

**MINUTES  
REGULAR MEETING  
BOROUGH OF SEA BRIGHT**

**FEBRUARY 21, 2023**

**SEA BRIGHT, NEW JERSEY**

**TO ATTEND THIS MEETING REMOTELY PLEASE USE THE FOLLOWING:**

<https://meet.goto.com/373738285>

**OR DIAL: (646) 749-3122**

**Access Code: 373-738-285**

**Mayor Kelly** called the meeting to order at 7:00 p.m. and requested those present to join in the Pledge of Allegiance.

**Mayor Kelly** read the following Compliance Statement:

**Good Evening Ladies and Gentlemen. This Meeting Is Now Called To Order: In Line with The Borough of Sea Bright's Longstanding Policy of Open Government, and in Compliance with the "Open Public Meetings Act" I Wish to Advise You That Adequate Notice of This Regularly Scheduled Meeting Was Sent to the Asbury Park Press and other local newspapers on January 10, 2023. In each instance, the Date, Time, And Location of This Meeting Were Provided in The Notice. This Meeting Is Open To The Public."**

**PRESENT:** Mayor Brian P. Kelly  
Councilmembers, Erwin Bieber, Jefferey M. Booker Sr., Samuel A. Catalano, Heather Gorman, William J. Keeler, John M. Lamia, Jr.

**OTHERS:** Attorney Roger McLaughlin, Administrator Joseph Verruni, CFO Michael Bascom, Borough Clerk Christine Pfeiffer

**REMARKS FROM THE AUDIENCE (limited to 3 minutes)**

The Public Comment portion of this meeting allows members of the audience to bring their concerns or comments to the Mayor and Council's attention. Pursuant to Borough Ordinance 3-2011, a member of the public who wishes to speak shall give his/her name and address for the record and may have up to three minutes to state his/her comments to the Mayor and Council as a Body. If additional time or information is requested, an appointment can be made with the Administrator's office during regular business hours.

**No one wished to be heard.**

**CONSENT AGENDA**

Councilmember Booker offered a motion to approve the items that are considered routine in nature under the consent agenda; seconded by Councilmember Bieber:

**Minutes**

02-07-2023	Regular Meeting
02-07-2023	Executive Session

**Roll Call:** Bieber, Booker, Catalano, Gorman, Keeler, Lamia  
Yes Yes Yes Yes Yes Yes

**Resolutions:**

**No. 46-2023 Appropriation Reserve Transfers**

Councilmember Booker introduced and offered for adoption the following Resolution; seconded by Councilmember Bieber:

**WHEREAS**, N.J.S.A. 40A:4-4-59 provides that all unexpended balances carried forward after the close of the fiscal year are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made from unexpended balances to those which are expected to be insufficient during the first three months of the succeeding year;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Sea Bright, in the County of Monmouth, State of New Jersey, 2/3 of the majority of the full membership concurring herein that the following transfers be authorized amongst 2022 Budget Appropriation Reserves as follows:

<b><u>ACCOUNTING CODE</u></b>	<b><u>CURRENT FUND</u></b>	<b><u>TO</u></b>	<b><u>FROM</u></b>
01-20-100-100	Admin S&W		\$1,300.00
01-20-120-100	Municipal Clerk S&W		\$900.00
01-20-155-200	Legal OE	\$8,000.00	
01-20-165-200	Engineering OE	\$5,000.00	
01-21-180-100	Planning Board S&W		\$900.00

01-21-180-200	Planning Board OE	\$2,000.00	
01-21-180-200	Uniform Construction S&W	\$2,000.00	
01-23-220-200	Employee Health Insurance	\$15,000.00	
01-25-266-200	Hydrants OE	\$3,500.00	
01-31-430-200	Electric OE	\$1,000.00	
01-43-490-200	Municipal Court OE	\$2,000.00	
01-43-495-200	Public Defender OE	\$2,600.00	
		<b>\$22,100.00</b>	<b>\$22,100.00</b>

<u>ACCOUNTING CODE</u>	<u>SEWER UTILITY</u>	<u>TO</u>	<u>FROM</u>
07-55-502-200	Sewer OE	\$7,000.00	
07-55-502-100	Sewer S&W		\$7,000.00
		<b>\$7,000.00</b>	<b>\$7,000.00</b>

<u>ACCOUNTING CODE</u>	<u>BEACH UTILITY</u>	<u>TO</u>	<u>FROM</u>
09-55-501-200	Beach OE	\$9,000.00	
09-55-501-100	Beach S&W		\$9,000.00
		<b>\$9,000.00</b>	<b>\$9,000.00</b>

**Roll Call:** Bieber, Booker, Catalano, Gorman, Keeler, Lamia  
 Yes Yes Yes Yes Yes Yes

**No. 47-2023                    CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”**

Councilmember Booker introduced and offered for adoption the following resolution; seconded by Councilmember Bieber:

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the Governing Body in the Borough of Sea Bright have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the Governing Body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, that the Governing Body of the Borough of Sea Bright, County of Monmouth, State of New Jersey, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the Borough of Sea Bright's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**Roll Call:** Bieber, Booker, Catalano, Gorman, Keeler, Lamia  
 Yes Yes Yes Yes Yes Yes

**No. 48-2023                    Authorizing Sewerage Rates and Charges for First, Second, Third and Fourth Quarters of 2023**

Councilmember Booker introduced and offered for adoption the following Resolution; seconded by Councilmember Bieber:

**WHEREAS**, the Governing Body of the Borough of Sea Bright authorize the rates and charges of the municipal public utility for sewerage; and

**WHEREAS**, any previous schedule of charges adopted by the Mayor and Council of the Borough of Sea Bright which are inconsistent herewith are hereby rescinded.

**WHEREAS**, the rates and charges for the utilities are as follows:

1. The 2023 rates for the first, second, third and fourth quarters will be \$11.75 for every 1,000 gallons of water consumed by the customer.

2. The charges shall be due and payable in 2023/2024 within 10 days after the due date of the municipal sewer utility bill. If the bill is not timely paid, the outstanding bill shall be considered a municipal charge and shall be subject to the same rate of interest which accrues on delinquent taxes.

3. Billing Schedule:

- 1. First quarter billing shall be mailed during April for consumption billed by the water company from mid-December thru mid-March;
- 2. Second quarter billing shall be mailed during July for consumption billed by the water company from mid-March thru mid-June;
- 3. Third quarter billing shall be mailed in October for consumption billed by the water company from mid-June thru mid-September;
- 4. Fourth quarter billing shall be mailed in January for consumption billed by the water company from mid-September thru mid-December.

4. Consumption shall be based upon the information provided to the Borough of Sea Bright Municipal Sewer Utility by the New Jersey American Water Company and billed quarterly and indicated above.

5. All customers of the municipal sewer utility shall be billed for at least 10,000 gallons quarterly. This minimum charge shall be \$117.50.

6. For customers in townhouses and condominiums without individual New Jersey American Water Company Meters, the sewer utility bills will be sent directly to the Associations and/or Corporations for payment.

7. If any section, subsection, paragraph, sentence or other portion of this Resolution shall be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that the sewer utility schedule of rates and charges outlined above is hereby adopted and the utility is authorized to publish a notice of final adoption of said Resolution; and

**BE IT FURTHER RESOLVED**, a copy of the sewer utility schedule of rates and charges shall be available for public inspection during normal business hours at the office of the Tax/Sewer Utility Collector at 1099 Ocean Avenue, Sea Bright, New Jersey; and

**BE IT FURTHER RESOLVED**, by the Borough Council of the Borough of Sea Bright that they hereby authorize the utility to forward a copy of said Resolution of rates and charges to the customers of the utility at the utility's discretion.

<b>Roll Call:</b>	Bieber,	Booker,	Catalano,	Gorman,	Keeler,	Lamia
	Yes	Yes	Yes	Yes	Yes	Yes

**No. 49-2023      Authorizing the Borough of Sea Bright Through the Sea Bright Police Department to Participate in The Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable the Sea Bright Police Department to Request and Acquire Excess Department of Defense Equipment**

Councilmember Booker offered the following resolution and moved its adoption; seconded by Councilmember Bieber:

**WHEREAS**, the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies (LEAs); and

**WHEREAS**, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting LEA; and

**WHEREAS**, participation in the 1033 Program allows municipal and county LEAs to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response and resiliency; and

**WHEREAS**, although property is provided through the 1033 Program at no cost to municipal and county LEAs, these entities are responsible for the costs associated with delivery, maintenance, fueling, and upkeep of the property, and for specialized training on the operation of any acquired property; and

**WHEREAS**, N.J.S.A. 40A:5-30.2 requires that the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through, the 1033 Program; and

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the Sea Bright Police Department is hereby authorized to enroll in the 1033 Program for no more than a one-year period, with authorization to participate beginning January 1, 2023 through December 31, 2023; and

**NOW THEREFORE BE IT FURTHER RESOLVED** that Sea Bright Police Department is hereby authorized to acquire items of non-controlled property designated "DEMIL A," which may include office supplies, office furniture, computers, electronic equipment, generators, field packs, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, construction materials, lighting supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars, and any other supplies or equipment of a non-military nature identified by the LEA, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the Sea Bright Police Department, without restriction; and

**BE IT FURTHER RESOLVED** that the Sea Bright Police Department is hereby authorized to acquire the following "DEMIL B through Q" property, if it shall become available in the period of time for which this resolution authorizes; and

**BE IT FURTHER RESOLVED** that the "DEMIL B through Q" controlled 3-page property list in its entirety is hereby approved and hereto attached to this resolution; and

**BE IT FURTHER RESOLVED** that the Sea Bright Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and

**BE IT FURTHER RESOLVED** that the Sea Bright Police Department shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request; and

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately and shall be valid to authorize requests to acquire "DEMIL A" property and "DEMIL B through Q" property that may be made available through the 1033 Program during the period of time for which this resolution authorizes; with Program participation and all property request authorization beginning January 1, 2023 through December 31, 2023.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the following:

- 1. NJ State Police
- 2. Sea Bright Police Department
- 3. Sea Bright Finance Manager
- 4. Sea Bright CFO

<b>Roll Call:</b>	Bieber,	Booker,	Catalano,	Gorman,	Keeler,	Lamia
	Yes	Yes	Yes	Yes	Yes	Yes

**No. 50-2023                      Authorizing Hiring of Police Officer Designation of Special Law Enforcement Officer - Class I**

Councilmember Booker introduced and offered for adoption the following Resolution; seconded by Councilmember Bieber:

**WHEREAS**, there exists a need for a Class I Special Officer in the Police Department in the Borough of Sea Bright; and

**WHEREAS**, Chief Brett Friedman requested that the following be appointed as a Class I Special Police Officer after fulfilling the required training at the Monmouth County Police Academy.

**CLASS I SPECIAL POLICE OFFICER**

Nicholas J. Colangelo

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, Chief Financial Officer of the Borough of Sea Bright, do hereby certify that funds are available in Police S/W for the purpose stated herein:



**MICHAEL J. BASCOM, CFO**

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby approve the appointment of Class I Special Officer, Nicholas J. Colangelo at an hourly rate of pay as specified in Ordinance No. 04-2021; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the following:

- 1. Khristi Jacobs, Finance Manager
- 2. Brett Friedman, Police Chief
- 3. Nicholas J. Colangelo

**Roll Call:**        Bieber,    Booker,    Catalano,    Gorman,    Keeler,    Lamia  
                           Yes        Yes        Yes        Yes        Yes        Yes

**No. 51-2023                    Waiver of Nuisance Ordinance for The Fireman’s Fair**

Councilmember Booker introduced and offered for adoption the following Resolution; seconded by Councilmember Bieber:

**WHEREAS**, the Sea Bright Fire Department will hold the annual Firemen’s Fair from Thursday, May 11 through Sunday May 14, 2023; and

**WHEREAS**, pursuant to Chapter 146 - Nuisances, Article II – Noise Nuisances, it shall be unlawful for any person(s) to make, continue or cause to be made any unnecessary and unreasonably loud, disturbing noise, as defined in Paragraphs A, C, L and P of §146-7 of this Article, which is plainly audible at more than 50 feet from the real property line from which the noise is emanating between the hours of 10:00 pm through 8:00 am of the following morning; and

**WHEREAS**, a request has been made for a waiver to extend the 10:00 pm deadline to 12:00 am (midnight) during the duration of the Firemen’s Fair.

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby authorize a waiver of Chapter 146 Nuisances, Article II, for the Fireman's Fair from May 11 through May 14, 2023; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the following:

- 1. Chief of Police
- 2. Fireman's Fair Representative

**Roll Call:**        Bieber,    Booker,    Catalano,    Gorman,    Keeler,    Lamia  
                           Yes        Yes        Yes        Yes        Yes        Yes

**No. 52-2023                    Shared Service Agreement for The Provision of Emergency Dispatch Services by The County of Monmouth, Through the Monmouth County Sheriff’s Office, Communications Division**

Councilmember Booker introduced and offered the following resolution for its adoption; seconded by Councilmember Bieber:

**WHEREAS**, the Borough of Sea Bright entered into a Shared Service Agreement for the period January 1, 2015 through December 31, 2019 for Emergency Dispatch Services with the Monmouth County Sheriff’s Office, Communications Division; and

**WHEREAS**, under the terms of the said Agreement, the Communications Division will serve as the Public Safety Answering Point (PSAP) for the Borough of Sea Bright, and

**WHEREAS**, by way of Resolution No. 49-2020 the Borough of Sea Bright authorized an agreement to continue Emergency Dispatch Services with the Monmouth County Sheriff’s Office from January 1, 2020 through December 31, 2022; and

**WHEREAS**, the Borough received a letter and new agreement from Monmouth County Commissioner, Thomas A. Arnone dated January 18, 2023, to continue participation in the Monmouth County Shared Service Program for dispatch service for a three-year period commencing January 1, 2023 through December 31, 2025; and

**WHEREAS**, for dispatch services as outlined in the agreement attached hereto, the Borough will pay Monmouth County an annual fee of \$88,237.00 for 2023 with an increase of 2% in 2024 and 2% in 2025; and

**WHEREAS**, the Borough wishes to execute a new shared service agreement with Monmouth County for an additional three-year term for emergency dispatch services.

**CERTIFICATION OF FUNDS**, I, Michael J. Bascom, Chief Financial Officer of the Borough of Sea Bright do hereby certify that funds will be available in Monmouth County Dispatch Services for the purpose stated herein.

  
MICHAEL J. BASCOM, CFO

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby authorize the Mayor and Borough Clerk to execute a shared service agreement for the provision of Emergency Dispatch Services by the County of Monmouth through the Monmouth County Sheriff’s Office, Communications Division at the rate indicated above; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the following:

- 1. Monmouth County Sheriff’s Office
- 2. Elizabeth Perez, Monmouth County Shared Services Coordinator
- 3. Borough Finance Manager
- 4. Borough Chief of Police

**Roll Call:**        Bieber,    Booker,    Catalano,    Gorman,    Keeler,    Lamia  
                           Yes        Yes        Yes        Yes        Yes        Yes

**No. 53-2023                    Authorizing A Shared Services Agreement with The Borough of Highlands for Street Sweeping Services**

Councilmember Booker introduced and offered for adoption the following Resolution; seconded by Councilmember Bieber:

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq., allows a local unit to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction, including services incidental to primary purposes of any of the participating local units; and

**WHEREAS**, the Borough of Sea Bright is in need of street sweeping services; and

**WHEREAS**, the Borough of Highlands has the necessary staffing, equipment and personnel to provide street sweeping services to the Borough of Sea Bright from April 1, 2023 through October 31, 2023 on Tuesdays and Thursdays for the total amount of \$15,000; and

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, Chief Financial Officer of the Borough of Sea Bright, do hereby certify that funds are available in budget line item 3-01-42-120-200 for the purpose stated herein for an amount not to exceed \$15,000.00.

  
MICHAEL J. BASCOM, CFO

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the Mayor and Borough Clerk are hereby authorized to execute a Shared Service Agreement with the Borough of Highlands from April 1, 2023 through October 31, 2023 on Tuesdays and Thursdays for an amount not to exceed \$15,000.00 for street sweeping services.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution and a copy of the attached Agreement be forwarded to the following:

- 1. Finance Manager
- 2. Department of Public Works
- 3. Borough of Highlands
- 4. Department of Community Affairs, DLGS

**Roll Call:**        Bieber,    Booker,    Catalano,    Gorman,    Keeler,    Lamia  
                           Yes        Yes        Yes        Yes        Yes        Yes

**No. 54-2023                    Accept the Performance Guarantee(s) for Block 14, Lot 8 – 13 Church Street Kim Kurkowski and Kerry Huffman**

Councilmember Booker introduced and offered for adoption the following Resolution; seconded by Councilmember Bieber:

**WHEREAS**, the Borough of Sea Bright Planning Board has granted use and bulk variances to Kim Kurkowski and Kerry Huffman, for a development project on Block 14, Lot 8 also known as 13 Church Street; and

**WHEREAS**, Planning Board Engineer, David Hoder of Hoder Associates Consulting Engineers, prepared a performance guarantee estimate dated February 1, 2023, for the development project at 13 Church Street; and

**WHEREAS**, in accordance with N.J.S.A. 40:55D-53, Kim Kurkowski and Kerry Huffman posted said performance guarantees in the amount of \$1,884.00 in cash and the estimated engineering inspection fees in the amount of \$500.00 which were deposited with the Borough in accordance with the ordinances of the Borough of Sea Bright.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that the requirements for entering into a developer’s agreement are hereby waived; and

**BE IT FURTHER RESOLVED** that the performance guarantees as referenced above are hereby accepted.

**BE IT FURTHER RESOLED** that a certified copy of this resolution be forwarded to the following:

- 1. Hoder Associates
- 2. Construction Official
- 3. Finance Manager
- 4. Planning Board Secretary
- 5. Kim Kurkowski & Kerry Huffman

**Roll Call:**       Bieber,   Booker,   Catalano,   Gorman,   Keeler,   Lamia  
                           Yes        Yes        Yes        Yes        Yes        Yes

**No. 55-2023                   Sea Bright Ocean Rescue Authorizing 2023 Junior Lifeguard Program**

Councilmember Booker introduced and offered for adoption the following resolution; seconded by Councilmember Bieber:

**WHEREAS**, established in 2004, the Sea Bright Junior Lifeguard Program has provided a safe and fun way for children to learn about beach and ocean safety, improve upon their swimming abilities and develop high confidence levels in the surf and open water; and

**WHEREAS**, Sea Bright Beach Manager, Don Klein, has authorized the schedule and fees listed below for the 2023 Junior Lifeguard Program; and

**WHEREAS**, there will be no refunds once a Junior Guard participant is registered; and

**Junior Lifeguard Program - \$250 per session (includes 1 rash guard)**

**Dates:**           **Session 1**   July 10 – July 14  
                           **Session 2**   July 17 – July 21  
                           **Session 3**   July 24 – July 28  
                           **Session 4**   July 31 – August 4

**Time:**           9:00 am to 12:00 pm

**Age:**            7-16 years old

(must pass a swim test on the first day in order to participate)

**Junior Lifeguard "Nipper" Program - \$250.00 (includes 1 rash guard)**

**Dates:**           August 7 - August 11

**Time:**           9:00 am to 5:00 pm

**Age:**            10-16 years old

(must successfully complete one of the Junior Lifeguard sessions and tryout for the program)

**WHEREAS**, the monies collected from the Sea Bright Junior Lifeguard Program will be deposited in the Beach Trust account.

**NOW THEREFORE BE IT RESOLVED**, that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, does hereby authorize Beach Manager, Don Klein, to operate the 2023 Junior Lifeguard Program, as described above, and collect the appropriate fees to be deposited in the Beach Trust Account; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the following:

- 1. Beach Manager
- 2. Finance Manager
- 3. P. Spahr

**Roll Call:**       Bieber,   Booker,   Catalano,   Gorman,   Keeler,   Lamia  
                           Yes        Yes        Yes        Yes        Yes        Yes

**No. 56-2023            Donation Of 2023 Beach Badges Borough of Sea Bright**

Councilmember Booker offered the following resolution and moved for its adoption; seconded by Councilmember Bieber:

**WHEREAS**, the Governing Body of the Borough of Sea Bright wish to support the fundraising efforts for the local organizations listed below by donating six (6) 2023 beach badges as requested:

- 1.     Blessing Bag Brigade                           **2 Badges**  
       Gift Auction – March 10, 2023
  
- 2.     All Saints Memorial Church               **2 Badges**  
       Gift Auction – May 20, 2023
  
- 3.     Alexis Mason Foundation                 **2 Badges**  
       Gift Auction – February 25, 2023

**WHEREAS**, the Borough Auditor has been informed and advised that a resolution should be considered in order to donate 2023 Season Beach Badges.

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey authorize the donation of six (6) 2023 Season Beach Badges to the aforementioned charitable organizations; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the following:

- 1.     Borough Administrator
- 2.     Borough Auditor
- 3.     Individual Requestors

<b>Roll Call:</b>	Bieber,	Booker,	Catalano,	Gorman,	Keeler,	Lamia
	Yes	Yes	Yes	Yes	Yes	Yes

**No. 57-2023            Authorizing the Retention of a Mediator to Facilitate Agreement on School Regionalization Funding Formula**

Councilmember Booker offered the following resolution and moved for its adoption; seconded by Councilmember Bieber:

**WHEREAS**, the governing bodies of the Borough of Sea Bright ("Sea Bright"), the Borough of Highlands ("Highlands"), and the Borough of Atlantic Highlands ("Atlantic Highlands") have agreed to move forward with mediation in an effort to come to an agreed-upon tax allocation method and again invite the three boards of education to join;

**NOW THEREFORE BE IT RESOLVED** that, the Mayor and Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, hereby agree to the retention of Glenn Forney, former Deputy Assistant Commissioner of Finance for the New Jersey Department of Education, to serve as a mediator to facilitate the parties reaching an agreement on the tax allocation method and sharing of savings from regionalization; and

**BE IT FURTHER RESOLVED** that the Mayor and Council of the Borough of Sea Bright, hereby agree to pay one-third the cost of the mediator's fee.

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the following:

- 1.     Borough Administrator
- 2.     Borough of Atlantic Highlands
- 3.     Borough of Highlands
- 4.     Porzio, Bromberg & Newman, P.C.

<b>Roll Call:</b>	Bieber,	Booker,	Catalano,	Gorman,	Keeler,	Lamia
	Yes	Yes	Yes	Yes	Yes	Yes

**ORDINANCE(s):**

**Introduction:** Mayor Kelly to read the ordinance by title:

**ORDINANCE NO. 02-2023**  
**AN ORDINANCE OF THE BOROUGH OF SEA BRIGHT**  
**ADOPTING A PURCHASING MANUAL**

Councilmember Bieber offered a motion to introduce Ordinance No. 02-2023 for a public hearing to be held on March 7, 2023 and advertise according to law; seconded by Councilmember Booker:

<b>Roll Call:</b>	Bieber,	Booker,	Catalano,	Gorman,	Keeler,	Lamia
	Yes	Yes	Yes	Yes	Yes	Yes



WHEREAS, the Borough of Sea Bright finds it prudent to periodically review its policies and procedures; and

WHEREAS, in furtherance of such goals, the Borough previously has from time to time adopted purchasing policies, with the most recent purchasing manual adopted in February, 2007; and

WHEREAS, the Borough has reviewed the provisions of its current manual and finds that modifications are warranted; and

WHEREAS, the Chief Financial Officer of the Borough of Sea Bright has determined that it is in the best interest of the Borough and its residents to amend said Purchasing Manual.

Now, therefore, be it ordained, by the Borough Council of the Borough of Sea Bright in the County of Monmouth and the State of New Jersey as follows:

#### **Section One.**

The purpose of this purchasing manual is to describe the purchasing system of the Borough of Sea Bright. The primary focus of this manual is on the purchase of goods and services. A section of the manual is devoted to Statutory and Mandated services. The rules under which the borough's purchasing system functions are governed by the Local Public Contracts Law of the state. In addition, certain township ordinances govern certain aspects of the purchasing system.

This manual is intended to serve as a general guide to the borough's purchasing system. It is not the intent of this manual to address every question. Any questions which may arise and are not covered by this manual may be directed to the Chief Financial Officer.

A key rule to follow is that all purchases must be approved prior to the purchase being made. The process begins with the submission of a requisition form. *Purchases made without following the procedures contained in this manual are the responsibility of the employee making the purchase. The borough has no obligation to make payment for any purchases made outside of these procedures. An employee who fails to comply with these purchasing requirements shall be subject to disciplinary action as may be appropriate.*

#### FINANCE DEPARTMENT ROLE

The Borough Finance Department administers the purchasing system. All processing of submitted requisitions, purchase orders and vouchers, as well as related record keeping is performed by the Finance Office. Departments are directed to limit their relationship with vendors to contact which is necessary to aid in obtaining quotes and specification information.

The Finance Office has the obligation to coordinate vendors and using department requirements in such a manner as to assure fairness to the vendor and satisfaction of the using department. The CFO or Administrator may, at their discretion, substitute other goods of equal quality for the items requested when it is in the best interest of the borough to do so.

Another function of the Finance Office shall be the administration of a centralized purchasing system which exercises control on purchasing independent of, but in cooperation with all departments. The Finance Office will, through the administration of such a system, control spending within the budget to avoid over expenditures and provide greater financial control.

#### DEPARTMENTAL REQUISITIONS

By definition, a requisition is a document requesting goods or services with quantity and price, *submitted prior to purchase.* Departmental requisitions must be utilized by a department to request authorization to purchase from the Finance Office. This document serves two very important functions. It provides a record for the Department Head on requested purchases, and it supplies the necessary information to the Finance Office who will use the completed form to produce a purchase order.

Any department wishing to make a purchase should accurately complete a requisition form by following the instructions outlined in **Appendix A** of this manual. Upon completion of a properly prepared requisition, all should be forwarded to the Finance Office for approval.

Once approved, the Finance Office will utilize the requisition in the preparation of the purchase order.

In addition, the Finance Office may obtain price quotations in addition to those collected by the using department to ensure that the lowest possible price is obtained. The CFO and/or designee will review all purchases to ensure compliance with State Law.

Proper planning and preparation of requisitions in ordering goods and services are very useful planning tools. This can assist all Department heads in the overall administration of their budgets.

Requisitions which are denied will be returned to the department which originated the request.

#### REQUISITIONS NOT MANDATORY

Certain borough expenses do not require a requisition prior to encumbering the borough. These items follow the regular purchasing procedure prior to issuance of payment, however, do not require Council signature and approval prior to placement on a bill list.

They include:

- Debt Service
- Insurance
- Pension, Social Security, and Unemployment
- Tax Payments to County, School, and Fire Dist.
- Public Assistance
- Municipal Escrow Accounts
- Tax Appeals and Refunds
- All Employee Reimbursements and Petty Cash
- Medicare Reimbursements
- Election Board Members and Polling Places
- Contractual Payments
- Other Items as Approved

#### PURCHASE ORDERS

The purchase order is a numbered form which fulfills many different functions. A general rule in purchasing is not to buy anything without an authorized purchase order and/or purchase order number.

A purchase order is a vendor's authority to sell a particular material or service to the borough. Without this authority, the borough has no obligation to accept or pay for any materials or services rendered. If this situation occurs the obligation to pay would be on the employee who placed the order.

The purchase order contains important information regarding payment procedures for the vendor and is the document used by the vendor to submit his/her claim for payment.

The Borough's Finance Office prepares all purchase orders from approved requisitions submitted by the various departments. It should be noted that it is the responsibility of the department to make sure that items requested are the exact items and quality needed for the purpose intended. Once a purchase order is prepared it shall be immediately encumbered before it is sent to the vendor.

The department is sent a copy of the purchase order and is responsible for forwarding it to the vendor to place the order. The PO also supplies the department with a record of what exactly was ordered and from whom. Department heads should use this form to keep track of materials not yet received.

The PO must be signed by the vendor and the Department Head certifying receipt of the materials or services prior to payment. After the PO is signed by the department personnel, it is sent back to the Finance Office. Upon receipt, the Finance Office will process the PO for payment. The Finance Department compiles a bill list from the posted PO's and prepares the checks which are then submitted to the Borough Council for approval. After the Borough Council approves the bill list, the checks can be released to the vendors. All pertinent information such as check number and date paid is entered on each PO and kept on file in the Finance Department as the permanent record of all purchases borough wide.

### SIGNATURES

There are three signatures on the purchase order all of which are extremely important and required to complete the purchasing process. The first signature required certifies that sufficient funds are available in the budget to pay for the purchase. The vendor's signature on the voucher is indication that services have been rendered and the bill is correct. This is called the claimant's certification and declaration. Next is the departmental certification which is proof that the materials and/or services have been received at the specified amount on the invoice.

### ESTIMATES

There are occasions when the total price for services will not be known until the work has been completed. In order to accommodate these situations, a procedure for dealing with estimates has been developed.

When a situation as described above develops, a requisition should be prepared and processed as normal. The requisition should include the estimated price for the work. Once the purchase order is prepared and processed, the department will be supplied with the purchase order number. This number shall be provided to the vendor as his authorization to complete the work. Once the work is completed, the total price and invoices shall be given to the Finance Office. This information will be used to complete the purchase order. When the purchase order is completed, it will be sent to the vendor as a confirmation purchase order. Any increase in an estimate must be made by requisition with the appropriate documentation at the time of the increase.

### BLANKET PURCHASE ORDERS

In certain circumstances, when a vendor is to be paid on a regular basis or several purchases will be made over a period, one blanket purchase order may be issued.

Under this system a single purchase order is issued to the vendor, when purchases are made, the Borough will apply invoices submitted for payment against the previously issued purchase order. Each PO shall be identified by indicating how many payments have been made. The numbering of all PO's is handled by the Finance Office. Under no circumstances shall any other department number the vouchers.

The purchase order amount can be increased. However, the request for an increase must be made by requisition or resolution and processed through the normal procedures. In the case of bids, the amount may be increased only by the amount as provided by State Law. Requests for an increase must be processed prior to the end of the month and before any additional purchases are made.

### EMERGENCY PURCHASES

There are times when emergencies do arise which require the need for the immediate purchase of materials and supplies. Emergencies are situations where there exists the need to protect the safety, health and welfare of the general public.

It is the responsibility of every department to utilize proper planning in ordering materials and supplies. Emergency buying can be very costly and time consuming. Requisitions should be prepared far enough in advance of need to minimize emergency situations. The key to avoiding emergency situations is utilization of proper planning procedures.

The following procedures are to be followed when making emergency purchases:

Emergency purchases under \$500.00 must be submitted to the Finance Office by the next working day, accompanied by a memorandum to the CFO and Borough Administrator indicating the nature of the emergency purchase.

Emergency purchases over \$500.00 require the approval of the CFO or Treasurer. If they can not be reached, the Administrator, Mayor or Council President must approve the purchase. If neither can be reached, the department head must document the attempts to make contact. If the purchase exceeds \$10,000.00 the Chief Financial Officer must be notified.

In all the above cases, the Department Head must, within 24 hours of the purchase, process a requisition through the normal procedures. Attached to the requisition, in addition to the invoices, there should be a statement indicating what the nature of the emergency was and why a purchase had to be made. Once a purchase order is prepared, it will be sent to the vendor as a confirmation purchase order.

Under no circumstances are these procedures to be utilized to circumvent the normal purchasing system.

#### EXPEDITED PURCHASE ORDER

The processing of requisitions may take several days. Recognizing that there are times when materials and supplies are needed immediately, an expedited procedure has been developed.

Under this procedure, a requisition is accelerated through the approval process. A requisition is entered into Edmunds and the Department Head will then notify the Finance Office, who will take immediate action to secure proper approval. A purchase order is promptly processed in order that the department obtain the needed material and supplies.

#### PAYMENT PROCEDURE

It is important for departments to understand the Borough's payment procedure and its relationship to the encumbrance system. The key to the system is that funds must be encumbered prior to the issuance of a purchase order to a vendor. Only PO's which have had funds encumbered will be paid.

The Borough of Sea Bright pays bills the day following each scheduled meeting of the Governing Body. Therefore, it is important that all paperwork needed for payment be handled in a timely manner. All PO's must be signed by a Department Head and the vendor prior to being placed on the bill list.

#### SURPLUS EQUIPMENT

Surplus or outdated equipment may be disposed of in any of the following ways:

1. Transfer to another Borough Department.
2. Trade-in on new equipment.
3. Sale at public auction.
4. Sale as scrap.

In disposing of any equipment, all spare parts for the equipment should be disposed of at the same time.

All surplus equipment and/or materials shall be reported to the Borough Clerk's Office.

If surplus equipment is sold it will be done through the Clerk's Office. Sale of said equipment will be conducted in accordance with State Law.

The Finance Office must be notified of any surplus items that have been disposed of in order to update the Fixed Asset records.

#### CANCELLED ORDERS

If, after an order is placed, it is decided that the materials and/or services are no longer needed, the Finance Office should be notified as quickly as possible. The Department Head and/or Finance Office will notify the vendor to cancel the order. A delay in notifying the vendor may result in an unnecessary expense to the Borough.

Adequate thought and planning given to purchases prior to making out requisitions will prevent orders they need from being cancelled.

PERSONAL EXPENSES

Employees can submit vouchers for personal expenses. However, under no circumstances may an employee receiving reimbursement sign the Borough certification on the voucher. (These expenses may also be handled through the normal requisition process.)

CONFERENCES AND SEMINARS

Expenses in connection with attendance at seminars and conferences will be handled as described below.

A requisition should be prepared prior to the event with an estimate of the cost indicating the maximum an employee may spend. All claims for reimbursement of expenses must be submitted on a voucher or requisition. All receipts and documentation must be submitted with the voucher. Only the Borough employee authorized to attend the seminar or conference can be reimbursed for expenses incurred.

Reimbursable expenses may include meals, tolls, room, registration fees and transportation costs outlined by the Borough policy.

PETTY CASH

There are times when it is more economical and efficient to pay cash for an item when the total amount of a purchase does not exceed \$20.00.

To eliminate this extra work, a cash payment may be authorized by the Department Head. A signed cash receipt must be obtained prior to any reimbursement from the petty cash fund. Any petty cash drawn from the fund will be charged back to the using department's budget.

All purchases must be approved by the Finance Office prior to the actual purchase being made.

The use of the petty cash fund is not to be used to circumvent the regular purchasing procedures. Such expenditures are limited to personal expenses, travel expenses and small emergency purchases.

SPECIFICATION WRITING

Specification writing is a very important part of the purchasing system. A detailed description of the equipment or its purpose must be stated.

There are specifications available which should be reviewed when bid documents are prepared. When prepared, the specifications should be detailed enough to permit the bidder to offer exactly the right product. If the specifications are too ambiguous, the bidder will most likely offer the cheapest product. However, specifications should not be written so tightly to unnecessarily restrict vendors from bidding as a guideline, specification should be written to promote competition without bias.

All specifications written for the Borough shall be prepared by a designated department, or individual, on a case-to-case basis. Departments may be requested to submit sample specifications from time to time. It is the responsibility of each department to meet with the Finance Office to ensure that the quantity and quality of the items being ordered are the required materials and/or services for the work that is to be undertaken.

**Section Two.**

All Ordinances or parts of Ordinances inconsistent with this Ordinance, to the extent of such inconsistencies only, be and the same hereby are repealed.

**Section Three.**

This Ordinance shall take effective immediately upon final passage and publication as provided by law.

**Introduction:** Mayor Kelly to read the ordinance by title:

**ORDINANCE NO. 03-2023  
AN ORDINANCE AMENDING AND SUPPLEMENTING  
CHAPTER 201, "VEHICLES AND TRAFFIC", OF THE  
CODE OF THE BOROUGH OF SEA BRIGHT**

Councilmember Keeler offered a motion to introduce Ordinance No. 03-2023 for a public hearing to be held on March 7, 2023 and advertise according to law; seconded by Councilmember Booker:

**Roll Call:**       Bieber,   Booker,   Catalano,   Gorman,   Keeler,   Lamia  
                      Yes        Yes        Yes        Yes        Yes        Yes

**BE IT ORDAINED** by the Borough Council of the Borough of Sea Bright in the County of Monmouth, State of New Jersey, as follows:

**SECTION ONE:** Chapter 201, "Vehicles and Traffic", of the Code of the Borough of Sea Bright, Article V, "Residential Parking" Section 201-34, "Violations and Penalties" subsection 201-34D, be and the same is hereby amended and supplemented to read, in full, as follows:

      "D.    Any person who violates the provisions of § 201-30 herein shall be subject to a fine in the minimum amount of \$150.00 and not to exceed \$300.00 and shall forfeit the right to receive or use a resident parking permit for a period of three years."

**SECTION TWO:** Chapter 201, "Vehicles and Traffic", of the Code of the Borough of Sea Bright, Article VI, "Ocean Avenue Residential Permit Parking", Section 201-41, "Violations and Penalties" subsection 201-41C, be and the same is hereby amended and supplemented to read, in full, as follows:

      "C.    Any person who violates § 201-37 shall be subject to a fine in the minimum amount of \$150.00 and not to exceed \$300.00 and shall forfeit the right to receive or use an Ocean Avenue resident parking permit under this Chapter for a period of three years."

**SECTION THREE:** Chapter 201, "Vehicles and Traffic", of the Code of the Borough of Sea Bright, Article VII, "Business Permit Parking", Section 201-48, "Violations and Penalties", subsection 201-48C, be and the same is hereby amended and supplemented to read, in full, as follows:

      "C.    Any person who violates § 201-44 shall be subject to a fine in the minimum amount of \$150.00 and not to exceed \$300.00 and shall forfeit the right to receive or use an Ocean Avenue business parking permit under this Chapter for a period of three years."

**SECTION FOUR:** All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies.

**SECTION FIVE:** If any section, subsection, paragraph, sentence or other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

**SECTION SIX:** This Ordinance shall take effect immediately upon its passage and publication according to law and upon filing with the Monmouth County Planning Board.

**Introduction:** Mayor Kelly to read the ordinance by title:

**ORDINANCE NO. 04-2023  
AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 9,  
"CLAIMS APPROVAL", OF THE CODE OF  
THE BOROUGH OF SEA BRIGHT.**

Councilmember Keeler offered a motion to introduce Ordinance No. 04-2023 for a public hearing to be held on March 7, 2023 and advertise according to law; seconded by Councilmember Booker:

**Roll Call:**       Bieber,   Booker,   Catalano,   Gorman,   Keeler,   Lamia  
                      Yes        Yes        Yes        Yes        Yes        Yes

**BE IT ORDAINED** by the Borough Council of the Borough Sea Bright in the County of Monmouth, State of New Jersey, as follows:

**SECTION ONE:** Chapter 9, "Claims Approval," of the Code of the Borough of Sea Bright, be and the same is hereby amended and supplemented to read, in full, as follows:

### **Chapter 9. Claims Approval**

#### **§ 9-1 Submission of detailed statement; certification of facts.**

Any person claiming payment from the Borough of Sea Bright shall first submit a detailed statement of the items or demand necessitating such claim to the responsible executive agency specifying particularly how the bill or demand is made up and a certification of the party claiming payment that it is correct. No bill, claim or demand shall be considered for payment unless the voucher has attached to it (or includes) a certification from a designated Borough employee having personal knowledge of the facts that the goods have been received by or the services rendered to the Borough of Sea Bright and that those services or goods are consistent with an existing contract or purchase order.

*In order to facilitate a timely review, bills, claims and demands must be submitted to the Borough within 30 (thirty) days, unless otherwise specified by law or contract, following the provision of goods or rendering of services for which payment is sought. The Chief Financial Officer is authorized to provide extensions upon written request in his or her discretion. This requirement shall be a term that is contained in each contract entered into by the Borough.*

#### **§ 9-2 Designation of Certifying and Approval Officer.**

The Chief Financial Officer is hereby designated as the approval officer pursuant to N.J.S.A. 40A:5-17 with the title of "Certifying and Approval Officer" and shall have the duty to audit, warrant and make recommendations on all claims and bills.

#### **§ 9-3 Submission of bill or claim to Clerk.**

It shall be the duty of the *Finance Manager* to examine all bills or claims submitted for payment in order to ascertain if proper administrative procedures have been followed. The bills or claims, duly certified, shall be presented to the Municipal Clerk for inclusion in the proceedings of the next immediate formal meeting of the governing body. All claims or bills to be considered by the governing body shall be listed systematically and without preference and said list shall be made available to every member of said governing body at least one full day prior to formal action by that body.

#### **§ 9-4 Approval or rejection of claim.**

Claims shall be considered by the Council which shall approve the same, except that said governing body may reject any claim presented to it, stating the reason for such rejection. Any tie votes may be broken by vote of the Mayor. Any disapproved claim shall be referred to the *Finance Manager* with such instructions as the governing body may give at the time of disapproval.

#### **§ 9-5 Records.**

It shall be the duty of the Municipal Clerk to record all claims in the official minutes or through an appropriate claims register, indicating that the governing body has by formal action approved the same, with appropriate records as to any claims disapproved or rejected. All records pertaining to approved or disapproved bills or claims shall be available for public inspection.

#### **§ 9-6 Disbursements and payments.**

The *Finance Manager* shall make disbursements upon receipt of an order by the Borough Council, attested by the Borough Clerk. If in the event that the Mayor vetoes the payment of any claims or bills, the Chief Financial Officer may be authorized to make payment by a vote of the Borough Council whereby at least 2/3 of *Council* vote to override such veto of any claim or bill.

#### **§ 9-7 Preparation and recording of checks.**

After the *Municipal* Clerk has certified that the claims have been approved, *he/she* shall turn the same over to the *Finance Manager* who shall forthwith prepare the necessary checks for the payment thereof, which said checks shall be signed by the Mayor and thereafter signed by the *Finance Manager*. After preparing checks for the payment of claims, *he/she* shall record them in proper books of account and thereafter mail the checks to the claimants.

**SECTION TWO:** All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies.

**SECTION THREE:** If any section, subsection, paragraph, sentence or other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

**SECTION FOUR:** This Ordinance shall take effect immediately upon its passage and publication according to law and upon filing with the Monmouth County Planning Board.

**INDIVIDUAL ACTION/New Business:****Vouchers: \$198,099.69**

Councilmember Bieber offered a motion to approve the Voucher List dated February 21, 2023 as submitted by the Finance Manager; seconded by Councilmember Booker:

<b>Roll Call:</b>	<b>Bieber,</b>	<b>Booker,</b>	<b>Catalano,</b>	<b>Gorman,</b>	<b>Keeler,</b>	<b>Lamia</b>
	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
02113						
23-00192				Open		326.48
02227						
23-00090				Open		275.00
23-00091				Open		175.00
23-00092				Open		550.00
23-00093				Open		450.00
23-00155				Open		775.00
						-----
						2,225.00
2597						
23-00207				Open		775.06
00210						
23-00152				Open		61.07
2626						
23-00139				Open		338.00
23-00153				Open		338.00
23-00171				Open		343.00
						-----
						1,019.00
01241						
23-00183				Open		640.04
2640						
23-00213				Open		1,849.56
01957						
23-00201				Open		348.00
01974						
23-00185				Open		24.90
00256						
23-00211				Open		2,277.00
01493						
23-00220				Open		1,328.28
02253						
23-00214				Open		770.00
01817						
23-00218				Open		612.27
01720						
23-00160				Open		397.50
00978						
23-00175				Open		1,275.00
00575						
23-00089				Open		180.96
02101						
23-00179				Open		106.52
23-00217				Open		14.96
23-00221				Open		33.00
						-----
						154.48
02181						
23-00157				Open		1,420.00
00979						
23-00212				Open		9,551.79
01887						
22-01073				Open		167.98
2478						
23-00222				Open		800.00
01838						
23-00184				Open		2,500.00
01285						
23-00134				Open		509.24
23-00154				Open		65.20
						-----
						574.44



**REGULAR MEETING**

**FEBRUARY 21, 2023**

2791	HUDSON ENERGY SERVICES		
23-00193	02/15/23 ELECTRIC	Open	500.20
2573	JCP & L		
23-00195	02/15/23 ELECTRIC	Open	7,357.07
01784	JUNGLE LASERS, LLC		
23-00206	02/15/23 BLDG DEPT	Open	110.00
2638	LAWES OUTDOOR POWER EQUIPMENT		
23-00143	02/03/23 Beach	Open	256.15
2265	LEE'S GARAGE		
23-00138	02/03/23	Open	250.00
00108	LEON S. AVAKIAN, INC.		
23-00182	02/13/23 ENGINEER	Open	12,440.00
01145	MCCUE, JAMES		
23-00194	02/15/23 POLICE	Open	1,275.00
2278	MCLAUGHLIN, STAUFFER & SHAKLEE		
23-00210	02/15/23 LEGAL	Open	6,110.42
00107	MIDDLESEX COUNTY MUNICIPAL		
23-00216	02/16/23 INSURANCE	Open	6,542.63
00263	MITCHELL, CANDACE		
23-00215	02/16/23 PLAN.BRD	Open	135.98
01397	MURPHY, CHARLES		
23-00177	02/13/23 POLICE	Open	1,275.00
00339	NAPA AUTO PARTS CENTER		
23-00140	02/03/23 Streets & Roads	Open	232.30
23-00141	02/03/23 Streets & Roads	Open	33.06
23-00142	02/03/23 Streets & Roads	Open	23.51
			-----
			288.87
00163	OSWALD ENTERPRISES, INC.		
22-01354	12/14/22 Sewer Department	Open	4,985.00
2330	RAW POWER GENERATOR SERVICE		
23-00135	02/03/23 Sewer Utility	Open	731.25
23-00136	02/03/23 Buildings & Grounds	Open	887.50
			-----
			1,618.75
2728	READY REFRESH BY NESTLE		
23-00189	02/14/23 WATER	Open	277.06
2354	REALTY DATA SYSTEMS		
23-00176	02/13/23 TAX ASSESSOR	Open	14,160.00
00027	SEABOARD WELDING SUPPLY, INC.		
23-00187	02/14/23 DPW	Open	18.50
01027	SHORE BUSINESS SOLUTIONS		
23-00196	02/15/23 A&E	Open	877.34
00260	SODON'S ELECTRIC, INC.		
23-00172	02/10/23 Streets & Roads	Open	525.00
02225	STAPLES ADVANTAGE		
22-01351	12/14/22 Streets & Roads	Open	380.04
23-00209	02/15/23 LIBRARY	Open	70.55
			-----
			450.59
2535	SUBURBAN DISPOSAL, INC.		
23-00197	02/15/23 TRASH	Open	6,081.02
23-00198	02/15/23 TRASH	Open	21,642.59
23-00199	02/15/23 TRASH	Open	689.81
			-----
			28,413.42
2874	TAMKE TREE EXPERTS		
23-00150	02/03/23 Replacement Chainsaw	Open	1,263.00
2861	TAYLOR, MADISON		
23-00174	02/13/23 POLICE	Open	1,275.00
00973	THE TWO RIVER TIMES		
23-00181	02/13/23 POLICE	Open	32.50
23-00186	02/14/23 CLERK	Open	68.20
			-----
			100.70
02114	TWO RIVERS WATER RECLAMATION		
23-00200	02/15/23 SEWER	Open	64,787.68
2875	UNITED TERRAIN GROUP		
23-00178	02/13/23	Open	2,500.00
00023	V. E. RALPH AND SON, INC.		
23-00219	02/16/23 POLICE	Open	267.22
2658	VERIZON		
23-00204	02/15/23 phone	Open	225.43

**REGULAR MEETING****FEBRUARY 21, 2023**

2291	VERIZON		
23-00208	02/15/23 FIOS	Open	188.99
2658	VERIZON		
23-00223	02/16/23 PHONE	Open	73.94
23-00224	02/16/23 SEWER	Open	455.28
			-----
			529.22
02061	VERIZON WIRELESS		
23-00202	02/15/23 CELLS	Open	268.07
23-00203	02/15/23 CELLS	Open	1,652.80
23-00205	02/15/23 CELLS	Open	187.33
			-----
			2,108.20
	<b>TOTAL:</b>		<b>\$ 191,081.58</b>

**Manual Checks**

23-00076	HENDRICKS, ANDREW		\$1,275.00
1/18/2023	POLICE:2023 CLOTHING ALLOWANCE		
23-00191	NJ DEPT OF LABOR		\$430.08
2/14/2023	UNEMPLOYMENT PAYMENT		
23-00158	UNITED STATES POSTAL SERVICE		\$283.55
2/8/2023	POSTAGE:MUNICIPAL DIRECTORIES		
23-00190	WEX BANK		\$5,029.48
2/14/2023	GASOLINE:JANUARY		
	<b>TOTAL:</b>		<b>\$ 7,018.11</b>

**GRAND TOTAL: \$ 198,099.69**

Borough Clerk Christine Pfeiffer announced the budget workshop meeting is scheduled for 5:00pm on March 7<sup>th</sup>. She sent the Governing Body an email from the DOT inviting those who wish to attend in the conversation of the midblock crosswalk improvements for March 7<sup>th</sup> at 10:00am. Please let her know if you plan to attend to make sure there is not too many members in attendance. It was agreed that Councilmembers Gorman, Keeler and Bieber would participate on the call. Lastly, she stated she has petitions in her office if you would like to pick them up for the upcoming election – they are due March 27<sup>th</sup> at 4:00pm.

**MAYOR AND COUNCIL COMMENTS**

Councilman Catalano reported his top 4 priorities for the beach for 2023 – 1) no drownings 2) overhaul training for beach and water safety 3) continue to build up our junior lifeguard program 4) set the revenue goal of \$1.2 million. Currently our preseason beach badge sales have generated \$216,000 and our locker sales have generated \$102,000. Those numbers do not include the revenue from beach clubs and Highlands that we provide lifeguard services for. We have lifeguard try outs scheduled for April 15<sup>th</sup>. The beach has additional lifeguards that will help enforce “no smoking” on the beach. Councilman Catalano said the beach “wish list” for 2023 includes a foot washing station behind old borough hall, a lifeguard tower at Anchorage Beach, scheduling a day for dune grass planting in the spring, and increase the amount of garbage cans on the beach.

Councilman Keeler reported that the Fire Department had their annual check on their equipment and are waiting for a summary report and he will let the Governing Body know the estimated amount as soon as he gets it. He is also working on setting up a demo for an electric stretcher – they are holding the price quote they gave us last year.

Councilman Bieber reported that they are on track with the short-term rental ordinance roll out – 2<sup>nd</sup> notices have been sent out to those who have not yet registered. We are cleared to begin collecting our municipal tax beginning March 1<sup>st</sup> and are prepared to send violations to those who have not complied with the new ordinance. The bulkhead improvement initiative continue specifically focusing on the downtown – the redevelopment project, JCP&L, and bridge project will already cover 1,000 of the 2,500 feet of bulkhead in the downtown. These actions will then lead the Governing Body to update our current bulkhead ordinance. He reported that he held a meeting to discuss our smoking ordinance as we have not given out a lot of tickets in the past and Council needs to decide how strongly they want this ordinance enforced. We discussed potential enforcement methods and it was suggested to look at neighboring towns to see how they are handling smoking on their beaches – they will meet again next month to formulate a recommendation. There was a Planning Board meeting last week where the board approved the addition of an apartment over Alice’s Kitchen and the approval of the Haven project. He was pleased with the response from the Denholtz team addressing resident’s concerns and resolving them on the spot. Councilwoman Gorman expressed her concerns, as a downtown resident, specifically the physical damage that the homes are susceptible to when this project starts with the driving of the piling vibrations and trucks passing through the streets – that area is very vulnerable.

Councilwoman Gorman urged the Borough to be sensitive to the downtown community. Councilman Booker asked about the timeline for this project - Councilman Bieber responded that this will be a 2-year 4 phase project – should be breaking ground this summer/fall.

Councilwoman Gorman stated that Shore Regional has their spring play, Monty Python, Spamalot. coming up and has a senior night at their dress rehearsal on March 9<sup>th</sup>. She will have the flyer sent out to the condo associations to try and reach the senior community.

Councilman Lamia stated that the water company is currently working on a main break in the north end and reported that there is a sink hole by Tommy’s parking lot that the DOT is working on. He also believes that he has located where the leak is at old Borough Hall and plans to have it sealed. Councilman Lamia asked the Mayor for some assistance reaching out to some of the Beautification Committee members to see if they are interested in continuing to serve.

Mayor Kelly provided an update on the school regionalization - we approved a resolution tonight to hire a mediator to help facilitate an agreement with all parties regarding the funding formula. The mediation meeting is scheduled for March 30<sup>th</sup>. He believes this is progress and looks forward to our next steps.

Councilman Booker reported that we are on track with our budget process and have been coordinating with department heads to get this completed on time. CFO Michael Bascom stated that we are on track – we have the budget workshop scheduled and the five-year capital plan workshop.

**EXECUTIVE SESSION**

**Executive session not held.**

**ADJOURNMENT**

Councilmember Keeler offered a motion to adjourn the meeting; seconded by Councilmember Booker:

<b>Roll Call:</b>	Bieber,	Booker,	Catalano,	Gorman,	Keeler,	Lamia
	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully Submitted,

Christine Pfeiffer  
Borough Clerk