#### BOROUGH OF LAKEHURST REMINDER: REDEVELOPMENT MEETING BEGINNING AT 7:00 P.M.

#### REDEVELOPMENT AGENCY MARCH 6, 2014 TENTATIVE AGENDA

- 1. Approval of Minutes of February 6, 2014 meeting
- 2. Any other business
- 3. Adjournment

#### WORK SESSION/REGULAR MEETING MARCH 6, 2014 TENTATIVE AGENDA

- 1. Approval of Minutes of February 20, 2014 Regular Meeting
- 2. Payment of Bills
- 3. Resolution regarding tonnage grant application
- 4. Resolution adjusting utility account for Block 70; Lot 10
- 5. Resolution adjusting utility account for Block 35; Lot 1 Utility Account #325-25
- 7. Resolution adjusting utility account for Block 68; Lot 12
- 8. Resolution adjusting utility accounts due to meter changes
- 9. Resolution rescinding appointment of Lesley Kirchgessner as Court Administrator and appointing Patricia Magill as Court Administrator
- 10. Introduction and First Reading of Ordinance #14-02 entitled: "AN ORDINANCE OF THE BOROUGH OF LAKEHURST, 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"
- 11. Executive/Closed Session to discuss personnel matters/pending litigation

Bernadette Dugan, RMC/CPM Municipal Clerk

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

#### 2014-02

AN ORDINANCE OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, FIXING AND DETERMINING THE AMOUNT OF SALARIES AND WAGES FOR CERTAIN EMPLOYEES AND OFFICIALS IN THE BOROUGH OF LAKEHURST, IN THE COUNTY OF OCEAN, AND STATE OF NEW JERSEY

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

**SECTION 1:** The base salaries and wages of the following employees of this Borough, beginning January 1, 2014 shall be as follows:

#### **NON-CONTRACTUAL**

DOCUTION 1	N A A SZIN AT IN A	
POSITION:	MINIMUM:	MAXIMUM:
	Per annum	Per annum
Chief of Police	\$87,500.00	\$110,000.00
Public Works Department Head	55,000.00	75,000.00
Public Works Supervisor	46,000.00	59,000.00
Municipal Clerk	45,000.00	75,000.00
Municipal Administrator (Fulltime)	55,000.00	85,000.00
Municipal Administrator (Part-time)	25,000.00	50,000.00
Municipal Attorney	25,000.00	50,000.00
Court Administrator	35,000.00	50,000.00
Chief Financial Officer (Fulltime)	35,000.00	70,000.00
Chief Financial Officer (Part-time)	12,500.00	27,500.00
Deputy Chief Financial Officer	8,500.00	22,000.00
Treasurer (Fulltime)	30,000.00	45,000.00
Treasurer (Part-time)	2,500.00	8,000.00
Assistant Treasurer (Part-time)	1,500.00	5,000.00
Administrative Assistant	14,000.00	30,000.00
Deputy Municipal Clerk (Fulltime)	27,000.00	38,000.00
Deputy Municipal Clerk (Part-time)	3,500.00	10,500.00
Mayor	3,000.00	6,500.00
Council Members	2,500.00	5,000.00
Municipal Court Judge	8,500.00	24,000.00
Municipal Prosecutor	10,000.00	24,000.00
Fire Official	4,500.00	9,000.00
Tax Assessor	6,000.00	16,000.00
Deputy Tax Collector	1,000.00	5,500.00
Secretary, Land Use Board	2,000.00	5,500.00
Code Enforcement Officer	1,000.00	12,000.00
Zoning Officer	1,000.00	4,000.00
Secretary, Construction Office	1,000.00	4,800.00
Emergency Management Coordinator	1,800.00	4,500.00
Deputy Emergency Management Coordinate		3,000.00

POSITION	<b>MINIMUM</b>	<b>MAXIMUM</b>
	Per annum	Per annum
Recreation Leader	750.00	5,000.00
Housing Inspector	4,000.00	6,000.00
Department Head	1,200.00	40,000.00
Swr/Wtr Repairer/Plant Operator	28,000.00	42,000.00
Public Defender	3,000.00	8,500.00
	Per hour	Per hour
Lifeguard	\$ 9.50	\$ 14.00
Special Police Officer II	10.00	18.00
Interim Officer	10.00	16.00
Special Law Enforcement Officer I	7.25	10.00
Police Matron	9.00	14.00
Crossing Guard	8.00	15.00
Alternate Crossing Guard (\$100 Retainer)	8.00	14.00
Seasonal/Temporary Appointments:		
Heavy Laborer	10.00	14.00
Clerk I	10.00	14.00

**SECTION 2:** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 3:** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason 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 sixth day of March, 2014 and that said Ordinance will be considered for final passage at the meeting of said governing body to be held at the Community Center, 207 Center Street, Lakehurst, New Jersey on the twentieth day of March, 2014 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.

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 \$36,854.01 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 March 6, 2014.

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes Open: N Rcvd: Y Paid: N Void: N

Rcvd: Y Held: Y Aprv: N Bid: Y State: Y Other: Y Exempt: Y

PO # PO Date Vendor Item Description Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
14-00018 01/23/14 10001 INTERNATIONAL ASSOC OF 1 2014 MEMBERSHIP DUES 120.00	CHIEFS 4-01-25-127-281	B PROFESSIONAL MEMBERSHIP & DUES	R	01/23/14	02/27/14		1001088743
14-00075 02/04/14 A0570 ASSOC. MUNICIPAL ASSESS 1 AMANJ & AMAOC DUES 2014 225.00	ORS 4-01-20-105-281	B PROFESSIONAL MEMBERSHIP & DUES	R	02/04/14	02/27/14		114
14-00080 02/05/14 C0041 CLAYTON SAND/BLOCK CO. 1 TONS TYPE 3 BEACH SAND 300.15	4-01-26-113-299	B MISCELLANEOUS	R	02/05/14	02/27/14		
14-00082 02/06/14 D0072 DYNAMIC TESTING SERVICE 1 POST ACCIDENT DRUG TEST 200.00	, LLC 4-01-26-151-299	B MISCELLANEOUS	R	02/06/14	02/27/14		6032
14-00084 02/06/14 H0626 HENDERSON LABS, J.R. IN: 1 LAB TESTS JANUARY 2014 181.00	C. 4-09-00-101-222	B CONTRACTUAL SERVICES	R	02/06/14	02/27/14		46450
	4-03-00-500-109 4-03-00-500-108	B KBM TEN YEAR MAINT. BOND B KBM FOUR YR MAINT BOND	R R		02/27/14 02/27/14		
14-00110 02/14/14 P0073 PROFESSIONL PROPERTY API 1 REVALUATION CONTRACT 5,643.00	PRAISRS 3-01-55-900-016	B RESERVE FOR REVAL	R	02/14/14	02/27/14		010514
14-00118 02/19/14 00074 OC POLICE TRAFFIC SAFET 35.00	Y 4-01-25-127-281	B PROFESSIONAL MEMBERSHIP & DUES	R	02/19/14	02/27/14		
14-00121 02/19/14 N0025 NATIONAL ENTERTAINMENT 1 1000 CANDY FILLED EGGS 120.00	TECH. 4-01-30-143-236	B PUBLIC RELATIONS	R	02/19/14	02/28/14		140224012
14-00124 02/20/14 D0072 DYNAMIC TESTING SERVICE 1 POST ACCIDENT DRUG TEST 200.00	, LLC 4-01-26-151-299	B MISCELLANEOUS	R	02/20/14	02/27/14		6066
14-00125 02/20/14 HU050 HUNTER JERSEY PETERBILT 1 BLOWER MOTOR FAN TO FIX 358.00	4-01-26-147-254	B SANITATION VEHICLE MAINT/REP	R	02/20/14	02/27/14		5 240290142

O # PO Date Vendor tem Description	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Rcv Enc Date Dat		d Invoice
4-00126 02/20/14 P0032 TH 1 STOCK PARTS FOR PD/PW VE	E PARTS SHACK, LLC HICLES 1,022.26	4-01-26-147-299	B MISCELLANEOUS	R	02/20/14 02/	27/14	031211
4-00129 02/25/14 M0029 MA 1 REIMBURSEMENT FOR Y&R BI 2 TOYS R US PRIZES		4-01-28-141-299 4-01-28-141-299	B MISCELLANEOUS B MISCELLANEOUS	R R	02/25/14 02/ 02/25/14 02/		
4-00135 02/27/14 M0041 M& 1 PD CLEANING FOR 02/14 2 BH CLEANING FOR 02/14		C. 4-01-25-127-299 4-01-26-113-299	B MISCELLANEOUS B MISCELLANEOUS	R R	02/27/14 02/ 02/27/14 02/		
4-00136 02/27/14 M0113 MA 1 ILSA GASOLINE 12/13 2 ILSA GASOLINE 01/14		3-01-31-160-265 4-01-31-160-265	B GASOLINE B GASOLINE		02/27/14 02/ 02/27/14 02/		
4-00137 02/27/14 P0022 SU 1 LIFE INS BILL 03/14	N LIFE FINANCIAL 118.80	4-01-23-121-225	B INSURANCE - HEALTH	R	02/27/14 02/	27/14	
-00138 02/27/14 M0016 MI 1 CLERK ADVERTISING	CROMEDIA PUBLICATIONS 37.55	4-01-20-104-215	B ADVERTISING	R	02/27/14 02/	27/14	62784
-00139 02/27/14 D0056 D0 1 FUEL OIL FOR COMMUNITY C	VER OIL COMPANY ENTER 778.77	4-01-31-166-267	B FUEL OIL	R	02/27/14 02/	27/14	32788
4-00140 02/27/14 00286 OC 1 SCHEDULE C - ROAD SALT 2		MENT 3-01-26-135-267 4-01-26-135-267	B SCHEDULE "C" B SCHEDULE "C"	R R	02/27/14 02/ 02/27/14 02/		
4-00141 02/27/14 S0973 ST 1 POLICE TONER AND SOFTWAR	APLES E 185.98	4-01-25-127-211	B OFFICE SUPPLIES	R	02/27/14 02/	27/14	
4-00142 02/27/14 B9112 B 1 IN 9131: FREIGHTLINER TR	& K EQUIPMENT SERVICES ACTOR 285.00	4-01-26-147-254	B SANITATION VEHICLE MAINT/REP	R	02/27/14 02/	27/14	9131

PO # PO Date Vendor Item Description	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
4-00143 02/27/14 S0452 S 1 PLANNING BOARD ESCROW B	CHOENEWOLF, WALTER W., ILL 662.50	P.A. 4-03-00-400-214	B ESCROW: ADMER PROPERTIES LAW FIRM	R	02/27/14	02/27/14		
4-00144 02/28/14 A9111 A 1 W2s FOR 2013 2 PAYROLL CHARGES PDEND 0		3-01-20-103-299 4-01-20-103-299	B MISCELLANEOUS B MISCELLANEOUS	R R		02/28/14 02/28/14		
4-00145 02/28/14 v0855 v 1 PHONE BILL 2 PHONE BILL 3 PHONE BILL 4 PHONE BILL 5 PHONE BILL	104.12 289.23 7.01	4-01-31-164-275 4-01-31-164-275 4-01-31-164-275 4-01-31-164-275 4-01-31-164-275	B TELEPHONE B TELEPHONE B TELEPHONE B TELEPHONE B TELEPHONE	R R R R	02/28/14 02/28/14 02/28/14	02/28/14 02/28/14 02/28/14 02/28/14 02/28/14		
1-00146 02/28/14 C0060 CO 1 PUBLIC WORKS CABLE MODE	OMCAST CABLE M 79.90	4-01-31-168-299	B TELECOMMUNICATIONS	R	02/28/14	02/28/14		
1-00147 02/28/14 E9911 E 1 INTERNET BILL DUE 03/14	ARTHLINK INC /14 15.95	4-01-31-168-299	B TELECOMMUNICATIONS	R	02/28/14	02/28/14		471980224
N-00148 02/28/14 P0151 P 1 DYED DIESEL FOR PW GARA	EDRONI FUEL OIL CO. GE 2,206.06	4-01-31-160-266	B DIESEL FUEL	R	02/28/14	02/28/14		474771
-00150 02/28/14 S0046 S 1 ESC ALARM MONITORING	ECURALL MONITORING COR 98.85	P 4-01-26-113-299	B MISCELLANEOUS	R	02/28/14	02/28/14		R190375
-00151 02/28/14 A0075 A 1 CLERK ADVERTISING 02/12	SBURY PARK PRESS (AD) /14 53.00	4-01-20-104-215	B ADVERTISING	R	02/28/14	02/28/14		
4-00152 02/28/14 A0506 A 1 AT&T TELEPHONE CHARGES 2 AT&T TELEPHONE CHARGES		4-01-31-164-275 4-01-31-164-275	B TELEPHONE B TELEPHONE	R R		02/28/14 02/28/14		

February 28, 2014 02:50 PM Borough of Lakehurst Bill List By P.O. Number

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PO # PO Date Vendor Item Description	Contract PO Type Amount Charge Account Acct Type Description	First Rcvd Chk/Void Stat/Chk Enc Date Date Invoice

Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total
CURRENT FUND APPROPRIATIONS	3-01	9,857.81	0.00	9,857.81	0.00
CURRENT FUND APPROPRIATIONS	4-01	11,552.70	0.00	11,552.70	0.00
TRUST ACCOUNT	4-03	15,262.50	0.00	15,262.50	0.00
WATER & SEWER OPERATING Year To	4-09 <sub>-</sub> otal:	181.00 26,996.20	0.00 0.00	181.00 26,996.20	0.00 0.00
Total Of All Fi	unds:	36,854.01	0.00	36,854.01	0.00

**WHEREAS**, the Borough of Lakehurst had appointed Lesley Kirchgessner as Court Administrator (provisional) at the meeting of February 20, 2014, **and** 

**WHEREAS,** Ms. Kirchgessner has declined the position due to personal reasons; and

**WHEREAS**, the governing body is desirous of appointing a Provisional Court Administrator, **and** 

**WHEREAS,** interviews for the position were conducted by the Borough with the participation of Judge Damian Murray and representation of the Administrative Office of the Court, **and** 

**WHEREAS**, the recommendation of the interview panel is that Patricia Magill be appointed as Court Administrator.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Patricia Magill is hereby appointed as Provisional Court Administrator at a salary of \$37,500.00 per annum, effective March 7, 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 March 6, 2014.

**WHEREAS**, the Mandatory Source Separation and Recycling Act. P. L. 1987, c. 102, has established a recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs, **and** 

**WHEREAS,** it is the intent and spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and expand existing programs, **and** 

**WHEREAS,** the New Jersey Department of Environmental Protection is promulgating recycling regulations to implement the Mandatory Source Separation and Recycling Act, **and** 

**WHEREAS**, the recycling regulations impose on the municipalities certain requirements as a condition for applying for tonnage grants, including, but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; **and** 

**WHEREAS,** a resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling, and indicate the assent of the Mayor and Council of the Borough of Lakehurst, to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; **and** 

**WHEREAS**, such a resolution should designate the individual authorized to ensure that application is properly completed and timely filed.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that it does hereby endorse the submission of a Municipal Recycling Tonnage Grant Application for 2013 to the New Jersey Department of Environmental Protection, Office of Recycling, and designates David Winton, Public Works Supervisor, to ensure that said application is properly filed.

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 March 6, 2014.

**WHEREAS,** Tax Collector Marie Bell has indicated that due to a meter reading error, the utility bill for Block 35; Lot 1, Utility Account #325-25 needs to be adjusted, **and** 

**WHEREAS**, the water account needs to be adjusted from \$213.43 to \$117.06 and the sewer account from \$243.14 to \$174.01

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorize that the utility account for Block 35; Lot 1, Utility Account #325-25 be adjusted to reflect an adjustment to the water account to \$117.06 and the sewer account to \$174.01..

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 March 6, 2014.

**WHEREAS,** Tax Collector Marie Bell has indicated that due to a meter reading error, the utility bill for Block 68; Lot 12, Utility Account #775-0 needs to be adjusted, **and** 

**WHEREAS,** an adjustment is necessary as the account was billed for 73,360 gallons usage based on a previous meter reading of 1982560 supplied by Inline Services; **and** 

**WHEREAS,** when Tax/Utility Collector Marie Bell requested the reading for the remote meter, the reading was 1944400 which is 35, 200 gallons.

**WHEREAS**, the water account needs to be adjusted from \$501.89 to \$201.95 and the sewer account from \$490.42 to \$263.75

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorize that the utility account for Block 68; Lot 12, Utility Account #775-0 be adjusted to reflect an adjustment to the water account to \$201.95 and the sewer account to \$263.75.

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 March 6, 2014.

**WHEREAS,** Tax Collector Marie Bell has indicated that due to a computer error, the utility bill for Block 70; Lot 10, Utility Account #796 needs to be adjusted, and

**WHEREAS**, the error occurred when the account was turned off in August but received a bill for October to December; **and** 

WHEREAS, the correct amount should be a zero balance

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorize that the utility account for Block 70; Lot 10, Utility Account #796 be adjusted to reflect a zero balance.

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 March 6, 2014.

**WHEREAS**, Tax Collector Marie Bell has indicated that due to discrepancies with meter readings which occurred during the water meter installation project, **and** 

**WHEREAS,** Marie Bell has also indicated that the lack of remote readings have made it impossible to reconcile the gallons used; **and** 

**WHEREAS,** when Tax/Utility Collector Marie Bell has recommended the following adjustments:

Block 10, lot 13	#78-0	Billed	\$1,258.41	to	\$147.33
Block 17, lot 1.03	#147-0	Billed	\$287.66	to	\$147.33
Block 25, lot 11	#242-0	Billed	\$1,811.49	to	\$147.33
Block 36, lot 4	#329-0	Billed	\$260.56	to	\$147.33
Block 41, lot 4	#414-0	Billed	\$251.80	to	\$147.33
Block 42, lot 9	#438-0	Billed	\$519.15	to	\$147.33
Block 63, lot 8 C02	#969-0	Billed	\$3,836.59	to	\$147.33
Block 67, lot 1	#752-0	Billed	\$1,037.02	to	\$157.06

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorize that the following utility accounts be adjusted:

Block 10, lot 13	#78-0	Billed \$1,258.41	to	\$147.33
Block 17, lot 1.03	#147-0	Billed \$287.66	to	\$147.33
Block 25, lot 11	#242-0	Billed \$1,811.49	to	\$147.33
Block 36, lot 4	#329-0	Billed \$260.56	to	\$147.33
Block 41, lot 4	#414-0	Billed \$251.80	to	\$147.33
Block 42, lot 9	#438-0	Billed \$519.15	to	\$147.33
Block 63, lot 8 C02	#969-0	Billed \$3,836.59	to	\$147.33
Block 67, lot 1	#752-0	Billed \$1,037.02	to	\$157.06

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 March 6, 2014.