

MAYOR AND COUNCIL OF THE BOROUGH OF LAKEHURST
LAKEHURST, NEW JERSEY

REORGANIZATION MEETING, SATURDAY, JANUARY 1, 2022

PLACE: LAKEHURST COMMUNITY CENTER

MUNICIPAL GOVERNING BODY MEMBERS:

HARRY ROBBINS, MAYOR
JAMES DAVIS, COUNCILMAN
BRIAN DIMEO, COUNCILMAN
PATRICIA HODGES, COUNCILWOMAN
GARY LOWE, COUNCILMAN
ROBERT MCCARTHY, COUNCILMAN
STEVEN OGLESBY, COUNCILMAN

1. MEETING OPENED AT _____ BY _____.

2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE.

3. PUBLIC MEETINGS STATEMENT READ:

"IN COMPLIANCE WITH N.J.S.A. 10:4, OPEN PUBLIC MEETINGS ACT, NOTICE WAS GIVEN TO TWO NEWSPAPERS, AND POSTED, THAT THE REORGANIZATION MEETING OF THE MAYOR AND COUNCIL IS SCHEDULED FOR THE FIRST DAY OF JANUARY 2022 TO BEGIN AT THE HOUR OF 12 NOON AT THE LAKEHURST COMMUNITY CENTER, 207 CENTER STREET, LAKEHURST, NEW JERSEY, AT WHICH TIME, THE BUSINESS OF THE BOROUGH WILL BE CONDUCTED."

MUNICIPAL CLERK CAPASSO READS STATEMENT OF BOARD OF COUNTY CANVASSERS DETERMINING WINNERS OF 2021 GENERAL ELECTION:

MAYOR HARRY ROBBINS ADMINISTERS THE OATH OF OFFICE TO:

GARY LOWE

JAMES DAVIS

4. ROLL CALL:

COUNCILMAN DAVIS

COUNCILMAN LOWE

COUNCILMAN DIMEO

COUNCILMAN McCARTHY

COUNCILWOMAN HODGES

COUNCILMAN OGLESBY

MAYOR HARRY ROBBINS

5. ANNOUNCEMENT OF 2021 HOLIDAY LIGHTING CONTEST WINNERS:

6. REVIEW OF REORGANIZATION MEETING AGENDA:

7. PUBLIC COMMENT ON AGENDA ITEMS:

Time opened: _____

Time closed: _____

8. CONSENT AGENDA:

All matters to be considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items. If any discussion is desired by Council, that particular item will be removed from the Consent Agenda and will be considered separately.

A. RESOLUTIONS:

1. Resolution re: Appointment of Borough Officials
2. Resolution re: Appointment of Borough Engineer
3. Resolution re: Appointment of Borough Attorney
4. Resolution re: Appointment of Borough Prosecutor
5. Resolution re: Appointment of Borough Public Defender
6. Resolution re: Appointment of Alternate Public Defender
7. Resolution re: Appointment of OEM Coordinator
8. Resolution re: Appointment of Borough Auditor
9. Resolution re: Appointment of Bond Counsel
10. Resolution re: Appointment of Hearing Officer
11. Resolution re: Appointment of Labor Counsel
12. Resolution re: Official Newspaper of Borough
13. Resolution re: Official Borough Depositories
14. Resolution re: Mayor's Signature Stamp
15. Resolution re: 2022 Schedule of Meetings
16. Resolution re: Pre-Payment of Certain Items
17. Resolution re: Temporary Budget (Current Fund)
18. Resolution re: Temporary Budget (Utility Fund)
19. Resolution re: Tax Appeals

20. Resolution re: Cash Management Plan
21. Resolution re: Appointment of Land Use Board Members
22. Resolution re: Appoint Councilman Oglesby as Class III Land Use Board Member
23. Resolution re: Community Development Block Grant Representative & Alternate
24. Resolution re: Cancellation of Minimal Balances and Overpayments
25. Resolution re: Cancellation of Miscellaneous Charges and Outstanding Checks
26. Resolution re: Penalty for Delinquent Taxpayers over \$10,000
27. Resolution re: Authorizing Electronic Tax Sale
28. Resolution re: Appointment of Borough Photographer
29. Resolution re: Local Emergency Planning Committee Members
30. Resolution re: Petty Cash Fund
31. Resolution re: Electronic Transfer of Funds
32. Resolution re: Use of Procurement Card for Staples Purchases
33. Resolution re: Use of Procurement Card for Home Depot Purchases
34. Resolution re: Use of Procurement Card for Lowe's Purchases
35. Resolution re: Vendor Account for Lakehurst Hardware and Lawnmower Purchases
36. Resolution re: Vendor Account for Sandy's Cozy Corner
37. Resolution re: Vendor Account for Italy's Best
38. Resolution re: Vendor Account for Wawa Gasoline and Diesel Station
39. Resolution re: Appointment of Michael Martin as Fire Official
40. Resolution re: Schedule C Agreement
41. Resolution re: Raffle License for Lakehurst Historical Society

B. CORRESPONDENCE:

C. ORDINANCES APPROVED ON FIRST READING:

D. APPLICATIONS (GRANTS, ETC.):

E. APPOINTMENTS TO BOARDS/COMMITTEES:

F. HIRING (APPROVAL)/PROMOTIONS (APPROVAL):

G. RESIGNATIONS:

H. REQUISITIONS APPROVAL:

Motion by: _____
To approve consent agenda. Roll call vote.

Seconded by: _____

9. ORDINANCES NOT ON CONSENT AGENDA:

10. RESOLUTIONS NOT ON CONSENT AGENDA:

RESOLUTION APPOINTING COUNCIL PRESIDENT:

Motion by: _____ Seconded by: _____
To appoint _____ as Council President. Roll call vote.

11. UNFINISHED BUSINESS:

12. NEW BUSINESS:

13. COMMITTEE/COUNCIL REPORTS:

14. MAYOR COMMENTS:

Mayor Robbins announces committee appointments.

15. COMMENTS FROM PUBLIC:

Time opened: _____

Time closed: _____

16. ADJOURNMENT:

Motion by: _____ Seconded by: _____
To adjourn meeting. Roll call vote. Time: _____

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, it is necessary to make appointments to various municipal offices, many of which are collateral duties for full-time Borough employees,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the following appointments are hereby made:

Tax Search Officer:	John Antonides
Assessment Search Officer:	Maryanne Capasso
Class II Planning Board Member:	Bryan LeVance
Public Agency Compliance Officer:	Maryanne Capasso
JIF Fund Commissioner:	Maryanne Capasso
JIF Fund Commissioner (Alternate):	Pamela Heinzman
Deputy Emergency Management Co.:	Matthew Kline
Deputy Emergency Management Co.:	Danny Hourigan
Master Composter:	Andrew Hodges

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

RESOLUTION
RESOLUTION AUTHORIZING THE AWARD OF A NON-COMPETITIVE
CONTRACT FOR MUNICIPAL ENGINEER
JANUARY 1, 2022

WHEREAS, the Borough of Lakehurst has a need to acquire engineering services for municipal projects as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, **and**

WHEREAS, the Municipal Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500, **and**

WHEREAS, pursuant to the provision of 40A:9-140, the anticipated term of this contract is three (3) years, **and**

WHEREAS, Alan Dittenhofer of the firm Remington & Vernick has submitted a proposal December 21, 2021 indicating they will provide the standard municipal engineering services for the hourly rate of \$ 170.00 per hour not to exceed \$ 20,000.00 per year with any additional grant work to be performed at the same hourly rate, **and**

WHEREAS, Remington & Vernick has completed and submitted a Business Entity Disclosure Certification which certifies that Remington & Vernick has not made any reportable contributions to a political or candidate committee in the Borough of Lakehurst in the previous one year, and that the contract will prohibit Remington & Vernick from making any reportable contributions through the term of the contract, **and**

WHEREAS, this award is subject to full appropriation in the 2022, 2023, and 2024 municipal budgets

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Mayor Harry Robbins, or his designee enter into a contract with Remington & Vernick as described herein, **and**

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution, **and**

BE IT FURTHER RESOLVED that notice of award of this contract shall be published in the official newspaper of the Borough.

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 January 1, 2022.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, Ordinance #10-02 permits the appointment of a Municipal Attorney as a salaried employee, **and**

WHEREAS, the governing body is desirous of hiring Ian M. Goldman as the Municipal Attorney,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Ian. M. Goldman is hereby appointed as the Municipal Attorney for 2022 at an annual salary of \$36,414.00.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the need exists for the appointment of a Municipal Prosecutor, **and**

WHEREAS, the governing body is desirous of appointing Gregory McGuckin, Esquire.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Gregory McGuckin, Esquire is hereby appointed Municipal Prosecutor for 2022 at a salary of \$18,201.90

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, there exists a need for the appointment of a Borough Public Defender, **and**

WHEREAS, the funds are available for this purpose;

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised, and the contract itself must be available for public inspection.

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

That Debra H. Rumpf is appointed as Borough Public Defender for 2022 at a rate of \$375 per session not to exceed \$5,248.00, subject to full appropriation in the 2022 Municipal Budget.

This contract is awarded without competitive bidding as "Professional Services" under the provisions of the Local Public Contracts Law because the above-named individual is highly experienced in her specific area of expertise, and, in the opinion of the Mayor and Council of the Borough of Lakehurst, can best provide the appropriate services for the Borough of Lakehurst.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, there exists a need for the appointment of an alternate Borough Public Defender, **and**

WHEREAS, the funds are available for this purpose;

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised, and the contract itself must be available for public inspection.

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

That Matthew R Sage, Esq., 625 Route 9, Beachwood, New Jersey 08722 is appointed as alternate Borough Public Defender for 2022 at a rate of \$300.00 per session not to exceed \$1,500.00, subject to full appropriation in 2022 Municipal Budget.

This contract is awarded without competitive bidding as "Professional Services" under the provisions of the Local Public Contracts Law because the above-named individual is highly experienced in his specific area of expertise, and, in the opinion of the Mayor and Council of the Borough of Lakehurst, can best provide the appropriate services for the Borough of Lakehurst.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the term of appointment for the Emergency Management Coordinator is three years, **and**

WHEREAS, the Governing Body is desirous of appointing William J. Sloan as Emergency Management Coordinator.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that William J. Sloan is hereby appointed as Emergency Management Coordinator for a three-year term, ending December 31, 2024 at a salary of \$2,427.60 per annum.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

RESOLUTION
AUTHORIZING THE AWARD OF A NON-COMPETITIVE CONTRACT
FOR MUNICIPAL AUDITOR
JANUARY 1, 2022

WHEREAS, the Borough of Lakehurst has a need to acquire the services of an auditor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, **and**

WHEREAS, the Municipal Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500, **and**

WHEREAS, the anticipated term of this contract is one (1) year, **and**

WHEREAS, Jerry Conaty of the firm Holman, Frenia, Allison, P.C. has submitted a proposal on December 20, 2021 indicating they will provide the municipal auditing services, which include preparation of the 2021 Municipal Audit and Single Audit Services, if necessary, in an amount not to exceed \$ 31,900.00, **and**

WHEREAS, Holman, Frenia, Allison, P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Holman, Frenia, Allison, P.C. has not made any reportable contributions to a political or candidate committee in the Borough of Lakehurst in the previous one year, and that the contract will prohibit Holman, Frenia, Allison, P.C. from making any reportable contributions through the term of the contract, **and**

WHEREAS, this award is subject to full appropriation in the 2022 municipal budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Mayor Harry Robbins, or his designee enter into a contract with Holman, Frenia, Allison, P.C. as described herein, **and**

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution, **and**

BE IT FURTHER RESOLVED that notice of award of this contract shall be published in the official newspaper of the Borough.

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 January 1, 2022.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, there exists a need for specialized legal services in connection with the authorization and the issuance of bonds and other obligations and other matters relating to capital financing by the Borough of Lakehurst, County of Ocean, New Jersey (herein the “Borough”); **and**

WHEREAS, such specialized legal services can be provided only by a recognized Bond Counsel firm, and the law firm of McLaughlin, Stauffer & Shaklee, P.C., Wall, New Jersey, are so recognized by the financial community; **and**

WHEREAS, the services to be performed are “professional services” as defined in the Local Public Contracts Law, (N.J.S.A. 40A:11-2(6)), and therefore are excepted from the Local Public Contracts Law requirements for competitive bidding, pursuant to N.J.S.A. 40A:11-5(1) (a) (i); **and**

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1) (a) (i), requires the public advertisement of notice with respect to contracts for professional services awarded without competitive bids; **and**

WHEREAS, funds are or will be available for this purpose.

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. That the Borough Council hereby appoints the firm of McLaughlin, Stauffer and Shaklee, L.L.C., Attorneys at Law, Wall, New Jersey, to serve as Bond Counsel to the Borough in connection with the financing of capital projects, and awards the contract which is annexed hereto and made a part hereof (the “Contract”), in accordance with N.J.S.A. 40A:11-1 et seq.
2. That the Mayor or other appropriate official of the Borough, on behalf of the Borough, is hereby authorized and directed to execute the Contract and the Clerk is hereby authorized and directed to attest to the execution of said Contract for professional services in connection with the preparation of all bond ordinances and the authorization and issuance of all bonds, bond anticipation notes, tax anticipation notes or similar obligations and related matters of capital and debt financing by the Borough.
3. That no appropriation of funds is required at this time, payment coming from the proceeds of the sale of bonds, bond anticipation notes and tax anticipation notes or similar obligations or from capital authorizations or other appropriate budgeted items in accordance with the attached Contract.

4. That this Contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(1) (a) (i), because legal services are a recognized profession licensed and regulated by law.
5. That a notice in accordance with this resolution and the Local Public Contracts Law, shall be published in the official newspaper or newspapers of the Borough.
6. That an executed copy of the Contract and a copy of this resolution shall be filed in the Office of the Clerk and be available there for public inspection in accordance with law.
7. That this resolution shall take effect immediately.

CLERK'S CERTIFICATE

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, in the County of Ocean, New Jersey do hereby certify that annexed hereto is a true and complete copy of a resolution adopted by the Borough Council of the Borough of Lakehurst at a duly convened meeting held on January 1, 2022. Said resolution has not been amended or repealed and remains in full force and effect on this date.

In Witness Whereof, I hereunto set my hand and affix the corporate seal of said Borough as of this _____, 2022.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, there exists a need for the appointment of a hearing officer for personnel matters, **and**

WHEREAS, the funds are available for this purpose;

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised, and the contract itself must be available for public inspection.

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

That Jean Cipriani, Esq. of the firm of Rothstein, Mandell, Strohm, Halm & Cipriani, 150 Airport Road, PO Box 3017, Lakewood, New Jersey is appointed as hearing officer for personnel matters for 2022 at a rate of \$150.00 per hour not to exceed \$12,500.00, subject to full appropriation in 2022 Municipal Budget.

This contract is awarded without competitive bidding as "Professional Services: under the provisions of the Local Public Contracts Law because the above-named individual is highly experienced in her specific area of expertise, and, in the opinion of the Mayor and Council of the Borough of Lakehurst, can best provide the appropriate services for the Borough of Lakehurst.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

RESOLUTION
AUTHORIZING THE AWARD OF A NON-COMPETITIVE CONTRACT
FOR LABOR COUNSEL SERVICES
JANUARY 1, 2022

WHEREAS, the Borough of Lakehurst has a need to acquire the services of a labor relations counsel as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, **and**

WHEREAS, the Municipal Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500, **and**

WHEREAS, the anticipated term of this contract is one (1) year, **and**

WHEREAS, Bruce Padula, Esq. of the firm Cleary, Giacobbe, Alfieri, Jacobs, LLC., 169 Ramapo Valley Road, Upper Level 105, Oakland, New Jersey 07436 has submitted a proposal indicating they will provide labor counsel services at the rate of \$150 per hour in an amount not to exceed \$ 25,000.00, **and**

WHEREAS, Cleary, Giacobbe, Alfieri, Jacobs, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Cleary, Giacobbe, Alfieri, Jacobs, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Lakehurst in the previous one year, and that the contract will prohibit Cleary, Giacobbe, Alfieri, Jacobs, LLC from making any reportable contributions through the term of the contract, **and**

WHEREAS, this award is subject to full appropriation in the 2022 municipal budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Mayor Harry Robbins, or his designee enter into a contract with Matthew Giacobbe, Esq. of the firm Cleary, Giacobbe, Alfieri, Jacobs, LLC as described herein, **and**

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution, **and**

BE IT FURTHER RESOLVED that notice of award of this contract shall be published in the official newspaper of the Borough.

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 January 1, 2022.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Mayor and Council are required to designate official newspapers for the Borough wherein legal notices may be published, **and**

WHEREAS, the Mayor and Council seek to provide the broadest, most convenient coverage.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council, Borough of Lakehurst, that the following named newspapers are designated as the official newspapers of the Borough for 2022:

ASBURY PARK PRESS
MANCHESTER TIMES

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify the above resolution was approved by the Mayor and Council at the meeting of January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, N.J.S.A. 40A: 5-14 mandates that the governing body of a municipal corporation shall by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the State and organized under the laws of the United States or this State,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the following be and are hereby designated as depositories for the Borough of Lakehurst for the year 2022:

TD BANK
PNC BANK OF NEW JERSEY
NEW JERSEY CASH MANAGEMENT FUND
SANTANDER BANK
OCEAN FIRST
WELLS FARGO BANK
BANK OF AMERICA
MANASQUAN BANK
MUNICIPAL INVESTORS SERVICE CORPORATION (MBIA-CLASS)

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Chief Financial Officer and the Tax Collector of the Borough of Lakehurst.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, it is sometimes necessary for the Municipal Clerk and the Chief Financial Officer to affix the signature of the Mayor in his absence, on payroll vouchers, checks, and other routine items, **and**

WHEREAS, a stamped facsimile is acceptable,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Municipal Clerk and the Chief Financial Officer be authorized to use the signature stamp of Mayor Harry Robbins on routine items as noted above, as necessary.

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 January 1, 2022.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, in compliance with N.J.S.A. 10:4-18, the Mayor and Council of the Borough of Lakehurst desire to schedule the follow regular meetings of the Governing Body:

January 1 and 20, 2022	July 21, 2022
February 3 and 17, 2022	August 18, 2022
March 3 and 17, 2022	September 1 and 15, 2022
April 7 and 21, 2022	October 6 and 20, 2022
May 5 and 19, 2022	November 3, 2022
June 2 and 16, 2022	December 1 and 15, 2022, and

WHEREAS, work sessions are scheduled to begin at 7:30 p.m. prior to the regular meeting with the regular meeting to begin immediately following the work session in the Community Center, 207 Center Street, Lakehurst, New Jersey, **and**

WHEREAS, the Mayor and Council may determine the need exists for a closed/executive session for discussion of permitted matters during any of the scheduled meetings, **and**

WHEREAS, the Reorganization Meeting will be held at 12 noon on January 1 and meetings can be canceled due to lack of quorum, illness, weather conditions, lack of agenda items, or by direction of the Mayor with additional meetings being called as required, **and**

WHEREAS, if any member of the public wishes to discuss any matter with the Mayor and Borough Council, it would be advisable to give details to the Clerk's Office, in advance, so that the matter may be placed on the agenda and any necessary research done to allow for an appropriate response.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the above listed schedule of meetings of the Governing Body be 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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

BOROUGH OF LAKEHURST

COUNTY OF OCEAN

RESOLUTION

AUTHORIZING PRE-PAYMENT OF CERTAIN BILLS FOR 2022

WHEREAS, the Borough of Lakehurst has budgeted funds for the payment of obligations including, utilities, payroll, debt service, governmental fees and other statutory payments, insurance, and for the advertising, printing and mailing costs of the Borough; and

WHEREAS, the payment of these items occasionally arrives out of time for placement on the next available list of bills and claims, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

WHEREAS, this issue is compounded by the provisions of P.L. 2018, c. 127, which among other things, requires the Borough to complete certain payments within 60 days of invoice; and

WHEREAS, pursuant to Local Finance Notice 2019-02, municipalities may exercise their authority based upon N.J.S.A. 40A:5-17 “to permit the chief financial officer to pay bills between governing body meetings and submit a list of bills paid to the governing body at its next meeting for inclusion in the official minutes”; and

WHEREAS, the Borough's Chief Financial Officer recommend that the governing body adopt a resolution providing for the pre-payment of these items, so that they may be paid in a timely manner without penalty.

NOW, THEREFORE, BE IT RESOLVED by the Borough Committee of the Borough of Lakehurst in the County of Ocean, State of New Jersey that the Chief Financial Officer be and is hereby authorized and directed to make pre-payment of the following items prior to the same appearing on the next meeting's list of bills and claims, for the remainder of calendar year 2022, provided the municipality certifies to receipt of the goods or services in accordance with N.J.S.A. 40A:5-16(b) as applicable, and the Chief Financial Officer certifies to the availability of funds for each pre-payment:

1. Utilities (electric, gas, water, sewer and telephone, cellular telephone, gasoline, diesel fuel, internet providers, etc.).
2. Debt service as evidenced by pre-authorized bonds and/or notes.
3. Health, dental and other insurance premiums and/or claims.

4. Governmental fees and other statutory payments (school, county, sewage authority, state and county fees).
5. Bills pertaining to the advertising, printing and mailing costs of the Borough.
6. Third party fees collected through pre-authorized credit/debit card processing.
7. Bills for construction projects that are subject to the 30-day prompt payment law (N.J.S.A. 2A:30A-1 et. seq)
8. Bills for goods and services subject to the 60-day prompt payment law (P.L. 2018, c. 127)
9. Purchase of Investments
10. Other items with written authorization of the Borough Administrator

CERTIFICATION

I, Maryanne Capasso, Borough Clerk of the Borough of Lakehurst do hereby certify this to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst at a meeting held on January 1, 2022.

Maryanne Capasso, RMC
Borough Clerk

RESOLUTION #22-XXX
January 1, 2022

WHEREAS, N.J.S.A. 40A:4-10 provides that (where any contracts or payments are to be made prior to the final adoption of the 2022 budget) temporary appropriations should be made for the purpose and amounts required in manner and time therein provided, and

WHEREAS, the date of this resolution is within the first thirty days of January, and

WHEREAS, no more than 26.25% of the total appropriations in the total appropriations in the 2021 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2021 budget in the sum of \$992,540.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records:

Administrative and Executive	Other Expenses	\$	300.00
Mayor and Council	Salaries and Wages		12,000.00
Mayor and Council	Other Expenses		450.00
Municipal Clerk	Salaries and Wages		17,250.00
Municipal Clerk	Other Expenses		5,200.00
Central Postage	Other Expenses		1,350.00
Legal Advertising	Other Expenses		1,100.00
Financial Administration	Salaries and Wages		14,600.00
Financial Administration	Other Expenses		4,600.00
Information Technology	Other Expenses		7,500.00
Collection of Taxes	Salaries and Wages		14,100.00
Collection of Taxes	Other Expenses		1,100.00
Assessment of Taxes	Salaries and Wages		4,100.00
Assessment of Taxes	Other Expenses		550.00
Legal Services	Salaries and Wages		10,350.00
Legal Services	Other Expenses		2,700.00
Engineering Services	Other Expenses		4,200.00
Land Use Board	Salaries and Wages		1,500.00
Land Use Board	Other Expenses		350.00
Code Enforcement	Salaries and Wages		2,550.00
Code Enforcement	Other Expenses		150.00
Liability Insurance	Other Expenses		47,075.00
Workers' Compensation Insurance	Other Expenses		47,050.00
Group Insurance for Employees	Other Expenses		170,000.00
Health Benefits Waiver	Salaries and Wages		1,250.00
Unemployment Insurance	Other Expenses		300.00
Police – Officers	Salaries and Wages		200,000.00
Police – Clerical	Salaries and Wages		11,200.00
Police – Crossing Guards	Salaries and Wages		4,200.00
Police	Other Expenses		20,000.00
Police - Towing Charges	Other Expenses		2,100.00
Emergency Management	Salaries and Wages		1,500.00
Emergency Management	Other Expenses		300.00
Fire	Other Expenses		9,500.00
Uniform Fire Safety	Salaries and Wages		2,300.00
Uniform Fire Safety	Other Expenses		150.00
Municipal Prosecutor	Salaries and Wages		4,900.00
Streets and Roads	Salaries and Wages		25,000.00
Streets and Roads	Other Expenses		4,000.00
Vehicle Maintenance	Other Expenses		13,400.00
Vehicle Maintenance – Fire	Other Expenses		2,625.00
Sanitation	Salaries and Wages		32,900.00
Sanitation	Other Expenses		2,100.00
Recycling	Salaries and Wages		16,500.00
Recycling	Other Expenses		1,350.00
Buildings and Grounds	Salaries and Wages		16,500.00
Buildings and Grounds	Other Expenses		14,000.00
Animal Control	Other Expenses		525.00
Youth and Recreation	Salaries and Wages		2,500.00
Youth and Recreation	Other Expenses		350.00
Celebration of Public Events	Other Expenses		300.00
Electricity	Other Expenses		9,000.00
Street Lighting	Other Expenses		6,600.00
Natural Gas	Other Expenses		7,000.00
Telephone	Other Expenses		17,000.00
Gasoline	Other Expenses		12,000.00
Landfill Disposal Costs	Other Expenses		27,000.00
Social Security	Other Expenses		33,000.00
Defined Contribution Retirement	Other Expenses		100.00
Shared Services – Manchester Township Municipal Court	Other Expenses		13,200.00
Shared Services – Holmdel Township Chief Financial Officer	Other Expenses		22,100.00
Shared Services – Lakehurst Board of Education - Police Contract	Salaries and Wages		10,500.00
Northeast Housing	Salaries and Wages		17,100.00

Northeast Housing
Northeast Housing - Admin
Municipal Court
Municipal Court
Public Defender

Other Expenses	2,650.00
Other Expenses	6,900.00
Salaries and Wages	7,200.00
Other Expenses	3,000.00
Other Expenses	1,200.00

\$ **955,425.00**

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 January 1, 2022.

Maryanne Capasso, RMC
Borough Clerk

RESOLUTION #22-XXX
January 1, 2022

WHEREAS, N.J.S.A. 40A:4-10 provides that (where any contracts or payments are to be made prior to the final adoption of the 2022 budget) temporary appropriations should be made for the purpose and amounts required in manner and time therein provided, and

WHEREAS, the date of this resolution is within the first thirty days of January, and

WHEREAS, no more than 26.25% of the total appropriations in the total appropriations in the 2021 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and in said 2021 budget in the sum of \$251,370.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records:

Water-Sewer Utility Operating	Salaries and Wages	\$	89,250.00
Water-Sewer Utility Operating	Other Expenses		55,125.00
Ocean County Utilities Authority	Other Expenses		91,000.00
Social Security	Other Expenses		7,050.00
Unemployment Insurance	Other Expenses		<u>100.00</u>
		\$	<u>242,525.00</u>

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 January 1, 2022.

Maryanne Capasso, RMC
Borough Clerk

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, from time to time, the Tax Assessor discovers an error in calculation, transposing, measurement, or typographical errors, in the tax assessment on the tax list after the time the County Board of Taxation has certified the tax rates for the tax year or a property becomes subject to a roll-back assessment; **and**

WHEREAS, the governing body of the Taxing District of Lakehurst is desirous that every taxpayer pays his fair share of taxes; **and**

WHEREAS, if the above-discovered errors are not corrected or a roll-back assessment not applied, the taxpayers affected would not be paying their fair share of taxes;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Taxing District of Lakehurst, that the Tax Assessor or Municipal Attorney is hereby authorized to act as the agent for the Taxing District during the year 2022 and file a Petition of Appeal or Complaint with the Ocean County Board of Taxation to correct such assessments to the proper value and that a copy of any Petition of Appeal or Complaint filed with the Ocean County Board of Taxation under this resolution be filed with the Municipal Clerk.

BE IT FURTHER RESOLVED that the Tax Assessor or Municipal Attorney is hereby authorized to execute stipulations of settlement on any complaint filed by the Taxing District or by a taxpayer in the tax year 2022; **and**

That a certified copy of this resolution be forwarded to the Ocean County Board of Taxation with any such Petition of Appeal.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, N.J.S.A. 40A: 5-14 requires that every local unit adopt a Cash Management Plan, **and**

WHEREAS, the primary objectives of the plan are to preserve the safety of Public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the following Cash Management Plan for the Borough of Lakehurst be adopted.

**BOROUGH OF LAKEHURST
CASH MANAGEMENT PLAN**

INTRODUCTION

The New Jersey “Local Fiscal Affairs Law”, N.J.S.A. 40A: 5-14 requires that every local unit adopt a Cash Management Plan and shall deposit its funds pursuant to that plan. The primary objective of the plan is to preserve the safety of public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments.

I. AUTHORITY

- a. Borough Council of the Borough of Lakehurst, County of Ocean.
- b. Delegation of Authority – Authority to implement the investment program is granted to the Chief Financial Officer. The Chief Financial Officer shall act in accordance with the requirements of the Cash Management Plan, New Jersey Statutes and proper use of internal controls. No other persons may engage in investment transactions except for those subordinate officials of the Chief Financial Officer.

II. STATEMENT OF POLICY

It shall be the policy of the Borough of Lakehurst, County of Ocean to adopt a Cash Management Plan, and to authorize the Chief Financial Officer to administer said Plan, for the purpose of deposit and investment of the maximum of available funds in interest bearing instruments. The investment instruments shall be safe, liquid and offer market yields.

Safety of principal is the foremost objective of the Cash Management Plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.

The utilized investment instruments shall remain sufficiently liquid to meet all operating cash requirements that may be reasonably anticipated.

Investments shall be planned with the objective of attaining a market rate, while taking into account legal restriction, risk and liquidity. Return on investment is of secondary importance compared to safety.

III. DEFINITIONS

“Arbitrage” refers to the rules and regulations governing the issuance of Bonds or Notes and the reinvestment of the proceeds at a higher yield. These regulations are promulgated by the Internal Revenue Service, regulation 1.103.

“Cash Management Fund” is the New Jersey Cash Management Fund. This Fund is one of a number of funds invested by the New Jersey Division of Investments of the Department of Treasury under the jurisdiction of the State Investment Council. The Fund is authorized to receive and invest local unit funds pursuant to N.J.S.A. 40A: 5-14.

“Certificate of Eligibility” is the certification issued by the New Jersey Department of Banking, Division of Banking that a public depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

“Compensating Balance Account” is a bank account at an eligible depository which pays no interest or interest lower than ½ of 1 percent of maximum, in return for specific services, for example check sorting, payroll services, wire transfers and other services.

“Eligible Public Depositories” is a Banking or Savings and Loan Association with a current certificate of eligibility from the State Banking Department. The Borough of Lakehurst shall designate said depositories, by resolution of the governing body on January 1st of each year in accordance with N.J.S.A. 40A: 5-14.

“Eligible Securities” are those investment instruments authorized by N.J.S.A.40A: 5-15.1.

“Interest Bearing Account” is an account or time deposit in an eligible public depository, earning interest, or any deposit in the State of New Jersey Cash Management Fund.

IV. STANDARDS OF CARE

1. The standard of prudence to be used by those delegated to effect investment transactions on behalf of the Borough of Lakehurst shall be the “prudent person” standard. Investments shall be made with judgment and care, under circumstances the

prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Investments shall not be for speculation.

2. Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their eligibility to make impartial decisions. Employees shall disclose any material interest in financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough of Lakehurst.

3. The Chief Financial Officer is responsible for establishing and maintaining internal controls. The controls should ensure that the assets of the Borough of Lakehurst are protected from loss, theft or misuse.

V. PROCEDURES FOR RECEIPT OF MONIES

1. Department Procedures

A. Department Directors will ensure that a receipt is issued in duplicate for all transactions. A copy of the receipt shall be given to the paying party and the duplicate maintained by the issuing department. The receipts shall be pre-numbered, or sequentially numbered if computer generated.

B. All monies collected or received from any source by or on behalf of the Borough, Department, or any Board thereof, shall be forwarded to the Division of Accounts and Control within forty-eight (48) hours of receipt.

C. The Division of Accounts and Control will prepare collected revenues for deposit to the designated legal depository.

D. All monies received shall be placed in a secure place until forwarded for deposit.

E. The Department/Division Director shall file with the Chief Financial Officer a monthly report of all monies received in the manner prescribed. The report also will include year-to-date amounts received.

F. No department, division, or agencies shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is included in this prohibition.

2. Chief Financial Officer

A. All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt of designated banks.

B. Ensure that all monies deposited are in an interest-bearing account(s).

C. Where compensating balances are used to offset bank expenses, an agreement between the bank(s) and the Borough shall be executed and reviewed annually.

D. The Chief Financial Officer shall make recommendations of legal public depositories to the Lakehurst Borough Council who shall by resolution designate said depositories at the annual reorganization meeting of the Council. The list of authorized depositories may be amended at any time during the year.

E. Maturity of Investments – Investments shall be limited to maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of the State Statute or promulgated regulations.

F. Investment Securities – The Chief Financial Officer has the responsibility to determine which investments instruments are best suited for the Borough. However, The Chief Financial Officer shall be authorized only to invest in securities permitted by New Jersey State Statute. No investment shall be made in any depository that does not meet current Federal minimum standard for Leverage Ratio, Tier 1 and Tier 2 Capital Ratio.

Presently, a local unit may permit investments in such institutions as permitted in Section 4 of P.L. 1970, Chapter 236 (6.17:19-44) and other instruments specified as follows:

Mutual Funds backed by the United States Government Obligations

United States Treasury Bills (T-Bills)

Municipal Bonds or Notes

Commercial Bank Deposits and Certificates of Deposit

Repurchase Agreements

Investment in Savings and Loan Associations

United States Government Agency and Instrumentality Obligations

State of New Jersey Cash Management Fund

School District Obligations

All designated depositories must conform to all applicable State statutes concerning depositories of public funds, and all depositories shall obtain the highest amount possible F.D.I.C. and /or F.S.L.I.C. coverage for all municipal assets.

VI. FUNDS EXCLUDED FROM INVESTING

The following types of funds are not required to be placed in interest bearing account:

1. Petty cash funds
2. Cash drawn from a Federal Agency under a letter of credit which has to be paid out within 5 working days to a vendor.
3. Deposit, retainage, or amounts posted by way of bond, held by the local unit for such things as faithful performance, if the local unit would be required by law to pay back any interest earned to the provider of the deposit, except where the local unit is required by law or court decision to invest in funds.
4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of bond counsel states that the earning of (full) interest would result in the bonds or notes being classified as an arbitrage (not federally tax exempt) issued pursuant to Federal regulations to the extent that sum interest is allowable, it shall be deposited at such a rate if such rate is obtainable.

VII. BOROUGH AUDITOR

1. The Borough investment practices and the agreement of banking services and compensation thereof shall be reviewed by the Borough Auditor as part of the annual audit, as required by the N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State statute the applicable statute shall govern.

VIII. SURETY BONDS

1. The Chief Financial Officer shall be covered by a surety bond. During the annual audit the municipal Auditor shall examine said bond to determine that proper coverage is in effect.
2. Staff members of the Division of Accounts and Control shall be covered by a Public Employee Faithful Performance Bond (Blanket Bond) in the minimum of \$10,000.00.

IX. REPORTING

1. The Chief Financial Officer in accordance with N.J.S.A. 40A:5-14 shall prepare a written monthly investment report and submit same to the Borough Council. The summary report will be prepared in the manner which will allow the Borough

Council and the administration to ascertain whether investment activities during the reporting period have conformed to the Cash Management Plan. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fee incurred, and market value of all investments as of the report date. Such written report shall be included in the minutes of a regular Borough Council meeting.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the following appointments to the Lakehurst Planning/Land Use Board are hereby approved:

Andrew Hodges, Class IV Member, for a term expiring 12/31/25

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Councilman Steven Oglesby be appointed as the Class III member of the Lakehurst Planning/Land Use Board.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Maryanne Capasso be appointed as Community Development Block Grant representative for 2022.

BE IT FURTHER RESOLVED that Wayne Sibilis be appointed as the alternate Community Development Block Grant representative for 2022.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

**RESOLUTION BOROUGH OF LAKEHURST,
COUNTY OF OCEAN, STATE OF NEW JERSEY
AUTHORIZING CANCELLATION OF
MINIMAL BALANCES AND OVERPAYMENTS
BY TAX COLLECTOR**

WHEREAS, New Jersey Statute 40A:5-17.a subsection b, permits the governing body of a municipality to adopt a resolution authorizing a municipal employee to process, without further action on the part of the governing body, the cancellation of any property tax delinquency or refund of less than \$5.00; **and**

WHEREAS, the Tax Collector currently has minimal amounts affecting prior years and will have minimal amounts affecting current and future years and is desirous of canceling these amounts expeditiously;

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

1. The Borough Council hereby authorizes the Tax Collector to process, without further action on the part of the governing body, the cancellation of any property tax delinquency or refund of less than \$5.00.

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 January 1, 2022.

Maryanne Capasso, RMC
Municipal Clerk

R E S O L U T I O N
JANUARY 1, 2022

Resolution Authorizing Cancellation of Miscellaneous
Charges and Outstanding Checks

WHEREAS, there may exist miscellaneous debits and credits older than six months in the Borough's bank accounts; and

WHEREAS, cancellation of these miscellaneous debits and credits would provide for a more accurate and efficient means of maintaining the Borough's records; and

WHEREAS, the Borough's Chief Financial Officer recommends that these items be canceled from the Borough records.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Lakehurst that the Chief Financial Officer cancel any miscellaneous debits and credits older than six months from the Borough's bank accounts to Operations.

CERTIFICATION

I, Maryanne Capasso, do hereby certify that the foregoing is a true copy of a resolution adopted by the Governing Body of the Borough of Lakehurst at a meeting held on the 1st day of January 2022.

Maryanne Capasso, RMC
Borough Clerk, Borough of Lakehurst

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, R. S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; **and**

WHEREAS, R. S. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency, 18% per annum on any amount in excess of \$1,500.00 of the delinquency and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year;

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. Taxes shall be collected quarterly on February 1, May 1, August 1, and November 1, 2022.
2. Effective January 1, 2022, there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order
3. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date.
4. There shall be a 6% penalty for a delinquency over \$10,000.00 if not paid prior to the end of the calendar year. Delinquency is defined to mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters.
5. Redemption fee for Tax Sale Certificates, as follows:
 - 2% on certificates \$200.00 to \$4,999.99.
 - 4% on certificates \$5000.00 to \$9,999.99.
 - 6% on certificates over \$10,000.00.
6. A service charge of \$30.00 will be charged for each returned check used to make any payments to the Borough of Lakehurst for insufficient funds.
7. A fee of \$5.00 will be charged for the first duplicate copy of the tax bill requested by a mortgage servicing organization and a fee of \$25.00 will be charged to each subsequent duplicate copy of the same bill in the same tax year.

8. All tax sale certificate redemption amounts shall be obtained from the Tax Collector. In addition, a \$25.00 fee will be charged for each additional request after the second, for a redemption calculation.
9. A fee of \$100.00 will be charged for the issuance of a Duplicate Tax Sale Certificate.
10. A certified copy of this resolution shall be provided by the Municipal Clerk to the Tax Collector, the Municipal Attorney, and the Municipal Auditor.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

RESOLUTION

**RESOLUTION BOROUGH OF LAKEHURST,
COUNTY OF OCEAN, STATE OF NEW JERSEY
AUTHORIZING THE TAX COLLECTOR TO
CONDUCT AN ELECTRONIC TAX SALE
ON DELINQUENT PROPERTY TAXES**

WHEREAS, N.J.S.A.54:5-19.1 et seq. permits municipalities to conduct electronic tax sales pursuant to rules and regulations promulgated by the Director of the Division of Local Government Services, and,

WHEREAS, the rule thus promulgated requires a municipality to authorize said electronic tax sale by resolution of the governing body, and,

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more effective tax sale process.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Lakehurst does hereby authorize and direct the Tax Collector to conduct an electronic tax sale.

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 1st day of January 2022.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Borough of Lakehurst is desirous of appointing a Borough photographer; **and**

WHEREAS, Denise Maynard has shared her interest in photography by providing various examples of her work for use by the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, in the County of Ocean, State of New Jersey that Denise Maynard is hereby appointed as official Borough photographer.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the need exists for the appointment of members of the Local Emergency Planning Committee.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the following members of the Local Emergency Planning Committee are hereby appointed:

Governing Body Liaison Steven Oglesby

Emergency Management Coordinator William Sloan

Deputy Emergency Management Coordinator Matthew Kline

Deputy Emergency Management Coordinator Danny Hourigan

Police Chief Matthew Kline or his designee

Lakehurst Fire Chief Danny Dries or his designee

First Aid Squad Captain Noel Johnson or his designee

VFW Post 10061 Member Alfred Sloan

Public Works Supervisor David Winton or his designee

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the need exists for the establishment of a petty cash fund.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that a petty cash fund in the amount of \$300.00 is hereby established.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Governing Body of the Borough of Lakehurst authorizes electronic transfers of funds, in accordance with N.J.S.A. 40A:5-16(c) and N.J.A.C. 5:30-9A, **and**

WHEREAS, the electronic transfer of funds shall be permitted for:

1. The processing of the Borough payroll inclusive of all related taxes and voluntary withholdings and
2. The employer share of pension liabilities and
3. Debt service payments for all the outstanding debt of the Borough and
4. The payment of health insurance bills.

WHEREAS, the Governing Body of the Borough of Lakehurst authorizes Chief Financial Officer to conduct such transfers.

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes the electronic transfers to the above specified vendors.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Borough of Lakehurst has opened a procurement card at Staples,
and

WHEREAS, this procurement card will be used by the Borough of Lakehurst,
and

WHEREAS, the Borough's Finance Officer or Designee, upon receiving a signed requisition form from the department head will encumber the estimated total cost of the requisition, not to exceed \$750.00 per visit. Upon receiving the designated employee's signature, the procurement card will be issued for use by the Finance Officer or Designee,
and

WHEREAS, the receipt of goods will be returned to the Finance Officer or Designee to be compared to the requisition, the encumbrance will be adjusted and the procurement card will be signed back to the Finance Office, and

WHEREAS, any purchase over \$750.00 but under the quote threshold will need to be approved by the Department head and the individual(s) authorized by the governing body to do purchases, and

WHEREAS, the individual employee's authorized by the Governing body of the Borough of Lakehurst to use the Staples procurement card are:

Maryanne Capasso	Pamela Heinzman
David Winton	Amy Lowe
Matthew Kline	Iain James
Renee James	Bryan LeVance

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey has approved the use of the Staples procurement card for the year 2022 with the above stipulations and in accordance with N.J.A.C.5:30-9A and N.J.S.A. 40A5:5-16.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Borough of Lakehurst has opened a procurement card at Home Depot, and

WHEREAS, this procurement card will be used by the Borough of Lakehurst, and

WHEREAS, the Borough's Finance Officer or Designee, upon receiving a signed requisition form from the department head will encumber the estimated total cost of the requisition, not to exceed \$1,500.00 per visit. Upon receiving the designated employee's signature, the procurement card will be issued for use by the Finance Officer or Designee, and

WHEREAS, the receipt of goods will be returned to the Finance Officer or Designee to be compared to the requisition, the encumbrance will be adjusted, and the procurement card will be signed back to the Finance Office, and

WHEREAS, any purchase over \$1,500.00 but under the quote threshold will need to be approved by the Department head and the individual(s) authorized by the governing body to do purchases, and

WHEREAS, the individual employee's authorized by the Governing body of the Borough of Lakehurst to use the Home Depot procurement card are:

David Winton
Bryan LeVance
Matthew Kline
Edward Hawley

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey has approved the use of the Home Depot procurement card for the year 2022 with the above stipulations and in accordance with N.J.A.C.5:30-9A and N.J.S.A. 40A5:5-16.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Borough of Lakehurst has opened a procurement card at Lowes,
and

WHEREAS, this procurement card will be used by the Borough of Lakehurst,
and

WHEREAS, the Borough's Finance Officer or Designee, upon receiving a signed requisition form the department head will encumber the estimated total cost of the requisition, not to exceed \$1,500.00 per visit. Upon receiving the designated employee's signature, the procurement card will be issued for use by the Finance Officer or Designee,
and

WHEREAS, the receipt of goods will be returned to the Finance Officer or Designee to be compared to the requisition, the encumbrance will be adjusted, and the procurement card will be signed back to the Finance Office, and

WHEREAS, any purchase over \$1,500.00 but under the quote threshold will need to be approved by the Department head and the individual(s) authorized by the governing body to do purchases, and

WHEREAS, the individual employee's authorized by the Governing body of the Borough of Lakehurst to use the Lowes procurement card are:

David Winton
Bryan LeVance
Matthew Kline
Edward Hawley

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey has approved the use of the Lowes procurement card for the year 2022 with the above stipulations and in accordance with N.J.A.C.5:30-9A and N.J.S.A. 40A5:5-16.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January 2022.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Governing Body of the Borough of Lakehurst wishes not to disrupt the day-to-day workings of the municipality and recognizes the need to establish an in-house vendor account, and

WHEREAS, the in-house vendor account will be established with an amount not to exceed the following:

Lakehurst Hardware and Lawnmower not to exceed \$750.00 per month

WHEREAS, the aggregate of each same item purchased will not exceed the 15 percent bid threshold under 40A:11-6.1, and

WHEREAS, the following departments; Public Works, Police Department, and Administration upon showing proper Borough identification and upon signing for the individual purchase will be permitted to acquire items need to conduct Borough projects, and

WHEREAS, any individual using the in-house account will be required to return any and all receipts to the finance office, and

WHEREAS, the received receipts will be matched to the vendors request for payment, and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes an in-house account at Lakehurst Hardware

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Governing Body of the Borough of Lakehurst wishes not to disrupt the day-to-day workings of the municipality and recognizes the need to establish an in-house vendor account, and

WHEREAS, the in-house vendor account will be established with an amount not to exceed the following:

Sandy's Cozy Corner not to exceed \$150.00 per month

WHEREAS, the aggregate of each same item purchased will not exceed the 15 percent bid threshold under 40A:11-6.1, and

WHEREAS, any individual using the in-house account will be required to return any and all receipts to the finance office, and

WHEREAS, the received receipts will be matched to the vendors request for payment, and

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes an in-house account at Sandy's Cozy Corner

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Governing Body of the Borough of Lakehurst wishes not to disrupt the day-to-day workings of the municipality and recognizes the need to establish an in-house vendor account, and

WHEREAS, the in-house vendor account will be established with an amount not to exceed the following:

Italy's Best not to exceed \$300.00 per month

WHEREAS, the aggregate of each same item purchased will not exceed the 15 percent bid threshold under 40A:11-6.1, and

WHEREAS, any individual using the in-house account will be required to return any and all receipts to the finance office, and

WHEREAS, the received receipts will be matched to the vendors request for payment, and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes an in-house account at Italy's Best.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Borough of Lakehurst is desirous of entering into an agreement with WAWA for gasoline and diesel fuel purchases, **and**

WHEREAS, Chief Financial Officer Wayne Sibia has reviewed the program.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey is hereby authorized to enter into an agreement with WAWA for gasoline and diesel fuel purchases.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, Ordinance #02-02 states that the term of the Fire Official shall be for one year; **and**

WHEREAS, the Mayor and Council are desirous of appointing Michael Martin as Fire Official for 2022.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Michael Martin is hereby appointed as the Fire Official for the Borough of Lakehurst for 2022.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Shared Services and Consolidation Act, N.J.S.A.40A:65-1 et seq. authorizes the Borough of Lakehurst to enter into a contract for the provision of certain governmental services with the County of Ocean; **and**

WHEREAS, N.J.S.A. 40:8 requires such a contract to be authorized by resolution or ordinance; **and**

WHEREAS, it is the desire of the governing body to authorize the execution of a contract with the County of Ocean for the provision of services, materials, and equipment as set forth in Schedule "C" attached hereto.

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. That the Mayor and the Municipal Clerk of the Borough of Lakehurst are hereby authorized to execute a Schedule "C" agreement with the County of Ocean in accordance with the provisions of the law to include \$2,000.00 for the engineering department and \$85,000.00 for the Road Department for a sum not to exceed \$87,000.00. A copy of the said agreement is attached hereto and made part hereof as Schedule "C".
2. This Agreement is for the period January 1, 2022 to December 31, 2022.
3. That a copy of this Agreement referenced herein shall be kept on file and made available for public inspection in the Municipal Clerk's office during normal business hours.

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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JANUARY 1, 2022**

WHEREAS, the Borough of Lakehurst Historical Society, Inc. has applied for Raffle Licenses to conduct one on-premise draw raffle awarding cash as a prize and one on-premise draw raffle awarding merchandise as a prize scheduled for January 29, 2022 with a snow date of January 30, 2022, **and**,

WHEREAS, the Statement of Findings and Determinations shows no reason why these licenses 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 Raffle Licenses for the Borough of Lakehurst Historical Society, Inc. are 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 January 1, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**