#### HARVEY CEDARS, NJ

The regular meeting of the Board of Commissioners of the Borough of Harvey Cedars, NJ was called to order by Mayor Oldham at 4:30pm. Commissioner Gerkens was present, Commissioner Garofalo was on vacation.

The Mayor asked all to rise for the Pledge of Allegiance.

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, December 20, 2016, was made by Commissioner Gerkens, seconded by Mayor Oldham.

**Motion** to approve the Board of Commissioner's work session and executive minutes for the year 2016 was made by Commissioner Gerkens, seconded by Mayor Oldham.

The Mayor read the following ordinance by title and number and asked for a motion to introduce.

#### ORDINANCE #2017-01 FIRST READING

## AN ORDINANCE FIXING AND DETERMINING THE ANNUAL BASE SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HARVEY CEDARS FOR THE YEAR 2017

A copy of the full ordinance as introduced is attached hereto and made a part hereof.

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

Vote: Ayes – Oldham, Gerkens

The Mayor read the following ordinance by title and number and stated that proof of publication is on hand and the ordinance has been posted.

#### ORDINANCE #2016-15 SECOND READING

AN ORDINANCE OF THE BOROUGH OF HARVEY CEDARS, OCEAN COUNTY, NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 13 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HARVEY CEDARS, 1975, ENTITLED "ZONING" AS IT PERTAINS TO APPLICABILITY OF ZONING REGULATIONS AND DRIVEWAYS

Motion to open public discussion: Commissioner Gerkens

Second: Mayor Oldham

There were no public questions or comments.

Motion to close public discussion: Commissioner Gerkens

Second: Mayor Oldham

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

Vote: Ayes – Oldham, Gerkens

A copy of the full ordinance as adopted is filed in the ordinance book.

The Mayor read the following ordinance by title and number and stated that proof of publication is on hand and the ordinance has been posted.

#### ORDINANCE #2016-16 SECOND READING

AN ORDINANCE AMENDING CHAPTER 4 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HARVEY CEDARS, 1975, ENTITLED "GENERAL LICENSING" AS IT PERTAINS TO BEACH VEHICLES, BEACH BADGES AND SPECIAL ACTIVITY FEES

Motion to open public discussion: Commissioner Gerkens

Second: Mayor Oldham

There were no public questions or comments.

Motion to close public discussion: Commissioner Gerkens

Second: Mayor Oldham

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

Vote: Ayes – Oldham, Gerkens

A copy of the full ordinance as adopted is filed in the ordinance book.

The Mayor read the following ordinance by title and number and stated that proof of publication is on hand and the ordinance has been posted.

#### ORDINANCE #2016-17 SECOND READING

## AN ORDINANCE AMENDING CHAPTER 12 ENTITLED "BUILDING AND HOUSING" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HARVEY CEDARS, 1975, AS IT PERTAINS TO LAND ELEVATION ON BAY SIDE

Motion to open public discussion: Commissioner Gerkens

Second: Mayor Oldham

There were no public questions or comments.

Motion to close public discussion: Commissioner Gerkens

Second: Mayor Oldham

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

Vote: Ayes – Oldham, Gerkens

A copy of the full ordinance as adopted is filed in the ordinance book.

The Mayor read the following ordinance by title and number and stated that proof of publication is on hand and the ordinance has been posted.

#### ORDINANCE #2016-18 SECOND READING

## AN ORDINANCE AMENDING CHAPTER 7 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HARVEY CEDARS, 1975, ENTITLED "SEWER AND WATER" AS IT PERTAINS TO METER FEES

Motion to open public discussion: Commissioner Gerkens

Second: Mayor Oldham

There were no public questions or comments.

Motion to close public discussion: Commissioner Gerkens

Second: Mayor Oldham

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

Vote: Ayes – Oldham, Gerkens

A copy of the full ordinance as adopted is filed in the ordinance book.

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 #2017-001:**

#### **TEMPORARY BUDGET**

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-002:**

#### DESIGNATING PROFESSIONAL SERVICES FOR THE YEAR 2017

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-003:**

## ANNUAL APPOINTMENTS MADE BY THE BOARD OF COMMISSIONERS FOR THE YEAR 2017

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-004:**

#### ANNUAL APPOINTMENTS FOR LAND USE BOARD MEMBERS

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-005:**

#### APPOINTMENT OF LOCAL EMERGENCY PLANNING COMMITTEE

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-006:**

## APPOINTMENT OF MUNICIPAL JUDGE FOR THE BOROUGH OF HARVEY CEDARS

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-007:**

AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT WITH THE COUNTY OF OCEAN FOR PURCHASE OF MATERIALS AND SUPPLIES FOR THE 2017 ROAD & TRAFFIC LIGHT MAINTENANCE (SCHEDULE "C")

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-008:**

#### PERMITTING PRE-PAYMENT OF CERTAIN ITEMS

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-009:**

### AUTHORIZING THE CLERK'S OFFICE TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$100.00

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-010:**

### AUTHORIZING THE POLICE CHIEF TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$100.00

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-011:**

#### ESTABLISHING PERMIT FEES FOR MUNICIPAL PROPERTY USAGE

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### **RESOLUTION #2017-012: Bills**

Motion to adopt: Commissioner Gerkens

Second: Mayor Oldham

#### TOPICS OF INTEREST –

Chief Burnaford reported that snow is coming around 3:00am and lasting through at least 1:00pm; DPW and the police department are prepared; Sergeant Marti will be on duty during the day.

#### PRIVILEGE OF THE FLOOR -

Kathy Ries, Taxpayers Association, reported that input was being gathered for the beach walkways and mats, and the new house watch form. She said at the last LBI School Board meeting James Donahower, Harvey Cedars Representative, was elected President of the Board.

Ms. Ries asked when the recycling calendars will be mailed. The Clerk responded that we were waiting for another mailing, but it is posted on the website. Ms. Ries asked the Clerk to email her a copy.

Greg Gutchigian asked about the beach project and why it did not go up to 78<sup>th</sup> Street as planned. The Mayor said it did not get that far because the template didn't match the criteria and after a survey, more sand was needed. Mr. Gutchigian stated it was great the dunes were done and the beach looks in good shape. The Mayor mentioned there is dune grass available

to those who want it.

Kathy Ries asked which side of the dune do the mats get placed. The Mayor said they get placed on the soft side, usually the eastern/downward side; they are cheaper to replace than putting in hard-pack and they can be rolled up in the winter or during storms.

Chief Burnaford thanked the Commissioners, staff, and taxpayers for their support of the police department in the past year.

Kathy Ries announced the passing of Janet (Peg) Krug.

Motion to adjourn: Commissioner Gerkens

Second: Mayor Oldham

Meeting adjourned at 5:08pm.

#### **ORDINANCE NO. 2017-01**

## AN ORDINANCE FIXING AND DETERMINING THE ANNUAL BASE SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HARVEY CEDARS FOR THE YEAR 2017

The Board of Commissioners of the Borough of Harvey Cedars, County of Ocean does ordain the annual base salaries of the officers and employees of the Borough of Harvey Cedars listed below are hereby fixed as follows:

Manag	¢ 2.400	00 45	¢ 7,500,00
Mayor Commissioners	\$ 2,400. \$ 2,400.		\$ 7,500.00 \$ 7,500.00
Borough Clerk	\$ 2,400. \$17,000.		\$ 65,000.00
Deputy Clerk	-	00 to	\$ 17,500.00
Administrator		0.0	\$ 17,300.00
Clerical Help	\$ 7,000.		\$ 10,000.00
Clerical Help (per hr.)	-	44 to	\$ 25,000.00
Payroll Clerk		00 to	\$ 1,400.00
Tax Collector	\$15,000.		\$ 31,500.00
Deputy Tax Collector (per hr.)	\$15,000. \$ 10.		\$ 31,300.00
Chief Financial Officer	\$15,000.		\$ 54,000.00
Deputy Chief Finance Officer (per hr.)	-	0.0	\$ 26.00
Assessor	\$ 6,000.		\$ 21,000.00
Municipal Court Judge	\$ 0,000.		\$ 8,200.00
Chief of Police	\$45,000.		\$140,000.00
Sergeant of Police	\$45,000.		\$122,000.00
Patrolmen	\$26,000.		\$122,000.00
		00 to 00 to	\$112,000.00
Extra Patrolmen (per hr.) Police Matron (per hr. per call)		00 to	\$ 25.00
Police Matron (per hr. other)		00 to	\$ 10.00
Zoning Officer		00 to	\$ 21,500.00
Code Enforcement Officer (per hr.)		50 to	\$ 21,300.00
Superintendent of Public Works	\$15,000.		\$ 60,000.00
Assistant Superintendent of Public Works	-	00 to 00 to	\$ 37,500.00
General Maintenance Public Works	\$ 6,000.		\$ 37,300.00
Superintendent of Water / Sewer	\$15,000.		\$ 60,000.00
Assistant Superintendent of Water / Sewer	-	00 to	\$ 37,500.00
General Maintenance Water / Sewer	\$ 6,000.		\$ 39,000.00
Maintenance (per hr.)		00 to	\$ 15.00
Skilled Operator (per hr.)		00 to	\$ 35.00
Clerical Help Water / Sewer	\$ 7,000.		\$ 23,000.00
Captain of Lifeguards (per hour)	-	44 to	\$ 25,000.00
Lieutenant of Lifeguards (per hour)		44 to	\$ 19.00
Lifeguards (per hour)		44 to	\$ 14.50
Beach Personnel	ψ 0.	<del></del>	Φ 14.50
EMT Certification (per week)			\$ 25.00
Collector of Utility Rents	\$ 7,000.	00 to	\$ 35,000.00
Registrar		00 to	\$ 55,000.00
Beach Badge Seller/checker (per hr.)		44 to	\$ 11.75
Beach Badge/Tennis Coordinator (per hr.)		44 to	\$ 15.50
Badge Seller/checker bonuses:	ψ 0.	44 10	φ 13.30
Highest Badge Sales (per week)			\$ 30.00
2 <sup>nd</sup> Highest Badge Sales (per week)			\$ 15.00
Emergency Management Director	\$ 0.	00 to	\$ 3,000.00
Deputy Emergency Management Director		00 to	\$ 5,000.00
Recycling Coordinator			\$ 3,000.00
Land Use Board Secretary (per month)	φ 0.	00 to	\$ 200.00
Land Ose Board Secretary (per month)			φ 200.00

ADOPTED ON: February 3, 2017

#### **TEMPORARY BUDGET**

**WHEREAS** N.J.S. 40A:4-19 provides that where any contract, commitment, or payments are to be made prior to the final adoption of the 2017 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS** the date of this resolution is within the first thirty days of January, 2017; and

**WHEREAS** the total appropriations in the 2016 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund is the sum of \$4,705,043.00; and

**WHEREAS** twenty-six and one quarter percent of the total appropriations in the 2016 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund is the sum of \$1,235,073.78.

**NOW, THEREFORE, BE IT RESOLVED** that the following appropriations be made:

CURRENT FUND	2017 Temporary
PUBLIC AFFAIRS & SAFETY	
DIRECTOR - SALARIES & WAGES	1,875.00
- OTHER EXPENSES	1,000.00
ADMINISTRATOR	2,500.00
MUNICIPAL CLERK - SALARIES & WAGES	28,000.00
- OTHER EXPENSES	7,140.00
POLICE - SALARIES & WAGES	230,000.00
- OTHER EXPENSES	35,000.00
MUNICIPAL PROSECUTOR	1,500.00
LEGAL SERVICES	5,000.00
EMERGENCY MGMNT - SALARIES & WAGES	1,500.00
- OTHER EXPENSES	1,000.00
LIFEGUARD -SALARIES & WAGES	500.00
- OTHER EXPENSES	500.00
LAND USE BOARD - SALARIES & WAGES	5,550.00
- OTHER EXPENSES	1,000.00
ZONING ENFORCEMENT-OTHER EXPENSES	1,000.00
BEACH OPERATIONS - OTHER EXPENSES	5,100.00
REVENUE & FINANCE	
DIRECTOR - SALARIES & WAGES	1,875.00
- OTHER EXPENSES	1,000.00
OTHER FINANCIAL FEES	15,000.00
FINANCIAL ADMINISTRATION - SALARIES & WAGES	10,200.00
- OTHER EXPENSES	4,000.00
TAX ASSESSOR - SALARIES & WAGES	5,010.00
- OTHER EXPENSES	500.00
TAX COLLECTOR - SALARIES & WAGES	13,260.00
- OTHER EXPENSES	3,500.00
OTHER EAR EROLG	0,000.00
WORKMEN'S COMPENSATION INSURANCE	19,862.91
GROUP INSURANCE PLAN	110,000.00
OTHER INSURANCE PREMIUMS	14,126.15
PUBLIC WORKS	
DIRECTOR - SALARIES & WAGES	1,875.00
- OTHER EXPENSES	1,000.00
ENGINEERING EXPENSES	6,000.00
STREETS & ROADS - SALARIES & WAGES	80,000.00
- OTHER EXPENSES	25,000.00
VEHICLE MAINTENANCE - SALARIES & WAGES	10,000.00
- OTHER EXPENSES	15,000.00
BUILDINGS & GROUNDS	20,400.00
	,

CURRENT FUND CONTINUED	2017 Temporary
BEACH FRONT MAINTENANCE - OTHER EXPENSES	30,000.00
PARK MAINTENANCE - OTHER EXPENSES	4,080.00
RECREATION - SALARIES & WAGES	100.00
RECREATION - OTHER EXPENSES	100.00
TRASH REMOVAL - OTHER EXPENSES	60,000.00
SANITARY LANDFILL - OTHER EXPENSES	20,000.00
CONSTRUCTION CODE - SALARIES & WAGES	2,000.00
- OTHER EXPENSES	1,530.00
UTILITIES:	
ELECTRICITY	8,200.00
TELECOMMUNICATIONS	5,500.00
GASOLINE	20,000.00
NATURAL GAS	5,700.00
STREET LIGHTING	10,500.00
STATUTORY EXPENDITURES:	
SOCIAL SECURITY	30,000.00
UCC & DISABILITY INSURANCE	2,750.00
RECYCLING TAX	1,000.00
GENERAL APPROPRIATIONS - EXCLUDED FROM CAPS:	1,000.00
MUNICIPAL COURT - SALARIES & WAGES (OUT CAP)	3,000.00
- OTHER EXPENSES (OUT CAP)	1,000.00
PUBLIC DEFENDER (OUT CAP)	600.00
INTERLOCAL MUNICIPAL SERVICE AGREEMENTS:	
PUBLIC HEALTH SERVICES - OTHER EXPENSES	11,000.00
ANIMAL CONTROL SERVICES - OTHER EXPENSES	3,000.00
IT SERVICES -OTHER EXPENSES	1,000.00
CODE ENFORCEMENT AND ADMINISTRATION - OTHER EXPENSES	15,000.00
MUNICIPAL COURT CLERK -OTHER EXPENSES	6,000.00
WIGHTON AL GOORT GLERK TOTTLER EAFLINGES	0,000.00

#### TOTAL GENERAL APPROPRIATIONS

\$927,824.06

WATER/SEWER UTILITY:	2017 Temporary
OPERATING - SALARIES & WAGES	90,000.00
- OTHER EXPENSES	190,000.00
SOCIAL SECURITY	9,000.00
UNEMPLOYMENT INSURANCE	500.00
PERS CONTRIBUTION	0.00
NJEIT Loan Payment	17,334.00.
TOTAL WATER/SEWER UTILITY OPERATING	306,834.00

#### **DESIGNATING PROFESSIONAL SERVICES FOR THE YEAR 2017**

**WHEREAS** the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, State of New Jersey has determined that it should hire a borough attorney, bond counsel, prosecutors, auditor, engineer, public defender, labor attorney, and computer software specialists; and

**WHEREAS** said contracts for professional services need not be bid under the Local Public Contract Law of the State of New Jersey.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that the following professionals be retained by the Borough of Harvey Cedars, *upon receipt of properly executed State mandated forms*, for a period commencing January 1, 2017 and ending December 31, 2017 and the following fees are set for said professional services per quotes and contracts received by the Borough:

1. The firm Hiering, Gannon & McKenna as <u>Borough Attorney</u> and <u>Labor Attorney</u> 29 Hadley Avenue, Toms River, NJ 08753

\$150.00 per hour/ \$250.00 per Borough meeting

2. William Mayer, Esq of the firm DeCotiis, FitzPatrick, Cole & Wisler, LLP as <u>Bond</u> Counsel

500 Frank W. Burr Blvd., Suite 31, Teaneck, NJ 07666

\$120.00 - \$250.00 per hour / service dependent

3. Robert Allison, CPA of the firm Holman, Frenia & Allison as <u>Municipal Auditor</u> 912 Highway 33, Suite 2, Freehold, NJ 07728

\$37,450 per audit

**\$80.00 - \$200.00** per hour / service dependent

4. Frank J. Little, P.E. of the firm Owen, Little & Associates as <u>Municipal Engineer</u> 442 Atlantic City Blvd., Beachwood, NJ 08722

\$140.00 per hour

\$40.00 - \$185.00 per hour / service dependent

 Christopher Koutsouris, Esq. of the firm Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors as <u>Public Defender</u> and Robert Ulaky as <u>Alternate Public Defender</u> 620 West Lacey Road, Forked River, NJ 08731

\$250.00 per court attendance

Bonnie R. Peterson, Esq. as <u>Municipal Prosecutor</u>
 1201 S.W. Central Avenue, PO Box J, Seaside Park, NJ 08752

\$550.00 per month

7. Seth Kurs, Esq. as <u>Alternate Municipal Prosecutor</u>

Massar & Kurs, 379 Princeton Hightstown Road, #5, East Windsor, NJ 08512 **\$550.00 per session** 

8. Edmunds & Associates, Inc. as Finance & Tax and Water Billing <u>Software Support</u> Professional

301A Tilton Road, Northfield, NJ 08225

\$11,354.00 annually

**BE IT FURTHER RESOLVED** that the Mayor, the Commissioner of Revenue and Finance and the Municipal Clerk are hereby authorized to execute the professional service contracts.

#### ANNUAL APPOINTMENTS MADE BY THE BOARD OF COMMISSIONERS FOR THE YEAR 2017

**BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that the following appointments be and are hereby made for a one (1) year term commencing January 1, 2017 and ending December 31, 2017 and the duties of each employee are governed by State statutes and/or the Ocean County Joint Insurance Fund:

- 1. Judith Gerkens as the Americans with Disabilities Act (ADA) Coordinator.
- 2. Daina Dale as the Registrar.
- 3. Laura Cohen as the Deputy Registrar.
- 4. Mary Pat Brearley as Alternate Deputy Registrar.
- 5. Daina Dale as the Public Agency Compliance Officer (P.A.C.O.)
- 6. Michael Garofalo as the Joint Insurance Fund Commissioner.

**BE IT FURTHER RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that the following appointments be and are hereby made for a one (1) year term commencing January 1, 2017 and ending December 31, 2017 and the duties of each appointee shall be governed and defined in the General Ordinances and/or the Personnel Policy Job Description Manual of the Borough of Harvey Cedars:

- 1. Julie Oldham as the Police Matron.
- 2. Laura Cohen as the Deputy Municipal Clerk.
- 3. Daina Dale as the Deputy Finance Officer and Deputy Tax Collector.
- 4. Diana Stott as the Community Rating System (CRS) Coordinator.
- 5. Diana Stott as the Recycling Coordinator.

#### ANNUAL APPOINTMENTS FOR LAND USE BOARD MEMBERS

**WHEREAS** the Board of Commissioners of the Borough of Harvey Cedars adopted Ordinance No. 2011-01 on February 4, 2011 establishing the Land Use Board of the Borough of Harvey Cedars; and

**WHEREAS** said Ordinance requires the Mayor to appoint one Class II, six Class IV and four Alternative members and the majority of the Board of Commissioners shall appoint one Class III member; and

**WHEREAS** some terms expire on December 31, 2016.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor of the Borough of Harvey Cedars that the following appointments are made to the Harvey Cedars Land Use Board:

- 1. Daina Dale to serve as the Class II member for a one (1) year term ending 12/31/17.
- 2. Anthony Aukstikalnis to serve as a Class IV member for a four (4) year term ending 12/31/20.
- 3. Mark Simmons to serve as a Class IV member for a four (4) year term ending 12/31/20.
- 4. Kathy Sheplin to serve as Alternate #1 member for the completion of her Alternate #2 term ending 12/31/2017.
- 5. Sandra Marti to serve as Alternate #2 member for a two (2) year term ending 12/31/18.

**BE IT FURTHER RESOLVED** by the majority of the Board of Commissioners of the Borough of Harvey Cedars that Michael Garofalo is hereby appointed to the Harvey Cedars Land Use Board to serve as a Class III member for a one (1) year term ending 12/31/17.

#### APPOINTMENT OF LOCAL EMERGENCY PLANNING COMMITTEE

**WHEREAS** the Borough of Harvey Cedars Office of Emergency Management is required by the State of New Jersey to appoint a Local Emergency Planning Committee (LEPC); and

**WHEREAS** the Board of Commissioners desires the following individuals to serve as members of the LEPC:

Jonathan Oldham Mayor / Emergency Management Coordinator

Judith Gerkens Commissioner / Public Information Officer

Michael Garofalo Commissioner

Sean Marti Fire Chief

Bill Montag Borough of Harvey Cedars DPW

Robert Burnaford Police Department / Dep. OEM Coordinator

Keith Baum Business Owner

Jim Loudon Taxpayer's Representative

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that the above-named individuals be and are hereby appointed as members of the 2017 Local Emergency Planning Committee from January 1, 2017 to December 31, 2017.

### APPOINTMENT OF MUNICIPAL JUDGE FOR THE BOROUGH OF HARVEY CEDARS

**BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that Frank Salzer is hereby appointed Municipal Judge for the Borough of Harvey Cedars for a three (3) year term commencing January 1, 2017 and ending December 31, 2019.

**BE IT FURTHER RESOLVED** that certified copies of this resolution shall be forwarded to the Harvey Cedars Court Administrator and Police Chief.

# AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT WITH THE COUNTY OF OCEAN FOR PURCHASE OF MATERIALS AND SUPPLIES FOR THE 2017 ROAD & TRAFFIC LIGHT MAINTENANCE (SCHEDULE "C")

**WHEREAS** the County of Ocean has created and established a program to assist municipalities and governmental agencies in the repair and maintenance of municipal streets and property in addition to providing certain materials and supplies in connection therewith; and

**WHEREAS** the governing body of the Borough of Harvey Cedars has requested the County to provide certain materials and supplies for the maintenance of roads, property and traffic signals within the municipality for the year 2017 at a cost not to exceed **\$11,000.00**; and

**WHEREAS** the Borough of Harvey Cedars wishes to enter into an agreement with the County for the provision of these services.

### NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF HARVEY CEDARS, STATE OF NEW JERSEY as follows:

- 1. The Mayor and Clerk of the Borough of Harvey Cedars are hereby authorized and directed to enter into and execute an Intergovernmental Agreement with the County of Ocean for the provision of materials, supplies and services in an amount not to exceed \$11,000.00 as more specifically set forth in that Agreement and to be allocated as follows:
  - a. Ocean County Road Department \$ 10,000.00
  - b. Ocean County Engineering Department \$ 1,000.00
- 2. A copy of the Agreement shall be kept on file and be available for public inspection at the Office of the Borough Clerk.
- 3. This Agreement shall take effect upon full execution by the parties and shall remain in full force and effect through December 31, 2017. Sufficient funds have been appropriated and are available for this purpose in the 2016 municipal budget.

PERMITTING PRE-PAYMENT OF CERTAIN ITEMS

WHEREAS the Borough of Harvey Cedars has budgeted funds for 2017 for

payment of utilities, payroll, debt service, governmental fees, insurances, and mailing costs

of the Borough; and

WHEREAS the payment of these items frequently arrives out of time for

placement on the next available bill list and thereby inadvertently placing these bills in

arrears.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of

the Borough of Harvey Cedars that the Chief Financial Officer is hereby authorized to

make pre-payments of the following fixed items prior to the same appearing on the meeting

bill lists; such funds to be taken from the pre-budgeted amount for each such expenses for

2017:

1. Utilities (electric, gas and telephone).

2. Payroll.

3. Debt services as evidenced by pre-existing notes.

4. Health, dental, flood and other insurance premiums.

5. Federal, state, county, school fees and taxes.

6. Postage for tax bills, newsletters and other Borough mailings.

**AUTHORIZING THE CLERK'S OFFICE TO** MAINTAIN A PETTY CASH FUND IN THE

**AMOUNT OF \$100.00** 

WHEREAS N.J.S.A. 40A: 5-21 authorizes the establishment of a Petty Cash Fund

for the Clerk's Office of the Borough of Harvey Cedars; and

WHEREAS said Petty Cash Fund was established by resolution dated May 20,

2003 by the Commissioners of the Borough of Harvey Cedars; and

WHEREAS said Petty Cash Fund received approval of the Director of Local

Government Services on July 23, 2003; and

WHEREAS it is the desire of the Commissioners that said fund be continued under

the direction of the Clerk.

NOW, THEREFORE, BE IT RESOLVED ON THIS 6th day of January, 2017

by the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, State

of New Jersey that:

1. During the year 2017, Daina Dale, Municipal Clerk, be and is hereby authorized

and permitted to establish a Petty Cash Fund in the amount not to exceed \$100.00 pursuant

to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Fund will be used by such office

or department to pay claims for small miscellaneous expenses.

2. Daina Dale, Municipal Clerk, having custody of the Fund be bonded in an

amount not less than \$1,000.00 and will maintain said fund in accordance with the laws

and regulations governing its operation.

**AUTHORIZING THE POLICE CHIEF TO** MAINTAIN A PETTY CASH FUND IN THE

**AMOUNT OF \$100.00** 

WHEREAS N.J.S.A. 40A: 5-21 authorizes the establishment of a Petty Cash Fund

for the Harvey Cedars Police Department; and

WHEREAS said Petty Cash Fund was established by resolution dated March 24,

2015 by the Commissioners of the Borough of Harvey Cedars; and

WHEREAS said Petty Cash Fund received approval of the Director of Local

Government Services on December 2, 2015; and

WHEREAS it is the desire of the Commissioners that said fund be continued under

the direction of the Police Chief.

NOW, THEREFORE, BE IT RESOLVED ON THIS 6th day of January, 2017

by the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, State

of New Jersey that:

1. Police Chief Robert Burnaford be and is hereby authorized and permitted to

establish a Petty Cash Fund in the amount not to exceed \$100.00 pursuant to the provisions

of N.J.S.A. 40A:5-21. Said Petty Cash Fund will be used by such office or department to

pay claims for small miscellaneous expenses.

2. Robert Burnaford, Police Chief, having custody of the Fund be bonded in an

amount not less than \$1,000.00 and will maintain said fund in accordance with the laws

and regulations governing its operation.

#### ESTABLISHING PERMIT FEES FOR MUNICIPAL PROPERTY USAGE

**WHEREAS** the governing body of the Borough of Harvey Cedars adopted Ordinance No. 2013-04 on March 19, 2013 establishing permitting rules and regulations for municipal property usage as well as a fee range for such use; and

**WHEREAS** said ordinance authorizes the governing body to annually adopt by resolution specific fees for said usage.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that the 2017 municipal property use fee schedule is hereby adopted as follows:

#### **MUNICIPAL PROPERTY USAGE FEES**

#### 1. INSTRUCTIONAL VENDORS / CAMPS / PROGRAMS

<b>Participants</b>	Weekly Fee
1 - 4	\$ 25
5 - 10	\$ 50
11 - 35	\$ 75
36 - 65	\$ 150
66 +	\$ 250

- a. A week shall mean five (5) days and a day shall mean 4 hours.
- b. Portions of a week or day shall be prorated using the weekly fee.
- c. Multiple dates/weeks shall be paid for in whole unless other arrangements are approved by the Governing Body.
- d. Minimum fee shall be \$25.
- e. No refunds for any reason.

#### 2. PRIVATE EVENTS

\$25 - \$500 per day

*Private events* shall mean any organized social gathering such as weddings and birthday parties requiring reservations. A refundable deposit may also be required and established by the Governing Body. Fees are dependent on size of gathering.

#### 3. COMMERCIAL EVENTS

\$500 per day

Commercial events shall include races, competitions and shows.

#### 4. NON-PROFIT EVENTS

\$0

Non-profit events shall mean any affair organized by a bona fide non-profit organization.

#### 5. SCHOOL EVENTS

\$(

School events shall mean any affair or gathering organized by a bona fide school.

#### 6. MUNICIPAL BOAT RAMP

Commercial usage

1 – 10 boats \$50 season 11+ boats \$100 season

Non-commercial usage Beach Badge required

#### 7. VESSELS BEACHED – registered

Under 15 feet in length \$100 per season Over 15 feet in length \$200 per season

**BE IT FURTHER RESOLVED** that said fees shall remain in effect until such time an amending resolution or ordinance is adopted.

P.O. Type: All Paid: N Void: N Open: N Rcvd: Y Held: Y Aprv: N to Last

Range: First Format: Condensed Bid: Y State: Y Other: Y Exempt: Y

								•
PO #	PO Date	Vendor		PO Description	Status	Amount	Void Amount	РО Туре
16-00346	05/04/16	INSTI020	INSTITUTE FOR FORENSIC PSYCHOL	Psychological Evaluation	Open	395.00	0.00	
			ALL INDUSTRIAL SAFETY PRODUCTS		0pen	108.43	0.00	
			EAGLES LAKE RESERVE, INC	Beach Path I 5	Open	2,080.41	0.00	
			JR HENDERSON LABS, INC.	Tha's/Haa's/sodium tests	Open	55.00	0.00	
			NE JANITORIAL SUPPLY COMPANY	Paper supplies	Open	366.14	0.00	
			VERIZON WIRELESS - CELL	DPW cell phone/pager	Open	79.14	0.00	
			JOSEPH FAZZIO INC	chains, binders, ratchets, tools	Open	991.47	0.00	
			BIRCH'S COMMUNICATIONS, LLC	Amber light warning system	Open	555.14	0.00	
			RILEIGHS OUTDOOR DECOR	Snowflake bulbs C7 cool white		111.00	0.00	
			AMERICAN RECYCLED PLASTIC, INC		Open	825.10	0.00	
			TUCKERTON LUMBER COMPANY	B&G supplies	Open	328.68	0.00	
			GRAINGER, INC	Confined Space signs	Open	99.28	0.00	
			MGL FORMS-SYSTEMS	2017 Dog Licenses	Open	246.00	0.00	
			RUTGERS THE STATE UNIVERSITY	Municipal Clerk Program	Open Open	824.00	0.00	
			MANAHAWKIN MAGIC WASH	Veh Wash	Open Open	5.50	0.00	
			JOSEPH FAZZIO INC	railings boro hall	•	225.00	0.00	
					Open			
			JOSEPH FAZZIO INC	Salt spreader repair	Open	272.32	0.00	
		•	QUILL CORPORATION	Office Supplies	Open	147.25	0.00	
			CERTIFIED SPEEDOMETER SERVICES		Open	152.00	0.00	
			TREC ADVANCED COMPUTER	Assessment Notices	Open	565.20	0.00	_
			NE JANITORIAL SUPPLY COMPANY	paper supplies	0pen	186.05	0.00	В
			GLANDER ELECTRIC CO, INC	repair Lee Ave snowflake outle		110.00	0.00	
			GERKENS, KEVIN	Haz Com. class mileage	0pen	51.84	0.00	
			STAMP FULFILLMENT SERVICE	Stamped Envelopes	0pen	2,834.50	0.00	
			OWEN, LITTLE & ASSOCIATES	Monthly Invoices	0pen	410.93	0.00	
			COMCAST CABLE	Internet Service	0pen	150.90	0.00	
			JPMONZO MUNICIPAL CONSULTING,		0pen	40.00	0.00	
			BURNAFORD, ROBERT	Uniforms	0pen	198.00	0.00	
			GERKENS, KEVIN	2016 Clothing Allowance	0pen	286.92	0.00	
16-01040	12/29/16	ERSKI005	ERSKINE, LISA A.	Borough Hall Cleaning	0pen	600.00	0.00	
			OLDHAM, CHRISTOPHER	Training Equipment	0pen	142.19	0.00	
16-01043	12/29/16	CHEST005	CHESTER, MATHEW	College Course Reimbursement	0pen	700.00	0.00	
16-01044	12/29/16	WATCH005	WATCHUNG SPRING WATER CO, INC.	Water	0pen	56.02	0.00	
16-01049	12/29/16	QUILL010	QUILL CORPORATION	Office Supplies	0pen	182.40	0.00	
16-01051	12/30/16	OTT00010	OTT, RONALD	Eyeglass reimbursement	0pen	400.00	0.00	
16-01052	12/30/16	DALE0010	DALE, DAINA	reimburse holiday event 2016	0pen	277.38	0.00	
16-01053	12/30/16	GRIMS005	GRIMSTE, ANNA	Reimburse holiday event 2016	0pen	39.55	0.00	
16-01057	12/30/16	CENTR035	CENTRAL JERSEY HEALTH INS FUND		0pen	2,120.00	0.00	
			METLIFE - GROUP BENEFITS	Monthly Premium - December	0pen	197.60	0.00	
			NJ NATURAL GAS	Monthly Invoices	0pen	1,323.46	0.00	
			CROWLEY, MICHAEL	Eyeglass Reimbursement 2016	Open	400.00	0.00	
			SCHROEDER, JAMES	D3 Hydraulic reimbursement	Open	153.21	0.00	
			TUCKERTON LUMBER COMPANY	lift truck for 80th	Open	400.00	0.00	
			FEDERICCI, ROBERT S.	2016 cloth. balance	Open	164.83	0.00	
			NJ DEPT OF HEALTH & SENIOR	2016 December dog license fees		1.20	0.00	
			DALE, DAINA	Re-open petty cash for 2017	Open	100.00	0.00	
			BURNAFORD, ROBERT	Open Police Petty Cash	Open	100.00	0.00	
		NJDC0010		4th Qtr 2016 permit surcharge	Open Open	1,900.91	0.00	
		NJEIT010		Debt Service Payment	Open Open	17,064.65	0.00	
			OCEAN MUNICIPAL JOINT INS FUND		•	52,560.24	0.00	
TI -OOOTT	01/04/1/	OCHOUTO	OCTUM MONITOTLAT TOTAL THE LOND	Initial rayment	Open	12,100.24	0.00	

PO #	PO Date	Vendor	PO Description	Status	Amount Vo	oid Amount P	О Туре
17-00012	2 01/05/17	SCHRO010 SCHROEDER, JAMES	Tolls for Fazzios pick up	Open	19.50	0.00	
17-00013	3 01/05/17	CROWL010 CROWLEY, MICHAEL	2016 Clothing allow.balance	Open	214.82	0.00	
17-00014	1 01/05/17	SCHRO010 SCHROEDER, JAMES	2016 Clothing allowance	Open	112.46	0.00	
17-00015	5 01/05/17	HATHA010 HATHAWAY, RICHARD	2016 Clothing allow.	Open	300.00	0.00	
		MEADO020 MEADOWBROOK INDUSTRIES LLC	December trash & recycling	Open	13,362.18	0.00	
17-00017	01/06/17	HIERI010 HIERING, GANNON & MC KENNA	December Legal Fees	0pen	91.35	0.00	
Total Pu	ırchase Or	ders: 56 Total P.O. Line Items:	O Total List Amount:	105,685.15	Total Void Amo	ount:	0.00

Totals by Year-Fund Fund Description Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Current Fund 6-01	28,014.91	0.00	28,014.91	0.00	0.00	28,014.91
Utility Operating 6-09 Year Total:	4,078.3 <u>1</u> 32,093.22	0.00	4,078.31 32,093.22		0.00	4,078.31 32,093.22
Current Fund 7-01	36,089.97	0.00	36,089.97	0.00	0.00	36,089.97
Utility Operating 7-09 Year Total:	35,635.83 71,725.80	0.00	35,635.83 71,725.80		0.00	35,635.83 71,725.80
Grant Fund G-02	65.97	0.00	65.97	0.00	0.00	65.97
Dog trust Fund T-15	247.20	0.00	247.20	0.00	0.00	247.20
Trust Fund T-17 Year Total:	1,552.96 1,800.16	0.00	1,552.96 1,800.16		0.00	1,552.96 1,800.16
Total Of All Funds:	105,685.15	0.00	105,685.15	0.00	0.00	105,685.15