

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. 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 14, 2017 in the Beach Haven Times and the Asbury Park Press.

**Motion** to approve the minutes of the previous meeting, September 7, 2018, was made by Commissioner Gerkens, seconded by Commissioner Garofalo.

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 #2018-101:**

**AUTHORIZING THE UTILITY COLLECTOR TO ADJUST CERTAIN WATER/SEWER CHARGES**

Motion to adopt: Commissioner Gerkens  
Second: Commissioner Garofalo

**RESOLUTION #2018-102:**

**AUTHORIZING THE REFUND OF TAX OVERPAYMENTS MADE TO THE BOROUGH OF HARVEY CEDARS**

Motion to adopt: Commissioner Garofalo  
Second: Commissioner Gerkens

**RESOLUTION #2018-103:**

**APPOINTMENT OF FLOODPLAIN MANAGEMENT COMMITTEE**

Motion to adopt: Commissioner Gerkens  
Second: Commissioner Garofalo

**RESOLUTION #2018-104:**

**AMENDMENT TO THE POLICY AND PROCEDURE MANUAL FOR THE BOROUGH OF HARVEY CEDARS AS IT PERTAINS TO DRUG TESTING, SOCIAL MEDIA POLICIES AND OPEN PUBLIC MEETINGS ACT PROCEDURES**

Motion to adopt: Commissioner Garofalo  
Second: Commissioner Gerkens

**RESOLUTION #2018-105:**

**APPOINTMENT OF TAX COLLECTOR FOR THE BOROUGH OF HARVEY CEDARS**

Motion to adopt: Commissioner Gerkens  
Second: Commissioner Garofalo

**RESOLUTION #2018-106: Bills**

Motion to adopt: Commissioner Garofalo  
Second: Commissioner Gerkens

**Public Property Usage requests:**

**1. Surf Team Practice – Hudson & Bergen beach**

A motion was made by Commissioner Garofalo, seconded by Commissioner Gerkens, to approve the request to use Hudson/Bergen Avenue beach to Randy Townsend & the Southern Regional Surf Team for surf team practice & meets Monday through Thursday 3:00pm – 5:00pm conditions permitting.

**2. Birdhouse placement – East 78<sup>th</sup> Street**

The request by Tim Goldstein to erect a birdhouse at the East 78th Street beach entrance in memory of his mother was discussed. The Board requested further details of the birdhouse: size, picture, exact location, etc.

PRIVILEGE OF THE FLOOR –

Harry Delgado, New Jersey State Association of Chiefs of Police (NJSACOP) accreditation program manager, presented the reaccreditation certificate to Chief Burnaford and to Officer Timothy Butler, accreditation manager for the Department. Mr. Delgado stated that among the 200 agencies accredited in New Jersey, or 39 percent, the number of those reaccredited a first time are 8 percent; to be reaccredited a second time puts Harvey Cedars in the elite status of less than 1 percent of all law enforcement agencies in the state. He explained accreditation is a time-proven method of assisting law enforcement agencies to calculate and improve their overall performance. He congratulated the Department which most were present, Chief Burnaford and Officer Butler. The Board congratulated the Department and Officer Butler for their work in achieving this status. The Chief thanked Mr. Delgado, the Board and thanked Officer Butler for his hard work.

Jim Loudon asked why the traffic lights on the Boulevard have not been turned off since Surf City's are off. Commissioner Garofalo stated last year they were turned off early, but due to safety concerns they are being left on and the situation will be monitored.

Mr. Loudon asked about the beach project. The Mayor stated they will be finishing the north end (pumping sand), then will return to do the walkovers and dune grass.

**Motion** to adjourn: Commissioner Garofalo  
Second: Commissioner Gerken

Meeting adjourned at 4:50pm.

**RESOLUTION #2018-101**

**AUTHORIZING THE UTILITY COLLECTOR TO ADJUST CERTAIN  
WATER/SEWER CHARGES**

**WHEREAS** the Utility Collector of the Borough of Harvey Cedars processes quarterly utility bills based on the prior three months of water usage, and the Borough Superintendent reads and maintains monthly meter readings; and

**WHEREAS** the following property owners had high water usage for the 3<sup>rd</sup> quarter of 2018 due to unforeseen circumstances, and the Borough Superintendent along with the Utility Collector investigated this usage and have agreed to issue credits for this one occasion:

- Account # 878 – William Mongon, Jr.
- Account # 435 – Raj Sharma

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that the Utility Collector is authorized to adjust and issue a one time credit to the following utility account(s) based on average water usage from prior readings:

ACCOUNT#	WATER CREDIT	SEWER CREDIT
878-0	\$1779.11	\$466.96
435-0	\$592.30	\$174.03

PASSED ON: September 18, 2018

**RESOLUTION #2018-102**

**AUTHORIZING THE REFUND OF TAX OVERPAYMENTS MADE TO THE  
BOROUGH OF HARVEY CEDARS**

**WHEREAS** it has been brought to the attention of the Board of Commissioners by the Tax Collector that the following property owners have made duplicate tax payments for several tax periods in 2018 & 2019:

Robert & Donna Weldon – 5 Thomas Avenue

**WHEREAS** the multiple payments have created an overpayment that resulted in a credit balance on the Tax Account and said property owners requested the credit balance refunded; and

**WHEREAS** it is the desire of the Commissioners that said funds be refunded to the proper party.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, State of New Jersey that the overpayments made in the 2018 and the 2019 tax years be refunded as follows, upon the receipt of properly executed payment forms, and that the Tax Collector's records be adjusted accordingly.

BLOCK / LOT	PROPERTY OWNER	TAX REFUND
30 / 40	Weldon, Robert & Donna	\$8,494.84

PASSED ON: September 18, 2018

**RESOLUTION #2018-103**

**APPOINTMENT OF FLOODPLAIN MANAGEMENT COMMITTEE**

**WHEREAS** the Borough of Harvey Cedars wishes to maintain a Floodplain Management Plan in accordance with the National Flood Insurance Program Community Rating System as set for the under Section 510 Floodplain Management Planning; and

**WHEREAS** in order to carry out these efforts a Committee has been formed, a Planning Consultant designated, and the Borough recognizes the planning process outlined in the NFIP-CRS manual under Section 511 and the Committee.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars as follows:

1. A Floodplain Management Plan shall be maintained in accordance with the Planning process outlined in Section 510 and 511 of the NFIP-CRS requirements.
2. The Planning Consultant remains Frank J. Little Jr., P.E., P.P., C.M.E. of Owen Little & Associates Inc. who shall be responsible for the supervision of the maintenance of the Floodplain Management Plan.
3. A Planning Committee is hereby reappointed and its members and their respective positions are as follows:

Diana Stott	CRS Coordinator
Jonathan Oldham	Emergency Management Coordinator
Anna Grimste	Zoning Department
Sean MacCotter	Building Department
Robert Burnaford	Police Department/Emergency Management
Sean Marti	Member of Public
William Montag	Borough of Harvey Cedars DPW
Judith Gerkens	Member of Public
Robert Romano	Member of Public

**BE IT FURTHER RESOLVED** that Diana Stott, CRS Coordinator, is authorized to execute all required documents regarding the abovementioned program.

PASSED ON: September 18, 2018

**RESOLUTION #2018-104**

**AMENDMENT TO THE POLICY AND PROCEDURE MANUAL FOR THE  
BOROUGH OF HARVEY CEDARS AS IT PERTAINS TO DRUG TESTING,  
SOCIAL MEDIA POLICIES AND OPEN PUBLIC MEETINGS ACT  
PROCEDURES**

**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; and

**WHEREAS** under the advisement of the Borough's Labor Attorney and Joint Insurance Fund modifications to certain personnel policies are required.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Borough of Harvey Cedars hereby authorizes amendments to the Personnel Policy and Procedure Manual as follows:

1. Section 5.1 entitled "Health Insurance Benefits" as per attached.
2. Section 7.2 entitled "Smoking Policy" as per attached.
3. Section 7.3 entitled "Electronic Data Systems is replaced with Section 7.3 Communication Media Policy/Social Media Policy/Use of Internet" as per attached.
4. Section 7.5 entitled "Cellular or Mobile Phone Use" as per attached.
5. Section 12 entitled "Drug and Alcohol Policy & Procedures" as per attached.
6. Section 15.1 entitled "Anti-Discrimination Policy" as per attached.
7. Section 17 entitled "Americans with Disabilities Act Policy/New Jersey Pregnant Worker's Fairness Act" as per attached.
8. Section 18 entitled "NJ Conscientious Employee Protection Act" as per attached.
9. New Section 22 entitled "Open Public Meetings Act Procedure Concerning Personnel Matters" as per attached.

**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 Policy Manual shall be known as Revision 09/2018.
4. The Personnel Officer shall offer copies of this resolution to all employees.

PASSED ON: September 18, 2018

**RESOLUTION #2018-105**

**APPOINTMENT OF TAX COLLECTOR FOR THE  
BOROUGH OF HARVEY CEDARS**

**WHEREAS** on August 29, 2018 the Chief Finance Officer and the Certified Tax Collector for the Borough of Harvey Cedars tendered her written resignation effective August 31, 2018; and

**WHEREAS** NJSA 40A:9-145.7 requires that no person shall be appointed as Tax Collector unless they possess a valid tax collector certificate; and

**WHEREAS** the Borough of Harvey Cedars does not employ a Certified Tax Collector at this time; and

**WHEREAS** the Commissioner of Revenue and Finance interviewed candidates for the position and has determined the best candidate for the position of Certified Tax Collector is Carrie Haberstroh.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Harvey Cedars that Carrie Haberstroh, CTC, is hereby appointed Certified Tax Collector for the Borough of Harvey Cedars effective immediately.

**BE IT FURTHER RESOLVED** that Rebecca Wessler's appointment as Deputy Municipal Tax Collector for the Borough of Harvey Cedars is hereby reaffirmed as per Resolution #2018-003.

PASSED ON: September 18, 2018