

BOROUGH OF LAKEHURST

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

1. Approval of Minutes of December 2, 2021 Regular Meeting
2. Approval of Executive Session minutes from January 21, 2021 to March 4, 2021
3. Resolution regarding payment of bills
4. Resolution regarding Current Fund and Utility Fund Transfer
5. Resolution approving Sidebar Agreement for Borough of Lakehurst Police Department
6. Resolution authorizing senior citizen deduction on 2021 taxes for Bl. 44 L. 5
7. Resolution appointing Megan Seibert as Recreation Leader
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
DECEMBER 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 \$282,322.61 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 December 16, 2021.

**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	Acct Type	Contract PO Type	Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
21-00171	03/09/21	C0967 CONTINENTAL FIRE & SAFETY, INC										
		1 KEY HOSE MODEL# DP18-800-FDNY	1,500.00	1-01-25-265-242	B	EQUIPMENT - NEW PURCHASES		R	03/09/21	12/15/21		L2202
		2 FREIGHT	100.00	1-01-25-265-242	B	EQUIPMENT - NEW PURCHASES		R	03/09/21	12/15/21		
			1,600.00									
21-00542	08/17/21	D0077 DIGITAL ALLY										
		1 PD CAMERAS 1ST YEAR SUB. BWC	7,028.00	G-02-00-200-141	B	Body-worn Camera Grant Program		R	08/17/21	12/15/21		
21-00589	08/31/21	W0033 WITMER PUBLIC SAFETY										
		1 ANNUAL BA COMPRESSOR SERVICE	853.00	1-01-25-265-244	B	EQUIPMENT - MAINTENANCE/REPAIR		R	08/31/21	12/15/21		
21-00594	08/31/21	C0080 CEUNION										
		1 COMPUTERS HELD HOSTAGE	110.00	1-01-26-310-284	B	TRAINING & EDUCATION		R	08/31/21	12/15/21		
		2 RISING ABOVE THE FRAY	165.00	1-01-26-310-284	B	TRAINING & EDUCATION		R	08/31/21	12/15/21		
		3 TAKING THE RIGHT ROAD	55.00	1-01-26-310-284	B	TRAINING & EDUCATION		R	08/31/21	12/15/21		
			330.00									
21-00676	09/30/21	L0280 LAMMEN SUPPLY COMPANY OF										
		1 POINT BLANK BODY ARMOR	250.37	G-02-00-200-062	B	Body Armor Fund - 2016		R	09/30/21	12/15/21		
		2 2017 GRANT SHARE	1,303.45	G-02-00-200-063	B	Body Armor Fund - 2017		R	09/30/21	12/15/21		
		3 2019 GRANT SHARE	1,409.99	G-02-00-200-064	B	Body Armor Fund - 2019		R	09/30/21	12/15/21		
		4 2020 GRANT SHARE	1,076.11	G-02-00-200-065	B	Body Armor Fund - 2020		R	09/30/21	12/15/21		
			4,039.92									
21-00763	10/26/21	P0032 THE PARTS SHACK, LLC										
		1 2 BATTERIES - CORES RETURNED	234.56	1-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP		R	10/26/21	12/15/21		312356
21-00798	11/05/21	M0118 MIRACLE CHEMICAL CO.										
		1 200 GAL SODIUM HYPOCHLORITE	702.00	1-09-00-101-267	B	CHEMICALS		R	11/05/21	12/15/21		
21-00807	11/09/21	R0036 READY 260 RESTROOMS										
		1 RESTROOM TRAILOR CORNER PIECE	845.58	1-01-26-310-244	B	EQUIPMENT - MAINTENANCE/REPAIR		R	11/09/21	12/15/21		1214
21-00810	11/22/21	E0026 EVERS PSYCHOLOGICAL ASSOCIATIO										
		1 PREEMPLOYMENT PSYCH EXAM	300.00	1-01-25-240-297	B	Police - Miscellaneous		R	11/22/21	12/15/21		

PO #	PO Date	Vendor	Contract PO Type	Charge Account	Amount	Acct Type Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00812	11/22/21	P0047 PLANET TECHNOLOGIES INC	B Police - Miscellaneous	1 PD G1 LICENSE PRO RATED 1 MO	7.04	1-01-25-240-297	R	11/22/21	12/15/21		
21-00814	11/22/21	H0626 HENDERSON LABS, J.R. INC.	B CONTRACTUAL SERVICES	1 LAB TESTS NOVEMBER 2021	160.00	1-09-00-101-222	R	11/22/21	12/15/21		58620
21-00815	11/22/21	P0032 THE PARTS SHACK, LLC	B EQUIPMENT - MAINTENANCE/REPAIR	1 RV MARINE ANTIFREEZE	53.94	1-01-26-310-244	R	11/22/21	12/15/21		313794
21-00816	11/23/21	J0007 JERSEY RENTS	B EQUIPMENT - LEASE	1 ELECTRIC LIFT RENTAL	290.00	1-01-26-310-243	R	11/23/21	12/15/21		
21-00818	11/23/21	A0093 ACTION UNIFORM CO.	B UNIFORM REPAIRS - REPLACE	1 BLAUER 8471 NAVY LG	148.00	1-01-25-240-272	R	11/23/21	12/15/21		
			B UNIFORM REPAIRS - REPLACE	2 FIRST TAC PANTS W/STRIPE	184.00	1-01-25-240-272	R	11/23/21	12/15/21		
			B UNIFORM REPAIRS - REPLACE	3 N/S W/VELCRO	14.00	1-01-25-240-272	R	11/23/21	12/15/21		
			B UNIFORM REPAIRS - REPLACE	4 BADGE PATCH	9.00	1-01-25-240-272	R	11/23/21	12/15/21		
			B UNIFORM REPAIRS - REPLACE	5 PERFECT FIT UNDER BELT	25.99	1-01-25-240-272	R	11/23/21	12/15/21		
			B UNIFORM REPAIRS - REPLACE	6 PERFECT FIT NYLON BELT	35.99	1-01-25-240-272	R	11/23/21	12/15/21		
			B UNIFORM REPAIRS - REPLACE	7 NYLON KEEPERS (4)	12.99	1-01-25-240-272	R	11/23/21	12/15/21		
					429.97						
21-00819	11/24/21	M0072 MPH INDUSTRIES	B EQUIPMENT - NEW PURCHASE	1 PD STREET SCOUT TRAILER	7,429.00	1-01-25-240-242	R	11/24/21	12/15/21		
21-00860	12/10/21	H0032 HOLMDEL TOWNSHIP	B Holmdel-Chief Financial Officer	1 SHARED SERVICES FOR 7/21-12/21	42,016.50	1-01-42-130-201	R	12/10/21	12/15/21		21-1002
21-00864	12/10/21	T0004 TROOP 10 BOY SCOUTS	B Clean Communities - 2018	1 CLEAN COMMUNITIES CLEAN UP	250.00	G-02-00-200-423	R	12/10/21	12/15/21		
21-00867	12/14/21	N0150 NJMVC (CAIR PROGRAM)	B MISCELLANEOUS	1 APPLICATION FOR ONLINE ACCESS	150.00	1-01-20-120-299	R	12/14/21	12/15/21		
21-00869	12/14/21	C0046 COLONIAL BOUQUET	B Police - Miscellaneous	1 VETERAN'S DAY WREATHS - PD	125.00	1-01-25-240-297	R	12/14/21	12/15/21		
			B Public Events - Miscellaneous	2 VETERAN'S DAY WREATHS - BORO	125.00	1-01-28-371-236	R	12/14/21	12/15/21		
					250.00						

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	Contract PO Type	Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
21-00900	12/15/21	R0158	REMINGTON & VERNICK ENGINEERS 1 GENERAL ENGINEERING THRU 11/21	114.00	1-01-20-165-232	B	ENGINEERING SERVICES		R	12/15/21	12/15/21	12/15/21	1514T114-9
21-00901	12/15/21	R0158	REMINGTON & VERNICK ENGINEERS 1 2021 NJDOT MUN AID LAKE ST REC	9,879.30	G-02-00-200-627	B	NJ DOT - Lake St		R	12/15/21	12/15/21	12/15/21	15140077-11
21-00902	12/15/21	R0158	REMINGTON & VERNICK ENGINEERS 1 PROVCO PINEGOOD SITE PLAN/APP	78.50	T-03-00-400-409	B	Provco Pinegood (REVIEW) 1514-P-084		R	12/15/21	12/15/21	12/15/21	1514P084-11
21-00903	12/15/21	R0042	ROK INDUSTRIES, INC 1 TAX LIEN ADVERTISED	105.00	1-01-20-122-215	B	Advertising - Legal Advertisements		R	12/15/21	12/15/21	12/15/21	1514T117-1
21-00904	12/15/21	R0158	REMINGTON & VERNICK ENGINEERS 1 TAX MAP MAIN/REVISE 2021/2022	170.00	1-01-20-165-232	B	ENGINEERING SERVICES		R	12/15/21	12/15/21	12/15/21	1514T117-1
21-00905	12/15/21	R0158	REMINGTON & VERNICK ENGINEERS 1 TAX MAP MAIN/REVISE 2021/2022	69.00	1-01-20-165-232	B	ENGINEERING SERVICES		R	12/15/21	12/15/21	12/15/21	1514T117-2
21-00906	12/15/21	R0158	REMINGTON & VERNICK ENGINEERS 1 BID DOCS CELLULAR ANTENNA	1,065.00	1-01-20-165-232	B	ENGINEERING SERVICES		R	12/15/21	12/15/21	12/15/21	1514T116-1
21-00907	12/15/21	R0158	REMINGTON & VERNICK ENGINEERS 1 BID DOCS CELLULAR ANTENNA	1,598.00	1-01-20-165-232	B	ENGINEERING SERVICES		R	12/15/21	12/15/21	12/15/21	1514T116-2

Total Purchase Orders: 47 Total P.O. Line Items: 71 Total List Amount: 279,212.74 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	1-01	78,706.19	0.00	78,706.19	0.00	0.00	78,706.19		
WATER & SEWER OPERATING	1-09	3,179.91	0.00	3,179.91	0.00	0.00	3,179.91		
Year Total:		81,886.10	0.00	81,886.10	0.00	0.00	81,886.10		
	C-04	98.54	0.00	98.54	0.00	0.00	98.54		
	G-02	197,149.60	0.00	197,149.60	0.00	0.00	197,149.60		
	T-03	78.50	0.00	78.50	0.00	0.00	78.50		
Total of All Funds:		279,212.74	0.00	279,212.74	0.00	0.00	279,212.74		

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	Acct Type	Description	Contract	PO Type	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
21-00866	12/13/21	W0030 WEX BANK	3,109.87	1-01-31-447-265	B	GASOLINE			R	12/13/21	12/13/21		76380177

Total Purchase Orders: 1 Total P.O. Line Items: 1 Total List Amount: 3,109.87 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	1-01	3,109.87	0.00	3,109.87	0.00	0.00	3,109.87
Total of All Funds:		<u>3,109.87</u>	<u>0.00</u>	<u>3,109.87</u>	<u>0.00</u>	<u>0.00</u>	<u>3,109.87</u>

**RESOLUTION #21-XXX
DECEMBER 16, 2021**

WHEREAS, a survey of the disbursements and anticipated commitments against the 2021 Current Fund and 2021 Water-Sewer Utility Fund Budget Appropriations reveals the need to transfer funds; **and**

WHEREAS, Title 40A:4-58 of the Revised Statutes of the State of New Jersey authorizes transfers commencing November 1 of the current year to March 31 of the next year.

PER ATTACHMENT

NOW, THEREFORE, BE IT RESOLVED by Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the above stated transfer 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 governing body at the meeting of December 16, 2021.

**Maryanne Capasso, RMC
Municipal Clerk**

TRANSFER RESOLUTION #21-XXX OF DECEMBER 16, 2021 ATTACHMENT

CURRENT FUND

Transfer from:

Tax Collector - Salaries and Wages	\$ 3,500.00
Police - Salaries and Wages	7,500.00
Police - Clerical - Salaries and Wages	2,000.00
Police - Crossing Guards - Salaries and Wages	1,000.00
Total Current Fund transfers from:	<u>\$ 14,000.00</u>

Transfer to:

Vehicle Maintenance - Other Expenses	\$ 6,000.00
Public Buildings and Grounds - Other Expenses	8,000.00
Total Current Fund transfers to:	<u>\$ 14,000.00</u>

**RESOLUTION
DECEMBER 16, 2021**

WHEREAS, the Borough of Lakehurst (“Borough”) and the Lakehurst Police Association (“Union”) are parties to a collectively negotiated agreement in effect from January 1, 2019 through December 31, 2023 (hereinafter referred to as the “CNA”); **and**

WHEREAS, the Borough and Union have agreed that police officers of the Borough police Department, excluding supervisors and the assigned detective, will now follow a 12-hour shift schedule; **and**

WHEREAS, the Borough and Union have agreed that supervisors and the assigned detective in the Borough Police Department will continue to follow a 10-hour shift schedule; **and**

WHEREAS, because of the switch to a 12-hour shift schedule and the varying length of workdays among the different ranks of the Police Department, the Borough and the Union wish to convert leave time (such as vacation, personal, sick and bereavement leave) from days into hours;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, approve sidebar agreement for police officers of the Borough Police Department to follow a 12-hour shift.

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 December 16, 2021.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION 2021-
DECEMBER 16, 2021**

**RESOLUTION BOROUGH OF LAKEHURST,
COUNTY OF OCEAN, STATE OF NEW JERSEY
AUTHORIZING SENIOR CITIZEN
DEDUCTION ON 2021 TAXES**

WHEREAS, the Tax Assessor has recommended the allowance of a senior citizen deduction for 2021 of \$ 250.00;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that a senior citizen deduction be allowed and credited against Block 44, Lot 5 for 2021 taxes.

CERTIFICATION

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 December 16, 2021.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
DECEMBER 16, 2021**

WHEREAS, one (1) vacancy currently exists in the position of Recreation Leader, effective September 16, 2021, **and**

WHEREAS, Megan Seibert, has 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 Megan Seibert be appointed to the position of Recreation Leader for the Borough of Lakehurst effective December 16, 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 December 16, 2021.

**Maryanne Capasso, RMC
Municipal Clerk**