

BOROUGH OF LAKEHURST

REMINDER: REDEVELOPMENT MEETING BEGINNING AT 7:00 P.M.

REDEVELOPMENT AGENCY OCTOBER 3, 2019 TENTATIVE AGENDA

1. Approval of Minutes of September 5, 2019 meeting
2. Any other business
3. Adjournment

WORK SESSION/REGULAR MEETING OCTOBER 3, 2019 TENTATIVE AGENDA

1. Approval of Minutes of September 19, 2019 Regular Meeting
2. Payment of Bills
3. Resolution regarding Award of Contract for Willow Street Reconstruction
4. Resolution approving Budget Admendment
5. Resolution approving Separation Agreement for Stephen F. Childers
6. Resolution authorizing Appointment of a Designated Employer Representative (D.E.R.)
7. Resolution regarding membership in Lakehurst First Aid Squad for Cody Charpentier
8. Executive/Closed Session to discuss personnel matters/contract negotiations

Maryanne Capasso, RMC
Municipal Clerk

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

**RESOLUTION
OCTOBER 3, 2019**

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 \$222,513.45 is hereby approved.

I, Maryann Capasso, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 3, 2019.

**Maryanne Capasso
Municipal Clerk, RMC**

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 Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
19-00344	05/10/19	T0972 TONY'S GENERAL MERCHANDISE									
1		PW WORK BOOTS 9 EMPLOYEES	1,413.98	9-09-00-101-271	B	UNIFORMS	R	05/10/19	10/01/19		
19-00497	07/09/19	F0095 FIREFLOW SERVICES INC									
1		FD PUMP TESTING	550.00	9-01-26-292-299	B	Vehicle Maintenance - Fire Department	R	07/09/19	10/01/19		2671
19-00499	07/09/19	F0095 FIREFLOW SERVICES INC									
1		HOSE TESTING	1,097.25	9-01-25-265-244	B	EQUIPMENT - MAINTENANCE/REPAIR	R	07/09/19	10/01/19		2671
2		GROUND LADDER TESTING	400.00	9-01-25-265-244	B	EQUIPMENT - MAINTENANCE/REPAIR	R	07/09/19	10/01/19		2671
			1,497.25								
19-00563	07/19/19	P0078 PCM SALES, INC									
1		THINKCENTRE M920Z ALL IN ONE	2,590.98	C-04-00-559-001	B	Acq of Various Equipment - Police	R	07/19/19	10/01/19		
19-00573	07/29/19	S0650 SIRCHIE FINGERPRINT LABS, INC.									
1		BLOOD ALCO KITS	36.88	9-01-25-240-299	B	Police - Miscellaneous	R	07/29/19	10/01/19		
2		EVIDENCE BAGS	97.84	9-01-25-240-299	B	Police - Miscellaneous	R	07/29/19	10/01/19		
3		SHIPPING	26.69	9-01-25-240-299	B	Police - Miscellaneous	R	07/29/19	10/01/19		
			161.41								
19-00578	07/29/19	T0039 TRANSUNION RISK & ALT. DATA									
1		TRANSACTIONAL ACCOUNT BALANCE	112.60	9-01-25-240-299	B	Police - Miscellaneous	R	07/29/19	10/01/19		ACCT# 4436821
19-00592	08/08/19	M0118 MIRACLE CHEMICAL CO.									
1		200 GAL SODIUM HYPOCHLORITE	696.00	9-09-00-101-267	B	CHEMICALS	R	08/08/19	10/01/19		
19-00650	08/21/19	W0010 W. B. MASON OFFICE SUPPLIES									
1		COPY PAPER	79.80	9-01-26-310-211	B	OFFICE SUPPLIES	R	08/21/19	10/01/19		202223846
2		SIGHTSAVER	119.70	9-01-26-310-211	B	OFFICE SUPPLIES	R	08/21/19	10/01/19		
3		PENTEL RSVP	23.97	9-01-26-310-211	B	OFFICE SUPPLIES	R	08/21/19	10/01/19		
4		BLACK PENS	17.97	9-01-26-310-211	B	OFFICE SUPPLIES	R	08/21/19	10/01/19		
5		BLUE PENS	17.97	9-01-26-310-211	B	OFFICE SUPPLIES	R	08/21/19	10/01/19		
6		HIGHLAND SELF STICK PADS	4.04	9-01-26-310-211	B	OFFICE SUPPLIES	R	08/21/19	10/01/19		

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice
19-00650	08/21/19	W0010 W. B. MASON OFFICE SUPPLIES Continued						
		7 LASERJET PRINT CARTRIDGE	<u>102.99</u>	9-01-26-310-211	B OFFICE SUPPLIES	R	08/21/19 10/01/19	
			366.44					
19-00652	08/21/19	Q0010 QUALITY AUTO GLASS						
		1 BACKHOE WINDOW	531.00	9-01-26-291-256	B PUBLIC WKS VEHICLE MAINT/REP	R	08/21/19 10/01/19	144804
19-00693	09/09/19	M0036 MUNICIPAL RECORD SERVICE						
		1 1000 TRAFFIC TICKETS	360.00	9-01-43-490-216	B Court - Printing	R	09/09/19 10/01/19	190578
		2 SHIPPING	<u>51.00</u>	9-01-43-490-216	B Court - Printing	R	09/09/19 10/01/19	
			411.00					
19-00694	09/09/19	M0036 MUNICIPAL RECORD SERVICE						
		1 ATS MAILERS - 2 CARTONS	330.00	9-01-43-490-216	B Court - Printing	R	09/09/19 10/01/19	190618
		2 SHIPPING	<u>51.00</u>	9-01-43-490-216	B Court - Printing	R	09/09/19 10/01/19	
			381.00					
19-00698	09/09/19	S0063 SEAN PARKER ELECTRIC						
		1 PW GARAGE LIGHTING GROUND WIRE	150.00	9-01-40-228-204	B ADMIN OTHER EXPENSES	R	09/09/19 10/01/19	1295
19-00699	09/09/19	W0200 WATER WORKS SUPPLY						
		1 W&S PARTS - 6" TO 10" MAINS	2,542.00	9-09-00-101-244	B EQUIPMENT - MAINTENANCE/REPAIR	R	09/09/19 10/01/19	IF96553
19-00700	09/09/19	A0119 AFTERMATH SERVICES						
		1 BIO-HAZARD CLEANING- 2 CAR	245.00	9-01-25-240-299	B Police - Miscellaneous	R	09/09/19 10/01/19	JC2019-4331
19-00701	09/09/19	C0046 COLONIAL BOUQUET						
		1 FIRE DEPT - FUNERAL PLANT	65.00	9-01-25-265-299	B MISCELLANEOUS	R	09/09/19 10/01/19	
19-00702	09/09/19	C0046 COLONIAL BOUQUET						
		1 FIRE DEPT -FUNERAL FOOD BASKET	60.00	9-01-25-265-299	B MISCELLANEOUS	R	09/09/19 10/01/19	
19-00705	09/09/19	K0001 KIEFER AQUATICS						
		1 TYPE III LIFE VEST	155.70	9-01-25-240-242	B EQUIPMENT - NEW PURCHASE	R	09/09/19 10/01/19	INV904702
		2 SHIPPING	<u>7.99</u>	9-01-25-240-242	B EQUIPMENT - NEW PURCHASE	R	09/09/19 10/01/19	
			163.69					
19-00706	09/09/19	K0001 KIEFER AQUATICS						
		1 INVOICE# INV888009	73.35	9-01-28-370-271	B UNIFORM - PURCHASES	R	09/09/19 10/01/19	INV888009

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
19-00709	09/09/19	E0007 ECONO SIGNS									
		1 LAKE RECOGNITION SIGN/PLAQUE	76.34	9-01-26-310-299	B MISCELLANEOUS		R	09/09/19	10/01/19		10-946537
19-00715	09/12/19	T0969 THIS & THAT UNIFORMS, LLC									
		1 CASE OF OC SPRAY INV# 2073	475.00	9-01-25-240-246	B EQUIPMENT - SAFETY		R	09/12/19	10/01/19		2073
19-00716	09/12/19	T0969 THIS & THAT UNIFORMS, LLC									
		1 POLO W/LOGO INV#2072	110.00	9-01-25-240-273	B UNIFORM ALLOWANCE - KLINE		R	09/12/19	10/01/19		2072
19-00747	09/19/19	R0011 RUBBERCYCLE									
		1 RECYCLE TIRES	254.00	9-01-26-306-250	B RECYCLING TAX		R	09/19/19	10/01/19		
		2 RECYCLE TIRES	110.00	9-01-26-306-250	B RECYCLING TAX		R	09/20/19	10/01/19		
			364.00								
19-00752	09/19/19	H0626 HENDERSON LABS, J.R. INC.									
		1 LAB TESTS AUGUST 2019	640.00	9-09-00-101-222	B CONTRACTUAL SERVICES		R	09/19/19	10/01/19		55120
19-00754	09/19/19	A0090 ACCURATE TOWING									
		1 IMPOUND INVOICE: 61528-1	125.00	9-01-25-240-297	B Police - Towing Charges		R	09/19/19	10/01/19		
		2 IMPOUND INVOICE: 61303-1	125.00	9-01-25-240-297	B Police - Towing Charges		R	09/19/19	10/01/19		
			250.00								
19-00755	09/19/19	P0041 PRICED RITE TOWING									
		1 INVOICE# 142024	125.00	9-01-25-240-297	B Police - Towing Charges		R	09/19/19	10/01/19		
		2 INVOICE# 142305	125.00	9-01-25-240-297	B Police - Towing Charges		R	09/19/19	10/01/19		
		3 INVOICE# 142357	125.00	9-01-25-240-297	B Police - Towing Charges		R	09/19/19	10/01/19		
			375.00								
19-00760	09/30/19	S0028 STATE TOXICOLOGY LABORATORY									
		1 LAW ENFORCEMENT DRUG TESTING	45.00	9-01-25-240-299	B Police - Miscellaneous		R	09/30/19	10/01/19		19L009928
19-00762	10/01/19	N0380 NJ STATE LEAGUE OF MUNICIPALIT									
		1 REGISTRATION FOR LEAGUE	55.00	9-01-20-110-282	B CONFERENCE FEES & TRAVEL		R	10/01/19	10/01/19		
19-00763	10/01/19	R0158 REMINGTON & VERNICK ENGINEERS									
		1 NJEIT WATERMAIN REPLACEMENT	4,117.50	C-08-01-565-001	B WATER MAIN IMPROVEMENTS (17-04)		R	10/01/19	10/01/19		1514T104-13
19-00764	10/01/19	R0158 REMINGTON & VERNICK ENGINEERS									
		1 POPLAR STREET NJDOT FY2016	1,765.54	G-02-00-223-001	B NJ DOT POPLAR ST		R	10/01/19	10/01/19		1514U068-12

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
19-00777	10/01/19	J0900 JCP&L									
		1 ELECTRIC BILL CF	3,163.05	9-01-31-435-276	B	ELECTRICITY	R	10/01/19	10/01/19		
		2 ELECTRIC BILL LED STREET LIGHT	175.89	9-01-31-436-276	B	STREET LIGHTING	R	10/01/19	10/01/19		
			3,338.94								
19-00778	10/01/19	B9112 B & K EQUIPMENT SERVICES									
		1 CAT 420E INVOICE# 28908	837.61	9-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	10/01/19	10/01/19		28908
		2 AIR COMPRESSOR INVOICE# 28912	526.00	9-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	10/01/19	10/01/19		28912
		3 TRASH TRUCK T-4 INV# 28977	302.55	9-01-26-291-254	B	SANITATION VEHICLE MAINT/REP	R	10/01/19	10/01/19		28977
			1,666.16								
19-00779	10/01/19	w0168 WEST GROUP PAYMENT CENTER									
		1 NJ STATUTES SUBSCRIPTION RENEW	1,352.00	9-01-20-120-283	B	BOOKS & PUBLICATIONS	R	10/01/19	10/01/19		840948535-1
19-00780	10/01/19	C0060 COMCAST CABLE									
		1 ESC CABLE MODEM	115.27	9-01-31-440-275	B	TELEPHONE	R	10/01/19	10/01/19		
		2 PW CABLE MODEM	110.84	9-01-31-440-275	B	TELEPHONE	R	10/01/19	10/01/19		
		3 BORO HALL CABLE MODEM	132.97	9-01-31-440-275	B	TELEPHONE	R	10/01/19	10/01/19		
		4 PD CABLE MODEM	105.84	9-01-31-440-275	B	TELEPHONE	R	10/01/19	10/01/19		
			464.92								
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Total Purchase Orders:	45	Total P.O. Line Items:	68	Total List Amount:	220,513.45	Total Void Amount:	0.00				

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	9-01	18,984.97	0.00	18,984.97	0.00	0.00	18,984.97
WATER & SEWER OPERATING	9-09	5,501.60	0.00	5,501.60	0.00	0.00	5,501.60
ANIMAL CONTROL FUND	9-15	8.40	0.00	8.40	0.00	0.00	8.40
	Year Total:	24,494.97	0.00	24,494.97	0.00	0.00	24,494.97
	C-04	2,590.98	0.00	2,590.98	0.00	0.00	2,590.98
	C-08	22,961.44	0.00	22,961.44	0.00	0.00	22,961.44
	Year Total:	25,552.42	0.00	25,552.42	0.00	0.00	25,552.42
	G-02	170,466.06	0.00	170,466.06	0.00	0.00	170,466.06
	Total of All Funds:	220,513.45	0.00	220,513.45	0.00	0.00	220,513.45

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 ACct	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
19-00748	09/19/19	U0071 U.S. POSTAL SERVICE									
		1 POSTAGE FOR MAILING MACHINE	2,000.00	9-01-20-121-218	B	Central Postage - Postage	R	09/19/19	09/26/19		

Total Purchase Orders: 1 Total P.O. Line Items: 1 Total List Amount: 2,000.00 Total Void Amount: 0.00

Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	9-01	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
Total of All Funds:		<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>

**RESOLUTION
OCTOBER 3, 2019**

WHEREAS, two bids were received by the Lakehurst Borough Municipal Clerk on August 27, 2019 for a New Jersey Department of Transportation funded project: Willow Street Reconstruction; **and**

WHEREAS, the Lakehurst Borough Council has reviewed the recommendations made by the Alan Dittenhofer, Municipal Engineer to award the contract to the apparent low bidder, Earle Asphalt Company; **and**

WHEREAS, the Chief Financial Officer has determined sufficient funds are authorized in the notice of grant award from the New Jersey Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby recommends to the New Jersey Department of Transportation that the contract for the Willow Street Reconstruction project be awarded to Earle Asphalt Company, PO Box 556, Farmingdale, NJ 07727 in the amount of \$144,213.13, for the Base Bid subject to approval by the New Jersey Department of Transportation and the municipal attorney.

BE IT FURTHER RESOLVED, that the presiding officer of this body be and is hereby directed to sign for and on its behalf the contract in the prescribed form for said construction and that the municipal clerk of this body be and is hereby directed to seal said contract with the corporate seal of this body and to attest to the same.

I, Maryanne Capasso, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 3, 2019.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION 2019-XX
OCTOBER 3, 2019**

**RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN
THE BUDGET OF THE BOROUGH OF LAKEHURST PURSUANT TO N.J.S.A. 40A:4-87
(CHAPTER 159, P.L. 1948)**

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 such item of revenue in the budget of the county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget, and

WHEREAS, the Director may also approve the insertion of any item of appropriation for equal amount,

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Lakehurst, in the County of Ocean, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2019 which item is now available as a revenue from monies held pursuant to the provisions of statute.

Cooperative Forestry Assistance	\$3,302.47
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BE IT FURTHER RESOLVED that a like sum of \$3,302.47 and the same is hereby appropriated under the following captions:

Cooperative Forestry Assistance	\$3,302.47
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AND, BE IT FURTHER RESOLVED that the Chief Financial Officer shall submit one copy of the Certification for State and Federal Grants to the Director of the Division of Local Government Services for approval.

I, Maryanne Capasso, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 3, 2019.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
OCTOBER 3, 2019**

WHEREAS, the Borough of Lakehurst is desirous of entering into a release and separation agreement with Stephen F. Childers; **and**

WHEREAS, Mr. Childers has executed the release and separation agreement (“Agreement”); and

WHEREAS, pursuant to the Agreement, Mr. Childers shall continue to be paid until January 5, 2020 in consideration of the terms and conditions set forth therein;

NOW THEREFORE, BE IT RESOLVED that Mayor Robbins is hereby authorized to execute the release and separation agreement with Stephen F. Childers on behalf of the Borough of Lakehurst; and

BE IT FURTHER RESOLVED, that the Chief Financial Officer be authorized to complete the terms of the Agreement.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 3, 2019.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
OCTOBER 3, 2019**

WHEREAS, the Ocean County Joint Insurance Fund requires municipalities to employ a Designated Employer Representative (D.E.R.) to provide oversight, evaluation, guidance and counseling; reviewing of all discipline applied under the controlled substance and alcohol use and testing policy while scheduling for types of testing (random, post-accident, reasonable suspicion, etc) and conformance to human resources policies and procedures; **and**

WHEREAS, the Governing Body of the Borough of Lakehurst previously appointed Administrator Stephen F. Childers and Public Works Supervisor Bryan C. LeVance, as the D.E.R. for the Borough of Lakehurst.; **and**

WHEREAS, Administrator Stephen F. Childers resigned from the Borough of Lakehurst as of September 5, 2019: **and**

WHEREAS, Public Works Department Head Dave Winton has successfully completed the D.E.R course on September 26, 2019;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of the Lakehurst, County of Ocean and State of New Jersey that David Winton be appointed as the Designated Employer Representative effective September 26, 2019.

I, Maryanne Capasso, Municipal Clerk of Borough of Lakehurst, County of Ocean and State of New Jersey do hereby certify that the above resolution was approve by the Mayor and Borough Council at the meeting of October 3, 2019.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
OCTOBER 3, 2019**

WHEREAS, Cody Charpentier has applied for membership in the Lakehurst First Aid Squad (LFAS) **and**

WHEREAS, Section 2-31.5 of the Revised General Ordinances of the Borough requires that the applicant meet certain criteria and that the application be approved by the Governing Body, **and**

WHEREAS, the above applicant meets the criteria specified in Section 2-31.5.

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 Cody Charpentier as a member of the Lakehurst First Aid Squad is hereby approved, effective immediately.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 3, 2019.

Maryanne Capasso, RMC
Municipal Clerk