

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. Commissioners Gerkens and Garofalo were present.

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, June 20, 2017, was made by Commissioner Garofalo, seconded by Commissioner Gerkens.

The Mayor read the following ordinances by title and number and asked for a motions to introduce.

**ORDINANCE #2017-19 FIRST READING**

**AN ORDINANCE AMENDING ORDINANCE #2017-01 FIXING AND DETERMINING THE ANNUAL BASE SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HARVEY CEDARS**

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

Motion to adopt: Commissioner Garofalo

Second: Commissioner Gerkens

Vote: Ayes – Oldham, Gerkens, Garofalo

**ORDINANCE #2017-20 FIRST READING**

**AN ORDINANCE SUPPLEMENTING AND AMENDING CHAPTER 10 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HARVEY CEDARS, 1975, ENTITLED "WATERFRONT REGULATIONS" AS IT PERTAINS TO MOTORIZED VEHICLES ON THE BEACH**

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

Motion to adopt: Commissioner Gerkens

Second: Commissioner Garofalo

Vote: Ayes – Oldham, Garofalo, Gerkens

**ORDINANCE #2017-21 FIRST READING**

**AN ORDINANCE OF THE BOROUGH OF HARVEY CEDARS AMENDING AND SUPPLEMENTING CHAPTER 3 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HARVEY CEDARS, 1975, ENTITLED "POLICE REGULATIONS" AS IT PERTAINS TO CONTRACTOR RECYCLING**

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

Motion to adopt: Commissioner Gerkens

Second: Commissioner Garofalo

Vote: Ayes – Oldham, Gerkens, Garofalo

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 #2017-16 SECOND READING**

**AN ORDINANCE AMENDING CHAPTER 12 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HARVEY CEDARS, 1975, ENTITLED "BUILDING AND HOUSING" AS IT PERTAINS TO FEES**

Motion to open public discussion: Commissioner Garofalo

Second: Commissioner Gerkens

There were no public questions or comments.

Motion to close public discussion: Commissioner Garofalo

Second: Commissioner Gerkens

Motion to adopt: Commissioner Gerkens  
Second: Commissioner Garofalo  
Vote: Ayes – Oldham, Gerkens, Garofalo  
A copy of the full ordinance as adopted is filed in the ordinance book.

**ORDINANCE #2017-17 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 DEFINITIONS OF EASEMENTS**

Motion to open public discussion: Commissioner Gerkens  
Second: Commissioner Garofalo

There were no public questions or comments.

Motion to close public discussion: Commissioner Gerkens  
Second: Commissioner Garofalo

Motion to adopt: Commissioner Gerkens  
Second: Commissioner Garofalo  
Vote: Ayes – Oldham, Garofalo, Gerkens  
A copy of the full ordinance as adopted is filed in the ordinance book.

**ORDINANCE #2017-18 SECOND READING**

**AN ORDINANCE AMENDING CHAPTER 2 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HARVEY CEDARS, 1975, ENTITLED “ADMINISTRATION” AS IT PERTAINS TO THE OPEN SPACE COMMITTEE MEMBERS**

Motion to open public discussion: Commissioner Gerkens  
Second: Commissioner Garofalo

There were no public questions or comments.

Motion to close public discussion: Commissioner Gerkens  
Second: Commissioner Garofalo

Motion to adopt: Commissioner Gerkens  
Second: Commissioner Garofalo  
Vote: Ayes – Oldham, Gerkens, Garofalo  
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 #2017-075:**

**CHAPTER 159 ITEM OF REVENUE INSERTION IN THE SUM OF \$2,400.00 – COPS IN SHOPS**

Motion to adopt: Commissioner Garofalo  
Second: Commissioner Gerkens

**RESOLUTION #2017-076:**

**CHAPTER 159 ITEM OF REVENUE INSERTION IN THE SUM OF \$9,615.00 – PEDESTRIAN SAFETY, EDUCATION & ENFORCEMENT FUND**

Motion to adopt: Commissioner Garofalo  
Second: Commissioner Gerkens

**RESOLUTION #2017-077:**

**AUTHORIZING MUNICIPAL CHARGES FOR COSTS INCURRED BY THE BOROUGH FOR PROPERTY MAINTENANCE VIOLATION REMEDIES**

Motion to adopt: Commissioner Garofalo  
Second: Commissioner Gerkens

**RESOLUTION #2017-078:**

**APPROVAL OF CORRECTIVE ACTION PLAN FOR THE 2016 AUDIT**

Motion to adopt: Commissioner Gerkens

Second: Commissioner Garofalo

**RESOLUTION #2017-079: Bills**

Motion to adopt: Commissioner Garofalo

Second: Commissioner Gerkens

**Public Property Usage requests:**

**1. Bicycle Ride – Long Beach Blvd.**

A motion was made by Commissioner Garofalo, seconded by Commissioner Gerkens, to approve the request to use Long Beach Blvd. to “Cycle 4 Awareness” for a bicycling fundraiser on Sunday, September 10, 2017 from 9:00am to 2:00pm. Ride begins in Barnegat Light with 2 loops, one to Holgate and another shorter loop.

**2. Birthday Party – Sunset Park Gazebo**

A motion was made by Commissioner Gerkens, seconded by Commissioner Garofalo, to approve the request to use the gazebo to Alyssa Dughi for a child’s birthday party on Thursday, July 20<sup>th</sup> from 4:00pm to 6:00pm.

**3. Fishing Tournament – Beach**

A motion was made by Commissioner Garofalo, seconded by Commissioner Gerkens, to approve the request to use the beach to the LBI Fishing Club for the 71<sup>st</sup> Annual World Series of Surf Fishing Invitational Tournament on Saturday, September 23, 2017 from 6:30am to 1pm.

**TOPICS OF INTEREST –**

Chief Burnaford reported that the Harvey Cedars Beach Patrol came in first place last night at the Lavallette races. He announced that the second re-accreditation for the police department will be this Monday; every 3 years the State comes; the department is ready; about 90% of the files have been reviewed.

Mayor Oldham stated that the beach mats are out; he’s heard that some did not like the color blue. Commissioners Garofalo & Gerkens and Jim Loudon stated they only heard good things about the mats. The Mayor stated he took a walk down some of them and it does make a difference. He added that he is proud of what the Borough has been doing for helping the handicapped population, including the new Polaris vehicle.

**Motion** to adjourn: Commissioner Garofalo

Second: Commissioner Gerkens

Meeting adjourned at 4:53pm.

**ORDINANCE NO. 2017-19**

**AN ORDINANCE AMENDING ORDINANCE #2017-01 FIXING AND DETERMINING THE ANNUAL BASE SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HARVEY CEDARS**

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

Captain of Lifeguards (per hour)	\$8.44 to \$30.50
Lieutenant of Lifeguards (per hour)	\$8.44 to \$19.50
Lifeguards (per hour)	\$8.44 to \$15.25
Beach Badge Seller/checker (per hr.)	\$8.44 to \$11.75
Beach Badge/Tennis Coordinator (per hr.)	\$8.44 to \$15.35
Land Use Board Secretary (hourly)	\$8.44 to \$20.00

ADOPTED ON: August 4, 2017

**RESOLUTION #2017-075**

**CHAPTER 159 ITEM OF REVENUE INSERTION IN THE SUM OF \$2,400.00 –  
COPS IN SHOPS**

**WHEREAS** NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS** the Director may also approve the insertion of an item of appropriation for an equal amount.

**NOW, THEREFORE, BE IT RESOLVED** that the Commission of the Borough of Harvey Cedars, in the County of Ocean, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$2,400.00, which is now available from the State of New Jersey, Department of Law and Public Safety for “Cops in Shops – Summer Shore Initiative 2017”.

**BE IT FURTHER RESOLVED** that the sum of \$2,400.00 is hereby appropriated under the caption: 8. General Appropriations (A) Operations excluded from “CAPS” Public and Private Programs offset by Revenues: Cops in Shops – Summer Shore Initiative.

**BE IT FURTHER RESOLVED** that the above is a result of Federal funds obtained through the Division of Highway Traffic Safety as a State grant.

PASSED ON: July 7, 2017

**RESOLUTION #2017-076**

**CHAPTER 159 ITEM OF REVENUE INSERTION IN THE SUM OF \$9,615.00 –  
PEDESTRIAN SAFETY, EDUCATION & ENFORCEMENT FUND**

**WHEREAS** NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS** the Director may also approve the insertion of an item of appropriation for an equal amount.

**NOW, THEREFORE, BE IT RESOLVED** that the Commission of the Borough of Harvey Cedars, in the County of Ocean, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$9,615.00, which is now available from the State of New Jersey, Division of Highway Traffic Safety for “Pedestrian Safety, Education and Enforcement Fund”.

**BE IT FURTHER RESOLVED** that the sum of \$9,615.00 is hereby appropriated under the caption: 8. General Appropriations (A) Operations excluded from “CAPS” Public and Private Programs offset by Revenues: Pedestrian Safety.

**BE IT FURTHER RESOLVED** that the above is a result of State funds obtained through the Division of Highway Traffic Safety.

PASSED ON: July 7, 2017

**RESOLUTION #2017-077**

**AUTHORIZING MUNICIPAL CHARGES FOR COSTS INCURRED BY THE  
BOROUGH FOR PROPERTY MAINTENANCE VIOLATION REMEDIES**

**WHEREAS** in accordance with NJSA 40:48-2 et. seq. and pursuant to Section 21-5.2 of the General Code of the Borough of Harvey Cedars, if notices of violation for property maintenance are not complied with, the code official shall institute the appropriate proceedings; and

**WHEREAS** violations have been served to the property owner for the property located at 1 West Essex Avenue on April 7, 2017 and May 9, 2017; and

**WHEREAS** on June 21, 2017 a notification was sent to the property owner stating the Borough intends to rectify said violations and all charges for this service will be recorded as a municipal lien on said property; and

**WHEREAS** since no action was taken by the property owner, the Borough utilized its employees to clean up the property resulting in 10 hours of Public Works, equipment and administrative time.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Borough of Harvey Cedars has reviewed the attached municipal costs for the abatement of violations and hereby authorizes said costs for work performed on June 27, 2017 totaling Nine Hundred Eleven Dollars and Ninety Nine Cents (\$911.99) to be recorded as a municipal lien for 1 West Essex Avenue, Block 41 Lot 1.

PASSED ON: July 7, 2017

**Maintenance Costs for 1 West Essex Avenue  
Block 41 Lot 1  
June 27, 2017**

10 Public Works hours	\$439.68
Clean yard, trim trees, weed wacked weeds & grass, loaded debris in truck, cleared debris from Boulevard and Essex Ave. Deliver brush to recycling center, dump debris in dumpster.	
9 hours each equipment charge	\$ 63.00
Chainsaw, sawsall, leafblower, weed wacker	
10 hours each equipment charge	\$350.00
Dump Truck	
Mileage to Stafford Recycling Center	\$ 12.31
23 miles @ .535	
0.66 tons trash @ \$71.21/ton	\$ 47.00
<b>TOTAL CHARGES</b>	<b>\$911.99</b>



**RESOLUTION #2017-078**

**APPROVAL OF CORRECTIVE ACTION PLAN FOR  
THE 2016 AUDIT**

**WHEREAS** the NJ Division of Local Government Services has promulgated requirements regarding the Annual Audit procedures which include that a Corrective Action Plan must be prepared and submitted within 60 days of the governing body's receiving said audit; and

**WHEREAS** the Chief Financial Officer of the Borough of Harvey Cedars has prepared the Corrective Action Plan addressing the findings and recommendations in the 2016 audit report.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that the aforementioned Corrective Action Plan for the 2016 Audit (annexed hereto) be and hereby is approved and adopted this 7<sup>th</sup> day of July 2017.

PASSED ON: July 7, 2017

## **Corrective Action Plan**

Borough of Harvey Cedars  
County of Ocean  
Audit Report Year: 2016

Finance Office  
Laura E. Cohen  
Finance Officer

### **Finding #2016-1**

Borough Bank Reconciliations need to be performed timely.

#### **Recommendation:**

In order to improve controls, it is recommended that the Bank Reconciliations are performed monthly.

**Explanation and Corrective Action:** We had a particularly complex BAN issuance in 2016 which caused the Current Fund and The Utility Capital bank reconciliations to take some time to be completed.

**Implementation Date: Immediately**