

At 5:00 pm the Regular Meeting of the Alloway Township Finance Committee was called to order by Mayor McKelvey. The meeting was advertised in the designated newspapers in accordance with Public Law 1975, Chapter 231. The flag salute was led by Mayor McKelvey.

Roll Call:

Present: Angelus, Leady, McKelvey

Also in attendance: Acting Municipal Clerk Brittany Vanaman; CFO/QPA Lois Yarrington

PUBLIC SESSION: Motion to open Public Session was made by Angelus, seconded by Leady
Vote: All in favor

Jesse Harris, Alloway Township Fire Company – The fire company is half way through the year and has had over 100 calls. They plan to use some of their budget to purchase new tanks, and a new air conditioning unit for the office as the current one is not working.

Committeeman Angelus asked if the roof had been repaired? Mayor McKelvey stated that David Cobb has handled the repair.

There being no one further wishing to speak, a motion was made by Angleus, seconded by Leady to close Public Session.

Vote: All in favor

BILL LIST:

The Township Committee members reviewed the Bill List. With no other questions or comments, the approval sheet for the Bill List was signed.

FINANCE ITEMS:

- **Sewer connection fee** – Clerk Vanaman informed the committee that the sewer fee was recalculated by the CFO, however there was not enough time for publishing for the resolution and public hearing to make this month's agenda. It will be added to the August Agenda. Clerk Vanaman asked the CFO if she was sending the calculation to the auditor for review before setting the hearing date, CFO stated she was not.
- **Changing Banks and adding an additional signer to the checks** - Mayor McKelvey suggested another committee member be added as a signer. CFO stated that they can be added but their names need to be included in the Cash Management Resolution. CFO presented option to change to another bank. She stated the Tax Collector may be the only one who may disagree because of the convenience of our current bank being right across the street for her. However, the CFO said the Tax Collector could keep her accounts there if she liked. CFO stated that she spoke with the branch manager at the bank she uses in Woolwich, and that the interest rate may not be quite as high as Woolwich but it would be a good rate. She stated in Woolwich they do not pay for any fees for checks; deposit slips, no fees at all. Committeeman Angelus asked what bank they use, CFO stated First Bank. They use a courier service for deposit pickups several times a week, however Alloway may not require the same if the Tax Collector continues to use Fulton. She stated that she had an issue with positive pay and checks were returned, and that she did not receive a notification from Fulton, she was able to get that straightened out and was told that during the transfer from Republic to Fulton some things may have slipped through the cracks. She stated that she was dealing with people's checks being returned, and concerns that checks have "bounced" to which she stated we did not bounce anyone's \$21.30 check, but that it just doesn't look good for the Township. Committeeman Angelus asked what changing banks would entail. CFO stated that it's a pain, however, Alloway only has five accounts so it can be done easier than in other towns she has changed over. Deputy Mayor Leady asked if there have been any other issues with Fulton that would warrant a change. CFO explained that interest would be better. Mayor McKelvey stated that

he does not have a problem switching banks, if the new one is more customer friendly. CFO stated that when she tried to contact Fulton for the issue she had a few weeks ago, she got a voicemail. Deputy Mayor Leady stated he was fine with switching as long as the effort is worth the reward. Committeeman Angelus said he was okay with switching as long as the benefits outweigh the current bank. CFO will get more information from the Branch Manager.

- **Renewal of Legal Services, Foreclosure Attorney** – Mr. Klepesch’s contract is up for renewal. There have been several areas of increase. Mr. Klepesch explained the reasons for the increase in the email provided to the committee. The Committee will review and postpone renewal until August meeting.
- **Health Insurance** – CFO stated that she received notice that the State health insurance will increase between 30% and 35% next year, and asked the Committee if she should look into other options. The Committee agreed.
- **Time Sheets-** Mayor McKelvey stated that we need to make sure everyone is getting their timesheets signed by a department head, specifically in Public Works. He stated that Deputy Mayor Leady is the Department Head for Public Works and should be signing the time sheets. Mayor McKelvey also stated that employees are not allowed to work more hours unless the department head approves it prior to. He also stated that when he signs a time sheet it doesn’t mean he agrees with everything on a time sheet it only means he’s seen it. Acting Clerk stated that she knows that Public Works Facilitator does a really good job of making sure that if someone in Public Works is working outside of their normal hours that it is discussed and approved by Deputy Mayor Leady beforehand. Mayor McKelvey stated that Deputy Mayor Leady should be signing her time sheet. Acting Clerk Vanaman stated she was unsure if they have discussed that, but noted that Public Works Facilitator communicates with Deputy Mayor Leady regularly. Mayor McKelvey stated that her timesheet is to be signed by Brian and that’s what his email referred to. Deputy Mayor Leady stated that he was not sure when he would be able to get in there to sign them as he is on the road a lot. Mayor McKelvey asked who has been signing Public Works times sheets. CFO answered, Kristy. Mayor McKelvey stated that she is not a supervisor so that means Brian needs to sign them. Clerk Vanaman stated that when Kristy asked about who should be signing them that’s what Mayor McKelvey had agreed for her to do. Mayor McKelvey stated if he did, he doesn’t remember, but as a policy her superior should be signing it. Deputy Mayor Leady stated he may have told her to sign them, he can’t say for sure but he thinks he may have told her that. He stated that it was easier because he spent so much time on the road and wasn’t sure when he would be in to sign them. Mayor McKelvey stated that he was the department head there and if that’s how he wanted it that’s his decision, but he should be signing hers. He also stated that a timesheet should not show up in Lois’s office without a signature. Clerk Vanaman asked if Deputy Mayor Leady is unavailable who should she refer the timesheet to so she can let her know? Mayor McKelvey stated him, as Personnel Chair. CFO asked if Kristy can scan and email her timesheet to Brian to be reviewed before submitting. Clerk Vanaman asked about the rest of Public Works employees as well, is Kristy going to continue to sign theirs? Mayor McKelvey stated that its more convenient for Deputy Mayor Leady if he only has to sign her timesheet. Deputy Mayor Leady stated that Kristy can call him and then fill it out “as per Deputy Mayor Leady”. Clerk Vanaman state that she will ask Kristy to follow up with an email after she calls, that way it is clear what was communicated and nothing is forgotten. Mayor McKelvey then asked CFO if that was good and she stated yes. Mayor McKelvey reiterated that the Public Works employees’ timesheets can continue to be signed by Kristy and Deputy Mayor Leady can decide how he wants to handle signing or acknowledging hers.
- **Sewer Reports-** Mayor McKelvey spoke with Mr. Dinger and asked if he was satisfied with the way things are being handled, he said yes. Mayor McKelvey also spoke with Allen English regarding the forms that are filled out with the sewer numbers, and whether or not the employees can fill them in and have Mr. Dinger sign off on them. Mr. English, stated that it anyone can fill out the paperwork and it does not have to be the operator, only that the numbers are transferred correctly. He told the Mayor it does not take much time to complete. Mr. Dinger offered to help the Township get information on schooling for the sewer so the Public Works employees can enroll. Committeeman Angelus stated it makes sense to keep the sewer operator in house, and asked if we were getting our monies worth for the services Mr. Dinger is providing? Mayor McKelvey stated that we were taking advantage of him right now, and wants to add a closed session regarding that

topic for Thursday night. Clerk Vanaman mentioned the copy of Keith Lamb's estimate that the Mayor requested is in their binder. Mayor McKelvey asked CFO about ETS and she stated that the contract should be air tight.

- **Bid Threshold Increase** – Clerk Vanaman explained that the state increased the bid threshold and the Committee can increase, but need to do so by amending Ordinance #527. Committee agreed that it should be done.
- **Standard of Practice** – Vendor list/Purchase order process was discussed by Committeeman Angelus. Mayor McKelvey stated that he emailed a copy to CFO to look over. Committeeman Angelus stated that he had not had a chance to update it entirely. Mayor McKelvey said there was one item that the CFO wanted to change regarding the manor in which communication is required. Mayor McKelvey asked if Committeeman Angelus could get together with CFO to tweak that one item and have it ready for approval on Thursday. Committeeman Angelus said he would email it over to her. At this point the Mayor asked the CFO the process for purchasing used equipment, over the bid threshold. She stated that you can have a range of what specifics regarding the equipment such as year, between this number of hours, etc. Committeeman Angelus asked what if we found the exact item on a website? She said it would still need to be bid; we would write the specs and then send that directly to the site that has the item were looking for. Committeeman Angelus said what if it's a bigger site such as eBay where contacting them may not be as easy? Example L.A.C Fire Company has a truck listed on eBay that matches our description of what needs to be purchased. Can we contact them directly to buy? CFO responded she didn't know. Deputy Mayor asked how long the process takes to purchase? CFO said it would take a couple months, because you would need to write the bid specs and then put it out to bid, have a bid opening and then award the contract. Deputy Mayor Leady asked what about equipment under the bid threshold, how do you purchase? CFO stated that you would still need more than one quote, more than one piece of equipment and you would have to explain why you need to purchase one over the other. She stated that it would still take a while and she will not issue a PO without a vendor packet being completed. CFO also stated that there are a different set of requirements if your buying directly from another municipality but she has not had to do that and would need to look further into it.

OLD BUSINESS/UPDATES:

- **Oil and Stone Bid Spec.** – Clerk Vanaman completed the bid specs but was not able to add in the road prepping as we have not had that included before. She stated that she spoke with several other Municipal Clerks and they confirmed that their Municipal Engineer typically handles the bid specs for oil and stone, not the clerk's office. Mayor McKelvey asked if she spoke with Pilesgrove, Clerk Vanaman said she had not. Mayor McKelvey stated he could get back to Clerk Vanaman on what they were expecting because on Fogg Landing Road he was told that the Township would need to remove the weeds, and cold patch in some areas except for Tice's. Deputy Mayor Leady asked how we were going to handle the repairs for Tice's, rent an excavator or use the backhoe? Clerk Vanaman offered to call the Clerk in Pilesgrove to see if they have ever included prepping. Mayor McKelvey said he would get back to Clerk Vanaman on exactly how to word the prepping for each road. Clerk Vanaman asked if the approval to go out for bid should be removed from the agenda for Thursday? Mayor responded he would make a phone call and get back to the Clerk before then.

NEW BUSINESS/CORRESPONDENCE:

- **Annual Audit Review and Group Affidavit** – CFO said there were no findings, only a few grants that need to be canceled.
- **Dog Licensing** – Census recommendation from the Auditor. CFO stated that Public Works used to do the dog census. She also stated that if reminder notices are being sent there's not much more to do, other than animal control. Mayor McKelvey stated that's what he believes should be done if reminders are ignored. He then asked Clerk Vanaman where the office was with possibly sending out reminders and stated that he received the Dog Registrar reports emailed to them and there are people who he knows that have dogs that are not on the list. He stated that he believes that we need to be more proactive in following up with licensing. Clerk Vanaman asked if he wanted the reminders sent out now, as it is late July? He stated yes. Committeeman Angelus stated enforcement

doesn't have a schedule. Deputy Mayor Leady asked if we would use a list from last year or just blanket mail them to the Township. Clerk Vanaman said whichever the Committee would prefer. Clerk Vanaman stated that there are a lot of records from the prior year that may need to be updated from the transfer over to the new system, like deceased dogs. Committeeman Angelus said we should use 2023 compared to 2025 and mail those people a reminder. Clerk Vanaman said there are only 23 people between those years and she could call them as well. Committeeman Angelus said we should compare 2024 to 2025 and use that list to send reminders. CFO stated that there may be a reminder letter in the Edmunds system. Clerk Vanaman confirmed and stated that because we just switched over this year, the Clerk's office was intending to use those in the 2026 renewal period once records are confirmed accurate from the program switch. Clerk Vanaman also mentioned that the late fee is high, and suggested the Committee review that and consider lowering it which would encourage residents who are late to license. CFO asked how much the late fee is, Clerk Vanaman responded \$25 on top of the \$18-\$21 license fee. Deputy Mayor Leady asked about adding the Edmunds for processing online payments. Committeeman Angelus said he received the estimate from CFO and it was \$2900. CFO stated the estimate was for cloud hosting not online payments, that would be separate. Mayor McKelvey said he does not have a problem with the late fee. Committeeman Angelus said he was ok with the late fee. Clerk Vanaman asked if the Committee is aware of anyone who has an unlicensed dog to please send her that information so she can send them a notice. Mayor McKelvey stated that if the Clerks office sends a notice for dog licensing and the resident does not respond within thirty days that the Clerk's Office is to contact Animal Control to visit the property. Clerk Vanaman asked how the Committee wants to handle the complaints regarding the unlicensed dog breeders in Alloway, as she has sent the letters, per the Mayor, but they have not responded or licensed the dogs. Deputy Mayor Leady asked who enforces the kennel/breeder portion? Clerk Vanaman stated the Township and County Health Department. Mayor McKelvey stated that we can change our ordinance regarding kennels. Committeeman Angelus stated that we cannot cherry pick the law and should be enforced. Mayor McKelvey said he thinks we could change the ordinance though if we want. Deputy Mayor Leady said at a minimum they need to get the dogs licensed.

Deputy Mayor Leady announced a vacancy on the Environmental Commission.

AGENDA REVIEW: July 17, 2025

The Committee members had no revisions to June's meeting minutes.

Mayor McKelvey asked about Quinton's Sewer Operator Agreement. Clerk Vanaman state that American Water will only be renewing for the next 2 years. She also stated that both of the new Public Works employees are interested in sewer operator school.

There being no further business to come before the Committee, on motion by Leady, seconded by Angelus, the meeting was adjourned at 6:20pm.

Respectfully submitted,

Brittany Vanaman, Acting Municipal Clerk