

**BOROUGH OF LAKEHURST
WORK SESSION/REGULAR MEETING
DECEMBER 15, 2011
TENTATIVE AGENDA**

1. Approval of Minutes of December 1, 2011 Regular Meeting
2. Approval of Executive Session minutes from June 3, 2010 to November 3, 2011
3. Resolution regarding payment of bills
4. Resolution regarding Corrective Action Plan for 2010 Audit
5. Resolution regarding cancellation of Current Fund unexpended balances
6. Resolution regarding cancellation of Utility Fund unexpended balances
7. Resolution regarding Current Fund Transfer
8. Resolution regarding appoint of Timothy McCarthy to the SLEO II Academy
9. Resolution regarding redemption of Tax Sale Certificate #2009-1
10. Resolution regarding hiring of part-time snow plow drivers
11. Resolution regarding AFSCME contract
12. Resolution regarding retirement of Administrator MacLean
13. Resolution accepting donation of equipment
14. Second Reading and Public Hearing of Ordinance #2011-09 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"
15. 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.

**“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”**

11-09

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

7-27.1 Right Turn Only. All vehicles shall Only Turn Right at the following intersections. (Add)

- d. From northerly on Lake Street to easterly on Route 70

Severability

All ordinances or parts of ordinances that are in conflict herewith are hereby repealed to the extent of such conflict or inconsistency. If any part of this ordinance shall be held to be invalid, such part shall be deemed to be severable and the invalidity thereof shall not affect the remaining parts of this ordinance.

Effective date

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

Hon. Timothy J. Borsett
Mayor

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed on first reading at the regular meeting of the governing body of the Borough of Lakehurst, County of Ocean, and State of New Jersey, held on the first day of December, 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 fifteenth 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.

Bernadette Dugan, RMC/CPM
Municipal Clerk

**RESOLUTION
DECEMBER 15, 2011**

WHEREAS, the Borough of Lakehurst and AFSCME Council 71 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 AFSCME have resolved all issues raised in negotiations, **and**

WHEREAS, this agreement has been drafted as a contract document covering the years January 1, 2012 through December 31, 2014.

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 AFSCME covering the years 2012; 2013; 2014.
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 December 15, 2015.

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

**RESOLUTION
DECEMBER 15, 2011**

WHEREAS, the following Current Fund budget appropriation balances remains unexpended:

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be credited to Surplus;

Collection of Taxes Salaries	\$13,000.00
Liability Insurance	\$2,000.00
Police Salaries & Wages	\$33,000.00
Buildings & Grounds Salaries	\$2,000.00
Road Repair Salaries	\$3,000.00
Sanitation Salaries	\$15,000.00
Northeast Housing Salaries	<u>\$43,000.00</u>
Total	\$111,000.00

NOW THEREFORE, BE IT RESOLVED, by the Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the above listed unexpended balances be canceled.

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 December 15, 2011

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

**RESOLUTION
DECEMBER 15, 2011**

WHEREAS, the following Utility Fund budget appropriation balances remains unexpended:

Utility Other Expenses	\$10,000.00.
Ocean County Sewer Auth	<u>\$16,000.00</u>
Total	\$26,000.00

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be credited to Surplus;

NOW THEREFORE, BE IT RESOLVED, by the Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the above listed unexpended balances be canceled.

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 December 15, 2011

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

**BOROUGH OF LAKEHURST
COUNTY OF OCEAN, STATE OF NEW JERSEY
CORRECTIVE ACTION PLAN
YEAR END DECEMBER 31, 2010**

The following Corrective Action Plan for the Borough of Lakehurst, County of Ocean, and State of New Jersey is in response to all findings and recommendations in the report of audit of December 31, 2010. It includes all State, Federal and general findings.

Finding/Condition # 10-02:

Various funds had interfund balances as of December 31.

Recommendation:

In accordance with the Division of Local Government Service Directives, all interfunds balances should be liquidated as of December 31.

Corrective Action:

All 2010 interfund balances will be liquidated by December 2011

Finding/Condition # 10-03:

There were nineteen tickets assigned to officers that were not issued within six months.

Recommendation:

That all tickets assigned and not issued within six months be recalled.

Corrective Action:

The Court currently prints a monthly report for each Officer and highlights any tickets that are six months old with a note to return them to the Court.

Finding/Condition # 10-04

Change orders were not authorized by the governing body for a construction contract previously awarded

Recommendation:

That a procedure be implemented to insure that all change orders are authorized by the governing body

Corrective Action:

Procedures will be implemented by the Municipal Clerk.

Finding/Condition #10-05

The fixed assets accounting and reporting system was not properly maintained.

Recommendation:

That periodic physical inventory be taken and reconciled with property records.

Corrective Action:

In the future all auction items will be reported to the Finance Office for removal from the inventory listing.

Finding/Condition # 10-6

Several receipts were not deposited within 48 hours

Recommendations:

All receipts be deposited within 48 hours

Corrective Action:

All receipts will be deposited within 48 hours.

Finding/Condition # 10-7

Some grant receivable balances were older than two years

Recommendation:

That all grant receivable be investigated and cancelled if it is determined that the Borough will not receive the funds.

Corrective Action:

All grants are presently under investigation by the Finance Officer.

**RESOLUTION
DECEMBER 15, 2011**

WHEREAS, the Lakewood Township Municipal Utilities Authority has deemed certain items in their inventory to be surplus property, **and**

WHEREAS, the Lakewood Township Municipal Utilities Authority wishes to eliminate their surplus property and has offered the property to other entities/municipalities, **and**

WHEREAS, the Borough of Lakehurst is interested in acquiring the following item deemed surplus from the Lakehurst Municipal Utilities Authority, **and**

WHEREAS, the Lakewood Municipal Utilities Authority has agreed to convey ownership of the following property to the Borough of Lakehurst by Resolution dated December 6, 2011, **and**

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. The Mayor and Administrator are authorized to enter into an Agreement with the Lakewood Township Municipal Utilities Authority for the surplus property described below:

One Caterpillar 300 Kw Generator with ancillary equipment

2. The property so described shall be picked up and be conveyed, at a mutually agreed time, to the Borough of Lakehurst at its sole expense.
3. This Agreement shall take effect immediately.
4. A certified copy of this Resolution shall be sent to the Lakewood Township Municipal Utilities Authority and kept on file in the Office of the 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 December 15, 2011.

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

**RESOLUTION
DECEMBER 15, 2011**

WHEREAS, Administrator Norbert B. MacLean, Jr. CPM, an employee with 39 years of continuous service with the Borough, is scheduled to retire from this PERS position on January 1, 2012, **and**

WHEREAS, consistent with past municipal practices and policies, resolutions, and the Lakehurst Borough Employee Handbook certain benefits are furnished at retirement separation, **and**

WHEREAS, Administrator MacLean is entitled to receive payment for all accrued vacation and personal time and 50% payment, not to exceed \$ 15,000.00 for all accrued sick time based upon a certification from the finance department of the accrued hours at the end of the day 31 December 2011 to be fully paid in equal installments through the payroll provider during January 2012,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Mayor or his designee is authorized to execute a separation agreement with Administrator Norbert B. MacLean, Jr. CPM and the agreement is to be filed in the office of the 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 December 15, 2011.

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

**RESOLUTION
DECEMBER 15, 2011**

WHEREAS, the Borough of Lakehurst needs to increase the compliment of SLEO II class officers, **and**

WHEREAS, Timothy McCarthy has been a SLEO I class officer with the Lakehurst Police Department since 2009, **and**

WHEREAS, Timothy McCarthy has passed the necessary medical and psychological testing required to attend the police academy for the position of a SLEO II, **and**

WHEREAS, Chief Higgins has recommended the appointment of Timothy McCarthy, with the concurrence of the Public Safety Committee to the SLEO II academy.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Timothy McCarthy be appointed as a SLEO II with the Lakehurst Police Department at an hourly rate of \$ 7.76 per hour while attending the SLEO II academy effective December 19, 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 December 15, 2011.

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

**RESOLUTION
DECEMBER 15, 2011**

WHEREAS, the Borough is in need of hiring temporary supplemental public works laborer II's for snow plow operations, **and**

WHEREAS, Mr. David Winton, Public Works Department Head, has recommended Alfred Sloan, Sr. and Richard Tilton be appointed,

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

1. When snow plow operations require additional CDL qualified drivers the Public Works Department Head or his designee may schedule supplemental qualified drivers who have been appointed to that position.
2. That Alfred Sloan, Sr. and Richard Tilton are hereby appointed, at an hourly rate of \$ 15.96 each as supplemental plow operators.

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 December 15, 2011.

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

**RESOLUTION
DECEMBER 15, 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:	
Liability Insurance	\$25,000.00
Police Salaries & Wages	\$15,000.00
Tax Collectors Salaries & Wages	<u>\$10,000.00</u>
Total	\$50,000.00

Transfer To:	
Road Repair Other Expenses	\$20,000.00
Vehicle Maintenance	\$10,000.00
Accum Leave	\$15,000.00
Gasoline	<u>\$5,000.00</u>
Total	\$50,000.00

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the above stated transfer 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 December 15, 2011.

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