

**BOROUGH OF LAKEHURST**

**WORK SESSION/REGULAR MEETING  
SEPTEMBER 16, 2021  
TENTATIVE AGENDA**

1. Approval of Minutes of September 2, 2021 Regular Meeting
2. Resolution regarding payment of bills
3. Resolution regarding Clerk 2 permanent appointment for Tammy Duffy
4. Resolution regarding membership in Lakehurst Fire Department for Shariya S. Brown
5. Resolution regarding membership in Lakehurst Fire Department for Henry W. Seeger
6. Accept Debby Pease resignation letter
7. Executive/Closed Session to discuss personnel matters

Maryanne Capasso, RMC  
Municipal Clerk

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

**RESOLUTION  
SEPTEMBER 16, 2021**

**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 \$32,367.20 is hereby approved.

**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 September 16, 2021.**

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**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	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00242	04/07/21	A0093 ACTION UNIFORM CO.									
		1 BLAUER SHORT SLEEVE LARGE	66.00	1-01-25-240-272	B	UNIFORM REPAIRS - REPLACE	R	04/07/21	09/15/21		35388
		2 BLAUER SUPERSHIRT S/S LARGE	118.00	1-01-25-240-272	B	UNIFORM REPAIRS - REPLACE	R	04/07/21	09/15/21		
		3 TAPPER & ZIPPER	8.00	1-01-25-240-272	B	UNIFORM REPAIRS - REPLACE	R	04/07/21	09/15/21		
			<u>192.00</u>								
21-00364	05/25/21	W0010 W. B. MASON OFFICE SUPPLIES									
		1 SALES ORDER# S113471132	1,099.59	1-01-25-240-211	B	OFFICE SUPPLIES	R	09/08/21	09/15/21		5113471132
21-00500	07/16/21	A0093 ACTION UNIFORM CO.									
		1 FIRST TACTICAL PANTS GRAY	276.00	1-01-25-240-274	B	UNIFORM ALLOWANCE - JAMES	R	07/16/21	09/15/21		37089
		2 BLAUER S/S NAVY	136.00	1-01-25-240-274	B	UNIFORM ALLOWANCE - JAMES	R	07/16/21	09/15/21		
		3 BLAUER L/S NAVY	140.00	1-01-25-240-274	B	UNIFORM ALLOWANCE - JAMES	R	07/16/21	09/15/21		
		4 DANNER BOOTS	164.99	1-01-25-240-274	B	UNIFORM ALLOWANCE - JAMES	R	07/16/21	09/15/21		37089
		5 SETS OF LET BARS EMBROIDERED	32.00	1-01-25-240-274	B	UNIFORM ALLOWANCE - JAMES	R	09/08/21	09/15/21		
			<u>748.99</u>								
21-00502	07/19/21	S0197 STEVENSON SUPPLY CO., INC.									
		1 CRISPIN 4" GC41 FLANGED GLOBE	784.62	1-09-00-101-244	B	EQUIPMENT - MAINTENANCE/REPAIR	R	07/19/21	09/15/21		
		2 FREIGHT	36.90	1-09-00-101-244	B	EQUIPMENT - MAINTENANCE/REPAIR	R	09/15/21	09/15/21		
			<u>821.52</u>								
21-00583	08/23/21	D0023 DOG WASTE DEPOT									
		1 ROUND MESH WASTE CAN NB GREEN	599.95	G-02-00-200-424	B	Clean Communities Program 2019	R	08/23/21	09/15/21		431174
		2 DEPOT CAN LINERS	139.18	G-02-00-200-424	B	Clean Communities Program 2019	R	08/23/21	09/15/21		
		3 TARIFF MITIGATION	65.78	G-02-00-200-424	B	Clean Communities Program 2019	R	08/23/21	09/15/21		
			<u>804.91</u>								
21-00585	08/26/21	S0095 SPARTAN ATHLETIC									
		1 PERMANENT BENCH LEGS	101.25	C-04-00-560-001	B	Improvements Recreation Fields (19-08)	R	08/26/21	09/15/21		906018
		2 HARDWARE PACK	21.75	C-04-00-560-001	B	Improvements Recreation Fields (19-08)	R	08/26/21	09/15/21		
			<u>123.00</u>								
21-00591	08/31/21	C0094 COPQUEST INC									
		1 BALANCE DUE INVOICE# C21616984	15.95	1-01-25-240-273	B	UNIFORM ALLOWANCE - KLINE	R	08/31/21	09/15/21		C21616984

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice
21-00592	08/31/21	D0004 DRAEGER, INC.						
1		HOSE	17.00	1-01-25-240-245	B EQUIPMENT - POLICE TACTICAL	R	08/31/21 09/15/21	
2		CERT CHARGE	106.00	1-01-25-240-245	B EQUIPMENT - POLICE TACTICAL	R	08/31/21 09/15/21	
3		CALIBRATION CHARGE	56.00	1-01-25-240-245	B EQUIPMENT - POLICE TACTICAL	R	08/31/21 09/15/21	5951303029
			<u>179.00</u>					
21-00612	09/08/21	E0066 EMBLEM ENTERPRISES, INC.						
3		US FLAG GREY W/BLUE LINE	284.00	1-01-25-240-297	B Police - Miscellaneous	R	09/08/21 09/15/21	
4		LAKEHURST POLICE PATCH SUBDUED	333.00	1-01-25-240-297	B Police - Miscellaneous	R	09/08/21 09/15/21	
5		LAKEHURST POLICE PATCH COLOR	111.00	1-01-25-240-297	B Police - Miscellaneous	R	09/08/21 09/15/21	
6		BASEBALL HAT FLEX FIT SUBDUED	575.64	1-01-25-240-297	B Police - Miscellaneous	R	09/08/21 09/15/21	
7		SHIPPING	56.61	1-01-25-240-297	B Police - Miscellaneous	R	09/14/21 09/15/21	
			<u>1,360.25</u>					
21-00613	09/08/21	M0075 MATTHEW SAGE						
1		ALT. PUBLIC DEFENDER	1,200.00	T-03-00-100-005	B Public Defender	R	09/08/21 09/15/21	
21-00618	09/08/21	G0033 G&C ELECTRONICS						
1		FIRE ALARM MONITOR 10-12/2021	75.00	1-01-25-240-297	B Police - Miscellaneous	R	09/08/21 09/15/21	
2		BURG ALARM MONITOR 10-12/2021	45.00	1-01-25-240-297	B Police - Miscellaneous	R	09/08/21 09/15/21	
			<u>120.00</u>					
21-00620	09/09/21	K0017 KOLAS PHOTOGRAPHY						
1		POLICE DEPT PHOTO METAL	100.00	1-01-25-240-297	B Police - Miscellaneous	R	09/09/21 09/15/21	
21-00628	09/15/21	N0136 NJ NATURAL GAS COMPANY						
1		ESC GAS BILL	234.57	1-01-31-437-269	B NATURAL GAS	R	09/15/21 09/15/21	
2		PW GARAGE GAS BILL	276.61	1-01-31-437-269	B NATURAL GAS	R	09/15/21 09/15/21	
3		COMMUNITY CENTER GAS BILL	54.39	1-01-31-437-269	B NATURAL GAS	R	09/15/21 09/15/21	
4		PD HQ GAS BILL	39.19	1-01-31-437-269	B NATURAL GAS	R	09/15/21 09/15/21	
5		BOROUGH HALL GAS BILL	34.85	1-01-31-437-269	B NATURAL GAS	R	09/15/21 09/15/21	
			<u>639.61</u>					
21-00629	09/15/21	C0060 COMCAST CABLE						
1		WATER PLANT CABLE MODEM	89.62	1-01-31-440-275	B TELEPHONE	R	09/15/21 09/15/21	
21-00630	09/15/21	U0005 UNIFIRST CORPORATION						
1		PW UNIFORM CLEANING 8/21	640.14	1-09-00-101-271	B UNIFORMS	R	09/15/21 09/15/21	

PO #	PO Date	Vendor	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	
Item	Description	Amount	Charge Account	Acct Type Description		Enc Date	Date	Date	Invoice
21-00631	09/15/21	A0024	ACTION DATA SERVICES						
1	PAYROLL SERVICE PDEND 8/22/21	336.30	1-01-20-130-299	B Finance - Miscellaneous	R	09/15/21	09/15/21		74681
21-00632	09/15/21	P0158	PITNEY BOWES						
1	MAILING METER CHARGES	126.00	1-01-20-120-299	B MISCELLANEOUS	R	09/15/21	09/15/21		1018937137
21-00633	09/15/21	00012	ONE CALL CONCEPTS						
1	ONE CALL MESSAGES 8/21	45.76	1-09-00-101-275	B TELEPHONE	R	09/15/21	09/15/21		1085368
21-00634	09/15/21	J0900	JCP&L						
1	LED STREET LIGHTING	419.38	1-01-31-436-276	B STREET LIGHTING	R	09/15/21	09/15/21		
21-00635	09/15/21	V0855	VERIZON						
1	PHONE BILL	6.55	1-01-31-440-275	B TELEPHONE	R	09/15/21	09/15/21		
21-00636	09/15/21	S0046	SECURALL MONITORING CORP						
1	ESC ALARM MONITORING	98.85	1-01-26-310-299	B MISCELLANEOUS	R	09/15/21	09/15/21		
21-00637	09/15/21	A0075	GANNETT NEW JERSEY NEWSPAPERS						
1	CLERK ADVERT. 8/01 - 8/31/21	115.90	1-01-20-122-215	B Advertising - Legal Advertisements	R	09/15/21	09/15/21		0004082671
21-00639	09/15/21	S0973	STAPLES						
1	STAPLES CARD CHARGES 8/21	438.11	1-01-20-120-211	B Clerk - Office Supplies	R	09/15/21	09/15/21		
21-00640	09/15/21	00372	OCEAN COUNTY BOARD OF ELECTION						
1	2021 PRIMARY SAMPLE BALLOTS	107.32	1-01-20-120-299	B MISCELLANEOUS	R	09/15/21	09/15/21		
2	MAILING OF SAMPLE BALLOTS	223.16	1-01-20-120-299	B MISCELLANEOUS	R	09/15/21	09/15/21		
		330.48							
21-00641	09/15/21	N0029	TWIN ROCKS WATER						
1	BORO HALL WATER AND COOLER	115.65	1-01-20-120-299	B MISCELLANEOUS	R	09/15/21	09/15/21		
2	POLICE DEPT WATER AND COOLER	63.60	1-01-25-240-297	B Police - Miscellaneous	R	09/15/21	09/15/21		
3	PW WATER AND COOLER	55.65	1-01-26-305-299	B MISCELLANEOUS	R	09/15/21	09/15/21		
		234.90							
21-00642	09/15/21	S0101	SHARON VANBERKEL						
1	MEDICARE REIMBURS. 7/21-9/21	891.00	1-01-23-220-228	B Insurance - Medicare Reimbursement	R	09/15/21	09/15/21		

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00643	09/15/21	M0113 MANCHESTER TOWNSHIP									
		1 COURT SHARED SERVICES 7-9/21	12,500.00	1-01-42-152-202	B	Manchester Township - Municipal Court	R	09/15/21	09/15/21		
21-00644	09/15/21	R0158 REMINGTON & VERNICK ENGINEERS									
		1 800 RT 70 LLC CHNG USE/SITE PL	235.50	T-03-00-400-410	B	800 Rt 70 B1.15 L1 1514-P-085	R	09/15/21	09/15/21		1514P085-7
21-00645	09/15/21	H0026 HOLMAN, FRENIA, ALLISON, PC									
		1 2020 AUDIT SERVICES	500.00	1-01-20-135-222	B	AUDIT SERVICES	R	09/15/21	09/15/21		
		2 2020 AUDIT SERVICES	500.00	1-09-00-103-222	B	AUDIT	R	09/15/21	09/15/21		
			1,000.00								
21-00646	09/15/21	V0011 VERIZON WIRELESS									
		1 BORO CELL PHONE BILL 8/21	546.77	1-01-31-440-275	B	TELEPHONE	R	09/15/21	09/15/21		
21-00647	09/15/21	B9112 B & K EQUIPMENT SERVICES									
		1 TRASHTRUCK REPAIR INV# 33579	908.99	1-01-26-291-254	B	SANITATION VEHICLE MAINT/REP	R	09/15/21	09/15/21		33579
		2 TRASHTRUCK REPAIR INV# 33599	205.00	1-01-26-291-254	B	SANITATION VEHICLE MAINT/REP	R	09/15/21	09/15/21		33599
			1,113.99								
21-00648	09/15/21	L0040 LOWE'S									
		1 B & G SHARE	1,394.21	1-01-26-310-262	B	MINOR TOOLS & EQUIPMENT	R	09/15/21	09/15/21		
		2 SOCCER FIELD SHARE	812.39	C-04-00-560-001	B	Improvements Recreation Fields (19-08)	R	09/15/21	09/15/21		
		3 NNO SHARE	196.12	1-01-28-371-236	B	Public Events - Miscellaneous	R	09/15/21	09/15/21		
			2,402.72								
<hr/> <b>Total Purchase Orders: 32 Total P.O. Line Items: 60 Total List Amount: 28,976.79 Total Void Amount: 0.00</b> <hr/>											

Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	1-01	23,793.57	0.00	23,793.57	0.00	0.00	23,793.57
WATER & SEWER OPERATING	1-09	2,007.42	0.00	2,007.42	0.00	0.00	2,007.42
Year Total:		25,800.99	0.00	25,800.99	0.00	0.00	25,800.99
	C-04	935.39	0.00	935.39	0.00	0.00	935.39
	G-02	804.91	0.00	804.91	0.00	0.00	804.91
	T-03	1,435.50	0.00	1,435.50	0.00	0.00	1,435.50
Total of All Funds:		28,976.79	0.00	28,976.79	0.00	0.00	28,976.79

September 8, 2021  
12:06 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
21-00619	09/08/21	W0030 WEX BANK									
		1 WAWA GAS CHARGES AUGUST 2021	3,390.41	1-01-31-447-265		B GASOLINE	R	09/08/21	09/08/21		73710816

Total Purchase Orders: 1 Total P.O. Line Items: 1 Total List Amount: 3,390.41 Total Void Amount: 0.00



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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	1-01	3,390.41	0.00	3,390.41	0.00	0.00	3,390.41
Total of All Funds:		<u>3,390.41</u>	<u>0.00</u>	<u>3,390.41</u>	<u>0.00</u>	<u>0.00</u>	<u>3,390.41</u>

**RESOLUTION  
SEPTEMBER 16, 2021**

**WHEREAS**, a review of the duties currently performed by Clerk 1 Tammy Duffy has revealed she is working out of title and is normally performing the duties of a Clerk 2, **and**

**WHEREAS**, the Governing Body is desirous of appointing Ms. Duffy to the Clerk 2 position, **and**

**WHEREAS**, Ms. Duffy has successfully passed the Department of Personnel testing requirements for this position,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that Tammy Duffy be appointed from the Certified Department of Personnel list to the permanent position of Clerk 2, at the contract rate of \$21.30/hour, effective September 2, 2021.

**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 September 16, 2021.**

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**Maryanne Capasso, RMC  
Municipal Clerk**

**RESOLUTION  
SEPTEMBER 16, 2021**

**WHEREAS**, Shariya S. Brown has applied for membership in the Lakehurst Volunteer Fire Company No. 1 (LVFC) and the New Jersey State Firemen's Relief Association, **and**

**WHEREAS**, Section 2-20.4(a) 1 of the Revised General Ordinances of the Borough requires that the applicants meet certain criteria and that the applications be approved by the Governing Body, **and**

**WHEREAS**, the above applicant meets the criteria specified in Section 2-20.4(a) 1,

**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 Shariya S. Brown membership in the Lakehurst Volunteer Fire Company and the New Jersey State Firemen's Relief Association 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 September 16, 2021.**

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**Maryanne Capasso, RMC  
Municipal Clerk**

**RESOLUTION  
SEPTEMBER 16, 2021**

**WHEREAS**, Henry W. Seeger has applied for membership in the Lakehurst Volunteer Fire Company No. 1 (LVFC) and the New Jersey State Firemen's Relief Association, **and**

**WHEREAS**, Section 2-20.4(a) 1 of the Revised General Ordinances of the Borough requires that the applicants meet certain criteria and that the applications be approved by the Governing Body, **and**

**WHEREAS**, the above applicant meets the criteria specified in Section 2-20.4(a) 1,

**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 Henry W. Seeger membership in the Lakehurst Volunteer Fire Company and the New Jersey State Firemen's Relief Association 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 September 16, 2021.**

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**Maryanne Capasso, RMC  
Municipal Clerk**