

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 on December 13, 2018 in the Beach Haven Times and on December 29, 2018 in the Asbury Park Press.

**Motion** to approve the minutes of the previous meeting, August 20, 2019, was made by Commissioner Gerkens, seconded by Commissioner 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 #2019-13 SECOND READING**

**AN ORDINANCE OF THE BOROUGH OF HARVEY CEDARS, IN THE COUNTY OF OCEAN, NEW JERSEY, PROVIDING FOR IMPROVEMENTS TO CEDARS AVENUE LOCATED IN THE BOROUGH AND APPROPRIATING \$300,000 THEREFOR, AND PROVIDING FOR THE ISSUANCE OF \$300,000 IN BONDS OR NOTES OF THE BOROUGH OF HARVEY CEDARS TO FINANCE THE SAME**

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

The Mayor mentioned this is a DOT project. There were no public questions or comments.

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

Motion to adopt: Commissioner Garofalo  
Second: Commissioner Gerkens  
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 #2019-092:**

**RESOLUTION AUTHORIZING THE HARVEY CEDARS POLICE DEPARTMENT TO PARTICIPATE IN THE DEFENSE LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT OFFICE, 1033 PROGRAM TO REQUEST AND ACQUIRE EXCESS DEPARTMENT OF DEFENSE EQUIPMENT**

Motion to adopt: Commissioner Gerkens  
Second: Commissioner Garofalo

**RESOLUTION #2019-093:**

**APPROVAL OF CORRECTIVE ACTION PLAN FOR THE 2018 AUDIT**

Motion to adopt: Commissioner Gerkens  
Second: Commissioner Garofalo

**RESOLUTION #2019-094: Bills**

Motion to adopt: Commissioner Gerkens  
Second: Commissioner Garofalo

**Public Property Usage requests:**

1. **Class Trips – Sunset Park**

A motion was made by Commissioner Garofalo, seconded by Commissioner Gerken, to approve the request to use Sunset Park to Ocean Acres Elementary School for class trips on May 4<sup>th</sup> & 5<sup>th</sup> 2020 with May 6<sup>th</sup> & 7<sup>th</sup> as raindates from 9:30am to 1:30pm with police presence to cross students from park to beach.

PRIVILEGE OF THE FLOOR – no comments.

**Motion** to adjourn: Commissioner Gerken

Second: Commissioner Garofalo

Meeting adjourned at 4:34pm.

**RESOLUTION #2019-092**

**RESOLUTION AUTHORIZING THE HARVEY CEDARS POLICE DEPARTMENT TO PARTICIPATE IN THE DEFENSE LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT OFFICE, 1033 PROGRAM TO REQUEST AND ACQUIRE EXCESS DEPARTMENT OF DEFENSE EQUIPMENT**

**WHEREAS** the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies (LEAs); and

**WHEREAS** DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting LEA; and

**WHEREAS** participation in the 1033 Program allows municipal and county LEAs to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response, and resiliency; and

**WHEREAS** although property is provided through the 1033 Program at no cost to municipal and county LEAs, these entities are responsible for the costs associated with delivery, maintenance, fueling, and upkeep of the property, and for specialized training on the operation of any acquired property; and

**WHEREAS** N.J.S.A. 40A:5-30.2 requires that the governing body of the municipality to approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through, the 1033 Program.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that the Harvey Cedars Police Department is hereby authorized to enroll in the 1033 Program for no more than a one-year period, with authorization to participate terminating on December 31 of the current calendar year from September 1, 2019 to December 31, 2019; and

**BE IT FURTHER RESOLVED** that the Harvey Cedars Police Department is hereby authorized to acquire items of non-controlled property designated "DEMIL A," which may include office supplies and furniture, computers, electronic equipment, generators, field packs, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, construction materials, lighting supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars, and any other supplies or equipment of a non-military nature identified by the LEA, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the Harvey Cedars Police Department without restriction; and

**BE IT FURTHER RESOLVED** that the Harvey Cedars Police Department is hereby authorized to acquire the following "DEMIL B through Q" property, if it shall become available in the period of time for which this resolution authorizes, including but not limited to items such as utility trucks, ammunition cans, etc.; and

**BE IT FURTHER RESOLVED** that the Harvey Cedars Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and

**BE IT FURTHER RESOLVED** that the Harvey Cedars shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request; and

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately and shall be valid to authorize requests to acquire "DEMIL A" property and "DEMIL B through Q" property that may be made available through the 1033 Program during the period of time for which this resolution authorizes; with Program participation and all property request authorization terminating on December 31st of the current calendar year 2019.

PASSED ON: September 6, 2019

**RESOLUTION #2019-093**

**APPROVAL OF CORRECTIVE ACTION PLAN FOR  
THE 2018 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 2018 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 2018 Audit (annexed hereto) be and hereby is approved and adopted this 6<sup>th</sup> day of September 2019.

PASSED ON: September 6, 2019

## Corrective Action Plan

Borough of Harvey Cedars  
County of Ocean  
Audit Report Year: 2018

Finance Office  
Rebecca Wessler  
Finance Officer

### Finding #2018-001

Cash reconciliations for the Current Fund were not completed accurately.

**Recommendation:**

That the Borough, in accordance with maintaining an internal control environment that is effective in prevention and/or identification of potential financial statement misstatement, completes timely bank reconciliations.

**Explanation and Corrective Action:** After the resignation of the prior CFO, the current acting CFO identified and notified the auditors of the erroneous cash reconciliations. These items were corrected by the current CFO prior to the audit. All bank and cash reconciliations are being kept current.

**Implementation Date: Immediately**

### Finding #2018-002

Quarterly payroll tax filings were not filed in a timely manner.

**Recommendation:**

That the Borough, in accordance with maintaining an internal control environment that is effective in prevention and/or identification of potential financial statement misstatement, completes timely payroll tax filings.

**Explanation and Corrective Action:** The prior CFO failed to file the first quarter 2018 quarterly tax reports. The current CFO identified the late filings, notified auditors and corrected the filings prior to the close of the 2018 year. The current CFO is completing and filing the quarterly tax reports on a timely basis.

**Implementation Date: Immediately**

**RESOLUTION #2019-094**

September 6, 2019  
02:01 PM

BOROUGH OF HARVEY CEDARS  
Bill List By P.O. Number

Page No: 1

P.O. Type: All	Open: N	Paid: N	Void: N	
Range: First to Last	Rcvd: Y	Held: Y	Aprv: N	
Format: Condensed	Bid: Y	State: Y	Other: Y	Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
18-00161	02/22/18	LIBER015	LIBERTY OVERHEAD DOOR CO, INC	Repair Garage bay doors	Open	40.00	0.00 B
18-00600	07/11/18	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	Recycle truck repairs	Open	127.02	0.00 B
19-00220	03/27/19	WINNE010	WINNER FORD	Lifeguard Truck	Open	36,634.00	0.00
19-00227	04/01/19	VERIZ030	VERIZON WIRELESS - CELL	Monthly Invoice for DPW	Open	80.45	0.00 B
19-00329	05/07/19	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	Lifeguard vehicle repair	Open	58.30	0.00 B
19-00429	06/04/19	TUCKE010	TUCKERTON LUMBER COMPANY	Bldgs & Grnds supplies	Open	74.15	0.00 B
19-00458	06/10/19	INTER020	INTERNATIONAL FIREWORKS, INC	125th Fireworks	Open	10,000.00	0.00
19-00498	06/17/19	FOLEY005	FOLEY, INCORPORATED	Maintenance on excavator	Open	146.83	0.00 B
19-00514	06/20/19	MIRAC010	MIRACLE CHEMICAL COMPANY	Chlorine for water plants	Open	722.17	0.00 B
19-00531	06/26/19	MWC00010	M&W COMMUNICATIONS, INC	LIT radios	Open	2,367.99	0.00
19-00622	07/16/19	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	Police vehicle maintenance	Open	34.37	0.00
19-00638	07/18/19	SANDP010	SANDPAPER	Art Show Ad	Open	332.00	0.00
19-00644	07/18/19	GARCI005	GARCIA, KAREN	Court Clerk Call Outs	Open	50.00	0.00
19-00645	07/18/19	DALE0020	DALE, DAINA	Petty Cash	Open	84.63	0.00
19-00707	08/06/19	FOLEY005	FOLEY, INCORPORATED	Repair D1 skid loader	Open	1,100.00	0.00
19-00717	08/08/19	GFOA0020	GFOA OF NJ	Fall Conference Registration	Open	350.00	0.00
19-00722	08/12/19	WATER020	WATER WORKS SUPPLY COMPANY	Meter heads & pins	Open	3,268.00	0.00
19-00725	08/13/19	CDI00010	C&D INSTRUMENT SERVICES	repair scada system	Open	800.00	0.00
19-00728	08/13/19	QUILL010	QUILL CORPORATION	Police Office Chair	Open	221.97	0.00
19-00739	08/15/19	THER0010	THE RODGERS GROUP, LLC.	1/2 annual payments	Open	3,825.00	0.00
19-00742	08/15/19	SCHRA005	SCHRAGGER, ARLENE	125th Flag Reimbursement	Open	260.05	0.00
19-00747	08/19/19	STOF0020	STATE TOXICOLOGY LABORATORY	Urine Samples - Candidates	Open	135.00	0.00
19-00752	08/19/19	GARDE030	GARDEN STATE HIGHWAY PRODUCTS	Loading Unloading/police signs	Open	346.00	0.00
19-00758	08/21/19	COOPE005	COOPERFRIEDMAN ELECTRIC SUPPLY	Bulbs for garage	Open	87.97	0.00
19-00760	08/23/19	NJDI0030	STATE OF NEW JERSEY	Ann. Life Hazard Use Reg. Fee	Open	769.50	0.00
19-00761	08/23/19	ACE00010	ACE OUTDOOR POWER EQUIPMENT	Weed Whecker Repair	Open	408.28	0.00 B
19-00762	08/27/19	RUMPF005	RUMPF LAW, P.C.	Public Defender	Open	250.00	0.00
19-00763	08/28/19	LINCO010	LINCOLN FINANCIAL GROUP	2018 LOSAP contribution BLFAS	Open	3,720.00	0.00
19-00764	08/29/19	AMAZO005	AMAZON CAPITAL SERVICES, INC	Confined Space Upgrades PEOSHA	Open	2,507.41	0.00
19-00765	08/29/19	NEJA0010	NE JANITORIAL SUPPLY COMPANY	Park Toilet Paper	Open	282.48	0.00 B
19-00766	08/29/19	ZWUSA005	ZW USA, INC.	Mutt Mitts	Open	523.47	0.00
19-00767	08/29/19	FORDC005	FORD CREDIT	Zoning Vehicle Lease Pmt	Open	248.97	0.00
19-00774	08/29/19	BAYTR005	BAY TRANSMISSION SVC, INC	Patch Police Tire	Open	50.00	0.00 B
19-00775	08/29/19	EDWAR030	EDWARDS TIRE COMPANY INC	Trailer Tires	Open	1,240.00	0.00 B
19-00776	08/29/19	GERKE020	GERKENS, KEVIN	Rutgers Classes	Open	1,922.00	0.00
19-00779	08/30/19	TUCKE010	TUCKERTON LUMBER COMPANY	Bldgs & Grnds supplies	Open	98.44	0.00 B
19-00780	09/03/19	JERSE035	JERSEY SHORE CCTV	Camera Repairs	Open	685.00	0.00
19-00782	09/03/19	COMCA010	COMCAST CABLE	Monthly Invoice	Open	9.97	0.00
19-00784	09/03/19	CDI00010	C&D INSTRUMENT SERVICES	repair scada system	Open	1,092.00	0.00
19-00786	09/04/19	MAGLO010	MAGLOCLLEN, INC	2019/2020 dues	Open	400.00	0.00
19-00787	09/04/19	LIFE0010	LIFE SAVERS INC	AED Battery Pack	Open	134.00	0.00
19-00788	09/04/19	CHIEF010	CHIEF SUPPLY CORPORATION	Adhesive Certi-Tape	Open	3.98	0.00
19-00790	09/04/19	NJNA0020	NJ NATURAL GAS	Monthly Invoices	Open	68.74	0.00
19-00791	09/04/19	NJNA0020	NJ NATURAL GAS	Monthly Invoices	Open	203.70	0.00
19-00792	09/04/19	MUNC0020	MUN CLERKS ASS'N OF OC	Vital Statistics Practices	Open	40.00	0.00
19-00793	09/05/19	PCSL005	PCS, LLC	Monthly Invoice	Open	900.00	0.00
19-00794	09/05/19	PETER020	PETERSON, BONNIE R	Prosecutor August 26, 2019	Open	550.00	0.00
19-00795	09/05/19	CENTR035	CENTRAL JERSEY HEALTH INS FUND	September 2019 Dental Premium	Open	1,769.00	0.00
19-00796	09/05/19	BOROU010	BOROUGH OF BEACH HAVEN	1st&2nd Qtr 2019 Construction	Open	20,336.28	0.00
19-00797	09/05/19	ARMAN005	ARMANDO V. RICCIO, LLC	Legal Services	Open	2,128.50	0.00

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
19-00798	09/05/19	NJDE0020 NJ DEPT OF HEALTH & SENIOR	2019 August dog license fees	Open	1.20	0.00		
19-00799	09/05/19	SHORE020 SHORE BUSINESS SOLUTIONS	Copier Maintenance Fees	Open	63.31	0.00		
19-00800	09/05/19	COMCA010 COMCAST CABLE	Monthly Invoice	Open	265.94	0.00		
19-00801	09/05/19	OWEN0010 OWEN, LITTLE & ASSOCIATES	Monthly Invoice / Inspection	Open	1,600.00	0.00		
19-00802	09/05/19	MAGEL010 LINE SYSTEMS	monthly invoice	Open	1,573.37	0.00		
19-00803	09/05/19	RUE00010 RUE, ROBERT	Catboat Race Plaques	Open	357.38	0.00		
19-00804	09/06/19	MEADO020 MEADOWBROOK INDUSTRIES LLC	August Trash & Recycling	Open	20,937.57	0.00		
19-00806	09/06/19	KELAH005 KELAHER, VAN DYKE & MORIARTY	Special Prosecutor	Open	342.35	0.00		
Total Purchase Orders:		58	Total P.O. Line Items:	0	Total List Amount:	126,628.74	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	8-01	3,887.02	0.00	3,887.02	0.00	0.00	3,887.02
Current Fund	9-01	95,105.73	0.00	95,105.73	0.00	0.00	95,105.73
Utility Operating	9-09	10,813.04	0.00	10,813.04	0.00	0.00	10,813.04
	Year Total:	105,918.77	0.00	105,918.77	0.00	0.00	105,918.77
Dog trust Fund	T-15	1.20	0.00	1.20	0.00	0.00	1.20
Trust Fund	T-17	16,821.75	0.00	16,821.75	0.00	0.00	16,821.75
	Year Total:	16,822.95	0.00	16,822.95	0.00	0.00	16,822.95
Total of All Funds:		126,628.74	0.00	126,628.74	0.00	0.00	126,628.74

**BE IT RESOLVED** by the Commissioners of the Borough of Harvey Cedars, County of Ocean, State of New Jersey, that the foregoing bill list dated September 6, 2019 be paid upon verification by the Chief Financial Officer that sufficient funds are available for the payment of the same.

PASSED ON: September 6, 2019