

**BOROUGH OF LAKEHURST  
WORK SESSION/REGULAR MEETING  
DECEMBER 19, 2013  
TENTATIVE AGENDA**

1. Approval of Minutes of December 5, 2013 Regular Meeting
2. Approval of Executive Session minutes from December 6, 2012 to November 7, 2013
3. Resolution regarding payment of bills
4. Resolution accepting 2012 Municipal Audit
5. Resolution regarding participation in 2012-2013 NJ Forest Fire Service Volunteer Fire Assistance Grant
6. Resolution regarding cancellation of Current Fund unexpended balances
7. Resolution regarding cancellation of Utility Fund unexpended balances
8. Resolution regarding transfer (Current Fund)
9. Resolution regarding Chapter 159 for Drive Sober or Get Pulled Over Year End Crackdown
10. Resolution regarding extension of shared services agreement with Plumsted Township to provide court services until February 28, 2014
11. Second Reading and Public Hearing of Ordinance #13-08 entitled: “AN ORDINANCE OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, ADOPTING, AMENDING, SUPPLEMENTING AND CODIFYING THE MANDATORY AND RANDOM ALCOHOL AND DRUG TESTING POLICY OF THE BOROUGH OF LAKEHURST, IN THE COUNTY OF OCEAN, AND STATE OF NEW JERSEY”
12. 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.*

**ORDINANCE**

**2013-08**

**AN ORDINANCE OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, ADOPTING, AMENDING, SUPPLEMENTING, AND CODIFYNG THE MANDATORY AND RANDOM ALCOHOL AND DRUG TESTING POLICY OF 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 Borough of Lakehurst, New Jersey, shall henceforth require all volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles, to undergo mandatory and random alcohol and drug testing administered by a professionally trained, reputable contractor/firm or police department hired by the Borough of Lakehurst in order to demonstrate the ability to perform their duties without any dependence on illegal substances.

**SECTION 2:** Definitions.

- a. "Alcohol" shall mean any substance with an alcohol concentration of 0.04% or more as defined in N.J. Stat. § 39:3-10.13.
- b. "Alcohol test" shall mean any test administered for the purpose of determining the presence or absence of alcohol in a person's body.
- c. "Contractor/Firm" shall mean any agency designated by the Borough of Lakehurst to conduct drug screening tests for the purpose of detecting controlled dangerous substances.
- d. "Controlled dangerous substances" shall mean any substance listed in Schedules I through V in Sections 5 through 8 of P.L. 1970, C.226 (N.J.S.A. 24:21-5 through 24:21-8) and in Section 4 of P. L. 1971, C.3 (N.J.S.A. 24:21-8.1). The term shall not include tobacco, tobacco products, distilled spirits, wine, or malt beverages as they are defined or used in N.J.S. 33:1-1 et seq. Controlled dangerous substances are classified as any material, compound, mixture, or preparation which contains any quantity of substances having a potential for abuse associated with a depressant effect on the central nervous system.
- e. "Drug test" shall mean any test administered for the purpose of determining the presence or absence of a controlled dangerous substance in a person's body.
- f. "Employee" shall mean all individuals, both appointed and non-appointed, who are hired or who are seeking to be hired by the Borough of Lakehurst.
- g. "Employee Assistance Program" shall mean and refer to the Borough of Lakehurst's program which is designed to help employees resolve personal problems which have an adverse effect on their job performance.
- h. "Medical facility" shall mean a laboratory wherein drug tests are conducted on samples.
- i. "Prescription or Non-prescription medication" shall mean a drug prescribed for use by a duly licensed physician, dentist or other medical practitioner licensed to issue prescriptions, or drug that is authorized for general distribution and use in the treatment of human diseases, ailments, or injuries, pursuant to the "Federal Food, Drug and Cosmetic Act," 52 Stat. 1040 (21 U.S.C. 301 et seq.).
- j. "Random" shall mean and only refer to the dates and times selected by the Borough of Lakehurst and shall not refer to the method or selection process of selecting the individuals chosen for the drug and alcohol testing.

- k. "Reasonable suspicion" shall mean circumstances that would induce a reasonably intelligent individual to believe that a specific condition, in this case the use of drugs, exists.
- l. "Volunteers" shall mean all individuals who voluntarily offer themselves or their services and are hired or seek to be hired by the Borough of Lakehurst and are either appointed or non-appointed, on an unpaid or uncompensated basis, who utilize Borough of Lakehurst equipment or vehicles or who work with or have any contact with children.

**SECTION 3:** It shall be a violation of this Ordinance to release information obtained through an alcohol or drug test except to the Borough Clerk or Borough Administrator, and the individual submitting to the test. The result of an alcohol or drug test may not be used in any civil or criminal proceeding against the individuals who have submitted to the test.

**SECTION 4:** The Contractor/Firm or the police department shall be responsible for performing the urinalysis testing of volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles, and submitting findings of the same to the Borough of Lakehurst's Clerk or Borough Administrator.

**SECTION 5:** All volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles shall be required to submit to a mandatory and random alcohol and drug test for the purpose of determining the presence or absence in the body of the above-mentioned person.

**SECTION 6:** All volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles, who refuse to submit to an alcohol and/or drug test, shall be denied employment. In the case of a new employee, the test shall be administered immediately prior to the last application procedure before employment is offered to the applicant.

**SECTION 7:** It is hereby mandatory for all new employees to undergo random alcohol and drug testing.

**SECTION 8:** The test required under this legislation shall be provided by the Borough of Lakehurst which shall enter into contract with approved medical facility to administer the tests.

**SECTION 9:** Prior to or at the time of the drug test, the volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles, will be given the opportunity to submit medical documentation to verify the person's use of a prescription or non-prescription medication.

**SECTION 10:** Supervisors who suspect volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles, of using alcohol or drugs shall report the name(s) of those person(s) to the Borough of Lakehurst's Clerk or Borough Administrator who in turn shall monitor the case. Supervisors will immediately report any suspensions to the Administrator or Clerk. Supervisors that observe behavior constituting reasonable suspicion are required to institute testing.

**SECTION 11:** All volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles, will be required to submit to alcohol or drug testing when their work performance causes a reasonable suspicion that they are impaired due to current intoxication, drug or controlled substance abuse, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled substance free following treatment.

**SECTION 12:** The following characteristic and/or factors may be used to form or establish reasonable individualized suspicion as cited above:

- a. Physical impairment or incapacitation;
- b. Excessive absenteeism;
- c. Chronic lateness;
- d. Deterioration of work habits;
- e. Reduced productivity;
- f. Confidential information concerning illegal drug use;
- g. Uncharacteristic behavior patterns.

**SECTION 13:** All volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles shall be required to submit to alcohol or drug testing within two (2) hours of any accident or incident involving Borough of Lakehurst equipment or vehicles.

**SECTION 14:** The refusal by volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles, to submit to a urinalysis test when so ordered, based on reasonable suspicion, shall be the basis for disciplinary action, up to and including termination, imposed by the Borough of Lakehurst's Clerk or Borough Administrator.

**SECTION 15:** All volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles, must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

**SECTION 16:** Borough personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy and federal law. All volunteers, employees, and all individuals utilizing Borough of Lakehurst equipment or vehicles, using prescription drugs that may affect job performance or safety must notify their Supervisor or Department Head who is required to maintain the confidentiality of any information regarding an individual's medical condition in accordance with the Health Insurance Portability and Protection Act. A program to assist employees, who may have a drug/alcohol problem, if appropriate, is provided through the Borough's medical benefit program.

**SECTION 17:** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 18:** 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 19:** This ordinance shall take effect after second reading and publication as required by law.

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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 \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_ 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 seventh day of \_\_\_\_\_, 2013 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.

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Bernadette Dugan, RMC/CPM  
Municipal Clerk

**RESOLUTION  
DECEMBER 19, 2013**

**WHEREAS**, Boemio's Market, LLC has applied to the Mayor and Council of the Borough of Lakehurst for a person-to-person and place-to-place transfer for the liquor license #1513-33-002-009 held by Joseph Albero and Frank D'Apolito, **and**

**WHEREAS**, the background investigation conducted by the Lakehurst Police Department has not revealed any disqualifying events, **and**

**WHEREAS**, based upon the investigation and verifying documentation provided by the applicant to the Police Department, the investigating officer has recommended that the transfer be approved, **and**

**WHEREAS**, all necessary forms and fees were submitted to the office of the Municipal Clerk, **and**

**WHEREAS**, the notice of the transfer was twice published as required.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the application of Boemio's Market, LLC for the person-to-person and place-to-place transfer of liquor license #1513-33-002-009 is hereby approved, effective immediately.

**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 19, 2013.**

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

**RESOLUTION  
DECEMBER 19, 2013**

**WHEREAS**, the governing body of the Borough of Lakehurst, in the County of Ocean and State of New Jersey has carefully examined all vouchers presented to the Borough Clerk for payment of claims; finding all to be accurate and legitimate;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the bills list as presented in the amount of \$244,715.88 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 19, 2013.**

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**Bernadette Dugan, RMC  
Municipal Clerk**

P.O. Type: All  
Range: First to Last  
Format: Detail without Line Item Notes

Open: N Paid: N Void: N  
Rcvd: Y Held: Y Aprv: N  
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-00717	09/10/13	M0963 MGL PRINTING SOLUTIONS								
1		2014 DOG TAGS AND LINKS	159.00	3-15-00-900-001	B DOG FUND EXPENDITURES	R	09/10/13	12/13/13		117257
13-00794	10/02/13	U0562 USA BLUE BOOK								
1		WELL DEPTH GAUGE	121.60	3-09-00-101-212	B MAINTENANCE SUPPLIES	R	10/02/13	12/13/13		205267
2		SHIPPING	16.71	3-09-00-101-212	B MAINTENANCE SUPPLIES	R	10/02/13	12/13/13		205267
			138.31							
13-00856	10/23/13	B0064 BLUE LINE EMERGENCY LIGHTING								
1		TRAFFIC SAFETY VESTS - DDEF	811.25	3-01-41-212-299	B MISCELLANEOUS	R	10/23/13	12/13/13		737
13-00859	10/24/13	N0188 NJ FIRE EQUIPMENT								
1		AV 3000 FACEPIECE SMALL	273.60	3-01-25-125-299	B MISCELLANEOUS	R	10/24/13	12/12/13		52087
2		AV 3000 FACEPIECE MED	273.60	3-01-25-125-299	B MISCELLANEOUS	R	10/24/13	12/12/13		52087
3		AV 3000 FACEPIECE LARGE	273.60	3-01-25-125-299	B MISCELLANEOUS	R	10/24/13	12/12/13		52087
			820.80							
13-00861	10/24/13	A0016 ALL TIME TIRE								
1		315/80R22.5 ST23 ALLPOSITION	454.00	3-01-26-151-253	B MOTOR VEHICLES - TIRES	R	10/24/13	12/13/13		
2		22.5x9 OVAL HOLES 5 HAND UNIM	395.00	3-01-26-151-253	B MOTOR VEHICLES - TIRES	R	10/24/13	12/13/13		
3		FREIGHT FROM PETERBILT	103.50	3-01-26-151-253	B MOTOR VEHICLES - TIRES	R	10/24/13	12/13/13		
4		22.35x825 WHITE STEEL WHEEL	125.00	3-01-26-151-253	B MOTOR VEHICLES - TIRES	R	10/24/13	12/13/13		
5		11R 22.5 DRIVE RETREAD TIRE	257.00	3-01-26-151-253	B MOTOR VEHICLES - TIRES	R	10/24/13	12/13/13		
			1,334.50							
13-00862	10/24/13	M0118 MIRACLE CHEMICAL CO.								
1		200 GAL SODIUM HYPOCHLORITE	650.00	3-09-00-101-267	B CHEMICALS	R	10/24/13	12/13/13		
13-00903	11/06/13	D0966 DOWNS FORD								
1		COMPUTER POM	1,261.29	3-01-26-147-252	B POLICE VEHICLE MAINT/REPAIR	R	11/06/13	12/13/13		
2		LABOR	418.92	3-01-26-147-252	B POLICE VEHICLE MAINT/REPAIR	R	11/06/13	12/13/13		
3		BATTERY	121.00	3-01-26-147-252	B POLICE VEHICLE MAINT/REPAIR	R	11/06/13	12/13/13		
			1,801.21							



PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-00927	11/19/13	D0009 DE SESA ENGINEERING COMPANY								
		1 ESC FACIL HVAC MAINTENANCE	2,028.00	3-01-26-113-244	B EQUIPMENT - MAINTENANCE/REPAIR	R	11/19/13	12/13/13		C21275
13-00928	11/19/13	G0021 GILES & RANSOME								
		1 2008 CATERPILLAR 420E BACKHOE	53,700.00	X-04-00-550-020	B ORD 2012-8 IAUF VAR IMPROVEMENTS	R	11/19/13	12/13/13		
13-00929	11/19/13	D0966 DOWNS FORD								
		1 PD 1306 INSTRUMENT CLUSTER	487.94	3-01-26-147-252	B POLICE VEHICLE MAINT/REPAIR	R	11/19/13	12/13/13		
		2 LABOR	209.46	3-01-26-147-252	B POLICE VEHICLE MAINT/REPAIR	R	11/19/13	12/13/13		
			697.40							
13-00932	11/19/13	B0064 BLUE LINE EMERGENCY LIGHTING								
		1 L/S POLO SHIRT W/ PATCH	48.00	3-01-25-127-274	B UNIFORM ALLOWANCE - JAMES	R	11/19/13	12/13/13		
		2 L/S POLO SHIRT W/ PATCH	48.00	3-01-25-127-279	B UNIFORM ALLOWANCE - HEINZMAN	R	11/19/13	12/13/13		
			96.00							
13-00935	11/20/13	F0038 FIRST ENVIRONMENT								
		1 BORO HALL FUEL TANK SURVEY	3,834.38	3-01-26-113-299	B MISCELLANEOUS	R	11/20/13	12/13/13		29228
13-00938	11/21/13	S0896 SHORE BUSINESS SOLUTIONS								
		1 FUJITSU SCANNER FOR BORO HALL	565.00	3-01-44-222-297	B UPGRADE ELECTRONICS	R	11/21/13	12/13/13		34221A
13-00939	11/18/13	O0890 OCEAN COUNTY VETERINARY								
		1 11/18/13 25 BROWN AVENUE CAT	219.10	3-01-27-139-299	B MISCELLANEOUS	R	11/18/13	12/13/13		259400
13-00940	11/19/13	M0036 MUNICIPAL RECORD SERVICE								
		1 ATS MAILERS - 2 BOXES	294.00	3-01-43-201-216	B PRINTING	R	11/19/13	12/13/13		131176
		2 SHIPPING	41.75	3-01-43-201-216	B PRINTING	R	11/19/13	12/13/13		131176
		3 IDRC FORMS 250	110.00	3-01-43-201-216	B PRINTING	R	11/19/13	12/13/13		131176
		4 DD2 FORMS 250	70.00	3-01-43-201-216	B PRINTING	R	11/19/13	12/13/13		131176
		5 SHIPPING	27.50	3-01-43-201-216	B PRINTING	R	11/19/13	12/13/13		131176
			543.25							
13-00986	12/04/13	O0143 OCEAN COUNTY MAYOR'S ASSOC.								
		1 2014 MEMBERSHIP DUES	125.00	3-01-20-104-299	B MISCELLANEOUS	R	12/04/13	12/13/13		1413-13
13-00993	12/05/13	J0093 JASON T. BEDELL								
		1 POLICE TECH SUPPORT CONTRACT	1,250.00	3-01-25-127-221	B SPECIAL CONSULTANTS	R	12/05/13	12/13/13		

PO # Item	PO Date Description	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-00995	12/05/13	H0626 HENDERSON LABS, J.R. INC.									
1	LAB TESTS NOVEMBER 2013		166.00	3-09-00-101-222	B CONTRACTUAL SERVICES		R	12/05/13	12/13/13		46213
13-00997	12/05/13	H0196 HALL'S GULF SERVICE, INC.									
1	1310-6005: PD 1303 RELAY		95.34	3-01-26-147-252	B POLICE VEHICLE MAINT/REPAIR		R	12/05/13	12/13/13		1310-6005
2	1310-6174: PD 1303 DRIVE SHAFT		200.00	3-01-26-147-252	B POLICE VEHICLE MAINT/REPAIR		R	12/05/13	12/13/13		1310-6174
3	1310-5904: PD 1306 HEADLIGHT		24.85	3-01-26-147-252	B POLICE VEHICLE MAINT/REPAIR		R	12/05/13	12/13/13		1310-5904
4	1310-5908: PD 1305 REPLACE		58.48	3-01-26-147-252	B POLICE VEHICLE MAINT/REPAIR		R	12/05/13	12/13/13		1310-5908
5	1310-5937: PD 1301 BRAKE JOB,		587.67	3-01-26-147-252	B POLICE VEHICLE MAINT/REPAIR		R	12/05/13	12/13/13		1310-5937
6	1310-6149: PW CHEVY RADIATOR &		359.40	3-01-26-147-256	B PUBLIC WKS VEHICLE MAINT/REP		R	12/05/13	12/13/13		1310-6149
7	1310-5845: PW SILVERADO OILCHG		34.23	3-01-26-147-256	B PUBLIC WKS VEHICLE MAINT/REP		R	12/05/13	12/13/13		1310-5845
			<u>1,359.97</u>								
13-00998	12/05/13	C0015 CODED SYSTEMS CORPORATION									
1	ORDINANC CODIFICATION SERVICES		5,900.00	3-01-55-900-012	B RESERVE CODIFICATION OF ORDS.		R	12/05/13	12/13/13		
13-00999	12/06/13	P0210 PAYROLL ACCOUNT									
1	PAYROLL 11/27/13		8,590.38	3-09-00-101-101	B SALARIES - REGULAR		R	12/06/13	12/06/13		
2	PAYROLL 11/27/13		<u>657.16</u>	3-09-00-114-293	B FICA		R	12/06/13	12/06/13		
			9,247.54								
13-01000	12/06/13	P0210 PAYROLL ACCOUNT									
1	PAYROLL 12/11/13		8,683.39	3-09-00-101-101	B SALARIES - REGULAR		R	12/06/13	12/06/13		
2	PAYROLL 12/11/13		<u>664.28</u>	3-09-00-114-293	B FICA		R	12/06/13	12/06/13		
			9,347.67								
13-01001	12/06/13	P0210 PAYROLL ACCOUNT									
1	PAYROLL 11/27/13		1,228.16	3-01-20-102-101	B SALARY - REGULAR		R	12/06/13	12/06/13		
2	PAYROLL 11/27/13		3,798.46	3-01-40-228-103	B ADMIN SALARIES & WAGES		R	12/06/13	12/06/13		
3	PAYROLL 11/27/13		5,852.45	3-01-40-228-103	B ADMIN SALARIES & WAGES		R	12/06/13	12/06/13		
4	PAYROLL 11/27/13		645.59	3-01-20-105-101	B SALARIES - REGULAR		R	12/06/13	12/06/13		
5	PAYROLL 11/27/13		2,008.22	3-01-20-107-101	B SALARIES - REGULAR		R	12/06/13	12/06/13		
6	PAYROLL 11/27/13		1,134.62	3-01-20-109-101	B SALARIES - REGULAR		R	12/06/13	12/06/13		
7	PAYROLL 11/27/13		461.54	3-01-25-111-101	B SALARIES - REGULAR		R	12/06/13	12/06/13		
8	PAYROLL 11/27/13		135.84	3-01-55-900-037	B INTERFUND-TRUST FUND		R	12/06/13	12/06/13		
9	PAYROLL 11/27/13		2,699.29	3-01-26-113-101	B SALARIES - REGULAR		R	12/06/13	12/06/13		
10	PAYROLL 11/27/13		176.97	3-01-22-129-101	B SALARIES - REGULAR		R	12/06/13	12/06/13		
11	PAYROLL 11/27/13		29,343.16	3-01-25-127-101	B SALARIES - REGULAR		R	12/06/13	12/06/13		
12	PAYROLL 11/27/13		871.57	3-01-25-127-108	B SALARIES - OVERTIME		R	12/06/13	12/06/13		

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
Item	Description				Acct Type Description					
13-01001	12/06/13	P0210								
		PAYROLL ACCOUNT			Continued					
13	PAYROLL 11/27/13		61.17	3-01-25-133-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
14	PAYROLL 11/27/13		296.16	3-01-25-157-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
15	PAYROLL 11/27/13		1,399.13	3-01-26-135-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
16	PAYROLL 11/27/13		3,465.40	3-01-26-151-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
17	PAYROLL 11/27/13		74.43	3-01-28-141-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
18	PAYROLL 11/27/13		3,147.61	3-01-43-201-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
19	PAYROLL 11/27/13		75.42	3-01-43-201-108	B SALARIES - OVERTIME	R	12/06/13	12/06/13		
20	PAYROLL 11/27/13		<u>4,121.87</u>	3-01-36-176-295	B SOCIAL SECURITY	R	12/06/13	12/06/13		
			60,997.06							
13-01002	12/06/13	P0210								
		PAYROLL ACCOUNT								
1	PAYROLL 12/11/13		1,228.16	3-01-20-102-101	B SALARY - REGULAR	R	12/06/13	12/06/13		
2	PAYROLL 12/11/13		3,798.46	3-01-40-228-103	B ADMIN SALARIES & WAGES	R	12/06/13	12/06/13		
3	PAYROLL 12/11/13		5,852.45	3-01-20-107-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
4	PAYROLL 12/11/13		2,008.22	3-01-20-107-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
5	PAYROLL 12/11/13		645.59	3-01-20-105-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
6	PAYROLL 12/11/13		1,134.62	3-01-20-109-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
7	PAYROLL 12/11/13		461.54	3-01-25-111-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
8	PAYROLL 12/11/13		135.84	3-01-55-900-037	B INTERFUND-TRUST FUND	R	12/06/13	12/06/13		
9	PAYROLL 12/11/13		2,699.29	3-01-26-113-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
10	PAYROLL 12/11/13		176.97	3-01-22-129-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
11	PAYROLL 12/11/13		24,600.72	3-01-25-127-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
12	PAYROLL 12/11/13		1,997.01	3-01-25-127-108	B SALARIES - OVERTIME	R	12/06/13	12/06/13		
13	PAYROLL 12/11/13		61.17	3-01-25-133-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
14	PAYROLL 12/11/13		296.16	3-01-25-157-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
15	PAYROLL 12/11/13		1,236.80	3-01-26-135-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
16	PAYROLL 12/11/13		3,345.23	3-01-26-151-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
18	PAYROLL 12/11/13		74.43	3-01-28-141-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
19	PAYROLL 12/11/13		3,219.11	3-01-43-201-101	B SALARIES - REGULAR	R	12/06/13	12/06/13		
20	PAYROLL 12/11/13		339.39	3-01-43-201-108	B SALARIES - OVERTIME	R	12/06/13	12/06/13		
22	PAYROLL 12/11/13		<u>3,651.52</u>	3-01-36-176-295	B SOCIAL SECURITY	R	12/06/13	12/06/13		
			56,962.68							
13-01004	12/11/13	R0158								
		REMINGTON, VERNICK & VENA								
1	CDBG ORCHARD AVE		2,946.25	3-03-00-205-031	B CDBG 2013 CURBS/SIDEWALKS/DRAINS	R	12/11/13	12/13/13		
2	10/2013		850.00	3-03-00-205-031	B CDBG 2013 CURBS/SIDEWALKS/DRAINS	R	12/11/13	12/13/13		

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-01004	12/11/13	R0158			REMINGTON, VERNICK & VENA	Continued					
	3 11/2013		470.00	3-03-00-205-031	B CDBG 2013 CURBS/SIDEWALKS/DRAINS		R	12/12/13	12/13/13		
			<u>4,266.25</u>								
13-01006	12/11/13	T0278			TCTA MEMBERSHIP SERVICES						
	1 2014 MEMBERSHIP DUES FOR		100.00	3-01-20-107-281	B PROFESSIONAL MEMBERSHIP & DUES		R	12/11/13	12/13/13		
	2 ALAN MURRAY		100.00	3-01-20-103-284	B TRAINING AND EDUCATION		R	12/11/13	12/13/13		
			<u>200.00</u>								
13-01007	12/11/13	O0140			OCEAN COUNTY BOARD OF HEALTH						
	1 ANIMAL SHELTER BILLING 11/12		176.00	3-01-27-139-299	B MISCELLANEOUS		R	12/11/13	12/13/13		
13-01008	12/11/13	C0046			COLONIAL BOUQUET						
	1 FUNERAL ARRANGEMENT		55.00	3-01-20-102-299	B MISCELLANEOUS		R	12/11/13	12/13/13		20806
13-01009	12/12/13	O0012			ONE CALL CONCEPTS						
	1 ONE CALL MESSAGES 11/13		9.12	3-09-00-101-275	B TELEPHONE		R	12/12/13	12/13/13		3115358
13-01010	12/12/13	H0196			HALL'S GULF SERVICE, INC.						
	1 BORO GASOLINE PURCHAS 11/13		630.24	3-01-31-160-265	B GASOLINE		R	12/12/13	12/13/13		
	2 FD GASOLINE PURCHASES 11/13		259.10	3-01-31-160-265	B GASOLINE		R	12/12/13	12/13/13		
	3 EMS GASOLINE 11/13		50.01	3-01-31-160-265	B GASOLINE		R	12/12/13	12/13/13		
			<u>939.35</u>								
13-01011	12/12/13	V0011			VERIZON WIRELESS						
	1 BORO CELL PHONE BILL		415.31	3-01-31-164-275	B TELEPHONE		R	12/12/13	12/13/13		
	2 POLICE MDT CELL PH BILL		89.22	3-01-31-168-299	B TELECOMMUNICATIONS		R	12/12/13	12/13/13		
	3 FIRE DEPT CELL PH BILL		41.03	3-01-31-164-275	B TELEPHONE		R	12/12/13	12/13/13		
			<u>545.56</u>								
13-01012	12/12/13	A0971			AVAYA COMMUNICATION						
	1 MERLIN SYSTEM AGREEMENT 12/13		77.14	3-01-31-168-299	B TELECOMMUNICATIONS		R	12/12/13	12/13/13		2732861802
13-01013	12/12/13	U0005			UNIFIRST CORPORATION						
	1 PW UNIFORM CLEANING 11/13		472.84	3-09-00-101-271	B UNIFORMS		R	12/12/13	12/13/13		
13-01014	12/12/13	N0029			FOX LEDGE SPRING WATER						
	1 BORO HALL WATER AND COOLER		30.00	3-01-26-113-299	B MISCELLANEOUS		R	12/12/13	12/13/13		
	2 POLICE DEPT WATER AND COOLER		18.00	3-01-25-127-299	B MISCELLANEOUS		R	12/12/13	12/13/13		

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-01014	12/12/13	N0029 FOX LEDGE SPRING WATER			Continued					
		3 PW GARAGE WATER AND COOLER	36.00	3-01-26-135-299	B MISCELLANEOUS	R	12/12/13	12/13/13		
		4 BORO HALL DOWNSTAIRS WATER	18.00	3-01-20-107-299	B MISCELLANEOUS	R	12/12/13	12/13/13		
			<u>102.00</u>							
13-01015	12/12/13	00139 OCEAN COUNTY LANDFILL								
		1 LANDFILL DUMP FEE ESCROW	10,000.00	3-01-32-152-257	B LANDFILL FEES	R	12/12/13	12/13/13		
13-01016	12/12/13	L0003 LAKEHURST HARDWARE								
		1 HARDWARE HOUSE ACCOUNT CHARGES	29.14	3-01-26-113-262	B MINOR TOOLS & EQUIPMENT	R	12/12/13	12/13/13		
		2 FD PURCHASES 11/13	50.47	3-01-25-125-262	B MINOR TOOLS & EQUIPMENT	R	12/12/13	12/13/13		
			<u>79.61</u>							
13-01017	12/12/13	S0046 SECURALL MONITORING CORP								
		1 ESC ALARM MONITORING	98.85	3-01-26-113-299	B MISCELLANEOUS	R	12/12/13	12/13/13		R187596
13-01018	12/12/13	L0040 LOWE'S								
		1 UTILITY	13.56	3-09-00-101-262	B MINOR TOOLS & EQUIPMENT	R	12/12/13	12/13/13		
		2 VEHICLE MAINTENANCE	142.41	3-01-26-147-256	B PUBLIC WKS VEHICLE MAINT/REP	R	12/12/13	12/13/13		
		3 BUILDINGS & GROUNDS	94.23	3-01-26-113-262	B MINOR TOOLS & EQUIPMENT	R	12/12/13	12/13/13		
		4 BUILDINGS & GROUNDS	39.42	3-01-26-113-262	B MINOR TOOLS & EQUIPMENT	R	12/12/13	12/13/13		
		5 BUILDINGS & GROUNDS	70.05	3-01-26-113-262	B MINOR TOOLS & EQUIPMENT	R	12/12/13	12/13/13		
		6 FINANCE CHG	1.84	3-01-20-103-299	B MISCELLANEOUS	R	12/12/13	12/13/13		
			<u>361.51</u>							
13-01019	12/12/13	E9911 EARTHLINK INC								
		1 INTERNET BILL DUE 12/12/13	15.95	3-01-31-168-299	B TELECOMMUNICATIONS	R	12/12/13	12/13/13		469440542
13-01020	12/12/13	D0056 DOVER OIL COMPANY								
		1 FUEL OIL FOR COMMUNITY CENTER	258.50	3-01-31-166-267	B FUEL OIL	R	12/12/13	12/13/13		17152
		2	200.00	3-01-31-165-269	B NATURAL GAS	R	12/12/13	12/13/13		17152
			<u>458.50</u>							
13-01021	12/13/13	N0136 NJ NATURAL GAS COMPANY								
		1 ESC GAS BILL	908.39	3-01-31-165-269	B NATURAL GAS	R	12/13/13	12/13/13		
		2 PW GARAGE GAS BILL	780.68	3-01-31-165-269	B NATURAL GAS	R	12/13/13	12/13/13		
		3 COMMUNITY CENTER GAS BILL	68.93	3-01-31-165-269	B NATURAL GAS	R	12/13/13	12/13/13		
		4 PD HQ GAS BILL	292.15	3-01-31-165-269	B NATURAL GAS	R	12/13/13	12/13/13		

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-01021	12/13/13	N0136 NJ NATURAL GAS COMPANY 5 BOROUGH HALL GAS BILL	Continued <u>186.46</u> 2,236.61	3-01-31-165-269	B NATURAL GAS	R	12/13/13	12/13/13		
13-01022	12/13/13	J0900 JCP&L CUSTOMER ACCOUNTING 1 ELECTRIC BILL UF	3,750.41	3-09-00-101-276	B ELECTRIC	R	12/13/13	12/13/13		
13-01023	12/13/13	J0900 JCP&L CUSTOMER ACCOUNTING								
		1 ELECTRIC BILL CF	1,008.38	3-01-31-162-276	B ELECTRICITY	R	12/13/13	12/13/13		
		2 ELECTRIC BILL STREET LIGHTING	1,943.31	3-01-31-163-276	B ELECTRIC	R	12/13/13	12/13/13		
		3 ELECTRIC BILL PD HQ	805.10	3-01-31-162-276	B ELECTRICITY	R	12/13/13	12/13/13		
		4 ELECTRIC BILL ESC	<u>932.43</u> 4,689.22	3-01-31-162-276	B ELECTRICITY	R	12/13/13	12/13/13		
13-01024	12/13/13	B9112 B & K EQUIPMENT SERVICES 1 IN 8702: PETERBILT TRASH ROAD	195.00	3-01-26-147-254	B SANITATION VEHICLE MAINT/REP	R	12/13/13	12/13/13		8702
13-01025	12/13/13	A9111 ADP, INC								
		1 PAYROLL CHARGES PDEND 11/22/13	313.64	3-01-20-103-299	B MISCELLANEOUS	R	12/13/13	12/13/13		428910386
		2 PAYROLL CHARGES PDEND 12/06/13	<u>308.05</u> 621.69	3-01-20-103-299	B MISCELLANEOUS	R	12/13/13	12/13/13		428910386
13-01026	12/13/13	w0021 WESTERN PEST SERVICES 1 PEST CONTROL SERVICE 12/13	86.00	3-01-26-113-222	B CONTRACTUAL SERVICES	R	12/13/13	12/13/13		3170183B
13-01027	12/13/13	C0060 COMCAST CABLE								
		1 ESC CABLE MODEM	72.16	3-01-31-168-299	B TELECOMMUNICATIONS	R	12/13/13	12/13/13		
		2 POLICE DEPT CABLE MODEM	<u>94.85</u> 167.01	3-01-31-168-299	B TELECOMMUNICATIONS	R	12/13/13	12/13/13		
13-01028	12/13/13	v0005 VERIZON 1 PHONE BILL DUE 01/04/14	55.59	3-01-31-164-275	B TELEPHONE	R	12/13/13	12/13/13		
13-01029	12/13/13	v0855 VERIZON 1 PHONE BILL	6.55	3-01-31-164-275	B TELEPHONE	R	12/13/13	12/13/13		
13-01030	12/13/13	A0075 ASBURY PARK PRESS (AD) 1 CLERK ADVERTISING 12/09/13	296.00	3-01-20-104-215	B ADVERTISING	R	12/13/13	12/13/13		0101927570

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	
13-01031	12/13/13	U0071 U.S. POSTAL SERVICE									
1		FINANCE POSTAGE	500.00	3-01-20-103-299	B MISCELLANEOUS	R	12/13/13	12/13/13			
2		TAX COLLECTOR POSTAGE	500.00	3-01-20-107-299	B MISCELLANEOUS	R	12/13/13	12/13/13			
3		COURT POSTAGE	400.00	3-01-43-201-218	B POSTAGE	R	12/13/13	12/13/13			
4		POLICE POSTAGE	100.00	3-01-25-127-218	B POSTAGE	R	12/13/13	12/13/13			
5		TAX ASSESSOR POSTAGE	100.00	3-01-20-105-299	B MISCELLANEOUS	R	12/13/13	12/13/13			
6		PW POSTAGE	300.00	3-01-26-153-299	B MISCELLANEOUS	R	12/13/13	12/13/13			
7		MAY&COUNC POSTAGE	100.00	3-01-20-102-299	B MISCELLANEOUS	R	12/13/13	12/13/13			
			<u>2,000.00</u>								
Total Purchase Orders:		51	Total P.O. Line Items:		144	Total List Amount:		244,715.88	Total Void Amount:		0.00

Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total
CURRENT FUND APPROPRIATIONS	3-01	162,795.18	0.00	162,795.18	0.00
TRUST ACCOUNT	3-03	4,266.25	0.00	4,266.25	0.00
WATER & SEWER OPERATING	3-09	23,795.45	0.00	23,795.45	0.00
ANIMAL CONTROL FUND	3-15	<u>159.00</u>	<u>0.00</u>	<u>159.00</u>	<u>0.00</u>
Year Total:		191,015.88	0.00	191,015.88	0.00
GENERAL CAPITAL IMPROVEMENTS	X-04	53,700.00	0.00	53,700.00	0.00
Total of All Funds:		<u>244,715.88</u>	<u>0.00</u>	<u>244,715.88</u>	<u>0.00</u>



**RESOLUTION  
DECEMBER 19, 2013**

**WHEREAS**, the following 2013 Utility Fund budget appropriation balances remains unexpended:

Utility Salaries & Wages	\$20,000.00
Ocean County Sewer Auth	\$20,000.00
Social Security	\$1,000.00
Unemployment Insurance	<u>\$1,000.00</u>
<b>Total</b>	<b>\$42,000.00</b>

**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 19, 2013.**

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

**RESOLUTION  
DECEMBER 19, 2013**

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

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

Section 1.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Lakehurst hereby request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the 2013 Budget in the sum of \$4400.00 which is now available as revenue from the NJ Division of Highway Traffic Safety - Drive Sober or Get Pulled Over Year End Crackdown Grant.

Section 2.

**BE IT FURTHER RESOLVED** that the sum of \$4400.00 be and the same is hereby appropriated, outside caps, under the caption:

NJ Division of Highway Traffic Safety - Drive Sober or Get Pulled Over Year End Crackdown - \$4400.00

**BE IT FURTHER RESOLVED** that one certified copy of this Resolution be forwarded to the Division of Local Government Services.

**CERTIFICATION**

**I, Bernadette Dugan Clerk of the Borough of Lakehurst, County of Ocean, and State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Governing Body at the regular meeting held on December 19, 2013.**

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

**RESOLUTION  
DECEMBER 19, 2013**

**WHEREAS**, the Borough of Lakehurst entered into a Shared Services Agreement to provide court services for Plumsted Township for the period of June 5 through December 31, 2013; **and**

**WHEREAS**, in the event either municipality wishes to extend the agreement, or once extended to terminate pursuant to N.J.S.A. 2B:12-1d, either party may serve upon the other a thirty (30) day notice of such intent to consider and discuss options prior to the expiration of the Agreement; **and**

**WHEREAS**, Plumsted Township and the Borough of Lakehurst wish to extend the agreement to February 28, 2014.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the term of the Shared Services Agreement between the Borough of Lakehurst and Plumsted Township is extended to February 28, 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 December 19, 2013.**

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

**RESOLUTION  
DECEMBER 19, 2013**

**WHEREAS**, the following 2013 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;

Mayor & Council Other	
Expenses	\$1,000.00
Sanitation Salaries	\$5,000.00
Northeast Housing Salaries	\$7,000.00
Police Salaries & wages	\$30,000.00
State Unemployment	\$3,000.00
Gasoline	\$5,000.00
Social Security	\$8,000.00
Youth & Recreation Salaries	\$1,000.00
Northeast Housing Other expenses	<u>\$5,000.00</u>
TOTAL	\$65,000.00

**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 19, 2013.**

---

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

**RESOLUTION  
DECEMBER 19, 2013**

**WHEREAS**, the Lakehurst Volunteer Fire Company, No. 1, Inc. will be applying for the 2012-2013 New Jersey Forest Fire Service Volunteer Fire Assistance Grant; **and**

**WHEREAS**, receipt of the grant would assist the Lakehurst Volunteer Fire Department in its mission to protect the lives and property of the residents of the Borough of Lakehurst;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey do hereby authorize the Lakehurst Volunteer Fire Company, No. I, Inc. to apply for the 2012-2013 New Jersey Forest Fire Service Volunteer Fire Assistance Grant; **and**

**BE IT FURTHER RESOLVED**, that Mayor Harry Robbins is hereby authorized to execute the grant application.

**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 19, 2013.**

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

**RESOLUTION  
DECEMBER 19, 2013**

**WHEREAS**, a survey of the disbursements and anticipated commitments against the 2013 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:

State Unemployment	\$7,000.00
Road Salaries & Wages	\$5,000.00
Sanitation Salaries	\$10,000.00
Gasoline	\$5,000.00
Landfill	<u>\$5,000.00</u>
	<b>\$32,000.00</b>

Transfer To:

Employee Group Insurance	<u>\$32,000.00</u>
<b>Total</b>	<b>\$32,000.00</b>

**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 19, 2013.**

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