

**BOROUGH OF LAKEHURST
WORK SESSION/REGULAR MEETING
OCTOBER 20, 2011
TENTATIVE AGENDA**

1. Approval of Minutes of October 6, 2011 Regular Meeting
2. Resolutions authorizing payment of bills
3. Resolution regarding salaries
4. Resolution regarding adjustment to utility bill for Block 45; Lot 9
5. Resolution regarding adjustment to utility bill for Block 61; Lot 3
6. Resolution regarding special item of revenue for 966 grant
7. Resolution regarding administrator position
8. Resolution regarding memorialization of police contract
9. Introduction and first reading 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"
10. Introduction and first reading 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"
11. Acceptance of resignation of Special Police Officer Gregory Laurretta
12. Executive/Closed Session to discuss personnel matters/contract negotiations

Bernadette Dugan, RMC
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:

<u>POSITION:</u>	NON-CONTRACTUAL	
	<u>MINIMUM:</u> Per annum	<u>MAXIMUM:</u> 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>
	Per annum	Per annum
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
	Per hour	Per hour
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.

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.

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.

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.

Bernadette Dugan, RMC/CPM
Municipal Clerk

**RESOLUTION
OCTOBER 20, 2011**

WHEREAS, the Borough Council is desirous of giving salary increases to certain employees, **and**

WHEREAS, the listed raises conform with Ordinance #2009-18 regarding salaries and have been budgeted in the 2011 budget,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the base salaries for the following employees and titles shall be authorized and effective as soon as allowable under said ordinances:

Timothy J. Borsetti, Mayor	\$ 5,108.00
Council Members	\$ 4,239.00
Eric S. Higgins, Chief of Police	\$93,310.98
Norbert B. MacLean, Jr. Administrator	\$76,470.03
Bernadette Dugan, Municipal Clerk	\$63,089.70
Bernadette Dugan, Land Use Board Sec.	\$ 4,080.09
Bernadette Dugan, Sec. Construction Off	\$ 2,631.68
Christine Thorne, Chief Financial Officer	\$25,182.98
Lisa Fischer, Court Administrator	\$41,120.02
David Winton, PW Dept. Head	\$61,300.76
Alan Murray, Dept. Head/Finance	\$37,956.95
Alan Murray, Treasurer	\$ 6,082.84
Bernadette Dugan, Dep. Emer. Manag. Co.	\$ 2,052.72
Matcene Hopkins, Tax Assessor	\$13,569.64
Kevin Britton, Fire Official	\$ 7,081.84
Bryan LeVance, PW Supervisor	\$48,127.50
Eileen Robbins, Municipal Alliance Co.-Co.	\$ 1,762.81
MaryAnn Capasso, M A Co-Coordinator	\$ 1,762.81
Pamela Heinzman, Dep. Municipal Clerk	\$ 4,583.30
Daniel Hourigan Dept. EMC	\$ 1,555.32
Tammy Duffy, Crossing Guard	\$ 11.79 per hour
Darlene Nordstrom, Alt Crossing Guard	\$ 12.44 per hr +\$100 retainer
John Ryerson, Crossing Guard	\$ 10.90 per hour
Jennifer Laymon	\$ 8.28 per hour
Bobbie Pratt, Police Matron	\$ 11.78 per hour
Jeffery Emmons, SLEO II	\$ 11.63 per hour
Jesse Hoydis, SLEO II	\$ 10.35 per hour
Daniel Hourigan, SLEO I	\$ 8.65 per hour
Jennifer Emer, SLEO I	\$ 7.76 per hour
Timothy McCarthy, SLEO I	\$ 7.76 per hour

BE IT FURTHER RESOLVED that said salaries shall be effective January 1, 2011.

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey that the above resolution was approved by the governing body at the meeting of October 20, 2011.

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

**RESOLUTION
OCTOBER 20, 2011**

WHEREAS, NJSA 40A:9-136 through NJSA 40A:9-138 governs the appointment and terms of office of the position of municipal administrator, **and**

WHEREAS, the Governing Body, is desirous, consistent with the enabling statutes, to modify the current full time position of municipal administrator,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that effective January 1, 2012 the position of administrator shall become part-time, **and**

BE IT FURTHER RESOLVED that hours, compensation and benefits shall be defined prior to that date by action of the Governing Body.

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 October 20, 2011.

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

**RESOLUTION
OCTOBER 20, 2011**

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenues in the budget of any County or Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount.

Section 1.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Lakehurst hereby request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the 2011 Budget in the sum of \$ 3,390.35 which is now available as revenue from the Ocean County Office of Emergency Management

Section 2.

BE IT FURTHER RESOLVED that the sum of \$ 3,390.35 be and the same is hereby appropriated, outside caps, under the caption:

Ocean County Department of Emergency Management-----\$ 3,390.35

BE IT FURTHER RESOLVED that two certified copies of this Resolution be forwarded to the Division of Local Government Services.

CERTIFICATION

I, Bernadette Dugan Clerk of the Borough of Lakehurst, County of Ocean, and State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Governing Body at the regular meeting held on October 20, 2011.

Bernadette Dugan, RMC/CPM
Municipal Clerk

Approved: _____
Director, Division of Local Government Services

**RESOLUTION
OCTOBER 20, 2011**

WHEREAS, the Borough of Lakehurst and LPA/FOP NJ have entered into negotiations to establish a contract between the Borough and the bargaining unit, **and**

WHEREAS, the current contract expires on December 31, 2011, **and**

WHEREAS, the Borough and LPA/FOP NJ have resolved all issues raised in negotiations, **and**

WHEREAS, this agreement has been amended October 17, 2011 as a contract document covering the period October 1, 2011 through December 31, 2013.

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. Approve the contract between the Borough and LPA/FOP NJ covering the years period October 1, 2011 through December 31, 2013.
2. The Mayor and Administrator are hereby authorized to execute the contract for the Borough of Lakehurst.
3. An executed copy of the contract will be on file in the Office of the Municipal Clerk.

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 October 20, 2011.

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

**RESOLUTION
OCTOBER 20, 2011**

WHEREAS, Tax/Utility Collector Marie Bell has determined that the utility account for Block 45; Lot 9 requires an adjustment due to a computer error with the meter reading, **and**

WHEREAS, the following adjustments are required:

The water charge of \$82.60 needs to be adjusted to \$43.00

The sewer charge of \$141.98 needs to be adjusted to \$104.33, **and**

WHEREAS, as the bill has already been paid, the amount of \$77.25 is required to be credited toward the next quarter billing.

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 utility bill for Block 45; Lot 9 be credited in the amount of \$77.25.

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 October 20, 2011.

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

**RESOLUTION
OCTOBER 20, 2011**

WHEREAS, the spigot meter for Block 61 Lot 3 was not read at initial meter reading, **and**

WHEREAS, the bill for Block 61 Lot 3 was based upon this initial meter reading, **and**

WHEREAS, the spigot meter has now been read by the Public Works Department and calculations based upon this new reading show a difference in the billing,

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 utility bills for Block 61 Lot 3 be adjusted in the amount of \$ 27.82 leaving a sewer balance of \$129.90 due for the second quarter.

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 October 20, 2011.

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