

**BOROUGH OF LAKEHURST
REMINDER: REDEVELOPMENT MEETING**

CANCELED

**WORK SESSION/REGULAR MEETING
JUNE 4, 2020
TENTATIVE AGENDA**

1. Approval of Minutes of May 21, 2020 Regular Meeting
2. Payment of Bills
3. Resolution approving police chief contract
4. Resolution appointing Chelsea Higgins as lifeguard
5. Resolution to adopt temporary policy governing Outdoor Dining during COVID-19 health emergency
6. Resolution appointing Michele DiMeo and Debbie Pease as Recreation Leaders
7. Accept Eileen Robbins and Maryanne Capasso resignation letters
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
JUNE 4, 2020**

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 \$33,549.99 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 June 4, 2020.

**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
20-00159	03/02/20	A0093 ACTION UNIFORM CO.									
1		HASHMARKS - HIGGINS	12.00	0-01-25-240-299	B	Police - Miscellaneous	R	03/02/20	06/02/20		
20-00282	04/29/20	H0196 HALL'S SERVICE, INC.									
1		2001-4992: PD 1307 TIRE LEAK	71.16	0-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	04/29/20	06/02/20		2001-4992
2		2001-5062: PD 1302 TIRE PLUG	30.58	0-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	04/29/20	06/02/20		2001-5062
3		2001-5348: FA OIL CHANGE	40.95	0-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	04/29/20	06/02/20		2001-5348
4		2001-5397: PW F350 OIL CHANGE	40.95	0-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	04/29/20	06/02/20		2001-5397
5		2001-5404: SILVERADO OIL CHNG	35.71	0-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	04/29/20	06/02/20		2001-5404
6		2001-5424: TAHOE OIL CHANGE	49.45	0-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	04/29/20	06/02/20		2001-5424
7		2001-5461: PD 1304 ABS MODULE	1,315.00	0-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	04/29/20	06/02/20		2001-5461
8		2001-5465: SILVERADO OIL CHNG	35.71	0-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	04/29/20	06/02/20		2001-5465
9		2001-5475: PD 1303 PADS&ROTARS	323.59	0-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	04/29/20	06/02/20		2001-5475
10		2002-5584: FA RADIATOR/WTR PUM	682.69	0-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	04/29/20	06/02/20		2002-5584
11		2002-5695: PD 1307 OIL CHANGE	51.45	0-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	04/29/20	06/02/20		2002-5695
12		2002-5738: PD 1306 TIRE PLUG	60.58	0-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	04/29/20	06/02/20		2002-5738
13		2002-5902: PD 1307 HUB CAP	63.19	0-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	04/29/20	06/02/20		2002-5902
14		2002-5924: PD 1302 OIL/WIPERS	84.68	0-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	04/29/20	06/02/20		2002-5924
			2,885.69								
20-00284	04/29/20	U0562 USA BLUE BOOK									
1		HONEYWELL CIRCULAR CHART 7DAY	75.90	0-09-00-101-212	B	MAINTENANCE SUPPLIES	R	04/29/20	06/02/20		226147
2		HONEYWELL 24001661004 0-200 7D	38.95	0-09-00-101-212	B	MAINTENANCE SUPPLIES	R	04/29/20	06/02/20		
3		CIR CHART 7DAY 2400-1661-051	121.12	0-09-00-101-212	B	MAINTENANCE SUPPLIES	R	04/29/20	06/02/20		
4		HACH DPD 1(FREE) FOR 10ML SAMP	194.00	0-09-00-101-212	B	MAINTENANCE SUPPLIES	R	04/29/20	06/02/20		
5		HACH DPD 1(TOTAL)FOR 10ML SAMP	194.00	0-09-00-101-212	B	MAINTENANCE SUPPLIES	R	04/29/20	06/02/20		
6		REAGENT IRON FERROVER 10ML SAM	160.74	0-09-00-101-212	B	MAINTENANCE SUPPLIES	R	04/29/20	06/02/20		
7		SHIPPING	19.15	0-09-00-101-212	B	MAINTENANCE SUPPLIES	R	04/29/20	06/02/20		226147
			803.86								
20-00287	04/30/20	A0061 AC HESSE									
1		28 YARDS WOOD MULCH	978.60	0-01-26-310-268	B	GROUNDS - MAINTENANCE	R	04/30/20	06/02/20		
20-00288	04/30/20	J0033 JERSEY SHORE LAWN & SPRINKLER									
1		BALLFIELD IRRIGATION	812.56	C-04-00-560-001	B	Improvements Recreation Fields (19-08)	R	04/30/20	06/02/20		18072

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
20-00311	05/12/20	T0061 TOMS RIVER HEATING & AIR COND									
		1 PD HEAT SERVICE CALLS	325.00	0-01-26-310-244	B EQUIPMENT - MAINTENANCE/REPAIR		R	05/12/20	06/02/20		130442
20-00312	05/12/20	C0601 CEDAR POST FARM MARKET									
		1 FLOWERS FOR UNION AVE PLANTERS	200.00	0-01-26-310-269	B GROUNDS - SHURBS, TREES, PLANTS		R	05/12/20	06/02/20		
		2 FLOWERS FOR UNION AVE PLANTERS	100.00	0-01-26-310-269	B GROUNDS - SHURBS, TREES, PLANTS		R	05/12/20	06/02/20		
			300.00								
20-00313	05/15/20	A0120 A & K EQUIPMENT COMPANY									
		1 HAND SANITIZER - GALLON	288.00	T-03-00-100-010	B Storm Trust Reserve		R	05/15/20	06/02/20		47814
20-00315	05/19/20	L0003 LAKEHURST HARDWARE									
		1 HARDWARE HOUSE ACCOUNT CHARGES	168.12	0-01-26-310-262	B MINOR TOOLS & EQUIPMENT		R	05/19/20	06/02/20		
		2 COVID-19 / ACCOUNT CHARGE	686.11	T-03-00-100-010	B Storm Trust Reserve		R	05/19/20	06/02/20		
			854.23								
20-00339	05/27/20	R0046 RUMPF LAW									
		1 PUBLIC DEFENDER	375.00	T-03-00-100-005	B Public Defender		R	05/27/20	06/02/20		
20-00345	06/02/20	A0062 ALFRED SLOAN									
		1 MEDICARE REIMBURS. 3/20 - 5/20	433.80	0-01-23-220-228	B Insurance - Medicare Reimbursement		R	06/02/20	06/02/20		
		2 MEDICARE REIMBURS. 3/20 - 5/20	433.80	0-01-23-220-228	B Insurance - Medicare Reimbursement		R	06/02/20	06/02/20		
			867.60								
20-00346	06/02/20	J0012 JOE STEUBER									
		1 MEDICARE REIMBURS. 3/20 - 5/20	433.80	0-01-23-220-228	B Insurance - Medicare Reimbursement		R	06/02/20	06/02/20		
20-00348	06/02/20	M0261 MACLEAN, NORBERT B, JR.									
		1 MEDICARE REIMBURS. 3/20 - 5/20	962.10	0-01-23-220-228	B Insurance - Medicare Reimbursement		R	06/02/20	06/02/20		
20-00349	06/02/20	R0047 RUSSELL TILTON									
		1 MEDICARE REIMB 4/20 - 6/20	433.80	0-01-23-220-228	B Insurance - Medicare Reimbursement		R	06/02/20	06/02/20		
20-00350	06/02/20	R0158 REMINGTON & VERNICK ENGINEERS									
		1 2020 CDBG PORTABLE BATHROOMS	4,316.00	C-04-00-561-001	B Lake Horicon Restrooms (20-02)		R	06/02/20	06/02/20		1514u074-1
20-00351	06/02/20	R0158 REMINGTON & VERNICK ENGINEERS									
		1 2020 CDBG PORTABLE BATHROOMS	420.00	C-04-00-561-001	B Lake Horicon Restrooms (20-02)		R	06/02/20	06/02/20		1514u074-2

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
20-00352	06/02/20	R0158 REMINGTON & VERNICK ENGINEERS								
1	2020 CDBG PORTABLE BATHROOMS		755.50	C-04-00-561-001	B Lake Horicon Restrooms (20-02)	R	06/02/20	06/02/20		1514u074-3
20-00353	06/02/20	R0158 REMINGTON & VERNICK ENGINEERS								
1	NJDOT FY2020 ORCHARD STREET		1,342.00	G-02-20-238-001	B NJ DOT - Orchard Street (2020)	R	06/02/20	06/02/20		1514u075-1
20-00354	06/02/20	R0158 REMINGTON & VERNICK ENGINEERS								
1	NJDOT FY2020 ORCHARD STREET		1,860.50	G-02-20-238-001	B NJ DOT - Orchard Street (2020)	R	06/02/20	06/02/20		1514u075-2
20-00355	06/02/20	R0158 REMINGTON & VERNICK ENGINEERS								
1	NJDOT FY2020 ORCHARD STREET		9,051.10	G-02-20-238-001	B NJ DOT - Orchard Street (2020)	R	06/02/20	06/02/20		1514u075-3
20-00356	06/02/20	A0024 ACTION DATA SERVICES								
1	PAYROLL SERVICE PDEND 5/15/20		181.08	0-01-20-130-299	B Finance - Miscellaneous	R	06/02/20	06/02/20		68733
20-00357	06/02/20	P0022 SUN LIFE								
1	LIFE INS BILL TO 6/20		127.71	0-01-23-220-227	B Insurance - Life Insurance	R	06/02/20	06/02/20		
20-00358	06/02/20	A0100 AARON J SNYDER								
1	MEDICARE REIMBURS.3/20 - 5/20		433.80	0-01-23-220-228	B Insurance - Medicare Reimbursement	R	06/02/20	06/02/20		
20-00359	06/02/20	A0506 AT&T								
1	AT&T TELEPHONE CHARGES		3,391.83	0-01-31-440-275	B TELEPHONE	R	06/02/20	06/02/20		
20-00360	06/02/20	N0380 NJ STATE LEAGUE OF MUNICIPALIT								
1	ONLINE MINI CONFERENCE		230.00	0-01-20-120-284	B TRAINING & EDUCATION	R	06/02/20	06/02/20		
20-00361	06/02/20	V0011 VERIZON WIRELESS								
1	BORO CELL PHONE BILL 5/20		553.47	0-01-31-440-275	B TELEPHONE	R	06/02/20	06/02/20		
20-00362	06/02/20	C0060 COMCAST CABLE								
1	PW CABLE MODEM		110.84	0-01-31-440-275	B TELEPHONE	R	06/02/20	06/02/20		
2	BORO HALL CABLE MODEM		134.57	0-01-31-440-275	B TELEPHONE	R	06/02/20	06/02/20		
			245.41							
20-00363	06/02/20	S0046 SECURALL MONITORING CORP								
1	ESC ALARM MONITORING		98.85	0-01-26-310-299	B MISCELLANEOUS	R	06/02/20	06/02/20		

June 2, 2020
12:49 PM

Borough of Lakehurst
Bill List By P.O. Number

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
20-00364	06/02/20	B9112			B & K EQUIPMENT SERVICES						
		1 TRASHTRUCK REPAIR - HYDRAULIC	210.50	0-01-26-291-254	B	SANITATION VEHICLE MAINT/REP	R	06/02/20	06/02/20		30461

Total Purchase Orders: 29 Total P.O. Line Items: 52 Total List Amount: 33,549.99 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	0-01	12,839.36	0.00	12,839.36	0.00	0.00	12,839.36
WATER & SEWER OPERATING	0-09	803.86	0.00	803.86	0.00	0.00	803.86
Year Total:		13,643.22	0.00	13,643.22	0.00	0.00	13,643.22
	C-04	6,304.06	0.00	6,304.06	0.00	0.00	6,304.06
	G-02	12,253.60	0.00	12,253.60	0.00	0.00	12,253.60
	T-03	1,349.11	0.00	1,349.11	0.00	0.00	1,349.11
Total of All Funds:		33,549.99	0.00	33,549.99	0.00	0.00	33,549.99

RESOLUTION
JUNE 4, 2020

WHEREAS, the Borough of Lakehurst and Chief of Police Matthew Kline (COP) have entered into negotiations to establish a contract between the Borough and the COP; **and**

WHEREAS, the Borough of Lakehurst and the COP have resolved all issues raised in negotiations, **and**

WHEREAS, this agreement has been drafted as a contract document covering the years January 1, 2020 through December 31, 2024.

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

1. Approve the contract between the Borough and COP covering the years 2020, 2021, 2022, 2023, and 2024
2. The Mayor and Municipal Clerk are hereby authorized to execute the contract for the Borough of Lakehurst.
3. An executed copy of the contract will be on file in the Office of the Municipal Clerk

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 at the meeting of June 4, 2020.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
JUNE 4, 2020**

WHEREAS, the Borough of Lakehurst is in need of the services of lifeguards for the summer season at Lake Horicon, **and**

WHEREAS, Chelsea Higgins has applied for the position of lifeguard and has completed all required certification courses.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Chelsea Higgins be appointed as a lifeguard at a salary of \$11.50 per hour, effective June 1, 2020.

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 June 4, 2020.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JUNE 4, 2020**

**TO ADOPT A TEMPORARY POLICY GOVERNING OUTDOOR DINING DURING
THE COVID-19 PUBLIC HEALTH EMERGENCY**

WHEREAS, municipalities throughout New Jersey faced extraordinary financial strain as a result of the devastation caused by COVID-19; **and**

WHEREAS, the COVID-19 pandemic has exacerbated the economic outlook for many communities and small businesses; **and**

WHEREAS, Governor Phil Murphy has issued Executive Orders closing indoor dining for restaurants and at this time has not allowed outdoor dining; **and**

WHEREAS, in an effort to assist the many restaurants in our community to take steps towards a sense of normalcy, the governing body is establishing guidelines which would allow restaurants to apply for a permit to allow outdoor dining until restrictions are lifted; **and**

WHEREAS, as restrictions begin to lift, there is likely to remain social distancing guidelines specifically for dining establishments, so the governing body is being proactive in allowing outdoor dining as a way to assist restaurants while still providing appropriate social distancing measures in an effort to maximize the number of patrons to be served at any given time; **and**

WHEREAS, the guidelines are for those restaurants that currently have an indoor dining area and must follow the adopted guidelines.

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

1. The following guidelines for outdoor dining have been established as a temporary measure during COVID 19 Pandemic:

Temporary Outdoor Dining Area: A designated area on the premises of a retail food establishment or restaurant, but outside the principal building, and where patrons shall sit at tables while consuming food and beverages. (The establishment must already provide indoor dining via an improved site plan from the Land Use Board)

Temporary Outdoor Dining Area requires a permit.

- A. A temporary outdoor dining area as defined above may be established for any existing retail food establishment or restaurant facilities with current interior dining area. Temporary outdoor seating will be in addition to previously approved indoor seating providing that all CDC regulations and Executive Orders of the governor are followed allowing use of the indoor seating within the premises.
- B. No person shall operate an Outdoor Dining Area without a permit from the Borough of Lakehurst. An outdoor dining permit is valid through November 30, 2020.
- C. Applicants shall apply for permit approval in accordance with the provisions of this resolution. All such applications must be approved by the Zoning Officer and Fire Marshal and shall be referred to the Chief of Police, who shall provide the Zoning Officer and Fire Marshal with written reports of their opinions and recommendations regarding the application.
- D. Applicant shall meet the general zoning requirements, fire code, and all other laws, rules, regulations and codes applicable to the proposed activity.
- E. Any restaurant or retail food establishment which has previously received approval by resolution of the Land Use Board for outside seating is exempt from the above permitted requirement. This exemption applies only for the specified number of seats permitted in the approving resolution providing that the establishment complies with the current CDC regulations and Governor's Executive order regulating such establishments
- F. Outdoor Dining Areas located on public sidewalks or public right-of-way are prohibited.
- G. A zoning application shall be required for all temporary Outdoor Dining Areas.
 - 1. A zoning application by this resolution shall be applied for and obtained from the Zoning.
 - 2. The applicant proposing to establish an Outdoor Dining Area must provide proof of insurance coverage.
 - 3. The applicant shall submit to the Zoning Officer a layout of the proposed seating areas, which shall include a depiction of all aisles, seating areas and means of ingress and egress. The applicant shall also detail on the proposed layout all required temporary vehicular impact protection barriers such as large planters, fencing, Jersey barriers, or other suitable barrier designed to enclose and protect the Temporary Outdoor Dining Area.
 - 4. The applicant must also provide approval of the landlord or owner of the building as a requirement to submit an application for outdoor seating.
 - 5. The applicant shall detail plans to control litter and waste.

- H. Zoning application fee is temporarily waived for Temporary Outdoor Dining applications filed after the adoption of this resolution through November 30, 2020.
- I. All Temporary Outdoor Dining Area shall comply with the following Rules, Regulations and Specifications:
1. The Zoning Officer and Fire Marshal shall review each application to ensure that the proposed operation of the Outdoor Dining Area will not interfere with pedestrian or vehicular traffic. Six (6) feet of unobstructed sidewalk should be provided with the exact width being determined by the Zoning Officer and Fire Marshal as he/she deems it to be appropriate to promote pedestrian and vehicular safety. However, in no event shall the unobstructed sidewalk be less than four (4) feet.
 2. The Outdoor Dining Area shall be operated and maintained in accordance with the outdoor seating plan as finally approved, and by the same person who operates and maintains the abutting retail food establishment.
 3. Temporary outdoor seating will be in addition to previously approved indoor seating providing that all CDC regulations and Executive Orders of the governor are followed allowing use of the indoor seating within the premises-
 4. No furniture, apparatus, decoration, or appurtenance used in connection with the operation with the Outdoor Dining Area shall be located in such a way as to impede the safe and speedy egress to or from any building or structure.
 5. The Outdoor Dining Area shall be kept clean and free of litter and shall be disinfected as per CDC standards as required.
 6. Noise shall be kept at such a level as to comply in all aspects with the provisions of applicable ordinances of the borough.
 7. Outdoor Dining Areas shall be permitted to operate 7:00 a.m. to 10:00 p.m. Monday through Thursday and 7:00 a.m. to 11:00 p.m. Friday through Sunday through November 30, 2020.
 8. Furniture, apparatus, decorations and appurtenances must be secured to prevent uplift due to wind during hours of operation and at closing a specific breakdown process must be implemented to assure same.
 9. No canopies or tents will be permitted in the outdoor dining area. Tables are permitted to have umbrellas.
 10. No outdoor bar or serving stations that require plumbing or electric are permitted.
 11. Applicants must comply with all ABC regulations and permit requirements pertaining to outdoor alcoholic beverage sales and consumption. Any served or BYOB beverages must remain within the approved designated areas.
 12. Outdoor Dining Area shall be solely an extension of the permitted business use within the adjacent building or storefront.
 13. The approved Outdoor Dining Area shall be monitored by the Zoning Officer, Fire Marshal and Code Enforcement.

BE IT FURTHER RESOLVED these guidelines are temporary through November 30, 2020 in order to achieve the goals established by this resolution the Borough shall make best efforts to assist the dining establishments. No dining establishment shall construe these guidelines to be permanent. A business requesting to establish a permanent outdoor dining area needs to make formal application in accordance with the Municipal Land Use Law and appear before the Land Use Board.

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 on the 4^h day of June 2020.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
JUNE 4, 2020**

WHEREAS, two (2) vacancies currently exists in the position of Recreation Leader, effective June 4, 2020, **and**

WHEREAS, Michele DiMeo and Debbie Pease, have volunteered and supported borough activities for many years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that Michele DiMeo and Debbie Pease be appointed to the position of Recreation Leader for the Borough of Lakehurst effective June 4, 2020.

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 June 4, 2020.

**Maryanne Capasso, RMC
Municipal Clerk**