

Minutes of a SPECIAL meeting of the Township Committee of the Township of Commercial held on December 30, 2020 at 5:00 P.M., via virtual platform zoom.

Those Present:

| | |
|------------------|-------------------------|
| Mike Vizzard | Mayor |
| Fletcher Jamison | Committeeman |
| Ryan Broughton | Committeeman |
| Thomas Seeley | Solicitor |
| Heather Sparks | Deputy Clerk |
| Clint Miller | Public Works Supervisor |
| Hannah Nichols | Township Clerk |

Those Absent:

Mayor Vizzard presided and called the meeting to order with the announcement that the meeting had been advertised in two newspapers and was being electronically recorded and being held in full compliance of the Open Public Meeting Act.

Mayor Vizzard said the purpose of this meeting is to address unfinished business of December 2020 due to an emergency closing that was the result of Covid-19 exposure.

Mayor Vizzard said correspondence, a letter was received from Heather Whitaker, LUB Secretary and Technical Assistant to the Construction Office. Mrs. Whitaker has accepted employment elsewhere. Mrs. Whitaker's last day will be January 11, 2021. A resolution is on to accept her resignation.

Mayor asked for consideration of previous meeting minutes. A special meeting held on November 12, 2020.

Committeeman Broughton said he had one thing. In the minutes it reflects Mr. Jamison brought up the issue with the property on Strawberry Ave. but it was Mr. Broughton that brought that issue forward.

Deputy Clerk acknowledged and will get corrected.

A motion was made by Committeeman Broughton and was seconded by Committeeman Jamison to approve the minutes, Roll call, all in favor.

The minutes of the Agenda and Regular Meetings in November are not complete and will be on for approval at the January Regular Meeting.

Mayor asked for consideration of the bill list as prepared by the CFO, Pamela Humphries.

Committeeman Broughton made the motion to approve the bill list. Motion seconded by committeeman Jamison. Roll call, all in favor

Mayor reviewed resolutions.

Resolution 2020-11
Accepting the resignation of Heather Whitaker,
Technical Assistant and LUB Secretary

WHEREAS, a resignation was submitted by Heather Whitaker, Technical Assistant and Land Use Secretary with her last day of employment being on January 11, 2021

WHEREAS, with this resignation, the Housing, Construction and Land Use Board office will leave a vacancy.

BE IT RESOLVED, the Township Committee has authorized the Township Clerk to advertise to fill this vacancy.

Resolution 2020-12
Awarding contract to South Jersey Regional Animal Shelter
for 2021 in the amount of \$29,496.00

BE IT RESOLVED by the Township Committee of the Township of Commercial that a contract is awarded to South Jersey Regional Animal Shelter for sheltering services of animals that have been received by the Commercial Township Animal Control Officer during the year of 2021 in the amount of \$29,496.00 for a twelve month period.

Resolution 2020-13
Budget Line Item Transfer

BE IT RESOLVED by the Township Committee of the Township of Commercial that the following budgetary transfers be made to avoid over-expenditures in the 2020 Municipal Budget as requested by the Chief Financial Officer.

| Line-Item | Amount |
|-------------------------------------|---------------|
| From: | |
| Tax Title Liens | 23,815.00 |
| Land Use Board-Materials & Supplies | 35.00 |
| Housing S/W | 250.00 |
| | |
| Total | 24,100 |

| Line-Item | Amount |
|-------------------------|---------------|
| To: | |
| Land Use Board S/W | 35.00 |
| Solid Waste Collections | 15.00 |
| Solid Waste Disposal | 20,000.00 |
| Recycle Tax | 1,800.00 |
| Construction S/W | 250.00 |
| Animal Control O/E | 2,000.00 |
| | |
| Total | 24,100 |

Resolution 2020-14
Approving Bingo & Raffle Applications
Laurel Lake Volunteer Fire & Rescue Company Inc. for 2021

BE IT RESOLVED by the Township Committee of the Township of Commercial that the applications for Bingo and Raffle Games for 2021 for the Laurel Lake Fire and Rescue Company, Inc. is here by approved.

BE IT FURTHER RESOLVED that the Township Committee appreciates that Laurel lake Fire and Rescue Company for their efforts in providing entertainment for the residents of the community and also earning funding for fire equipment.

Resolution 2020-15
Authorizing Employees to Carry Unused Vacation and Personal Time to 2021

BE IT RESOLVED, the Attendance Clerk has calculated that the following carry over days and presented them to the Township Committee for consideration.

| | |
|----------------------|---|
| Hannah Nichols | 54 ½ Vacation Days 1 ½ Personal Days |
| Heather Sparks | 1 Personal Day |
| Leslie Kraus | 1 Vacation Day 1 Personal Day |
| Clint Miller | 3 Vacation Days 3 Personal Days |
| Gretchen Esquilin | 6 Hours Vacation |
| Christopher Drummond | 1 Vacation Day |
| Dave Green | 1 Vacation Day |
| Josh Hoffman | 4 Vacation Days 2 Personal Days |

WHEREAS, reason for carry over is due to Township business and closures of the Municipal Building due to Covid-19 Pandemic.

THEREFORE, BE IT FURTHER RESWOLVED; that the Township Committee hereby approves the request and has authorized clerk to add time to 2021 paid time off.

Resolution 2020-16
2020 Budget Item Cancelations

WHEREAS, N.J.S.A. 40A:4-60 permits the cancelation of any unexpired balances of appropriations, by resolution of the governing body be cancelled prior to the end of the fiscal year: and

WHEREAS, the attached schedule indicated those budget accounts with unexpended balances;
and

WHEREAS, it is necessary to formally cancel said balances so that unexpended balances may be credited to Current Fund Surplus; now therefore

BE IT RESOLVED, by the Commercial Township Committee, in the County of Cumberland, at its meeting held on December 30, 2020.

| | |
|-----------------------------|-----------|
| 2020 Budget Cancellations | |
| General Administration O/E | 5,000.00 |
| Data Processing | 5,000.00 |
| Legal Services | 5,000.00 |
| Tax Title Lien Services O/E | 10,000.00 |
| Engineering Services O/E | 10,000.00 |
| Prosecutor S/W | 6,300.00 |
| Public Works O/E | 10,000.00 |
| Parks & Recreation O/E | 3,500.00 |
| Maintenance of Parks O/E | 2,500.00 |
| Gasoline & Diesel | 5,000.00 |
| Municipal Court O/E | 2,000.00 |
| Public Defender S/W | 5,046.00 |
| Municipal Court S/W | 654.00 |
| | 70,000.00 |

I, Heather Sparks, Deputy Clerk of the Township of Commercial hereby certify that the forgoing resolutions were duly adopted by the Township Committee at their meeting held on December 30, 2020 at 5:00 pm held by virtual platform Zoom.

Heather Sparks, RMC, Deputy Clerk

Committeeman Broughton asked if the Mayor knew what the increase was on this contract from last year.

Mayor Vizzard said he believed it was a 19% increase from last year.

Deputy Clerk said she believes the contract was around \$24,000 last year.

Mayor said yes, it's either a 13% or 19% increase. It is something we are working with the CDC on. We are trying to come up with a place we can take our own animals not have to take them to the SJ Regional shelter.

Committeeman Jamison questioned resolution 2020-115 wanting to know if there was an emergency reason for why those days were not used.

Deputy Clerk indicated that the majority of the time that wasn't used was because it was scheduled for this month of December with the holidays but because of the hall closure and Covid 19 exposure that time wasn't used.

Committeeman Broughton asked if it exceeds the time they earned and permitted to carry for the year.

Committeeman Jamison said I don't have a problem with it if it's an emergency but not using it so it can be used the next year, I have a problem with.

Deputy Clerk indicated that wasn't the case.

Clint Miller indicated its just a couple days for the road department. Back at Thanksgiving time Clint and Josh were supposed to be on vacation but came in for leaf pick up.

Committeeman Broughton said should we approve can we stipulate that the time must be used with in the first part of the year, so it does accumulate.

Deputy Clerk indicated that the contract says the time would need to be used by April.

Committeeman Brought said he had much reservation also on 2020-112. That's a significate increase.

Mayor agreed but said right now we don't have much choice; we have nowhere else to take the animals. It is subject to go up like 13% for the next four years. Mayor said he hopes they can come up with something through the CDC. Get our own place. Right now, there is 10 municipalities with the CDC, and we would all pitch in.

Committeeman Broughton made the motion to approve Resolutions 2020-111 through 2020-116 and was seconded by Committeeman Jamison, Roll call, all in favor.

Mayor asked for report of officials.

Committeeman Jamison said he noticed a couple days ago that the house on Market street was down.

Clint Miller said it was done last Monday.

Committeeman Broughton brought to attention an e-mail for advertising a PT position.

There was a brief discussion regarding coverage of the construction/Housing office until a person is selected.

Mayor Vizzard says he expects Gretchen to fill in. Mayor suggested an advertisement go out ASAP to avoid any major gap getting it filled.

Mayor said he has one thing for Clint. Mayor spoke to Mr. Lloyd of Red Fern. We need to speak to the contractor because they are parking in front of his house and the material, they put down isn't very good and it's getting really muddied up.

Committeeman Jamison said he spoke to Clint about a yard across the road on North avenue with the same problem.

Mr. Miller believed that problem was repaired. Mr. Miller said he would talk to the contractor but believes he was told they will come back in the spring to do grading and seeding.

Mayor asked if there was anything else, seeing none a motion was made and seconded to adjourn the meeting.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Heather Sparks". The signature is written in black ink and is positioned above the printed name.

Heather Sparks, RMC
Deputy Clerk