#### **BOROUGH OF LAKEHURST**

## WORK SESSION/REGULAR MEETING DECEMBER 19, 2024 TENTATIVE AGENDA

- 1. Approval of Minutes of December 5, 2024 Regular Meeting
- 2. Approval of Executive Session minutes from March 16, 2023 to October 17, 2024
- 3. Resolution regarding payment of bills
- 4. Resolution regarding Current Fund Transfer
- 5. Resolution accepting Maintenance Bond and Release of Performance Bond for the 2024 NJDOT Rose Street Project
- 6. Resolution releasing Performance Guarantee and no requirement for Maintenance Bond for the Wawa project
- 7. Resolution approving Raffle Licenses for Lakehurst Historical Society
- 8. Executive/Closed Session to discuss personnel matters/contract negotiations

Maryanne Capasso, RMC Municipal Clerk

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

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 \$331,930.63 is hereby approved.

I, Maryanne Capasso, 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 December 19, 2024.

Maryanne Capasso Municipal Clerk, RMC

Range	es		Item Status		Purchase Types Misc				
Range: First to Last Rcvd Batch Id Range: First to Last			Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y		Bid: Y State: Y Other: Y Exempt: Y	Include Non-B	P.O. Type: All Format: Detail without Line Item Notes nclude Non-Budgeted: Y Vendors: All		
0#	"PO Date Vendor	y * * *	Cor	ntract PO	Туре		*	4 &	
Item	. Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date Date	Chk/Void Date Invoice	
4-006	52 08/02/24 A0165 AC	CUSCAN							
1	SCAN CONSTRUCTION PERMITS	\$2,233.91	4-01-20-120-222	В	Clerk - Contractual Services	R	08/02/24 12/18/24	4	
1-008	48 10/08/24 A0118 ATI	ANTIC PRINTING & DE	ESIGN						
1	2025 BOROUGH CALENDARS	\$4,350.60	4-01-20-120-299	В	MISCELLANEOUS	R	10/08/24 12/18/24	2245607	
I <b>-</b> 009	42 11/08/24 G0075 GO	OD FRIEND ELECTRIC	;						
1	54W LED BULB MOG	\$90.54	4-01-26-310-244	В	EQUIPMENT - MAINTENANCE/	REPA R	11/08/24 12/18/24	1618443	
2	WEATHERPROOF COVER 3 HOLE	\$3.31	4-01-26-310-244	В	EQUIPMENT - MAINTENANCE/	REPA R	11/08/24 12/18/24		
3	WP 1G BOX 1/2" 5 HUB GRAY	\$7.27	4-01-26-310-244	В	EQUIPMENT - MAINTENANCE/	REPA R	11/08/24 12/18/24		
4	WEATHERPROOF LAMP HOLDER	\$10.80	4-01-26-310-244	В	EQUIPMENT - MAINTENANCE/	REPA R	11/08/24 12/18/24	4	
5	LED BULB PAR38 ADJUSTABLE	\$38.97	4-01-26-310-244	₿	EQUIPMENT - MAINTENANCE/		11/08/24 12/18/24		
6	HEAVY DUTY COMM CEILING FAN		4-01-26-310-244	В	EQUIPMENT - MAINTENANCE/	REPA R	11/08/24 12/18/24	4 1618443	
		\$328.09							
4-009	149 11/19/24 A0093 AC	TION UNIFORM CO.							
1	ELBECO BDU W/FRENCH BLUE ST	RIP \$102.00	4-01-25-240-272	В	UNIFORM REPAIRS - REPLACE	R	11/19/24 12/18/24	4 66092	
4-009	952 11/19/24 P0037 PO	RTER LEE CORPORAT	TION						
1	ANNUAL SOFTWARE SUPPORT	\$710.00	4-01-25-240-222	В	CONTRACTUAL SERVICES	R	11/19/24 12/18/24	4 30987	
4-009	960 11/25/24 W0016 WA	LTER EARLE CORP.							
1	1.49 TONS TOP ASPHALT	\$108.03	4-01-26-290-299	В	MISCELLANEOUS	R	11/25/24 12/18/24	4 93132	

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ltem	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date Date	Chk/Void Date Invoice
24-009	62 11/27/24 M0971	MR. KEYS/BRICK LOCKS	MITH					
1	PW GARAGE INVOICE# 52108	\$190.00	4-01-26-310-299	В	B&G - MISCELLANEOUS	R	11/27/24 12/18/24	52108
24-009	64 11/27/24 D0024	D. GORDON CONTROLS						
1	PW INVOICE# 65123	\$854.83	4-01-26-310-244	В	EQUIPMENT - MAINTENANCE/REPA	R	11/27/24 12/18/24	65123
24-009	68 11/27/24 M0031	R. R. DONNELLY						
1	CERTIFIED COPY OF VITAL RE	CORD \$46.25	4-01-20-120-216	В	Clerk - Printing	R	11/27/24 12/18/24	538002035
24-009	69 12/03/24 R0013	RALPH, V.E. & SON, INC.						
1	BALANCE DUE INV# 475600	\$59.75	4-01-25-240-246	В	EQUIPMENT - SAFETY	R	12/03/24 12/18/24	475600
24-009	73 12/03/24 P0038	PRO-SHRED SOUTHERN	NJ					
1	PD SHRED INVOICE# 1599110	\$45.00	4-01-25-240-297	В	Police - Miscellaneous	R	12/03/24 12/18/24	1599110
24-009	74 12/03/24 C0106	COLLIERS ENGINEERING	& DESIGN					
1	AFFORDABLE HOUSING SERV	ICES \$112.50	T-03-00-100-035	В	Affordable Housing Trust	R	12/03/24 12/18/24	0001002990
24-009	75 12/03/24 C0074	CUSTOM BANDAG, INC						
1	INVOICE # 110050720	\$356.84	T-03-00-100-010	В	Storm Trust Reserve	R	12/03/24 12/18/24	110050720
24-009	76 12/03/24 C0074	CUSTOM BANDAG, INC						
1	TRASH TIRES INV# 110050773	\$805.24	4-01-26-305-253	В	MOTOR VEHICLES - TIRES	R	12/03/24 12/18/24	110050773
24-010	37 12/18/24 L0098	LAKEHURST BOARD OF E	EDUCATION					
1	JANUARY 2025	\$113,312.00	4-01-55-900-002	В	SCHOOL TAXES PAYABLE	R	12/18/24 12/18/24	
24-010	38 12/18/24 H0030	HOLIDAY CAR WASH						
1	POLICE CAR WASHES	\$92.00	4-01-25-240-297	В	Police - Miscellaneous	R	12/18/24 12/18/24	1736
24-010	39 12/18/24 P0060	PROVCO PINEGOOD LAK	EHURST, LLC					
1	REFUND SEWER IMPROV.INSF	PECTION \$1,000.00	T-03-00-400-416	В	Provco Pinegood (Insp Escrow) 1514-	R	12/18/24 12/18/24	
2	REFUND WATER IMPROV.INSP	PECTION \$1,000.00	T-03-00-400-416	В	Provco Pinegood (Insp Escrow) 1514-	R	12/18/24 12/18/24	

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: Item	Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	First En Date	c Rcvd Date	Chk/Void Date Invoice
24-010	12/18/24 P0060	PROVCO PIN	EGOOD LAK	EHURST, LLC		Account Continued				
			\$2,000.00							
24-010	140 12/18/24 L0055	LEAF								
1	DECEMBER 2024		\$141.31	4-01-20-120-222	В	Clerk - Contractual Services	R	12/18/24	12/18/24	17555547
24-010	12/18/24 R0046	RUMPF LAW								
1	PUBLIC DEFENDER		\$375.00	4-01-43-495-231	В	PUBLIC DEFENDER	R	12/18/24	12/18/24	
24-010	42 12/18/24 A0024	ACTION DATA	SERVICES							
1	PAYROLL SERVICEPDEND	11/24/24	\$492.02	4-01-20-130-299	В	Finance - Miscellaneous	R	12/18/24	12/18/24	90113
24-010	43 12/18/24 S0896	SHORE BUSI	NESS SOLUT	TIONS						
1	PD COPIER INVOICE# AR1	10685	\$117.04	4-01-25-240-297	В	Police - Miscellaneous	R		12/18/24	AR110685
	BORO COPIER INVOICE#		· •	4-01-20-120-299	В	MISCELLANEOUS	R		12/18/24	AR109556
3	BORO COPIER INVOICE#			4-01-20-120-299	В	MISCELLANEOUS	R R		12/18/24 12/18/24	AR111329 AR110229
4	BORO COPIER INVOICE#	AR110229	\$170.89	4-01-20-120-299	В	MISCELLANEOUS	ĸ	12/10/24	12/10/24	AK110229
24-010	44 12/18/24 R0042	ROK INDUST	RIES, INC							
1	TAX LIEN ADVERTISED		\$60.00	4-01-20-145-215	В	Tax Collector - Advertising	R	12/18/24	12/18/24	LAKEHURST24
24-010	45 12/18/24 N0029	TWIN ROCKS	WATER							
1	BORO HALL WATER AND C	COOLER	\$48.00	4-01-20-120-299	В	MISCELLANEOUS	R	12/18/24	12/18/24	
2	POLICE DEPT WATER AND	COOLER	\$146.91	4-01-25-240-297	В	Police - Miscellaneous	R	12/18/24	12/18/24	
3	PW WATER AND COOLER		\$24.00 <b>\$218.91</b>	4-09-00-101-299	В	MISCELLANEOUS	R	12/18/24	12/18/24	
			φ <u>ε</u> 10. <del>3</del> 1							
24-010	46 12/18/24 N0029	TWIN ROCKS	WATER							
1	BORO HALL WATER AND C	COOLER	\$24.00	4-01-20-120-299	В	MISCELLANEOUS	R		12/18/24	
	POLICE DEPT WATER AND	COOLER	•	4-01-25-240-297	В	Police - Miscellaneous	R		12/18/24	
3	PW WATER AND COOLER		\$12.00	4-09-00-101-299	В	MISCELLANEOUS	R	12/18/24	12/18/24	
		<del></del>	\$81.98							

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Contract PO Type

Item Description	Amount Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Chk/Void Date Date Date Invoice
		_ rype	Description	Otav Offic	Bato Bato Bato involve
		_		_	10110101 10110101
1 PHONE BILL	\$120.68 4-09-00-101-275	В	TELEPHONE	R	12/18/24 12/18/24
2 PHONE BILL	\$120.68 4-09-00-101-275	В	TELEPHONE	R	12/18/24 12/18/24
	\$241.36				
24-01048 12/18/24 C0060 COMCAS	T CABLE				
1 WATER PLANT CABLE MODEM	\$96.42 4-09-00-101-275	В	TELEPHONE	R	12/18/24 12/18/24
24-01049 12/18/24 J0900 JCP&L					
1 ELECTRIC BILL UF	\$2,958.55 4-09-00-101-276	В	ELECTRIC	R	12/18/24 12/18/24
24-01050 12/18/24 J0900 JCP&L					
1 RT 70 & ORCHARD LIGHT	\$69.35 4-01-31-436-276	В	STREET LIGHTING	R	12/18/24 12/18/24
24-01051 12/18/24 V0011 VERIZON	MIDELESS				
	WIRELESS			_	
1 BORO CELL PHONE BILL 11/24	\$489.43 4-01-31-440-275	В	TELEPHONE	R	12/18/24 12/18/24
24-01052 12/18/24 N0136 NJ NATUR	RAL GAS COMPANY				
1 ESC GAS BILL	\$921.08 4-01-31-437-269	В	NATURAL GAS	R	12/18/24 12/18/24
2 PW GARAGE GAS BILL	\$951.94 4-01-31-437-269	В	NATURAL GAS	R	12/18/24 12/18/24
3 COMMUNITY CENTER GAS BILL	\$543.84 4-01-31-437-269	В	NATURAL GAS	R	12/18/24 12/18/24
4 PD HQ GAS BILL	\$387.92 4-01-31-437-269	В	NATURAL GAS	R	12/18/24 12/18/24
5 BOROUGH HALL GAS BILL	\$278.11 4-01-31-437-269	В	NATURAL GAS	R	12/18/24 12/18/24
-	\$3,082.89				
24-01053 12/18/24 L0040 LOWE'S					
1 B & G SHARE	\$353.76 4-01-26-310-262	В	MINOR TOOLS & EQUIPMENT	R	12/18/24 12/18/24
2 BULKHEAD SHARE	\$26.45 C-04-00-563-001	В	Ordinance 2021-07 Various Improvem	· R	12/18/24 12/18/24
-	\$380.21				
24-01054 12/18/24 A0123 AMAZON (	CAPITAL SERVICES				
3 PELINO UNIFORM ALLOWANCE	\$73.97 4-01-25-240-279	В	UNIFORM ALLOWANCE - PELINO	R	12/18/24 12/18/24
4 HERNANDEZ UNIFORM ALLOWANCE	\$148.43 4-01-25-240-275	В	UNIFORM ALLOWANCE - PELINO UNIFORM ALLOWANCE - HERNAND		12/18/24 12/18/24
5 PD UNIFORMS	\$238.38 4-01-25-240-272	В	UNIFORM REPAIRS - REPLACE	R	12/18/24 12/18/24
5 I B OIGH OIGHO	Ψ200.00 <del>4-</del> 01-25-240-212	D	CITI CITI ILLI AIRO - ILLI LACE	• • • • • • • • • • • • • • • • • • • •	, may 1 (4) 20 1 (1 (4) 1 (4)

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Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date Date	Chk/Void Date Invoice
54 12/18/24 A0123	AMAZON CAPITAL SERVI	CES		Account Continued			
PD OFFICE SUPPLIES	\$92.99	4-01-25-240-211	В	OFFICE SUPPLIES	R	12/18/24 12/18/24	
	\$553.77						
55 12/18/24 M0113	MANCHESTER TOWNSHI	>					
ILSA GASOLINE 11/24	\$2,132.12	4-01-42-150-202	В	Shared Service - Manchester Twp. Fue	R	12/18/24 12/18/24	
ILSA GASOLINE 10/24 ADMIN	FEE \$85.28	4-01-42-150-202	В	Shared Service - Manchester Twp. Fu	R	12/18/24 12/18/24	
	\$2,217.40						
56 12/18/24 S0101	SHARON VANBERKEL						
MEDICARE REIMBURS.10/24	-12/24 \$1,048.20	4-01-23-220-228	В	Insurance - Medicare Reimbursement	R	12/18/24 12/18/24	
57 12/18/24 A0100	AARON J SNYDER						
MEDICARE REIMBURS.6/24 -	10/24 \$349.40	4-01-23-220-228	В	Insurance - Medicare Reimbursement	R	12/18/24 12/18/24	
58 12/18/24 L0056	LANCHA CONSTRUCTION	CORP.					
2024 NJ DOT ROSE & PINE	\$193,196.50	G-02-00-200-630	В	NJ DOT 2024 - Rose and Pine	R	12/18/24 12/18/24	
urchase Orders: 36 Total	P.O. Line Items: 59 Tot	al List Amount: \$33	1.930.63	Fotal Void Amount: \$0.00			
	Description  54 12/18/24 A0123  PD OFFICE SUPPLIES  55 12/18/24 M0113  ILSA GASOLINE 11/24  ILSA GASOLINE 10/24 ADMIN  56 12/18/24 S0101  MEDICARE REIMBURS.10/24  57 12/18/24 A0100  MEDICARE REIMBURS.6/24 -  58 12/18/24 L0056  2024 NJ DOT ROSE & PINE	Description         Amount           54         12/18/24 A0123         AMAZON CAPITAL SERVICE           PD OFFICE SUPPLIES         \$92.99           \$553.77         \$55         12/18/24 M0113         MANCHESTER TOWNSHIE           ILSA GASOLINE 11/24         \$2,132.12           ILSA GASOLINE 10/24 ADMIN FEE         \$85.28           \$2,217.40           56         12/18/24 S0101         SHARON VANBERKEL           MEDICARE REIMBURS.10/24 - 12/24         \$1,048.20           57         12/18/24 A0100         AARON J SNYDER           MEDICARE REIMBURS.6/24 - 10/24         \$349.40           58         12/18/24 L0056         LANCHA CONSTRUCTION           2024 NJ DOT ROSE & PINE         \$193,196.50	### Description #### Amount Charge Account    54	Description         Amount         Charge Account         Acct Type           54         12/18/24 A0123         AMAZON CAPITAL SERVICES           PD OFFICE SUPPLIES         \$92.99         4-01-25-240-211         B           \$553.77         \$553.77         B           55         12/18/24 M0113         MANCHESTER TOWNSHIP         B           ILSA GASOLINE 11/24         \$2,132.12         4-01-42-150-202         B           ILSA GASOLINE 10/24 ADMIN FEE         \$85.28         4-01-42-150-202         B           56         12/18/24 S0101         SHARON VANBERKEL           MEDICARE REIMBURS.10/24 -12/24         \$1,048.20         4-01-23-220-228         B           57         12/18/24 A0100         AARON J SNYDER           MEDICARE REIMBURS.6/24 - 10/24         \$349.40         4-01-23-220-228         B           58         12/18/24 L0056         LANCHA CONSTRUCTION CORP.           2024 NJ DOT ROSE & PINE         \$193,196.50         G-02-00-200-630         B	Description         Amount         Charge Account         Acct Type         Description           54         12/18/24 A0123         AMAZON CAPITAL SERVICES         Account Continued           PD OFFICE SUPPLIES         \$92.99         4-01-25-240-211         B         OFFICE SUPPLIES           55         12/18/24 M0113         MANCHESTER TOWNSHIP         ILSA GASOLINE 11/24         \$2,132.12         4-01-42-150-202         B         Shared Service - Manchester Twp. Furely Section of the sect	Description	Description

Totals by Year-Fund							
Fund Description	Fund	<b>Budget Rcvd</b>	Budget Held	<b>Budget Total</b>	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATI	4-01	\$132,906.01	\$0.00	\$132,906.01	\$0.00	\$0.00	\$132,906.01
WATER & SEWER OPERATING	4-09	\$3,332.33	\$0.00	\$3,332.33	\$0.00	\$0.00	\$3,332.33
	Year Total:	\$136,238.34	\$0.00	\$136,238.34	\$0.00	\$0.00	\$136,238.34
	C-04	\$26.45	\$0.00	\$26.45	\$0.00	\$0.00	\$26.45
	G-02	\$193,196.50	\$0.00	\$193,196.50	\$0.00	\$0.00	\$193,196.50
	T-03	\$2,469.34	\$0.00	\$2,469.34	\$0.00	\$0.00	\$2,469.34
Total Of All Funds:		\$331,930.63	\$0.00	\$331,930.63	\$0.00	\$0.00	\$331,930.63

**WHEREAS,** a survey of the disbursements and anticipated commitments against the 2024 Current Fund Budget Appropriation reveals the need to transfer funds; **and** 

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

PER ATTACHMENT

**NOW, THEREFORE, BE IT RESOLVED** by Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the above stated transfer is hereby approved.

I, Maryanne Capasso, 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 December 19, 2024.

# TRANSFER RESOLUTION #24-XXX OF DECEMBER 19, 2024 ATTACHMENT

# **CURRENT FUND**

UKKENI FUND		
Transfer from:		
Municipal Clerk - Other Expenses	\$	500.00
Police Department - Salaries and Wages		10,000.00
Total Current Fund transfers from:	\$	10,500.00
Transfer to:		
Municipal Clerk - Salaries and Wages	\$	500.00
Vehicle Maintenance - Other Expenses	_	10,000.00
Total Current Fund transfers to:	\$	10,500.00

**WHEREAS,** the Borough engineer has recommended the release of the performance bond submitted by Lancha Construction Corp. for the NJDOT FY2024 project; **and** 

**WHEREAS,** Borough engineer Alan Dittenhofer has recommended that the maintenance bond in the amount of \$193,196.50 be accepted, **and** 

**WHEREAS,** Lancha Construction posted Maintenance Bond No.7901216033 issued by Nationwide Mutual Insurance Co. in the amount of \$193,196.50; **and** 

**WHEREAS,** Municipal Attorney Ian M. Goldman has found the maintenance bond to be acceptable in both form and content.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the performance bond for the NJDOT FY2024 Project be released.

**BE IT FUTHER RESOLVED** that the maintenance bond in the amount of \$193,196.50 be accepted.

I, Maryanne Capasso, 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 December 19, 2024.

**WHEREAS,** Provco Pinegood Lakehurst, LLC has requested a Performance Guarantee release for the Wawa project located at the property designated as Block 31, Lots 1 &2 and Block 30, Lot 1, **and** 

WHEREAS, the Performance Guarantees consist of a Water System Improvements Performance Bond No. 2335695, issued by Swiss RE Corporate Solutions America Insurance Corp. in the amount of \$2,328.00 and a Sewer System Improvements Performance Bond No. 2335694, issued by Swiss RE Corporate Solutions in the amount of \$1,824.00; and

**WHEREAS,** Borough Engineer Alan Dittenhofer has recommended the release of both Performance Guarantees (Bond and cash) for the project; **and** 

**WHEREAS,** Borough Engineer has recommended that no maintenance bond be required.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Performance Guarantees (Bond and cash) for the Wawa project be released.

**BE IT FUTHER RESOLVED** that the posting of Maintenance Bond not required.

I, Maryanne Capasso, 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 December 19, 2025.

**WHEREAS**, the Borough of Lakehurst Historical Society, Inc. has applied for Raffle Licenses to conduct one on-premise draw raffle awarding cash as a prize and one on-premise draw raffle awarding merchandise as a prize scheduled for January 25, 2025 with a snow date of January 26, 2025, **and**,

**WHEREAS**, the Statement of Findings and Determinations shows no reason why these licenses 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 Raffle Licenses for the Borough of Lakehurst Historical Society, Inc. are hereby approved.

I, Maryanne Capasso, 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 December 19, 2024.