

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 and the Elmer Times in accordance with Public Law 1975, Chapter 231.

The flag salute was led by Mayor McKelvey.

Roll Call - Present: Morgan, Patrick, McKelvey

Absent:

Municipal Clerk/Administrator, Charlet Cheeseman, Marie Stout, CFO/Treasurer were also in attendance.

Committeeman Morgan reminded the Committee he will be out of town for the upcoming meeting.

#### PUBLIC SESSION

There being no one in the audience, a motion was made by Patrick and seconded by Morgan to close Public Session.

Vote: All in favor

CFO/Treasurer, Stout distributed the Bill List. Discussion ensued regarding the quantity of oil that was delivered to the Fire and Ambulance Companies recently. There being no other questions or comments regarding the bill list, the approval sheet for the Bill List was signed.

CFO Stout confirmed the following information with the Committee: employee and committee salaries and increases, capital funding, the 3-year Plan and the open space tax. Discussion ensued. She stated that the Introduction of the 2019 Budget is being placed on the March 21, 2019 meeting agenda and the Public Hearing and Adoption of the Budget will be at the April 18, 2019 meeting.

At this time, Clerk Cheeseman shared with the Committee members and CFO the current ordinance for the Township's check writing policy listed under Chapter 5. Claims Approval. § 5-4. Disbursement of moneys. Discussion ensued among the Committee and it was the consensus of the Committee that the policy be revised to state that (2) handwritten signatures and (1) stamped signature are required from the list of authorized Township Officers approved by the Mayor. Mayor McKelvey instructed Clerk Cheeseman to review the Chapter and draft the Ordinance with the updated changes.

Mayor McKelvey stated he would like to make changes to the Personal Manual--Section Four, entitled "Overtime Compensation Policy". Discussion ensued and it was the consensus of the Committee to revise it. Mayor McKelvey told the Clerk what to remove and what to add to that Section. Clerk Cheeseman will draft a copy of the changes for April's meeting.

The draft agenda for the March 21, 2019 Township Committee meeting was distributed by Clerk Cheeseman.

Clerk Cheeseman informed the Committee of the information the Township Solicitor told her regarding the Township not having a Motorist Solicitation (coin drops) Ordinance. She stated even though coin drops always take place in the center of town on County roads, and the requestor obtains approvals from the County Freeholders, the Solicitor recommends the Township have an Ordinance outlining a procedure. Discussion ensued. Clerk Cheeseman will draft an Ordinance for the Solicitor's review.

Next, Clerk Cheeseman followed up with the Committee on making changes to the Animal Ordinance which was discussed at the August 16, 2018 Finance meeting. Discussion ensued and it was the consensus of the Committee to not make changes to the Ordinance. Mayor McKelvey stated that the current Animal Ordinance follows the States regulations and the Committee agreed that is acceptable.

As liaison, Deputy Mayor Patrick reported that at the recent Board of Recreation Commissioners meeting, the Eagle Scout project designs were completed for the picnic tables and the flag pole at the Lake Public Access. It was the consensus of the Committee that they could be put up after the parking lot area was done being paved.

Lastly, Clerk Cheeseman explained the correspondence she received from Ed Andricola from Tri-State Light & Energy, Inc. He stopped into the office and explained that Tri-State Light & Energy, Inc. is a participating Contractor of the Direct Install Program. The Contractor performs a free energy assessment (LED lighting and HVAC upgrades) with each of the municipality's facilities. The Contractor submits the report to the State and the State sends back an analysis of the report with the anticipated costs. The state covers up to 70% of the project. It was the consensus of the Committee that as long as the assessment was free, Mr. Andricola could perform the assessments on our facilities. Clerk Cheeseman will confirm that information.

There being no further business to come before the Committee, the Committee agreed that the items listed are to remain on the agenda for consideration at the March 21, 2019 meeting.

On motion by Patrick, seconded by Morgan, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Charlet Cheeseman, RMC, Municipal Clerk