

REMINDER: REDEVELOPMENT MEETING BEGINNING

CANCELED

**WORK SESSION/REGULAR MEETING
OCTOBER 7, 2021
TENTATIVE AGENDA**

1. Approval of Minutes of September 16, 2021 Regular Meeting
2. Payment of Bills
3. Resolution regarding acceptance of 2020 Municipal Audit
4. Resolution authorizing preparation of bid specification for addition of an additional cellular antenna carrier
5. Resolution appointing Sharon Van Berkel as part-time records clerk
6. Resolution regarding membership in Lakehurst First Aid Squad for Drew D. Robinson
7. Accept John Wisniewski's resignation letter
8. Executive/Closed Session to discuss personnel matters/contract negotiations

Maryanne Capasso, RMC
Municipal Clerk

The Mayor and Council reserve the right to add or delete items from the agenda.

**RESOLUTION
OCTOBER 7, 2021**

WHEREAS, the governing body of the Borough of Lakehurst, in the County of Ocean and State of New Jersey has carefully examined all vouchers presented to the Borough Clerk for payment of claims; finding all to be accurate and legitimate;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the bills list as presented in the amount of \$47,905.56 is hereby approved.

I, Maryanne Capasso, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 7, 2021.

**Maryanne Capasso
Municipal Clerk, RMC**

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes

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

PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Invoice
21-00437	06/24/21	P0042 PURE SOIL TECHNOLOGIES, INC						
1 CONCRETE DISPOSAL 28.64 TONS	572.80	1-01-26-306-299	B	Recycling - Miscellaneous	R	06/24/21	10/06/21	51768
21-00499	07/15/21	K0001 KIEFER AQUATICS						
1 LIFEGUARD RED HIP PACK	15.00	1-01-28-370-271	B	UNIFORM - PURCHASES	R	07/15/21	10/06/21	
2 RISE GUARD RED VISOR	8.00	1-01-28-370-271	B	UNIFORM - PURCHASES	R	07/15/21	10/06/21	
3 GUARD WHITE SHIRT - SMALL	17.00	1-01-28-370-271	B	UNIFORM - PURCHASES	R	07/15/21	10/06/21	
4 GUARD RED SHORTS - SMALL	18.00	1-01-28-370-271	B	UNIFORM - PURCHASES	R	07/15/21	10/06/21	
5 GUARD POLY H-BACK SWIMSUIT	52.00	1-01-28-370-271	B	UNIFORM - PURCHASES	R	07/15/21	10/06/21	001101190
6 SHIPPING	7.50	1-01-28-370-271	B	UNIFORM - PURCHASES	R	07/15/21	10/06/21	
	<u>117.50</u>							
21-00525	07/29/21	P0047 PLANET TECHNOLOGIES INC						
1 MICROSOFT 365 KIM MILANA	140.80	1-01-20-120-287	B	COMPUTER EQUIPMENT & SOFTWARE	R	07/29/21	10/06/21	
21-00534	08/12/21	M0118 MIRACLE CHEMICAL CO.						
1 200 GAL SODIUM HYPOCHLORITE	702.00	1-09-00-101-267	B	CHEMICALS	R	08/12/21	10/06/21	
21-00586	08/27/21	U0562 USA BLUE BOOK						
1 33 GPD 100 PSI CHEMTECH	2,163.94	1-09-00-101-212	B	MAINTENANCE SUPPLIES	R	08/27/21	10/06/21	710540
2 SHIPPING	16.90	1-09-00-101-212	B	MAINTENANCE SUPPLIES	R	08/27/21	10/06/21	
	<u>2,180.84</u>							
21-00590	08/31/21	F0093 FIREFIGHTER ONE						
1 RESPIRATOR FIT TESTING	450.00	1-01-25-265-244	B	EQUIPMENT - MAINTENANCE/REPAIR	R	08/31/21	10/06/21	10273901
21-00593	08/31/21	H0626 HENDERSON LABS, J.R. INC.						
1 LAB TEST INORGANICS,SECONDAIES	535.00	1-09-00-101-222	B	CONTRACTUAL SERVICES	R	08/31/21	10/06/21	58161
21-00614	09/08/21	A0090 ACCURATE TOWING						
1 IMPOUND INVOICE: 72080	125.00	1-01-25-240-298	B	Police - Towing Charges	R	09/08/21	10/06/21	72080
2 IMPOUND INVOICE: 71349	125.00	1-01-25-240-298	B	Police - Towing Charges	R	09/08/21	10/06/21	71349
3 IMPOUND INVOICE: 73098	125.00	1-01-25-240-298	B	Police - Towing Charges	R	09/08/21	10/06/21	73098
4 IMPOUND INVOICE: 74778	125.00	1-01-25-240-298	B	Police - Towing Charges	R	09/08/21	10/06/21	74778
5 IMPOUND INVOICE: 745543	125.00	1-01-25-240-298	B	Police - Towing Charges	R	09/08/21	10/06/21	745543

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00653	09/16/21	P0041 PRICED RITE TOWING								
1		INVOICE# 154610	125.00	1-01-25-240-298	B Police - Towing Charges	R	09/16/21	10/06/21		154610
2		INVOICE# 154394	125.00	1-01-25-240-298	B Police - Towing Charges	R	09/16/21	10/06/21		154394
3		INVOICE# 154445	125.00	1-01-25-240-298	B Police - Towing Charges	R	09/16/21	10/06/21		154445
4		INVOICE# 154204	125.00	1-01-25-240-298	B Police - Towing Charges	R	09/16/21	10/06/21		154204
			<u>500.00</u>							
21-00654	09/16/21	A0093 ACTION UNIFORM CO.								
1		BALANCE DUE INVOICE# 35578	66.00	1-01-25-240-272	B UNIFORM REPAIRS - REPLACE	R	09/16/21	10/06/21		35578
21-00655	09/21/21	M0963 MGL PRINTING SOLUTIONS								
1		CURRENT FUND CHECKS	418.00	1-01-20-130-216	B Finance - Printing	R	09/21/21	10/06/21		182737
2		SHIPPING	32.00	1-01-20-130-216	B Finance - Printing	R	09/21/21	10/06/21		
			<u>450.00</u>							
21-00656	09/21/21	E0035 ELITE VEHICLE SOLUTIONS								
1		TIGER TOUGH SEAT COVERS (FORD)	390.00	1-01-25-240-297	B Police - Miscellaneous	R	09/21/21	10/06/21		
21-00663	09/21/21	P0038 PRO-SHRED SOUTHERN NJ								
1		PD SHRED INVOICE# 32314	45.00	1-01-25-240-297	B Police - Miscellaneous	R	09/21/21	10/06/21		32314
2		PD SHRED INVOICE# 33007	45.00	1-01-25-240-297	B Police - Miscellaneous	R	09/21/21	10/06/21		33007
3		PD SHRED INVOICE# 33782	45.00	1-01-25-240-297	B Police - Miscellaneous	R	09/21/21	10/06/21		33782
			<u>135.00</u>							
21-00664	09/21/21	M0971 MR. KEYS/BRICK LOCKSMITH								
1		SERVICE CALL	75.00	1-01-25-240-244	B EQUIPMENT - MAINTENANCE/REPAIR	R	09/21/21	10/06/21		
2		KABA PUSH BUTTON LOCK	684.00	1-01-25-240-244	B EQUIPMENT - MAINTENANCE/REPAIR	R	09/21/21	10/06/21		38840
3		LABOR	45.00	1-01-25-240-244	B EQUIPMENT - MAINTENANCE/REPAIR	R	09/21/21	10/06/21		38840
			<u>804.00</u>							
21-00665	09/27/21	T0061 TOMS RIVER HEATING & AIR COND								
1		PD AC REPAIR 9/22/21	165.00	1-01-26-310-244	B EQUIPMENT - MAINTENANCE/REPAIR	R	09/27/21	10/06/21		138702
21-00666	09/27/21	C0074 CUSTOM BANDAG, INC								
1		TRASH TRUCK TIRE	356.31	1-01-26-305-253	B MOTOR VEHICLES - TIRES	R	09/27/21	10/06/21		
21-00670	09/27/21	R0158 REMINGTON & VERNICK ENGINEERS								
1		CIESIELSKI BULK VAR. APP REVIE	153.00	T-03-00-400-411	B Ciesielski B27 L1.02 P-086	R	09/27/21	10/06/21		1514P087-3

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PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Invoice
21-00671	09/27/21	R0158	REMINGTON & VERNICK ENGINEERS					
1 CALLAZZO 1514P055-22	157.00	1-01-20-165-232	B	ENGINEERING SERVICES	R	09/27/21	10/06/21	1514P055-22
21-00672	09/28/21	D9111	DELL MARKETING LP					
1 OPTIPLEX 5090 SM FORM FACTOR	4,000.45	C-04-00-563-001	B	Ordinance 2021-07 Various Improvements	R	09/28/21	10/06/21	
2 5 DELL 22 MONITORS - P2219H	209.55	C-04-00-563-001	B	Ordinance 2021-07 Various Improvements	R	09/28/21	10/06/21	
3 PD BUDGET SHARE	813.40	1-01-25-240-287	B	COMPUTER EQUIPMENT	R	09/28/21	10/06/21	
	<u>5,023.40</u>							
21-00678	09/30/21	E0060	EAGLE POINT/T.J. MORRIS & SON					
1 40E AMMO	252.01	1-01-25-240-247	B	WEAPONS & AMMO	R	09/30/21	10/06/21	
2 9MM 5200 AMMO	870.00	1-01-25-240-247	B	WEAPONS & AMMO	R	09/30/21	10/06/21	
3 .45 53885 AMMO	1,405.00	1-01-25-240-247	B	WEAPONS & AMMO	R	09/30/21	10/06/21	
4 5.56X AMMO	1,297.88	1-01-25-240-247	B	WEAPONS & AMMO	R	09/30/21	10/06/21	
	<u>3,824.89</u>							
21-00681	10/06/21	R0046	RUMPF LAW					
1 PUBLIC DEFENDER	375.00	T-03-00-100-005	B	Public Defender	R	10/06/21	10/06/21	
21-00682	10/06/21	W0030	WEX BANK					
1 WAWA GAS CHARGES SEPT 2021	3,143.57	1-01-31-447-265	B	GASOLINE	R	10/06/21	10/06/21	74741710
21-00683	10/06/21	S0132	STATE OF NEW JERSEY-PWT					
1 WATER TAX - 3RD QTR. 2021	228.29	1-09-00-101-299	B	MISCELLANEOUS	R	10/06/21	10/06/21	
21-00684	10/06/21	C0076	CLEARY, GIACOBBE, ALFIERI &					
1 LABOR ATTORNEY FEES	405.00	1-01-20-155-231	B	LEGAL SERVICES	R	10/06/21	10/06/21	
21-00685	10/06/21	O0140	OCEAN COUNTY BOARD OF HEALTH					
1 ANIMAL SHELTER BILLING 3/21	32.00	1-01-27-340-299	B	MISCELLANEOUS	R	10/06/21	10/06/21	
21-00686	10/06/21	P0022	SUN LIFE					
1 LIFE INS BILL TO 11/21	113.40	1-01-23-220-227	B	Insurance - Life Insurance	R	10/06/21	10/06/21	
21-00687	10/06/21	A0024	ACTION DATA SERVICES					
1 PAYROLL SERVICE PEND 9/5/21	196.80	1-01-20-130-299	B	Finance - Miscellaneous	R	10/06/21	10/06/21	74914
21-00688	10/06/21	M0081	METROPOLITAN LIFE INSURANCE CO					
1 DENTAL INSURANCE 10/2021	3,843.28	1-01-23-220-226	B	Insurance - Dental	R	10/06/21	10/06/21	

PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Invoice
21-00689	10/06/21	P0151 PEDRONI FUEL OIL CO.						
1 DYED DIESEL FOR PW GARAGE	1,127.93	1-01-31-447-266	B	DIESEL FUEL	R	10/06/21	10/06/21	571410
21-00690	10/06/21	R0158 REMINGTON & VERNICK ENGINEERS						
1 GENERAL ENGINEERING THRU 8/21	1,395.00	1-01-20-165-232	B	ENGINEERING SERVICES	R	10/06/21	10/06/21	1514T114-6
21-00691	10/06/21	R0158 REMINGTON & VERNICK ENGINEERS						
1 2021 NJDOT MUN AID LAKE ST REC	1,703.90	1-01-20-165-232	B	ENGINEERING SERVICES	R	10/06/21	10/06/21	1514U077-8
21-00692	10/06/21	R0158 REMINGTON & VERNICK ENGINEERS						
1 CENTER DEVELOPMENT	285.00	T-03-00-400-401	B	Center Development Associates	R	10/06/21	10/06/21	1514P058-41
21-00693	10/06/21	V0011 VERIZON WIRELESS						
1 BORO CELL PHONE BILL 9/21	546.40	1-01-31-440-275	B	TELEPHONE	R	10/06/21	10/06/21	
21-00694	10/06/21	A0506 AT&T						
1 AT&T TELEPHONE CHARGES	3,368.81	1-01-31-440-275	B	TELEPHONE	R	10/06/21	10/06/21	
21-00695	10/06/21	N0029 TWIN ROCKS WATER						
1 BORO HALL WATER AND COOLER	77.98	1-01-20-120-299	B	MISCELLANEOUS	R	10/06/21	10/06/21	5829255
21-00696	10/06/21	P0152 PETTY CASH FUND						
1 HALLOWEEN COSTUME PRIZES	355.00	1-01-55-900-006	B	PETTY CASH	R	10/06/21	10/06/21	
21-00697	10/06/21	U0017 US BANK CUST/PRO CAP 8/PRO CAP						
1 REDEMPTION OF TSC #20-00003	2,958.09	1-01-55-900-004	B	TAX LIENS 3RD PARTY	R	10/06/21	10/06/21	
21-00698	10/06/21	R0158 REMINGTON & VERNICK ENGINEERS						
1 800 RT 70 LLC CHNG USE/SITE PL	641.50	T-03-00-400-410	B	800 Rt 70 B1.15 L1 1514-P-085	R	10/06/21	10/06/21	1514P085-8
21-00699	10/06/21	R0158 REMINGTON & VERNICK ENGINEERS						
1 PROVCO PINEGOOD SITE PLAN/APP	78.50	T-03-00-400-409	B	Provco Pinegood (REVIEW) 1514-P-084	R	10/06/21	10/06/21	1514P084-10
21-00700	10/06/21	R0158 REMINGTON & VERNICK ENGINEERS						
1 Limelight Final Site Plan	78.50	T-03-00-400-001	B	Limelight II Escrow - B. 5 L. 1,3,4	R	10/06/21	10/06/21	1514P077-24
21-00701	10/06/21	C0060 COMCAST CABLE						
1 ESC CABLE MODEM	156.53	1-01-31-440-275	B	TELEPHONE	R	10/06/21	10/06/21	
2 COMM CENTER CABLE MODEM	89.62	1-01-31-440-275	B	TELEPHONE	R	10/06/21	10/06/21	

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00701	10/06/21	C0060 COMCAST CABLE				Continued					
		3 BORO HALL CABLE MODEM	194.57	1-01-31-440-275		B TELEPHONE	R	10/06/21	10/06/21		
		4 PD CABLE MODEM	105.84	1-01-31-440-275		B TELEPHONE	R	10/06/21	10/06/21		
		5 PW CABLE MODEM	110.84	1-01-31-440-275		B TELEPHONE	R	10/06/21	10/06/21		
			<u>657.40</u>								
21-00702	10/06/21	J0900 JCP&L									
		1 ELECTRIC BILL UF	226.65	1-09-00-101-276		B ELECTRIC	R	10/06/21	10/06/21		
21-00703	10/06/21	J0900 JCP&L									
		1 ELECTRIC BILL CF	2,960.80	1-01-31-435-276		B ELECTRICITY	R	10/06/21	10/06/21		
21-00704	10/06/21	J0900 JCP&L									
		1 ELECTRIC BILL STREET LIGHTING	1,383.95	1-01-31-436-276		B STREET LIGHTING	R	10/06/21	10/06/21		
		2 LED STREET LIGHTING	431.64	1-01-31-436-276		B STREET LIGHTING	R	10/06/21	10/06/21		
			<u>1,815.59</u>								
21-00705	10/06/21	C0046 COLONIAL BOUQUET									
		1 FUNERAL FLOWERS - FORD	110.00	1-01-20-100-299		B MISCELLANEOUS	R	10/06/21	10/06/21		
21-00706	10/06/21	V0855 VERIZON									
		1 PHONE BILL	363.39	1-01-31-440-275		B TELEPHONE	R	10/06/21	10/06/21		
<hr/>											
Total Purchase Orders:		55	Total P.O. Line Items:		89	Total List Amount:		47,905.56	Total Void Amount:		0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	1-01	37,481.29	0.00	37,481.29	0.00	0.00	37,481.29
WATER & SEWER OPERATING	1-09	<u>4,602.77</u>	<u>0.00</u>	<u>4,602.77</u>	<u>0.00</u>	<u>0.00</u>	<u>4,602.77</u>
Year Total:		42,084.06	0.00	42,084.06	0.00	0.00	42,084.06
	C-04	4,210.00	0.00	4,210.00	0.00	0.00	4,210.00
	T-03	1,611.50	0.00	1,611.50	0.00	0.00	1,611.50
Total of All Funds:		<u><u>47,905.56</u></u>	<u><u>0.00</u></u>	<u><u>47,905.56</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>47,905.56</u></u>

**RESOLUTION
OCTOBER 7, 2021**

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts, and financial transactions, **and**

WHEREAS, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A 40A: 5-6, and a copy has been received by each member of the governing body; **and**

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; **and**

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations”; **and**

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled: “Comments and Recommendations,” as evidenced by the group affidavit form of the governing body attached hereto; **and**

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; **and**

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; **and**

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27bb-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, hereby state that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I, Maryanne Capasso, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 7, 2021.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
OCTOBER 7, 2021**

WHEREAS, there exists a need for the appointment of an engineer to provide services to prepare Bid Documents for the addition of an additional cellular antenna carrier at the 5 Union Avenue Water Tank, **and**

WHEREAS, the funds are available for this purpose;

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

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

That Alan Dittenhofer of Remington & Vernick Engineers, 9 Allen Street, Toms River, NJ 08753 is appointed to provide preliminary engineering services in an amount not to exceed \$3,500.00, subject to full appropriation in 2021 Municipal Budget.

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

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 7, 2021.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
OCTOBER 7, 2021**

WHEREAS, the need exists for the hiring of a part-time Records Clerk position in the Police Department, **and**

WHEREAS, Sharon Van Berkel who has served as a Records Clerk in the Police Department in the past.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Sharon Van Berkel be appointed as part-time Records Clerk at a salary of \$20.00 per hour, effective October 7, 2021.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 7, 2021.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
OCTOBER 7, 2021**

WHEREAS, Drew D. Robinson has applied for membership in the Lakehurst First Aid Squad (LFAS) **and**

WHEREAS, Section 2-31.5 of the Revised General Ordinances of the Borough requires that the applicant meet certain criteria and that the application be approved by the Governing Body, **and**

WHEREAS, the above applicant meets the criteria specified in Section 2-31.5.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the application of Drew D. Robinson as a member of the Lakehurst First Aid Squad is hereby approved, effective immediately.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 7, 2021.

**Maryanne Capasso, RMC
Municipal Clerk**