

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 Imperiale was present and Commissioner Rice was present via telephone.

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

The Mayor announced due to the rise in COVID cases, regular meetings may have to go back to being held with the public via Zoom; the next Land Use Board meeting will be held on Zoom.

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 January 9, 2020 in the Beach Haven Times and the Asbury Park Press.

Motion to approve the minutes of the previous meeting held on November 16, 2020 was made by Commissioner Imperiale, seconded by Commissioner Rice.

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 #2020-111:

DESIGNATING THE HOLIDAY SCHEDULE FOR 2021

Motion to adopt: Commissioner Imperiale

Second: Commissioner Rice

RESOLUTION #2020-112:

AWARD CONTRACT FOR SOLID WASTE AND RECYCLABLE MATERIAL COLLECTION AND DISPOSAL FOR THE BOROUGH OF HARVEY CEDARS

The Mayor said there was only one bidder for the trash contract and the amount came in about a \$150,000 more (than previous contract); a couple of items were changed that did not affect the price: the addition of 1 bulk pick up in the summer months and no bundling of the brush piles. The Mayor discussed the concept of having the Borough collect trash with the arm/can pickup, however there are issues to consider such as the weekend residents/renters. The increased amount will make it tough for the budget next year.

Motion to adopt: Commissioner Imperiale

Second: Commissioner Rice

RESOLUTION #2020-113:

AUTHORIZING TRANSFER OF FUNDS

Motion to adopt: Commissioner Rice

Second: Commissioner Imperiale

RESOLUTION #2020-114:

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

Motion to adopt: Commissioner Rice

Second: Commissioner Imperiale

RESOLUTION #2020-115:

APPROVAL OF CORRECTIVE ACTION PLAN FOR THE 2019 AUDIT

Commissioner Rice stated some procedural changes will be implemented, nothing significant.

Motion to adopt: Commissioner Rice

Second: Commissioner Imperiale

RESOLUTION #2020-116: Bills

Motion to approve bills for payment: Commissioner Rice

Second: Commissioner Imperiale

TOPICS OF INTEREST –

The Mayor stated he received good comments regarding the monthly emails. Kathy Ries said she will include a message to the Taxpayers Association to sign up for the Borough emails. The Mayor asked her to also include a message asking to donate to the Fire Company since there were no fundraisers this year; donations are tax deductible.

PRIVILEGE OF THE FLOOR –

Steve Sepanak asked about the possible automated arm trash pickup, will the cans fit in the existing corrals or do the corrals go away? The Mayor gave an example of Beach Haven West, where there are no corrals, the cans are rolled out the night before trash pickup and then rolled back; it looks much nicer without the corrals and the cans. The Mayor said usually the town purchases the first can, the homeowner could purchase more; the real problem is turnovers and if one leaves for the week, who pushes the can in and out. A discussion continued with ideas of modifying the corrals and how the logistics would work.

Commissioner Imperiale updated Steve Sepanak that the Land Use ordinances are still being worked on.

Kathy Ries mentioned the Joint Council of Taxpayers Association (JCTA) has had conversations regarding the coyotes on the north end of the Island, and in the Harvey Cedars email newsletter it was mentioned a sighting in Harvey Cedars and in Holgate. A discussion continued regarding the coyotes; they have been seen up and down the Island, have been heard howling, they are a protected species and not much can be done by the Animal Control.

Motion to adjourn: Commissioner Imperiale
Second: Commissioner Rice

Meeting adjourned at 4:53pm.

RESOLUTION #2020-111

DESIGNATING THE HOLIDAY SCHEDULE FOR 2021

BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars that the following are declared holidays for all full-time employees of the Borough of Harvey Cedars:

New Year's Day	Friday	January 1, 2021
Martin Luther King Day	Monday	January 18, 2021
President's Day	Monday	February 15, 2021
Good Friday	Friday	April 2, 2021
Memorial Day	Monday	May 31, 2021
Independence Day	Friday	July 5, 2021
Labor Day	Monday	September 6, 2021
Columbus Day	Monday	October 11, 2021
Veteran's Day	Thursday	November 11, 2021
Thanksgiving Day	Thursday	November 25, 2021
Thanksgiving Day Friday	Friday	November 26, 2021
Christmas Floating Holiday	Thursday	December 23, 2021
Christmas Eve Day	Friday	December 24, 2021

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Commissioners and the Department Heads of the Borough of Harvey Cedars and be posted on the official bulletin board.

PASSED ON: December 4, 2020

RESOLUTION #2020-112

**AWARD CONTRACT FOR SOLID WASTE AND RECYCLABLE
MATERIAL COLLECTION AND DISPOSAL
FOR THE BOROUGH OF HARVEY CEDARS**

WHEREAS the Borough of Harvey Cedars duly advertised for the receipt of bids for solid waste collection and disposal and for recyclable material collection and disposal for residential and commercial properties; and

WHEREAS in response to the invitation to bidders, on November 19, 2020 one (1) bid was received; and

WHEREAS it is in the opinion of the Borough that the lowest qualified bid be accepted for same; and

WHEREAS Meadowbrook Industries, LLC, 800 East Grand Street, Elizabeth, NJ 07201 gave the lowest qualified bid for solid waste and recyclable material collection and disposal; and

WHEREAS the Finance Officer has certified the availability of funds for this contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars this 4th day of December 2020 for the reasons aforesaid, that a contract be and is hereby awarded to:

Meadowbrook Industries, LLC
800 East Grand Street
Elizabeth, NJ 07201

for solid waste collection and disposal for a 3-year period commencing January 1, 2021 and ending December 31, 2023 in an aggregate amount not to exceed Four Hundred Thirty Three Thousand Dollars (\$433,000.00) for trash collection and Three Hundred Ninety Seven Thousand Dollars (\$397,000.00) for recyclable collection as per the bid documents received November 19, 2020.

PASSED ON: December 4, 2020

CERTIFICATION OF FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq., and any other applicable requirement, I, Rebecca Wessler, Chief Financial Officer of the Borough of Harvey Cedars, have ascertained that there will be available sufficient uncommitted appropriations in the 2021 Municipal Budget to award a contract to

Meadowbrook Industries, LLC
800 East Grand Street
Elizabeth, NJ 07201

for solid waste collection and disposal in the amount of \$268,000.00. Funds for certification will therefore be made available and certified against the appropriation for Garbage and Trash Removal Other Expense, 1-01-26-305-000-200.

Pursuant to NJAC 5:30-14.5(c)4, multi year contracts entered into for periods in excess of twelve (12) months shall be certified and charged to the respective budgets in accordance with the time(s) at which the respective work or services are performed or liability for payment is otherwise incurred. Accordingly, commitments and payments required in necessary funds being appropriated in future budgets by a subsequent governing body.

Contract Period: From January 1, 2021 to December 31, 2023

Total Amount of Contract: \$1,402,000

Amounts to be certified for the length of the contract:

Year 2021	\$140,000.00	Trash	\$128,000.00	Recycling
Year 2022	\$144,000.00	Trash	\$132,000.00	Recycling
Year 2023	\$149,000.00	Trash	\$137,000.00	Recycling
Optional Years per Bid Specifications:				
Year 2024	\$149,000.00	Trash	\$137,000.00	Recycling
Year 2025	\$149,000.00	Trash	\$137,000.00	Recycling

Dated: December 4, 2020

RESOLUTION #2020-113

AUTHORIZING TRANSFER OF FUNDS

WHEREAS the date of this resolution is within the last two months of the calendar year 2020, and the first three months of the calendar year 2021; and

WHEREAS N.J.S.A. 40A:4-58 provides for the making of transfers between budget appropriations during the five month period beginning November.

NOW, THEREFORE, BE IT RESOLVED (Not less than two-thirds of all members of the governing body affirmatively confirming) that the following transfers be and the same hereby are made between budget appropriations accounts in the 2020 budget.

<u>CURRENT</u>		<u>FROM:</u>	<u>TO:</u>
Aid to Volunteer Fire Co	0-01-25-255-000-200		\$20,000.00
Accumulated Leave	0-01-30-315-000-000		\$15,000.00
Construction S&W	0-01-22-195-000-110	\$1,000.00	
Land Use Board S&W	0-01-21-180-000-100	\$3,000.00	
Landfill Disposal Costs	0-01-31-465-000-781		\$5,000.00
LBI Trolley Shared Service	0-01-42-370-020-000		\$10,000.00
Liability Insurance	0-01-23-210-000-000		\$500.00
OEM OE	0-01-25-252-000-220		\$1,500.00
OEM S&W	0-01-25-252-000-110	\$3,000.00	
Police OW	0-01-25-240-000-220		\$10,000.00
Police S&W	0-01-25-240-000-110	\$56,000.00	
Road Repair S&W	0-01-26-290-000-110		\$13,500.00
Telephone	0-01-31-440-000-000		\$1,000.00
Vehicle Maint. S&W	0-01-26-315-000-110	\$13,500.00	

PASSED ON: December 4, 2020

RESOLUTION #2020-114

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS NJSA 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS the Annual Report of Audit for the year 2019 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to NJSA 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS RS 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS the Local Finance Board has promulgated NJAC 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations"; and

WHEREAS the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to NJAC 5:30-6.5; and

WHEREAS all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of RS 52:27BB-52, to wit:

RS 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Borough of Harvey Cedars hereby states that it has complied with NJAC 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

PASSED ON: December 4, 2020

RESOLUTION #2020-115

**APPROVAL OF CORRECTIVE ACTION PLAN FOR
THE 2019 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 2019 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 2019 Audit (annexed hereto) be and hereby is approved and adopted this 4th day of December 2020.

PASSED ON: December 4, 2020

Corrective Action Plan

Borough of Harvey Cedars, County of Ocean
Audit Report Year: 2019
Rebecca Wessler, Finance Officer

Finding #2019-01: In accordance with maintaining an internal control environment that is effective in the prevention and/or identification of potential financial statement misstatement and/or misclassification, the Borough should properly maintain a complete and accurate general ledger system.

Recommendation:

That internal control policies and procedures should be developed to properly maintain a timely and accurate general ledger system.

Explanation and Corrective Action:

The Borough has put new internal control policies and procedures in place to maintain a timely and accurate general ledger.

Implementation Date:

Immediately

Finding #2019-02: Cash reconciliations for two bank accounts were not prepared accurately.

Recommendation:

That the Borough completes bank reconciliation on a monthly basis and all unreconciled items are identified and resolved.

Explanation and Corrective Action:

Bank reconciliations are being done on a monthly basis and unreconciled items are being reviewed/ solved.

Implementation Date:

Immediately

Finding #2019-03: Interfunds receivable and payable are reflected on the various balance sheets of the funds at December 31, 2019.

Recommendation:

That all interfunds be liquidated prior to year-end.

Explanation and Corrective Action:

Interfund will be liquidated prior to year-end.

Implementation Date:

Immediately

Finding #2019-04: At December 31, 2019, there exists 3 ordinances in the Borough's Water Sewer Capital fund and 2 ordinances in the General Capital Fund with cash deficits in excess of five years old.

Recommendation:

That the Borough seek the necessary funding, either through the issuance of bonds, notes or budget appropriation, for capital ordinances with cash deficits in excess of five years old.

Explanation and Corrective Action:

Reviewed and will be funded through the budget process.

Implementation Date:

Immediately

RESOLUTION #2020-116

December 4, 2020
12:53 PM

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

Page No: 1

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	
20000295	03/24/20	AGRAE005	AGRA ENVIRONMENTAL, INC	Monthly Samples	Open	75.00	0.00	B
20000736	07/24/20	JOHNN010	JOHNNY ON THE SPOT, LLC	Porta potty rental	Open	71.55	0.00	B
20000785	08/06/20	HOLMA010	HOLMAN FRENIA ALLISON PC	Audit Services	Open	12,500.00	0.00	
20000802	08/11/20	VERIZ030	VERIZON WIRELESS - CELL	DPW cell phones	Open	79.70	0.00	B
20000875	09/02/20	JOSEP015	JOSEPH H ROBERTS INC.	HVAC Maintenance Contract	Open	1,027.85	0.00	
20000898	09/09/20	OXYGE010	OXYGEN SUPPLY COMPANY	oxygen & acetylene rental	Open	49.00	0.00	B
20000946	09/24/20	WATCH005	WATCHUNG SPRING WATER CO, INC.	Spring Water Refills	Open	34.97	0.00	B
20001008	10/09/20	BRIDG005	BRIDGESTATE FOUNDRY CORP	Manhole Frame and Cover	Open	945.00	0.00	
20001010	10/13/20	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	Specialty Tools	Open	598.99	0.00	B
20001011	10/13/20	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	Lifeguard Vehicles	Open	72.87	0.00	B
20001012	10/13/20	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	Police Vehicles	Open	113.35	0.00	B
20001058	10/23/20	DELLM005	DELL MARKETING	USB Slim dvd RW Drive - DW316	Open	86.38	0.00	
20001080	10/30/20	ATLAN130	ATLANTIC PLUMBING SUPPLY CORP	72nd St Water Main Replacement	Open	747.57	0.00	
20001089	10/30/20	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	Police Vehicle Parts	Open	496.82	0.00	B
20001091	10/30/20	COOPE005	COOPERFRIEDMAN ELECTRIC SUPPLY	Bulbs for garage	Open	250.46	0.00	
20001121	11/09/20	ATLAN130	ATLANTIC PLUMBING SUPPLY CORP	Service for Sisters	Open	203.11	0.00	
20001122	11/09/20	WATER020	WATER WORKS SUPPLY COMPANY	Valves & Saddles- w 85th St	Open	1,593.71	0.00	
20001125	11/09/20	AESTO005	A. E. STONE INC	Hot Patch- Burlington & 85th	Open	560.88	0.00	
20001132	11/12/20	AMAZO005	AMAZON CAPITAL SERVICES, INC	Toner	Open	139.78	0.00	
20001135	11/12/20	SHORE060	SHORE PROMOTIONS	Wave t-shirts	Open	396.00	0.00	
20001145	11/16/20	AMAZO005	AMAZON CAPITAL SERVICES, INC	Borough Hall	Open	206.10	0.00	
20001150	11/16/20	BEACH050	BEACH HAVEN AUTOMOTIVE, INC	Sts & Rds vehicles	Open	525.97	0.00	B
20001151	11/16/20	CERTI030	CERTIFIED SPEEDOMETER SERVICES	Signboard Repair	Open	480.00	0.00	
20001152	11/20/20	VERIZ030	VERIZON WIRELESS - CELL	Police Cell Phones	Open	252.92	0.00	
20001155	11/21/20	LANGU005	LANGUAGE SERVICES ASSOCIATES,	Telephonic Charges	Open	26.00	0.00	
20001156	11/21/20	RUMPF005	RUMPF LAW, P.C.	Public Defender	Open	250.00	0.00	
20001157	11/21/20	WATCH005	WATCHUNG SPRING WATER CO, INC.	Water Bottle Delivery	Open	69.92	0.00	
20001158	11/24/20	ZWUSA005	ZW USA, INC.	Dog bags	Open	512.90	0.00	
20001163	11/24/20	GLOCK020	GLOCK, INC	Armorer's Course	Open	250.00	0.00	
20001164	11/24/20	GRUND005	GRUNDTISCH, DANIEL	Eyeglass Reimbursement	Open	330.97	0.00	
20001165	11/24/20	AMAZO005	AMAZON CAPITAL SERVICES, INC	Office Supplies	Open	96.79	0.00	
20001166	11/24/20	FEDER020	FEDERICCI, ROBERT S.	Reimbursement trailer hook	Open	10.65	0.00	
20001169	11/24/20	OCPO0020	OC POLICE CHIEFS ASSN	2021 Dues	Open	200.00	0.00	
20001170	11/24/20	OWEN0010	OWEN, LITTLE & ASSOCIATES	LUB - Meeting Attendance	Open	200.00	0.00	
20001171	11/24/20	OWEN0010	OWEN, LITTLE & ASSOCIATES	2020:12 Engineer Review Fee	Open	170.00	0.00	
20001172	11/25/20	LISIE005	LISIEWSKI, CHRISTINE	Zoom - Pro Subscription	Open	15.98	0.00	
20001173	11/25/20	AMAZO005	AMAZON CAPITAL SERVICES, INC	Car Tool Kit	Open	223.84	0.00	
20001174	11/30/20	PETER020	PETERSON, BONNIE R	Prosecutor November 2020	Open	550.00	0.00	
20001175	11/30/20	AMAZO005	AMAZON CAPITAL SERVICES, INC	Salem Plant float parts	Open	55.52	0.00	
20001176	12/01/20	COMCA010	COMCAST CABLE	Monthly Invoice	Open	144.61	0.00	
20001177	12/01/20	COMCA010	COMCAST CABLE	w&s - Monthly Invoice	Open	299.14	0.00	
20001178	12/03/20	AMAZO005	AMAZON CAPITAL SERVICES, INC	Office Supplies	Open	33.54	0.00	
20001180	12/03/20	BURNA010	BURNAFORD, ROBERT	Clothing Reimbursement	Open	104.20	0.00	
20001182	12/03/20	SURFC005	SURF CITY MARINA, INC	PWC winterization	Open	410.00	0.00	
20001184	12/03/20	COMCA010	COMCAST CABLE	Monthly Invoice- SPC VIDEO ACC	Open	16.99	0.00	
20001185	12/03/20	ARMAN005	ARMANDO V. RICCIO, LLC	Legal Services	Open	2,145.00	0.00	
20001187	12/03/20	PCSL005	PCS, LLC	Monthly Invoice	Open	950.00	0.00	
20001188	12/03/20	CENTR035	CENTRAL JERSEY HEALTH INS FUND	December Premium	Open	133.00	0.00	
20001189	12/03/20	PAVIA005	PAVIA ENTERPRISES LLC	November Courier Service	Open	267.63	0.00	
20001190	12/03/20	NJNA0020	NJ NATURAL GAS	Monthly Invoice - w&s Charges	Open	224.98	0.00	

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
20001191	12/03/20	NJNA0020 NJ NATURAL GAS	Monthly Invoice	Open	363.32	0.00		
20001192	12/03/20	ERSKI005 ERSKINE, LISA A.	Borough Hall Cleaning	Open	1,000.00	0.00		
20001193	12/03/20	PEDRO010 PEDRONI FUEL COMPANY	Fuel Charges	Open	714.02	0.00		
20001194	12/03/20	METRO020 METLIFE - GROUP BENEFITS	Monthly Premium - December	Open	199.40	0.00		
20001195	12/03/20	OWEN0010 OWEN, LITTLE & ASSOCIATES	Monthly Invoices	Open	400.00	0.00		
20001196	12/03/20	FORDC005 FORD CREDIT	Zoning Car Lease Payment	Open	162.11	0.00		
20001198	12/03/20	TWPO0010 TWP OF STAFFORD	October Animal Control	Open	245.00	0.00		
20001199	12/03/20	SHORE020 SHORE BUSINESS SOLUTIONS	Copier Maintenance Fees	Open	82.69	0.00		
20001206	12/04/20	HIERI010 HIERING, GANNON & MC KENNA	November legal fees	Open	989.67	0.00		
Total Purchase Orders:		59	Total P.O. Line Items:	0	Total List Amount:	33,355.85	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	0-01	22,544.73	0.00	22,544.73	0.00	0.00	22,544.73
Utility Operating	0-09	<u>9,572.13</u>	<u>0.00</u>	<u>9,572.13</u>	<u>0.00</u>	<u>0.00</u>	<u>9,572.13</u>
Year Total:		32,116.86	0.00	32,116.86	0.00	0.00	32,116.86
Trust Fund	T-17	1,238.99	0.00	1,238.99	0.00	0.00	1,238.99
Total of All Funds:		<u>33,355.85</u>	<u>0.00</u>	<u>33,355.85</u>	<u>0.00</u>	<u>0.00</u>	<u>33,355.85</u>

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 December 4, 2020 be paid upon verification by the Chief Financial Officer that sufficient funds are available for the payment of the same.

PASSED ON: December 4, 2020