



BOROUGH OF OCEANPORT

MAYOR & COUNCIL

AGENDA • MAY 2, 2019

Workshop

Maple Place School

7:00 PM

2 Maple Place, Oceanport, NJ 07757

I. Meeting Called to Order

II. Statement of Compliance with Open Public Meetings Act: *This meeting complies with the Open Public Meetings Act by notification on January 9, 2019 of this location, date and time to the Asbury Park Press and the LINK News and by the posting of same on the municipal bulletin board and Borough Web Site.*

III. Flag Salute

IV. Invocation

V. Roll Call

VI. PRESENTATION - CUB SCOUTS

VII. RESOLUTIONS:

#2019-112 Resolution authorizing payment of BILL LIST 05-02-2019

#2019-113 Resolution awarding contract for tennis and basketball court improvements

#2019-114 Resolution authorizing the solicitation of bids for fencing at various Borough parks

VIII. Administrator's Report

1. Resolution amending the Personnel Policy and Employee Handbook

IX. Clerk's Report

May 16, 2019 Consent Items

1. Resolution authorizing games of chance for the Strawberry Festival
2. Resolution rescinding Resolution #2019-056
3. Resolution Setting the Fees for 2019 Summer Action Camp
4. Resolution authorizing permits for Facility Use - Spring 2019
5. Resolution authorizing waiver of Budget Reading in Full
6. Resolution awarding Contract to Maser Consulting - 2019 Road Program
7. Workshop Minutes, April 4, 2019
8. Regular Minutes, April 16, 2019
9. Executive Session Minutes, April 16, 2019

X. Discussion Items

1. U.S. Census - New Construction Program, Mayor Coffey
2. Planning Board Application Fees & Review Deposits, Councilman Proto

XI. Mayor's Report

XII. Petitions from the Public

XIII. Adjournment

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING PAYMENT OF BILL LIST FOR MAY 2, 2019**

**Resolution #2019-112
05/2/19**

WHEREAS, the Governing Body has considered the payment of said bills as set forth on the bill list at its public meeting of May 2, 2019.

BE IT RESOLVED, by the Mayor and Council that the bills be paid as on the attached bill list dated May 2, 2019 totaling \$2,571,221.40.

CERTIFICATION OF FUNDS

I, Catherine D. LaPorta, Chief Financial Officer, of the Borough of Oceanport, do hereby certify that funds are available for the purpose stated herein.



Catherine D. LaPorta, CFO

I certify that the foregoing Resolution #2019-112 was adopted by the Oceanport Governing Body at the Regular Meeting held May 2, 2019

JEANNE SMITH, RMC
BOROUGH CLERK

BOROUGH OF OCEANPORT BILL LIST

2-May-19

PAYEE	AMOUNT
PAYROLL ACCOUNT	\$129,288.07 8TH PAY
DCRP	\$182.72
RICHARD GUTMAN	\$1,500.00
CAPITAL TRUST TOTAL	\$247,084.01
DOG REGISTRY TOTAL	\$618.80
TRUST OTHER TOTAL	\$292.50
ESCROW TRUST TOTAL	\$2,425.55
OPEN SPACE TRUST TOTAL	\$1,936.10
SUI	\$0.00
UCC TRUST	\$0.00
2018 VOUCHERS PAID THIS MEETING	\$5,126.59
2019 VOUCHERS PAID THIS MEETING	\$2,182,767.06
TOTAL	\$2,571,221.40

I CERTIFY THAT THE ABOVE ITEMS ARE TRUE AND CORRECT AS PRESENTED
TO THE MAYOR AND COUNCIL FOR PAYMENT

List of Bills - (All Funds)

7.1.a

Vendor	Description	Payment	Check Total
Current Fund			
1459 - ACCLAIM INVENTORY, LLC	PO 2496 2018 Inventory Audit	2,500.00	2,500.00
1009 - ADP, INC	PO 3315 PERIOD ENDING 3/31/19	167.12	167.12
1017 - AMERICAN WEAR, INC	PO 3246 SAFETY WEAR	324.00	324.00
1116 - ASBURY PARK PRESS	PO 3187 ADM ADVERTISING - ORD #999 4/9/19	76.28	
	PO 3254 Legal Notice for Tennis/Basketball	146.36	222.64
1042 - C&S ELECTRICAL CONTRACTOR, INC	PO 3228 EMERGENCY LIGHT AT BORO HALL	155.00	155.00
1047 - CENTRAL JERSEY HEALTH INSURANC	PO 3314 HEALTH/DENTAL INS - 5/1/19	75,357.00	75,357.00
1055 - CLARKE CATON HINTZ CORP	PO 3172 LAND USE DEV ORD PROJECT THRU 2/22/	340.00	
	PO 3188 HOUSING PLAN ELEMENT/FAIR SHARE 02/	482.69	
	PO 3189 FT MONMOUTH REDEVELOPMENT 02/22/19	2,967.38	3,790.07
1056 - COAST CITIES EQUIPMENT, INC	PO 3270 REPAIR FOR GARBAGE TRUCK	112.50	112.50
1060 - COMCAST BUSINESS COMMUNICATION	PO 3308 BORO HALL INTERNET/TELEPHONE 4/14/1	557.74	557.74
1563 - EXCEL CONTRACTING, INC.	PO 3213 REPAIR FOR DPW ROOF	250.00	250.00
1143 - I.D.M. MEDICAL SUPPLY INC	PO 3155 REFILL OXYGEN 3/16/19	123.52	123.52
1581 - INTEGRATED SYSTEMS & SERVICES INC	PO 3169 Warrantee and software support (2 y	2,845.00	2,845.00
1153 - JERSEY CENTRAL POWER & LIGHT	PO 3281 JCPL #015 - 3/2/19 - 4/1/19	1,635.11	
	PO 3280 JCPL #009 - 3/5/19 - 4/2/19	765.54	2,400.65
1556 - LANGUAGE SERVICES ASSOCIATES INC	PO 3224 TELEPHONIC CHARGES 1/31/19 & 3/31/1	90.30	90.30
1195 - MASER CONSULTING, P.A.	PO 3292 GENERAL ENG SERVICE 03/19	5,100.00	5,100.00
1214 - MON COUNTY TRAFFIC OFFICERS	PO 2956 2019 Monmouth County Traffic Office	35.00	35.00
1220 - MONMOUTH COUNTY PUBLIC WORKS	PO 3216 REPAIRS TO 38-75 PUMPER	1,350.64	
	PO 3215 REPAIRS TO 38-76 PUMPER	1,619.15	
	PO 3214 REPAIRS TO 38-99 FIRE POLICE CAPTAI	553.96	3,523.75
1222 - MONMOUTH COUNTY TREASURER	PO 3289 2ND QUARTER 2019 COUNTY TAXES DUE	775,713.64	
	PO 3277 2ND QUARTER 2019 COUNTY LIBRARY TAX	54,982.56	
	PO 3276 2ND QUARTER 2019 COUNTY HEALTH TAXE	15,391.33	
	PO 3275 2ND QUARTER 2019 COUNTY OPEN SPACE	86,046.12	932,133.65
1232 - MONMOUTH MUNICIPAL JIF	PO 3274 MMJIF INS 2ND INSTALLMENT FOR 2019	106,794.00	106,794.00
1241 - NAPA AUTO PARTS (#15456)	PO 3151 LAWN EQUIPMENT SUPPLIES	38.97	
	PO 3249 LAWN MOWER SUPPLIES	13.99	52.96
1245 - NJ AMERICAN WATER CO	PO 3232 LIBRARY WATER 2019 - 3/13/19 - 4/9/	16.85	
	PO 3231 OLD WHARF PARK - 3/13/19 - 4/9/19	16.85	
	PO 3230 OLD WHARF PARK 3/13/19 - 4/9/19	55.28	
	PO 3229 OLD WHARF PARK 3/13/19 - 4/9/19	42.10	
	PO 3268 262 ARNOLD 3/13/19 - 4/9/19	16.85	
	PO 3319 PAP FIRE HOUSE - 3/13/19 - 4/9/19	147.98	295.91
1251 - NJ NATURAL GAS CO	PO 3321 TOHICON LIBRARY - 3/15/19 - 4/15/1	107.32	107.32
1261 - OCEANPORT BOARD OF EDUCATION	PO 3279 MAY 2019 TAX REMITTANCE	794,999.67	794,999.67
1284 - POWERHOUSE SIGNWORKS	PO 3136 EASTER DATE RIDER BANNERS	120.00	120.00
1303 - RESERVE ACCOUNT	PO 3288 REFILL POSTAGE METEN	1,000.00	1,000.00
1314 - SEABOARD FIRE & SAFETY	PO 3164 FIRE INSPECTION AT OLD WHARF	157.00	
	PO 3165 FIRE INSPECTION AT DPW BLDG	165.00	
	PO 3166 FIRE INSPECTION AT BLACKBERRY BAY P	55.00	
	PO 3167 FIRE INSPECTION AT LIBRARY	115.95	
	PO 3168 FIRE INSPECTION AT PAP FIREHOUSE	145.00	637.95
1315 - SEABOARD WELDING SUPPLY, INC.	PO 3211 CYLINDER RENTAL- 3/31/19	20.75	20.75
1323 - SHORE REGIONAL HIGH SCHOOL	PO 3273 MAY 2019 TAX REMITTANCE	249,771.00	249,771.00
1326 - SIP'S PAINT	PO 3152 LIGHT BULBS FOR BORO HALL	15.99	
	PO 3209 TOOLS TO REMOVE FENCE	24.57	40.56
1334 - STAVOLA ASPHALT COMPANY, INC	PO 3162 HOT PATCH	150.16	150.16
1341 - TARGETED TECHNOLOGIES LLC	PO 3240 MSP AGREEMENT 5/19	2,602.00	
	PO 3239 MAIL ARCHIVING 5/19	228.00	2,830.00
1447 - TREASURER STATE OF NJ	PO 3310 MARRIAGE LICENSE FEE DUE STATE - 1S	50.00	50.00
1369 - TRIUS, INC	PO 3156 HD DISC SHOES FOR PLOW - 3/9/18	174.96	174.96
1373 - TWO RIVER WATER RECLAMATION	PO 3238 SENIOR CTR - 4/1/19 - 6/30/19	90.00	
	PO 3237 COMMUNITY CTR - 4/1/19 - 6/30/19	90.00	

List of Bills - (All Funds)

7.1.a

Vendor	Description	Payment	Check Total
1387 - VERIZON	PO 3236 433 MYRTLE 04/01/19 - 6/30/19	90.00	
	PO 3235 BLACKBERRY BAY 4/1/19 - 6/30/19	90.00	360.00
	PO 3234 FIRE ALARM - OLD WHARF 4/8/49 - 5/7	43.58	
	PO 3233 LIBRARY TELEPHONE 4/7/19 - 5/6/19	250.41	293.99
1388 - VERIZON WIRELESS	PO 3312 FIRST AID AIR CARDS - 3/24/19 - 4/2	140.04	
	PO 3245 POLICE AIR CARDS - 3/27/19 - 4/26/1	366.44	506.48
Capital Fund			
1106 - FIORE PAVING COMPANY, INC	PO 3311 MILTON AVENUE DRAINAGE - PAYMENT #1	108,433.93	
	PO 3302 2018 ROAD PROGRAM PARTIAL PAYMENT	55,451.83	163,885.76
1110 - FMERA	PO 3253 WATER MAIN CONTRIBUTION	50,000.00	50,000.00
1138 - HALE TRAILER BRAKE & WHEEL INC	PO 3206 TRAILER FOR 900 MURPHY - DPW 4/19	340.00	340.00
1157 - JOHNNY ON THE SPOT INC	PO 3131 PORTA WATER - 3/21/19 - 4/17/19	199.50	199.50
1195 - MASER CONSULTING, P.A.	PO 3301 AERIAL PHOTOGRAPHY AND PHOTOMETRIC	9,290.50	
	PO 3300 CHECK VALVES ENGINEERING CERTIFICAT	247.50	
	PO 3299 MAIN STREET ENGINEERING CERTIFICATI	2,340.00	
	PO 3298 MILTON AVE CONSTRUCTION OVERSIGHT	4,195.00	
	PO 3297 ADRIAN AVE CONST OVERSIGHT CERT RES	5,026.25	
	PO 3296 MYRTLE AVE ENGINEERING CERTIFICATI	5,274.75	
	PO 3316 OPB 164 ASBESTOS ABATEMENT & DEMO O	5,377.25	
	PO 3317 OPB 164 ASBESTOS ABATEMENT & DEMO O	907.50	32,658.75
DOG TRUST FUND			
1445 - Monmouth County SPCA	PO 3192 ANIMAL CONTROL SERVICES - 3/19	425.00	425.00
1367 - TREASURER:STATE OF NJ HEALTH	PO 3283 MARCH 2019 DOG REPORT	77.40	
	PO 3291 State Monthly Dog License Report	116.40	193.80
OPEN SPACE TRUST			
1129 - GOOSE CONTROL TECHNOLOGY	PO 3257 CONTROL CONTROL SERVICES 2019	1,500.00	1,500.00
1131 - GRAINGER (ACCT #831466131	PO 3160 BASKETBALL NETS FOR PARKS	144.90	144.90
1157 - JOHNNY ON THE SPOT INC	PO 3158 MARIA GATTA PARK - RESTROOMS - 3/20	291.20	291.20
OTHER TRUST			
1579 - ENGenuity Infrastructure	PO 3284 PLANNING BD REVIEW - DENHOLTZ CATAL	292.50	292.50
DEVELOPERS ESCROW TRUST			
1195 - MASER CONSULTING, P.A.	PO 3295 OPB002 PLOT PLAN REVIEW	125.00	
	PO 3294 OPB002 PLOT PLAN REVIEW	125.00	250.00
1340 - T&M ASSOCIATES	PO 3285 RPM NORTH POST - 2/19/19 - 4/5/19	2,175.55	2,175.55
TOTAL			2,440,250.61

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-011	CASH OPERATING			0.00	2,187,893.65
01-201-20-100-200	ADMINISTRATIVE & EXECUTIVE OE	4,052.64			
01-201-20-130-200	FINANCIAL ADMINISTRATION OE	167.12			
01-201-20-165-200	BOROUGH ENGINEER OE	5,100.00			
01-201-21-180-200	PLANNING BOARD OE	3,450.07			
01-201-23-210-200	INSURANCE PREMIUMS OTHER	52,069.00			
01-201-23-210-202	HEALTH	71,259.00			
01-201-23-210-203	DENTAL	4,098.00			
01-201-23-210-204	MMJIF	54,725.00			
01-201-25-240-200	POLICE OE	3,246.44			
01-201-25-260-200	FIRST AID ORGANIZATION OE	140.04			
01-201-25-265-209	REPAIRS & MAINTENANCE	1,350.64			

7.1.a

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-26-300-200	STREETS & ROADS OTHER EXPENSES	20.75			
01-201-26-300-271	REPAIRS	112.50			
01-201-26-300-273	SUPPLIES	93.52			
01-201-26-300-277	BITUMINOUS CONCRETE	150.16			
01-201-26-300-281	UNIFORM RENTAL	324.00			
01-201-26-310-252	REPAIRS & EQUIPMENT	887.95			
01-201-28-371-200	PARKS AND PLAYGROUNDS OE	120.00			
01-201-31-430-201	ELECTRICITY	1,712.57			
01-201-31-430-203	TELEPHONE/INTERNET	851.73			
01-201-31-430-204	WATER/SEWER	655.91			
01-201-31-430-205	NATURAL GAS	107.32			
01-201-31-430-207	STREET LIGHTING	688.08			
01-201-43-490-200	MUNICIPAL COURT OE	90.30			
01-203-20-130-200	(2018) FINANCIAL ADMINISTRATION OE		2,500.00		
01-203-25-260-200	(2018) FIRST AID ORGANIZATION OE		123.52		
01-203-25-265-209	(2018) REPAIRS & MAINTENANCE		2,173.11		
01-203-26-300-271	(2018) REPAIRS		174.96		
01-203-26-310-252	(2018) REPAIRS & EQUIPMENT		155.00		
01-204-55-000	Accounts Payable			340.00	
01-206-55-000-046	REGIONAL SCHOOL TAX			249,771.00	
01-207-55-000-045	LOCAL SCHOOL TAX			794,999.67	
01-208-55-000-039	COUNTY TAX PAYABLE			775,713.64	
01-208-55-000-041	COUNTY OPEN SPACE TAX			86,046.12	
01-208-55-000-042	COUNTY HEALTH TAX			15,391.33	
01-208-55-000-043	COUNTY LIBRARY TAX			54,982.56	
01-218-55-000-028	DUE STATE-MARRIAGE LICENSES			50.00	
TOTALS FOR	Current Fund	205,472.74	5,126.59	1,977,294.32	2,187,893.65
04-101-01-100-011	CAPITAL CASH - TD			0.00	247,084.01
04-215-55-474-000	MUNICIPAL COMPLEX ORD #970			56,824.25	
04-215-55-988-A00	ROADS, DRAINAGE, TRAFFIC SIGNAL, BULKHEA			190,259.76	
TOTALS FOR	Capital Fund	0.00	0.00	247,084.01	247,084.01
05-101-00-100-011	CASH - TD			0.00	618.80
05-161-00-500-040	DUE TO STATE OF NJ			193.80	
05-270-00-500-020	RESERVE FOR EXPENDITURES			425.00	
TOTALS FOR	DOG TRUST FUND	0.00	0.00	618.80	618.80
06-101-01-100-011	OPEN SPACE CASH - TD			0.00	1,936.10
06-270-00-500-020	RESERVE FOR OPEN SPACE			1,936.10	
TOTALS FOR	OPEN SPACE TRUST	0.00	0.00	1,936.10	1,936.10
60-101-01-100-101	CASH-OTHER TRUST - TD			0.00	292.50
60-270-55-600-205	RES.FOR DEV.ESCROW			292.50	
TOTALS FOR	OTHER TRUST	0.00	0.00	292.50	292.50
61-101-01-100-101	CASH-DEV.ESCROW/TD			0.00	2,425.55
61-270-55-600-205	RES.FOR DEV.ESCROW			2,425.55	
TOTALS FOR	DEVELOPERS ESCROW TRUST	0.00	0.00	2,425.55	2,425.55

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT

Total to be paid from Fund 01	Current Fund	2,187,893.65			
Total to be paid from Fund 04	Capital Fund	247,084.01			
Total to be paid from Fund 05	DOG TRUST FUND	618.80			
Total to be paid from Fund 06	OPEN SPACE TRUST	1,936.10			
Total to be paid from Fund 60	OTHER TRUST	292.50			
Total to be paid from Fund 61	DEVELOPERS ESCROW TRUST	2,425.55			
		=====			
		2,440,250.61			

7.1.a

Pending Payments (*Not Finalized*) - (..) ALL FUNDS

From 04/01/2019 to 04/30/2019 With a Line Amount > 10000

DATE	ENTRY #	PO#	CHECK #	ACCOUNT	VENDOR/EXPLANATION	DEBIT	CREDIT	ACCOUNT
4/22/2019	3289			01-208-55-000-039	2ND QUARTER 2019 COUNTY TAXES MONMOUTH COUNTY TREASURER	775,713.64	775,713.64	01-101-01-000-011
4/22/2019	3277			01-208-55-000-043	2ND QUARTER 2019 LIBRARY TAXES MONMOUTH COUNTY TREASURER	54,982.56	54,982.56	01-101-01-000-011
4/22/2019	3276			01-208-55-000-042	2ND QUARTER 2019 HEALTH TAXES MONMOUTH COUNTY TREASURER	15,391.33	15,391.33	01-101-01-000-011
4/22/2019	3275			01-208-55-000-041	2ND QUARTER 2019 OPEN SPACE TAXES MONMOUTH COUNTY TREASURER	86,046.12	86,046.12	01-101-01-000-011
4/22/2019	3279			01-207-55-000-045	MAY 2019 OCEANPORT BOARD OF EDUCATION	794,999.67	794,999.67	01-101-01-000-011
4/22/2019	3273			01-206-55-000-046	SHORE REGIONAL HIGH SCHOOL	249,771.00	249,771.00	01-101-01-000-011
4/24/2019	3311			04-215-55-988-A02	PARTIAL PAYMENT #1 FOR MILTON AVE IMPROVEME FIORE PAVING COMPANY, INC	108,433.93	108,433.93	04-101-01-100-011
4/24/2019	3302			04-215-55-988-A03	FIORE PAVING - PARTIAL PAYMENT CERT NO 1 FIORE PAVING COMPANY, INC	55,451.83	55,451.83	04-101-01-100-011
4/24/2019	3253			04-215-55-474-007	WATER MAIN CONTRIBUTION FMERA	50,000.00	50,000.00	04-101-01-100-011
4/24/2019	3314			01-201-23-210-202 01-201-23-210-203	HEALTH DENTAL CENTRAL JERSEY HEALTH INSURANC	71,259.00 4,098.00	75,357.00	01-101-01-000-011
4/24/2019	3274			01-201-23-210-200-2 01-201-23-210-204	WORKERS' COMPENSATION MMJIF MONMOUTH MUNICIPAL JIF	52,069.00 54,725.00	106,794.00	01-101-01-000-011

APRIL SUMMARY BY ACCOUNT:

ACCOUNT	ACCOUNT DESCRIPTION	APR RESERVE	CURRENT	NON-BUDGETARY	PENDING CR
01-101-01-000-011	CASH OPERATING				2,159,055.32
04-101-01-100-011	CAPITAL CASH - TD				213,885.76
01-201-23-210-200-2	WORKMEN'S COMPENSATION		52,069.00		
01-201-23-210-202	HEALTH		71,259.00		
01-201-23-210-203	DENTAL		4,098.00		
01-201-23-210-204	MMJIF		54,725.00		
01-206-55-000-046	REGIONAL SCHOOL TAX			249,771.00	
01-207-55-000-045	LOCAL SCHOOL TAX			794,999.67	
01-208-55-000-039	COUNTY TAX PAYABLE			775,713.64	
01-208-55-000-041	COUNTY OPEN SPACE TAX			86,046.12	
01-208-55-000-042	COUNTY HEALTH TAX			15,391.33	
01-208-55-000-043	COUNTY LIBRARY TAX			54,982.56	
04-215-55-474-007	OTHER			50,000.00	
04-215-55-988-A02	MILTON ROAD			108,433.93	
04-215-55-988-A03	ADRIAN AVE			55,451.83	
APRIL TOTALS (FOR RANGE):			182,151.00	2,190,790.08	2,372,941.08

SUMMARY BY ACCOUNT FOR RANGE:

ACCOUNT	ACCOUNT DESCRIPTION	APR RESERVE	CURRENT	NON-BUDGETARY	DISBURSED
01-101-01-000-011	CASH OPERATING				2,159,055.32
04-101-01-100-011	CAPITAL CASH - TD				213,885.76
01-201-23-210-200-2	WORKMEN'S COMPENSATION		52,069.00		

Pending Payments (*Not Finalized*) - (..) ALL FUNDS

7.1.a

From 04/01/2019 to 04/30/2019 With a Line Amount > 10000

SUMMARY BY ACCOUNT FOR RANGE:

ACCOUNT	ACCOUNT DESCRIPTION	APR RESERVE	CURRENT	NON-BUDGETARY	DISBURSED
01-201-23-210-202	HEALTH		71,259.00		
01-201-23-210-203	DENTAL		4,098.00		
01-201-23-210-204	MMJIF		54,725.00		
01-206-55-000-046	REGIONAL SCHOOL TAX			249,771.00	
01-207-55-000-045	LOCAL SCHOOL TAX			794,999.67	
01-208-55-000-039	COUNTY TAX PAYABLE			775,713.64	
01-208-55-000-041	COUNTY OPEN SPACE TAX			86,046.12	
01-208-55-000-042	COUNTY HEALTH TAX			15,391.33	
01-208-55-000-043	COUNTY LIBRARY TAX			54,982.56	
04-215-55-474-007	OTHER			50,000.00	
04-215-55-988-A02	MILTON ROAD			108,433.93	
04-215-55-988-A03	ADRIAN AVE			55,451.83	
TOTALS (FOR RANGE):			182,151.00	2,190,790.08	2,372,941.08
			=====	=====	=====

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING THE PURCHASING AGENT AND BOROUGH
ADMINISTRATOR TO SOLICIT BIDS FOR FENCING AT EVERGREEN AND
COMMUNITY CENTER PARKS**

**Resolution #2019-114
05/2/19**

WHEREAS, the Borough of Oceanport has the need to procure equipment, goods or services, where the estimated cost of which exceeds the pay to play threshold.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body does hereby authorize the Purchasing Agent and Borough Administrator to prepare and solicit bids for replacement fencing at Evergreen Park and the Community Center Park tennis courts.

I certify that the foregoing Resolution #2019-114 was adopted
by the Oceanport Governing Body at the Regular Meeting held
May 2, 2019

JEANNE SMITH, RMC
BOROUGH CLERK

From: [Katie LaPorta](#)
To: [Jeanne Smith](#)
Cc: [Donna Phelps](#)
Date: Tuesday, April 23, 2019 9:56:42 AM

Jeanne

As we discussed, please prepare resolution for QPA and Borough Administrator to go out to bid for fencing required at Evergreen Park and Community Center Tennis Courts. We believe the combined costs of both projects will exceed the Pay to Play Threshold. Donna already has the specs. We'd like to do it as soon as possible so, if we have the bid ready to go right after the meeting 2nd, we can award the contract at the May 21st meeting.

Let me know if you need anything else.

Thanks

Katie LaPorta, CMFO, QPA
Borough Of Oceanport
315 E. Main Street
Oceanport, NJ 07757
Phone - 732-222-8179
Fax - 732-222-0904

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AMENDING THE PERSONNEL POLICY AND EMPLOYEE HANDBOOK**

Resolution

WHEREAS, after review of the Personnel Policy and Employee Handbook the Borough Administrator has recommended that both be updated to designate the Borough Administrator as the official to implement said policy where previously designated the Borough Clerk, unless otherwise designated by law; and

WHEREAS, proposed amendments to said policies are attached hereto with additions underlined and deletions marked by strike through of the personnel policy as last revised and passed on August 16, 2018.

NOW, THEREFORE BE IT RESOLVED that the proposed amendments to the Borough's Personnel Policy and Employee Handbook attached hereto will be effective immediately upon passage by the Governing Body.

BE IT FURTHER RESOLVED that updated copies of the Personnel Policy shall be distributed to managerial/supervisory employees.

BE IT FURTHER RESOLVED, that updated copies of the Employee Handbook shall be distributed to all employees

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING GAMES OF CHANCE FOR THE LION'S CLUB STRAWBERRY
FESTIVAL MAY 29, 2019 THROUGH JUNE 2, 2019**

Resolution

WHEREAS, the Amusement Games Licensing Law (N.J.S.A. 5:8-100 et seq.) provides that owners and operators of any amusement games, as that term is defined by New Jersey law, must be licensed by the municipality within which such games are to be operated and conducted.

WHEREAS, applications for various games of chances have been filed with the Borough Clerk by Richard Collins of Amusement Games of America; and

WHEREAS, pursuant with Borough Code §121-16(B), an investigation has been conducted by the Oceanport Police Department; and

WHEREAS, pursuant with N.J.A.C. 13:3-1.13, the Borough of Oceanport has been determined, declared, found and is a seashore resort for purposes of issuing licenses with regard to games of chance, any municipality wishing to issue licenses of this nature to a licensee other than an amusement park or agricultural fair and exhibition must be a designated seashore resort.

NOW THEREFORE, BE IT RESOLVED by the Oceanport Mayor and Council that the following Games of Chance are approved for the Lions Club Strawberry Festival to be held at Monmouth Park from May 29, 2019 thru June 2, 2019:

Richard Collins Cork Gun Game, Balloon Bust, Ring a Bottle,

BE IT FURTHER RESOLVED that the applications for the above Games of Chance will be forwarded to the Legalized Games of Chance Control Commission, who will issue the appropriate licenses to the vendors.

**RESOLUTION OF THE BOROUGH OF OCEANPORT
RESCINDING RESOLUTION 2019-056 AUTHORIZING CANCELLATION OF
TAX LIEN**

Resolution

WHEREAS, resolution 2019-056 provided for a redemption amount that is no longer valid and is requested by the Tax Collector to be rescinded.

WHEREAS, Resolution 2019-098 provides for the appropriate redemption of Tax Sale Certificate #17-00012.

BE IT RESOLVED that Resolution 2019-056 to cancel tax sale certificate 17-00012 is hereby rescinded.

**RESOLUTION OF THE BOROUGH OF OCEANPORT
SETTING THE FEES FOR 2019 SUMMER ACTION CAMP**

Resolution

WHEREAS, each year the Borough of Oceanport and the Oceanport Recreation Program sponsors a summer "Action Camp", a playground-based program consisting of games, crafts and sports campers attending grades K to 7; and

WHEREAS, pursuant with Borough Code § 204-16(C), the fee for each year's program shall be set by resolution of the Borough Council; and

WHEREAS, the Parks and Recreation Committee has made a recommendation for the setting of fees for the 2019 session:

NOW THEREFORE BE IT RESOLVED, that the Borough Council hereby sets the fees for the 2019 Summer Action Camp as follows:

EARLY REGISTRATION May 1 - June 15	
Resident	\$200.00
Non-Resident	\$235.00
REGISTRATION AFTER June 15th	
Resident	\$225.00
Non-Resident	\$260.00

BE IT FURTHER RESOLVED that the Borough Clerk shall provide a copy of this resolution to the Recreation Coordinator and Chief Financial Officer.

Jeanne Smith

From: Oceanport Recreation
Sent: Thursday, April 11, 2019 1:03 PM
To: Jeanne Smith; wwollman@verizon.net
Cc: wdeerin@gmail.com; Kim Parent
Subject: RE: REC Agenda

In a motion made by Beth Watkins and seconded by Jay Silverman, the following Action Camp fees are to be recommended:

May 1 to June 15 Early registration:

Resident \$200
 Non resident \$235

After June 15
 Resident \$225
 Non resident \$260

Also- approval for Sunday, June 9 8:30 am to 12 noon for PTO Use BBB baseball area and fields for whiffle ball Tournament no fee OP PTO

Joanne G. Hunt

Recreation Coordinator

Borough of Oceanport

315 East Main Street

Oceanport, NJ 07757

Tel: 732.222.8221

Cell: 732.539.4226

Fax: 732.222.0904

From: Jeanne Smith
 Sent: Tuesday, April 9, 2019 1:07 PM
 To: Oceanport Recreation
 Subject: REC Agenda

Hi Joanne,
 For your REC meeting

1. There's a field use app that was filed, not sure if you get them so I'm attaching. I have it tentatively for May meeting of M&C.

2. I need a recommendation from the Committee on the fees to be charged by Action Camp this year so a resolution can be put on May agenda authorizing them. I attached last year's resolution for you.

Thanks

Jeanne Smith, RMC
Borough Clerk
Planning/Zoning Board Secretary
Borough of Oceanport
315 E. Main Street
Oceanport, NJ 07757
Tel: 732.222.8221
Fax: 732.222.0904

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING USE OF BOROUGH ATHLETIC FACILITIES**

Resolution

WHEREAS, the Parks and Recreation Committee has recommended the following group(s) be approved for use of a Borough athletic facility as follows:

Oceanport PTO, Whiffle Ball Game, fee exempt

WHEREAS, as required by ordinance the Borough Council has considered the recommendations of said committee.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council that facility usage by the aforementioned group(s) is hereby approved on the dates, fields and times so indicated on the application(s) submitted.

From: [Jeanne Smith](#)
To: [Jeanne Smith](#)
Subject: FW: Oceanport PTO Field Use
Date: Thursday, April 25, 2019 9:56:11 AM

From: Oceanport Recreation <OPRec@oceanportboro.com>
Sent: Wednesday, April 24, 2019 3:43 PM
To: Kim Parent <kparent@oceanportboro.com>
Subject: Re: Oceanport PTO Field Use

So... for PTO it was approved. No fee

Hmmm. Not sure about Red Bank. Does not ring a bell.

Joanne G. Hunt

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING A WAIVER OF READING IN FULL THE 2019 MUNICIPAL
BUDGET**

Resolution

WHEREAS, the public hearing for 2019 Municipal Budget is scheduled for May 16, 2019; and

WHEREAS, the Governing Body of the Borough of Oceanport desires to read the 2019 Municipal Budget by title only at the time of the public hearing and adoption of said budget; and

WHEREAS, the Governing Body of the Borough of Oceanport has caused the 2019 Municipal Budget to be posted in a public place in the Borough Hall of the Borough of Oceanport and in the Free County Library at least seven (7) days prior to the date of the public hearing; and

WHEREAS, said budget was made available to any person requesting to review same at least seven (7) days prior to the public hearing scheduled for the 2019 budget; and

WHEREAS, the Municipal Clerk, Jeanne Smith, has certified she has complied with N.J.S.A. 40A:4-8.1a and 1b. (copy of Certification below as Exhibit A);

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council shall read the 2019 Municipal Budget by its title only at the public hearing at the time of the adoption of the budget and hereby declares that the conditions set forth in N.J.S.A. 40A:4-8, Subsection 1.a and 1.b have been met therewith.

Exhibit A

CERTIFICATION

I, Jeanne Smith, Borough Clerk of the Borough of Oceanport do hereby certify that I have caused to be posted in the Borough Hall and delivered to the Free County Library a copy of the 2019 Municipal Budget at least seven days prior to the public hearing of May 16, 2019. I further certify that I have made the 2019 Municipal Budget available to any person requesting same at least seven days prior to the public hearing of May 16, 2019.

JEANNE SMITH
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AWARDING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
TO MASER CONSULTING FOR THE 2019 ROAD PROGRAM**

Resolution

WHEREAS, the Borough of Oceanport is a duly organized Municipal Corporation (hereinafter referred to as "Borough") having principal offices at 315 E. Main Street, Oceanport, New Jersey 07757; and

WHEREAS, there is a need for the Borough to obtain engineering services for the 2019 Road Program; and

WHEREAS, the services to be provided are deemed to be "professional services" pursuant to the Local Public Contracts Law (N.J.S.A. 40:A 11-1, et seq.) and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a Contract for "professional services" without public advertising for bids, provided that the Resolution authorizing the Contract and the Contract itself, are available for public inspection in the Office of the Borough Clerk and that notice of the awarding of the Contract is published in a newspaper of general circulation in the Municipality; and

WHEREAS, Maser Consulting, P.A. has submitted a proposal dated April 23, 2019 in the amount of \$170,350.00 and having considered the matter, the Borough now wishes to authorize the Borough Engineer, Maser Consulting, PA to perform the engineering services for the 2019 Road Program.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Oceanport as follows:

1. That the Borough of Oceanport has awarded a Professional Service Contract to Maser Consulting as Borough Engineer for 2019 and the work to be performed will be consistent with their existing contract and the attached proposal for engineering services for the purpose of the 2019 Road Program
2. That the compensation associated with the proposal shall not exceed \$170,350.00
3. That the within Resolution shall be subject to the Borough CFO confirming that funds are available for the stated purpose.
4. That the Borough Clerk shall publish a notice of the award in the LINK News and the resolution and contract shall remain on file in the Borough Clerk's office.

CERTIFICATION OF FUNDS

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport certify that funds are available subject to funding of Bond Ordinance #1001, not to exceed \$170,350.00 for the above referenced professional services contract.



Catherine D. LaPorta, CFO



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

Corporate Headquarters
331 Newman Springs Road, Suite 203
Red Bank, NJ 07701
T: 732.383.1950
F: 732.383.1984
www.maserconsulting.com

April 25, 2019

VIA EMAIL

Mayor and Council Members
Borough of Oceanport
315 E. Main Street
Oceanport, NJ 07757

Re: Proposal for Professional Services
2019 Road Program
Borough of Oceanport, Monmouth County, New Jersey
MC Project No. OPB-001

Dear Mayor and Council Members:

Maser Consulting P.A. is pleased to submit the following proposal for professional engineering, surveying and construction observation services associated with the rehabilitation of the following Roadway Improvements:

Streets

Main Street
Bridgewaters Drive
Hedge Drive
Winhar Place
Relwof Avenue
Milton Avenue

Improvement Limits

Brookview Drive to Center Street
East Main Street to 300' east of Relwof Avenue
Entire road
Werah Place to Seneca Place
Bridgewaters Drive to Asbury Avenue
Asbury Avenue to Belmar Avenue

Our proposal is divided into four sections as follows:

- Section I – Scope of Services
- Section II – Business Terms and Conditions
- Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses
- Section IV – Client Contract Authorization

The following Scope of Services has been separated into phases so that it may be more easily reviewed. The order in which the phases are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Maser Consulting to meet project schedules.



SCOPE OF SERVICES

Based on our conversations and information noted above, we propose to complete the following:

PHASE 1.0 TOPOGRAPHIC SURVEY AND BASE MAP PREPARATION

Our office shall provide topographic survey services including the establishment of baselines and benchmarks associated with the improvements to Winhar Place. The remaining improvements will utilize existing survey information that we currently have on file or the County GIS data, and will be supplemented with field survey as needed.

The Topographic Survey shall include all features within the right-of-way extending 20 feet into the adjacent properties, as needed. The right-of-way will be established based by tax map overlay as the improvements will not change the limits and location of the existing roadway. The topographic information obtained will be used to generate base maps. These base maps will then be utilized for the preparation of appropriate construction plans.

Phase 1.0 – Lump Sum Fee

\$24,200.00

PHASE 2.0 CONSTRUCTION PLANS/TECHNICAL SPECIFICATIONS

Bid Documents will be prepared for the improvements to the six (6) roadways listed above.

- 2.1 Maser Consulting will prepare plans and technical specifications for the improvements discussed in the scope of work.

The construction plan set shall consist of the following drawings:

- Cover Sheet
- Quantities Notes, Legend and Typical Sections
- Construction Plans
- Soil Erosion and Sediment Control Plans and Details
- Maintenance and Protection of Traffic (if needed)
- Construction Details

In addition to preparing plans and specifications, Maser Consulting will perform the following project associated activities:

- 2.2 Meet with Traffic Safety Officer to review traffic control and protection measures to be implemented during the construction phase.
- 2.3 Prepare a construction cost estimate.



- 2.4 Submit plans to the NJDOT for review and approval with regard to the Main Street and Bridgewaters Drive improvements.
- 2.5 Submit plans to utility companies having services within project limits for review and comment.
- 2.6 Furnish one (1) bound copy of the construction plans and technical specifications to the Borough.

Phase 2.0 – Lump Sum Fee

\$53,250.00

PHASE 3.0 BIDDING SERVICES

During this phase, Maser Consulting will:

- 3.1 Prepare all forms required for project advertisement, bid and contract execution, review, analyze and tabulate bids, and recommend award of contract.
- 3.2 Respond to questions from prospective bidders during the review period and issue appropriate addenda to contract documents, if required.
- 3.3 Review references, qualifications and prices submitted by the low bidder, and submit a recommendation of award of contract to the Borough.

Phase 3.0 – Lump Sum Fee

\$2,900.00

PHASE 4.0 CONSTRUCTION OBSERVATION & ADMINISTRATION

Maser Consulting will perform construction administration and construction observation services during the period of both construction contracts. It is anticipated that the contracts will have a time period of three (3) months each. Full-time and part-time construction observation services will be provided on an as needed basis throughout construction activities up to and including final inspections. Maser Consulting will check on the Contractor's compliance with the contract documents and provide monthly status reports and recommendations regarding payment applications. The following scope is included in this proposal:

- 4.1 Attend and chair the pre-construction meeting and prepare and distribute the minutes of that meeting.
- 4.2 Manage all submittals and develop and maintain a shop drawing log. Maser Consulting shall review for approval/disapproval all shop drawings, schedules and other submittals.



- 4.3 Perform full-time and part-time construction observation services as required during construction of the proposed improvements. Construction observation services will be provided throughout the duration of construction with a full-time resident construction project manager and other personnel as required. Maser Consulting shall provide observation of construction for conformance with the Contract Documents and approved shop drawings and report any deviations to the Borough and the Contractor.
- 4.4 Review and recommend for approval to the Borough, Contractor's quantities, measurements, and requests for payment on a monthly basis.
- 4.5 Maintain pertinent job records including Contract Drawings, Addenda, Change Orders, Payment Estimates, and Daily Inspection Reports.
- 4.6 Maintain copies of all files related to this project including, but not limited to, all correspondence, permits, Requests for Information, shop drawings/reviews, design modifications, payment estimates, change orders, cost estimates, inspection reports, record plans and specifications, etc.
- 4.7 Negotiate and prepare change orders approved by the Borough as required. Independent cost estimates will be prepared during review of the change orders in order to advise the Borough on the validity of the change orders.
- 4.8 Prepare a punch list of remaining work near completion of the project.
- 4.9 Witness required and authorized equipment, material and performance testing.
- 4.10 Prepare final estimate and closeout project as per the Contract Specifications and NJDOT requirements (where applicable).

Phase 4.0 – Hourly/Estimated Fee **\$90,000.00**

SCHEDULE OF FEES

PHASE 1.0	TOPOGRAPHIC SURVEY AND BASE MAP PREPARATION	\$ 24,200.00
PHASE 2.0	CONSTRUCTION PLANS/TECHNICAL SPECIFICATIONS	\$ 53,250.00
PHASE 3.0	BIDDING SERVICES	\$ 2,900.00
	SUBTOTAL FOR LUMP SUM PHASES 1.0 THRU 3.0	\$ 80,350.00
PHASE 4.0	CONSTRUCTION OBSERVATION & ADMINISTRATION HOURLY/ESTIMATE	\$ 90,000.00
	TOTAL FOR PHASES 1.0 THRU 4.0	\$170,350.00

This Contract and Fee Schedule are based upon the contract for Engineering Services for 2019.



EXCLUSIONS AND UNDERSTANDINGS

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement:

1. Construction testing services. Expenses incurred for services, equipment, and facilities not furnished by Maser Consulting are charged to the Borough at cost plus, an up-charge not to exceed 25 percent of the invoice for said work.
2. This proposal does not include exploratory or testing services, interpretations, or conclusions related to determination of potential chemical, toxic, radioactive or other type of contaminants on site.
3. Printing and reproduction costs in excess of that contained in the contract. Such additional costs are not anticipated since contractors will be purchasing sets of the plans and technical specifications directly from this office.
4. Permit and application fees, which are to be paid directly by the Borough.

If an item not listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Maser Consulting may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees with regard to the extra services.

SECTION II – BUSINESS TERMS & CONDITIONS

The Business Terms and Conditions are in accordance with the original contract agreement.

SECTION III - 2019 TECHNICAL STAFF HOURLY RATE SCHEDULE AND REIMBURSABLE EXPENSES

The Rate Schedule is on file with the Borough.

BOROUGH OBLIGATIONS

1. The Borough shall provide Maser Consulting with access to files and allow relevant documents to be utilized.
2. The Borough shall provide application fees for any permits that may be required for the completion of the work.



SECTION IV – CLIENT CONTRACT AUTHORIZATION

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, **please sign where indicated above in Section IV, and return one signed copy to this office.** This proposal is valid until July 30, 2019.

Maser Consulting shall comply with requirements of the State of New Jersey Affirmative Action Program. We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in blue ink, appearing to be 'W. H. White, III'.

William H. White, III, P.E., P.P., C.M.E.
Oceanport Borough Engineer

WHW/nb

cc: Jeanne Smith, RMC, Borough Clerk

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