# MINUTES - REGULAR MEETING
## November 14, 2018

The Regular Meeting of the Borough of Sea Girt Council was called to order by Mayor F. Ken Farrell at 7:00 PM on Wednesday, November 14, 2018 at the Sea Girt Elementary School, Bell Place, Sea Girt. Mayor Farrell asked for a moment of silence; he then led those in attendance in the Pledge of Allegiance.

The Municipal Clerk read the Compliance Statement: This meeting is called pursuant to the provisions of the Open Public Meetings Act, C.231, P.L.1975: adequate notice of this meeting has been given by posting a notice on the Borough's official bulletin board and by transmitting a copy of the Notice to the Borough's two official newspapers, *The Asbury Park Press* and *The Coast Star* as required by law.

1. **ROLL CALL:**

| | Present | Absent |
|---|---|---|
| Mayor Farrell | X | |
| Councilman Foley | X | |
| Councilman Meixsell | X | |
| Councilwoman Morris | X | |
| Council President Fetzer | | X |
| Councilman Mulroy | | X |
| Councilwoman Anthony | X | |

2. **APPROVE MINUTES**

**A. Resolution No. 173-2018:** Approve Minutes, Regular Meeting held October 24, 2018

**UPON MOTION** of Councilman Meixsell, seconded by Councilman Foley, carried, that the Minutes of the Regular Meeting on October 24, 2018 be and the same are hereby approved as presented as amended.

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | | | X | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

Council President Fetzer arrived at 7:05 pm.

3. **OPEN DISCUSSION:** Mayor Farrell noted that the County has agreed to put both Washington Blvd. and 8th Avenue paving in their 2019 Capital Budget. The Borough will be responsible for curbs. Mayor Farrell thanked Councilwoman Morris for her efforts on the Library referendum; feels it will be a good thing for Sea Girt.

4. **OLD BUSINESS**

**A. Resolution No. 174-2018:** Award Contract, Improvements to Carriage Way

| VENDOR | AMOUNT |
|---|---|
| Fernandes Construction, Inc., Monroe Township, NJ | $278,000 |
| Shore Top Construction Corp., Farmingdale, NJ | 265,075 |

Council President Fetzer noted we should get a Freehold Soil Conservation District Permit. Mayor Farrell said if necessary, we will obtain. Mayor Farrell request to have our Engineer expedite responses to Council President Fetzer.

**UPON MOTION** of Councilwoman Morris, seconded by Councilman Meixsell, carried, that the following Resolution be and the same is hereby adopted:

**WHEREAS,** the Borough of Sea Girt advertised for bids on October 11, 2018 in accordance with the specifications prepared by Leon S. Avakian, Inc. for the Project known as Carriage Way Improvements in the Borough of Sea Girt, Monmouth County, NJ and received bids on October 23, 2018; and,

**WHEREAS,** two (2) vendors submitted proposals by the date and time required in the Bid Specifications:

| BIDDER | BASE BID |
|---|---|
| Shore Top Construction Corp. | $265,075 |
| Fernandes Construction, Inc. | 278,000 |

**WHEREAS,** bids have been reviewed by the Borough Attorney for compliance with the Local Public Contracts Law, *N.J.S.A.* 40A:11, et seq., and found to be in compliance with the same; and,

**WHEREAS,** the Borough Engineer and Borough Attorney recommend the award of the contract to the low bidder, Shore Top Construction Corp. in accord with the Local Public Contracts Law, N.J.S.A. 40A:11, et seq.; and,

**WHEREAS,** funds are available for this Project and the Chief Financial Officer has so certified.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The bid of the low bidder, Shore Top Construction Corp is accepted subject to all conditions outlined in the Notice to Bidders, the Bid Specifications and Contract Documents, in the amount of $265,075.
2. The Mayor and Municipal Clerk are hereby authorized to execute the contract with Shore Top Construction Corp, Farmingdale, NJ for the said Project.
3. The Borough Clerk is authorized to return the bid bond and/or other security received from the unsuccessful bidder(s) within three (3) days after execution of the contract and to notify all bidders of the award of the contract.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be supplied to the following for their information and action:

1. Shore Top Construction Corp
2. Leon S. Avakian, Inc.
3. Chief Financial Officer, Lorraine P. Carafa
4. Nicholas C. Montenegro, Esquire

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

**B. Resolution No. 175-2018:** Authorize JCP & L to extend service for streetlights to Washington Blvd. east of 5$^{th}$ Avenue, install new lights per plan, remove and dispose of old lights and install new lights at various locations in the Borough at the cost of $91,856.25; and authorize Mayor and Clerk to execute Fixed Cost Agreement for the same.

Mayor Farrell explains adding lights and replacing the rusty lights on and near First Avenue which will enhance the lighting. Money for this project is coming from FEMA escrow and grant fund.

**UPON MOTION** of Councilwoman Anthony, seconded by Councilman Foley, carried, that the following Resolution be and the same is hereby adopted:

**WHEREAS,** the Borough of Sea Girt has been in discussions with Jersey Central Power and Light for various services at various locations throughout the Borough, including but not limited to the extension of service for streetlights on Washington Blvd. east of Fifth Avenue; the removal and disposal of old streetlights and the installation of new light fixtures; and,

**WHEREAS,** the cost for these improvements including new light fixtures is $91,856.25; and,

**WHEREAS,** funds are available for this Project and the Chief Financial Officer has so certified.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council hereby authorizes the Mayor and Clerk to execute the agreement with Jersey Central Power and Light to perform various improvements to streetlights in the Borough including but not limited to the extension of service, the installation of new "acorn" style lights; the removal and disposal of old street lights and replacement of the same per the attached list and other project components as discussed at the cost of $91,856.25.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be supplied to the following for their information and action:

1. John Meehan, Area Manager, JCP&L
2. Chief Financial Officer

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | | | | |
| Councilman Mulroy | X | | X | |
| Councilwoman Anthony | X | | | |

**5. NEW BUSINESS**

**A.** Ordinances Introduction:

1. The Mayor to read the said Ordinance by Title:

**ORDINANCE NO. 22-2018**
**AN ORDINANCE TO AMEND VARIOUS FEES AND PENALTIES OF THE BOROUGH CODE OF THE BOROUGH OF SEA GIRT, COUNTY OF MONMOUTH, NEW JERSEY**

**WHEREAS,** the Borough Code of the Borough of Sea Girt governs fees and penalties for the Borough of Sea Girt; and,

**WHEREAS,** based on an investigation conducted by the various Borough officials and professionals, the modification of fees and penalties attached hereto as Schedule A has been recommended, said modifications to be effective on January 1, 2019.

**BE IT ORDAINED** by the Borough Council of the Borough of Sea Girt, Monmouth County, as follows:

**Section 1.** The Sections of the Code of the Bórough of Sea Girt regarding fees and penalties as referenced in Schedule A attached hereto, are hereby amended, as more particularly set forth in Schedule A, a copy of which are on file in the office of the Borough Clerk.

**Section 2.** All amendments to said fees and penalties by this Ordinance shall be effective on January 1, 2019.

**Section 3.** If any articles, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect, and to this end the provisions of this Ordinance are hereby declared severable.

**Section 4.** All other Ordinances in conflict or inconsistent with this Ordinance are hereby repealed, but only to the extent of such conflict or inconsistency. In the event of any inconsistencies between the provisions of this Ordinance and any prior Ordinances, the provisions hereof shall be determined to govern.

**Section 5.** This Ordinance shall take effect twenty (20) days after adoption and final publication as required by law.

**UPON MOTION** of Councilwoman Morris, seconded by Council President Fetzer, carried, that the said Ordinance be and the same is hereby adopted on the first reading, directing the Clerk to post and publish as required by law and setting the date of the public hearing as December 5, 2018.

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |

| | | | | |
|---|---|---|---|---|
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

2. **Ordinance No. 23-2018:** Mayor Farrell explains and notes that he is concerned about the safety of the public. Councilman Foley is not in favor and would agree to extend the hours 5:00 am – 9:00 am through November 1st; Councilwoman Morris likes Councilman Foley's idea to extend until November 1st; unfortunate that there are a few riders who ride without regard for others. Council President Fetzer likes to use the boardwalk and leaving hours to remain as is; Councilwoman Anthony is in favor of leaving rule as is; persistent violator. Mayor Farrell noted that no action will be taken tonight and will revisit in January, 2019.

**B. Resolution No. 176-2018**: Amending the hourly rate for Class I Special Law Enforcement Officer Courtney Pearce during the performance of her duty as crossing guard for St. Mark's

**UPON MOTION** of Council President Fetzer, seconded by Councilwoman Anthony, carried, that the following Resolution be and the same is hereby adopted:

**WHEREAS**, the Borough of Sea Girt Police Department is in need of the services of a Crossing Guard during the conduct of St. Mark's CCD classes; and,

**WHEREAS,** the Chief of Police has recommended Courtney Pearce for this position at the rate of $17.49 per hour.

**NOW, THEREFORE, BE IT RESOLVED** that the above-named individual's hourly rate shall be amended to $17.49 per hour for her duty as crossing guard for the St. Mark's CCD class, effective October 1, 2018 .

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be supplied to Chief Davenport for his information and the Chief Financial Officer for his action.

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

**C. Resolution No. 177-2018:** Authorize 2018 appropriations transfers

**UPON MOTION** of Councilman Meixsell, seconded by Councilman Foley, carried, that the following Resolution be and the same is hereby adopted:

**WHEREAS,** the Local Budget Law (*N.J.S.A.* 40A:4-1, et seq.) permits the transfer of funds between appropriations during the last two months of the current budget year; and,

**WHEREAS,** the Chief Financial Officer has determined that certain 2018 appropriations of the Borough of Sea Girt require additional funds while other appropriations have an available balance not needed for its original purposes.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Girt that the following appropriations transfers as listed below be and the same are hereby approved:

| Account No. | Appropriation Title | Transfer In | Transfer Out |
|---|---|---|---|
| **Current Fund:** | | | |
| 8-01-21-180-029 | Planning Board, Contractual | | $15,000. |
| 8-01-25-240-011 | PD, Regular Pay | $14,500. | |
| 8-01-25-240-012 | PD, Part-time S/W | 2,500. | |
| 8-01-25-240-014 | PD, Overtime | 1,000. | |
| 8-01-26-290-012 | PW, Part-time S/W | 10,000. | |
| 8-01-27-330-108 | Regional Health Commission | 125. | |
| 8-01-36-472-001 | Social Security | | 13,125. |
| 8-01-29-390-011 | Library, S/W | 3,000. | |
| 8-01-29-390-024 | Library, Maintenance of Property | | 1,500. |
| 8-01-29-390-026 | Library, Office supplies | | 1,500. |
| 8-01-36-475-001 | PFRS | 2. | |
| 8-01-36-473-001 | DCRP | | 2. |
| | | | |
| | **Total Current Fund** | $31,127. | $31,127. |
| **Account No.** | **Appropriation Title** | **Transfer In** | **Transfer Out** |
| **Water-Sewer Utility Fund:** | | | |
| 8-05-55-501-011 | Regular Pay | $18,000. | |
| 8-05-55-501-014 | Overtime | | $ 9,000. |
| 8-05-55-502-073 | Hydrants | | 10,000. |
| 8-05-55-502-114 | Laboratory Tests | | 10,000. |
| 8-05-55-502-116 | Water Taps | 15,000. | |
| 8-05-55-506-244 | SMMUA | | 4,000. |
| | | | |
| | **Total Water-Sewer Utility Fund** | $33,000. | $33,000. |
| **Beach Utility Fund:** | | | |
| 8-09-55-130-028 | Finance, Misc. | $7,000. | |
| 8-09-55-165-029 | Beach, Engineering | | $3,500. |
| 8-09-55-380-150 | Beach Badges | | 3,500. |
| | | | |
| | **Total Beach Utility Fund** | $7,000. | $7,000. |
| | | | |

**BE IT FURTHER RESOLVED** that the following amount be canceled from the appropriation listed:

8-09-55-501-507 NGTC, Other $375.75

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be supplied to the Chief Financial Officer for his information and further action.

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

**D. Resolution No. 178-2018:** Authorize purchase, TM34TE Nifty Lift, Atlantic Aerial Manalapan, $23,238.95

**UPON MOTION** of Councilman Meixsell, seconded by Councilwoman Anthony, carried, that the following Resolution be and the same is hereby adopted:

**WHEREAS**, the Borough of Sea Girt wishes to purchase a RM34TE Nifty Lift; and,

**WHEREAS**, written proposals were received from the following vendors:

| | |
|---|---|
| Skyworks Equipment Rental, | $24.200 |
| Prolift of NJ Inc. | $24,300 |
| Atlantic Aerials Manalapan | $23,238.95; and, |

**WHEREAS**, funds are available for this purchase pursuant to the Borough's 2017 Capital Program in account C-04-55-551-502.

**NOW, THEREFORE, BE IT RESOLVED** that the purchase of a RM34TE Nifty Lift at the cost of $23,238.95 from Atlantic Aerials Manalapan, Manalapan, NJ be and the same is hereby approved.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be supplied to the Chief Financial Officer for further action.

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

**E. Resolution No. 179-2018:** Authorize purchase, Core & Main, LP through SMMUA Cooperative Purchasing Agreement, water meters and MXU's, $34,880

**UPON MOTION** of Council President Fetzer, seconded by Councilman Foley, carried, that the following Resolution be and the same is hereby adopted:

**WHEREAS**, the Borough of Sea Girt is a member of the Southeast Monmouth Municipal Utilities Authority Cooperative Pricing Agreement and pursuant to this Agreement, wishes to purchase hardware from Core & Main, LP, St. Louis, MO for the purpose of continuing the implementation of the automated meter reading program for the Water-Sewer Department of the Borough of Sea Girt; and,

**WHEREAS,** funds are available for this purpose in account W-06-55-589-502 and W-06-55-591-501 and the Chief Financial Officer so certifies.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of Sea Girt that purchase of hardware in the amount of $34,880.00 from Core & Main, LP, St. Louis, MO pursuant to the Southeast Monmouth Municipal Utilities Authority Cooperative Pricing Agreement for continuing the implementation of the automated meter reading program be and the same is hereby approved.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be supplied to Core & Main, LP, St. Louis, MO; Michael McArthur, Assistant Manager, Department of Public Works and Licensed Water Plant Operator for their information and the Chief Financial Officer for his action.

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

**F. Resolution No. 180-2018:** Authorize Maintenance Bond Refund, PCAM Associates, Inc., $18,405

**UPON MOTION** of Councilman Meixsell, seconded by Councilwoman Morris, carried, that the following Resolution be and the same is hereby adopted:

**WHEREAS,** PCAM Associates, Inc. posted a cash Maintenance Bond in the amount of $18,405.00 for the one-year period through October 5, 2018 for the project known as Washington and Trenton Subdivision; and,

**WHEREAS,** PCAM Associates has requested that the cash Maintenance Bond in the amount of $18,405.00 be refunded to them as the required one-year period for the Maintenance Bond has expired.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Sea Girt that the request of PCAM Associates, Inc. for the refund of the cash maintenance bond in the amount of $18,405.00 be and the same is hereby approved.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be supplied to:

1. Borough of Sea Girt Chief Financial Officer for his information and further action;
2. Anthony Mazzone, PCAM Associates, Inc.
3. Peter Avakian, Borough Engineer

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |

| | | | | |
|---|---|---|---|---|
| Councilwoman Morris | X | | | |
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

**G. Resolution No. 181-2018:** Review Condition Report, Carriage Way Sanitary Sewer, authorize repair or replacement as recommended by Borough Engineer including the preparation of bids and specifications and receipt of bids pursuant to the Local Public Contracts Law, N.J.S.A 40A:11-1, et seq.

**UPON MOTION** of Councilwoman Morris, seconded by Council President Fetzer, carried, that the following Resolution be and the same is hereby adopted:

**WHEREAS,** the Borough Council has directed the Borough Engineer to evaluate the sanitary sewer through Crescent Park and issue a report as to its condition as well as to make recommendations to Council for any needed repair and/or replacement; and,

**WHEREAS,** in furtherance of this effort, the Borough QPA has authorized American Pipe Cleaning, LLC to clean and inspect the existing VCP sanitary sewer and provide a videotape of said sanitary sewer to the Borough Engineer for his review; and,

**WHEREAS,** the Borough Engineer has reviewed the videotape and recommends the following, to wit: the repair of the main by installing a liner.

**NOW, THEREFORE, BE IT RESOLVED** that based upon the recommendations of the Borough Engineer as noted, the Borough Council hereby authorizes the preparation of plans and specifications to repair/replace the sanitary main through Crescent Park as recommended by the Borough Engineer, and further authorizes the Borough Administrator to issue/receive bids for this project as soon as possible pursuant to the provisions of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be supplied to the Borough Engineer for his information and further action.

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

**H. Resolution No. 182-2018**: Authorize Change Order and Supplemental Agreement No. 1 and Payment No. 1 in the amount of $133,209.44 to Thor Construction Group, LLC

**UPON MOTION** of Councilman Foley, seconded by Councilman Meixsell, carried, that the following Resolution be and the same is hereby adopted:

**WHEREAS,** the Borough of Sea Girt awarded a contract in the amount of $181,170 to Thor Construction Group, LLC, West Long Branch, NJ for the Project known as Improvements to Baltimore Park on June 13, 2018 in the amount of $181,170; and,

**WHEREAS**, field modifications were made resulting in the reduction of quantities and costs of Items No. 1, 4 and B2 and a reduction to the contract price of $16,830 and there were additions to the contract, Items No. SA1-1 and SA1-2 increasing the contract price by $20,978 as specified within the Change Order and Supplemental Agreement No. 1 representing a net increase to the contract of $4,148 and a new contract total of $185,318; and,

**WHEREAS**, the contractor has submitted the Request for Payment #1 in the amount of $135,928 less retainage of 2% or $2,718.56 for a net of $133,209.44 that has been reviewed by the Project Engineer and found to be correct.

**NOW THERFORE BE IT RESOLVED,** by the Council of the Borough of Sea Girt as follows:

1. That Change Order and Supplemental Agreement No. 1 representing a net increase to the contract of $4,148 a new contract total of $185,318 be and the same is hereby approved;
2. That Payment No. 1 in the net amount of $133,209.44 ($135,928 less retainage of 2%, $2,718.56) to Thor Construction Group, LLC, West Long Branch, NJ be and the same is hereby approved.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution shall be supplied to:

1. Earle Construction Company, Farmingdale, NJ
2. Peter R. Avakian, Borough Engineer

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

**I. Resolution No. 183-2018**: Authorize refund, water and sewer taps installation fees, Thomas and Sarah Downey, $6,200.00.

**UPON MOTION** of Councilman Meixsell, seconded by Council President Fetzer, carried, that the following Resolution be and the same is hereby adopted:

**WHEREAS**, Thomas and Sarah Downey, owners of record of the property known as 503 Trenton Boulevard in the Borough of Sea Girt, submitted payments in the amount of $3,400 for the installation of a water tap and $2,800 for the installation of a sewer tap on May 25, 2018; and,

**WHEREAS**, upon start of construction, it was determined that water and sewer taps already exist at this location.

**NOW, THEREFORE, BE IT RESOLVED** that a refund in the amount of $6,200 to Thomas and Sarah Downey be and the same is hereby authorized.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be supplied to Mr. and Mrs. Downey for their information and the Chief Financial Officer for further action.

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

**12. ADMINISTRATOR REPORTS/DISCUSSION**

- Best Practices Inventory, CY2018 - the Borough is required to submit the completed Inventory by November 12 per the DCA; further requirements include certification of the survey by the Administrator and CFO; the Clerk must attest to their certifications. The results must also be presented and discussed at a public meeting. The survey has been revised for 2018: there are now 61 questions that must be answered, with another 22 that only apply to certain municipalities; the municipality must receive positive credit on a minimum of 46 questions in order to avoid the State withholding aid based upon a sliding scale. The Borough's positive score is 55 out of 61, so we will receive 100% of our State Aid allocation for 2018. The Borough's Inventory has been certified by the Administrator and CFO and I have attested to the same. See attached survey.

- **Other:** The suggested revisions to the Borough's Development Ordinances have been sent to our professionals for review and further response; still waiting responses and will be made available upon receipt.

- November 22nd and 23rd: Thanksgiving Holiday; Borough offices closed;

- Monday, December 3: Christmas Tree Lighting/Celebration, The Plaza, 7:00 PM;

- Final 2018 Coffee with the Mayor will be Saturday, December 1 at 9 AM in the Fire Hall

- Happy Thanksgiving to all!

13. **QPA REPORTS** (of activity since previous Council Meeting): Down to Earth Landscaping, $3,600, Carriage Way Interim repairs; American Pipe Cleaning, LLC, not to exceed $6,800, Carriage Way Sanitary Sewer inspection and report.

14. **COUNCIL REPORTS:** Councilpersons Foley, Meixsell and Morris had no reports.

- Councilwoman Anthony reported that Brendan O'Reilly is the new Board of Education member.

- Council President Fetzer noted the next PBA negotiating session is Monday, November 19th.

- Mayor Farrell noted SMRSA was recognized for its program of pump station resiliency; wished everyone a Happy Thanksgiving.

**15. Resolution No. 184-2018:** Payment of bills

BE IT RESOLVED, by the Borough Council of the Borough of Sea Girt that the bills be paid as appearing on the attached Bill Lists date November 9, 2018 in the totals as follows:

| | |
|---|---|
| CURRENT FUND | $ 808,215.22 |
| WATER/SEWER OPERATING FUND | $ 101,097.31 |
| BEACH OPERATING FUND | $ 12,353.14 |
| TRUST FUND | $ 21,827.50 |
| RECREATION TRUST FUND | $ 9,717.78 |
| CAPITAL FUND | $ 23,649.97 |
| UNEMPLOYMENT TRUST FUND | $ 104.44 |

**Recorded Vote:**

| | AYES | NAYS | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Councilman Foley | X | | | |
| Councilman Meixsell | X | | | |
| Councilwoman Morris | X | | | |
| Council President Fetzer | X | | | |
| Councilman Mulroy | | | X | |
| Councilwoman Anthony | X | | | |

**16. PUBLIC PARTICIPATION ON ANY SUBJECT** (Comments limited to 7 minutes)

Mary Scheiderman, Baltimore Blvd., noted $500 fee for trees is too high; she has a tree encroaching on power line in her backyard. Councilman Foley advises her to call JCP&L on trimming; Mayor Farrell will contact John Meehan our area representative; speeding in Sea Girt is an issue; add lights to side streets.

Lynn Ward, Sea Girt Avenue, asked if there was a timetable for a response from Professionals; Mayor responded suspects by December; Ms. Ward will provide additional information if necessary. Councilwoman Anthony asked if some of the homes you are concerned about are built as a result of variances; Ms. Ward responded not necessarily; further comments on "intent" of zoning ordinances.

Julie Higgins, Wilton, CT., is buying a property in Sea Girt and asked what advice the Council can provide in her circumstance of purchasing a corner lot; urges Council to take a narrow view vs. an unduly broad view. Councilman Foley responds it's not fair to change rules so drastically; Mayor Farrell further discusses Ordinances.

Megan Pacetti, Washington Blvd. thanked the Mayor for his input at the last Planning Board meeting; she also thanked Ms. Ward for her efforts; get new electronic speed sign; is in favor of new lights on Washington Blvd.

Patrick Finn, Chicago Blvd., is considering renovating his home; concerned about "future" rules; impacted by a single builder and architect who is abusing the rules; opposed to changing current ordinances; he complimented Chief Davenport on his Officers.

Paul Lawrence, Architect doesn't recall ever building a 6 or 7 bedroom house on a 50' lot.

Sharon Kregg, Brooklyn Blvd., comments that several residents don't want 2 ½ story houses that will change their street; there is a pole behind her home that is unsafe; sidewalk near baseball field is in bad shape.

John O'Grady, The Terrace, new sound system; no bikes on the boardwalk; enforce state rules on bicycles; Chief should have a microphone.

There being no further comments, the public hearing was closed by consensus. There being no further business, and **UPON MOTION** of Councilwoman Morris, seconded by Councilman Meixsell, carried, that the meeting be finally adjourned at 9:00 PM.

Lorraine P. Carafa

LORRAINE P. CARAFA, RMC
Municipal Clerk

November 9, 2018
02:54 PM

BOROUGH OF SEA GIRT
Bill List By P.O. Number



P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

| PO # | PO Date | Vendor | | PO Description | Status | Amount | Void Amount | PO Type |
|---|---|---|---|---|---|---|---|---|
| 18-00002 | 01/09/18 | 00045 | SEA GIRT BOARD OF ED | School Tax 2nd half 2018 | Open | 383,632.00 | 0.00 | B |
| 18-00011 | 01/10/18 | SBS01 | Stewart Business Systems | B045:510907, Maintenance | Open | 204.41 | 0.00 | B |
| 18-00026 | 01/12/18 | 01688 | HORIZON BC/BS OF NJ DENTAL | 2018 Dental Ins | Open | 2,635.30 | 0.00 | B |
| 18-00027 | 01/12/18 | 01142 | STANDARD INSURANCE COMPANY | 2018 Short term disability Ins | Open | 254.40 | 0.00 | B |
| 18-00028 | 01/12/18 | 00964 | A'S GARDEN & HOME CENTER | 2018 Misc Supplies | Open | 10.15 | 0.00 | B |
| 18-00029 | 01/12/18 | 00964 | A'S GARDEN & HOME CENTER | Misc. Supplies 2018 | Open | 127.82 | 0.00 | B |
| 18-00032 | 01/12/18 | AMMM01 | Apruzzese, McDermott, Mastro | 2018 Services | Open | 12,131.00 | 0.00 | B |
| 18-00033 | 01/12/18 | 00295 | ASBURY PARK PRESS | 2018 Legal ads | Open | 1,660.60 | 0.00 | B |
| 18-00036 | 01/12/18 | 00008 | AT&T | 2018 Services | Open | 61.13 | 0.00 | B |
| 18-00037 | 01/12/18 | 00046 | AQUATIC SERVICES - E. Runyon | 2018 Lab Testing Services | Open | 324.00 | 0.00 | B |
| 18-00041 | 01/12/18 | 00774 | BOROUGH OF BRIELLE | 2018 Gasoline Interlocal | Open | 4,831.26 | 0.00 | B |
| 18-00042 | 01/12/18 | 00490 | CERTIFIED SPEEDOMETER | 2018 Calabration testing | Open | 197.50 | 0.00 | B |
| 18-00044 | 01/12/18 | 00136 | THE COAST STAR | 2018 Legal ads | Open | 36.62 | 0.00 | B |
| 18-00045 | 01/12/18 | 00136 | THE COAST STAR | 2018 Legal ads | Open | 13.84 | 0.00 | B |
| 18-00046 | 01/12/18 | 00233 | Copy Center Inc. | 2018 Maintenance | Open | 222.80 | 0.00 | B |
| 18-00047 | 01/12/18 | 00233 | Copy Center Inc. | 2018 Maintenance | Open | 65.39 | 0.00 | B |
| 18-00048 | 01/12/18 | 00136 | THE COAST STAR | 2018 Hydrant Flushing | Open | 153.60 | 0.00 | B |
| 18-00052 | 01/12/18 | CROSS01 | Cross Over Networks | 2018 IT Maintenance | Open | 14,381.80 | 0.00 | B |
| 18-00055 | 01/12/18 | 00643 | FEDERAL EXPRESS CORP. | Shipping | Open | 34.54 | 0.00 | B |
| 18-00060 | 01/12/18 | 00016 | JERSEY CENTRAL POWER & LIGHT | 2018 Service | Open | 1,112.24 | 0.00 | B |
| 18-00061 | 01/12/18 | 00016 | JERSEY CENTRAL POWER & LIGHT | 2018 Service | Open | 2,370.07 | 0.00 | B |
| 18-00062 | 01/12/18 | 00016 | JERSEY CENTRAL POWER & LIGHT | 2018 Service | Open | 2,555.73 | 0.00 | B |
| 18-00063 | 01/12/18 | 00016 | JERSEY CENTRAL POWER & LIGHT | 2018 Services | Open | 238.92 | 0.00 | B |
| 18-00064 | 01/12/18 | 00016 | JERSEY CENTRAL POWER & LIGHT | 2018 Services | Open | 124.95 | 0.00 | B |
| 18-00065 | 01/12/18 | 00016 | JERSEY CENTRAL POWER & LIGHT | 2018 Service | Open | 6.78 | 0.00 | B |
| 18-00067 | 01/12/18 | H2M | H2M Associates, Inc. | 2018 Services | Open | 1,175.00 | 0.00 | B |
| 18-00068 | 01/12/18 | 01230 | KEPWEL SPRING WATER CO., INC. | 2018 Bottled Water Delivery | Open | 28.90 | 0.00 | B |
| 18-00069 | 01/12/18 | 01230 | KEPWEL SPRING WATER CO., INC. | 2018 Botteled Water Delivery | Open | 49.75 | 0.00 | B |
| 18-00070 | 01/12/18 | 01230 | KEPWEL SPRING WATER CO., INC. | 2018 Botteled Water Delivery | Open | 35.75 | 0.00 | B |
| 18-00072 | 01/12/18 | LEVEL3 | Level 3 | 2018 Services | Open | 955.68 | 0.00 | B |
| 18-00076 | 01/12/18 | MAZZA | Mazza Mulch, Inc. | 2018 Recycling, Brush | Open | 890.00 | 0.00 | B |
| 18-00077 | 01/12/18 | 00040 | MONMOUTH COUNTY TREASURER | 2018 Tipping Fees | Open | 6,767.04 | 0.00 | B |
| 18-00078 | 01/12/18 | 01166 | MONTENEGRO, THOMPSON, ET ALS. | 2018 Services | Open | 14,017.26 | 0.00 | B |
| 18-00082 | 01/12/18 | 00051 | NJ NATURAL GAS CO. | 2018 Service | Open | 30.80 | 0.00 | B |
| 18-00085 | 01/12/18 | 01942 | ONE CALL CONCEPTS | 2018 Mark-out service | Open | 51.25 | 0.00 | B |
| 18-00086 | 01/12/18 | 00068 | OLD TOWNE CAR WASH INC. | Car Washing | Open | 64.00 | 0.00 | B |
| 18-00087 | 01/12/18 | 00614 | Optimum | 2018 Cable | Open | 97.34 | 0.00 | B |
| 18-00088 | 01/12/18 | 00614 | Optimum | 2018 Cable | Open | 377.09 | 0.00 | B |
| 18-00089 | 01/12/18 | 00614 | Optimum | 2018 Cable | Open | 275.94 | 0.00 | B |
| 18-00091 | 01/12/18 | 00321 | SEABOARD WELDING SUPPLY, INC. | 2018 Rentals | Open | 27.00 | 0.00 | B |
| 18-00094 | 01/12/18 | SBS01 | Stewart Business Systems | 2018 Maintenance | Open | 45.53 | 0.00 | B |
| 18-00095 | 01/12/18 | 01635 | SWIFTREACH NETWORKS, INC. | 2018 Service | Open | 302.86 | 0.00 | B |
| 18-00097 | 01/12/18 | TU01 | TransUnion Risk & Alternative | 2018 Background Searches | Open | 25.00 | 0.00 | B |
| 18-00098 | 01/12/18 | TR01 | Test Rite - Diesel Emission | 2018 Emissions Testing | Open | 450.00 | 0.00 | B |
| 18-00102 | 01/12/18 | 00007 | VERIZON | 2018 Service | Open | 274.37 | 0.00 | B |
| 18-00103 | 01/12/18 | 00007 | VERIZON | 2018 Service | Open | 40.88 | 0.00 | B |
| 18-00104 | 01/12/18 | 00007 | VERIZON | 2018 Service | Open | 107.81 | 0.00 | B |
| 18-00107 | 01/12/18 | 00349 | VERIZON WIRELESS | 2018 Service | Open | 211.69 | 0.00 | B |
| 18-00108 | 01/12/18 | 00349 | VERIZON WIRELESS | 2018 Service | Open | 426.62 | 0.00 | B |
| 18-00112 | 01/12/18 | 01786 | TOWNSHIP OF WALL | Municipal Court Services 2018 | Open | 350.00 | 0.00 | B |

| PO # | PO Date | Vendor | | PO Description | Status | Amount | Void Amount | PO Type |
|---|---|---|---|---|---|---|---|---|
| 18-00113 | 01/12/18 | CLF01 | Carton Law Firm | Pro | Open | 953.75 | 0.00 | B |
| 18-00241 | 02/16/18 | 01886 | RUTGERS THE STATE UNIV OF NJ | Registration, C Willms | Open | 563.00 | 0.00 | |
| 18-00251 | 02/23/18 | 00349 | VERIZON WIRELESS | 2018 Service | Open | 156.48 | 0.00 | B |
| 18-00398 | 04/09/18 | AWCC01 | United Cleaning Contractors,In | window cleaning | Open | 175.00 | 0.00 | B |
| 18-00399 | 04/17/18 | BDL | By Design Landscapes, Inc. | Garden Maintenance | Open | 1,720.00 | 0.00 | B |
| 18-00550 | 06/07/18 | 00081 | NJ ST.ASSOC., CHIEFS of POLICE | Course registration, Z Sherman | Open | 105.00 | 0.00 | |
| 18-00553 | 06/07/18 | NJPCF | NJ Police Chief's Foundation | Course Registration, J Macko | Open | 210.00 | 0.00 | |
| 18-00557 | 06/08/18 | UARM01 | Up N Runnin' II, LLC | Repair Truck # 1 | Open | 212.50 | 0.00 | B |
| 18-00562 | 06/11/18 | 00228 | TRANS-BEARING CO. INC. | Parts | Open | 668.45 | 0.00 | |
| 18-00603 | 06/26/18 | 01886 | RUTGERS THE STATE UNIV OF NJ | Registration, T Palmer | Open | 572.00 | 0.00 | |
| 18-00619 | 06/29/18 | 00053 | VAN WICKLE AUTO SUPPLY | Blanket | Open | 167.13 | 0.00 | B |
| 18-00629 | 06/29/18 | 00203 | Ruderman, Horn & Esmerado PC | 2018 Legal services | Open | 5,468.00 | 0.00 | B |
| 18-00639 | 07/06/18 | 00342 | H.T. HALL MONUMENTS | Refurbish plaque | Open | 375.00 | 0.00 | |
| 18-00657 | 07/11/18 | PRINCIPA | Principal Life Insurance Co | Life Insurance, Start 7/1/18 | Open | 225.61 | 0.00 | B |
| 18-00708 | 07/27/18 | 01568 | NJ DEPT. OF LABOR & WORKFORCE | Reimbursable charges | Open | 104.44 | 0.00 | B |
| 18-00729 | 08/02/18 | 00093 | MANASQUAN FIRST AID SQUAD | 2018 Contribution | Open | 40,000.00 | 0.00 | |
| 18-00736 | 08/06/18 | 00081 | NJ ST.ASSOC., CHIEFS of POLICE | Regustration, J Macko | Open | 1,200.00 | 0.00 | |
| 18-00744 | 08/07/18 | 00410 | INST. FOR PROF. DEVELOPMENT | Seminar Registration, L Carafa | Open | 125.00 | 0.00 | |
| 18-00767 | 08/16/18 | 01232 | FALKINBURG'S TREE EXPERT CO. | Tree removal & trimming srv. | Open | 8,100.00 | 0.00 | B |
| 18-00817 | 09/04/18 | 00392 | LEON S. AVAKIAN INC. | Semanik/Petronko | Open | 375.00 | 0.00 | B |
| 18-00822 | 09/05/18 | 00078 | NJ STATE LEAGUE OF MUN. | 103rd Annual League Conference | Open | 110.00 | 0.00 | |
| 18-00823 | 09/05/18 | RANJ | Registrar's Assoc. of NJ | NJRA Fall Registrar Meeting | Open | 75.00 | 0.00 | |
| 18-00826 | 09/05/18 | 00529 | SIRCHIE FINGER PRINTERS | Evidence bags | Open | 300.52 | 0.00 | |
| 18-00838 | 09/10/18 | FF001 | Firefighter One | 3 way manifold | Open | 3,419.72 | 0.00 | |
| 18-00859 | 09/19/18 | GSI01 | Glenco Supply, Inc. | Requisition Request 18-214 | Open | 495.50 | 0.00 | |
| 18-00860 | 09/20/18 | FARMINGD | Farmingdale Recycling | Recycling | Open | 671.97 | 0.00 | B |
| 18-00862 | 09/20/18 | PDMS01 | Power DMS, Inc. | Renewal | Open | 4,545.75 | 0.00 | |
| 18-00877 | 09/26/18 | 00805 | ATLANTIC FARMS Inc. | Wagon for Halloween Hayride | Open | 900.00 | 0.00 | |
| 18-00887 | 10/02/18 | 00053 | VAN WICKLE AUTO SUPPLY | Requisition Request 18-225 | Open | 3,199.00 | 0.00 | |
| 18-00891 | 10/02/18 | 01309 | Hunter Keystone Peterbilt LP | Requisition Request 18-231 | Open | 184.85 | 0.00 | |
| 18-00898 | 10/03/18 | 01741 | PATRICIA PETERSON | Advance for Halloween supplies | Open | 3.79 | 0.00 | |
| 18-00900 | 10/09/18 | 00693 | ODB COMPANY | Requisition Request 18-234 | Open | 795.00 | 0.00 | |
| 18-00901 | 10/09/18 | 00169 | GOODYEAR TIRE CRAFT | Trailer Tires | Open | 250.00 | 0.00 | |
| 18-00902 | 10/09/18 | PCAM | PCAM Associates, Inc. | Balance of Maintenance Bond | Open | 18,765.00 | 0.00 | |
| 18-00910 | 10/12/18 | 01697 | P L Custom Body & Equip. Co. | Emergency repair 44-88 | Open | 1,700.00 | 0.00 | |
| 18-00912 | 10/12/18 | 01693 | FOLEY INC. | Requisition Request 18-237 | Open | 148.14 | 0.00 | |
| 18-00913 | 10/12/18 | 00130 | W.E. TIMMERMAN CO., INC. | Requisition Request 18-238 | Open | 1,067.18 | 0.00 | |
| 18-00917 | 10/16/18 | 00169 | GOODYEAR TIRE CRAFT | Requisition Request 18-240 | Open | 874.36 | 0.00 | |
| 18-00924 | 10/19/18 | 00774 | BOROUGH OF BRIELLE | Fuel Pump srv. per interlocal | Open | 281.66 | 0.00 | |
| 18-00925 | 10/19/18 | LLUKE | Lisa Luke | Reimbursement | Open | 119.99 | 0.00 | |
| 18-00926 | 10/22/18 | HARRIMAN | Dawn Harriman | Reimbursement | Open | 147.96 | 0.00 | |
| 18-00927 | 10/22/18 | 00774 | BOROUGH OF BRIELLE | Fuel pump service | Open | 248.18 | 0.00 | |
| 18-00928 | 10/22/18 | 01912 | STAPLES ADVANTAGE | | Open | 70.01 | 0.00 | |
| 18-00929 | 10/22/18 | 00459 | YARDVILLE SUPPLY CO. | Requisition Request 18-242 | Open | 2,082.50 | 0.00 | |
| 18-00930 | 10/22/18 | 00552 | EDWARDS TIRE CO. | Requisition Request 18-245 | Open | 1,064.16 | 0.00 | |
| 18-00931 | 10/23/18 | 01449 | BURKE ENVIRONMENTAL INC. | Crescent Park weed control | Open | 4,000.00 | 0.00 | |
| 18-00932 | 10/24/18 | 01467 | SNEAKERS PLUS of Wall, Inc. | Volleyball tees, pinnies | Open | 601.00 | 0.00 | |
| 18-00933 | 10/24/18 | 00057 | NJ TRANSIT CORP. | Occupancy permit | Open | 216.00 | 0.00 | |
| 18-00935 | 10/24/18 | SCHEDULE | RagnaSoft, Inc. | PlantIt Police scheduling | Open | 2,035.00 | 0.00 | |
| 18-00936 | 10/24/18 | GP JAGER | G. P. Jager Inc. | Requisition Request 18-247 | Open | 8,820.00 | 0.00 | |
| 18-00937 | 10/25/18 | 01625 | GRAINGER | Requisition Request 18-248 | Open | 99.33 | 0.00 | |
| 18-00938 | 10/25/18 | IMC01 | Interstate Mobile Care | Requisiton Request 18-249 | Open | 642.00 | 0.00 | |
| 18-00940 | 10/25/18 | DOWNEY | Tom & Sarah Downey | Refund W/S taps not needed | Open | 6,200.00 | 0.00 | |
| 18-00956 | 10/30/18 | 01686 | W.B. MASON COMPANY, INC. | Supplies | Open | 82.14 | 0.00 | |

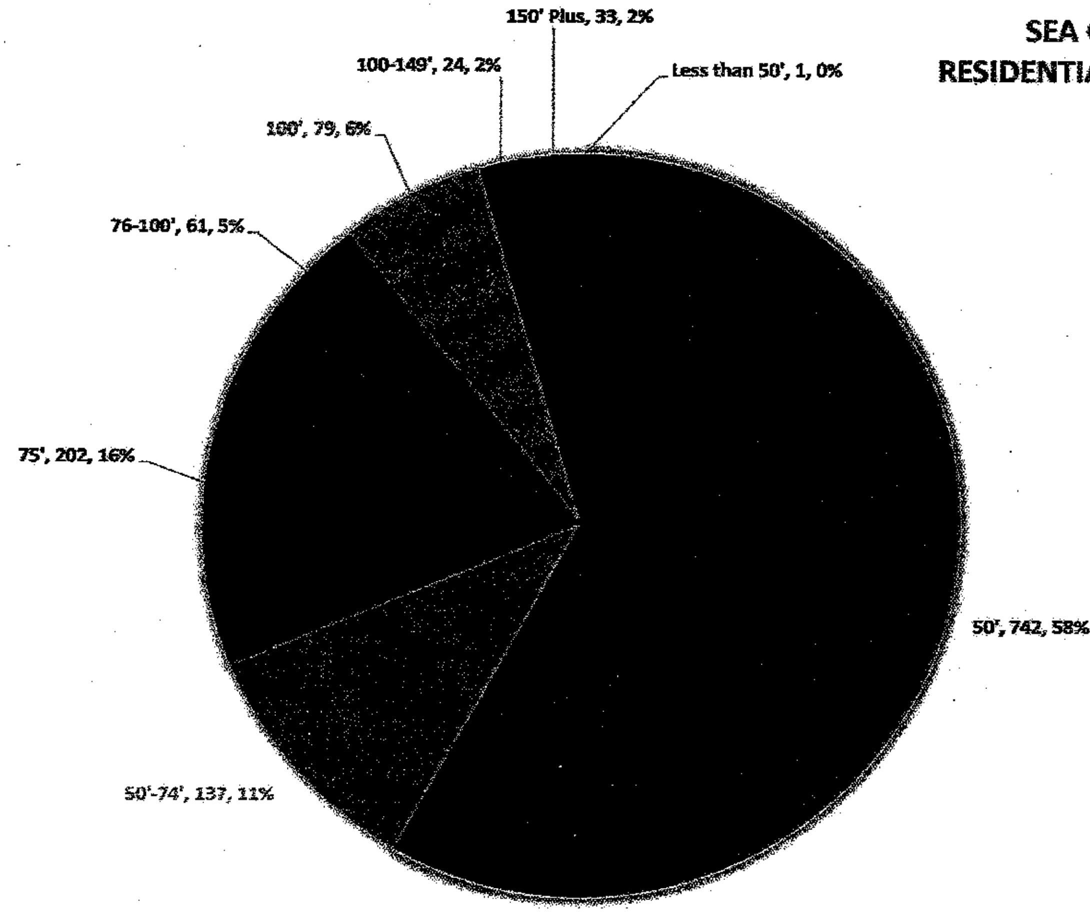
| PO # | PO Date | Vendor | | PO Description | Status | Amount | Void Amount | PO Type |
|---|---|---|---|---|---|---|---|---|
| 18-00958 | 10/31/18 | 00552 | EDWARDS TIRE CO. | Tires for garbage truck | Open | 4,139.10 | 0.00 | |
| 18-00961 | 11/01/18 | TAXAD01 | County Tax Administrator | Records Access Fees 2018 | Open | 500.00 | 0.00 | |
| 18-00962 | 11/01/18 | WENZEL | William A. Wenzel P. C. | Reimburse expenses | Open | 200.00 | 0.00 | |
| 18-00964 | 11/02/18 | ALLAELEC | Allaire Electical Contractors | Install lighting, Paddletennis | Open | 5,800.00 | 0.00 | |
| 18-00965 | 11/02/18 | RTC01 | Robert Cavanaugh-RTC Training | Munchkin Soccer instruction | Open | 3,060.00 | 0.00 | |
| 18-00966 | 11/02/18 | 01585 | MICHAEL T. MCARTHUR | Reimbursement | Open | 198.00 | 0.00 | |
| 18-00968 | 11/02/18 | 00392 | LEON S. AVAKIAN INC. | engineering | Open | 2,875.00 | 0.00 | |
| 18-00969 | 11/05/18 | 01686 | W.B. MASON COMPANY, INC. | | Open | 38.29 | 0.00 | |
| 18-00973 | 11/07/18 | NJAPZA | NJ Assoc. of Planning & Zoning | NJAPZA annual luncheon/Seminar | Open | 70.00 | 0.00 | |
| 18-00975 | 11/09/18 | 00392 | LEON S. AVAKIAN INC. | Carriage Way Imp | Open | 13,031.25 | 0.00 | |
| 18-00976 | 11/09/18 | 00392 | LEON S. AVAKIAN INC. | General Engineering | Open | 8,002.50 | 0.00 | |

Total Purchase Orders: 115 Total P.O. Line Items: 0 Total List Amount: 618,070.62 Total Void Amount: 0.00

| | | | |
|---|---|---|---|
| 18-00026 | Horizon Dental | revised invoice | 2,742.33 |
| 18-00092 | State of NJ | public water tax | 337.90 |
| 18-00878 | Theresa Mergner | face painting | 300.00 |
| 18-00955 | DeShayes Dream Courts | evaluationof courts | 250.00 |
| | U S Bank | MCIA Bond payment | 299,831.25 |
| | State of NJ | Health Benefits | 55,433.26 |
| | | Total | 976,965.36 |

| Totals by Year-Fund Fund Description | Fund | Budget Rcvd | Budget Held | Budget Total | Revenue Total | G/L Total | Total |
|---|---|---|---|---|---|---|---|
| CURRENT FUND | 8-01 | 808,215.22 ~~527,571.38~~ | 0.00 | 527,571.38 | 0.00 | 0.00 | 527,571.38 |
| WATER OPERATING | 8-05 | 94,897.31 ~~16,896.41~~ | 0.00 | 16,896.41 | 6,200.00 | 0.00 | 23,096.41 |
| BEACH OPERATING | 8-09 | 12,353.14 | 0.00 | 12,353.14 | 0.00 | 0.00 | 12,353.14 |
| TRUST OTHER | 8-25 | 21,827.50 | 0.00 | 21,827.50 | 0.00 | 0.00 | 21,827.50 |
| BOARD OF RECREATI | 8-26 | 9,717.78 ~~9,467.78~~ | 0.00 | 9,467.78 | 0.00 | 0.00 | 9,467.78 |
| UNEMPLOYMENT COMP | 8-30 | 104.44 | 0.00 | 104.44 | 0.00 | 0.00 | 104.44 |
| Year Total: | | 588,220.65 | 0.00 | 588,220.65 | 6,200.00 | 0.00 | 594,420.65 |
| GENERAL CAPITAL | C-04 | 23,649.97 ~~23,649.97~~ | 0.00 | 23,649.97 | 0.00 | 0.00 | 23,649.97 |
| Total Of All Funds: | | ~~611,870.62~~ 970,765.36 | 0.00 | 611,870.62 | 6,200.00 | 0.00 | ~~618,070.62~~ 976,765.36 |

## SEA GIRT BOROUGH RESIDENTIAL PROPERTY WIDTHS



# Best Practices Worksheet CY 2018/SFY2019

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|---|---|---|
| | | **Click here, then click on arrow to choose municipality** |
| 0000 | | ***Please see Color Key at bottom of sheet for limits on answers*** |
| | **Answer** | **Question** |
| | | Core Competencies |
| | Yes | Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions? |
| 2 | Yes | Has your municipality filed a copy of all current shared service agreements and amendments thereto, for which it provides a shared service, along with the estimated savings for each party, with the Division as required by N.J.S.A. 40A:65-4b (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)? |
| 3 | Yes | If a final judgment has been entered against the municipality in a legal matter such as a tax appeal, tort claim, or contractual dispute, and there is no further adjudication, or if the municipality reached a final settlement of a legal matter in the past year, has your municipality satisfied its obligations under the final judgment or settlement in a timely fashion pursuant to its terms? This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed for noncompliance with its terms. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier. |
| 4 | Yes | The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2018 that covers the 2017 calendar year? |

# Best Practices Worksheet CY 2018/SFY2019

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|---|---|---|
| | | **Click here, then click on arrow to choose municipality** |
| 0000 | | ***Please see Color Key at bottom of sheet for limits on answers*** |
| | **Answer** | **Question** |
| 5 | N/A | If the amount of a final judgment not covered by a JIF or an insurance carrier exceeds the amount of reserves set aside through prudent fiscal planning, has your municipality submitted a timely refunding bond application to the Local Finance Board in order to satisfy the judgment? |
| 6 | Yes | Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles except for commuting? Only answer "N/A" if your municipality does not have any municipally-owned vehicles. |
| 7 | Yes | Having conducted a review of several LOSAP Programs across the State, on June 30, 2015 the Office of the State Comptroller issued a report raising concerns about LOSAP program oversight and contributions not being made in compliance with applicable rules and regulations. Local Finance Notice 2016-3 discusses the report's findings and provides updated guidance on LOSAP administration. If your municipality administers a LOSAP Program, have relevant officials reviewed LFN 2016-3 to ensure compliance with the LOSAP statute and implementing regulations? |
| 8 | Yes | Did your municipality file its Annual Financial Statement (AFS) with DLGS by the statutory deadline (Which may include the extended deadline of February 26, where applicable)? |
| 9 | Yes | Have all audit findings from the 2017 audit been identified in the corrective action plan? Please list the date the corrective action plan was submitted to DLGS under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit. |
| 10 | Yes | Have all audit findings from the 2016 audit been and addressed such that they are not repeated in the 2017 audit? If not, please list any repeat findings under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit. |
| 11 | Yes | Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that its auditor has filed a certified duplicate copy of the audit report with the Division? **You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.** |

Best Practices Worksheet CY 2018/SFY2019

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| | | **Click here, then click on arrow to choose municipality** |
| 0000 | | ***Please see Color Key at bottom of sheet for limits on answers*** |
| | Answer | Question |
| [illegible] | Yes | Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 or July 31, as appropriate? |
| [redacted] | Yes | Is your municipality fully compliant with all outstanding debt disclosure obligations as contained in Local Finance Notice 2014-09? |
| [redacted] | N/A | The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally reflects inequitable assessments and the need for revaluation. N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality retained an assessor, issued an RFP for revaluation services, or voted to conduct a revaluation within the next two years? |
| 15 | N/A | Effective for CY2017/SFY2018 and CY2018/SFY2019 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is $150,750. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional $50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2017-6R for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds? |
| [redacted] | Yes | Did your municipality introduce and adopt its current year budget no later than the dates required by law or extended by the Director in Local Finance Notice 2017-26? This question may only be answered N/A if your municipality is under State Supervision or was instructed by the Division to delay budget adoption. |

# Best Practices Worksheet CY 2018/SFY2019

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|---|---|---|
| | | **Click here, then click on arrow to choose municipality** |
| 0000 | | ***Please see Color Key at bottom of sheet for limits on answers*** |
| | **Answer** | **Question** |
| 17 | Yes | Revenue earned from construction code enforcement fees must be dedicated to enforcing the UCC. N.J.A.C. 5:23-4.17 and 4.18 and Local Finance Notice 2017-15 establish detailed parameters governing municipal construction code fees. Can your municipality certify that its UCC enforcement fees do not exceed the level necessary? |
| 18 | N/A | Bid Prequalification standards can comprise an anti-competitive practice. to ensure a fair and open process, state law requires the Director of the Division of Local Government Services to approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Is your municipality compliant with the obligations set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? "N/A" is only applicable where the municipality has not adopted any prequalification regulations. |
| 19 | Yes | Does your municipality publish the required notices regarding professional services contracts to keep the public informed about the cost of professional services? |
| 20 | No | N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC? |
| 21 | Yes | Has your municipality taken measures to prevent employee discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) in light of the "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9), which greatly increases municipal liability for the failure to assure such protections? |
| | | Additional Best Practices |

**Best Practices Worksheet CY 2018/SFY2019**

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| | | **Click here, then click on arrow to choose municipality** |
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| | **Answer** | **Question** |
| 22 | Yes | Has your municipality explored shared service opportunities with other local governments (including boards of education) within the past year? In the Comments section, please identify all shared service opportunities explored, whether an agreement resulted and, where no agreement was reached, the reason(s) why. |
| 23 | Yes | Have sufficient reserves been allocated towards satisfying any potential final judgment or settlement in a legal matter that is presently ongoing, including toward any deductible requirement imposed by the municipality's JIF or insurance carrier? |

# Best Practices Worksheet CY 2018/SFY2019

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| | **Answer** | **Question** |
| | Yes | Does your municipality add a fringe benefit value to the gross income reported on the employee's W-2 for employees authorized to use municipal vehicles for commuting to/from work (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles. |
| | N/A | Within the past year, has your municipality's governing body assessed the authority or authorities it has created to ascertain whether they continue to serve the public interest and are more efficient than other means of providing the same services and/or financing public facilities? |
| | N/A | Have the governing body's findings and conclusions from the annual review of its authorities been discussed as a public agenda item at a scheduled governing body meeting? |
| | N/A | Has the governing body's findings and conclusion from the annual review of its authorities been incorporated into the publicly available meeting minutes? (Please identify the meeting date under "Comments.") |

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| | Answer | Question |
| 28 | N/A | Payments In Lieu of Taxes (PILOTs) are often used to spur economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients comply with all agreement terms, including timely payment and reporting. Does your municipality have an appropriate official designated to monitor exemptions granted pursuant to the Long-Term Exemption Law, N.J.S.A. 40A:20-1 et seq., and Five-Year Exemptions/Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq.? |
| 29 | N/A | Does your municipality have a documented process for ensuring compliance with the terms of each PILOT agreement? |
| 30 | Yes | In the past year, has your municipality analyzed whether changes to its master plan and zoning ordinances could improve flood and storm resiliency? For towns that have experienced repeated or extended power outages in the past few years, please note in the comments whether public utilities have improved a) communications and b) performance in responding to those outages. |
| 31 | Yes | If your engineer, planner, or land use board has recommended changes as part of the municipality's review of its master plan and zoning ordinances for flood and storm resiliency, is there a plan to implement the recommended changes? Please answer "No" or "Prospective" if your municipality has not reviewed its master plan and zoning ordinances to analyze whether changes could improve flood and storm resiliency. |
| 32 | No | Has your municipality designated at least one staff member or consultant for community and economic development? One example would be a liaison designated to engage with businesses, developers, and investors to solicit redevelopment proposals. |
| 33 | Yes | Does your municipality regularly coordinate planning, zoning, and development review activities (e.g. interdepartmental meetings)? |
| 34 | No | Does your municipality actively maintain an inventory of blighted and vacant properties that would benefit from redevelopment? |

## Best Practices Worksheet CY 2018/SFY2019

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| | **Answer** | **Question** |
| 35 | Yes | Does your municipality have a current community and/or economic development plan with established metrics? |
| 36 | Yes | Does your municipality regularly review and measure progress toward the development goals set forth in its community and/or economic development plan? |
| 37 | Yes | Does your municipality's capital improvement program coordinate the replacement of infrastructure to avoid disturbance of recent capital projects and avoid duplicated efforts? |
| 38 | Yes | Is your municipality dedicating sufficient revenues to fund maintenance, repair and replacement of environmental and transportation infrastructure? |
| 39 | Yes | Municipalities are encouraged to investigate all available grant opportunities; however, certain grants require commitment of matching funds, staffing levels, etc. For each grant accepted within the past year, have each grant's benefits exceeded or are they expected to exceed the actual and/or potential costs of the grant. |
| 40 | Yes | While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying and issuing costs. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing? |
| 41 | Yes | Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to use standard electronic funds transfer (EFT) technologies for payments. Has your municipality's chief financial officer and head procurement official reviewed this Notice with the governing body to determine where the use of electronic payment methods could benefit the municipality? |
| 42 | Yes | Has your municipality assessed whether the Local Finance Board's adopted EFT regulations require changes in the municipality's current claims payment procedures as pertain to electronic payment methods? |

## Best Practices Worksheet CY 2018/SFY2019

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| | Answer | Question |
| 43 | Yes | Does your municipality have a professional or professionals capable of evaluating and recommending PILOTs assess the utility and value of a PILOT before formalizing negotiations and entering into a PILOT agreement? |
| 44 | Prospective | Other states such as California and Florida have enacted Property Assessed Clean Energy (PACE) legislation that authorizes municipalities to establish programs for public or private financing of energy, water and storm resilience projects through the use of voluntary special assessments for certain property owners. There is currently a bill pending before the New Jersey Legislature, S-1611, that would authorize these PACE programs in New Jersey. Is this something that your municipality would take advantage of? |
| 45 | Yes | Does your municipality have a professional planner on staff? |
| 46 | Yes | The New Jersey Infrastructure Bank (NJIB, formerly NJEIT) offers low-cost financing to local governments to reduce the cost of transportation and environmental infrastructure projects. If your municipality will require financing for such projects, will it consider financing through NJIB? |
| 47 | Yes | Have you evaluated the SALT Charitable Contribution Law (P.L. 2018, c.8) and considered its implementation? |
| 48 | No | Does your municipality buy hybrid vehicles in all cases except where no hybrid is available that meets the municipality's needs? You may respond "N/A" only if the municipality does not own any vehicles. |
| 49 | No | Does your municipality own any electric vehicles? |
| 50 | Yes | Is your municipality adhereing to the mandatory, proven emergency procurement standards to ensure a process that minimizes costs to the municipality? |
| 51 | No | Has your municipality adopted and implemented a more restrictive pay-to-play ordinance than the state's pay-to-play laws? |
| 52 | Yes | Does your municipality only provide health care benefits for full time employees and officials (ie: >30 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". |

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| | **Answer** | **Question** |
| 53 | Yes | Does your municipality have a policy that fixes the reimbursement rate for full-time employees who waive benefits at the lesser of 25% or $5,000, after deducting the employee's required contribution from the premium cost? |
| 54 | Yes | The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? |
| 55 | Yes | Does your municipality ensure that employees complete and file standardized forms to verify all employee time worked (e.g. time cards, electronic time keeping)? |
| 56 | Yes | Does your municipality maintain centralized records accounting for all employee leave time earned and used? |
| 57 | Yes | Are all employee time and attendance documentation reviewed and independently verified before payroll/processing? |

## Best Practices Worksheet CY 2018/SFY2019

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| | **Answer** | **Question** |
| 58 | Yes | Has your governing body reviewed the municipality's policies on the use of criminal history when making personnel decisions, to ensure that it does not violate Title VII in light of the 2017 amendments to the Local Budget Law (P.L. 2017, c. 183)? |
| 59 | Yes | Does your municipality have an established, documented process requiring department heads to submit notice of outside employment to the municipality prior to undertaking that employment? |
| 60 | Yes | Upon receiving a notice of outside employment from a department head, does your municipality's human resources office or equivalent assess whether a conflict of interest exists? |
| 61 | Yes | Employee personnel manuals serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of municipal vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual by resolution or ordinance within the last five years?</u> **If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.** |
| | | |
| | | |
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| | | |
| | | **Opportunity Zones Survey** |
| | | |
| | **If your municipality is on the list found in Column K, also answer the questions below. If not, please ignore and proceed** | |
| | *The Opportunity Zones program was enacted as part of the 2017 federal Tax Cuts and Jobs Act and is designed to drive lor income rural and urban communities. This federal program provides opportunities for private investors to support investm through participation in Qualified Opportunity Funds.* | |

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| | **Answer** | **Question** |
| | *This survey is intended to gauge the needs, priorities, and capacities of municipalities with designated Opportunity Zones, communities attract locally-appropriate businesses, investment, and development and make the most of their Opportunity* | |
| | | |
| | | *For more information about Opportunity Zones, click the following link:* |
| | | |
| | | *For an interactive map of New Jersey Opportunity Zones, click the following link:* |
| | | |
| **62** | Select | Has your municipality developed a strategy around attracting businesses and investment to its Opportunity Zones? |
| | | |
| **63** | Select | *If "No", would you like help developing a strategy?* |
| | | |
| **64** | Select | Does your municipality employ a professional or professionals that engage with developers, investors, or businesses and thoroughly review proposed projects? |
| | | |
| **65** | Select | Has your municipality been approached by developers, investors, or businesses interested in making Opportunity Zone investments (i.e. business development/expansion, property development) within your municipality? |
| | | |
| **66** | | *If "Yes", who were you specifically approached by (check all that apply)?* |
| | | ☐ Local Business Owner |
| | | ☐ Other Business Owner |
| | | ☐ Local Investor |
| | | ☐ Other Investor |
| | | ☐ Local Developer |
| | | ☐ Other Developer |
| | | |
| **67** | | *If approached by a developer or business owner, which category would they fall into?* |
| | | ☐ Residential developer, real estate development, or property management company |
| | | ☐ Retail |

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| | **Answer** | **Question** |
| | | ☐ Light industrial |
| | | ☐ Heavy industrial |
| | | ☐ Restaurant, entertainment, or hospitality |
| | | ☐ Professional services |
| | | ☐ Information technology |
| | | ☐ Other (please describe in column E) |
| | | |
| **68** | | *What information were they seeking from your municipality (if applicable)?* |
| | | ☐ Info on zoning, permitting, and approval process |
| | | ☐ Info on local tax incentives and subsidies such as tax abatements, PILOTs, & Redevelopment Area Bonds |
| | | ☐ Info on vacant land and available properties |
| | | ☐ Info on redevelopment areas |
| | | ☐ Info on existing development activity |
| | | ☐ Other (please describe in column E) |
| | | |
| **69** | Select | If your municipality has one or more Areas in Need of Redevelopment, has it reviewed and updated them within the past three years? |
| | | |
| **70** | Select | In terms of real estate and economic development, which area (if any) is your top priority? |
| | | |
| **71** | Select | Which is more important, development of vacant sites and land or redevelopment of existing structures? |
| | | |
| **72** | Select | What type of capital improvement does your municipality see as its top priority? |
| | | |
| **73** | | After people, what are your municipality's distinctive assets? |
| | | ☐ Education |
| | | ☐ Tourism |
| | | ☐ Affordable Housing |
| | | ☐ Transit Access |
| | | ☐ Industrial Hub |

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| | | **Click here, then click on arrow to choose municipality** |
| 0000 | | ***Please see Color Key at bottom of sheet for limits on answers*** |
| | **Answer** | **Question** |
| | | ☐ Transportation Hub |
| | | ☐ Business Hub |
| | | ☐ Cultural Center |
| | | ☐ Entertainment Venue |
| | | ☐ Other (please describe in column E) |
| | | |
| **74** | | What are the major challenges to development in your municipality? |
| | | ☐ Lack of employment opportunities |
| | | ☐ Limited range of housing options |
| | | ☐ Lack of developable sites |
| | | ☐ Preserving existing community character |
| | | ☐ Limited access to public services |
| | | ☐ Poor public infrastructure |
| | | ☐ Poor access to transportation |
| | | ☐ Access to essential services reachable within 10 min. by foot or other mode of transport |
| | | ☐ Below average math and language arts proficiency scores |
| | | ☐ Lack of child care facilities |
| | | ☐ Stranded assets |
| | | ☐ Lack of high speed internet connectivity |
| | | ☐ Environmental contamination |
| | | ☐ Lack of interest from developers and investors |
| | | |
| **75** | | What type of economic development is your municipality actively pursuing? |
| | | ☐ Retail |
| | | ☐ Light industrial |
| | | ☐ Heavy industrial |
| | | ☐ Transportation/logistics |
| | | ☐ Tourism |
| | | ☐ Transit |
| | | ☐ Restaurants/entertainment/leisure activity |
| | | ☐ Office space |
| | | ☐ Tech |
| | | ☐ Higher Ed |

# Best Practices Worksheet CY 2018/SFY2019

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| | | **Click here, then click on arrow to choose municipality** |
| 0000 | | ***Please see Color Key at bottom of sheet for limits on answers*** |
| | Answer | Question |
| | | |
| | 0 | Select |
| | 45 | Yes |
| | 6 | No |
| | 9 | N/A |
| | 1 | Prospective |
| | 61 | **Total Answered:** |
| | | |
| | 55 | Score (Yes + N/A + Prospective) |
| | 90% | Score % |
| | 0% | Percent Withheld |
| | | |
| | | **Chief Administrative Officer's Certification** |
| | | I hereby certify that the information provided in this Best Practices Inventory is accurate |
| | | to the best of my knowledge. |
| | | **Name & Title Lorraine P. Carafa** |
| | | |
| | | **Chief Financial Officer's Certification** |
| | | I hereby certify that the information provided in this Best Practices Inventory is accurate |
| | | to the best of my knowledge. |
| | | **Name Edward J. Hudson** |
| | | |
| | | **Municipal Clerk's Certification** |
| | | I hereby certify that the Governing Body of the Borough of Sea Girt in the County of |
| | | Monmouth discussed/will discuss the CY 2018/SFY 2019 Best Practice Inventory as |
| | | completed herein at a public meeting on November 14, 2018, with the Inventory results, and the |
| | | certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to |
| | | be stated in the minutes of said public meeting. |
| | | **Name Lorraine P. Carafa, RMC** |
| | | |