

The regular meeting of the Board of Commissioners of the Borough of Harvey Cedars, NJ was called to order by Mayor Oldham at 4:34pm. Commissioner Gerkens was present, Commissioner Garofalo was on vacation.

Pursuant to the applicable portions of the New Jersey Open Public Meetings Act, adequate notice of this meeting has been given. The schedule of this meeting of the Board of Commissioners of the Borough of Harvey Cedars is listed in the notice of meetings posted on the bulletin board located in the Borough Hall and the Borough's website and was published in the Beach Haven Times on December 15, 2016 and the Asbury Park Press on December 10, 2016.

**Motion** to approve the minutes of the previous meeting, January 6, 2017, was made by Commissioner Gerkens, seconded by Mayor Oldham.

The Mayor read the following resolutions by title only and asked for motions to adopt after reading each title. Copies of the full resolutions are attached hereto and made a part hereof:

**RESOLUTION #2017-013:**

**AMENDMENT TO THE POLICY AND PROCEDURE MANUAL FOR THE BOROUGH OF HARVEY CEDARS AS IT PERTAINS TO JOB DESCRIPTIONS**

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

**RESOLUTION #2017-014:**

**A RESOLUTION OF THE BOROUGH OF HARVEY CEDARS SUPPORTING THE ELIMINATION OF A PUMP STATION FOR THE NJDOT'S ROUTE 72 MANAHAWKIN BAY BRIDGES PROJECT**

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

**RESOLUTION #2017-015:**

**AUTHORIZING THE BOROUGH OF HARVEY CEDARS TO ENTER INTO AN AGREEMENT WITH STAFFORD TOWNSHIP FOR ANIMAL CONTROL SERVICES**

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

**RESOLUTION #2017-016: Bills**

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

**Public Property Usage requests:**

**1. LBI School Bay Day – Sunset Park & Bay Beach**

A motion was made by Commissioner Gerkens, seconded by Mayor Oldham to approve the request to use Sunset Park and 75<sup>th</sup> Street Bay Beach to the LBI School for Bay Day on Thursday, June 8, 2017 – raindate Friday, June 9<sup>th</sup> from 10:30am to 2:15pm

**2. Laser Tag Games – Sunset Park ballfield**

A motion was made by Commissioner Gerkens, seconded by Mayor Oldham to approve the request to use Sunset Park ballfield to Storm Mobile Laser Tag once a week on Tuesdays in July from 3:30pm to 5:30pm for laser tag games.

**PRIVILEGE OF THE FLOOR** – No public in attendance.

**Motion** to adjourn: Commissioner Gerkens

Second: Mayor Oldham

Meeting adjourned at 4:40pm.

**RESOLUTION #2017-013**

**AMENDMENT TO THE POLICY AND PROCEDURE MANUAL FOR THE  
BOROUGH OF HARVEY CEDARS AS IT PERTAINS TO JOB DESCRIPTIONS**

**WHEREAS** the Borough of Harvey Cedars adopted employment policies and procedures on February 7, 1997 which are available to the employees through an encompassing manual known as the Policy and Procedure Manual; and

**WHEREAS** said manual shall be reviewed from time to time for policy updates.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Borough of Harvey Cedars hereby authorizes the following amendments to the personnel Policy and Procedure Manual as it pertains to the Job Descriptions for the Borough of Harvey Cedars as follows:

1. Section 4.8 Job Descriptions is hereby amended by deleting the following Job Duties and Responsibilities:
  - a. Assistant Superintendent, Dept. of Public Works, Water/Sewer
  - b. Working Foreman, Dept. of Public Works, Water/Sewer
  - c. Laborer in Charge, Dept. of Public Works, Water/Sewer
  - d. Special Activities
  
2. Section 4.8 Job Descriptions is hereby amended by updating and supplementing the following Job Duties and Responsibilities as per attached:
  - a. Superintendent, Dept. of Public Works, Water/Sewer
  - b. Public Works Lead, Dept. of Public Works, Water/Sewer
  - c. Laborer, Dept. of Public Works, Water/Sewer
  - d. Mechanic, Dept. of Public Works, Water/Sewer
  - e. Administrative Assistant, Dept. of Public Works, Water/Sewer & Special Activities
  - f. Code Enforcement Officer / Zoning Officer
  - g. Land Use Board Secretary
  - h. Police Matron

**BE IT FURTHER RESOLVED** as follows:

1. Any Personnel Policies or Personnel Policy Manuals inconsistent herewith are hereby repealed.
2. This update to the Policy Manual shall take effect immediately.
3. The revision of the Job Description Manual shall be known as Revision 01/2017.
4. The Personnel Officer shall offer copies of this resolution to all employees.

PASSED ON: January 17, 2017

**RESOLUTION #2017-014**

**A RESOLUTION OF THE BOROUGH OF HARVEY CEDARS SUPPORTING  
THE ELIMINATION OF A PUMP STATION FOR THE NJDOT'S  
ROUTE 72 MANAHAWKIN BAY BRIDGES PROJECT**

**WHEREAS** the New Jersey Department of Transportation (NJDOT) is proposing traffic and drainage improvements along the 8<sup>th</sup> and 9<sup>th</sup> Street corridors within the Borough of Ship Bottom as part of the Route 72 Manahawkin Bay Bridges Project; and

**WHEREAS** the NJDOT has recognized drainage problems along the 8<sup>th</sup> and 9<sup>th</sup> Street corridors within the Borough of Ship Bottom which will be alleviated as a result of these improvements; and

**WHEREAS** the NJDOT had initially proposed to install a pump station as part of these drainage improvements along the 8<sup>th</sup> and 9<sup>th</sup> Street corridors; and

**WHEREAS** the NJDOT has subsequently determined that the proposed drainage improvements can provide an equivalent level of flooding relief without requiring installation and operation of a pump station; and

**WHEREAS** the NJDOT is asking for the support from all the Long Beach Island municipalities for the elimination of the pump station.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Borough of Harvey Cedars hereby supports the New Jersey Department of Transportation's proposed traffic and drainage improvements to the 8<sup>th</sup> and 9<sup>th</sup> Street corridors within the Borough of Ship Bottom Route 72 Manahawkin Bay Bridges Project and the elimination of the proposed pump station.

PASSED ON: January 17, 2017

**RESOLUTION #2017-015**

**AUTHORIZING THE BOROUGH OF HARVEY CEDARS TO ENTER INTO AN  
AGREEMENT WITH STAFFORD TOWNSHIP FOR  
ANIMAL CONTROL SERVICES**

**WHEREAS** the Uniform Shared Services and Consolidation Act, NJSA 40A:65-1 et. seq., authorizes municipalities to agree to provide shared services when approved by resolution under NJSA 40A:65-5; and

**WHEREAS** the Borough of Harvey Cedars is in need of animal control services and the Township of Stafford has an animal control program.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that the Mayor of the Borough of Harvey Cedars is authorized to enter into an animal control services contract with the Township of Stafford commencing January 1, 2017 and ending December 31, 2021, a copy of which is on file in the Borough Clerk's office.

PASSED ON: January 17, 2017

P.O. Type: All  
Range: First to Last  
Format: Condensed

Open: N Paid: N Void: N  
Rcvd: Y Held: Y Aprv: N  
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
16-00272	04/12/16	SITE0005	SITEONE LANDSCAPE SUPPLY, LLC	repair ball park sprinklers	Open	327.20	0.00 B
16-00473	06/10/16	ONEC0010	ONE CALL CONCEPTS INC	mark outs	Open	22.50	0.00 B
16-00485	06/15/16	HOME0010	HOME DEPOT/GECF	tools and supplies	Open	57.39	0.00 B
16-00624	07/29/16	OXYGE010	OXYGEN SUPPLY COMPANY	Oxygen & acetalyne rental	Open	35.00	0.00 B
16-00686	08/18/16	AMERI070	AMERICAN WEAR INC	Uniforms DPW	Open	334.50	0.00 B
16-00801	10/07/16	HOME0010	HOME DEPOT/GECF	Bldgs & Grnds supplies	Open	123.63	0.00 B
16-00837	10/17/16	NIXLE005	EVERBRIDGE, INC	nixle	Open	1,500.00	0.00
16-00889	11/08/16	THEP0010	THE PARTS SHACK, LLC	Police vehicle Maintenance	Open	250.73	0.00 B
16-00947	11/29/16	THEP0010	THE PARTS SHACK, LLC	D17 Slave cylinder assembly	Open	90.64	0.00 B
16-00957	11/30/16	GLOCK010	GLOCK, INC	Weapons maintenance	Open	266.00	0.00
16-00990	12/14/16	FRAZE010	FRAZEE, STEVE	Eyeglass Reimbursement 2016	Open	393.99	0.00
16-00995	12/16/16	MARWO010	MARWOOD CONTRACTING COMPANY	Bulkhead Construction	Open	4,484.00	0.00 B
16-01023	12/21/16	WATER020	WATER WORKS SUPPLY COMPANY	86th 2" meter, meter parts	Open	2,859.67	0.00 B
16-01024	12/21/16	SEAS0010	SEA SPRAY CLEANERS LLC	Uniform Cleaning	Open	64.20	0.00
16-01030	12/26/16	EAGLE025	EAGLES LAKE RESERVE, INC	I 5 sand for walkovers	Open	1,052.04	0.00
16-01033	12/27/16	SITE0005	SITEONE LANDSCAPE SUPPLY, LLC	Ground shield for beach	Open	1,100.00	0.00
16-01035	12/28/16	GLSI0010	GLS INC T/A VAN SANT EQUIPMENT	D3 hydraulics	Open	79.84	0.00 B
16-01036	12/28/16	USAB0010	USA BLUE BOOK	ph tester for samples	Open	217.07	0.00
16-01041	12/29/16	NJAP0010	NJ APZA	Annual Dues	Open	90.00	0.00
16-01046	12/29/16	USAB0010	USA BLUE BOOK	locator/Loto kit	Open	1,098.46	0.00
16-01048	12/29/16	MARIN010	MARINE LUMBER & PILING, INC	Materials for Bulkheads	Open	8,338.53	0.00 B
16-01054	12/30/16	EAGLE025	EAGLES LAKE RESERVE, INC	I 5 for walkovers	Open	1,074.05	0.00
16-01056	12/30/16	GARDE030	GARDEN STATE HIGHWAY PRODUCTS	safety cones	Open	850.50	0.00
17-00021	01/06/17	EAGLE025	EAGLES LAKE RESERVE, INC	I5 Material for walkovers	Open	501.81	0.00 B
17-00024	01/09/17	GFOA0020	GFOA OF NJ	2017 Membership Dues	Open	90.00	0.00
17-00025	01/09/17	COURT010	COURTS, BARBARA	Court Recording Services	Open	50.00	0.00
17-00027	01/10/17	PEDRO010	PEDRONI FUEL COMPANY	Fuel Charges	Open	3,411.95	0.00
17-00028	01/11/17	NRTCT005	NRTCTA	Membership	Open	30.00	0.00
17-00029	01/11/17	SNYDE010	SNYDER ESQ, STUART D	Monthly Invoices	Open	375.00	0.00
17-00032	01/11/17	JOHNN010	JOHNNY ON THE SPOT	Porta Pottie rental	Open	100.80	0.00
17-00036	01/11/17	NJRW010	NJRW	NJRW 2017 Membership dues	Open	385.00	0.00
17-00038	01/11/17	SITE0005	SITEONE LANDSCAPE SUPPLY, LLC	Bldgs & Grounds supplies	Open	136.81	0.00 B
17-00042	01/11/17	QUILL010	QUILL CORPORATION	Police Office Supplies	Open	103.51	0.00
17-00045	01/11/17	EDMUN010	EDMUNDS & ASSOCIATES, INC.	2017 Maintenance Agreement	Open	4,355.20	0.00
17-00046	01/12/17	MGLF0010	MGL FORMS-SYSTEMS	Current Fund Deposit Slips	Open	217.00	0.00
17-00047	01/12/17	ATLAN030	ATLANTIC CITY ELECTRIC	Monthly Invoices	Open	7,697.26	0.00
17-00048	01/12/17	DASTI010	DASTI,MURPHY&MC GUCKIN,PC	Dec 12 Al Luzzi	Open	250.00	0.00
17-00049	01/12/17	MAGEL010	LINE SYSTEMS	monthly invoice	Open	989.43	0.00
17-00050	01/12/17	SREG0020	S REGIONAL BOARD OF EDUCATION	Jan-June 2017 Reg School Taxes	Open	277,514.75	0.00 B
17-00051	01/13/17	DALE0010	DALE, DAINA	reimburse mileage Toms River	Open	34.03	0.00
17-00052	01/13/17	TWPO0010	TWP OF STAFFORD	December animal control	Open	245.00	0.00
17-00053	01/13/17	SELEC010	SELECTIVE INSURANCE	Flood Insurance 2017	Open	13,889.00	0.00
17-00054	01/13/17	PETER020	PETERSON, BONNIE R	Court Sessions	Open	550.00	0.00
17-00056	01/13/17	SHORE020	SHORE BUSINESS SOLUTIONS	copier maintenance fee	Open	60.27	0.00
17-00058	01/13/17	OWEN0010	OWEN, LITTLE & ASSOCIATES	Monthly Invoices	Open	4,587.14	0.00
17-00059	01/13/17	VERIZ040	VERIZON WIRELESS MDTs	Police MDT's	Open	160.04	0.00
17-00060	01/17/17	GANNE010	GANNETT NEW JERSEY NEWSPAPERS	December legal ads	Open	264.71	0.00
17-00061	01/17/17	DELAW030	DELAWARE VALLEY PAYROLL, INC.	Payroll Processing	Open	544.45	0.00
17-00062	01/17/17	VERIZ030	VERIZON WIRELESS - CELL	Monthly Invoice	Open	71.16	0.00
17-00063	01/17/17	COHEN010	COHEN LAURA E	1099 int/1099 misc/1096 forms	Open	48.07	0.00

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
17-00064	01/17/17	DECOT010 DECOTIIS, FITZPATRICK & COLE	Legal Services RE: BAN sale	Open	278.58	0.00		
Total Purchase Orders:		51	Total P.O. Line Items:	0	Total List Amount:	341,650.91	Total Void Amount:	0.00

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
Current Fund	6-01	24,627.13	0.00	24,627.13	0.00	0.00	24,627.13
Utility Operating	6-09	6,025.34	0.00	6,025.34	0.00	0.00	6,025.34
Year Total:		30,652.47	0.00	30,652.47	0.00	0.00	30,652.47
Current Fund	7-01	288,819.02	0.00	288,819.02	0.00	0.00	288,819.02
Utility Operating	7-09	14,996.17	0.00	14,996.17	0.00	0.00	14,996.17
Year Total:		303,815.19	0.00	303,815.19	0.00	0.00	303,815.19
General Capital F	C-04	134.39	0.00	134.39	0.00	0.00	134.39
Utility Capital F	C-08	6,423.86	0.00	6,423.86	0.00	0.00	6,423.86
Year Total:		6,558.25	0.00	6,558.25	0.00	0.00	6,558.25
Trust Fund	T-17	625.00	0.00	625.00	0.00	0.00	625.00
Total of All Funds:		341,650.91	0.00	341,650.91	0.00	0.00	341,650.91