

BOROUGH OF LAKEHURST

**WORK SESSION/REGULAR MEETING
DECEMBER 19, 2024
TENTATIVE AGENDA**

1. Approval of Minutes of December 5, 2024 Regular Meeting
2. Approval of Executive Session minutes from March 16, 2023 to October 17, 2024
3. Resolution regarding payment of bills
4. Resolution regarding Current Fund Transfer
5. Resolution accepting Maintenance Bond and Release of Performance Bond for the 2024 NJDOT Rose Street Project
6. Resolution releasing Performance Guarantee and no requirement for Maintenance Bond for the Wawa project
7. Resolution approving Raffle Licenses for Lakehurst Historical Society
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 19, 2024**

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 \$331,930.63 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 19, 2024.

**Maryanne Capasso
Municipal Clerk, RMC**

Ranges	Item Status	Purchase Types	Misc
<i>Range: First to Last</i> <i>Rcvd Batch Id Range: First to Last</i>	<i>Open: N</i> <i>Void: N</i> <i>Paid: N</i> <i>Held: Y</i> <i>Aprv: N</i> <i>Rcvd: Y</i>	<i>Bid: Y</i> <i>State: Y</i> <i>Other: Y</i> <i>Exempt: Y</i>	<i>P.O. Type: All</i> <i>Format: Detail without Line Item Notes</i> <i>Include Non-Budgeted: Y</i> <i>Vendors: All</i>

PO #	PO Date	Vendor	Contract	PO Type	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
Item	Description	Amount	Charge Account								
24-00652	08/02/24	A0165				ACCUSCAN					
1	SCAN CONSTRUCTION PERMITS	\$2,233.91	4-01-20-120-222	B		Clerk - Contractual Services	R	08/02/24	12/18/24		
24-00848	10/08/24	A0118				ATLANTIC PRINTING & DESIGN					
1	2025 BOROUGH CALENDARS	\$4,350.60	4-01-20-120-299	B		MISCELLANEOUS	R	10/08/24	12/18/24		2245607
24-00942	11/08/24	G0075				GOOD FRIEND ELECTRIC					
1	54W LED BULB MOG	\$90.54	4-01-26-310-244	B		EQUIPMENT - MAINTENANCE/REPA	R	11/08/24	12/18/24		1618443
2	WEATHERPROOF COVER 3 HOLE	\$3.31	4-01-26-310-244	B		EQUIPMENT - MAINTENANCE/REPA	R	11/08/24	12/18/24		
3	WP 1G BOX 1/2" 5 HUB GRAY	\$7.27	4-01-26-310-244	B		EQUIPMENT - MAINTENANCE/REPA	R	11/08/24	12/18/24		
4	WEATHERPROOF LAMP HOLDER	\$10.80	4-01-26-310-244	B		EQUIPMENT - MAINTENANCE/REPA	R	11/08/24	12/18/24		
5	LED BULB PAR38 ADJUSTABLE	\$38.97	4-01-26-310-244	B		EQUIPMENT - MAINTENANCE/REPA	R	11/08/24	12/18/24		
6	HEAVY DUTY COMM CEILING FAN 56	\$177.20	4-01-26-310-244	B		EQUIPMENT - MAINTENANCE/REPA	R	11/08/24	12/18/24		1618443
		\$328.09									
24-00949	11/19/24	A0093				ACTION UNIFORM CO.					
1	ELBECO BDU W/FRENCH BLUE STRIP	\$102.00	4-01-25-240-272	B		UNIFORM REPAIRS - REPLACE	R	11/19/24	12/18/24		66092
24-00952	11/19/24	P0037				PORTER LEE CORPORATION					
1	ANNUAL SOFTWARE SUPPORT	\$710.00	4-01-25-240-222	B		CONTRACTUAL SERVICES	R	11/19/24	12/18/24		30987
24-00960	11/25/24	W0016				WALTER EARLE CORP.					
1	1.49 TONS TOP ASPHALT	\$108.03	4-01-26-290-299	B		MISCELLANEOUS	R	11/25/24	12/18/24		93132

PO #	PO Date	Vendor	Contract	PO Type						
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
24-00962	11/27/24	M0971	MR. KEYS/BRICK LOCKSMITH							
1	PW GARAGE INVOICE# 52108	\$190.00	4-01-26-310-299	B	B&G - MISCELLANEOUS	R	11/27/24	12/18/24		52108
24-00964	11/27/24	D0024	D. GORDON CONTROLS							
1	PW INVOICE# 65123	\$854.83	4-01-26-310-244	B	EQUIPMENT - MAINTENANCE/REPA	R	11/27/24	12/18/24		65123
24-00968	11/27/24	M0031	R. R. DONNELLY							
1	CERTIFIED COPY OF VITAL RECORD	\$46.25	4-01-20-120-216	B	Clerk - Printing	R	11/27/24	12/18/24		538002035
24-00969	12/03/24	R0013	RALPH, V.E. & SON, INC.							
1	BALANCE DUE INV# 475600	\$59.75	4-01-25-240-246	B	EQUIPMENT - SAFETY	R	12/03/24	12/18/24		475600
24-00973	12/03/24	P0038	PRO-SHRED SOUTHERN NJ							
1	PD SHRED INVOICE# 1599110	\$45.00	4-01-25-240-297	B	Police - Miscellaneous	R	12/03/24	12/18/24		1599110
24-00974	12/03/24	C0106	COLLIERS ENGINEERING & DESIGN							
1	AFFORDABLE HOUSING SERVICES	\$112.50	T-03-00-100-035	B	Affordable Housing Trust	R	12/03/24	12/18/24		0001002990
24-00975	12/03/24	C0074	CUSTOM BANDAG, INC							
1	INVOICE # 110050720	\$356.84	T-03-00-100-010	B	Storm Trust Reserve	R	12/03/24	12/18/24		110050720
24-00976	12/03/24	C0074	CUSTOM BANDAG, INC							
1	TRASH TIRES INV# 110050773	\$805.24	4-01-26-305-253	B	MOTOR VEHICLES - TIRES	R	12/03/24	12/18/24		110050773
24-01037	12/18/24	L0098	LAKEHURST BOARD OF EDUCATION							
1	JANUARY 2025	\$113,312.00	4-01-55-900-002	B	SCHOOL TAXES PAYABLE	R	12/18/24	12/18/24		
24-01038	12/18/24	H0030	HOLIDAY CAR WASH							
1	POLICE CAR WASHES	\$92.00	4-01-25-240-297	B	Police - Miscellaneous	R	12/18/24	12/18/24		1736
24-01039	12/18/24	P0060	PROVCO PINEGOOD LAKEHURST, LLC							
1	REFUND SEWER IMPROV.INSPECTION	\$1,000.00	T-03-00-400-416	B	Provco Pinegood (Insp Escrow) 1514-I	R	12/18/24	12/18/24		
2	REFUND WATER IMPROV.INSPECTION	\$1,000.00	T-03-00-400-416	B	Provco Pinegood (Insp Escrow) 1514-I	R	12/18/24	12/18/24		

PO #	PO Date	Vendor	Contract	PO Type							
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	
24-01047	12/18/24	V0855			VERIZON						
1	PHONE BILL	\$120.68	4-09-00-101-275	B	TELEPHONE	R	12/18/24	12/18/24			
2	PHONE BILL	\$120.68	4-09-00-101-275	B	TELEPHONE	R	12/18/24	12/18/24			
		\$241.36									
24-01048	12/18/24	C0060			COMCAST CABLE						
1	WATER PLANT CABLE MODEM	\$96.42	4-09-00-101-275	B	TELEPHONE	R	12/18/24	12/18/24			
24-01049	12/18/24	J0900			JCP&L						
1	ELECTRIC BILL UF	\$2,958.55	4-09-00-101-276	B	ELECTRIC	R	12/18/24	12/18/24			
24-01050	12/18/24	J0900			JCP&L						
1	RT 70 & ORCHARD LIGHT	\$69.35	4-01-31-436-276	B	STREET LIGHTING	R	12/18/24	12/18/24			
24-01051	12/18/24	V0011			VERIZON WIRELESS						
1	BORO CELL PHONE BILL 11/24	\$489.43	4-01-31-440-275	B	TELEPHONE	R	12/18/24	12/18/24			
24-01052	12/18/24	N0136			NJ NATURAL GAS COMPANY						
1	ESC GAS BILL	\$921.08	4-01-31-437-269	B	NATURAL GAS	R	12/18/24	12/18/24			
2	PW GARAGE GAS BILL	\$951.94	4-01-31-437-269	B	NATURAL GAS	R	12/18/24	12/18/24			
3	COMMUNITY CENTER GAS BILL	\$543.84	4-01-31-437-269	B	NATURAL GAS	R	12/18/24	12/18/24			
4	PD HQ GAS BILL	\$387.92	4-01-31-437-269	B	NATURAL GAS	R	12/18/24	12/18/24			
5	BOROUGH HALL GAS BILL	\$278.11	4-01-31-437-269	B	NATURAL GAS	R	12/18/24	12/18/24			
		\$3,082.89									
24-01053	12/18/24	L0040			LOWE'S						
1	B & G SHARE	\$353.76	4-01-26-310-262	B	MINOR TOOLS & EQUIPMENT	R	12/18/24	12/18/24			
2	BULKHEAD SHARE	\$26.45	C-04-00-563-001	B	Ordinance 2021-07 Various Improvem	R	12/18/24	12/18/24			
		\$380.21									
24-01054	12/18/24	A0123			AMAZON CAPITAL SERVICES						
3	PELINO UNIFORM ALLOWANCE	\$73.97	4-01-25-240-279	B	UNIFORM ALLOWANCE - PELINO	R	12/18/24	12/18/24			
4	HERNANDEZ UNIFORM ALLOWANCE	\$148.43	4-01-25-240-275	B	UNIFORM ALLOWANCE - HERNAND	R	12/18/24	12/18/24			
5	PD UNIFORMS	\$238.38	4-01-25-240-272	B	UNIFORM REPAIRS - REPLACE	R	12/18/24	12/18/24			

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Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	
24-01054	12/18/24	A0123	AMAZON CAPITAL SERVICES							
6			PD OFFICE SUPPLIES	\$92.99	4-01-25-240-211	B	OFFICE SUPPLIES	R	12/18/24 12/18/24	
				<u>\$553.77</u>						
24-01055	12/18/24	M0113	MANCHESTER TOWNSHIP							
1			ILSA GASOLINE 11/24	\$2,132.12	4-01-42-150-202	B	Shared Service - Manchester Twp. Fu	R	12/18/24 12/18/24	
2			ILSA GASOLINE 10/24 ADMIN FEE	\$85.28	4-01-42-150-202	B	Shared Service - Manchester Twp. Fu	R	12/18/24 12/18/24	
				<u>\$2,217.40</u>						
24-01056	12/18/24	S0101	SHARON VANBERKEL							
1			MEDICARE REIMBURS.10/24 -12/24	\$1,048.20	4-01-23-220-228	B	Insurance - Medicare Reimbursement	R	12/18/24 12/18/24	
24-01057	12/18/24	A0100	AARON J SNYDER							
1			MEDICARE REIMBURS.6/24 - 10/24	\$349.40	4-01-23-220-228	B	Insurance - Medicare Reimbursement	R	12/18/24 12/18/24	
24-01058	12/18/24	L0056	LANCHA CONSTRUCTION CORP.							
1			2024 NJ DOT ROSE & PINE	\$193,196.50	G-02-00-200-630	B	NJ DOT 2024 - Rose and Pine	R	12/18/24 12/18/24	
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Total Purchase Orders:	36	Total P.O. Line Items:	59	Total List Amount:	\$331,930.63	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 APPROPRIATI	4-01	\$132,906.01	\$0.00	\$132,906.01	\$0.00	\$0.00	\$132,906.01
WATER & SEWER OPERATING	4-09	\$3,332.33	\$0.00	\$3,332.33	\$0.00	\$0.00	\$3,332.33
	Year Total:	\$136,238.34	\$0.00	\$136,238.34	\$0.00	\$0.00	\$136,238.34
	C-04	\$26.45	\$0.00	\$26.45	\$0.00	\$0.00	\$26.45
	G-02	\$193,196.50	\$0.00	\$193,196.50	\$0.00	\$0.00	\$193,196.50
	T-03	\$2,469.34	\$0.00	\$2,469.34	\$0.00	\$0.00	\$2,469.34
Total Of All Funds:		\$331,930.63	\$0.00	\$331,930.63	\$0.00	\$0.00	\$331,930.63

**RESOLUTION
DECEMBER 19, 2024**

WHEREAS, a survey of the disbursements and anticipated commitments against the 2024 Current Fund Budget Appropriation 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 19, 2024.

**Maryanne Capasso, RMC
Municipal Clerk**

TRANSFER RESOLUTION #24-XXX OF DECEMBER 19, 2024 ATTACHMENT

CURRENT FUND

Transfer from:

Municipal Clerk - Other Expenses
Police Department - Salaries and Wages

\$ 500.00
10,000.00

Total Current Fund transfers from:

\$ 10,500.00

Transfer to:

Municipal Clerk - Salaries and Wages
Vehicle Maintenance - Other Expenses

\$ 500.00
10,000.00

Total Current Fund transfers to:

\$ 10,500.00

**RESOLUTION
DECEMBER 19, 2024**

WHEREAS, the Borough engineer has recommended the release of the performance bond submitted by Lancha Construction Corp. for the NJDOT FY2024 project; **and**

WHEREAS, Borough engineer Alan Dittenhofer has recommended that the maintenance bond in the amount of \$193,196.50 be accepted, **and**

WHEREAS, Lancha Construction posted Maintenance Bond No.7901216033 issued by Nationwide Mutual Insurance Co. in the amount of \$193,196.50; **and**

WHEREAS, Municipal Attorney Ian M. Goldman has found the maintenance bond to be acceptable in both form and content.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the performance bond for the NJDOT FY2024 Project be released.

BE IT FUTHER RESOLVED that the maintenance bond in the amount of \$193,196.50 be accepted.

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 19, 2024.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
DECEMBER 19, 2025**

WHEREAS, Provco Pinegood Lakehurst, LLC has requested a Performance Guarantee release for the Wawa project located at the property designated as Block 31, Lots 1 &2 and Block 30, Lot 1, **and**

WHEREAS, the Performance Guarantees consist of a Water System Improvements Performance Bond No. 2335695, issued by Swiss RE Corporate Solutions America Insurance Corp. in the amount of \$2,328.00 and a Sewer System Improvements Performance Bond No. 2335694, issued by Swiss RE Corporate Solutions in the amount of \$1,824.00; **and**

WHEREAS, Borough Engineer Alan Dittenhofer has recommended the release of both Performance Guarantees (Bond and cash) for the project; **and**

WHEREAS, Borough Engineer has recommended that no maintenance bond be required.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Performance Guarantees (Bond and cash) for the Wawa project be released.

BE IT FUTHER RESOLVED that the posting of Maintenance Bond not required.

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 19, 2025.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
DECEMBER 19, 2024**

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 25, 2025 with a snow date of January 26, 2025, **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 December 19, 2024.

**Maryanne Capasso, RMC
Municipal Clerk**