

Minutes of the Regular Meeting of the Township Committee of the Township of Commercial, held on May 18, 2017 at 6:00 P.M., at the Township Hall, 1768 Main Street, Port Norris, NJ

Those present:

Ronald L. Sutton, Sr.,	Mayor
Fletcher Jamison	Committeeman
Mike Vizzard	Committeeman
Thomas Seeley	Solicitor
Hannah E. Nichols	Township Clerk
Edward Dennis	Engineer
Clint Miller	Public Works Supervisor
Heather Sparks	Deputy Clerk

Mayor Sutton presided and called the meeting to order with the announcement that the meeting had been advertised, that it was being electronically recorded and being held in full compliance of the Open Public Meeting Act. Mayor Sutton asked everyone to stand and join him in the Flag Salute and Lord's Prayer.

Mayor Sutton said the station commander is here but he is meeting with someone at this time, so we'll call on him later.

Mayor said we have consideration of previous minutes and Bill List for May 2017.

Minutes of Agenda Meeting of April 17, 2017
Minutes of Regular Meeting of April 20, 2017

Committeeman Vizzard made motion to approve and Committeeman Jamison seconded with a unanimous roll call vote.

Mayor Sutton asked if committee had reviewed Bill List as prepared by CFO Pam Humphries for May.

Committeeman Jamison made motion to approve and Committeeman Vizzard seconded with a unanimous roll vote.

Mayor Sutton said William Morrison had sent committee letter of concerns and that he was meeting with station commander at this time, so we'll hold off on his letter until later.

Mayor Sutton said township has received a bid of \$2500 from Herbert Williams for Block 135, Lots 7025 thru 7033, 180X100. Mayor said if bid accepted that landsale for this property would be held in the month of July due to there are only 28 days between this meeting and June and law requires that certified notices be sent to adjoining owners 30 days prior to landsale.

Committeeman Vizzard made motion to accept bid and schedule sale for July meeting. Committeeman Jamison seconded the motion with a unanimous roll call vote.

Mayor Sutton said Port Norris Fire District I Fire Department does not meet the criteria of ADA, handicapped regulations and therefore all voters of district I will have to relocate to the Commercial Township Municipal Building beginning with the June Primary.

Committeeman Jamison made motion to approve the relocation and Committeeman Vizzard seconded with a unanimous roll call vote.

Mayor Sutton said we have a solicitor's application from Karl Weiss, 3017 Franks Avenue, Millville, to sell Wooo Doggies, Sausages, Chips and Soda from a licensed food truck. Mayor said Mr. Weiss has been certified by the Cumberland County Health Department for 2017, lookup by NJ State Police, State of New Jersey Attorney General Office states Mr. Weiss has no criminal record. Commercial Township permits are good for 90 days, vendor can reapply for an additional 90 days.

A motion was made by Committeeman Jamison and seconded by Committeeman Vizzard with a unanimous roll call vote approving solicitor's license.

Mayor Sutton said we have few resolutions for consideration and same will be read by title only under Consent Resolution 2017-1.

RESOLUTION 2017-79
Approving Bond Anticipation Note With Newfield National Bank
In The Amount of \$911,500.00 at 1.25% Interest Cost

WHEREAS, the Commercial Township Bond Anticipation Note was due April 28, 2017;
and

WHEREAS, the Commercial Township Chief Financial Officer obtained quotes for the renewal of the note;

THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Commercial that the Bond Anticipation Note in the amount of \$911,500.00 with a net interest rate of 1.25% and due date of April 28, 2018 be awarded to Newfield National B

RESOLUTION 2017-80
Affidavit Committee Received, Reviewed 2016 Audit

WHEREAS, N.J.S.A. 40A:5-4 requires 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 2016 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 authorizes 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

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:

R.S. 52:27BB-52 – A local officer or member of the 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 Township Committee of the Township of Commercial, 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.

RESOLUTION 2017-81
Report of Audit 2016 Corrective Action Plan

Finding No. 2016-001

Criteria or Specific Requirement

N.J. Reules of Court Rule 7:14-4 establishes financial controls regarding fines and costs collected, payment of moneys due and record-keeping of fiscal forms in accordance with procedures prescribed by the Administrative Director of the Courts.

Condition

Monthly disbursement checks do not equal totals on Part V of the ATS/ACS Monthly Cashbook; specifically amounts disbursed to the Township do not agree with corresponding reports for November and December 2016. Additionally, Cumberland/Gloucester/Salem Vicinage Municipal Division noted the following financial issues during their annual visitation:

- *Monies collected were placed in an unsecured drawer and not verified to automated Daily Journal.
- *Municipal Court Administrator was depositing disbursement checks on behalf of Municipal Treasurer.

Context

December 2016 Municipal Court General Account was reconciled to the ATS/ACS Cashbook with an unidentified adjustment. Audit procedures indicated that the adjustment was due to incorrect amounts turned over to the Municipality in November and December 2016.

Effect

Discrepancies between monthly disbursement totals and ATS/ACS Monthly Cashbook create adjustments on the books of Municipal Court General Account. These adjustments, if not properly and timely identified, could create difficulty in monthly reconciliation.

Cause

Procedures were not consistently followed to accurately identify amounts to be turned over to the Municipality.

Recommendation

That the Township Municipal Court Administrator establish and implement procedures to identify correct amount of disbursement to the Municipality so that monthly disbursement total are in agreement with corresponding reports; and that the Municipality take corrective action to address issues discovered by the Vicinage Municipal Division.

Action Taken

A meeting was held on April 2, 2017 that was attended by the Township Solicitor, Township Committeemen, The Township Municipal Clerk and the Chief Financial Officer to address the issues discovered by the Vicinage Municipal Division and other issues as stated under "Condition" with the Municipal court Administrator. The results of this meeting are as follows:

- The Municipal Court Administrator has been directed to be consistent in her procedure to accurately identify amounts to be turned over to the Municipality.
- The Chief Financial Officer will review all monthly reports and disbursements from the Municipal Court Administrator to assure that the amount distributed to the Township agrees with the corresponding Court reports.
- The Municipal Court Administrator will lock all monies un-deposited at the end of each day in a secure environment.
- The Municipal Court Administrator will turn over all moneys due to the Township by the 15th of each month. Deposits into the Township's Current Fund will be made by the Chief Financial Officer.

RESOLUTION 2017-82

Authorizing Engineer To Do A Field Survey and Minor
Subdivision Plan & Description In Amount of \$6,900

BE IT RESOLVED by the Township Committee of the township of Commercial that Remington/Vernick and Walberg Engineers are hereby authorized upon instruction of the Township Committee to perform the following on Block 244, Lot 7:

Field Survey, Research & Calculations	\$2,500.00
Minor Subdivision Plan & Descriptions	\$4,400.00

Mayor Sutton asked for motion to adopt resolutions and Committeeman Jamison made motion and Committeeman Vizzard seconded with a unanimous roll call vote.

Mrs. Rita Hoffman said the Chamber had been informed that Bay Day was cancelled. She wanted to know if the township had cancelled the fireworks.

Mayor Sutton asked Clerk what was status on fireworks.

Clerk stated that the Chamber is paying for the fireworks and that they had a meeting last night to decide if they wanted to continue with them.

Mrs. Hoffman said they did and asked if the committee would be willing to help with a band and two port a pots, that the Chamber would like to have some type of entertainment and try to get the message out that the firework display will go off as usual.

Mayor and Committee decided that they would contribute \$500 for the band and two port-a-pots, that the money would go to the Chamber. Mayor asked if they had collected all the money for the fireworks and he was told they had for a \$3000 show on Saturday, June 3rd approximately 8:45 P.M., after the boat parade.

Committeeman Vizzard said the township wants to install solar panels for the township hall and owners of Block 244, Lot 7 are willing to sell a portion of their property to the township for \$4,000. Mr. Vizzard said that Cambria Solar is willing to purchase the property and donate it to the township and the township will pay for the subdivision and survey.

Committeemen Vizzard and Jamison attended a recreation committee meeting with Kevin Young and he had two volunteers with him to help run his youth program. Mr. Vizzard said there are still several issues that Mr. Young needs to work out, he will have to meet with Cindy Tawes and Hannah Nichols in regards to the use of the Community Center and its

availability for the many programs Mr. Young wants to provide. Mr. Vizzard said the insurance for the program this year is being paid by the City of Millville's Pal Program and Mr. Young asked for the program to continue would the township pickup the insurance in 2018.

Committee asked Clerk to contact JIF and see if the program could be covered under our policy and what the cost would be.

Committeemen Jamison and Vizzard would like to see Mr. Young's program to succeed for the youth of Commercial Township.

Mayor called upon Station Commander Horsey.

Commander Horsey said April was a slow month, he said there were 131 motor vehicle stops, 126 property checks and two thefts. He said he is very concerned about the bridge being repaired at this time and that there will be a four minute delay in their responding time. Lt. Horsey said he has just met with some concerned residents and he will follow up tomorrow on their issues.

Committeeman Vizzard asked if there were any Pal programs associated with State Police.

Lt. Horsey said they have them up North but not here.

Committeeman Jamison asked if it would be possible.

Committeeman Vizzard asked if Commander could provide a couple of patrols cars for Saturday evening, June 3rd between 7:30 and 10:30 p.m., that the Chamber is sponsoring fireworks across from the marine police station.

Lt. Horsey asked that the members of the Chamber get in touch with him regarding particulars of the event and he is sure he can accommodate.

Mr. Clint Miller, Public Works Supervisor said he would like to order new street banners, identifying Port Norris, Haleyville, Mauricetown and Laurel Lake. He said he knows the cost will be near \$3000.

Mayor asked if the money could come from Clean Communities if we had a statement on the banners that we are a clean community endorser or something to that affect.

Mr. Miller said he didn't know that he would check with Heather Sparks and get back to them, but he would really like to order the banners so they can be up this summer. Committee made motion and second to approve purchase of banners.

Mr. Miller, said we have termites in the tax assessor's office and I have a proposal of \$3800 to tear out and replace the walls with sheetrock and replace window and door jams from Gary Abbamondi Construction Service. Committee made motion and second to award contract to Abbamondi Construction Service to repair assessor's office.

Mr. Miller said he is still waiting for a third quote on the court lobby, his lowest quote is \$12,600 from Abbamondi Construction Service. Committee said lobby needs to get done and said to award contract to lowest bidder Abbamondi Construction Service.

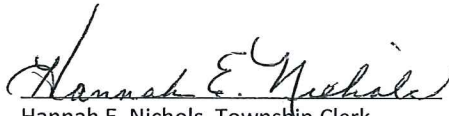
Mayor asked for motion to open meeting to public.

Mrs. Debbie Hollinger said she wanted to thank the committee for their support in providing some entertainment the night of the fireworks.

Mayor asked for additional comments from the public and being none said that the township will be holding a land sale on Saturday morning May 20th, at 9:00 A.M., and everyone should come early and bring their checkbook. He stated that the Environmental Commission has received a \$2,000 grant to purchase milkweed to plant for food for the Monarch Butterfly.

Mayor asked for motion and second to close public portion and to adjourn the meeting.

Committeeman Vizzard made motion, Committeeman Jamison seconded, meeting adjourned.


Hannah E. Nichols, Township Clerk

P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
14-00023	01/15/14	44603	REMINGTON & VERNICK ENGINEERS	ENGR.SERV.-BIVALVE STATION	Open	3,185.00	0.00 B
17-00263	04/17/17	44603	REMINGTON & VERNICK ENGINEERS	TAX ASSESSOR TAX MAPS	Open	420.00	0.00 B
17-00265	04/17/17	44603	REMINGTON & VERNICK ENGINEERS	TAX ASSESSOR TAX MAP REVISIONS	Open	207.00	0.00 B
17-00369	05/24/17	26817	DE LAGE LANDEN	LEASE SAVIN COPIER - JUNE 2017	Open	240.00	0.00
17-00370	05/24/17	05202	CASA-HOUSE OF PAYROLL	PAYROLL SERVICES FOR 5/26/17	Open	105.25	0.00
17-00371	05/24/17	33215	MUNICIPAL CODE ENFORCEMENT AG.	ELECTRICAL CODE INSPECT 6/2017	Open	500.00	0.00
17-00372	05/24/17	06631	COMCAST	POLICE ALARM 5/17/17-6/16/17	Open	64.85	0.00
17-00373	05/24/17	06631	COMCAST	PHONE LIBRARY 5/17/17-6/16/17	Open	68.06	0.00
17-00374	05/24/17	57215	W.B. MASON CO., INC.	OFFICE SUPPLIES - VARIOUS OFC	Open	543.62	0.00
17-00375	05/24/17	14707	FRANK DIDOMENICO, ESQUIRE	LEGAL SERVICES FOR LUB 4/2017	Open	375.00	0.00
17-00376	05/24/17	07216	CUMBERLAND COUNTY SPCA	ANIMAL CONTROL - APRIL 2017	Open	1,225.00	0.00
17-00378	05/31/17	55405	VISION SERVICE PLAN - CT	VISION SERVICE PLAN 6/2017	Open	309.09	0.00
17-00379	05/31/17	34206	N.J. LEAGUE OF MUNICIPALITIES	NJ MUNICIPALITIES MAGAZINE	Open	140.00	0.00
17-00380	05/31/17	41800	EUROFINS QC, INC.	SLF GROUNDWATER TESTING 5/2017	Open	974.00	0.00
17-00381	05/31/17	34207	N.J. DEPT. OF COMMUNITY AFFAIR	1ST QTR 2017 DCA FEES	Open	1,218.00	0.00
17-00382	05/31/17	57220	WALMART COMMUNITY/RFCSLLC	MATERIALS/SUPPLIES - LIBRARY	Open	55.74	0.00
17-00383	05/31/17	57220	WALMART COMMUNITY/RFCSLLC	MATERIALS/SUPPLIES - SR CTR	Open	94.72	0.00
17-00384	06/05/17	47210	SEASHORE ASPHALT CORP.	HP PATCH	Open	218.75	0.00
17-00385	06/05/17	32003	MILLVILLE AUTOMOTIVE, INC	SHOP SUPPLIES	Open	175.58	0.00
17-00386	06/05/17	32003	MILLVILLE AUTOMOTIVE, INC	SUPPLIES FOR ROAD EQUIPMENT	Open	472.23	0.00
17-00387	06/05/17	18602	HEITZ TREE SERVICE	TREE REMOVAL SERVICE	Open	1,800.00	0.00
17-00388	06/05/17	53301	UNITED ELECTRIC SUPPLY, INC	EMERGENCY LIGHTS - ADMIN BLDG	Open	79.27	0.00
17-00390	06/05/17	31212	MAURICE RIVER TOWNSHIP	CRP REVIEW - 2016 RECYCLE TON	Open	250.00	0.00
17-00391	06/05/17	06907	ASHLEY CRISS	COURT RECORDER 6/01/2017	Open	77.27	0.00
17-00392	06/05/17	29409	LINDA A DEDRICK	COURT INTERPRETER 6/01/2017	Open	115.00	0.00
17-00393	06/05/17	40405	POST MASTER	POSTAGE - TAX OFFICE	Open	2,500.00	0.00
17-00394	06/05/17	06641	CORE LOGIC	REFUND OVERPAYMENT - B254 L2	Open	760.27	0.00
17-00395	06/05/17	06305	CLINT MILLER	PHONE REIMBURSEMENT 4/10-5/09	Open	45.64	0.00
17-00396	06/05/17	30006	LOWE'S HOME CENTER	SHOP SUPPLIES	Open	264.00	0.00
17-00397	06/05/17	06631	COMCAST	COM CTR PHONE 6/02/17-7/01/17	Open	142.91	0.00
17-00398	06/05/17	31250	MAJOR PETROLEUM INDUSTRIES	GASOLINE/DIESEL 5/2017	Open	1,390.71	0.00
17-00399	06/05/17	47205	SEELEY LAW OFFICE, LLC	LEGAL SERVICES -LAND DONATION	Open	1,436.30	0.00
17-00400	06/05/17	09214	DOMINION TITLE SERVICES, INC.	TITLE SEARCH - 518 OPAL RD	Open	270.00	0.00
17-00401	06/05/17	51121	TREASURER-STATE OF NJ	NJEMS PERMIT 169242500	Open	500.00	0.00
17-00402	06/05/17	48201	SOUTH JERSEY GAS COMPANY	GAS - UTILITY 4/28/17-5/30/17	Open	294.30	0.00
17-00403	06/05/17	31404	MCMANIMON, SCOTLAND&BAUMANN, LLC	BOND ANT NOTES & TAX MATTERS	Open	1,566.07	0.00
17-00404	06/05/17	34244	NJ ADVANCED MEDIA	LEGAL AD - 5/15/17 TAX TITLE	Open	276.12	0.00
17-00405	06/07/17	06642	COUNTY WIDE ANIMAL CONTROL	ANIMAL CONTROL SERVICES 6/2017	Open	1,200.00	0.00
17-00406	06/07/17	05202	CASA-HOUSE OF PAYROLL	PAYROLL SERVICES 6/09/17	Open	104.75	0.00
17-00407	06/07/17	57220	WALMART COMMUNITY/RFCSLLC	SUPPLIES - SR CTR & LIBRARY	Open	63.74	0.00
17-00408	06/07/17	17006	GORDON L. GROSS	TEMPORARY CONSTRUCT OFFICIAL	Open	1,000.00	0.00
17-00409	06/07/17	06626	COMPUTERS & NETWORKS UNLIMITED	PHONE/INTERNET PROBLEM - ADMIN	Open	60.00	0.00
17-00410	06/12/17	01915	ATLANTIC CITY ELECTRIC	UTILITY - ELECTRIC 5/2017	Open	7,840.20	0.00
17-00411	06/12/17	57215	W.B. MASON CO., INC.	MATERIALS/SUPPLIES - TAX OFC	Open	59.96	0.00
17-00412	06/12/17	57215	W.B. MASON CO., INC.	OFFICE SUPPLIES - VARIOUS	Open	159.44	0.00
17-00413	06/12/17	03402	BIRCH'S COMMUNICATIONS, LLC	MOBILE RADIO FOR BACKHOE	Open	881.25	0.00
17-00414	06/12/17	07000	CSI CLEANING SERVICE LLC	JANITORIAL SERVICES 5/2017	Open	1,455.00	0.00
17-00415	06/12/17	06907	ASHLEY CRISS	COURT RECORDER 6/08/17	Open	77.27	0.00
17-00416	06/12/17	06631	COMCAST	PHONE/INTNET ADM 6/5/17-7/4/17	Open	303.64	0.00
17-00417	06/12/17	04304	BROWN'S INTEGRATED PEST MGNT.	PEST CONTROL SERVICES 5/2017	Open	200.00	0.00

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
17-00418	06/12/17	10404	EARTHTECH CONTRACTING, INC. TRASH - 6/2017 SLF 5/2017	Open	32,448.32	0.00		
17-00419	06/14/17	31201	MAX COMMUNICATIONS, INC. PHONE ADMIN 6/14/17-7/13/17	Open	475.57	0.00		
17-00420	06/14/17	47205	SEELEY LAW OFFICE, LLC LEGAL - MAY 2017 BILLING	Open	4,299.52	0.00		
17-00421	06/14/17	47205	SEELEY LAW OFFICE, LLC LEGAL-TAX LIEN-LAWRENCE, ET AL	Open	743.39	0.00		
17-00422	06/14/17	44603	REMINGTON & VERNICK ENGINEERS STREET OPENING FEES	Open	1,200.00	0.00		
17-00423	06/14/17	47205	SEELEY LAW OFFICE, LLC LEGAL - JUNE 2017 RETAINER	Open	1,166.66	0.00		
17-00424	06/14/17	40405	POST MASTER POSTAGE - MUNICIPAL COURT	Open	2,000.00	0.00		
17-00425	06/14/17	07216	CUMBERLAND COUNTY SPCA MAY 2017 ANIMAL CONTROL	Open	1,725.00	0.00		
17-00426	06/14/17	05209	CAPRIONI PORTABLE TOILETS, INC PORT-A-POTTY FOR BAY DAY	Open	150.00	0.00		
17-00427	06/14/17	05209	CAPRIONI PORTABLE TOILETS, INC PORT-A-POTTY BALL FIELD 6/2017	Open	150.00	0.00		
17-00428	06/14/17	14707	FRANK DIDOMENICO, ESQUIRE LEGAL SERVICES LUB 5/2017	Open	375.00	0.00		
17-00429	06/14/17	50130	THE SOUTHWEST COUNCIL, INC WISE PROGRAM	Open	1,800.00	0.00		
17-00430	06/14/17	34603	NIMCO, INC. SUBSTANCE ABUSE EDUCATION	Open	1,853.75	0.00		
17-00431	06/14/17	39801	PITNEY BOWES GLOBAL FINANCIAL LEASE POSTAGE METER 5/17-7/17	Open	413.16	0.00		
17-00432	06/14/17	06631	COMCAST PHONE/INTNET SR CTR 5/17&6/17	Open	589.19	0.00		
Total Purchase Orders:		65	Total P.O. Line Items:	0	Total List Amount:	85,154.56	Total Void Amount:	0.00

Additional Items for Payment Approval for the 6/15/2017 Meeting

PO#	PO DATE	CHECK	VENDOR	DESCRIPTION	AMOUNT
17-00377	17-00377		United States Postal Service	Bulk Mailing Permit	450.00
17-00433	06/14/2017		LEAHE TOGNO	Reimbursement/Program Activities	471.92

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	7-01	76,499.74	0.00	76,499.74	0.00	0.00	76,499.74
CAPITAL FUND	C-04	1,566.07	0.00	1,566.07	0.00	0.00	1,566.07
STATE & FEDERAL G	G-02	7,088.75	0.00	7,088.75	0.00	0.00	7,088.75
Total Of All Funds:		<u>85,154.56</u>	<u>0.00</u>	<u>85,154.56</u>	<u>0.00</u>	<u>0.00</u>	<u>85,154.56</u>