

At 5:05 p.m. the Regular Meeting of the Alloway Township Finance Committee was called to order by P. Ed McKelvey, Mayor. The meeting was advertised in the South Jersey Times on January 5, 2017, in accordance with Public Law 1975, Chapter 231. The flag salute was led by Mayor McKelvey.

Roll Call - Present: Patrick, Reilly, McKelvey

Absent:

Municipal Clerk, Charlet Cheeseman and CFO/Treasurer, Marie Stout was present. Committeeman Elect, Warren Morgan, III attended the meeting. The Committee members explained to Mr. Morgan items on the agenda along with any other topic that were discussed at the meeting.

#### PUBLIC SESSION

On motion by Patrick, seconded by Reilly, the public session was opened and Mayor McKelvey called for any questions or comments from the public.

There being no comments or questions, a motion was made by Patrick and seconded by Reilly to close Public Session.

Vote: All in favor

CFO/Treasurer, Stout distributed the Bill List and Treasurers List for the Committee to review.

Stout informed the Committee the FEMA Grant reimbursement for the propane generator was received. She then explained that the Division of Local Government Services is rolling out a new Financial Automation Submission Tracking (F.A.S.T.) system to municipalities starting January 1, 2018. This system will be used for financial information such as the Annual Debt Statement, Annual Financial Statement and Budgets. She attended a class and online webinars are available for training. The 1<sup>st</sup> year will be time consuming, but in the future, the information will automatically roll over. Stout also shared that they may want to consider hiring a Qualified Purchasing Agent (Q.P.A.) for the Township, as she is not certified as a Q.P.A. She explained that the bid and quote thresholds are greater when the Municipality has a Q.P.A. on staff. She said it would allow the Township from having to go out for bidding on projects, i.e. roads, gazebo. The Committee stated they will let her know.

Clerk Cheeseman told Stout she received a quote from Copi-Rite for a copier/scanner, as the Construction/Zoning Code Department has been having issues with it for a while. The quote is in the amount of \$833. The Clerk had it serviced and was told it is 10 years old and parts are obsolete. Stout confirmed Construction has enough in their line item to cover the cost of a new copier. It was the consensus of the Committee to order a new copier/scanner for the Construction/Zoning Code Department.

The approval sheet for the Bill List was signed.

The draft agenda for the December 21, 2017 Township Committee meeting was distributed by the Clerk and reviewed by the Committee. Regarding Item 9, Cheeseman advised she received CY 2018 Shared Service Agreement between SCIA and the Township. She noted the tipping fees for SCIA increased slightly for CY 2018. She also informed the Committee she received notification from TRICO-JIF of the 2017 Dividend amount. She advised in the past years the Committee chose the option to have the dividend amount credited to the 2018 JIF assessment. Discussion ensued and the Committee agreed to have the 2017 Dividend applied to the 2018 JIF assessment. The Dividend amount is \$7,378. Clerk Cheeseman then informed the Committee that the 2018 renewal of Service Agreement with E.R.I. (Electronic Recyclers, International, Inc.) was received. E.R.I. uses local subcontractor, Thanks For Being Green/Magnum Computer Recycling to provide the pickup of electronics to the Township. Cheeseman stated the pickup fees from Thanks for Being Green/Magnum Electronics went from \$300 a truck load in 2017 to \$0.00 a truck load for 2018. She explained the owner was able to secure additional manufacturer support. She noted the Township will save approximately \$1,200 next year.

Discussion ensued among the Committee Members and the Clerk regarding the other items outlined on the draft Agenda. It was the consensus of the Committee that they remain on the agenda for consideration at the December 21, 2017 meeting.


At this time, Mayor McKelvey directed the Clerk to place on the agenda a discussion of the transfer of Title of the 1980 pick-up truck.

Clerk Cheeseman asked the Mayor if Margaret Matthews, Historian Curator, contacted him about an Appreciation Certificate for Girl Scout Troop 94082 for making an American flag depository box. He said no, but stated that was a good idea. Cheeseman handed him a draft of the Appreciation Certificate to review. Discussion ensued and the Mayor instructed Cheeseman to place a Certificate of Appreciation on the upcoming meeting agenda.

Deputy Mayor asked what the status was of the Abandoned Property Registration Ordinance. Clerk Cheeseman advised per the Township Solicitor an Ordinance for the Township should be put on hold until further information is received. The Solicitor stated challenges were brought up in North Jersey regarding the Abandoned Property Ordinances and with not knowing all of the reasons, the Township should hold off on adopting an enforcement Ordinance. A Bulletin was received from the Funds Solicitor which addressed municipalities who have adopted an enforcement Ordinance and Stout further explained the matter. Discussion ensued. Cheeseman will follow-up with Township Solicitor to get an up-date on situation.

There being no further business to come before the Committee, on motion by Reilly, seconded by Patrick, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

  
Charlet Cheeseman, RMC, Municipal Clerk