

## **BOROUGH OF LAKEHURST**

### **REMINDER: REDEVELOPMENT MEETING BEGINNING AT 7:00 P.M.**

#### **REDEVELOPMENT AGENCY NOVEMBER 3, 2011 TENTATIVE AGENDA**

1. Approval of Minutes of October 6, 2011 meeting
2. Report by Administrator MacLean
3. Any other business
4. Adjournment

#### **WORK SESSION/REGULAR MEETING NOVEMBER 3, 2011 TENTATIVE AGENDA**

1. Announcement of Winners of Halloween Decorating Contest
2. Approval of Minutes of October 20, 2011 Regular Meeting
3. Payment of Bills
4. Resolution regarding transfer for Current Fund
5. Resolution regarding raffle license for VFW Post 10061
6. Resolution regarding adjustment to utility account for Block 64; Lot 10
7. Resolution regarding hiring of Arthur R. Leuck, Jr. as a temporary (not to exceed ninety days) Public Works Laborer
8. Resolution authorizing contract to ADP to provide flexible savings accounts (as required by statute)
9. Resolution regarding membership in Lakehurst Volunteer Fire Company for Ken Sloan and Edward Hawley, Jr.
10. Certificate of Determination and Award for Bond Anticipation Notes for water tower and water tank repairs

11. Request from Michael Valinoti to serve alcoholic beverages during event at Community Center
12. Introduction and First Reading of Ordinance #11-07 entitled: “AN ORDINANCE OF THE BOROUGH OF LAKEHURST AMENDING CHAPTER II, SECTION 2-19, POLICE DEPARTMENT , OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, ENTITLED ADMINISTRATION”
13. Introduction and First Reading of Ordinance #11-08 entitled: “AN ORDINANCE OF THE BOROUGH OF LAKEHURST AMENDING CHAPTER II, SECTION 2-5, HIRING PREFERENCES AND PROCEDURES, OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, ENTITLED ADMINISTRATION”
14. Second Reading and Public Hearing of Ordinance #11-05 entitled: “AN ORDINANCE OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, FIXING AND DETERMINING THE AMOUNT OF SALARIES AND WAGES FOR CERTAIN EMPLOYEES AND OFFICIALS IN THE BOROUGH OF LAKEHURST, IN THE COUNTY OF OCEAN, AND STATE OF NEW JERSEY”
15. Second Reading and Public Hearing of Ordinance #11-06 entitled: “AN ORDINANCE OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, FIXING AND DETERMINING THE AMOUNT OF SALARIES AND WAGES FOR CERTAIN MEMBERS OF THE LAKEHURST POLICE ASSOCIATION IN THE BOROUGH OF LAKEHURST, IN THE COUNTY OF OCEAN, AND STATE OF NEW JERSEY”
16. Executive/closed session to discuss personnel matters

Bernadette Dugan, RMC/CPM  
Municipal Clerk

*The Mayor and Council reserve the right to add or delete items from the agenda.*

2011-05

**AN ORDINANCE OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, FIXING AND DETERMINING THE AMOUNT OF SALARIES AND WAGES FOR CERTAIN EMPLOYEES AND OFFICIALS IN THE BOROUGH OF LAKEHURST, IN THE COUNTY OF OCEAN, AND STATE OF NEW JERSEY**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, as follows:

**SECTION 1:** The base salaries and wages of the following employees of this Borough, beginning January 1, 2012 shall be as follows:

<b><u>POSITION:</u></b>	<b>NON-CONTRACTUAL</b>	
	<b><u>MINIMUM:</u></b> Per annum	<b><u>MAXIMUM:</u></b> Per annum
Chief of Police	\$87,500.00	\$99,000.00
Public Works Department Head	55,000.00	70,000.00
Public Works Supervisor	46,000.00	54,000.00
Municipal Clerk	45,000.00	70,000.00
Municipal Administrator (Fulltime)	55,000.00	85,000.00
Municipal Administrator (Part-time)	25,000.00	50,000.00
Municipal Attorney	25,000.00	50,000.00
Court Administrator	35,000.00	50,000.00
Chief Financial Officer (Fulltime)	35,000.00	60,000.00
Chief Financial Officer (Part-time)	12,500.00	27,500.00
Deputy Chief Financial Officer	8,500.00	12,000.00
Treasurer (Fulltime)	30,000.00	45,000.00
Treasurer (Part-time)	2,500.00	8,000.00
Assistant Treasurer (Part-time)	1,500.00	5,000.00
Administrative Assistant	14,000.00	30,000.00
Deputy Municipal Clerk (Fulltime)	27,000.00	38,000.00
Deputy Municipal Clerk (Part-time)	3,500.00	10,500.00
Mayor	3,000.00	6,500.00
Council Members	2,500.00	5,000.00
Municipal Court Judge	8,500.00	24,000.00
Municipal Prosecutor	10,000.00	24,000.00
Fire Official	4,500.00	8,500.00
Tax Assessor	6,000.00	16,000.00
Deputy Tax Collector	1,000.00	5,500.00
Secretary, Land Use Board	2,000.00	5,500.00
Code Enforcement Officer	1,000.00	12,000.00
Zoning Officer	1,000.00	4,000.00
Secretary, Construction Office	1,000.00	4,800.00
Emergency Management Coordinator	1,800.00	4,500.00
Deputy Emergency Management Coordinator	\$ 1,000.00	3,000.00

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
	<b>Per annum</b>	<b>Per annum</b>
Municipal Alliance Coordinator	750.00	5,000.00
Department Head	1,200.00	40,000.00
Swr/Wtr Repairer/Plant Operator	28,000.00	42,000.00
Public Defender	3,000.00	8,500.00
	<b>Per hour</b>	<b>Per hour</b>
Lifeguard	\$ 9.50	\$ 14.00
Special Police Officer II	10.00	18.00
Interim Officer	10.00	16.00
Special Law Enforcement Officer I	7.25	10.00
Police Matron	9.00	14.00
Crossing Guard	8.00	15.00
Alternate Crossing Guard (\$100 Retainer)	8.00	11.50
Seasonal/Temporary Appointments:		
Heavy Laborer	10.00	14.00
Clerk I	10.00	14.00

**SECTION 2:** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 3:** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 4:** This ordinance shall take effect after second reading and publication as required by law.

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Hon. Timothy J. Borsetti  
Mayor

NOTICE

**NOTICE IS HEREBY GIVEN** that the foregoing ordinance was introduced and passed on first reading at a regular meeting of the governing body of the Borough of Lakehurst, in the County of Ocean, and State of New Jersey, held on the twentieth day of October 2011 and that said Ordinance will be considered for final passage at the meeting of said governing body to be held at the Community Center, Center Street, Lakehurst, New Jersey on the third day of November 2011 at 7:30 p.m. or as soon thereafter as said matter may be reached, at which time and place any person desiring to be heard shall be given an opportunity to be so heard.

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Bernadette Dugan, RMC/CPM  
Municipal Clerk

2011-06

**AN ORDINANCE OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, FIXING AND DETERMINING THE AMOUNT OF SALARIES AND WAGES FOR CERTAIN MEMBERS OF THE LAKEHURST POLICE ASSOCIATION IN THE BOROUGH OF LAKEHURST, IN THE COUNTY OF OCEAN, AND STATE OF NEW JERSEY**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, as follows:

**SECTION 1:** The base salaries and wages of the following employees of this Borough, effective October 1, 2011 shall be as follows:

BASE SALARY GUIDES

	2011	2012	2013
Police Officer			
Academy	\$26,000.00	\$26,000.00	\$26,000.00
Probationary	27,000.00	27,000.00	27,000.00
Step 1 Start of Second Year	29,000.00	29,000.00	29,000.00
2	31,000.00	31,000.00	31,000.00
3	33,000.00	33,000.00	33,000.00
4	35,000.00	35,000.00	35,000.00
5	37,000.00	37,000.00	37,000.00
6	40,000.00	40,000.00	40,000.00
7	43,000.00	43,000.00	43,000.00
8	45,000.00	45,000.00	45,000.00
9	47,000.00	47,000.00	47,000.00
10	49,400.00	49,400.00	49,400.00
11	53,000.00	53,000.00	53,000.00
12	58,000.00	58,000.00	58,000.00
13	64,000.00	64,000.00	64,000.00
14	70,000.00	70,000.00	70,000.00
15	75,000.00	75,000.00	75,000.00
Sergeant	\$81,761.00	\$82,579.00	\$83,404.79
Officer	10/01/11	06/01/12	01/01/13
PO Kline	Step 10	Step 11	Step 12
PO James	Step 10	Step 11	Step 12

**SECTION 2:** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 3:** If any section, subsection, sentence, clause, phrase, or portion of this

Ordinance is for any reason is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 4:** This ordinance shall take effect after second reading and publication as required by law.

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Hon. Timothy J. Borsetti  
Mayor

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Bernadette Dugan, RMC/CPM  
Municipal Clerk

**“AN ORDINANCE OF THE BOROUGH OF LAKEHURST AMENDING  
CHAPTER II, SECTION 2-19, POLICE DEPARTMENT, OF THE REVISED  
GENERAL ORDINANCES OF THE BOROUGH OF LAKEHURST, COUNTY  
OF OCEAN, STATE OF NEW JERSEY, ENTITLED ADMINISTRATION”**

**11-07**

**2-19.2 Establishing Hiring Preferences for Residents When Appointed to the  
Position of Police Officer**

a. *Purpose.* An ordinance to establish preferences in the hiring of qualified **resident** applicants, as defined in NJSA 11A et seq **and further detailed in NJAC 4A et seq.** to the position of regular police officer of the Borough of Lakehurst based upon their place of residence, in accordance with existing law.

b. *Classification.* Prior to, **and continuing through the date of the appointment,** of any duly qualified applicant for the classified position of police officer all such applicants shall be classified as follows:

1. Residents of the Borough of Lakehurst, New Jersey.
2. Other residents of the County of Ocean, New Jersey.
3. Other residents of counties contiguous to Ocean County.
4. Other residents of the State of New Jersey.

**[ delete 5. All other qualified applicants.] See 3 below**

c. *Classification of Veterans.* Within each classification duly qualified applicants who are veterans, within the meaning of NJSA 11A:5-1 et seq shall be accorded all such veterans' preferences as are provided by law.

1. The classes of qualified applicants defined in 2-19.2b shall be considered as separate and successive lists of eligibles and the Department of Personnel shall, when requested by the Borough to certify eligibles for positions specified in this section, make such certifications from the classes separately and successively, and shall certify no persons from any such class until all persons in the preceding class or classes have been appointed or have declined offers of employment.

2. This section shall apply only to initial appointments and not to promotional appointments of persons already employed by the Borough.

**3. Consistent with NJSA 52:17-7, the New Jersey First Act, every employee hired after September 1, 2011 must be a resident of the State of New Jersey. If an employee is non-resident prior to September 1, 2011 he/she will be “grandfathered” and not required to move into the State of New Jersey. Any employee who is a resident of the State of New Jersey on September 1, 2011 and moves out of the State must obtain an exemption to move out of the State prior to the move or face disciplinary procedure for termination.**

**Severability.**

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

**Effective date.**

This ordinance shall take effect immediately upon final passage and publication as required by law.

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Hon. Timothy J. Borsetti  
Mayor

NOTICE

**NOTICE IS HEREBY GIVEN** that the foregoing ordinance was introduced and passed on first reading at a regular meeting of the governing body of the Borough of Lakehurst, in the County of Ocean, and State of New Jersey, held on the third day of November 2011 and that said Ordinance will be considered for final passage at the meeting of said governing body to be held at the Community Center, Center Street, Lakehurst, New Jersey on the first day of December 2011 at 7:30 p.m. or as soon thereafter as said matter may be reached, at which time and place any person desiring to be heard shall be given an opportunity to be so heard.

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Bernadette Dugan, RMC/CPM  
Municipal Clerk



**“AN ORDINANCE OF THE BOROUGH OF LAKEHURST AMENDING  
CHAPTER II, AMENDING SECTION 2-5, HIRING PREFERENCES AND  
PROCEDURES, OF THE REVISED GENERAL ORDINANCES OF THE  
BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW  
JERSEY, ENTITLED ADMINISTRATION”**

**11-08**

**2-5 HIRING PREFERENCES AND PROCEDURES**

**2-5A NEW JERSEY FIRST ACT NJSA 52:14-7\*\*\***

**Effective September 1, 2011 any person, regardless of the office, employment or position type, classified, non-classified, unclassified, either permanent or temporary must be a resident of the State of New Jersey at the time of appointment to the municipal work force. Any current municipal employee who takes up residency out of New Jersey without first obtaining an exemption is subject to disciplinary procedures for termination.**

**2-5.1 Establishing Hiring Preferences for Residents**

a. *Purpose.* An ordinance to establish preferences in the hiring of qualified classified employees as defined in NJSA 11A et seq to the municipal work force of the Borough of Lakehurst based upon their place of residence, in accordance with existing law.

b. *Classification.* Prior to the appointment of any duly qualified applicant for a classified position all such applicants shall be classified as follows:

1. Residents of the Borough of Lakehurst, New Jersey.
2. Other residents of the County of Ocean, New Jersey.
3. Other residents of counties contiguous to Ocean County.
4. Other residents of the State of New Jersey.
- [ ~~delete~~5. All other qualified applicants.]

c. *Classification of Veterans.* Within each classification duly qualified applicants who are veterans, within the meaning of NJSA 11A:5-1 et seq shall be accorded all such veterans' preferences as are provided by law.

1. The classes of qualified applicants defined in 2-5.1b shall be considered as separate and successive lists of eligibles and the Department of Personnel shall, when requested by the Borough to certify eligibles for positions specified in this section, make such certifications from the classes separately and successively, and shall certify no persons from any such class until all persons in the preceding class or classes have been appointed or have declined offers of employment.

2. This section shall apply only to initial appointments and not to promotional appointments of persons already employed by the Borough.

**Severability.**

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

**Effective date.**

This ordinance shall take effect immediately upon final passage and publication as required by law.

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Hon. Timothy J. Borsetti  
Mayor

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Bernadette Dugan, RMC/CPM  
Municipal Clerk

**RESOLUTION  
NOVEMBER 3, 2011**

**WHEREAS**, Ken Sloan and Edward Hawley, Jr. have applied for membership in the Lakehurst Volunteer Fire Company No. 1 (LVFC) and the New Jersey State Firemen's Relief Association, **and**

**WHEREAS**, Section 2-20.4(a) 1 of the Revised General Ordinances of the Borough requires that the applicants meet certain criteria and that the applications be approved by the Governing Body, **and**

**WHEREAS**, the above applicants meet the criteria specified in Section 2-20.4(a) 1,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the applications of Ken Sloan and Edward Hawley, Jr. for membership in the LVFC and the New Jersey State Firemen's Relief Association are hereby approved, effective immediately.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of November 3, 2011.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
NOVEMBER 3, 2011**

**WHEREAS**, the creation of employee flexible savings accounts has been mandated by the State Health Benefits reform act, **and**,

**WHEREAS**, ADP payroll services will provide the accounts,

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borough of Lakehurst, County of Ocean, State of New Jersey that Administrator MacLean is hereby authorized to execute a contract with ADP for creation of the flexible savings accounts for a monthly fee of \$115, effective October 26, 2011.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, hereby certify that the above resolution was approved by the governing body at the meeting of November 3, 2011.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
NOVEMBER 3, 2011**

**WHEREAS**, the Borough is in need of hiring a temporary public works heavy laborer, **and**

**WHEREAS**, Mr. David Winton Public Works Department Head, after a review of applications and interviews, has recommended Arthur R. Leuck, Jr., be hired,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that Arthur R. Leuck, Jr. be hired as a temporary, not to exceed 90-days, public works heavy laborer at a salary of \$14.79 per hour, effective October 24, 2011.

**I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of November 3, 2011.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
NOVEMBER 3, 2011**

**WHEREAS**, VFW Post 10061 has applied for raffles license to conduct instant on-premise raffles awarding cash as a prize seven days a week from December 1, 2011 through December 1, 2012, **and**,

**WHEREAS**, the Statement of Findings and Determinations shows no reason why this license should not be issued,

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borough of Lakehurst, County of Ocean, State of New Jersey that the Raffles License for VFW Post 10061 is hereby approved.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, hereby certify that the above resolution was approved by the governing body at the meeting of November 3, 2011.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
NOVEMBER 3, 2011**

**WHEREAS**, a survey of the disbursements and anticipated commitments against the 2011 Current Operating Budget Appropriations reveals the need to transfer funds;  
**and**

**WHEREAS**, Title 40A:4-58 of the Revised Statutes of the State of New Jersey authorizes the transfers commencement November 1 of the current year to March 31 of the next year:

Transfer From:

Code Enforcement Other Expenses	\$1,000.00
Youth & Recreation other Expenses	\$3,000.00
Celebration of Public Events Other Expenses	\$3,000.00
Electricity	\$4,000.00
Landfill Disposal	\$12,000.00
Sanitation Other Expenses	\$2,000.00
<b>TOTAL</b>	<b>\$25,000.00</b>

Transfer To:

Emergency Management Other Expenses	\$1,500.00
Building & Grounds Other Expenses	\$5,000.00
Vehicle Expenses Other Expenses	\$5,500.00
Recycling Other Expenses	\$5,000.00
Legal Expenses	\$3,000.00
Accumulative Leave	\$5,000.00
<b>TOTAL</b>	<b>\$25,000.00</b>

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Governing Body at the meeting of November 3, 2011.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
NOVEMBER 3, 2011**

**WHEREAS**, Tax/Utility Collector Marie Bell has determined that the utility account for Block 64; Lot 10 requires an adjustment due to an incorrect posting of a utility payment to the tenant account, **and**

**WHEREAS**, the following adjustments are required:

The water charge of \$42.99 needs to be reversed from Utility Account #730-0 (tenant's account) to Utility Account #730-1 (owner's account)

The sewer charge of \$104.33 needs to be reversed from Utility Account #730-0 (tenant's account) to Utility Account #730-1 (owner's account),

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes the payment amount of \$147.32 be reversed from Utility Account #730-0 to Utility Account #730-1.

**I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of November 3, 2011.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**