

**BOROUGH OF LAKEHURST
WORK SESSION/REGULAR MEETING
OCTOBER 7, 2021**

MEETING OPENED AT 7:30 P.M. BY MAYOR HARRY ROBBINS.

ALL STOOD FOR THE PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE.

PUBLIC MEETINGS STATEMENT READ INTO RECORD BY MUNICIPAL CLERK CAPASSO:

“IN COMPLIANCE WITH N.J.S.A. 10:4, OPEN PUBLIC MEETINGS ACT, NOTICE WAS GIVEN TO TWO NEWSPAPERS, AND POSTED, THAT A WORK SESSION AND REGULAR MEETING OF THE MAYOR AND COUNCIL IS SCHEDULED FOR THE SEVENTH DAY OF OCTOBER 2021, WITH THE WORK SESSION TO BEGIN AT THE HOUR OF 7:30 P.M. AND THE REGULAR MEETING TO BEGIN IMMEDIATELY FOLLOWING AT THE LAKEHURST COMMUNITY CENTER, 207 CENTER STREET, LAKEHURST, NEW JERSEY, AT WHICH TIME, THE BUSINESS OF THE BOROUGH WILL BE CONDUCTED.”

ROLL CALL:

COUNCILMAN DAVIS: PRESENT	COUNCILMAN LOWE: PRESENT
COUNCILMAN DiMEO: PRESENT	COUNCILMAN McCARTHY: PRESENT
COUNCILWOMAN HODGES: PRESENT	COUNCILMAN OGLESBY: ABSENT
MAYOR HARRY ROBBINS: PRESENT	

WORK SESSION:

REVIEW OF REGULAR MEETING AGENDA:

Municipal Clerk Capasso reviewed the regular meeting agenda.

PUBLIC COMMENTS ON AGENDA ITEMS:

Time opened: 7: 33 p.m.

NO PUBLIC COMMENTS

Time closed: 7:33 p.m.

Councilwoman Hodges asked about the progress of the surveillance cameras at Lake Horicon and the planting of trees in the downtown business area.

Councilman Lowe responded Dave Winton, Public Works Department Head, has acquired a quote from a second vendor for the installation of three surveillance cameras adding one will be installed at Lake Horicon and two at Borough Hall, one to observe the

drop box outside Borough Hall and the other to observe the counter where money is received for taxes and utilities.

Ms. Hodges asked about the timeframe of the installation.

Mayor Robbins responded Mr. Winton will be placing the order tomorrow and added he is hopeful the cameras are “on hand” unlike the supply shortage of other items.

Mr. Lowe reported Mr. Winton was able to get a quote of \$365 per Kwanza Cherry Tree.

Mayor Robbins added that once Mr. Winton has a “head count” of trees that are needed along Union Avenue, he will present it to Dr. Klohn who has graciously expressed he would like to help with the cost of the tree replacement.

Councilman DiMeo reported the new phone system have been installed at Borough Hall and Public Works last week and added they only being used for internal use until the phone lines are transferred over. Mr. DiMeo also reported the phone system will be installed at the Police Station next Tuesday and further added on October 26th the incoming phone lines will be switched to the new provider.

Mr. DiMeo also reported the Multi-Factor Authenticator required for the Borough’s Office 365 accounts was enabled as of October 1st adding he has not heard if anyone is having problems, but if they should encounter a problem to reach out to Coastal Solutions. Mr. DiMeo reminded everyone that this is an “extra layer of protection” against a cyber-attack.

Mr. DiMeo pointed out that Halloween falls on a Sunday this year and asked the governing body if a time should be set for Trick-or-Treaters.

Mayor Robbins suggested a start time of noon.

All in agreement.

Mayor Robbins tasked the Municipal Clerk with advising Mr. Winton to do a reserve 911 to inform the residents a start time of noon for Trick-or Treaters.

Mr. DiMeo asked about the curfew in the borough.

Mayor Robbins responded 9:00 p.m.

Mr. DiMeo questioned the intersection at Route 70 and Orchard Street as of when it will be completed.

Mayor Robbins answered it will be completed at the end of the month.

Councilman McCarthy reported the “bugs” have been worked out of the EasyClocks at both Borough Hall and Public Works adding the department heads are taking full advantage of the technology that came with it.

ADJOURNMENT OF WORK SESSION:

APPROVAL OF MINUTES:

Motion by: Brian DiMeo Seconded by: Patricia Hodges
To approve minutes of September 16, 2021 Regular Meeting. Roll call vote held. All votes affirmative with the exception of Councilman Lowe who abstained due to his absence at the September 16th regular meeting.

CONSENT AGENDA:

All matters to be considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items. If any discussion is desired by Council, that particular item will be removed from the Consent Agenda and will be considered separately.

A. RESOLUTIONS:

1. Resolution #20-122 re: Payment of Bills
 2. Resolution #20-123 re: Acceptance of 2020 Municipal Audit
 3. Resolution #20-124 re: Professional Services Contract for Engineering Services for Preparation of Bid Specification for Addition of a Cellular Antenna Carrier
 4. Resolution #20-125 re: Appointing Sharon Van Berkel as Part-Time Clerk Typist I
 5. Resolution #20-126 re: Approving Membership in Lakehurst First Aid Squad for Drew D. Robinson

B. RESIGNATIONS:

Acceptance of resignation of Public Works Laborer John Wisniewski

COMMITTEE/COUNCIL REPORTS:

Councilwoman Hodges reported the Ordinance Committee has been working “quite diligently” on the ordinances; however, Chapter II of the General Ordinances states the Borough’s Policy and Procedure Manual needs to be current and Municipal Clerk Capasso pointed out that the manual needs to be updated and approved by November 1st. Mrs. Hodges also report that she and Mrs. Capasso are comparing the MEL JIF template with the borough’s manual and making necessary changes. Mrs. Hodges further reported that there are a few personnel issues that need to be address and added that she and Mrs. Capasso will be meeting with the Personnel Committee next week to discuss the issues. Mrs. Hodges stated once the Policy and Procedure manual is completed, she will forward to the governing body for review so that the manual can be adopted at the next meeting.

Councilman DiMeo reported the Youth and Recreation will be holding Cruise Night tomorrow from 5 p.m. to 7:30 p.m. at Lake Horicon. Mr. DiMeo is hopeful the event will go well adding when Youth and Recreation canceled the last event, people took to their Facebook page asking about when the event will be rescheduled.

Mr. DiMeo also reported the Annual Halloween Parade will be held on October 23rd starting at 11:00 am at Borough Hall and proceed down Union Avenue to Lake Horicon. Mr. DiMeo stated judges will be needed.

Councilman Lowe reported the Public Works Committee met with Dave Winton, Public Works Department Head last week. Mr. Lowe stated Mr. Winton reported a latter has been ordered for the playground equipment at Lake Horicon, the ice machine at the community center is no longer working and the cost to replace it is \$4500, the air conditioner at the Emergency Service Complex is also no longer working, he is in the process of getting quotes for a replacement. Mr. Lowe further stated Mr. Winton also reported materials for the repairs on the restrooms at the lake have been ordered, trees that are causing a safety hazard are being removed, a permit to lower the lake has been submitted and once it is lowered, the new bulkheads will be installed. Mr. Lowe went on to say Mr. Winton also reported more street signs have been ordered, he is obtaining quotes for the key fobs for the First Aid entrance of the ESC, and the backhoe that was leaking some oil a few months ago is now leaking “too much” oil and has been taken out of service, he is in the process of getting quotes to replace and to rebuild to see what will be the most cost efficient.

Mr. DiMeo reported that he had a discussion with Mr. Winton in regard to switching phone lines that monitor the alarms at the pump station and water plant adding the cost was too high. Mr. DiMeo stated he had reached out to Verizon who is staying with copper phone lines adding they are willing to switch those phone lines over.

Councilman McCarthy reported the training on the body worn cameras has been completed and added they have been commissioned.

COMMENTS FROM PUBLIC:

Time opened: 7:46 p.m.

NO PUBLIC COMMENT

Time closed: 7:46 p.m.

CLOSED SESSION:

Municipal Clerk Capasso reads resolution to go into closed session:

RESOLUTION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P. L. 1975, permits the exclusion of the public from a meeting in certain circumstances, **and**

WHEREAS, this public body is of the opinion that such circumstances presently exist.

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

The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.

The general nature of the subject matters to be discussed is as follows:

PERSONNEL MATTERS

It is anticipated at this time that the above stated subject matter will be made public.

This resolution shall take effect immediately.

Motion by: Brian DiMeo Seconded by: Gary Lowe
To approve resolution to go into closed session. Roll call vote held. All votes affirmative.

Time into closed session: 7:49 p.m.

Time out of closed session: 8:06 p.m.

Motion by: James Davis Seconded by: Brian DiMeo
To end closed session. Roll call vote held. All votes affirmative.

ADJOURNMENT:

Motion by: Patricia Hodges

To adjourn meeting. Roll call vote held. All votes affirmative. Time: 8:07 p.m.

Maryanne Capasso, RMC
Municipal Clerk