

**BOROUGH OF LAKEHURST
WORK SESSION/REGULAR MEETING
JUNE 16, 2022
TENTATIVE AGENDA**

1. Oath of Office administered to Police Officer Anthony F. Florio
2. Approval of Minutes of June 2, 2022 Regular Meeting
3. Payment of Bills
4. Resolution reappointing Maryanne Capasso as Municipal Clerk
5. Resolution designating Gregory P. McGuckin, Esq. as Prosecutor for the Borough of Lakehurst
6. Resolution hiring Mark Visinski as Temporary 90-Day Public Works Laborer
7. Resolution adopting the addendum to the revised 2021 Personnel Policies & Procedure Manual and Employee Handbook
8. Resolution authorizing the purchase of electricity supply services for public use on an online Auction website
9. Resolution regarding Mayor's Award for Academic Excellence
10. Resolution renewing liquor license for Hanger 21
11. Resolution renewing liquor license for Italy's Best Pizzeria
12. Resolution renewing liquor license for Best Liquors of Lakehurst, Inc
13. Resolution renewing liquor license for Fleet Reserve Association Branch 124.
14. Resolution renewing liquor license for Carlos and Sons, LLC
15. 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
JUNE 16, 2022**

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 \$56,431.48 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 June 16, 2022.

**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	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00132	02/23/21	C0080 CEUNION									
1		SERVICE DELIVERY IN A PANDEMIC	55.00	1-01-26-310-284	B	TRAINING & EDUCATION	R	02/23/21	06/15/22		
21-00133	02/23/21	C0080 CEUNION									
1		ETHICS-21	55.00	1-01-26-310-284	B	TRAINING & EDUCATION	R	02/23/21	06/15/22		
21-00509	07/22/21	G0025 GAMETIME C/O MRC									
1		GAMETIME 4'-6"/5' SCHOONER	466.00	1-01-26-310-242	B	EQUIPMENT - NEW	R	07/22/21	06/15/22		PJI-0170872
2		MATERIAL SURCHARGE	36.70	1-01-26-310-242	B	EQUIPMENT - NEW	R	07/22/21	06/15/22		
3		FREIGHT	208.53	1-01-26-310-242	B	EQUIPMENT - NEW	R	07/22/21	06/15/22		
			<u>711.23</u>								
21-00923	12/31/21	E0078 ESI EQUIPMENT, INC									
1		HOLMATRO EVO-3 PUMP	10,997.00	1-01-25-265-242	B	EQUIPMENT - NEW PURCHASES	R	12/31/21	06/15/22		
22-00103	02/04/22	R0158 REMINGTON & VERNICK ENGINEERS									
10		CDBG - Orange St	103.50	G-02-00-200-641	B	CDBG - Orange St	R	02/04/22	06/15/22		1514U078-7
22-00291	04/26/22	H0030 HOLIDAY CAR WASH									
1		POLICE CAR WASHES INV# 1359	200.00	2-01-25-240-297	B	Police - Miscellaneous	R	04/26/22	06/15/22		1359
22-00298	04/29/22	M0118 MIRACLE CHEMICAL CO.									
1		190 GAL SODIUM HYPOCHLORITE	733.40	2-09-00-101-267	B	CHEMICALS	R	04/29/22	06/15/22		49571
2		FUEL SURCHARGE	75.00	2-09-00-101-267	B	CHEMICALS	R	04/29/22	06/15/22		49571
			<u>808.40</u>								
22-00352	05/19/22	A0118 ATLANTIC PRINTING & DESIGN									
1		ZONING APPLICATIONS - 100	95.00	2-01-21-180-211	B	Planning Board - Office Supplies	R	05/19/22	06/15/22		2221400
22-00359	05/24/22	A0610 ALLIED METER SERVICE INC									
1		CERTIFICATION TEST	420.00	2-09-00-101-221	B	SPECIAL CONSULTANT	R	05/24/22	06/15/22		2022-388
22-00365	05/31/22	N0616 NJ STATE ASSC OF CHIEFS OF PD									
1		PROGRAM FEE 2022	1,332.00	2-01-25-240-284	B	TRAINING & EDUCATION	R	05/31/22	06/15/22		IN-12489

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Borough of Lakehurst
Bill List By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/void Date	Invoice
22-00383	06/03/22	C0078 CIVIL SERVICE COMMISSION									
		1 CAMPS TRAINING - 6/29/22	100.00	2-01-20-120-284	B	TRAINING & EDUCATION	R	06/03/22	06/15/22		
22-00386	06/06/22	D0072 DYNAMIC TESTING SERVICE, LLC									
		1 POST ACCIDENT TEST	315.00	2-01-26-305-299	B	MISCELLANEOUS	R	06/06/22	06/15/22		389
22-00389	06/09/22	K0945 KLOHN, BRIAN DMD,PA									
		1 WELCOME TO LAKEHURST SIGN REIM	906.31	2-01-26-290-264	B	STREET SIGN MATERIALS	R	06/09/22	06/15/22		
22-00392	06/09/22	C0114 COMPLETE SECURITY SYSTEMS INC.									
		1 FIRE ALARM MONITOR 5/1 - 7/31	195.00	2-01-25-240-297	B	Police - Miscellaneous	R	06/09/22	06/15/22		
		2 BURG ALARM MONITOR 5/1 - 7/31	135.00	2-01-25-240-297	B	Police - Miscellaneous	R	06/09/22	06/15/22		299566
		3 SERVICE FEE	5.21	2-01-25-240-297	B	Police - Miscellaneous	R	06/10/22	06/15/22		
			<u>335.21</u>								
22-00393	06/09/22	C0046 COLONIAL BOUQUET									
		1 WREATH FOR MEMORIAL DAY - BORO	125.00	2-01-28-371-236	B	Public Events - Miscellaneous	R	06/09/22	06/15/22		
		2 WREATH FOR MEMORIAL DAY - PD	125.00	2-01-25-240-297	B	Police - Miscellaneous	R	06/09/22	06/15/22		
			<u>250.00</u>								
22-00394	06/09/22	M0367 MR. BOB'S PORTABLE TOILETS									
		1 PORTABLE TOILETS JULY 4TH LAKE	471.02	2-01-28-371-236	B	Public Events - Miscellaneous	R	06/09/22	06/15/22		
22-00398	06/10/22	H0196 HALL'S SERVICE, INC.									
		1 2205-2025: PW F250 OIL CHANGE	94.52	2-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	06/10/22	06/15/22		2205-2025
		2 2205-2139: PW SILVERADO ENG MO	541.00	2-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	06/10/22	06/15/22		2205-2139
		3 2205-2206: PD 1306 OIL CHANGE	57.19	2-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	06/10/22	06/15/22		2205-2206
		4 2205-2149: PD 1303 OIL/BRAKES	1,015.11	2-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	06/10/22	06/15/22		2205-2149
		5 2205-2260: PW F350 OIL CHANGE	44.40	2-01-26-291-256	B	PUBLIC WKS VEHICLE MAINT/REP	R	06/10/22	06/15/22		2205-2260
		6 2205-2276: PD 1307 BATTERY	198.90	2-01-26-291-252	B	POLICE VEHICLE MAINT/REPAIR	R	06/10/22	06/15/22		2205-2276
			<u>1,951.12</u>								
22-00400	06/10/22	H0026 HOLMAN, FRENIA, ALLISON, PC									
		1 2021 AUDIT SERVICES	3,900.00	2-01-20-135-222	B	AUDIT SERVICES	R	06/10/22	06/15/22		53021
		2 2021 AUDIT SERVICES	3,900.00	2-09-00-103-222	B	AUDIT	R	06/10/22	06/15/22		53021
			<u>7,800.00</u>								
22-00401	06/10/22	R0038 RUTGERS CENTER FOR GOV SERVICE									
		1 ELECTIONS FOR ADMINISTRATION	653.00	2-01-20-120-284	B	TRAINING & EDUCATION	R	06/10/22	06/15/22		66262

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Borough of Lakehurst
Bill List By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
22-00402	06/13/22	T0004 TROOP 10 BOY SCOUTS									
		1 CLEAN COMMUNITIES CLEAN UP	250.00	G-02-00-200-423	B	Clean Communities - 2018	R	06/13/22	06/15/22		
22-00403	06/15/22	00140 OCEAN COUNTY BOARD OF HEALTH									
		1 ANIMAL SHELTER BILLING 5/22	32.00	2-01-27-340-299	B	MISCELLANEOUS	R	06/15/22	06/15/22		
22-00405	06/15/22	R0158 REMINGTON & VERNICK ENGINEERS									
		1 GENERAL ENGINEERING THRU 5/22	164.00	2-01-20-165-232	B	ENGINEERING SERVICES	R	06/15/22	06/15/22		1514T118-5
22-00406	06/15/22	R0158 REMINGTON & VERNICK ENGINEERS									
		1 FLOOD DAMAGE PREVENTION ORD	72.50	2-01-20-165-232	B	ENGINEERING SERVICES	R	06/15/22	06/15/22		1514T119-4
22-00407	06/15/22	R0158 REMINGTON & VERNICK ENGINEERS									
		1 NJDOT FY2020 ORCHARD STREET	278.00	G-02-00-200-626	B	NJ DOT - Orchard Street (2020)	R	06/15/22	06/15/22		1514u075-18
22-00408	06/15/22	R0158 REMINGTON & VERNICK ENGINEERS									
		1 2021 NJDOT MUN AID LAKE ST REC	69.00	G-02-00-200-627	B	NJ DOT - Lake St	R	06/15/22	06/15/22		1514u077-17
22-00409	06/15/22	R0158 REMINGTON & VERNICK ENGINEERS									
		1 NJDOT 2022 ROSE & PINE STREETS	1,201.50	G-02-00-200-628	B	NJDOT FY2022 - Rose St & Pine St	R	06/15/22	06/15/22		1514u079-5
22-00410	06/15/22	S0101 SHARON VANBERKEL									
		1 MEDICARE REIMBURS. 4/22 - 6/22	1,020.60	2-01-23-220-228	B	Insurance - Medicare Reimbursement	R	06/15/22	06/15/22		
22-00411	06/15/22	R0046 RUMPF LAW									
		1 PUBLIC DEFENDER	1,125.00	T-03-00-100-005	B	Public Defender	R	06/15/22	06/15/22		
22-00412	06/15/22	N0029 TWIN ROCKS WATER									
		1 BORO HALL WATER AND COOLER	86.97	2-01-20-120-299	B	MISCELLANEOUS	R	06/15/22	06/15/22		
		2 POLICE DEPT WATER AND COOLER	41.98	2-01-25-240-297	B	Police - Miscellaneous	R	06/15/22	06/15/22		
			128.95								
22-00413	06/15/22	A0102 AFFILIATED TECHNOLOGY SOLUTION									
		1 PHONE BILL - JULY 2022	620.99	2-01-31-440-275	B	TELEPHONE	R	06/15/22	06/15/22		154615
22-00414	06/15/22	A0024 ACTION DATA SERVICES									
		1 PAYROLL SERVICE PDEND 5/22/22	319.00	2-01-20-130-299	B	Finance - Miscellaneous	R	06/15/22	06/15/22		78266

PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Rcvd	Enc Date	Chk/Void	Invoice
Item Description										Date	Date	Date	
22-00415	06/15/22	G0009 GARY LOME											
1		MEDICARE REIMBURS.	12/21	B	148.50	2-01-23-220-228	B	Insurance - Medicare Reimbursement	R	06/15/22	06/15/22		
2		MEDICARE REIMBURS.	1/22	B	170.10	2-01-23-220-228	B	Insurance - Medicare Reimbursement	R	06/15/22	06/15/22		
					318.60								
22-00416	06/15/22	S0896 SHORE BUSINESS SOLUTIONS											
1		PD COPIER INVOICE#	AR60785	B	47.14	2-01-25-240-297	B	Police - Miscellaneous	R	06/15/22	06/15/22		AR60785
2		PW INVOICE#	AR61305	B	50.58	2-01-20-120-299	B	MISCELLANEOUS	R	06/15/22	06/15/22		AR61305
					97.72								
22-00417	06/15/22	N0136 NJ NATURAL GAS COMPANY											
1		ESC GAS BILL		B	507.66	2-01-31-437-269	B	NATURAL GAS	R	06/15/22	06/15/22		
2		PW GARAGE GAS BILL		B	597.80	2-01-31-437-269	B	NATURAL GAS	R	06/15/22	06/15/22		
3		COMMUNITY CENTER GAS BILL		B	132.88	2-01-31-437-269	B	NATURAL GAS	R	06/15/22	06/15/22		
4		PD HQ GAS BILL		B	91.80	2-01-31-437-269	B	NATURAL GAS	R	06/15/22	06/15/22		
5		BOROUGH HALL GAS BILL		B	76.86	2-01-31-437-269	B	NATURAL GAS	R	06/15/22	06/15/22		
					1,407.00								
22-00418	06/15/22	C0060 COMCAST CABLE											
1		WATER PLANT CABLE MODEM		B	93.22	2-09-00-101-275	B	TELEPHONE	R	06/15/22	06/15/22		
22-00419	06/15/22	V0855 VERIZON											
1		PHONE BILL		B	93.75	2-09-00-101-275	B	TELEPHONE	R	06/15/22	06/15/22		
2		PHONE BILL		B	93.75	2-09-00-101-275	B	TELEPHONE	R	06/15/22	06/15/22		
					187.50								
22-00420	06/15/22	V0011 VERIZON WIRELESS											
1		BORO CELL PHONE BILL	5/22	B	525.94	2-01-31-440-275	B	TELEPHONE	R	06/15/22	06/15/22		
22-00421	06/15/22	P0152 PETTY CASH FUND											
1		Y&R SHARE		B	103.65	2-01-28-370-299	B	MISCELLANEOUS	R	06/15/22	06/15/22		
2		CLERK SHARE		B	33.84	2-01-20-120-218	B	Clerk - Postage	R	06/15/22	06/15/22		
3		PD SHARE		B	19.95	2-01-25-240-297	B	Police - Miscellaneous	R	06/15/22	06/15/22		
					157.44								
22-00422	06/15/22	J0900 JCP&L											
1		ELECTRIC BILL UF		B	2,836.34	2-09-00-101-276	B	ELECTRIC	R	06/15/22	06/15/22		

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Borough of Lakehurst
Bill List By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
22-00423	06/15/22	J0900 JCP&L									
		1 ELECTRIC BILL STREET LIGHTING	1,513.52	2-01-31-436-276		B STREET LIGHTING	R	06/15/22	06/15/22		
		2 RT 70 & ORCHARD LIGHT	<u>134.31</u>	2-01-31-436-276		B STREET LIGHTING	R	06/15/22	06/15/22		
			1,647.83								
22-00424	06/15/22	P0151 PEDRONI FUEL OIL CO.									
		1 DYED DIESEL FOR PW GARAGE	2,902.87	2-01-31-447-266		B DIESEL FUEL	R	06/15/22	06/15/22		582012
22-00425	06/15/22	L0003 LAKEHURST HARDWARE									
		1 HARDWARE HOUSE ACCOUNT CHARGES	28.35	2-01-26-310-262		B MINOR TOOLS & EQUIPMENT	R	06/15/22	06/15/22		490885
22-00426	06/15/22	00012 ONE CALL CONCEPTS									
		1 ONE CALL MESSAGES 5/22	68.64	2-09-00-101-275		B TELEPHONE	R	06/15/22	06/15/22		2055370
22-00427	06/15/22	L0040 LOWE'S									
		1 B & G SHARE	726.85	2-01-26-310-262		B MINOR TOOLS & EQUIPMENT	R	06/15/22	06/15/22		
		2 PAVILLION	<u>2,095.52</u>	2-01-26-310-262		B MINOR TOOLS & EQUIPMENT	R	06/15/22	06/15/22		
			2,822.37								
22-00428	06/15/22	B9112 B & K EQUIPMENT SERVICES									
		1 BACKHOE INVOICE# 35314	4,750.36	2-09-00-101-252		B MOTOR VEHICLE - MAINT/REPAIR	R	06/15/22	06/15/22		35314
		2 BACKHOE INVOICE# 35306	403.76	2-09-00-101-252		B MOTOR VEHICLE - MAINT/REPAIR	R	06/15/22	06/15/22		35306
		3 BACKHOE INVOICE# 35386	<u>333.02</u>	2-09-00-101-252		B MOTOR VEHICLE - MAINT/REPAIR	R	06/15/22	06/15/22		35386
			5,487.14								

Total Purchase Orders: 45 Total P.O. Line Items: 71 Total List Amount: 51,421.29 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	11,818.23	0.00	11,818.23	0.00	0.00	11,818.23		
CURRENT FUND APPROPRIATIONS	2-01	22,774.82	0.00	22,774.82	0.00	0.00	22,774.82		
WATER & SEWER OPERATING	2-09	13,801.24	0.00	13,801.24	0.00	0.00	13,801.24		
Year Total:		36,576.06	0.00	36,576.06	0.00	0.00	36,576.06		
	G-02	1,902.00	0.00	1,902.00	0.00	0.00	1,902.00		
	T-03	1,125.00	0.00	1,125.00	0.00	0.00	1,125.00		
Total of All Funds:		51,421.29	0.00	51,421.29	0.00	0.00	51,421.29		

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	Amount	Charge Account	Acct Type	Description	Contract	PO Type	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice
22-00396	06/09/22	W0030 WEX BANK	5,010.19	2-01-31-447-265	B	GASOLINE			R	06/09/22	06/09/22		81250106

Total Purchase Orders: 1 Total P.O. Line Items: 1 Total List Amount: 5,010.19 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	2-01	5,010.19	0.00	5,010.19	0.00	0.00	5,010.19
Total of All Funds:		<u>5,010.19</u>	<u>0.00</u>	<u>5,010.19</u>	<u>0.00</u>	<u>0.00</u>	<u>5,010.19</u>

RESOLUTION
JUNE 16, 2022

WHEREAS, Maryanne Capasso was duly appointed and confirmed to the position of Municipal Clerk for a three (3) year term in accordance with NJSA 40A:9-133, et seq, in 2019 **and**

WHEREAS, Maryanne Capasso is and has been certified as a Registered Municipal Clerk, Certificate No. 1989 since June, 2019 and has satisfied the continuing education requirements for said certification, **and**

WHEREAS, the appointing authority of the Borough of Lakehurst is desirous of reappointing Maryanne Capasso, RMC as the Municipal Clerk for the Borough of Lakehurst, **and**

WHEREAS, the confirming authority of the Borough of Lakehurst is desirous of confirming the appointment of Maryanne Capasso, RMC for the Borough of Lakehurst

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

1. Maryanne Capasso, RMC is hereby reappointed to the position of Municipal Clerk in the Borough of Lakehurst.
2. Maryanne Capasso is and has upon this reappointment attained tenure pursuant to NJSA 40A:9-133, et seq.

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 June 16, 2022.

Maryanne Capasso, RMC
Municipal Clerk

RESOLUTION #22-

**DESIGNATING GREGORY P. MCGUCKIN, ESQ.,
AS PROSECUTOR FOR THE BOROUGH OF LAKEHURST**

WHEREAS, Gregory P. McGuckin, Esq., has previously been appointed as the Municipal Prosecutor for the Borough of Lakehurst for calendar year 2022; and

WHEREAS, pursuant to requirements of the New Jersey Administrative Office of the Courts, in the event Mr. McGuckin is unable to attend a Court session and in order to prosecute on behalf of the State, a member of his firm may do so in his absence provided they have been named by the Borough's governing body; and

WHEREAS, the Borough wishes to ensure that the functions of the Municipal Court will not be delayed as a result of an illness or vacation of Mr. McGuckin; and

NOW, THEREFORE BE IT RESOLVED this 16th day of June 2022, that the Borough of Lakehurst names the following as its Prosecutors to represent the State of New Jersey in the Lakehurst Municipal Court:

1. Gregory P. McGuckin, Prosecutor;
2. Timothy J. McNichols, Assistant Prosecutor;
3. Kelsey McGuckin-Anthony, Assistant Prosecutor;
4. Martin J. Buckley, Assistant Prosecutor; and
5. Patrick F. Varga, Assistant Prosecutor.

BE IT FURTHER RESOLVED there shall be no additional compensation provided in the event a member of Mr. McGuckin's firm is required to cover a Municipal Court session because of his absence and these Assistant Prosecutors are named strictly to ensure they have been properly designated to represent the State's interest in the Municipal Court.

CERTIFICATION

I, Maryanne Capasso, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of June 16, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JUNE 16, 2022**

WHEREAS, the Borough is in need of hiring a temporary public works laborer;
and

WHEREAS, Mr. David Winton Public Works Department Head, after a review of applications and interviews, has recommended Mark Visinski to be hired.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that Mark Visinski be hired as a temporary, not to exceed 90-days, public works laborer at a salary of \$15.00 per hour, effective June 10, 2022.

I, Maryanne Capasso, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of June 16, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

RESOLUTION
RESOLUTION ADOPTING THE ADDENDUM TO THE REVISED 2021 PERSONNEL POLICIES AND
PROCEDURE MANUAL/EMPLOYEE HANDBOOK
JUNE 16, 2022

WHEREAS, the contents of the Personnel Policies and Procedures Manual summarizes the current benefits and guidelines within the Borough of Lakehurst and are intended as guidelines only; and

WHEREAS, the Mayor and Council of the Borough of Lakehurst have reviewed the Revised Personnel Policies and Procedures Manual and Employee Handbook and found them to be consistent with all applicable employment laws and regulations including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, this Manual is intended to provide guidelines covering public service by Lakehurst Borough employees and is not a contract. The provisions of this Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Council; and

WHEREAS, to the maximum extent permitted by law, employment practices for the Borough of Lakehurst shall operate under the legal doctrine known as "employment at will."

WHEREAS, the Borough of Lakehurst wishes to amend said handbook to include the following addendum;

EMPLOYEE TUITION AND FEE REIMBURSEMENT

- 1. All employees who receive the benefit of employee related training and/or instruction shall reimburse the Borough of Lakehurst if they resign or otherwise terminate their employment with the Borough less than 2 years from the date of completion of the training and or instruction. The reimbursement shall be for any and all expenses including fees, tuition and any other related expenses paid by the Borough.**
- 2. If the employee's employment with the Borough is terminated for any reason, they agree to pay back the training costs including tuition, fees and associated costs incurred by the Borough of Lakehurst upon termination of employment. Said costs shall be deducted from the final paycheck(s) of employee. Employee further agrees to pay back any other costs remaining after deduction from their paycheck(s)**
- 3. If the employee resigns from training and/or instruction, they agree to reimburse the borough for the costs including tuition, fees, and associated costs incurred by the Borough.**
- 4. This policy will be deemed inapplicable to any employees whose employment from the date of the completion of the training and or instruction exceeds 2 years and 1 day**
- 5. All employees who receive the benefit of employee related training and/or instruction on a weeknight or weekend will receive no compensation for attending the weeknight or weekend training and/or instruction.**
- 6. The Governing Body reserves the authority to review each case individually either by the employee's request or the Municipal Clerk's recommendation.**

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

1. That the Governing Body has reviewed both the Personnel Policies and Procedures Manual and Personnel Handbook and approve its contents.

2. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law (including) (the Attorney General's guidelines with respect to Police Department personnel matters) (and) (the New Jersey Civil Service Act), the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, hereby certify that the above resolution was approved by the governing body at the meeting of June 16, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

RESOLUTION
JUNE 16, 2022

A RESOLUTION OF BOROUGH OF LAKEHURST AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

WHEREAS, the Borough of Lakehurst has determined to move forward with the EMEX Reverse Auction in order procure electricity for the Borough of Lakehurst; and

WHEREAS, the Local Government Electronic Procurement Act (P.L. 2018, c. 156) (the “Act”) authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, Borough of Lakehurst will utilize the online auction services of EMEX, LLC, a division of Mantis Innovation an approved vendor pursuant to the Act; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor of the Borough of Lakehurst is hereby authorized to execute on behalf of the Borough of Lakehurst any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction.

I, Maryanne Capasso, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, hereby certify that the above resolution was approved by the governing body at the meeting of June 16, 2022.

Maryanne Capasso, RMC
Municipal Clerk

RESOLUTION
JUNE 16, 2022

WHEREAS, Hanger 21, Inc. has applied to the Mayor and Council of the Borough of Lakehurst for a renewal of Liquor License Number: 1513-33-001-006, for premises located at 21 Union Avenue, **and**

WHEREAS, all necessary forms and fees were submitted to the office of the Municipal Clerk, **and**

WHEREAS, the Mayor and Council of the Borough of Lakehurst are not aware of any circumstances or provisions of law which should prohibit the renewal of said license.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Liquor License for Hanger 21, Inc. be renewed for the year 2022-2023.

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 June 16, 2022.

Maryanne Capasso, RMC
Municipal Clerk

**RESOLUTION
JUNE 16, 2022**

WHEREAS, Italy's Best Pizzeria II, L.L.C. has applied to the Mayor and Council of the Borough of Lakehurst for a renewal of Liquor License Number: 1513-33-005-008, for premises located at 652 Route 70, **and**

WHEREAS, all necessary forms and fees were submitted to the office of the Municipal Clerk, **and**

WHEREAS, the Mayor and Council of the Borough of Lakehurst are not aware of any circumstances or provisions of law which should prohibit the renewal of said license.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Liquor License for Italy's Best Pizzeria II, L.L.C. be renewed for the year 2022-2023.

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 June 16, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JUNE 16, 2022**

WHEREAS, Best Liquors of Lakehurst, Inc., trading as Bailey's Liquors of Lakehurst, Inc. has applied to the Mayor and Council of the Borough of Lakehurst for a renewal of Liquor License Number: 1513-44-004-004, for premises located at 506 Route 70, **and**

WHEREAS, all necessary forms and fees were submitted to the office of the Municipal Clerk, **and**

WHEREAS, the Mayor and Council of the Borough of Lakehurst are not aware of any circumstances or provisions of law which should prohibit the renewal of said license.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Liquor License for Best Liquors of Lakehurst, Inc., be renewed for the year 2022-2023.

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 June 16, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JUNE 16, 2022**

WHEREAS, Fleet Reserve Association Branch 124, Inc., trading as Club 124, has applied to the Mayor and Council of the Borough of Lakehurst for a renewal of Liquor License Number: 1513-31-007-002, for premises located at 204 Union Avenue, **and**

WHEREAS, all necessary forms and fees were submitted to the office of the Municipal Clerk, **and**

WHEREAS, the Mayor and Council of the Borough of Lakehurst are not aware of any circumstances or provisions of law which should prohibit the renewal of said license.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Liquor License for Fleet Reserve Association Branch 124, Inc. be renewed for the year 2022-2023.

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 June 16, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**

**RESOLUTION
JUNE 16, 2022**

WHEREAS, Carlo & Sons L.L.C. has applied to the Mayor and Council of the Borough of Lakehurst for a renewal of Liquor License Number: 1513-33-006-007, **and**

WHEREAS, all necessary forms and fees were submitted to the office of the Municipal Clerk, **and**

WHEREAS, the Mayor and Council of the Borough of Lakehurst are not aware of any circumstances or provisions of law which should prohibit the renewal of said license.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Liquor License for Carlo & Sons L.L.C. be renewed for the year 2022-2023.

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 June 16, 2022.

**Maryanne Capasso, RMC
Municipal Clerk**