

**BOROUGH OF LAKEHURST
WORK SESSION/REGULAR MEETING
OCTOBER 17, 2019
TENTATIVE AGENDA**

1. Approval of Minutes of October 3, 2019 Regular Meeting
2. Resolution authorizing payment of bills
3. Resolution appointing Tracy Barcus to provide Court Administrator services
4. Resolution authorizing shared services agreement with Manchester Township to provide Municipal Court services
5. Resolution regarding raffle license for VFW Post10061
6. 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 17, 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 \$427,946.56 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 17, 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	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
19-00647	08/21/19	W0010 W. B. MASON OFFICE SUPPLIES									
		1 CORK BULLETIN	29.99	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		2 SMEAD FILE JACKET	103.20	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		3 ZEBRA BLUE PENS	26.76	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		4 2 STEP LADDER	29.82	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		5 10 OZ CUPS	107.98	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		6 9 VOLT BATTERIES	12.72	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		7 PAPER CLIPS	13.48	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		8 NITRILE GLOVES LARGE 1000CT	90.99	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		9 FILE FOLDERS	16.28	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		10 MICROFIBER TOWEL	6.49	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		11 PAPERMATE PENS 12PK	10.40	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		12 CD SLEEVES	37.64	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		13 COPY PAPER	217.96	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
			<u>703.71</u>								
19-00648	08/21/19	W0010 W. B. MASON OFFICE SUPPLIES									
		1 24 KEY RACK	44.97	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
19-00649	08/21/19	W0010 W. B. MASON OFFICE SUPPLIES									
		1 LOW PILE CHAIR MAT	81.80	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
		2 LOW PILE CHAIR MAT	108.58	9-01-25-240-211	B OFFICE SUPPLIES	R		08/21/19	10/16/19		
			<u>190.38</u>								
19-00653	08/21/19	C0024 COASTAL GARAGE DOOR									
		1 PW DOOR REPAIR 8/13/19	1,750.00	9-01-26-310-244	B EQUIPMENT - MAINTENANCE/REPAIR	R		08/21/19	10/16/19		
		2 PW DOOR MAINTENANCE 7/22/19	1,043.00	9-01-26-310-244	B EQUIPMENT - MAINTENANCE/REPAIR	R		08/21/19	10/16/19		
		3 FD DOOR MAINTENANCE 8/13/19	275.00	9-01-26-310-244	B EQUIPMENT - MAINTENANCE/REPAIR	R		08/21/19	10/16/19		
			<u>3,068.00</u>								
19-00666	08/27/19	M0043 MONMOUTH COUNTY TREASURER									
		1 WATER RESCUE FOR LEO	75.00	9-01-25-240-284	B TRAINING & EDUCATION	R		08/27/19	10/16/19		3720
19-00696	09/09/19	E0011 ERS FLEET REPAIR									
		1 6201 REPAIR ESTIMATE# 5361	1,247.00	9-01-26-292-299	B Vehicle Maintenance - Fire Department	R		09/09/19	10/16/19		

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
19-00696	09/09/19	E0011 ERS FLEET REPAIR		Continued							
		2 PARTS	<u>383.96</u>	9-01-26-292-299	B Vehicle Maintenance - Fire Department	R	10/03/19	10/16/19			
			1,630.96								
19-00697	09/09/19	E0011 ERS FLEET REPAIR									
		1 6223 REPAIR ESTIMATE# 5363	1,247.00	9-01-26-292-299	B Vehicle Maintenance - Fire Department	R	09/09/19	10/16/19			
		2 PARTS	<u>217.22</u>	9-01-26-292-299	B Vehicle Maintenance - Fire Department	R	10/03/19	10/16/19			
			1,464.22								
19-00703	09/09/19	F0041 FIRE COMPANIES									
		1 A LA CART HOSTING & MAINTENANC	89.97	9-01-25-265-299	B MISCELLANEOUS	R	09/09/19	10/09/19			18-101497
19-00713	09/12/19	M0118 MIRACLE CHEMICAL CO.									
		1 200 GAL SODIUM HYPOCHLORITE	696.00	9-09-00-101-267	B CHEMICALS	R	09/12/19	10/16/19			
19-00751	09/19/19	C0074 CUSTOM BANDAG, INC									
		1 NEW TIRE - TRASH TRUCK	636.95	9-01-26-305-253	B MOTOR VEHICLES - TIRES	R	09/19/19	10/16/19			
		2 MOUNT/DISMOUNT	17.00	9-01-26-305-253	B MOTOR VEHICLES - TIRES	R	09/19/19	10/16/19			
		3 VALVE STEM	5.67	9-01-26-305-253	B MOTOR VEHICLES - TIRES	R	09/19/19	10/16/19			
		4 SCRAP	<u>25.00</u>	9-01-26-305-253	B MOTOR VEHICLES - TIRES	R	09/19/19	10/16/19			
			684.62								
19-00756	09/19/19	A0098 ADAMS EVIDENCE GRADE TECH INC									
		1 DVDS	345.00	9-01-25-240-212	B PHOTO SUPPLIES	R	09/19/19	10/16/19			0044196-N
		2 SHIPPING	<u>24.01</u>	9-01-25-240-212	B PHOTO SUPPLIES	R	09/19/19	10/16/19			
			369.01								
19-00757	09/30/19	M0971 MR. KEYS/BRICK LOCKSMITH									
		1 BORO HALL OFFICE DOOR	95.96	9-01-26-310-299	B MISCELLANEOUS	R	09/30/19	10/16/19			31624
19-00784	10/03/19	S0896 SHORE BUSINESS SOLUTIONS									
		1 PD COPIER INV# AR22688	34.70	9-01-25-240-299	B Police - Miscellaneous	R	10/03/19	10/09/19			AR22688
		2 PW COPIER INV# AR23159	150.89	9-01-25-240-299	B Police - Miscellaneous	R	10/03/19	10/09/19			AR23159
		3 TAX OFFICE COPIER INV# AR23236	9.09	9-01-25-240-299	B Police - Miscellaneous	R	10/03/19	10/09/19			AR23236
		4 UPSTAIRS COPIER INV# AR23209	<u>8.87</u>	9-01-25-240-299	B Police - Miscellaneous	R	10/03/19	10/09/19			AR23209
			203.55								
19-00786	10/07/19	L0003 LAKEHURST HARDWARE									
		1 HARDWARE HOUSE ACCOUNT CHARGES	766.80	9-01-26-310-262	B MINOR TOOLS & EQUIPMENT	R	10/07/19	10/16/19			

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice
19-00787	10/07/19	L0098 LAKEHURST BOARD OF EDUCATION	239,592.00	9-01-55-900-002	B SCHOOL TAXES PAYABLE	R	10/07/19 10/09/19	
		1 NOVEMBER 2019						
19-00788	10/07/19	H0026 HOLMAN, FRENIA, ALLISON, PC	3,000.00	8-01-20-135-222	B AUDIT SERVICES	R	10/07/19 10/09/19	41197
		1 2018 AUDIT SERVICES						
19-00789	10/07/19	L0045 LISA SCHORR, VMD	550.00	9-01-27-340-299	B MISCELLANEOUS	R	10/07/19 10/09/19	
		1 VET SERVICES RABIES CLINIC						
19-00790	10/07/19	N0380 NJ STATE LEAGUE OF MUNICIPALIT	90.00	9-01-20-110-282	B CONFERENCE FEES & TRAVEL	R	10/07/19 10/09/19	
		1 OGLESBY LABOR NEG. SEMINAR						
19-00791	10/07/19	P0152 PETTY CASH FUND	355.00	9-01-55-900-006	B PETTY CASH	R	10/07/19 10/09/19	
		1 HALLOWEEN COSTUME PRIZES						
19-00797	10/08/19	N0136 NJ NATURAL GAS COMPANY						
		1 ESC GAS BILL	177.91	9-01-31-437-269	B NATURAL GAS	R	10/08/19 10/09/19	
		2 PW GARAGE GAS BILL	260.14	9-01-31-437-269	B NATURAL GAS	R	10/08/19 10/09/19	
		3 COMMUNITY CENTER GAS BILL	41.41	9-01-31-437-269	B NATURAL GAS	R	10/08/19 10/09/19	
		4 PD HQ GAS BILL	42.35	9-01-31-437-269	B NATURAL GAS	R	10/08/19 10/09/19	
		5 BOROUGH HALL GAS BILL	26.37	9-01-31-437-269	B NATURAL GAS	R	10/08/19 10/09/19	
			548.18					
19-00798	10/08/19	A0506 AT&T	100.78	9-01-31-440-275	B TELEPHONE	R	10/08/19 10/09/19	
		1 AT&T TELEPHONE CHARGES - COURT						
19-00799	10/08/19	V0011 VERIZON WIRELESS	590.10	9-01-31-440-275	B TELEPHONE	R	10/08/19 10/09/19	
		1 BORO CELL PHONE BILL						
19-00800	10/08/19	A0024 ACTION DATA SERVICES	521.74	9-01-20-130-299	B Finance - Miscellaneous	R	10/08/19 10/09/19	65618
		1 PAYROLL SERVICE PDEND 9/30/19						
19-00801	10/08/19	J0900 JCP&L	1,695.68	9-01-31-436-276	B STREET LIGHTING	R	10/08/19 10/09/19	
		1 ELECTRIC BILL STREET LIGHTING						
19-00803	10/09/19	C0970 CAESARS ATLANTIC CITY	314.00	9-01-20-110-282	B CONFERENCE FEES & TRAVEL	R	10/09/19 10/16/19	
		1 CONFIRMATION #59124						

October 16, 2019
02:54 PM

Borough of Lakehurst
Bill List By P.O. Number

Page No: 4

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
19-00806	10/09/19	L0040 LOWE'S									
1		LOWE'S HOUSE ACCOUNT CHARGES	283.06	9-01-26-310-261	B	PAINT & LUMBER	R	10/09/19	10/16/19		
2		LOWE'S HOUSE ACCOUNT CHARGES	228.61	9-01-26-310-262	B	MINOR TOOLS & EQUIPMENT	R	10/09/19	10/16/19		
3		LOWE'S HOUSE ACCOUNT CHARGES	57.09	9-09-00-101-212	B	MAINTENANCE SUPPLIES	R	10/09/19	10/16/19		
4		LOWE'S HOUSE ACCOUNT CHARGES	24.90	9-09-00-101-212	B	MAINTENANCE SUPPLIES	R	10/09/19	10/16/19		
			<u>593.66</u>								
19-00807	10/16/19	P0045 PERNA FINNIGAN, INC.									
1		WATER MAIN REPLACEMENT PHASE 1	167,777.20	C-08-01-565-001	B	WATER MAIN IMPROVEMENTS (17-04)	R	10/16/19	10/16/19		
Total Purchase Orders: 27			Total P.O. Line Items: 58	Total List Amount: 425,811.49	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	8-01	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
CURRENT FUND APPROPRIATIONS	9-01	254,256.30	0.00	254,256.30	0.00	0.00	254,256.30
WATER & SEWER OPERATING	9-09	<u>777.99</u>	<u>0.00</u>	<u>777.99</u>	<u>0.00</u>	<u>0.00</u>	<u>777.99</u>
Year Total:		255,034.29	0.00	255,034.29	0.00	0.00	255,034.29
	C-08	167,777.20	0.00	167,777.20	0.00	0.00	167,777.20
Total of All Funds:		<u><u>425,811.49</u></u>	<u><u>0.00</u></u>	<u><u>425,811.49</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>425,811.49</u></u>

October 8, 2019
03:12 PM

Borough of Lakehurst
Bill List By P.O. Number

Page No: 1

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
19-00802	10/08/19	W0030 WEX BANK	2,135.07	9-01-31-447-265		B GASOLINE	R	10/08/19	10/08/19		61553009

Total Purchase Orders: 1 Total P.O. Line Items: 1 Total List Amount: 2,135.07 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	2,135.07	0.00	2,135.07	0.00	0.00	2,135.07
Total of All Funds:		<u>2,135.07</u>	<u>0.00</u>	<u>2,135.07</u>	<u>0.00</u>	<u>0.00</u>	<u>2,135.07</u>

**RESOLUTION
OCTOBER 17, 2019**

WHEREAS, the need exists to appoint a Court Administrator for the remaining court session on October 23, 2019, **and**

WHEREAS, Tracy Barcus is a Municipal Court Administrator at Manchester Township; **and**

WHEREAS, Ms. Barcus has agreed to fill in as the Municipal Court Administrator for 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, Tracy Barcus is appointed as the Municipal Court Administrator for the Borough of Lakehurst for October 23, 2019.

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 17, 2019.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
OCTOBER 17, 2019**

WHEREAS, pursuant to NJSA 40A:65-1 et seq., a municipality may enter into agreements for shared services with another municipality to provide or receive any service that the units participating in the agreement are empowered to provide or receive within their own jurisdiction; **and**,

WHEREAS, each local unit authorized to enter into an agreement under the Shared Services and Consolidation Act must do so by the adoption of a resolution; **and**,

WHEREAS, the agreement must comply with the requirements of NJSA 40A:65-7 and specify the services to be performed under the agreement, procedures for payment, and assignment and allocation of responsibility for meeting standards between and among the parties; **and**,

WHEREAS, Manchester Township operates a municipal court and as part of this function provides certain municipal court administration services, as required by the Administrative Offices of the Court, and the regulations promulgated pursuant thereto; **and**

WHEREAS, the Borough of Lakehurst ("Borough") wishes to enter into a shared Service Agreement, "Attachment A," with the Township of Manchester ("Township") for the provisions and sharing of the Municipal Court, facilities, personnel and services of the Township **and**;

WHEREAS, Lakehurst Borough has authorized the execution of this Agreement through Resolution passed by its Governing Body which is on file in the Municipal Clerk's office for public review **and**;

WHEREAS, The Governing Body and Mayor of both Manchester Township and Lakehurst Borough deems it to be in the best interests of the Borough of Lakehurst and Manchester Township to enter into a fourteen-month shared service agreement;

NOW, THEREFORE; in consideration of the mutual covenants, agreements and considerations contained herein, Manchester Township and Lakehurst Borough do hereby agree as follows:

1. Lakehurst Borough agrees to pay Manchester Township a fee of \$50,000.00 per annum for a period commencing November 1, 2019 and terminating December 31, 2020 to utilize Manchester Township for the provisions and sharing of the Municipal Court, facilities, personnel and services of the Township pending approval of the Administrative Offices of the Courts of New Jersey.
2. Lakehurst Borough agrees to pay Manchester Township a pro-rata amount of the annual fee to cover the months of November and December 2019 in the amount of \$8,333.40 pending approval of the Administrative Offices of the Courts of New Jersey.
3. Manchester Township and Lakehurst Borough agree to the terms and conditions set forth within said Shared Services Agreement, which is on file in the Municipal Clerk's office for public review.
 - A. Mayor;
 - B. Business Administrator;
 - C. Chief Financial Officer;
 - D. Personnel Officer;
 - E. Court Administrator;
 - F. Chief of Police

CERTIFICATION

I, Maryanne Capasso, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Mayor and Council at a meeting held on October 17, 2019.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
OCTOBER 17, 2019**

WHEREAS, VFW Post 10061 has applied for raffles license to conduct instant on-premise raffles awarding cash as a prize seven days a week from December 1, 2019 through December 1, 2020, **and**,

WHEREAS, the Statement of Findings and Determinations shows no reason why this license 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 License for VFW Post 10061 is hereby approved.

I, Maryanne Capasso, 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 October 17, 2019.

**Maryanne Capasso, RMC
Municipal Clerk**