

Due to the current situation of the Coronavirus Pandemic (COVID-19), this meeting was held telephonically.

At 5:00 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.

Roll Call - Present: Morgan, Patrick, McKelvey  
Municipal Clerk/Administrator, Charlet Cheeseman and CMFO/QPA, Bette Jo Pigliacelli was also in attendance.

PUBLIC SESSION

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

Vote: All in favor

Mayor McKelvey asked if there was anyone from the public that would like to speak. No one responded, therefore, Mayor McKelvey asked for a motion to close the public session. On motion by Patrick, seconded by Morgan, public session was closed.

Vote: All in favor

Mayor McKelvey asked if each committee member had sufficient time to review the bill list. Each member stated they did. Committeeman Morgan asked why the Voorhees Animal Shelter invoice was high, Clerk Cheeseman said 3 animals were taken to the shelter at an additional \$100 per animal. Clerk Cheeseman asked if it was ok to add the release of funds on the Cobbs Mill Estates Performance Bond, all work has been completed. The Committee agreed to have it added to the bill list and CMFO/QPA Pigliacelli will get a Resolution drafted. Committeeman Morgan will reach out to the Cobbs Mill Estates HOA to let them know the funds will be released. With no one having questions or comments regarding the bill list, the bill list was approved as follows:

Motion by: Patrick Seconded by: Morgan

Vote: All in favor

The Committee reviewed the finance items on the agenda. Mayor McKelvey asked CMFO/QPA Pigliacelli to explain the Resolution for Certification of Claimant on Certain Types of Transactions, Mayor McKelvey thanked her for explaining. There were no questions regarding other items on the agenda.

CMFO/QPA Pigliacelli reviewed the results of the Best Practices Inventory for Alloway Township. There were 60 questions. The Township needed to score above 16 to be eligible for full state aid and the Township scored 22. She said the score indicates that the Township practices "Best Practices".

The Committee members had no revisions for the September meeting minutes.

A brief discussion ensued regarding a resident inquiry about purchasing properties. The Committee agreed they needed time to review the paperwork. It will be discussed at the next Finance meeting.

Clerk Cheeseman shared some ideas for advertising local businesses. Discussion ensued. If a business would like to advertise, they can contact the Clerk's Office.

Mayor McKelvey reviewed certain resolutions and Professional Services for 2021.

Discussion ensued regarding 2 JIF Policies entitled: Domestic Violence for Public Employers and Protection and Safe Treatment of Minors. The deadline to adopt these policies is December 31, 2020. JIF recommends that the Township's Solicitor review the policies for the Township. The Committee authorized Clerk Cheeseman to forward the policies to the Township Solicitor for review. Clerk Cheeseman noted that a primary and secondary Human Resource Officer (HRO) needs to be designated pursuant to the policy. Clerk Cheeseman said she would be the primary HRO, if it was fine with the Committee. CMFO/QPA Pigliacelli volunteered to be designated as the secondary HRO. Clerk Cheeseman informed the Committee that there is a State training class she and Bette Jo would need to complete. The Committee was in agreement with these designations.

Discussion ensued regarding the revised Employee Handbook and Personnel Policy and Procedure Manual. Pursuant to TRICO-JIF, the deadline for completion is June 1, 2021. Clerk Cheeseman stated in reviewing the manual, an Affirmative Action Officer (A.A.O.) may need to be designated. With not knowing what a A.A.O. is, Clerk Cheeseman will contact the Township Solicitor.

Deputy Mayor Patrick asked if anyone had a chance to speak with the Ambulance Corp. Mayor McKelvey stated we need to meet with a representative to discuss their vision and plan, so the Township knows how to move forward. The Mayor will reach out to the Squad Captain. Committeeman Morgan said the problem is the membership is very low and when they cannot respond, then the paid ambulance (out of Woodstown) covers the Township's emergencies.

There being no further business to come before the Committee, on motion by Patrick, seconded by Morgan, the meeting was adjourned at 5:58 p.m.

Mayor McKelvey thanked everyone.

Respectfully submitted,

Charlet Cheeseman, RMC, Municipal Clerk