

MAYOR AND COUNCIL OF THE BOROUGH OF LAKEHURST
LAKEHURST, NEW JERSEY

REORGANIZATION MEETING, SUNDAY, JANUARY 1, 2012

PLACE: LAKEHURST COMMUNITY CENTER

MUNICIPAL GOVERNING BODY MEMBERS:

HARRY ROBBINS, MAYOR
ROBIN BUSCH, COUNCILWOMAN
JAMES DAVIS, COUNCILMAN
GLENN MCCOMAS, COUNCILMAN
STEVEN OGLESBY, COUNCILMAN
EDWARD SEAMAN, JR., COUNCILMAN

1. MEETING OPENED AT _____ BY _____.
2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE.
3. PUBLIC MEETINGS STATEMENT READ BY CLERK DUGAN:

"IN COMPLIANCE WITH N.J.S.A. 10:4, OPEN PUBLIC MEETINGS ACT, NOTICE WAS GIVEN TO TWO NEWSPAPERS, AND POSTED, THAT THE REORGANIZATION MEETING OF THE MAYOR AND COUNCIL IS SCHEDULED FOR THE FIRST DAY OF JANUARY, 2012 TO BEGIN AT THE HOUR OF 12 NOON AT THE LAKEHURST COMMUNITY CENTER, CORNER OF PINE AND CENTER STREETS, LAKEHURST, NEW JERSEY, AT WHICH TIME, THE BUSINESS OF THE BOROUGH WILL BE CONDUCTED."

CLERK DUGAN READS STATEMENT OF BOARD OF COUNTY CANVASSERS DETERMINING WINNERS OF 2011 GENERAL ELECTION:

ATTORNEY SEAN GERTNER ADMINISTERS THE OATH OF OFFICE TO:

HARRY ROBBINS ROBIN BUSCH EDWARD SEAMAN, JR.

OATH OF OFFICE ADMINISTERED TO POLICE OFFICER JEFFREY EMMONS:

4. ROLL CALL:

COUNCILWOMAN BUSCH COUNCILMAN OGLESBY
COUNCILMAN DAVIS COUNCILMAN SEAMAN
COUNCILMAN MCCOMAS
MAYOR HARRY ROBBINS

5. ANNOUNCEMENT OF 2011 HOLIDAY LIGHTING CONTEST WINNERS:

6. REVIEW OF REORGANIZATION MEETING AGENDA:

7. 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 re: Appointment of Borough Officials
2. Resolution re: Appointment of Borough Attorney
3. Resolution re: Appointment of Borough Prosecutor
4. Resolution re: Appointment of Borough Public Defender
5. Resolution re: Appointment of Conflict Public Defender
6. Resolution re: Appointment of Borough Auditor
7. Resolution re: Appointment of Bond Counsel
8. Resolution re: Appointment of Hearing Officer
9. Resolution re: Additional Duties for Municipal Clerk
10. Resolution re: Appointment of Chief Financial Officer/Deputy
11. Resolution re: Appointment of Zoning Officer
12. Resolution re: Appointment of Housing Inspector
13. Resolution re: Appointment of Emergency Management Coordinator
14. Resolution re: Salary of Mayor Robbins
15. Resolution re: Official Newspaper of Borough
16. Resolution re: Official Borough Depositories
17. Resolution re: Mayor's Signature Stamp
18. Resolution re: 2012 Schedule of Meetings
19. Resolution re: Interest on Delinquent Taxes
20. Resolution re: Interest on Delinquent Utility
21. Resolution re: Routine Payments
22. Resolution re: Temporary Budget (Current Fund)
23. Resolution re: Temporary Budget (Utility Fund)
24. Resolution re: Tax Appeals
25. Resolution re: Cash Management Plan
26. Resolution re: Appointment of Land Use Board Members
27. Resolution re: Appoint Councilman Davis as Class III Land Use Board Member
28. Resolution re: Community Development Block Grant Representative & Alternate
29. Resolution re: Penalty for Delinquent Taxpayers over \$10,000
30. Resolution re: Appointment of Borough Photographers
31. Resolution re: 2012 Schedule C Agreement

- 32. Resolution re: Local Emergency Planning Committee Members
- 33. Resolution re: Petty Cash Fund
- 34. Resolution re: Electronic Transfer of Funds
- 35. Resolution re: Use of Procurement Card for Staples Purchases
- 36. Resolution re: Use of Procurement Card for Home Depot Purchases
- 37. Resolution re: Use of Procurement Card for Lowe's Purchases
- 38. Resolution re: Vendor Account for Lakehurst Hardware Purchases
- 39. Resolution re: Vendor Account for Sandy's Cozy Corner
- 40. Resolution re: Vendor Account for Italy's Best
- 41. Resolution re: Raffle License for Lakehurst Historical Society

B. CORRESPONDENCE:

C. ORDINANCES APPROVED ON FIRST READING:

“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” (#2012-01)

D. APPLICATIONS (GRANTS, ETC.):

E. APPOINTMENTS TO BOARDS/COMMITTEES:

F. HIRING (APPROVAL)/PROMOTIONS (APPROVAL):

G. RESIGNATIONS:

Resignation of Special Law Enforcement Officer I Timothy McCarthy

H. REQUISITIONS APPROVAL:

Motion by: _____ Seconded by: _____

To approve consent agenda. Roll call vote.

8. ORDINANCES NOT ON CONSENT AGENDA:

9. RESOLUTIONS NOT ON CONSENT AGENDA:

RESOLUTION APPOINTING COUNCIL PRESIDENT:

Motion by: _____ Seconded by: _____

To appoint _____ as Council President. Roll call vote.

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

12. COMMITTEE/COUNCIL REPORTS:

13. MAYOR COMMENTS:

Mayor Robbins announces committee appointments.

14. COMMENTS FROM PUBLIC:

Time opened: _____

Time closed: _____

15. ADJOURNMENT:

Motion by: _____ Seconded by: _____
To adjourn meeting. Roll call vote. Time: _____

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, Ordinance #10-02 permits the appointment of a municipal attorney as a salaried employee, **and**

WHEREAS, the governing body is desirous of hiring Sean Gertner, Esquire as the municipal attorney,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Sean Gertner, Esquire is hereby appointed as the municipal attorney at an annual salary of \$20,000, **and**

BE IT FURTHER RESOLVED, in his capacity as municipal attorney, he is hereby appointed Department Head of the legal section of the Administrative Department at an annual salary of \$9,500, effective January 1, 2012.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, there exists a need for the appointment of a conflict Borough Public Defender, **and**

WHEREAS, the funds are available for this purpose;

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised, and the contract itself must be available for public inspection.

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

That Brian Rumpf, Esq., 960 Radio Road, Little Egg Harbor, New Jersey 08087 is appointed as conflict Borough Public Defender for 2012 at a rate of \$300.00 per session not to exceed \$1,500.00, subject to full appropriation in 2012 Municipal Budget.

This contract is awarded without competitive bidding as "Professional Services: under the provisions of the Local Public Contracts Law because the above named individual is highly experienced in his specific area of expertise, and, in the opinion of the Mayor and Council of the Borough of Lakehurst, can best provide the appropriate services for the Borough of Lakehurst.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Governing Body of the Borough of Lakehurst wishes not to disrupt the day to day workings of the municipality and recognizes the need to establish an in house vendor account, and

WHEREAS, the in house vendor account will be established with an amount not to exceed the following:

Italy's Best not to exceed \$300.00 per month

WHEREAS, the aggregate of each same item purchased will not exceed the 15 percent bid threshold under 40A:11-6.1, and

WHEREAS, the Public Works department, upon showing proper Borough identification and upon signing for the individual purchase will be permitted to acquire items need to conduct Borough projects, and

WHEREAS, any individual using the in house account will be required to return any and all receipts to the finance office, and

WHEREAS, the received receipts will be matched to the vendors request for payment, and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes an in house account at Italy's Best.

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Governing Body of the Borough of Lakehurst wishes not to disrupt the day to day workings of the municipality and recognizes the need to establish an in house vendor account, and

WHEREAS, the in house vendor account will be established with an amount not to exceed the following:

Lakehurst Hardware not to exceed \$750.00 per month

WHEREAS, the aggregate of each same item purchased will not exceed the 15 percent bid threshold under 40A:11-6.1, and

WHEREAS, the following departments; Public Works, Police Department, and Administration upon showing proper Borough identification and upon signing for the individual purchase will be permitted to acquire items need to conduct Borough projects, and

WHEREAS, any individual using the in house account will be required to return any and all receipts to the finance office, and

WHEREAS, the received receipts will be matched to the vendors request for payment, and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes an in house account at Lakehurst Hardware

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Governing Body of the Borough of Lakehurst wishes not to disrupt the day to day workings of the municipality and recognizes the need to establish an in house vendor account, and

WHEREAS, the in house vendor account will be established with an amount not to exceed the following:

Sandy's Cozy Corner not to exceed \$150.00 per month

WHEREAS, the aggregate of each same item purchased will not exceed the 15 percent bid threshold under 40A:11-6.1, and

WHEREAS, the Public Works department, upon showing proper Borough identification and upon signing for the individual purchase will be permitted to acquire items need to conduct Borough projects, and

WHEREAS, any individual using the in house account will be required to return any and all receipts to the finance office, and

WHEREAS, the received receipts will be matched to the vendors request for payment, and

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes an in house account at Sandy's Cozy Corner

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the need exists for the appointment of a Municipal Prosecutor, **and**

WHEREAS, the governing body is desirous of appointing Gregory McGuckin, Esquire.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Gregory McGuckin, Esquire is hereby appointed Municipal Prosecutor for 2012 at a salary of \$12,000.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the need exists for the appointment of a Municipal Public Defender,
and

WHEREAS, the governing body is desirous of appointing Benjamin Mabie III,
Esquire.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the
Borough of Lakehurst, County of Ocean, State of New Jersey that Benjamin Mabie III is
hereby appointed as Municipal Public Defender for 2012 at a salary of \$441.50 per
session.

**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 January 1, 2012.**

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

**RESOLUTION AUTHORIZING THE AWARD OF A NON-
COMPETITIVE CONTRACT FOR MUNICIPAL AUDITOR
JANUARY 1, 2012**

WHEREAS, the Borough of Lakehurst has a need to acquire the services of an auditor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, **and**

WHEREAS, the Municipal Administrator has determined and certified in writing that the value of the acquisition will exceed \$17,500, **and**

WHEREAS, the anticipated term of this contract is one (1) year, **and**

WHEREAS, William Antonides, Sr. of the firm William E. Antonides & Company has submitted a proposal December 21, 2011 indicating they will provide the municipal auditing services for the hourly rate of \$ 110.00 per hour not to exceed \$ 40,000.00, **and**

WHEREAS, William E. Antonides & Company has completed and submitted a Business Entity Disclosure Certification which certifies that William E. Antonides & Company has not made any reportable contributions to a political or candidate committee in the Borough of Lakehurst in the previous one year, and that the contract will prohibit William E. Antonides & Company from making any reportable contributions through the term of the contract, **and**

WHEREAS, this award is subject to full appropriation in the 2012 municipal budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Mayor Harry Robbins, or his designee enter into a contract with William E. Antonides & Company as described herein, **and**

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution, **and**

BE IT FURTHER RESOLVED that notice of award of this contract shall be published in the official newspaper of the Borough.

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 January 1, 2012.

**Bernadette Dugan, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, N.J.S.A. 40A: 5-14 mandates that the governing body of a municipal corporation shall by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the State and organized under the laws of the United States or this State,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the following be and are hereby designated as depositories for the Borough of Lakehurst for the year 2012:

TD BANK
PNC BANK OF NEW JERSEY
NEW JERSEY CASH MANAGEMENT FUND
SOVEREIGN BANK
OCEAN FIRST
WACHOVIA BANK
BANK OF AMERICA
MUNICIPAL INVESTORS SERVICE CORPORATION (MBIA-CLASS)

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Chief Financial Officer and the Tax Collector of the Borough of Lakehurst.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, there exists a need for specialized legal services in connection with the authorization and the issuance of bonds and other obligations and other matters relating to capital financing by the Borough of Lakehurst, County of Ocean, New Jersey (herein the “Borough”); **and**

WHEREAS, such specialized legal services can be provided only by a recognized Bond Counsel firm, and the law firm of McLaughlin Gelson, D’Apolito, & Stauffer, L.L.C., Wall, New Jersey, are so recognized by the financial community; **and**

WHEREAS, the services to be performed are “professional services” as defined in the Local Public Contracts Law, (N.J.S.A. 40A:11-2(6)), and therefore are excepted from the Local Public Contracts Law requirements for competitive bidding, pursuant to N.J.S.A. 40A:11-5(1) (a) (i); **and**

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1) (a) (i), requires the public advertisement of notice with respect to contracts for professional services awarded without competitive bids; **and**

WHEREAS, funds are or will be available for this purpose.

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 Borough Council hereby appoints the firm of McLaughlin Gelson, D’Apolito, & Stauffer, L.L.C., Attorneys at Law, Wall, New Jersey, to serve as Bond Counsel to the Borough in connection with the financing of capital projects, and awards the contract which is annexed hereto and made a part hereof (the “Contract”), in accordance with N.J.S.A. 40A:11-1 et seq.
2. That the Mayor or other appropriate official of the Borough, on behalf of the Borough, is hereby authorized and directed to execute the Contract and the Clerk is hereby authorized and directed to attest to the execution of said Contract for professional services in connection with the preparation of all bond ordinances and the authorization and issuance of all bonds, bond anticipation notes, tax anticipation notes or similar obligations and related matters of capital and debt financing by the Borough.
3. That no appropriation of funds is required at this time, payment coming from the proceeds of the sale of bonds, bond anticipation notes and tax anticipation notes or similar obligations or from capital authorizations or other appropriate budgeted items in accordance with the attached Contract.

4. That this Contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(1) (a) (i), because legal services are a recognized profession licensed and regulated by law.
5. That a notice in accordance with this resolution and the Local Public Contracts Law, shall be published in the official newspaper or newspapers of the Borough.
6. That an executed copy of the Contract and a copy of this resolution shall be filed in the Office of the Clerk and be available there for public inspection in accordance with law.
7. That this resolution shall take effect immediately.

CLERK'S CERTIFICATE

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, in the County of Ocean, New Jersey do hereby certify that annexed hereto is a true and complete copy of a resolution adopted by the Borough Council of the Borough of Lakehurst at a duly convened meeting held on January 1, 2012. Said resolution has not been amended or repealed and remains in full force and effect on this date.

In Witness Whereof, I hereunto set my hand and affix the corporate seal of said Borough as of this _____, 2012.

Bernadette Dugan, RMC/CPM
Municipal Clerk

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, N.J.S.A. 40A: 5-14 requires that every local unit adopt a Cash Management Plan, **and**

WHEREAS, the primary objectives of the plan are to preserve the safety of Public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the following Cash Management Plan for the Borough of Lakehurst be adopted.

**BOROUGH OF LAKEHURST
CASH MANAGEMENT PLAN**

INTRODUCTION

The New Jersey “Local Fiscal Affairs Law”, N.J.S.A. 40A: 5-14 requires that every local unit adopt a Cash Management Plan and shall deposit its funds pursuant to that plan. The primary objective of the plan are to preserve the safety of public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments.

I. AUTHORITY

- a. Borough Council of the Borough of Lakehurst, County of Ocean.
- b. Delegation of Authority – Authority to implement the investment program is granted to the Chief Financial Officer. The Chief Financial Officer shall act in accordance with the requirements of the Cash Management Plan, New Jersey Statutes and proper use of internal controls. No other persons may engage in investment transactions except for those subordinate officials of the Chief Financial Officer.

II. STATEMENT OF POLICY

It shall be the policy of the Borough of Lakehurst, County of Ocean to adopt a Cash Management Plan, and to authorize the Chief Financial Officer to administer said Plan, for the purpose of deposit and investment of the maximum of available funds in interest bearing instruments. The investment instruments shall be safe, liquid and offer market yields.

Safety of principal is the foremost objective of the Cash Management Plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.

The utilized investment instruments shall remain sufficiently liquid to meet all operating cash requirements that may be reasonably anticipated.

Investments shall be planned with the objective of attaining a market rate, while taking into account legal restriction, risk and liquidity. Return on investment is of secondary importance compared to safety.

III. DEFINITIONS

“Arbitrage” refers to the rules and regulations governing the issuance of Bonds or Notes and the reinvestment of the proceeds at a higher yield. These regulations are promulgated by the Internal Revenue Service, regulation 1.103.

“Cash Management Fund” is the New Jersey Cash Management Fund. This Fund is one of a number of funds invested by the New Jersey Division of Investments of the Department of Treasury under the jurisdiction of the State Investment Council. The Fund is authorized to receive and invest local unit funds pursuant to N.J.S.A. 40A: 5-14.

“Certificate of Eligibility” is the certification issued by the New Jersey Department of Banking, Division of Banking that a public depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

“Compensating Balance Account” is a bank account at an eligible depository which pays no interest or interest lower than ½ of 1 percent of maximum, in return for specific services, for example check sorting, payroll services, wire transfers and other services.

“Eligible Public Depositories” is a Banking or Savings and Loan Association with a current certificate of eligibility from the State Banking Department. The Borough of Lakehurst shall designate said depositories, by resolution of the governing body on January 1st of each year in accordance with N.J.S.A. 40A: 5-14.

“Eligible Securities” are those investment instruments authorized by N.J.S.A.40A: 5-15.1.

“Interest Bearing Account” is an account or time deposit in an eligible public depository, earning interest, or any deposit in the State of New Jersey Cash Management Fund.

IV. STANDARDS OF CARE

1. The standard of prudence to be used by those delegated to effect investment transactions on behalf of the Borough of Lakehurst shall be the “prudent person” standard. Investments shall be made with judgment and care, under circumstances the

prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Investments shall not be for speculation.

2. Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their eligibility to make impartial decisions. Employees shall disclose any material interest in financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough of Lakehurst.

3. The Chief Financial Officer is responsible for establishing and maintaining internal controls. The controls should ensure that the assets of the Borough of Lakehurst are protected from loss, theft or misuse.

V. PROCEDURES FOR RECEIPT OF MONIES

1. Department Procedures

A. Department Directors will ensure that a receipt is issued in duplicate for all transactions. A copy of the receipt shall be given to the paying party and the duplicate maintained by the issuing department. The receipts shall be pre-numbered, or sequentially numbered if computer generated.

B. All monies collected or received from any source by or on behalf of the Borough, Department, or any Board thereof, shall be forwarded to the Division of Accounts and Control within forty-eight (48) hours of receipt.

C. The Division of Accounts and Control will prepare collected revenues for deposit to the designated legal depository.

D. All monies received shall be placed in a secure place until forwarded for deposit.

E. The Department/Division Director shall file with the Chief Financial Officer a monthly report of all monies received in the manner prescribed. The report also will include year-to-date amounts received.

F. No department, division, or agencies shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is included in this prohibition.

2. Chief Financial Officer

A. All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt of designated banks.

B. Ensure that all monies deposited are in an interest bearing account(s).

C. Where compensating balances are used to offset bank expenses, an agreement between the bank(s) and the Borough shall be executed and reviewed annually.

D. The Chief Financial Officer shall make recommendations of legal public depositories to the Lakehurst Borough Council who shall by resolution designate said depositories at the annual reorganization meeting of the Council. The list of authorized depositories may be amended at any time during the year.

E. Maturity of Investments – Investments shall be limited to maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of the State Statute or promulgated regulations.

F. Investment Securities – The Chief Financial Officer has the responsibility to determine which investments instruments are best suited for the Borough. However, The Chief Financial Officer shall be authorized only to invest in securities permitted by New Jersey State Statute. No investment shall be made in any depository that does not meet current Federal minimum standard for Leverage Ratio, Tier 1 and Tier 2 Capital Ratio.

Presently, a local unit may permit investments in such institutions as permitted in Section 4 of P.L. 1970, Chapter 236 (6.17:19-44) and other instruments specified as follows:

Mutual Funds backed by the United States Government Obligations

United States Treasury Bills (T-Bills)

Municipal Bonds or Notes

Commercial Bank Deposits and Certificates of Deposit

Repurchase Agreements

Investment in Savings and Loan Associations

United States Government Agency and Instrumentality Obligations

State of New Jersey Cash Management Fund

School District Obligations

All designated depositories must conform to all applicable State statutes concerning depositories of public funds, and all depositories shall obtain the highest amount possible F.D.I.C. and /or F.S.L.I.C. coverage for all municipal assets.

VI. FUNDS EXCLUDED FROM INVESTING

The following types of funds are not required to be placed in interest bearing account:

1. Petty cash funds
2. Cash drawn from a Federal Agency under a letter of credit which has to be paid out within 5 working days to a vendor.
3. Deposit, retainage, or amounts posted by way of bond, held by the local unit for such things as faithful performance, if the local unit would be required by law to pay back any interest earned to the provider of the deposit, except where the local unit is required by law or court decision to invest in funds.
4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of bond counsel states that the earning of (full) interest would result in the bonds or notes being classified as an arbitrage (not federally tax exempt) issued pursuant to Federal regulations to the extent that sum interest is allowable, it shall be deposited at such a rate if such rate is obtainable.

VII. BOROUGH AUDITOR

1. The Borough investment practices and the agreement of banking services and compensation thereof shall be reviewed by the Borough Auditor as part of the annual audit, as required by the N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State statute the applicable statute shall govern.

VIII. SURETY BONDS

1. The Chief Financial Officer shall be covered by a surety bond. During the annual audit the municipal Auditor shall examine said bond to determine that proper coverage is in effect.
2. Staff members of the Division of Accounts and Control shall be covered by a Public Employee Faithful Performance Bond (Blanket Bond) in the minimum of \$10,000.00.

IX. REPORTING

1. The Chief Financial Officer in accordance with N.J.S.A. 40A:5-14 shall prepare a written monthly investment report and submit same to the Borough Council. The summary report will be prepared in the manner which will allow the Borough

Council and the administration to ascertain whether investment activities during the reporting period have conformed to the Cash Management Plan. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fee incurred, and market value of all investments as of the report date. Such written report shall be included in the minutes of a regular Borough Council meeting.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Bernadette Dugan be appointed as Community Development Block Grant representative for 2012.

BE IT FURTHER RESOLVED that Pamela Heinzman be appointed as the alternate Community Development Block Grant representative for 2012.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Councilman James Davis be appointed as the Class III member of the Lakehurst Planning/Land Use Board.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Governing Body of the Borough of Lakehurst authorizes electronic transfers of funds, in accordance with N.J.S.A. 40A:5-16(c) and N.J.A.C. 5:30-9A, **and**

WHEREAS, the electronic transfer of funds shall be to the following vendors:

1. The State of New Jersey Division of Pensions to cover the IROC monthly, quarterly and yearly payments
2. The Automatic Data Processing of the Township payroll; to include all State and Federal payroll taxes.
3. USDA Rural Development Debt payments

WHEREAS, the Governing Body of the Borough of Lakehurst authorized the Chief Financial Officer Alan Murray and his designee, Christine Thorne to conduct such transfers.

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes the electronic transfers to the above specified vendors.

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, there exists a need for the appointment of a hearing officer for personnel matters, **and**

WHEREAS, the funds are available for this purpose;

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised, and the contract itself must be available for public inspection.

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

That Jean Cipriani, Esq. of the firm of Gilmore and Monahan, 10 Allen Street, Toms River, New Jersey is appointed as hearing officer for personnel matters for 2012 at a rate of \$150.00 per hour not to exceed \$12,500.00, subject to full appropriation in 2012 Municipal Budget.

This contract is awarded without competitive bidding as "Professional Services: under the provisions of the Local Public Contracts Law because the above named individual is highly experienced in her specific area of expertise, and, in the opinion of the Mayor and Council of the Borough of Lakehurst, can best provide the appropriate services for the Borough of Lakehurst.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 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 following appointments to the Lakehurst Planning/Land Use Board are hereby approved:

Stephen F. Childers, Class IV member, for a term expiring 12/31/2015

David Sumner, Class IV member, for a term expiring 12/31/2015

Robert Robinson, alternate member, for a term expiring 12/31/2013

David Burton, alternate member, for a term expiring 12/31/12

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the need exists for the appointment of members of the Local Emergency Planning Committee.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the following members of the Local Emergency Planning Committee are hereby appointed:

Governing Body Liaison Steven Oglesby

Emergency Management Coordinator Danny Barker

Deputy Emergency Management Coordinator Daniel Hourigan

Deputy Emergency Management Coordinator Bernadette Dugan

Police Chief Eric Higgins or his designee

Lakehurst Fire Chief Edward Seaman or his designee

First Aid Squad Captain Tim Sinkewitz or his designee

VFW Post 10061 Member Alfred Sloan

Public Works Supervisor David Winton or his designee

Citizen's Emergency Response Team Coordinator Michele DiMeo

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, in compliance with N.J.S.A. 10:4-18, the Mayor and Council of the Borough of Lakehurst desire to schedule the follow regular meetings of the Governing Body:

January 1 and 19, 2012	July 19, 2012
February 2 and 16, 2012	August 16, 2012
March 1 and 15, 2012	September 6 and 20, 2012
April 5 and 19, 2012	October 4 and 18, 2012
May 3 and 17, 2012	November 1, 2012
June 7 and 21, 2012	December 6 and 20, 2012, and

WHEREAS, work sessions are scheduled to begin at 7:30 p.m. prior to the regular meeting with the regular meeting to begin immediately following the work session in the Community Center, corner of Pine and Center Streets, Lakehurst, New Jersey, **and**

WHEREAS, the Mayor and Council may determine the need exists for a closed/executive session for discussion of permitted matters during any of the scheduled meetings, **and**

WHEREAS, the Reorganization Meeting will be held at 12 noon on January 1 and meetings can be canceled due to lack of quorum, illness, weather conditions, lack of agenda items, or by direction of the Mayor with additional meetings being called as required, **and**

WHEREAS, if any member of the public wishes to discuss any matter with the Mayor and Borough Council, it would be advisable to give details to the Clerk's Office, in advance, so that the matter may be placed on the agenda and any necessary research done to allow for an appropriate response.

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 listed schedule of meetings of the Governing Body be 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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Mayor and Council are required to designate official newspapers for the Borough wherein legal notices may be published, **and**

WHEREAS, the Mayor and Council seek to provide the broadest, most convenient coverage.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council, Borough of Lakehurst, that the following named newspaper is designated as the official newspaper of the Borough for 2012:

ASBURY PARK PRESS

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify the above resolution was approved by the Mayor and Council at the meeting of January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the term of appointment for the Emergency Management Coordinator is three years, **and**

WHEREAS, Danny Barker has served in the position of Lakehurst Emergency Management Coordinator since 2005.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Danny Barker is hereby re-appointed as Emergency Management Coordinator for a three year term, ending December 31, 2014.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, it is necessary to make appointments to various municipal offices, many of which are collateral duties for full-time Borough employees,

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

Tax Search Officer:	Marie Bell
Assessment Search Officer:	Bernadette Dugan
Class II Planning Board Member:	Marie C. Bell
Public Agency Compliance Officer:	Bernadette Dugan
JIF Fund Commissioner:	Bernadette Dugan
JIF Fund Commissioner (Alternate):	Pamela Heinzman
Deputy Emergency Management Co.:	Bernadette Dugan
Deputy Emergency Management Co.:	Daniel Hourigan

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the need exists for the establishment of a petty cash fund.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that a petty cash fund in the amount of \$300.00 is hereby established.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Borough of Lakehurst has several citizens who possess expertise in photography, **and**

WHEREAS, Sidney Hooper and Marie Bell have shared their interest in photography by providing various examples of their work for use by the Borough,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, in the County of Ocean, State of New Jersey that Marie C. Bell and Sidney Hooper are hereby appointed as official Borough photographers.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Borough of Lakehurst has opened a procurement card at Home Depot, and

WHEREAS, this procurement card will be used by the Borough of Lakehurst, and

WHEREAS, the Borough's Finance Officer or Designee, upon receiving a signed requisition form from the department head will encumber the estimated total cost of the requisition, not to exceed \$1,500.00 per visit. Upon receiving the designated employee's signature, the procurement card will be issued for use by the Finance Officer or Designee, and

WHEREAS, the receipt of goods will be returned to the Finance Officer or Designee to be compared to the requisition, the encumbrance will be adjusted and the procurement card will be signed back to the Finance Office, and

WHEREAS, any purchase over \$1,500.00 but under the quote threshold will need to be approved by the Department head and the individual(s) authorized by the governing body to do purchases, and

WHEREAS, the individual employee's authorized by the Governing body of the Borough of Lakehurst to use the Home Depot procurement card are:

David Winton
Bryan LeVance
Eric Higgins

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey has approved the use of the Home Depot procurement card for the year 2012 with the above stipulations and in accordance with N.J.A.C.5:30-9A and N.J.S.A. 40A5:5-16.

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2012.

Bernadette Dugan, RMC/CPM
Municipal Clerk

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Borough of Lakehurst has opened a procurement card at Staples,
and

WHEREAS, this procurement card will be used by the Borough of Lakehurst,
and

WHEREAS, the Borough's Finance Officer or Designee, upon receiving a signed requisition form from the department head will encumber the estimated total cost of the requisition, not to exceed \$750.00 per visit. Upon receiving the designated employee's signature, the procurement card will be issued for use by the Finance Officer or Designee,
and

WHEREAS, the receipt of goods will be returned to the Finance Officer or Designee to be compared to the requisition, the encumbrance will be adjusted and the procurement card will be signed back to the Finance Office, and

WHEREAS, any purchase over \$750.00 but under the quote threshold will need to be approved by the Department head and the individual(s) authorized by the governing body to do purchases, and

WHEREAS, the individual employee's authorized by the Governing body of the Borough of Lakehurst to use the Staples procurement card are:

Bernadette Dugan
David Winton
Eric Higgins
Renee James

Pamela Heinzman
Amy Lowe
Brian Baranyay
Ron Heinzman

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey has approved the use of the Staples procurement card for the year 2012 with the above stipulations and in accordance with N.J.A.C.5:30-9A and N.J.S.A. 40A5:5-16.

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Borough of Lakehurst has opened a procurement card at Lowes,
and

WHEREAS, this procurement card will be used by the Borough of Lakehurst,
and

WHEREAS, the Borough's Finance Officer or Designee, upon receiving a signed requisition form the department head will encumber the estimated total cost of the requisition, not to exceed \$1,500.00 per visit. Upon receiving the designated employee's signature, the procurement card will be issued for use by the Finance Officer or Designee,
and

WHEREAS, the receipt of goods will be returned to the Finance Officer or Designee to be compared to the requisition, the encumbrance will be adjusted and the procurement card will be signed back to the Finance Office, and

WHEREAS, any purchase over \$1,500.00 but under the quote threshold will need to be approved by the Department head and the individual(s) authorized by the governing body to do purchases, and

WHEREAS, the individual employee's authorized by the Governing body of the Borough of Lakehurst to use the Lowes procurement card are:

David Winton
Bryan LeVance
Eric Higgins

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey has approved the use of the Lowes procurement card for the year 2012 with the above stipulations and in accordance with N.J.A.C.5:30-9A and N.J.S.A. 40A5:5-16.

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2012.

Bernadette Dugan, RMC/CPM
Municipal Clerk

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, there are certain payments to be made on a regular basis, **and**

WHEREAS, the timing of these required payments sometimes doesn't coincide with the approval of a bills resolution, **and**

WHEREAS, timely payments often save the Borough late fees, interest payments, and other surcharges,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Chief Financial Officer is hereby authorized to write checks as required, to be countersigned by the Mayor and Municipal Clerk to ensure prompt payment of necessary bills, including payroll checks, contractual obligations, postage, county taxes, utilities, and other mandatory expenses.

BE IT FURTHER RESOLVED that all such payments will appear on the next bills resolution presented to the governing body with the notation that the bill has already been paid.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Interlocal Services Act, N.J.S.A.40:8a-1 et seq. authorized the Borough of Lakehurst to enter into a contract for the provision of certain governmental services with the County of Ocean; **and**

WHEREAS, N.J.S.A. 40:8 requires such a contract to be authorized by resolution or ordinance; **and**

WHEREAS, it is the desire of the governing body to authorize the execution of a contract with the County of Ocean for the provision of services, materials, and equipment as set forth in Schedule "C" attached hereto.

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 the Municipal Clerk of the Borough of Lakehurst are hereby authorized to execute a Schedule "C" agreement with the County of Ocean in accordance with the provisions of the law to include \$2,000.00 for the engineering department and \$85,000.00 for the Road Department for a sum not to exceed \$87,000.00. A copy of the said agreement is attached hereto and made part hereof as Schedule "C".
2. This Agreement is for the period January 1, 2012 to December 31, 2012.
3. That a copy of this Agreement referenced herein shall be kept on file and made available for public inspection in the Municipal Clerk's office during normal business hours.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, it is sometimes necessary for the Municipal Clerk and the Chief Financial Officer to affix the signature of the Mayor in his absence, on payroll vouchers, checks, and other routine items, **and**

WHEREAS, a stamped facsimile is acceptable,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Municipal Clerk and the Chief Financial Officer be authorized to use the signature stamp of Mayor Harry Robbins on routine items as noted above, as necessary.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, from time to time, the Tax Assessor discovers an error in calculation, transposing, measurement, or typographical errors, in the tax assessment on the tax list after the time the County Board of Taxation has certified the tax rates for the tax year or a property becomes subject to a roll-back assessment; **and**

WHEREAS, the governing body of the Taxing District of Lakehurst is desirous that every taxpayer pays his fair share of taxes; **and**

WHEREAS, if the above-discovered errors are not corrected or a roll-back assessment not applied, the taxpayers affected would not be paying their fair share of taxes;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Taxing District of Lakehurst, that the Tax Assessor or Municipal Attorney is hereby authorized to act as the agent for the Taxing District during the year 2012 and file a Petition of Appeal or Complaint with the Ocean County Board of Taxation to correct such assessments to the proper value and that a copy of any Petition of Appeal or Complaint filed with the Ocean County Board of Taxation under this resolution be filed with the Municipal Clerk.

BE IT FURTHER RESOLVED that the Tax Assessor or Municipal Attorney is hereby authorized to execute stipulations of settlement on any complaint filed by the Taxing District or by a taxpayer in the tax year 2012; **and**

That a certified copy of this resolution be forwarded to the Ocean County Board of Taxation with any such Petition of Appeal.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the rate of interest on delinquent taxes shall be eight percent (8%) per annum; **and**

BE IT FURTHER RESOLVED that said rate shall be applied against each quarterly bill as it becomes payable; **and**

BE IT FURTHER RESOLVED that no interest shall be charged if payment on any installment is made within ten (10) days after any quarterly installment becomes payable; **and**

BE IT FURTHER RESOLVED that the rate so fixed shall be eight percent (8%) per annum of the first \$1,500.00 of the delinquency and eighteen percent (18%) per annum of any amount in excess of \$1,500.00.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, R. S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; **and**

WHEREAS, R. S. 54:4-67 has been amended to permit the fixing of said rate of 18% per annum on any amount in excess of \$1,500.00 of the delinquency and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year;

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 Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency.
2. Effective January 1, 2012, there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date, as set forth in paragraph one of this resolution.
4. A certified copy of this resolution shall be provided by the Municipal Clerk to the Tax Collector, the Municipal Attorney, and the Municipal Auditor.

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 January 1, 2012

.

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

RESOLUTION
JANUARY 1, 2012

WHEREAS, Section 40A:4-10 of the Revised Statutes of the State of New Jersey provides that (where any contracts or payments are to be made prior to the final adoption of the 2012 Budget) temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first thirty days of January 2012, and

WHEREAS, 26.5 % of the total 2011 Budget, exclusive of any provisions made for the Debit Service, Capital Improvements or for Public Assistance in said 2011 Budget is the sum of \$ 886,505.20.

Administrative & Executive		
	Salaries & Wages	20,000.00
	Other Expenses	1,000.00
Mayor & Council		
	Salaries & Wages	8,000.00
Financial Administration		
	Salaries & Wages	20,000.00
	Other Expenses	6,000.00
	Audit Services	5,000.00
Municipal Clerk		
	Salaries & Wages	20,000.00
	Other Expenses	6,000.00
Assessment of Taxes		
	Salaries & Wages	2,500.00
	Other Expenses	1,000.00
Collection of Taxes		
	Salaries & Wages	17,000.00
	Other Expenses	4,000.00
Legal Services		
	Salaries & Wages	6,000.00
	Other Expenses	6,000.00
Municipal Prosecutor		
	Salaries & Wages	5,000.00
Buildings & Grounds		
	Salaries & Wages	6,000.00
	Other Expenses	8,000.00
Planning Board		
	Salaries & Wages	1,000.00
	Other Expenses	1,000.00
Engineering Services & Costs		
	Other Expenses	5,000.00
Insurance		
	Liability Insurance	45,000.00
	Workers Compensation Insurance	50,000.00
	Employee Group Insurance	100,000.00

Fire		
	Other Expenses	10,000.00
Police		
	Salaries & Wages	160,000.00
	Other Expenses	14,000.00
Code Enforcement		
	Salaries & Wages	3,000.00
Emergency Medical Services		
	Other Expenses	10,000.00
Emergency Management Services		
	Salaries & Wages	1,000.00
	Other Expenses	500.00
Streets & Roads		
	Salaries & Wages	6,000.00
	Other Expenses	10,000.00
Purchase of Police Vehicles		
	Other Expenses	9,000.00
Animal Control		
	Other Expenses	1,000.00
Youth & Recreation		
	Salaries & Wages	550.00
	Other Expenses	550.00
Celebration Public Events		
	Other Expenses	1000.00
Historical Preservation		
	Other Expenses	100.00
Vehicle Maintenance		
	Salaries & Wages	100.00
	Other Expenses	21,000.00
Sanitation		
	Salaries & Wages	23,000.00
	Other Expenses	5,000.00
Landfill Disposal Costs		
	Other Expenses	20,000.00
Recycling		
	Salaries & Wages	6,000.00
	Other Expenses	3,000.00
Uniform Fire		
	Salaries & Wages	2,000.00
	Other Expenses	300.00
Uniform Construction County Rebate		
	Salaries & Wages	200.00
Utilities		
	Gasoline	18,000.00
	Electricity	7,000.00
	Telephone	5,000.00
	Natural Gas	6,000.00
	Street Lighting	10,000.00
	Fuel Oil	5,000.00
	Telecommunications	5,000.00

Statutory Expenditures

Public Employees Retirement System	38,000.00
Social Security	30,000.00
Police and Firemen's Retirement System	77,000.00
Unemployment Compensation Insurance	5,000.00

Municipal Court

Salaries & Wages	17,000.00
Other Expenses	6,000.00

Public Defender

Salaries & Wages	
Other Expenses	500.00

Municipal Alliance

3,000.00

SUB-TOTAL TEMPORARY BUDGET 883,300.00

Capital Improvement Fund	20,000.00
Payment of BAN	70,000.00
Interest on BAN	20,000.00
USDA Principal	26,283.00
USDA Interest	56,968.00
USDA Principal	44,398.00
USDA Interest	86,656.36

Total Temporary Appropriations

1,207,605.36

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the following temporary appropriations (the aggregate of which does not exceed the amount shown in the preamble above) be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her information and records.

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 January 1, 2012.

Bernadette Dugan
Municipal Clerk

RESOLUTION
JANUARY 1, 2012

WHEREAS, Section 40A:4-10 of the Revised Statutes of the State of New Jersey provides that (where any contracts or payments are to be made prior to the final adoption of the 2012 Budget) temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first thirty days of January, 2012, and

WHEREAS, 26.5 % of the total appropriations in the 2011 Utility Budget, exclusive of any provisions made for Debt Service, Capital Improvement Fund, or for Public Assistance in said 2011 Budget is the sum of \$ 231,023.10

Water - Sewer Operating Expenses		
	Salaries & Wages	\$65,000.00
	Other Expenses	\$50,523.00
	Audit Services	\$4,000.00
	Ocean County Utilities Authority	\$90,000.00
Statutory Expenditures		
	Social Security	\$6,000.00
	Unemployment/Disability	\$500.00
	PERS	\$15,000.00
Sub Total Appropriations		\$231,023.00
Debt Service		
	Capital Outlay	\$5,000.00
	Capital Improvement Fund	\$20,000.00
	Payment of BAN	\$21,000.00
	Interest on BAN	\$12,500.00
	USDA Principal	\$22,015.00
	USDA Interest	\$31,817.00
	FHA Principal	\$12,431.00
	FHA Interest	\$6,839.00
Total Temporary Appropriations		\$362,625.00

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the following temporary appropriations (the aggregate of which does not exceed the amount shown in the preamble above) be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her information and records.

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 January 1, 2012.

Bernadette Dugan
Municipal Clerk

**RESOLUTION
JANUARY 1, 2012**

BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the rate of interest on delinquent utility bills shall be eight percent (8%) per annum; **and**

BE IT FURTHER RESOLVED that said rate shall be applied against each quarterly bill as it becomes payable; **and**

BE IT FURTHER RESOLVED that no interest shall be charged if payment on any installment is made within thirty (30) days after any quarterly installment becomes payable; **and**

BE IT FURTHER RESOLVED that the rate so fixed shall be eight percent (8%) per annum of the first \$1,500.00 of the delinquency and eighteen percent (18%) per annum of any amount in excess of \$1,500.00.

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 January 1, 2012.

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

2012-01

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 AFSCME BARGAINING UNIT 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 January 1, 2012 shall be as follows:

POSITION	STEP 1 1/1/12 18 mons	STEP2 7/1/13 18 mons	STEP3 1/1/15 12 mon	STEP4 1/1/12 2.25%	STEP5 1/1/13 2.25%	STEP6 1/1/14 2.5%
Kybrdg/ Clerk 1	\$11.00	\$13.15	\$14.58	\$14.91	\$15.25	\$15.63
Clerk 2	\$12.35	\$14.50	\$16.07	\$16.43	\$16.80	\$17.22
Clerk 2 (Vio)	\$12.35	\$14.50	\$16.07	\$16.43	\$16.80	\$17.22
Clerk 4	\$14.50	\$16.84	\$18.67	\$19.09	\$19.52	\$20.00
Clerk 3 (Vio)	\$13.00	\$15.50	\$16.70	\$17.08	\$17.46	\$17.90
Clerk 4 (Ut)	\$14.50	\$16.84	\$18.67	\$19.09	\$19.52	\$20.00
Rclds Spprt Techn 2	\$14.50	\$16.84	\$18.67	\$19.09	\$19.52	\$20.00
Deputy Court Admin	\$13.72	\$15.72	\$17.43	\$17.82	\$18.22	\$18.68
Tax Collector	\$20.00	\$23.00	\$25.17	\$25.74	\$26.32	\$26.98
Laborer I	\$10.00	\$12.50	\$14.79	\$15.12	\$15.46	\$15.85
Laborer II	\$11.00	\$13.50	\$15.96	\$16.32	\$16.69	\$17.11
P W Trainee	\$11.25	\$14.50	\$16.23	\$16.60	\$16.97	\$17.40
Repairer	\$12.50	\$15.00	\$17.13	\$17.52	\$17.91	\$18.36
Repairer II	\$14.00	\$16.50	\$18.84	\$19.26	\$19.70	\$20.19
Senior Repairer	\$17.00	\$19.25	\$21.34	\$21.82	\$22.31	\$22.87
Truck Driver	\$16.75	\$19.00	\$21.25	\$21.73	\$22.22	\$22.78

ANY EMPLOYEE HIRED BEFORE 1/1/2012 AS A RA WILL BE PLACED AT STEP 4 REGARDLESS OF YEARS OF SERVICE. ANYONE HIRED AS A TA BEFORE 1/1/2012 THAT IS ADVANCED TO RA SHALL ALSO GO TO STEP

4 OF THE SALARY GUIDE.

Checking Water Treatment Plant and Wastewater Pumping Station on Weekends and Holidays	2% 1/1/2012 \$7,179.96	2% 7/1/2013 \$7,323.56
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Any employee who is scheduled to work beyond the scope of his current title, and is not receiving compensation, shall receive a differential of \$ 1.00 (one dollar) per hour. This shall not be included toward a new hourly rate or overtime rate.

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. Harry Robbins
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 first day of January 2012 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 nineteenth day January of 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

MAYOR AND COUNCIL OF THE BOROUGH OF LAKEHURST
LAKEHURST, NEW JERSEY

REORGANIZATION MEETING, SUNDAY, JANUARY 1, 2012

PLACE: LAKEHURST COMMUNITY CENTER

MUNICIPAL GOVERNING BODY MEMBERS:

HARRY ROBBINS, MAYOR
ROBIN BUSCH, COUNCILWOMAN
JAMES DAVIS, COUNCILMAN
GLENN MCCOMAS, COUNCILMAN
STEVEN OGLESBY, COUNCILMAN
EDWARD SEAMAN, JR., COUNCILMAN

1. MEETING OPENED AT _____ BY _____.

2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE.

3. PUBLIC MEETINGS STATEMENT READ BY CLERK DUGAN:

"IN COMPLIANCE WITH N.J.S.A. 10:4, OPEN PUBLIC MEETINGS ACT, NOTICE WAS GIVEN TO TWO NEWSPAPERS, AND POSTED, THAT THE REORGANIZATION MEETING OF THE MAYOR AND COUNCIL IS SCHEDULED FOR THE FIRST DAY OF JANUARY, 2012 TO BEGIN AT THE HOUR OF 12 NOON AT THE LAKEHURST COMMUNITY CENTER, CORNER OF PINE AND CENTER STREETS, LAKEHURST, NEW JERSEY, AT WHICH TIME, THE BUSINESS OF THE BOROUGH WILL BE CONDUCTED."

CLERK DUGAN READS STATEMENT OF BOARD OF COUNTY CANVASSERS DETERMINING WINNERS OF 2011 GENERAL ELECTION:

ATTORNEY SEAN GERTNER ADMINISTERS THE OATH OF OFFICE TO:

HARRY ROBBINS ROBIN BUSCH EDWARD SEAMAN, JR.

OATH OF OFFICE ADMINISTERED TO POLICE OFFICER JEFFREY EMMONS:

4. ROLL CALL:

COUNCILWOMAN BUSCH COUNCILMAN OGLESBY
COUNCILMAN DAVIS COUNCILMAN SEAMAN
COUNCILMAN MCCOMAS
MAYOR HARRY ROBBINS

5. ANNOUNCEMENT OF 2011 HOLIDAY LIGHTING CONTEST WINNERS:

6. REVIEW OF REORGANIZATION MEETING AGENDA:

7. 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 re: Appointment of Borough Officials](#)
2. [Resolution re: Appointment of Borough Attorney](#)
3. [Resolution re: Appointment of Borough Prosecutor](#)
4. [Resolution re: Appointment of Borough Public Defender](#)
5. [Resolution re: Appointment of Conflict Public Defender](#)
6. [Resolution re: Appointment of Borough Auditor](#)
7. [Resolution re: Appointment of Bond Counsel](#)
8. [Resolution re: Appointment of Hearing Officer](#)
9. [Resolution re: Additional Duties for Municipal Clerk](#)
10. [Resolution re: Appointment of Chief Financial Officer/Deputy](#)
11. [Resolution re: Appointment of Zoning Officer](#)
12. [Resolution re: Appointment of Housing Inspector](#)
13. [Resolution re: Appointment of Emergency Management Coordinator](#)
14. [Resolution re: Salary of Mayor Robbins](#)
15. [Resolution re: Official Newspaper of Borough](#)
16. [Resolution re: Official Borough Depositories](#)
17. [Resolution re: Mayor's Signature Stamp](#)
18. [Resolution re: 2012 Schedule of Meetings](#)
19. [Resolution re: Interest on Delinquent Taxes](#)
20. [Resolution re: Interest on Delinquent Utility](#)
21. [Resolution re: Routine Payments](#)
22. [Resolution re: Temporary Budget \(Current Fund\)](#)
23. [Resolution re: Temporary Budget \(Utility Fund\)](#)
24. [Resolution re: Tax Appeals](#)
25. [Resolution re: Cash Management Plan](#)
26. [Resolution re: Appointment of Land Use Board Members](#)
27. [Resolution re: Appoint Councilman Davis as Class III Land Use Board Member](#)
28. [Resolution re: Community Development Block Grant Representative & Alternate](#)
29. [Resolution re: Penalty for Delinquent Taxpayers over \\$10,000](#)
30. [Resolution re: Appointment of Borough Photographers](#)
31. [Resolution re: 2012 Schedule C Agreement](#)

- 32. [Resolution re: Local Emergency Planning Committee Members](#)
- 33. [Resolution re: Petty Cash Fund](#)
- 34. [Resolution re: Electronic Transfer of Funds](#)
- 35. [Resolution re: Use of Procurement Card for Staples Purchases](#)
- 36. [Resolution re: Use of Procurement Card for Home Depot Purchases](#)
- 37. [Resolution re: Use of Procurement Card for Lowe's Purchases](#)
- 38. [Resolution re: Vendor Account for Lakehurst Hardware Purchases](#)
- 39. [Resolution re: Vendor Account for Sandy's Cozy Corner](#)
- 40. [Resolution re: Vendor Account for Italy's Best](#)
- 41. [Resolution re: Raffle License for Lakehurst Historical Society](#)

B. CORRESPONDENCE:

C. ORDINANCES APPROVED ON FIRST READING:

“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” (#2012-01)

D. APPLICATIONS (GRANTS, ETC.):

E. APPOINTMENTS TO BOARDS/COMMITTEES:

F. HIRING (APPROVAL)/PROMOTIONS (APPROVAL):

G. RESIGNATIONS:

Resignation of Special Law Enforcement Officer I Timothy McCarthy

H. REQUISITIONS APPROVAL:

Motion by: _____ Seconded by: _____

To approve consent agenda. Roll call vote.

8. ORDINANCES NOT ON CONSENT AGENDA:

9. RESOLUTIONS NOT ON CONSENT AGENDA:

RESOLUTION APPOINTING COUNCIL PRESIDENT:

Motion by: _____ Seconded by: _____

To appoint _____ as Council President. Roll call vote.

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

12. COMMITTEE/COUNCIL REPORTS:

13. MAYOR COMMENTS:

Mayor Robbins announces committee appointments.

14. COMMENTS FROM PUBLIC:

Time opened: _____

Time closed: _____

15. ADJOURNMENT:

Motion by: _____ Seconded by: _____
To adjourn meeting. Roll call vote. Time: _____

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, Alan Murray, the Finance Department Head has been granted the designation of Certified Municipal Finance Officer, **and**

WHEREAS, the Governing Body is of the opinion the position of Chief Financial Officer (CFO) for the Borough of Lakehurst should be a fulltime position, **and**

WHEREAS, Municipal Code section 2:17 allows for the creation of deputy positions, **and**

WHEREAS, the Governing Body recognizes the need for a deputy position in the office of the Finance Department

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. Effective January 1, 2012 Alan Murray is hereby appointed to the position of fulltime CFO at a base salary of \$ 57,000.00 per annum.
2. Effective January 1, 2012 Christine Thorne is hereby appointed to the part-time position of Deputy CFO for the Borough of Lakehurst, at a base salary of \$ 12,000.00 with prorated sick; vacation; personal days.
3. Christine Thorne shall continue to act as Certified Purchasing Agent for the Borough of Lakehurst with an additional stipend of \$ 1,500.00 per annum.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Municipal Administrator who served as the Certifying Officer for Civil Service Commission forms and action as well as the overseer of day-to-day operations of the Borough of Lakehurst retired on January 1, 2012, **and**

WHEREAS, Governing Body has determined that the need exists for the duties and office hours of the municipal clerk be expanded to oversee the day-to-day operations of the Borough as well as serve as the appointing authority for Civil Service matters,

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 hours of the municipal clerk shall be expanded from 9:00 a.m. until 5:00 p.m. for a differential of \$7,500 per annum, **and**

BE IT FURTHER RESOLVED that Municipal Clerk Bernadette Dugan is hereby appointed the Borough Council designee for all actions under NJSA 11A Civil Service and NJAC 4A, Personnel to the NJ Civil Service Commission.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, it has become necessary to appoint a Zoning Officer, **and**

WHEREAS, Danny Barker has applied for the position, **and**

WHEREAS, the Governing Body is of the opinion that Danny Barker meets the qualifications for the position of Zoning Officer,

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 Danny Barker shall be appointed Zoning Officer for the Borough of Lakehurst at a salary of \$ 1,000.00 per annum.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, at the general election held on November 8, 2011 Harry Robbins was elected to the position of mayor, **and**

WHEREAS, at the reorganization meeting of the Governing Body of the Borough of Lakehurst held on January 1, 2012 Harry Robbins was sworn in as Mayor,

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, Mayor Harry Robbins of the Borough of Lakehurst shall receive a salary of \$ 5,108.00 per annum.

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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, the Borough of Lakehurst Historical Society, Inc. has applied for two Raffles 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 28, 2012 with a rain date of January 29, 2012, **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 Raffles Licenses for the Borough of Lakehurst Historical Society, Inc. are hereby approved.

I, Bernadette Dugan, 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 January 1, 2012.

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

**RESOLUTION
JANUARY 1, 2012**

WHEREAS, it has become necessary to appoint a Housing Code Officer, **and**

WHEREAS, Timothy J. Borsetti has applied for the position, **and**

WHEREAS, the Governing Body is of the opinion that Timothy J. Borsetti meets the qualifications for the position of Housing Code Officer,

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 Timothy J. Borsetti shall be appointed Housing Code Officer for the Borough of Lakehurst at a salary of \$ 4,500.00 per annum.

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 January 1, 2012.

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