

BOROUGH OF LAKEHURST

**WORK SESSION/REGULAR MEETING
FEBRUARY 18, 2016
TENTATIVE AGENDA**

1. Approval of Minutes of February 4, 2016 Regular Meeting
2. Resolution regarding payment of bills
3. Resolution regarding increase to the temporary budget (Current Fund)
4. Resolution regarding interim appointment for Court Administrator
5. Resolution regarding shared services agreement for Chief Financial Officer and Tax Collector service with Bay Head
6. Request to serve alcoholic beverages at Community Center for Lakehurst Fire Department dance on March 12, 2016
7. Acceptance of resignation of temporary police officer Bernie Lettman
8. Introduction and first reading of Ordinance #16-02 entitled "AN ORDINANCE OF THE BOROUGH OF LAKEHURST AMENDING CHAPTER VII OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, ENTITLED TRAFFIC"
9. Executive/Closed Session to discuss personnel matters/contract negotiations

Bernadette Dugan, RMC/CPM
Municipal Clerk

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

ORDINANCE

“AN ORDINANCE OF THE BOROUGH OF LAKEHURST AMENDING CHAPTER VII OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, ENTITLED TRAFFIC”

16-02

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

SECTION I

Section 7-14 PARKING PROHIBITED AT ALL TIMES ON CERTAIN STREETS.

<i>Name of Street</i>	<i>Side</i>	<i>Location</i>
<i>Add/Amend:</i>		
Fays Lane	North	From the intersection of Fays Lane and Center Street, extending 550 feet in the easterly direction to the end of the improved street
Fays Lane	South	From the intersection of Fays Lane and Center Street, extending 550 feet in the easterly direction to the end of the improved street

SECTION II

Upon final passage and adoption of this Ordinance, the Department of Public Works is authorized and directed to provide appropriate signage and required pavement markings.

SECTION III

In the event any section, part or provision of this Ordinance shall be held unconstitutional or invalid by any Court, such holding shall not affect the validity of this Ordinance or any remaining part of this Ordinance other than the part held unconstitutional or invalid.

SECTION III

All ordinances or parts thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of their inconsistencies.

SECTION IV

This Ordinance shall take effect twenty (20) days after adoption and publication in the manner required by law.

Borough of Lakehurst
Harry Robbins, Mayor

NOTICE

TAKE NOTICE that the ordinance entitled as of above was introduced and passed on first reading at a regular meeting of the Mayor and Council of the Borough of Lakehurst held on the 18th day of February, 2016 and will be further considered upon second reading for final passage at a regular meeting of the said Mayor and Council of the Borough of Lakehurst to be held on the 3rd day of March, 2016 at the Community Center, Center Street, Lakehurst, New Jersey 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 opportunity to be heard.

Bernadette Dugan, RMC/CPM
Municipal Clerk

**RESOLUTION
FEBRUARY 18, 2016**

WHEREAS, the Shared Services Act, N.J.S.A. 40: 65A et seq. authorizes the Borough of Lakehurst to enter into contracts for the provision of certain governmental services with other municipalities; **and**

WHEREAS, N.J.S.A. 40:65A requires such contracts to be authorized by resolution; **and**

WHEREAS, it is the desire of the governing body to authorize a shared services agreement with the Borough of Bay Head to provide Chief Financial Officer and Tax Collector services in the amount of \$92,000 per annum; **and**

WHEREAS, this agreement supersedes the professional services contract for fee accountant services approved on January 1, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, as follows:

1. That the Mayor and Municipal Clerk are hereby authorized to execute a shared services agreement with the abovementioned agency in accordance with the provisions of law. A copy of said agreement is attached hereto and made a part hereof as Schedule A.
2. That a copy of the agreement referenced herein shall be kept on file and made available for public inspection at the Municipal Clerk's office during normal business hours.

BE IT FURTHER RESOLVED that the agreement shall be retroactive to January 1, 2016.

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 February 18, 2016.

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

**RESOLUTION
FEBRUARY 18, 2016**

WHEREAS, the governing body of the Borough of Lakehurst, in the County of Ocean and State of New Jersey has carefully examined all vouchers presented to the Borough Clerk for payment of claims; finding all to be accurate and legitimate;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the bills list as presented in the amount of \$130,203.52 is hereby approved.

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 February 18, 2016.

**Bernadette Dugan, RMC
Municipal Clerk**

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
15-00059	02/05/15	A0019 A.C. SCHULTES, INC.									
		1 AERATOR INSPECTION	2,175.00	5-09-00-101-221	B	SPECIAL CONSULTANT	R	02/05/15	02/11/16		34739
15-00867	11/05/15	A0019 A.C. SCHULTES, INC.									
		1 WELL 15 ANNUAL INSPECTION	400.00	5-09-00-101-222	B	CONTRACTUAL SERVICES	R	11/05/15	02/11/16		35781
15-00945	12/09/15	W0008 WORKNET, OCEAN BAY OCC MEDICIN									
		1 XING GUARD MEDICAL EXAMS	480.00	5-01-25-127-229	B	PHYSICALS	R	12/09/15	02/11/16		02445352
15-01023	12/30/15	R0157 RED THE UNIFORM TAILOR, INC.									
		1 DRESS BLOUSE	798.00	5-01-25-127-272	B	UNIFORM REPAIRS - REPLACE	R	12/30/15	02/11/16		
		2 DRESS PANTS	230.00	5-01-25-127-272	B	UNIFORM REPAIRS - REPLACE	R	12/30/15	02/11/16		
			1,028.00								
15-01028	12/31/15	O0074 OC POLICE TRAFFIC SAFETY									
		2 ANNUAL DUES OCPTSOA	40.00	5-01-25-127-281	B	PROFESSIONAL MEMBERSHIP & DUES	R	12/31/15	02/11/16		
16-00007	02/01/16	N0025 NATIONAL ENTERTAINMENT TECH.									
		1 1000 CANDY FILLED EGGS	120.00	6-01-30-143-236	B	PUBLIC RELATIONS	R	02/01/16	02/11/16		160208033
16-00049	02/03/16	T0061 TOMS RIVER HEATING & AIR COND									
		1 BORO HALL AC ISOLATION LEAK	350.00	5-01-26-113-244	B	EQUIPMENT - MAINTENANCE/REPAIR	R	02/03/16	02/11/16		108101
16-00051	02/03/16	P0032 THE PARTS SHACK, LLC									
		1 074623: OIL FILTERS	7.67	6-01-26-147-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	02/03/16	02/11/16		074623
		2 074627: AW68 HYDFL 5G	48.29	6-01-26-147-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	02/03/16	02/11/16		074627
		3 PD HUMMER LIGHTHEAD WAGNER4863	23.26	6-01-26-147-252	B	POLICE VEHICLE MAINT/REPAIR	R	02/03/16	02/11/16		
		4 072571: RTU EXT LIFE GAL	34.76	5-01-26-147-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	02/03/16	02/11/16		072571
		5 VALVOLINE CRIMSON HD GREASE	68.70	6-01-26-147-254	B	SANITATION VEHICLE MAINT/REP	R	02/03/16	02/11/16		
			182.68								
16-00053	02/03/16	N0113 NJ WATER ASSOCIATION									
		1 2016 ANNUAL MEMBERSHIP	340.00	6-09-00-101-281	B	PROFESSIONAL MEMBERSHIP & DUES	R	02/03/16	02/11/16		3970

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice
16-00054	02/03/16	H0626 HENDERSON LABS, J.R. INC.						
		1 LAB TESTS JANUARY 2016	100.00	6-09-00-101-222	B CONTRACTUAL SERVICES	R	02/03/16 02/11/16	49349
16-00056	02/03/16	M9110 MANCINI DISPOSAL & RECYCLING I						
		1 CONCRETE DUMPSTER - 22.85 TONS	375.00	5-01-26-151-299	B MISCELLANEOUS	R	02/03/16 02/11/16	1793
16-00059	02/03/16	H0520 HD SUPPLY WATERWORKS LTD						
		1 SENSUS SOFTWARE SUPPORT RENEW	2,025.00	5-09-00-101-222	B CONTRACTUAL SERVICES	R	02/03/16 02/11/16	E461969
16-00060	02/03/16	C0080 CEUNION						
		1 SEMINAR FOR B LEVANCE	89.00	6-09-00-101-284	B TRAINING & EDUCATION	R	02/03/16 02/11/16	1265
16-00063	02/03/16	G0036 GRAY SUPPLY CORP						
		1 REFUND OF POLICE WORK ESCROW	1,300.00	6-03-00-300-186	B PD ESCROW: GRAY SUPPLY CORP	R	02/03/16 02/11/16	
16-00065	02/03/16	G0076 GOODYEAR TIRE CRAFT						
		1 PW DODGE RAM	1,071.18	6-01-26-147-256	B PUBLIC WKS VEHICLE MAINT/REP	R	02/03/16 02/11/16	
		2 PW F550 DUMP	333.80	6-01-26-147-257	B PUBLIC WORKS VEHICLE - TIRES	R	02/03/16 02/11/16	
			<u>1,404.98</u>					
16-00068	02/04/16	E0025 ERIN LANGE						
		1 CALL OUT COVERAGE	30.00	6-01-43-201-299	B MISCELLANEOUS	R	02/04/16 02/11/16	
16-00077	02/09/16	N0018 NJSHBP						
		1 TRANSFER FOR HEALTH BENEFITS	75,202.54	6-01-23-121-225	B INSURANCE - HEALTH	R	02/09/16 02/10/16	
		2 TRANSFER FOR HEALTH BENEFITS	20,671.94	6-01-23-121-225	B INSURANCE - HEALTH	R	02/09/16 02/10/16	
			<u>95,874.48</u>					
16-00078	02/09/16	M0316 MUNICIPAL CLERKS ASSOC OF OC						
		1 2016 ANNUAL MEMBERSHIP DUES	90.00	6-01-20-104-281	B PROFESSIONAL MEMBERSHIP & DUES	R	02/09/16 02/11/16	
		2 2016 ANNUAL MEMBERSHIP DUES	95.00	6-01-20-104-281	B PROFESSIONAL MEMBERSHIP & DUES	R	02/09/16 02/11/16	
			<u>185.00</u>					
16-00079	02/10/16	U0071 U.S. POSTAL SERVICE						
		1 FINANCE POSTAGE	400.00	6-01-20-103-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		2 TAX COLLECTOR POSTAGE	500.00	6-01-20-107-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		3 COURT POSTAGE	300.00	6-01-43-201-218	B POSTAGE	R	02/10/16 02/11/16	
		4 POLICE POSTAGE	100.00	6-01-25-127-218	B POSTAGE	R	02/10/16 02/11/16	
		5 TAX ASSESSOR POSTAGE	50.00	6-01-20-105-299	B MISCELLANEOUS	R	02/10/16 02/11/16	

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice
16-00079	02/10/16	U0071 U.S. POSTAL SERVICE		Continued				
		6 PW POSTAGE	200.00	6-01-26-153-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		7 MAY&COUNC POSTAGE	100.00	6-01-20-102-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		8 CLERK POSTAGE	350.00	6-01-20-104-218	B POSTAGE	R	02/10/16 02/11/16	
			<u>2,000.00</u>					
16-00080	02/10/16	L0040 LOWE'S						
		1 B&G - LAKE HORICON	32.84	6-01-26-113-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		2 B&G - LOCKS FOR THE FALLS	18.98	6-01-26-113-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		3 B&G - BOROUGH HALL BOOKCASE	90.66	6-01-26-113-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		4 B&G - BOROUGH HALL BOOKCASE	263.80	6-01-26-113-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		5 B&G - PD LIGHT BULBS	62.64	6-01-26-113-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		6 FINANCECHG	11.49	6-01-26-113-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
			<u>480.41</u>					
16-00081	02/10/16	H0196 HALL'S GULF SERVICE, INC.						
		1 BORO GASOLINE PURCHAS 01/16	651.43	6-01-31-160-265	B GASOLINE	R	02/10/16 02/11/16	
		2 FD GASOLINE PURCHASES 01/16	168.57	6-01-31-160-265	B GASOLINE	R	02/10/16 02/11/16	
			<u>820.00</u>					
16-00082	02/10/16	A0971 AVAYA COMMUNICATION						
		1 MERLIN SYSTEM AGREEMENT 01/16	77.14	6-01-31-168-299	B TELECOMMUNICATIONS	R	02/10/16 02/11/16	
		2 LINE REPAIR 1/28/16	250.00	6-01-31-168-299	B TELECOMMUNICATIONS	R	02/10/16 02/11/16	
			<u>327.14</u>					
16-00083	02/10/16	U0005 UNIFIRST CORPORATION						
		1 PW UNIFORM CLEANING 01/16	569.76	6-09-00-101-271	B UNIFORMS	R	02/10/16 02/11/16	
16-00084	02/10/16	N0029 FOX LEDGE SPRING WATER						
		1 BORO HALL WATER AND COOLER	24.00	6-01-26-113-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		2 POLICE DEPT WATER AND COOLER	42.00	6-01-25-127-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		3 PW GARAGE WATER AND COOLER	54.00	6-01-26-151-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
		4 BORO HALL DOWNSTAIRS WATER	18.00	6-01-20-107-299	B MISCELLANEOUS	R	02/10/16 02/11/16	
			<u>138.00</u>					
16-00085	02/10/16	00139 OCEAN COUNTY LANDFILL						
		1 LANDFILL DUMP FEE ESCROW	10,000.00	6-01-32-152-257	B LANDFILL FEES	R	02/10/16 02/11/16	

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
16-00086	02/10/16	M0261 MACLEAN, NORBERT B, JR.									
		1 MEDICARE REIMBURSMNT 12/15	159.20	6-01-23-121-225	B INSURANCE - HEALTH		R	02/10/16	02/11/16		
		2 MEDICARE REIMBURSMNT 01-02/16	366.40	6-01-23-121-225	B INSURANCE - HEALTH		R	02/10/16	02/11/16		
			<u>525.60</u>								
16-00087	02/10/16	N0136 NJ NATURAL GAS COMPANY									
		1 ESC GAS BILL	1,316.20	6-01-31-165-269	B NATURAL GAS		R	02/10/16	02/11/16		
		2 PW GARAGE GAS BILL	881.75	6-01-31-165-269	B NATURAL GAS		R	02/10/16	02/11/16		
		3 COMMUNITY CENTER GAS BILL	563.39	6-01-31-165-269	B NATURAL GAS		R	02/10/16	02/11/16		
		4 PD HQ GAS BILL	388.66	6-01-31-165-269	B NATURAL GAS		R	02/10/16	02/11/16		
		5 BOROUGH HALL GAS BILL	250.65	6-01-31-165-269	B NATURAL GAS		R	02/10/16	02/11/16		
			<u>3,400.65</u>								
16-00088	02/10/16	C0046 COLONIAL BOUQUET									
		1 LUCAS FUNERAL - PD	125.00	6-01-25-127-299	B MISCELLANEOUS		R	02/10/16	02/11/16		
16-00089	02/10/16	V0011 VERIZON WIRELESS									
		1 BORO CELL PHONE BILL	469.69	6-01-31-164-275	B TELEPHONE		R	02/10/16	02/11/16		
		2 POLICE MDT CELL PH BILL	71.18	6-01-31-168-299	B TELECOMMUNICATIONS		R	02/10/16	02/11/16		
		3 FIRE DEPT CELL PH BILL	55.10	6-01-31-164-275	B TELEPHONE		R	02/10/16	02/11/16		
			<u>595.97</u>								
16-00091	02/11/16	J0900 JCP&L CUSTOMER ACCOUNTING									
		1 ELECTRIC BILL PD HQ	783.47	6-01-31-162-276	B ELECTRICITY		R	02/11/16	02/11/16		
		2 ELECTRIC BILL ESC	856.07	6-01-31-162-276	B ELECTRICITY		R	02/11/16	02/11/16		
			<u>1,639.54</u>								
16-00092	02/11/16	O0140 OCEAN COUNTY BOARD OF HEALTH									
		1 ANIMAL SHELTER BILLING 12/15	32.00	5-01-27-139-299	B MISCELLANEOUS		R	02/11/16	02/11/16		
16-00093	02/11/16	P0152 PETTY CASH FUND									
		1 PD - MOTOR VEHICLE TITLES	120.00	6-01-25-127-299	B MISCELLANEOUS		R	02/11/16	02/11/16		
		2 PW - CEU CLASS	31.00	6-01-26-135-299	B MISCELLANEOUS		R	02/11/16	02/11/16		
			<u>151.00</u>								
16-00094	02/11/16	O0012 ONE CALL CONCEPTS									
		1 ONE CALL MESSAGES 01/16	3.72	6-09-00-101-275	B TELEPHONE		R	02/11/16	02/11/16		6015362

February 11, 2016
02:20 PM

Borough of Lakehurst
Bill List By P.O. Number

Page No: 5

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
16-00095	02/11/16	W0021 WESTERN PEST SERVICES									
1	PEST CONTROL SERVICE 02/16		100.00	6-01-26-113-222	B	CONTRACTUAL SERVICES	R	02/11/16	02/11/16		40596168
16-00096	02/11/16	A0075 ASBURY PARK PRESS (AD)									
1	CLERK ADVERTISING 02/01/16		58.25	6-01-20-104-215	B	ADVERTISING	R	02/11/16	02/11/16		1020957
16-00097	02/11/16	B0019 BOLLINGER, INC. - DENTAL									
1	DENTAL INSURANCE BILL 03/16		2,737.34	6-01-23-121-225	B	INSURANCE - HEALTH	R	02/11/16	02/11/16		038638
Total Purchase Orders:		36	Total P.O. Line Items:		70	Total List Amount:	130,203.52	Total Void Amount:		0.00	

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	5-01	2,339.76	0.00	2,339.76	0.00	0.00	2,339.76
WATER & SEWER OPERATING	5-09	<u>4,600.00</u>	<u>0.00</u>	<u>4,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,600.00</u>
Year Total:		6,939.76	0.00	6,939.76	0.00	0.00	6,939.76
CURRENT FUND APPROPRIATIONS	6-01	120,861.28	0.00	120,861.28	0.00	0.00	120,861.28
TRUST ACCOUNT	6-03	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
WATER & SEWER OPERATING	6-09	<u>1,102.48</u>	<u>0.00</u>	<u>1,102.48</u>	<u>0.00</u>	<u>0.00</u>	<u>1,102.48</u>
Year Total:		123,263.76	0.00	123,263.76	0.00	0.00	123,263.76
Total of All Funds:		<u>130,203.52</u>	<u>0.00</u>	<u>130,203.52</u>	<u>0.00</u>	<u>0.00</u>	<u>130,203.52</u>

**RESOLUTION
FEBRUARY 18, 2016**

WHEREAS, a condition has arisen with respect to the need to increase the Current Temporary Operation Budget prior to the adoption of the 2016 Budget for the aforesaid purpose, and N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation for the purpose above mentioned; **and**

WHEREAS, the total emergency resolutions adopted in 2016 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96 P.L. 1951, as amended) including this resolution, total \$41,423.65

NOW, THEREFORE, BE IT RESOLVED (not less than two-thirds of all the members thereof affirmatively concurring) that in accordance with N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation be and the same is hereby made for:

NJ OEM - 966 Grant 2016	\$8,423.65
CDBG - Orchard Street 2015	\$33,000.00
Total	\$41,423.65

2. That said emergency temporary appropriation will be provided for in the 2016 Budget under the various titles as listed above;
3. That one certified copy of this resolution will be filed with the Director of Local Government Services.

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 at the meeting of the Mayor and Council held on February 18, 2016.

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

**RESOLUTION
FEBRUARY 18, 2016**

WHEREAS, the need exists to appoint Court Administrator Patricia Megill to a one year interim appointment, **and**

WHEREAS, Ms. Megill is in the process of obtaining her certification as Municipal Court Administrator; **and**

WHEREAS, Municipal Court Judge Damian Murray fully supports Ms. Megill's reappointment as Municipal Court Administrator.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that Court Administrator Patricia Megill is appointed for a one year interim appointment.

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 February 18, 2016.

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