OFFICIAL ACTION:**

**Minutes**

- Borough Meeting of Tuesday, November 18, 2019 - the motion to approve by Commissioner Kennedy was seconded by Mayor Kennedy, with Mayor Kennedy and Commissioner Kennedy in favor, none opposed.

**Resolutions**

- **058-2019 – APPROVING 2019 BUDGET TRANSFERS #2**

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 **2019 Budget Transfers (#2)** be approved:

<u>GENERAL FUND</u>		<u>From</u>	<u>To</u>
<u>Account #</u>			
1-20-120-207	Municipal Clerk - OE		\$700.00
1-20-130-201	Finance Dept. - OE	\$500.00	
1-20-140-207	Computer Services - OE		500.00
1-23-215-210	Worker Comp. Insurance - OE	500.00	
1-26-310-101	Buildings & Grounds - SW	300.00	
1-26-310-207	Buildings & Grounds - OE		300.00
1-27-340-209	Animal Control - OE		300.00
1-36-473-202	Social Security Taxes - OE	500.00	
<b>TOTAL GENERAL FUND</b>		<b>\$1,800.00</b>	<b>\$1,800.00</b>

- The motion to approve by Commissioner Kennedy, was seconded by Commissioner Clark, with Mayor Kennedy, Commissioner Clark and Commissioner Kennedy in favor, none opposed and no abstentions.
- **059-2019 - AUTHORIZING EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF PINE VALLEY AND THE TOWNSHIP OF VOORHEES**  
WHEREAS, the Borough of Pine Valley wishes to enter into a Shared Services Agreement (“Agreement”) with the Township of Voorhees to share services and reduce costs by working together to provide Chief Financial Officer, Tax Collector and Qualified Purchasing Agent (“Finance Official”) services for the Borough of Pine Valley; and

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WHEREAS, by entering into the Agreement, Pine Valley and Voorhees agree that the shared service will benefit each respective entity; and

WHEREAS, Pine Valley shall pay Voorhees for the provision of Finance Official services as defined in the Agreement, attached hereto and made a part hereof; and

WHEREAS, the parties hereto are permitted in accordance with N.J.S.A. 40:8A-1 et seq., the Interlocal Services Act ("Act"), to enter into an Agreement to provide jointly, or through each respective agency itself, such services authorized by the Act, including areas of general government administration;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Commissioners of the Borough of Pine Valley as follows:

1. The Mayor is hereby authorized to execute a Shared Services Agreement by and between the Borough of Pine Valley and the Township of Voorhees in a form to be attached hereto and made a part hereof as Exhibit "A".
  2. The Shared Services Agreement shall be placed on file in the office of the Pine Valley Municipal Clerk and made available for public inspection upon execution.
  3. The terms and provisions of the Shared Services Agreement shall take effect upon execution of the Agreement by all parties.
- The motion to approve by Commissioner Kennedy, was seconded by Commissioner Clark, with Mayor Kennedy, Commissioner Clark and Commissioner Kennedy in favor, none opposed and no abstentions.

• **060-2019 - RESOLUTION TO CANCEL APPROPRIATIONS**

WHEREAS, the following accounts in the 2019 Budget have appropriation balances which remain unexpended:

<b><u>General Fund</u></b>		
<b><u>Account #</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
1-23-220-200	Group Health Insurance – OE	\$ 100.00
1-25-240-100	Police Department – SW	8,000.00
1-25-240-200	Police Department – OE	1,000.00
1-36-471-200	Public Employee Retirement – OE	3.00
1-36-472-200	Police & Fire Retirement – OE	89.00
1-36-473-200	Social Security Taxes – OE	500.00
1-42-345-200	Interlocal Clerk Agreement – OE	39.40
1-42-347-200	Interlocal Treasurer Agreement – OE	40.00
1-42-351-200	Interlocal CFO/CTC Agreement – OE	35.08
1-45-935-000	Interest on Notes – OE	<u>359.77</u>
	<b>Cancel to General Fund Surplus</b>	<b>\$10,166.25</b>

WHEREAS, it is necessary to formally cancel said balances so that the unexpended appropriations may be credited to Fund Balance;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Commissioners, that the above listed unexpended appropriations of the 2019 Budget be cancelled.

- The motion to approve by Commissioner Kennedy, was seconded by Commissioner Clark, with Mayor Kennedy, Commissioner Clark and Commissioner Kennedy in favor, none opposed and no abstentions.
- 061-2019 - APPROVING PAYMENT OF BILLS

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BE IT RESOLVED, by the Governing Body of the Borough of Pine Valley, that payment for the annexed bill list dated December 12, 2019 in the amounts indicated below is hereby approved:

Current Account	\$55,549.74
Payroll Account	<u>\$ 7,025.53</u>
TOTAL	\$62,575.27

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

**OFFICIAL REPORTS**

- **Finance Reports** – There was discussion that there will be changes in Club services and changes in the Fee Schedule coming. Budget cuts are being looked at, and the budget is in draft form. The Tax Assessor is to visit on Wednesday. There was discussion of the reassessment request made by the Assessor and it may be considered. The matter should be on the agenda for Reorg. There was discussion of year-end matters and last minute items. CFO Dean Ciminera said he will keep working on the mix for the budget draft and different considerations for surplus. The last rerun of the budget numbers showed a 5.5% tax increase after rerunning the appropriations.
- **Police Report** – Captain Rauer explained that the alarms on the report were fire alarm activations which mandate a fire department response. Otherwise it is very dead. aid there were a few alarms but no problems, just alarms that the Fire Department does respond to as a general alarm.

**MATTERS FOR DISCUSSION**

- **2020 Meeting Dates** – A revised draft of meeting dates, utilizing the third Tuesday of every month at 4 pm was presented to the governing body and they were okay with this draft. Meetings can be rescheduled with adequate notice.
- **Camden County Municipal Joint Insurance Fund** – Loss Control Report – was received, reviewed and discussed with the Governing Body.
- **FDS Violation Notice** – Municipal Clerk Amadio reviewed a FDS violation notice that had been received and explained that the error was hers in that she did not input the new Commissioner after the May Municipal Elections in 2018. When the Commissioner’s new term was input for 2019, it triggered the 2018 violation. However, the notice of that violation was just received. The error and misstep has been reported to the Local Finance Board to see if they will or can offer a remedy.

**FLOOR OPEN TO THE PUBLIC** – Mayor Kennedy opened the meeting to the public, but not hearing any comments or questions, 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 Friday, January 3, 2019 at 4 pm at the Borough Hall.

**MOTION TO RECESS** - The motion to recess the meeting until Friday, January 3, 2020 made at 4:33 pm by Commissioner Kennedy, was seconded by Commissioner Clark with all in favor, none opposed and no abstentions.

Respectfully submitted,

Dawn T. Amadio, RMC, Municipal Clerk

