BOROUGH OF OCEANPORT MAYOR & COUNCIL

REGULAR MEETING ● AGENDA

Clement V. Sommers Municipal Building
910 Oceanport Way, Oceanport, NJ 07757

SEPTEMBER 18, 2025 at 7:00 PM

1. **Call to Order**

2. **Statement of Compliance with Open Public Meetings Act**: This meeting complies with the Open Public Meetings Act by adequate and electronic notification on January 5, 2025 of this meeting and its location, date and time to the Asbury Park Press and Two River Times and by the posting of same on the municipal bulletin board and Borough's Web Site.

3. **Flag Salute, Statement to the Public**: Often times it may appear that the Mayor & Council take action with very little comment and in many cases by unanimous vote. Many items are of routine business that are placed on a Consent Agenda as they do not require additional discussion. Items not of a routine nature are first listed for discussion at a Workshop meeting prior to being listed for action at a Regular Meeting. Where appropriate, items are referred to a Council Committee for further study and investigation before being returned with a recommendation for the full Council to consider. The members of the Borough Council work via committees along with the Mayor, Borough Clerk and Administration to assure that the members fully understand the matter. There are occasions where matters are presented to the Mayor & Council for discussion and action at the same meeting when of a timely nature.

4. **Roll Call**

5. **PUBLIC COMMENT - Action Items Only**: At this time, comments are invited on action items only. Upon being recognized by the Mayor, anyone wishing to address the Governing Body, please state your name and address. No member of the public may address or question individual Governing Body members or administration. Although public participation is welcomed and encouraged, the governing body may, through the Mayor or presiding officer, terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. The Borough bears no responsibility for comments made by members of the public. In order to permit the fair and orderly expression of public comment, questions from the public will be responded to, if feasible, after the public comment portion of the meeting is closed.

6. **Administrator's Report**

   DISCUSSION: MJPPI 2025 Annual Update

7. **Clerk's Report**

8. **Consent Agenda**: All items listed under Consent Agenda, are considered routine by the Borough Council and will be enacted by one motion in the form listed below. There will not be separate discussion of these items.. If discussion is desired, that item will be removed from the Consent Agenda by request of the Council member and considered separately. There will be one motion for all items listed.

   Resolution #2025-245 - Payment of Bills

   Resolution #2025-246 - Appointing Anthony Montagna as Building Subcode Official

   Resolution #2025-247 - Appointments to Boards and Committees — Recreation

   Resolution #2025-248 - Amending the Salary Resolution

Resolution #2025-249 - Certification of the Annual Audit

Resolution #2025-250 - Authorizing a Refund for Overpayment of 8 Arcana Ave

Resolution #2025-251- Approving the Corrective Action Plan Related to the 2024 Audit

Resolution #2025-252 - Amending the Personnel Policy to Update and Implement New Policies

Resolution #2025-253 - Appointments to Boards and Committees- Environmental

Resolution #2025-254 - Awarding a Contract for Vehicle Repair and Maintenance Services Between Allegiance Trucks LLC

Resolution #2025-255 - Declaring the Mega Parcel on the Former Fort Monmouth as a Non-Condemnation Area in Need of Redevelopment

Resolution #2025-256- Amending 2025 Budget for FMERA MOU Fire Hydrant Abandonment Project

Resolution #2025-257 - Approving Cooperative Purchase Agreement with Monmouth County for Land Preservation Incentive Project

9. **First Reading Ordinances**

Ordinance #1115 - Amending UCC Fees

Ordinance #1116 - Adopting Redevelopment Plan for the Mega Parcel

10. **Second Reading & Public Hearing Ordinances**

Ordinance #1113 - Open Space Acquisition

Ordinance #1114 - Creating Job Descriptions

11. **Council Standing Committee Reports**

Councilman Deerin - Parks & Recreation

Councilman Gallo - Public Works & Engineering

Councilman Keeshen - Public Safety

Councilman O'Brien - Finance & Administration

Councilwoman Manna - Health & Human Services

Councilwoman Cooper - Planning & Development

12. **Mayor Tvrdik's Report**

13. **Public Comments**

14. **Adjournment**

RESOLUTION OF THE BOROUGH OF OCEANPORT AUTHORIZING PAYMENT OF BILL LIST FOR SEPTEMBER 18, 2025

Resolution #2025-245
9/18/2025

WHEREAS, the Governing Body has considered the payment of said bills as set forth at its public meeting of September 18, 2025.

BE IT RESOLVED, by the Mayor and Council that the bills be paid as on the attached bill list for $360,278.57

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
CATHERINE D. LaPORTA, CFO

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-245 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

BOROUGH OF OCEANPORT
BILL LIST

18-Sep-25

PAYEE	AMOUNT
PAYROLL ACCOUNT	$200,541.52 PR #19
MANUAL CHECKS	
US BANK OPERATIONS	$8,200.00
LINCOLN NATIONAL LIFE	$4,600.00
GRANT FUND	$0.00
CAPITAL	$0.00
DOG REGISTRY TOTAL	$446.25
OPEN SPACE TRUST TOTAL	$19,705.67
SUI	$1,589.86
UCC TRUST	$208.59
TRUST OTHER TOTAL	$692.42
ESCROW TRUST TOTAL	$18,557.50
NON BUDGETARY	$0.00
2024 VOUCHERS PAID THIS MEETING	
2025 VOUCHERS PAID THIS MEETING	$105,736.76
TOTAL	**$360,278.57**

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

List of Bills - (All Funds)

Vendor	Description		Payment	Check Total
	Current Fund			
1007 - ACTION UNIFORMS, LLC	PO 20094	uniforms 47, 55, 57	125.00	125.00
1658 - AMAZON CAPITAL SERVICES, INC	PO 20680	CLERK SUPPLIES	124.91	
	PO 20757	POISON IVY SCRUB	42.04	
	PO 20809	SUPPLIES TRUCK 126	178.97	
	PO 20838	SUPPLIES - FIRE BUREAU	57.43	
	PO 20880	CLERK SUPPLIES	40.29	
	PO 20916	flash drives records	66.85	
	PO 20986	SUPPLIES - FIRE BUREAU	156.52	667.01
2342 - BILLS WORK CLOTHING INC.	PO 20881	BOOTS AND UNIFORMS	1,821.00	1,821.00
2045 - BIRDS BEWARE, INC	PO 20620	GEESE CONTROL	525.00	525.00
1050 - CERTIFIED SPEEDOMETER, INC	PO 20955	Calibration for Patrol Vehicles	220.00	220.00
1987 - CINTAS CORPORATION NO 2	PO 20956	MONTLY RUG CLEANING BORO HALL + PD	282.63	282.63
1056 - COAST CITIES EQUIPMENT, INC	PO 20933	TRK 133 INTERNATIONAL 7400 3HAWDTAR2JL34	362.78	362.78
1065 - COOPER ELECTRIC SUPPLY CO	PO 20354	REPAIR POLICE DEPARTMENT GENERATOR (FUEL	913.08	913.08
2308 - COUNTY OF MONMOUTH	PO 21061	Water Rescue 48, 47	100.00	100.00
2102 - DCH FORD OF EATONTOWN	PO 20970	Repairs to Unit 10	1,057.50	1,057.50
2190 - FIS ON SITE SERVICE LLC	PO 20835	LADDER REPAIRS	2,740.00	2,740.00
1991 - FRANK SKOVRAN JR	PO 21080	Drone License Reimbursement	175.00	175.00
1116 - GANNETT NEW YORK/NEW JERSEY LOCALiQ	PO 21063	LEGAL NOTICES	292.44	292.44
1652 - GOLD TYPE BUSINESS MACHINE	PO 20649	New explorers equipment install	3,802.01	3,802.01
1506 - GRANICUS, LLC	PO 21043	AGENDA & MINUTE SOFTWARE - SEPTEMBER 202	466.27	466.27
1889 - GREAT AMERICA FINANCIAL SERVICES	PO 21070	MONTHLY RENTAL	159.00	159.00
1134 - GREGORY LAURETTA	PO 21062	Reimbursement Drug Test Mailing	50.24	50.24
2350 - GUARDIAN PROTECTION	PO 21054	CONTRACTED ALARM SERVICE - OLD WHARF	1,077.72	1,077.72
1144 - Institute for Professional Develop	PO 19263	WEBINAR: WE ARE ALL INDIVIDUALS APRIL 30	50.00	50.00
1153 - JERSEY CENTRAL POWER & LIGHT	PO 21045	200-00-857-007 - 7/19/25-8/19/25	5,833.25	
	PO 21071	MAIN & INTERSECTION - 7/30/25-8/25/25	71.47	5,904.72
2097 - JOHN PATTI	PO 20950	MB COURT SESSION COVERAGE	500.00	500.00
1814 - LEAF	PO 21066	OEM COPIER -09/25/25	82.32	82.32
1189 - LIFESAVERS, INC	PO 20968	New Batteries for AED's	449.85	449.85
2325 - MARSHALL MACHINERY	PO 20774	AUGER	1,438.00	1,438.00
1248 - NJ LEAGUE OF MUNICIPALITIES	PO 21034	NJ MUNICIPALITIES DIGITAL SUBSCRIPTIONS	325.00	325.00
1251 - NJ NATURAL GAS CO	PO 21040	920 OCEANPORT WAY - 7/17/25-8/14/25	55.00	
	PO 21041	910 OCEANPORT WAY - 7/17/25-8/14/25	72.52	
	PO 21042	930 OCEANPORT WAY -7/17/25-8/14/25	342.44	469.96
1520 - PASHMAN STEIN WALDER HAYDEN, PC	PO 20987	GENERAL LEGAL - JULY 2025	4,776.50	4,776.50
2346 - R BROTHERS CONCRETE LLC	PO 20771	CONCRETE AND MASONRY REPAIRS AT OLD WHAR	4,000.00	4,000.00
1791 - READY FRESH	PO 21021	WATER DELIVERY SERVICE - AUGUST	101.44	101.44
2130 - REARDON ANDERSON, LLC	PO 21033	LEGAL SERVICES	35.00	35.00
1314 - SEABOARD FIRE & SAFETY	PO 20839	FIRE EXTINGUISHER INSPECTION-PORT AU PEC	729.93	
	PO 20840	FIRE EXTINGUISHER INSPECTION- BOROUGH HA	140.00	
	PO 20841	FIRE EXTINGUISHER INSPECTION- POLICE DEP	363.00	
	PO 20842	FIRE EXTINGUISHER INSPECTION- C.C LIBRAR	98.00	1,330.93
1314 - SEABOARD FIRE & SAFETY	PO 20843	FIRE EXTINGUISHER INSPECTION- BLACKBERRY	68.00	
	PO 20882	FIRE EXTINGUISHER INSPECTION- OLD WHARF	293.00	
	PO 20883	FIRE EXTINGUISHER INSPECTION- PUBLIC WOR	222.90	583.90
1320 - SHORE BUSINESS SOLUTIONS,INC	PO 21051	MONTHLY DPW PRINTER CHARGES	57.63	57.63
1337 - SUBURBAN DISPOSAL	PO 21064	DISPOSAL FEE - AUGUST	25,962.23	
	PO 21065	COLLECTION -AUGUST 2025	39,500.00	65,462.23
2340 - TED HALL LOCKSMITH	PO 20922	REPLACE ELECTRONIC PANIC BAR TRIM ON FRO	1,200.00	1,200.00
1348 - THE HOME DEPOT	PO 21083	SUPPLIES -	121.65	121.65
1368 - TRIDENT ABSTRACT TITLE LLC	PO 20932	TITLE SEARCH	381.00	381.00
2268 - VAN WICKLE AUTO SUPPLY, INC	PO 20949	BATTERIES	268.08	268.08
1387 - VERIZON	PO 21039	POLICE FIOS - 7/25/25-9/23/25	325.63	325.63
1388 - VERIZON WIRELESS	PO 21044	POLICE WIRELESS - 7/24/25-8/23/25	533.24	533.24
1391 - VIRTUAL FX, LLC	PO 20820	TRK 126 FORD F450 1FDXF47F61EB32453	485.00	
	PO 20954	LABELS FOR BOROUGH OWNED STREET LIGHTS	350.00	835.00
1659 - WARSHAUER ELECTRIC	PO 20921	S100992268	1,668.00	1,668.00
	DOG TRUST FUND			

List of Bills - (All Funds)

Vendor	Description		Payment	Check Total
1445 - Monmouth County SPCA	PO 20991	ANIMAL CONTROL SERVICES - JULY 2025	446.25	446.25
	OPEN SPACE TRUST			
1658 - AMAZON CAPITAL SERVICES, INC	PO 20724	REPLACEMENT PICKLEBALL REEL WITH HANDLE	179.00	
	PO 20924	SUPPLIES- MARIA GATTA	549.00	728.00
1665 - ATLANTIC PLUMBING SUPPLY COPR	PO 19915	WELL METER AT BLACKBERRY BAY PARK	1,231.97	1,231.97
2045 - BIRDS BEWARE, INC	PO 20620	GEESE CONTROL	975.00	
	PO 20807	GEESE CONTROL (AUGUST 2025)	1,500.00	2,475.00
1809 - CELTIC CONCEPTS, INC	PO 20640	INSTALL WATER FOUNTAIN OLD WHARF PARK	800.00	
	PO 20808	REPAIR BACKFLOW PREVENTER AT CHARLES PAR	739.77	
	PO 20877	REPAIRS AT BLACKBERRY BAY PARK	545.40	2,085.17
1153 - JERSEY CENTRAL POWER & LIGHT	PO 21072	280 PORT AU PECK - 08/21/2025	893.33	893.33
2346 - R BROTHERS CONCRETE LLC	PO 20764	REPAIRS TO SIDEWALKS AT EVERGREEN PARK	3,600.00	3,600.00
1318 - SEMCORE RENTAL CENTER II	PO 20981	RENTAL- BBBP TENNIS COURT LIGHTING	320.00	320.00
1592 - SHAUGHNESSY SPORTS CONSTRUCTION, LLC	PO 19788	Replace pickleball net post cranks	685.00	685.00
2111 - THE BORJA GROUP	PO 21073	FACILITY USE MANAGEMENT	7,500.00	7,500.00
1348 - THE HOME DEPOT	PO 21082	SUPPLIES	187.20	187.20
	SUI Trust			
1331 - STATE OF NJ - DEPT OF LABOR	PO 21068	LABOR & WORKFORCE DEVELOPMENT -09/25	1,589.85	1,589.85
	UCC Trust			
2356 - JESSICA FORNAROTTO	PO 21056	REIMBURSMENT	93.59	93.59
1248 - NJ LEAGUE OF MUNICIPALITIES	PO 20722	EMPLOYMENT AD - BUILDING SUBCODE	115.00	115.00
	OTHER TRUST			
1658 - AMAZON CAPITAL SERVICES, INC	PO 20824	Glow sticks for Summers End	253.97	253.97
1434 - Jersey Printing Associates, Inc.	PO 20934	OCEANPORT POSTERS	101.00	101.00
1167 - T.N.C. PROMOTIONAL ADVERTISING	PO 20996	HISTORICAL COMMITEE	337.45	337.45
	DEVELOPERS ESCROW TRUST			
1807 - COLLIERS ENGINEERING & DESIGN	PO 19077	PB Engineering	3,282.50	
	PO 19759	PB Engineering- FMBC	12,295.00	
	PO 20907	PB Engineering- FMBC	95.00	
	PO 20911	PB Engineering- FMBC	2,345.00	18,017.50
1499 - KEVIN E KENNEDY, ESQ	PO 20685	PB Legal - FMBC	540.00	540.00
TOTAL				146,937.04

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-011	CASH OPERATING			0.00	105,736.76
01-201-20-100-200	ADMINISTRATIVE & EXECUTIVE OE	585.44			
01-201-20-120-200	MUNICIPAL CLERK OE	923.91			
01-201-20-155-200	LEGAL SERVICES OE	5,192.50			
01-201-25-240-200	POLICE OE	6,579.69			
01-201-25-252-200	EMERGENCY MANAGEMENT OE	82.32			
01-201-25-265-209	REPAIRS & MAINTENANCE	2,740.00			
01-201-25-265-400	FIRE BUREAU OE	213.95			
01-201-26-300-200	STREETS & ROADS OTHER EXPENSES	50.00			
01-201-26-300-271	REPAIRS	630.86			
01-201-26-300-273	SUPPLIES	1,013.97			
01-201-26-300-281	UNIFORM	1,821.00			
01-201-26-300-289	STREETS & ROADS OFFICE SUPPLIES	57.63			
01-201-26-305-200	SANITATION-TRASH REMOVAL OE	32,000.00			
01-201-26-306-200	RECYCLING OE	7,500.00			
01-201-26-310-200	PUBLIC BUILDINGS & GROUNDS OE	2,539.60			
01-201-26-310-252	REPAIRS & EQUIPMENT	10,643.35			
01-201-31-430-203	TELEPHONE/INTERNET	325.63			
01-201-31-430-205	NATURAL GAS	469.96			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-31-430-207	STREET LIGHTING	5,904.72			
01-201-31-465-200	SANITATION DUMPING FEES	25,962.23			
01-201-42-170-201	Monmouth Beach Finance	500.00			
TOTALS FOR	Current Fund	105,736.76	0.00	0.00	105,736.76
05-101-00-100-011	CASH - TD			0.00	446.25
05-270-00-500-020	RESERVE FOR EXPENDITURES			446.25	
TOTALS FOR	DOG TRUST FUND	0.00	0.00	446.25	446.25
06-101-01-100-011	OPEN SPACE CASH - TD			0.00	19,705.67
06-270-00-500-020	RESERVE FOR OPEN SPACE			19,705.67	
TOTALS FOR	OPEN SPACE TRUST	0.00	0.00	19,705.67	19,705.67
14-101-01-100-101	Cash SUI Trust			0.00	1,589.85
14-270-55-600-155	Reserve for SUI			1,589.85	
TOTALS FOR	SUI Trust	0.00	0.00	1,589.85	1,589.85
18-101-01-100-101	CASH UCC TRUST			0.00	208.59
18-270-55-600	RESERVE FOR UCC TRUST			208.59	
TOTALS FOR	UCC Trust	0.00	0.00	208.59	208.59
60-101-01-100-101	CASH-OTHER TRUST - TD			0.00	692.42
60-270-55-600-115	RES.FOR SUMMERS END			253.97	
60-270-55-600-135	RES.FOR HISTORICAL COMMITTEE			438.45	
TOTALS FOR	OTHER TRUST	0.00	0.00	692.42	692.42
61-101-01-100-101	CASH-DEV.ESCROW/TD			0.00	18,557.50
61-270-55-600-205	RES.FOR DEV.ESCROW			18,557.50	
TOTALS FOR	DEVELOPERS ESCROW TRUST	0.00	0.00	18,557.50	18,557.50

Total to be paid from Fund 01 Current Fund	105,736.76
Total to be paid from Fund 05 DOG TRUST FUND	446.25
Total to be paid from Fund 06 OPEN SPACE TRUST	19,705.67
Total to be paid from Fund 14 SUI Trust	1,589.85
Total to be paid from Fund 18 UCC Trust	208.59
Total to be paid from Fund 60 OTHER TRUST	692.42
Total to be paid from Fund 61 DEVELOPERS ESCROW TRUST	18,557.50
	146,937.04

Pending Payments (*Not Finalized*)

All Funds

Month of September

From 09/01/2025 to 09/30/2025 With a Line Amount > 10000.00

Date	ENTRY	ACCOUNT	PO	Check #	VENDOR/DESCRIPTION	DEBIT	CREDIT	CR ACCOUNT
09/10/2025	63180	61-270-55-600-205	19759		FMBC Inspection Fees, CONSTRUCTION OBSERVATION	12,295.00		
						12,295.00	-	
09/10/2025	19759		19759		COLLIERS ENGINEERING & DESIGN		12,295.00	61-101-01-100-101
							- **12,295.00**	
09/10/2025	68029	01-201-26-305-201	21065		COLLECTION	32,000.00		
						32,000.00	-	
09/10/2025	68030	01-201-26-306-201	21065		RECYCLING	7,500.00		
						7,500.00	-	
09/10/2025	21065		21065		SUBURBAN DISPOSAL		39,500.00	01-101-01-000-011
							- **39,500.00**	
09/10/2025	68031	01-201-31-465-201	21064		DISPOSAL	20,095.40		
						20,095.40	-	
09/10/2025	68032	01-201-31-465-201	21064		RECYCLING ENHANCEMENT ACT	675.93		
						675.93	-	
09/10/2025	68033	01-201-31-465-201	21064		RECYCLING FEE	5,190.90		
						5,190.90	-	
09/10/2025	21064		21064		SUBURBAN DISPOSAL		25,962.23	01-101-01-000-011
							- **25,962.23**	
						77,757.23	**77,757.23**	

September Totals

Totals by Account for September

ACCOUNT	ACCOUNT TITLE	LY BUDGET	CY BUDGET	NON BUDGET	PENDING CR
01-101-01-000-011	CASH OPERATING				65,462.23
61-101-01-100-101	CASH-DEV.ESCROW/TD				12,295.00
01-201-26-305-201	SANITATION-TRASH REMOVAL		32,000.00		
01-201-26-306-201	OTHER EXPENSES		7,500.00		
01-201-31-465-201	SANITATION DUMPING FEES		25,962.23		

September Totals continued...

ACCOUNT	ACCOUNT TITLE	LY BUDGET	CY BUDGET	NON BUDGET	PENDING CR
61-270-55-600-205	RES.FOR DEV.ESCROW			12,295.00	
Totals		-	65,462.23	12,295.00	77,757.23

Range Total

Totals by Account for Range

ACCOUNT	ACCOUNT TITLE	LY BUDGET	CY BUDGET	NON BUDGET	PENDING CR
01-101-01-000-011	CASH OPERATING				65,462.23
61-101-01-100-101	CASH-DEV.ESCROW/TD				12,295.00
01-201-26-305-201	SANITATION-TRASH REMOVAL		32,000.00		
01-201-26-306-201	OTHER EXPENSES		7,500.00		
01-201-31-465-201	SANITATION DUMPING FEES		25,962.23		
61-270-55-600-205	RES.FOR DEV.ESCROW			12,295.00	
Totals		-	65,462.23	12,295.00	77,757.23

RESOLUTION OF THE BOROUGH OF OCEANPORT
APPOINTMENT OF ANTHONY MONTAGNA AS A PART TIME BUILDING
SUBCODE OFFICIAL FOR THE CONSTRUCTION DEPARTMENT

Resolution #2025-246
9/18/25

WHEREAS, there is a need for a Building Subcode Official available as a part time basis due to the increased demands for inspections related to redevelopment of the former Fort Monmouth; and

WHEREAS, the Construction Official and Borough Administrator have recommended the appointment of Anthony Montagna as a Building Subcode Official to fulfill those duties on a part time basis, up to 25 hours per week; and

WHEREAS, Mr. Montagna is willing and able to accept the position and has the appropriate license requirements.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Oceanport, that Anthony Montagna is hereby appointed as a Building Subcode Official at a rate of $55.00 per hour effective September 15, 2025.

BE IT RESOLVED, that a copy of this resolution shall be forwarded to the Construction Official, Borough Administrator, Chief Financial Officer and the Payroll Clerk.

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-246 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

Outlook

[redacted]

From: Donna Phelps <dphelps@oceanportboro.com>
Sent: Wednesday, September 3, 2025 1:50 PM
To: Michael Thulen <mthulen@oceanportboro.com>
Cc: Stephanie Kramer <skramer@oceanportboro.com>; Katie Cassidy <kcassidy@oceanportboro.com>
Subject: RE: Recommendation for Building Subcode Official Appointment

Thanks Mike – We will have a Resolution on for the September 18th meeting to appoint Anthony to the position as a part time Building Subcode Official for up to 25 hours per week at an hourly rate of $55.00. We can make that date retroactive; however, I need you to provide the date he will be starting this position.

[redacted]

[redacted]

Donna

From: Michael Thulen <mthulen@oceanportboro.com>
Sent: Tuesday, September 2, 2025 11:54 AM
To: Donna Phelps <dphelps@oceanportboro.com>
Subject: Recommendation for Building Subcode Official Appointment

Dear Mrs. Phelps,

Following the interview process for the Building Subcode Official position, I am writing to formally recommend **Anthony Montagna** for the role.

After interviewing four individuals, I believe Anthony is the best choice for the department. While several candidates had valuable prior experience, their status as retirees limits the hours they can commit. Anthony's qualifications are a better fit for our needs for the following reasons:

- He has shown significant progress and a strong work ethic as a current per diem building inspector with our department.
- He is already familiar with our procedures, which will allow for a seamless transition.
- He has confirmed his willingness to move into a full-time position in the future, should the need arise.

Formal Request

I am confident this structure will prepare the department for the anticipated increase in development. I request your approval to formally appoint Anthony Montagna as Building Subcode Official, effective immediately. His work will be scheduled for up to **25 hours per week**, at my discretion as Construction Official, to meet the department's workload. As a subcode official I would like to increase his hourly rate to $55.

Thank you for your consideration.

Best regards,

Michael Thulen, Jr. CO. CFM
Construction Official
Zoning Official
CFM

Borough of Oceanport
910 Oceanport Way
Oceanport, NJ 07757
Tel: 732.222.8221 Ext. 1041
Fax: 732.222.0904
Book time to meet with me

RESOLUTION OF THE BOROUGH OF OCEANPORT

APPOINTMENTS TO BOARDS AND COMMITTEES – RECREATION

Resolution #2025-247
9/18/2025

WHEREAS, the Borough of Oceanport Code Chapter 29 establishes the various Boards and Committees; and

WHEREAS, there are volunteer application(s) of resident(s) interested in serving where there is an opening and having reviewed same, now therefore,

WHEREAS, pursuant with Article III Recreation Committee and **§ 29-28 Composition; appointments; terms of office; vacancies,** members of the said Recreation Committee shall be nominated by the Mayor and confirmed by the vote of the Council,

NOW, THEREFORE, BE IT RESOLVED, that the following appointments are made by the Mayor with advice and consent of Council:

RECREATION COMMITTEE

Dennis Tafuri	3yr Term expiring 12/31/27
Scott Landau	Unexpired Term ending 12/31/25
Francesca Weber	Unexpired Term ending 12/31/25

The **RECREATION COMMITTEE** is now composed of the following members:

Kevin Guilford	Term expiring 12/31/25 (3 year term)
David Walker	Term expiring 12/31/25 (3 year term)
Scott Landau	Term expiring 12/31/25 (3 year term)
Francesca Weber	Term expiring 12/31/25 (3 year term)
Rob Newland	Term expiring 12/31/26 (3 year term)
Jacqueline Patterson	Term expiring 12/31/26 (3 year term)
Michelle Perrulli	Term expiring 12/31/26 (3 year term), sports association category
Melanie Patterson	Term expiring 12/31/27 (3 year term)
Dennis Tafuri	Term expiring 12/31/27 (3 year term)

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-247 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025.

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

RESOLUTION OF THE BOROUGH OF OCEANPORT
AMENDING THE COMPENSATION OF CERTAIN OFFICIALS AND EMPLOYEES OF THE
BOROUGH OF OCEANPORT FOR 2025

Resolution #2025-248
9/18/2025

WHEREAS, pursuant to N.J.S.A. 40A:9-165, the Borough must set salaries for non-contractual officers and employees, statutory employees and elected officials not directly subject to duly adopted collective bargaining agreements by separate ordinance; and

WHEREAS, the Mayor and Council of the Borough of Oceanport adopted an Ordinance entitled "An Ordinance to Fix and Determine the Salaries of Certain Borough Officials" passed and approved on March 16, 1939, and as subsequently amended; and

WHEREAS, said Ordinance provides certain salary ranges for the positions set forth; and

WHEREAS, the Finance and Administration Committee made recommendations for the specific salaries for current employees for the calendar year 2025 as per Resolution #2025-179; and

WHEREAS, Resolution #2025-231 was adopted on August 21, 2025 to include the Class I Special Law Enforcement Officer, Analis Nunez, and the School Crossing Guards; and

WHEREAS, there is now a need to amend the Salary Resolution to reflect the resignation of Jeanne Smith as Borough Clerk and Planning Board Secretary Smith and Public Works Labor-Hourly Zak Jensen; removing Stephanie Kramer as Deputy Borough Clerk and adding as Acting Borough Clerk; removing Kelly O'Toole as Administrative Assistant, Public Works and adding as Public Works Manager, removing Robert Berg as Labor-Hourly and adding as Laborer 1; adding Anthony Montagna to replace Django Wiegers as Building Sub Code Official, removing Django Wiegers as Building Sub Code Official and Assistant Construction Official; adding Christopher Drea as Building Sub Code Inspector and Donald Baldwin as Acting Plumbing Sub Code Official/Plumbing Inspector.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Oceanport hereby authorizes the Borough Administrator to implement the following titles and salaries for the calendar year 2025 as appropriate.

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Oceanport, County of Monmouth, State of New Jersey that the Borough Clerk is hereby directed to forward a copy of this Resolution to the Chief Financial Officer, Borough Administrator and Payroll Clerk.

SECTION 1. Administration & Finance		**2025**
Borough Administrator	Donna Phelps	$127,000.00
Deputy Borough Administrator	Kimberly Jungfer	$ 50.00/hr.
~~Deputy Borough Clerk~~	~~Stephanie Kramer~~	~~$ 73,000.00~~
Deputy Borough Clerk	Kathleen Cassidy	$ 53,000.00
SECTION 2. Statutory Employees (N.J.S.A. 40A:9-165)		
Chief Financial Officer	Catherine LaPorta	$132,000.00
Tax Assessor	John Butow	$ 66,000.00
Tax Collector	Jason Sutton	$ 66,168.75
~~Borough Clerk~~	~~Jeanne Smith~~	~~$ 97,000.00~~
Acting Borough Clerk	Stephanie Kramer	$ 73,000.00
SECTION 3. Department of Public Works		
Superintendent	Steven Briskey	$ 76,593.75
Assistant Foreman	Jorge Segura	$ 65,000.00
~~Administrative Assistant, Public Works~~	~~Kelly O'Toole~~	~~$ 55,000.00~~

Section 3. Department of Public Works (Continued)		2025
Public Works Manager	Kelly O"Toole	$ 55,000.00
Laborer 1	Michael Natale	$ 55,000.00
Laborer 1	Oscar Montenegro	$ 47,000.00
Laborer 1	Daniel Swoope	$ 40,000.00
Laborer 1	Robert Berg	$ 25.00/hr.
Labor – Hourly	Wes Sherman	$ 30.00/hr.
Labor – Hourly	John Carroll	$ 30.00/hr.
Labor – Hourly	Demetrio Zarate	$ 30.00/hr.
~~Labor – Hourly~~	~~Robert Berg~~	~~$ 25.00/hr.~~
Labor – Hourly	Jared Carroll	$ 21.00/hr.
Labor – Hourly	Mauro Baldanza	$ 30.00/hr.
Labor – Hourly	Sal Lagrotteria	$ 21.00/hr.
~~Labor – Hourly~~	~~Zak Jensen~~	~~$ 21.00/hr.~~
Labor – Hourly	Shane Carroll	$ 25.00/hr.
Labor – Hourly	Steve Tagerty	$ 25.00/hr.
Labor – Hourly	Kyle Crochet	$ 25.00/hr.
Labor – Hourly	Christopher Petrillo	$ 25.00/hr.

SECTION 4. Municipal Court		
Municipal Court Judge	John Patti	$ 21,381.00
Municipal Prosecutor	James Butler	$ 13,870.00
Court Administrator	Lesley Kirchgessner	$ 92,000.00
Deputy Court Administrator	Gianna Tafuri	$ 52,100.00
Deputy Court Administrator	Gianna Tafuri	$ 75.00/hr.
Administrative Assistant	Cahterine A. Parrino	$ 30.00/hr.
Violations Clerk	Sharon O'Conner	$ 45,000.00
Public Defender	Kevin Moriarty	$200.00/Defendant
Public Defender	David Gardener	$200.00Defendant

SECTION 5. Recreation and Education		
Recreation Coordinator	Kelle Burrough	$ 60,000.00
Library Aide	Arlene Welch	$ 15.49/hr.

SECTION 6. Planning & Development		
~~Planning Board Secretary~~	~~Jeanne Smith~~	~~$ 18,215.00~~
Acting Planning Boad Secretary	Stephanie Kramer	$ 5,000.00
Construction Official	Michael Thulen	$132,762.50
~~Assistant Construction Official~~	~~Django Wiegers~~	~~$ 26,041.87~~
~~Building Sub Code Official~~	~~Django Wiegers~~	~~$ 26,041.87~~
Building Sub Code Official	Anthony Montagna	$ 55.00/hr.
Building Inspector	Anthony Montagna	$ 47.00/hr.
Building Inspector	Christopher Drea	$ 47.00/hr.
Electrical Sub Code Official	Michael Horton	$ 55.00/hr.
Electrical Inspector	Thomas Klich	$ 47.00/hr.
Fire Sub Code	Django Wiegers	$ 12,928.39
Acting Fie Sub Code/Fire Inspector	Anthony Vecchio	$ 55.00/hr.
Fire Inspector	David Olsen	$ 45.00/hr.
Plumbing Sub Code Official	John Palmer	$ 60,000.00
Acting Plumbing Sub Code Official/Plumbing Inspector	Donald Baldwin	$ 47.00/hr.

SECTION 6. Planning & Development		2025
Plumbing Inspector	Michael Verange	$ 47.00/hr.
Technical Assistant to the Construction Official	Carolyn Eckart	$ 81,700.00
Technical Assistant to the Construction Official	Barbara Anselmi	$ 53,105.00

SECTION 6. Planning & Development (Continued)

Technical Assistant to the Construction Official	Jessica Fornarotto	$ 55,000.00
Housing Inspector	Timothy Griffin	$ 8,521.31
Code Enforcement Officer	Timothy Griffin	$ 10,652.63
Zoning Officer	Michael Thulen	$ 7,150.00

SECTION 7. Board of Health

Registrar	Jason Sutton	$ 2,022.53
Deputy Registrar	Catherine LaPorta	$ 577.54
Secretary	Jason Sutton	$ 618.32

SECTION 8. Emergency Management

Emergency Management Coordinator	Mauro Baldanza	$ 6,391.00

SECTION 9. Clerical

Administrative Assistant, Clerk's Office	Kim Parent	$ 30.00/hr.
Administrative Assistant, Construction	Renee Dalton	$ 32.00/hr.
Administrative Assistant, Finance	Val Grigorian	$ 48,500.00
Administrative Assistant, Finance	Jason Sutton	$ 10,000.00
Administrative Assistant, Zoning	Carolyn Eckart	$ 7,150.00
Administrative Assistant, Tax Collector	Bobby Connors	$ 10,750.00
Administrative Assistant, Recreation Coordinator	August Zilincar	$ 18.00/hr.

SECTION 10. Public Safety

Chief of Police, Contractual	Gary Grimes	$171,570.00
Administrative Assistant, PD Records	Analis Nunez	$ 58,191.00
Class III Special Law Enforcement Officer	James Gomez	$ 37.00/hr.
Class II Special Law Enforcement Officer	Steven Markos	$ 22.50/hr.
Class II Special Law Enforcement Officer	Alexander Boyce	$ 22.50/hr.
Class I Special Law Enforcement Officer	Analis Nunez	$ 15.00/hr.
School Crossing Guards, each (8)		$ 10,800.00

SECTION 11. Casual Labor

SECTION 12. Fire Prevention Bureau

Fire Official	Timothy Griffin	$ 31,000.00

SECTION 13. Elected Officials

Mayor	$ .00
Councilpersons Elected Post 2006 (5)	$ .00
Councilpersons Elected Pre-2006 (1)	$ 1,500.00

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-248 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025.

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

RESOLUTION OF THE BOROUGH OF OCEANPORT
CERTIFICATION OF THE ANNUAL AUDIT

Resolution #2025-249
9/18/2025

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 CY2024 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the Governing Body; and

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

WHEREAS, the Local Finance Board has promulgated 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 "General Comments", "Recommendations", "Auditors' Opinion" 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 "General Comments", "Recommendations", "Auditors' Opinion" as evidenced by the group affidavit form of the Governing Body; 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, as per the regulations of the Local Finance Board; 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 promulgation 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 that the Mayor and Council of the Borough of Oceanport hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of the resolution and the required affidavit to said Board to show evidence of said compliance.

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-249 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

Report of Audit

on the

Financial Statements

of the

Borough of Oceanport

in the

County of Monmouth
New Jersey

for the

Year Ended
December 31, 2024

BOROUGH OF OCEANPORT

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BOROUGH OF OCEANPORT

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BOROUGH OF OCEANPORT

PART I

INDEPENDENT AUDITORS' REPORT ON
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YEAR ENDED DECEMBER 31, 2024

SUPLEE, CLOONEY & COMPANY LLC
CERTIFIED PUBLIC ACCOUNTANTS
308 East Broad Street, Westfield, New Jersey 07090-2122
Telephone 908-789-9300 Fax 908-789-8535
E-mail info@scnco.com

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members
of the Borough Council
Borough of Oceanport
County of Monmouth
Oceanport, New Jersey 07757

Report on the Audit of the Financial Statements

Adverse and Unmodified Opinions

We have audited the accompanying balance sheets - regulatory basis of the various individual funds and account group of the Borough of Oceanport (the "Borough"), as of and for the year ended December 31, 2024 and 2023, the related statements of operations and changes in fund balance - regulatory basis for the years then ended, and the related statement of revenues - regulatory basis and statement of expenditures - regulatory basis of the various individual funds for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Borough's regulatory financial statements as listed in the table of contents.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the "Matter Giving Rise to Adverse Opinion" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the various individual funds and account group of the Borough as of December 31, 2024 and 2023, or the results of its operations and changes in fund balance for the years then ended of the revenues or expenditures for the year ended December 31, 2024.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the regulatory financial statements referred to above present fairly, in all material respects, the regulatory basis balances sheets of the various individual funds and account group as of December 31, 2024 and 2023, the regulatory basis statement of operations and changes in fund balance for the years then ended and the regulatory basis statement of revenues and expenditures and changes in fund balance for the year ended December 31, 2024 in accordance with the basis of financial reporting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division") as described in Note 1.

Basis for Adverse and Unmodified Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the audit requirements prescribed by the Division, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Borough and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

Matter Giving Rise to Adverse Opinion

As described in Note 1 of the regulatory financial statements, the regulatory financial statements are prepared by the Borough on the basis of the financial reporting provisions prescribed by the Division, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of New Jersey. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the regulatory financial statements in accordance with the regulatory basis of accounting prescribed by the Division, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of regulatory financial statements that are free from material misstatement, whether due to fraud or error. In preparing the regulatory financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Borough's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the regulatory financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and audit requirements prescribed by the Division will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, *Government Auditing Standards* and audit requirements prescribed by the Division, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Borough's internal control. Accordingly, no such opinion is expressed.

- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Borough's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Borough's regulatory financial statements. The supplementary information, and data listed in the table of contents as required by the Division are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information, and data listed in the table of contents, as required by the Division are fairly stated, in all material respects, in relation to the regulatory financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 21, 2025 on our consideration of the Borough's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Borough's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Borough's internal control over financial reporting and compliance.

CERTIFIED PUBLIC ACCOUNTANTS

REGISTERED MUNICIPAL ACCOUNTANT NO. 439

August 21, 2025

SUPLEE, CLOONEY & COMPANY LLC
CERTIFIED PUBLIC ACCOUNTANTS
308 East Broad Street, Westfield, New Jersey 07090-2122
Telephone 908-789-9300 Fax 908-789-8535
E-mail info@scnco.com

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Mayor and Members
of the Borough Council
Borough of Oceanport
County of Union
Oceanport, New Jersey 07757

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the regulatory financial statements of the various individual funds and the account group of the Borough of Oceanport, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Borough's regulatory financial statements, and have issued our report thereon dated August 21, 2025. Our report disclosed that, as described in Note 1 to the financial statements, the Borough of Oceanport prepares its financial statements on a basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with a modified accrual basis and the budget laws of the State of New Jersey, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

Internal Control Over Financial Reporting

In planning and performing our audit of the regulatory financial statements, we considered the Borough's control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Borough's internal control. Accordingly, we do not express an opinion on the effectiveness of Borough's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Borough of Oceanport's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Borough's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.* However, there was an immaterial instance of noncompliance which is discussed in Part II, General Comments and Recommendations Section of the audit report.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Borough of Oceanport's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Borough of Oceanport's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Suplee Clooney & Company

CERTIFIED PUBLIC ACCOUNTANTS

REGISTERED MUNICIPAL ACCOUNTANT NO. 439

August 21, 2025

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CURRENT FUND

BOROUGH OF OCEANPORT

CURRENT FUND

BALANCE SHEETS - REGULATORY BASIS

	REF.	BALANCE DECEMBER 31, 2024	BALANCE DECEMBER 31, 2023
A S S E T S			
Current Fund:			
Cash	A-4	$ 20,605,250.06	$ 23,259,850.98
Change Funds	A-6	300.00	300.00
Due From State of New Jersey-Chapter 20, P.L. 1971	A-7	169.99	258.87
		$ 20,605,720.05	$ 23,260,409.85
Receivable and Other Assets with Full Reserves:			
Delinquent Property Taxes Receivable	A-8	$ 329,933.68	$ 350,314.91
Tax Title Liens Receivable	A-9	94,999.55	88,863.56
Interfunds Receivable	A-32	59,567.70	138,119.96
Property Acquired for Taxes - Assessed Valuation	A-10	3,300.00	3,300.00
Revenue Accounts Receivable	A-13	8,115.96	1,412.94
Code Official Security Deposit	A-14	1,000.00	1,000.00
	A	$ 496,916.89	$ 583,011.37
		$ 21,102,636.94	$ 23,843,421.22
Federal and State Grant Fund:			
Interfunds Receivable	A-21	$ 951,990.95	$ 2,661,071.53
Grants Receivable	A-5	75,000.00	47,000.00
		$ 1,026,990.95	$ 2,708,071.53
		$ 22,129,627.89	$ 26,551,492.75

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF OCEANPORT

CURRENT FUND

BALANCE SHEETS - REGULATORY BASIS

	REF.	BALANCE DECEMBER 31, 2024	BALANCE DECEMBER 31, 2023
LIABILITIES, RESERVES AND FUND BALANCE			
Current Fund:			
Liabilities:			
Accounts Payable	A-23	$ 290,392.41	$ 167,722.45
Appropriation Reserves	A-3:A-15	1,195,343.31	1,453,060.42
Encumbrances Payable	A-17	1,111,886.69	980,872.25
Prepaid Taxes	A-19	372,747.89	334,820.40
Tax Overpayments	A-25	61,214.54	57,558.42
Reserve for:			
Maintenance of Free Public Library	A-18	1,376.80	1,376.80
Prepaid Revenue- NJSEA Environmental Infrastructure Trust- Fees and Interest Payments	A-20	581,986.40	564,968.90
Overpayment due to FEMA	A-20	886.39	886.39
Revaluation and Preparation of Tax Maps	A-20	53,087.50	53,087.50
Sewer Liens	A-20	210.00	
Redemption of Outside Liens	A-16		1,157.09
Municipal Relief Aid	A-33		56,622.02
Due to State of NJ- Training Fees	A-11	10,516.47	10,516.47
Due to State of NJ- Marriage License Fees	A-11	1,109.00	1,356.00
Interfunds Payable	A-32	3,646,924.20	7,080,601.53
County Taxes Payable	A-30	58,405.50	42,149.54
Local District School Tax Payable	A-28	4,301,120.51	4,129,418.99
Regional High School Tax Payable	A-27	951,210.58	1,033,240.43
		$ 12,638,418.19	$ 15,969,415.60
Reserve for Receivables and Other Assets	A	496,916.89	583,011.37
Fund Balance	A-1	7,967,301.86	7,290,994.25
		$ 21,102,636.94	$ 23,843,421.22
Federal and State Grant Fund:			
Grants Appropriated	A-12	$ 394,373.70	$ 2,366,073.08
Encumbrances Payable	A-31	612,405.44	339,914.64
Unappropriated Reserves	A-22	20,211.81	2,083.81
		$ 1,026,990.95	$ 2,708,071.53
		$ 22,129,627.89	$ 26,551,492.75

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF OCEANPORT

CURRENT FUND

STATEMENTS OF OPERATIONS AND
CHANGE IN FUND BALANCE - REGULATORY BASIS

	REF.	YEAR ENDED DECEMBER 31, 2024	YEAR ENDED DECEMBER 31, 2023
REVENUE AND OTHER INCOME REALIZED			
Fund Balance Utilized	A-2	$ 2,705,756.73	$ 2,135,000.00
Miscellaneous Revenue Anticipated	A-2	4,019,461.13	5,811,932.62
Receipts From Delinquent Taxes	A-2	327,185.82	235,453.73
Receipts From Current Taxes	A-2	29,445,463.95	28,896,356.79
Non-Budget Revenue	A-2	210,591.18	255,732.42
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	A-15	1,484,454.55	1,186,270.43
Interfunds Returned		78,552.26	15,500.00
		$ 38,271,465.62	$ 38,536,245.99
EXPENDITURES			
Budget Appropriations:			
Operations Within "CAPS":			
Operating	A-3	$ 7,630,310.08	$ 7,243,987.04
Deferred Charges and Statutory Expenditures	A-3	930,176.00	925,150.00
Operations Excluded From "CAPS":			
Other Operations	A-3	1,593,990.48	3,006,750.91
Capital Improvements	A-3	1,595,756.73	1,090,000.00
Municipal Debt Service	A-3	1,572,276.12	2,042,514.24
Deferred Charges			8,363.86
Local District School Tax	A-28	12,354,211.00	11,999,842.00
Regional High School District Tax	A-27	4,357,731.00	4,546,411.00
County Taxes	A-29	4,419,334.62	4,183,913.59
Added County Taxes	A-30	58,405.00	42,149.12
Open Space Trust Fund Tax	A-26	377,210.25	351,382.99
Refund Prior Years Revenue			297.26
		$ 34,889,401.28	$ 35,440,762.01
Excess in Revenue		$ 3,382,064.34	$ 3,095,483.98
Fund Balance			
Balance, January 1	A	7,290,994.25	6,330,510.27
		$ 10,673,058.59	$ 9,425,994.25
Decreased by:			
Utilization as Anticipated Revenue	A-1:A-2	2,705,756.73	2,135,000.00
Balance, December 31	A	$ 7,967,301.86	$ 7,290,994.25

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF OCEANPORT

CURRENT FUND

STATEMENT OF REVENUES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2024

	REF.	ANTICIPATED 2024 BUDGET	SPECIAL N.J.S. 40A: 4-87	REALIZED	EXCESS OR (DEFICIT)
Fund Balance Anticipated	A-1	$ 2,705,756.73		$ 2,705,756.73	
Miscellaneous Revenues:					
Licenses:					
Alcoholic Beverages	A-13	$ 10,000.00	$	$ 434,143.00	$ 424,143.00
Other	A-13	4,500.00		11,151.00	6,651.00
Fees and Permits	A-2	96,200.00		120,525.17	24,325.17
Energy Receipts Tax	A-13	549,321.00		550,726.08	1,405.08
Supplemental EFT	A-33	56,622.02		56,622.02	
Interest and Costs on Taxes	A-13	60,000.00		86,772.79	26,772.79
Interest on Investments	A-13	351,422.65		911,785.46	560,362.81
Inter-Local Agreement - Municipal Court-Sea Bright	A-13	90,000.00		87,000.00	(3,000.00)
School Class 3 Resource Officer	A-13	36,400.00	23,400.00	45,006.31	(14,793.69)
School Resource Officer	A-13	44,869.70		24,474.35	(20,395.35)
Inter-Local Agreement - Municipal Court-West Long Branch	A-13	80,000.00		70,000.00	(10,000.00)
Municipal Court - Fines and Costs	A-13	40,000.00		46,083.88	6,083.88
Body Armor Replacement Fund	A-5	1,523.81		1,523.81	
Recycling Tonnage Grant	A-5	8,492.97		8,492.97	
Monmouth County DWI	A-5	560.00		560.00	
ARP Firefighter Grant	A-6	65,000.00		65,000.00	
FMERA Stormwater Infrastructure	A-5	327,200.00		327,200.00	
FMERA MOIN Main Post	A-5	168,235.00		168,235.00	
Emergency Management Agency Assistance	A-5	46,309.00		46,309.00	
FMERA-Stormwater	A-5		3,200.00	3,200.00	
FMERA-MOU	A-5		203,650.00	203,650.00	
FMERA-MOU-Husky Brook Pond Dredging	A-5		293,150.00	293,150.00	
FMERA MOU Building Water Line	A-5	10,000.00		10,000.00	
NJSEA- Assessment Fund Loan Interest Due	A-13	103,120.00		103,120.00	
NJSEA- NJ Environmental Infrastructure Trust Fees	A-13	18,795.00		18,795.00	
Senior Housing- Payment in Lieu of Taxes	A-13	400,000.00		325,935.29	(74,064.71)
	A-1	$ 2,568,571.15	$ 523,400.00	$ 4,019,461.13	$ 927,489.98
Receipts From Delinquent Taxes	A-1	$ 225,000.00	$	$ 327,185.82	$ 102,185.82
Amount to be Raised by Taxes for Support of Municipal Budget - Local Tax for Municipal Purposes	A-2:A-8	$ 7,860,783.21	$	$ 8,438,732.55	$ 577,949.34
BUDGET TOTALS		$ 13,360,111.09	$ 523,400.00	$ 15,491,136.23	$ 1,607,625.14
Non-Budget Revenues	A-1:A-2			210,591.18	210,591.18
		$ 13,360,111.09	$ 523,400.00	$ 15,701,727.41	$ 1,818,216.32
	REF.	A-3	A-3		

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF OCEANPORT

CURRENT FUND

STATEMENT OF REVENUES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2024

ANALYSIS OF REALIZED REVENUE	REF.		
Allocation of Current Tax Collections:			
Collections on a Cash Basis	A-1:A-8	$	29,445,463.95
Allocated to:			
School and County and Open Space Taxes			21,566,891.87
Balance for Support of Municipal Budget Appropriations		$	7,878,572.08
Add: Appropriation "Reserve For Uncollected Taxes"	A-3		560,160.47
Amount for Support of Municipal Budget Appropriations	A-2	$	8,438,732.55
Fees and Permits - Other:			
Clerk	A-2		120,535.17
			120,535.17
Less: Refunds	A-4		10.00
	A-2	$	120,525.17
Miscellaneous Revenue Not Anticipated:			
Treasurer:			
Cable Franchise Fees		$	95,899.46
Police Outside Overtime Administrative Fees			94,067.52
Miscellaneous			20,624.20
	A-2:A-4	$	210,591.18

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF OCEANPORT

CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2024

	APPROPRIATIONS				UNEXPENDED
	BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	RESERVED	BALANCE CANCELED
OPERATIONS WITHIN "CAPS"					
GENERAL GOVERNMENT					
Administrative and Executive:					
Salaries and Wages	$ 155,000.00	$ 155,000.00	$ 148,001.73	$ 6,998.27	$
Other Expenses	55,800.00	55,800.00	49,589.16	6,210.84	
Municipal Clerk:					
Salaries and Wages	165,000.00	165,000.00	161,161.15	3,838.85	
Other Expenses	159,571.00	159,571.00	141,599.03	17,971.97	
Financial Administration:					
Salaries and Wages	130,000.00	132,000.00	128,945.86	3,054.14	
Other Expenses	88,995.00	85,995.00	54,651.47	31,343.53	
Collection of Taxes:					
Salaries and Wages	55,000.00	56,000.00	55,576.94	423.06	
Other Expenses	9,315.00	9,315.00	6,128.34	3,186.66	
Assessment of Taxes:					
Salaries and Wages	67,500.00	67,500.00	67,062.52	437.48	
Other Expenses	21,700.00	21,700.00	6,489.78	15,210.22	
Legal Services and Costs:					
Other Expenses	166,500.00	151,500.00	64,776.93	86,723.07	
Engineering Services and Costs:					
Other Expenses	99,600.00	99,600.00	83,510.00	16,090.00	
Planning Board:					
Salaries and Wages	18,500.00	18,500.00	18,215.02	284.98	
Other Expenses	35,600.00	35,600.00	7,401.85	28,198.15	
Planning Fees- Land Development					
Other Expenses	25,000.00	25,000.00	3,931.50	21,068.50	
Insurance:					
Employee Group Health	993,000.00	993,000.00	847,605.38	145,394.62	
General Liability	196,300.00	196,300.00	194,749.03	1,550.97	
Health Benefit Waiver	40,000.00	40,000.00	29,578.08	10,421.92	
Workers Compensation Insurance	104,000.00	104,000.00	102,838.00	1,162.00	
Dental	65,000.00	65,000.00	52,645.28	12,354.72	
PUBLIC SAFETY					
Police:					
Salaries and Wages	2,018,484.02	2,038,484.02	2,021,918.10	16,565.92	
Other Expenses	179,316.00	179,316.00	178,835.67	480.33	
Other Expenses - Equipment	51,000.00	51,000.00	26,093.26	24,906.74	
First Aid Organization - Contribution	45,000.00	45,000.00	44,865.62	134.38	
Emergency Management Services:					
Salaries and Wages	6,500.00	6,500.00	6,258.01	241.99	
Other Expenses	21,978.00	21,978.00	21,843.31	134.69	
Fire:					
Other Expenses	60,000.00	60,000.00	59,999.91	0.09	
Fire Hydrant Service:					
Other Expenses	121,000.00	121,000.00	108,980.50	12,019.50	
Life Hazard Fire Protection (State Uniform Fire Safety Act):					
Salaries and Wages	27,000.00	27,000.00	26,073.90	926.10	
Other Expenses	10,000.00	10,000.00	8,244.24	1,755.76	

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF OCEANPORT

CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2024

	APPROPRIATIONS				UNEXPENDED BALANCE CANCELED
	BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	RESERVED	
STREETS AND ROADS					
Road Repairs and Maintenance:					
Salaries and Wages	$ 516,461.55	$ 516,461.55	490,209.32	$ 26,252.23	$
Other Expenses	178,900.00	178,900.00	164,967.73	13,932.27	
Public Buildings and Grounds:					
Other Expenses	220,000.00	220,000.00	208,646.82	11,353.18	
Garbage and Trash Removal					
Other Expenses	345,000.00	345,000.00	335,499.96	9,500.04	
Recycling					
Other Expenses	100,000.00	100,000.00	87,500.04	12,499.96	
Municipal Prosecutor					
Salaries and Wages	14,000.00	14,000.00	13,581.03	418.97	
Storm Recovery:					
Salaries and Wages	10,000.00	10,000.00		10,000.00	
Other Expenses	10,000.00	10,000.00		10,000.00	
HEALTH AND WELFARE					
Board of Health:					
Salaries and Wages	3,200.00	3,200.00	3,151.54	48.46	
Other Expenses	200.00	200.00	40.00	160.00	
Environmental Commission (N.J.S.A.40:56A-1 et. seq.):					
Other Expenses	600.00	600.00		600.00	
Water Watch Committee					
Other Expenses	8,000.00	8,000.00	394.00	7,606.00	
Bloodborne Pathogens					
Other Expenses	500.00	500.00		500.00	
Animal Control					
Other Expenses	2,500.00	2,500.00		2,500.00	
RECREATION AND EDUCATION					
Parks and Playgrounds:					
Salaries and Wages	20,000.00	20,000.00	18,723.60	1,276.40	
Other Expenses	21,000.00	21,000.00	20,822.79	177.21	
Senior Citizens Committee:					
Other Expenses	5,000.00	5,000.00	5,000.00		
Salary Adjustment Account					
Salaries and Wages	1,500.00	1,500.00		1,500.00	
Celebration of Public Event, Anniversary or Holiday:					
Other Expenses	4,000.00	4,000.00		4,000.00	
Municipal Court:					
Salaries and Wages	69,967.37	64,967.37	50,631.00	14,336.37	
Other Expenses	11,700.00	18,700.00	17,694.22	1,005.78	
Public Defender:					
Salaries and Wages	4,000.00	4,000.00	2,000.00	2,000.00	
State Uniform Construction Code:					
Construction Code Official:					
Salaries and Wages	100.00	100.00		100.00	
Other Expenses	100.00	100.00		100.00	
Code Enforcement					
Salaries and Wages	38,375.26	38,375.26	32,799.78	5,575.48	
Other Expenses	1,000.00	1,000.00		1,000.00	
Expenses of Participation in Free County Library:					
Salaries & Wages	9,000.00	9,000.00	8,533.22	466.78	
Other Expenses	2,000.00	2,000.00	492.67	1,507.33	
Transportation of High School Students					
Other Expenses	60,601.88	60,601.88	58,193.56	2,408.32	

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF OCEANPORT

CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2024

	APPROPRIATIONS				UNEXPENDED
	BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	RESERVED	BALANCE CANCELED
UNCLASSIFIED					
NJ Environmental Infrastructure Trust					
Administrative Fees	$ 18,795.00	$ 18,795.00	$ 18,795.00	$	$
Utilities:					
Street Lighting	100,000.00	98,000.00	88,482.45	9,517.55	
Gasoline	100,000.00	90,000.00	67,044.84	22,955.16	
Electricity	85,000.00	80,000.00	69,108.74	10,891.26	
Telephone	45,000.00	45,000.00	35,931.54	9,068.46	
Natural Gas	66,650.00	56,650.00	42,756.86	13,893.14	
Water and Sewer	35,000.00	35,000.00	31,945.39	3,054.61	
Tipping Fees	350,000.00	350,000.00	340,514.45	9,485.55	
TOTAL OPERATIONS WITHIN "CAPS"	$ 7,649,810.08	$ 7,629,810.08	6,941,030.12	$ 688,779.96	$
Contingent	500.00	500.00		500.00	
TOTAL OPERATIONS INCLUDING CONTINGENT WITHIN "CAPS"	$ 7,650,310.08	$ 7,630,310.08	$ 6,941,030.12	$ 689,279.96	$
DEFERRED CHARGES AND STATUTORY EXPENDITURES					
Statutory Expenditures:					
Contribution to:					
Social Security System (O.A.S.I.)	$ 175,000.00	$ 195,000.00	$ 155,607.49	$ 39,392.51	$
Police & Firemen's Retirement System	572,676.00	572,676.00	572,676.00		
Public Employee's Retirement System	155,000.00	155,000.00	149,350.65	5,649.35	
Defined Contribution Retirement Program	7,500.00	7,500.00	4,484.82	3,015.18	
TOTAL DEFERRED CHARGES AND STATUTORY EXPENDITURES - MUNICIPAL WITHIN "CAPS"	$ 910,176.00	$ 930,176.00	882,118.96	$ 48,057.04	$
TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES WITHIN "CAPS"	$ 8,560,486.08	$ 8,560,486.08	7,823,149.08	$ 737,337.00	$
OTHER OPERATIONS - EXCLUDED FROM "CAPS"					
Length of Service Award Program	72,000.00	72,000.00		72,000.00	
Police Dispatch- County of Monmouth					
Salaries & Wages	120,000.00	120,000.00	119,668.00	332.00	
Municipal Court- Sea Bright					
Salaries and Wages	90,000.00	90,000.00	66,344.00	23,656.00	
School Class 3 Resource Officer					
Salaries & Wages	36,400.00	59,800.00	45,395.00	14,405.00	
School Resource Officer					
Salaries & Wages	44,869.70	44,869.70	41,417.94	3,451.76	
Municipal Court - WLB					
Salaries & Wages	80,000.00	80,000.00	57,615.32	22,384.68	
PUBLIC AND PRIVATE PROGRAMS OFF-SET BY REVENUES					
Body Armor Replacement Fund	1,523.81	1,523.81	1,523.81		
FMERA Husky Brook Pond Dredging (N.J.S.A. 40A:4-87 $293,150.00)		293,150.00	293,150.00		
ARP Firefighter Grant	65,000.00	65,000.00	65,000.00		
Recycling Tonnage Grant	8,492.97	8,492.97	8,492.97		
Emergency Management Agency Assistance	10,000.00	10,000.00	10,000.00		
FMERA Stormwater Infrastructure	327,200.00	327,200.00	327,200.00		
FMERA - Main Post	168,235.00	168,235.00	168,235.00		
County DWI Fund	560.00	560.00	560.00		
FMERA Stormwater (N.J.S.A. 40A:4-87 $3,200.00)		3,200.00	3,200.00		
FMERA MOU (N.J.S.A. 40A:4-87 $203,650.00)	46,309.00	249,959.00	249,959.00		
TOTAL OPERATIONS - EXCLUDED FROM "CAPS"	$ 1,070,590.48	$ 1,593,990.48	$ 1,457,761.04	$ 136,229.44	$

The accompanying Notes to the Financial Statements are an integral part of this statement

BOROUGH OF OCEANPORT

CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2024

	APPROPRIATIONS				UNEXPENDED
	BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	RESERVED	BALANCE CANCELED
CAPITAL IMPROVEMENT FUND					
Capital Improvement Fund	$ 30,000.00	$ 30,000.00	$ 30,000.00	$	$
Public Safety Vehicles	181,440.00	181,440.00	163,579.46	17,860.54	
Public Works Vehicles	78,750.00	78,750.00	28,950.00	49,800.00	
Side Walks	147,000.00	147,000.00	88,398.90	58,601.10	
Fire Truck	565,185.00	565,185.00	565,185.00		
Public Safety Equipment - ARPA Funds	65,756.73	65,756.73	65,756.73		
Hiawatha Bulk Head	126,000.00	126,000.00	21,600.00	104,400.00	
Borough Roads	401,625.00	401,625.00	310,509.77	91,115.23	
TOTAL CAPITAL IMPROVEMENTS EXCLUDED FROM "CAPS"	$ 1,595,756.73	$ 1,595,756.73	$ 1,273,979.86	$ 321,776.87	$
MUNICIPAL DEBT SERVICE - EXCLUDED FROM "CAPS"					
Payment of Bond Principal	775,000.00	775,000.00	775,000.00		
Interest on Bonds	771,750.58	771,750.58	770,909.37		841.21
GREEN TRUST LOAN PROGRAM- EXCLUDED FROM "CAPS"					
Loan Repayments for Principal & Interest	17,566.75	17,566.75	17,566.75		
CAPITAL LEASE OBLIGATION					
Principal	8,000.00	8,000.00	8,000.00		
Interest	800.00	800.00	800.00		
TOTAL MUNICIPAL DEBT SERVICE - EXCLUDED FROM "CAPS"	$ 1,573,117.33	$ 1,573,117.33	1,572,276.12	$	$ 841.21
TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES EXCLUDED FROM "CAPS"	$ 4,239,464.54	$ 4,762,864.54	4,304,017.02	$ 458,006.31	$ 841.21
SUBTOTAL GENERAL APPROPRIATIONS	$ 12,799,950.62	$ 13,323,350.62	12,127,166.10	$ 1,195,343.31	$ 841.21
RESERVE FOR UNCOLLECTED TAXES	560,160.47	560,160.47	560,160.47		
TOTAL GENERAL APPROPRIATIONS	$ 13,360,111.09	$ 13,883,511.09	$ 12,687,326.57	$ 1,195,343.31	$ 841.21
REF.	A-2		A-1	A:A-1	
Budget	A-3	$ 13,360,111.09			
Appropriation by 40A:4-87	A-2	523,400.00			
		$ 13,883,511.09			
Reserve for Grant Programs	A-12		$ 1,127,320.78		
Reserve for Uncollected Taxes	A-2		560,160.47		
Encumbrances	A-17		1,066,518.93		
Disbursements	A-4		10,074,793.59		
			12,828,793.77		
Less: Refunds	A-4		141,467.20		
			$ 12,687,326.57		

The accompanying Notes to the Financial Statements are an integral part of this statement.

TRUST FUND

BOROUGH OF OCEANPORT

TRUST FUND

BALANCE SHEETS - REGULATORY BASIS

	REF.	BALANCE DECEMBER 31, 2024	BALANCE DECEMBER 31, 2023
ASSETS			
Assessment Fund:			
Cash	B-1:B-4	$ 331,074.09	$ 331,074.09
Assessments Receivable	B-9	5,696,699.55	7,078,921.83
		6,027,773.64	7,409,995.92
Animal Control Fund:			
Cash	B-1	3,334.48	3,897.68
		3,334.48	3,897.68
Open Space Fund:			
Cash	B-1	334,820.04	585,790.66
Interfunds Receivable	B-5	160,733.25	
		495,553.29	585,790.66
Other Trust Fund			
Cash	B-1	2,401,255.26	2,536,115.94
		$ 8,927,916.67	$ 10,535,800.20
LIABILITIES, RESERVES AND FUND BALANCE			
Assessment Fund:			
New Jersey Environmental Infrastructure Trust Loan	B-10	$ 2,189,000.00	$ 2,578,000.00
New Jersey Department of Environmental Protection Fund Loan	B-11	3,838,773.64	4,831,995.92
		6,027,773.64	7,409,995.92
Animal Control Fund:			
Reserve for Animal Control Expenditures	B-6	3,329.08	3,897.68
Due to State of New Jersey	B-3	5.40	
		3,334.48	3,897.68
Open Space Fund:			
Reserve for Open Space	B-8	202,996.61	458,098.79
Encumbrances	B-7	292,556.68	127,691.87
		495,553.29	585,790.66
Other Trust Fund:			
Interfunds Payable	B-5	59,567.70	138,119.96
Reserve for State of New Jersey -DCA Fees	B-12	9,368.00	5,288.00
Reserve for State of New Jersey -Lead Paint	B-13	100.00	
Encumbrance Payable	B-7	28,052.19	93,416.07
Various Other Reserves	B-2	2,304,167.37	2,299,291.91
		2,401,255.26	2,536,115.94
		$ 8,927,916.67	$ 10,535,800.20

The accompanying Notes to the Financial Statements are an integral part of this statement.

GENERAL CAPITAL FUND

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

BALANCE SHEETS - REGULATORY BASIS

	REF.		BALANCE DECEMBER 31, 2024		BALANCE DECEMBER 31, 2023
ASSETS					
Cash	C-2:C-3	$	666,222.33	$	423,390.37
Due from New Jersey Environmental Infrastructure Financing Program	C-7		1,503,119.00		1,503,119.00
Deferred Charges to Future Taxation:					
Funded	C-4		17,156,873.67		18,088,946.24
Unfunded	C-5		1,850,221.00		1,850,221.00
Due Current Fund	C-8		2,534,200.00		4,419,530.00
Leased Assets Under Capital Leases	C-17		8,000.00		16,000.00
Grants Receivable	C-6		421,536.23		421,536.23
		$	24,140,172.23	$	26,722,742.84
LIABILITIES, RESERVES AND FUND BALANCE					
General Serial Bonds	C-12	$	17,145,000.00	$	18,060,000.00
Green Trust Loans Payable	C-9		11,873.67		28,946.24
Lease Obligations Payable	C-16		8,000.00		16,000.00
Capital Improvement Fund	C-10		143,196.55		113,196.55
Contracts Payable	C-13		436,385.51		1,963,212.28
Accrued Interest on Bonds	C-15		3,478.24		3,478.24
Improvement Authorizations:					
Funded	C-11		3,662,264.61		3,904,605.88
Unfunded	C-11		1,850,221.00		1,850,221.00
Reserve for:					
Grants Receivable	C-6		368,336.23		368,336.23
Debt Service	C-14		476,630.18		379,960.18
Fund Balance	C-1		34,786.24		34,786.24
		$	24,140,172.23	$	26,722,742.84

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

STATEMENT OF FUND BALANCE - REGULATORY BASIS

	REF.		
Balance, December 31, 2023 and December 31, 2024	C	$	34,786.24

The accompanying Notes to the Financial Statements are an integral part of this statement.

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PUBLIC ASSISTANCE TRUST FUND

BOROUGH OF OCEANPORT

PUBLIC ASSISTANCE TRUST FUND

BALANCE SHEETS - REGULATORY BASIS

	REF.	BALANCE DECEMBER 31, 2024	BALANCE DECEMBER 31, 2023
A S S E T S			
Cash	E-1	$ 5,000.00	$ 5,000.00
RESERVE			
Reserve for Public Assistance Expenditures		$ 5,000.00	$ 5,000.00

The accompanying Notes to the Financial Statements are an integral part of this statement.

GENERAL FIXED ASSET ACCOUNT GROUP

BOROUGH OF OCEANPORT

GENERAL FIXED ASSET ACCOUNT GROUP

BALANCE SHEETS-REGULATORY BASIS

	BALANCE DECEMBER 31, 2024	BALANCE DECEMBER 31, 2023
Fixed Assets:		
Land and Buildings	$ 18,998,100.00	$ 18,998,100.00
Machinery and Equipment	7,540,004.00	6,550,525.00
	$ 26,538,104.00	$ 25,548,625.00
Reserve:		
Investments in General Fixed Assets	$ 26,538,104.00	$ 25,548,625.00

The accompanying Notes to the Financial Statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Borough of Oceanport is an instrumentality of the State of New Jersey, established to function as a municipality. The Borough Council consists of elected officials and is responsible for the fiscal control of the Borough.

As defined by GAAP established by the GASB, the financial reporting entity consists of the primary government, as well as component units, which are legally separate organizations for which elected officials of the primary government are financially accountable. The Borough is financially accountable for an organization if the Borough appoints a voting majority of the organization's governing board and (1) the Borough is able to significantly influence the programs or services performed or provided by the organizations; or (2) the Borough is legally entitled to or can otherwise access the organization's resources; the Borough is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the Borough is obligated for the debt of the organization. Except as noted below, the financial statements of the Borough include every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the Borough, as required by N.J.S.A. 40A:5-5. Accordingly, the financial statements of the Borough do not include the operations of the local school district, first aid organization, volunteer fire organization or library, inasmuch as their activities are administered by separate boards.

B. Description of Funds

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. GASB codification establishes three fund types and two account groups to be used by general purpose governmental units when reporting financial position and results of operations in accordance with U.S. Generally Accepted Accounting Principles (GAAP).

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Description of Funds (Continued)

The accounting policies of the Borough of Oceanport conform to the accounting principles applicable to municipalities which have been prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such principles and practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Under this method of accounting, the financial transactions and accounts of the Borough of Oceanport are organized on the basis of funds and an account group which is different from the fund structure required by U.S. GAAP. A fund or account group is an accounting entity with a separate set of self-balancing accounts established to record the financial position and results of operation of a specific government activity. As required by the Division of Local Government Services the Borough accounts for its financial transactions through the following individual funds and account group:

Current Fund - resources and expenditures for governmental operations of a general nature, including federal and state grant funds.

Trust Fund - receipts, custodianship and disbursement of funds in accordance with the purpose for which each reserve was created.

General Capital Fund - receipt and disbursement of funds for the acquisition of general capital facilities, other than those acquired in the Current Fund.

Public Assistance Fund - receipt and disbursement of funds that provide assistance to certain residents of the Borough pursuant to Title 44 of New Jersey statutes.

General Fixed Assets Account Group - utilized to account for property, land, buildings and equipment that has been acquired by other governmental funds.

C. Basis of Accounting

The accounting principles and practices prescribed for municipalities by the State of New Jersey differ in certain respects from generally accepted accounting principles applicable to local government units. The more significant accounting policies and differences in the State of New Jersey are as follows:

A modified accrual basis of accounting is followed with minor exceptions.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Revenues - are recorded when received in cash except for certain amounts which are due from other governmental units. Federal and State grants are realized as revenue when anticipated in the Borough's budget. Receivables for property taxes are recorded with offsetting reserves on the balance sheet of the Borough's Current Fund; accordingly, such amounts are not recorded as revenue until collected. Other amounts that are due the Borough, which are susceptible to accrual, are also recorded as receivables with offsetting reserves and recorded as revenue when received. GAAP requires revenues to be recognized in the accounting period when they become susceptible to accrual, reduced by an allowance for doubtful accounts.

Expenditures - are recorded on the "budgetary" basis of accounting. General expenditures are recorded when an amount is encumbered for goods or services through the issuances of a purchase order in conjunction with the Encumbrance Accounting System. Outstanding encumbrances, at December 31, are reported as a cash liability in the financial statements and constitute part of the Borough's regulatory Appropriation Reserve balance. Appropriation reserves covering unexpended appropriation balances are automatically created at December 31st of each year and recorded as liabilities, except for amounts which may be canceled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income. Appropriations for principal payments on outstanding general capital bonds and notes are provided on the cash basis; interest on general capital indebtedness is on the cash basis.

Encumbrances - Contractual orders, at December 31, are reported as expenditures through the establishment of encumbrances payable. Under GAAP, encumbrances outstanding at year end are reported as reservations of fund balance because they do not constitute expenditures or liabilities.

Foreclosed Property - Foreclosed property is recorded in the Current Fund at the assessed valuation when such property was acquired and is fully reserved. GAAP requires such property to be recorded in the General Fixed Assets Account Group at its market value.

Sale of Municipal Assets - The proceeds from the sale of municipal assets can be held in a reserve until anticipated as a revenue in a future budget. GAAP requires such proceeds to be recorded as a revenue in the year of sale.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Interfunds - Interfund receivables in the Current Fund are recorded with offsetting reserves which are created by charges to operations. Income is recognized in the year the receivables are liquidated. Interfund receivables in the other funds are not offset by reserves. GAAP does not require the establishment of an offsetting reserve.

General Fixed Assets – N.J.A.C. 5:30-5.6, Accounting for Governmental Fixed Assets, as promulgated by the Division of Local Government Services, which differs in certain respects from generally accepted accounting principles, requires the inclusion of a statement of general fixed assets of the Borough as part of its basic financial statements. General fixed assets are defined as non-expendable personal and real property having a physical existence, a useful life of more than one year and an acquisition cost of $500.00 or more per unit. Public domain ("Infrastructure") general fixed assets consisting of certain improvements other than buildings, such as roads, bridges, curbs and gutters, streets and sidewalks and drainage systems are not capitalized. The Borough has developed a fixed assets accounting and reporting system based on an inspection and appraisal prepared by the Borough.

Fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Estimated historical cost for land acquired before 1986 is the assessed value determined at the last revaluation prior to December 31, 1985.

General fixed assets that have been acquired and are utilized in a governmental fund operation are accounted for in the General Fixed Asset Account Group rather than in a governmental fund. No depreciation has been provided on general fixed assets or reported in the financial statements.

Expenditures for construction in progress are recorded in the Capital Funds until such time as the construction is completed and put into operation.

Fixed Assets acquired through grants in aid or contributed capital have not been accounted for separately.

Inventories of Supplies - The costs of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The costs of inventories are not included on the various balance sheets. GAAP requires the cost of inventories to be reported as a current asset and equally offset by a fund balance reserve.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Accounting and Financial Reporting for Pensions - Under GAAP, municipalities are required to record their distributive shares of net pension liability, deferred outflows of resources, deferred inflows of resources in the statement of Net Position and total pension related expense in Statements of Revenues, Expenses, Changes in Net Position and Notes to the Financial Statements in accordance with GASB 68.

New Jersey's municipalities and counties do not follow GAAP accounting principles and, as such, do not follow GASB requirements with respect to recording the net pension liability as a liability on their balance sheets. However, N.J.A.C. 5:30 6.1(c)(2) requires municipalities to disclose GASB 68 information in the Notes to the Financial Statements. The disclosure must meet the requirements of GASB 68 however, local units are permitted to disclose the most recently available information as it relates to the New Jersey Division of Pension and Benefits reporting on GASB 68. As of the date of this report the information for the period ended June 30, 2024 was not available, therefore the information dated June 30, 2023 is disclosed.

Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (OPEB) - Under GAAP, municipalities required to record their distributive shares of OPEB liability, deferred outflows of resources, deferred inflows of resources in the statement of Net Position and total OPEB related expense in Statements of Revenues, Expenses, Changes in Net Position and Notes to the Financial Statements in accordance with GASB 75.

New Jersey's municipalities and counties do not follow GAAP accounting principles and, as such, do not follow GASB requirements with respect to recording the OPEB liability as a liability on their balance sheets. However, N.J.A.C. 5:30 6.1(c) (2) requires municipalities to disclose GASB 75 information in the Notes to the Financial Statements.

D. Basic Financial Statements

The GASB codification also defines the financial statements of a governmental unit to be presented in the general purpose financial statements to be in accordance with GAAP. The Borough presents the financial statements listed in the table of contents of the "Requirements of Audit and Accounting Revision of 1987" as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and which differ from financial statements required by GAAP.

NOTE 2: CASH AND CASH EQUIVALENTS

The Borough considers change funds, cash in banks, deposits in the New Jersey Cash Management Fund and Certificates of Deposit as cash and cash equivalents.

A. Deposits

New Jersey statutes permit the deposit of public funds in institutions which are located in New Jersey and which meet the requirements of the Governmental Unit Deposit Protection Act (GUDPA) or the State of New Jersey Cash Management Fund. GUDPA requires a bank that accepts public funds to be a public depository. A public depository is defined as a state bank, a national bank, or a savings bank, which is located in the State of New Jersey, the deposits of which are insured by the Federal Deposit Insurance Corporation. The statutes also require public depositories to maintain collateral for deposits of public funds that exceed certain insurance limits. All collateral must be deposited with the Federal Reserve Bank or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than $25,000,000.00.

The Borough of Oceanport had the following cash and cash equivalents at December 31, 2024:

FUND	Cash on Deposit	Reconciling Items Additions	Deletions	Reconciled Balance
Current Fund	$20,644,257.58	$257,764.61	$296,772.13	$20,605,250.06
Assessment Trust Fund	331,074.09			331,074.09
Animal Control Trust Fund	3,782.48	15.00	463.00	3,334.48
Trust Other Fund	2,527,574.40	36,753.58	163,072.72	2,401,255.26
Open Space Trust Fund	364,292.49		29,472.45	334,820.04
General Capital Fund	666,222.33			666,222.33
Public Assistance Fund	5,000.00			5,000.00
	$24,542,203.37	$294,533.19	$489,780.30	$24,346,956.26

NOTE 2: CASH AND CASH EQUIVALENTS (CONTINUED)

A. Deposits (Continued)

Custodial Credit Risk - Deposits - Custodial credit risk is the risk that in the event of a bank failure, the deposits may not be returned. The Borough does not have a specific deposit policy for custodial credit risk other than those policies that adhere to the requirements of statute. As of December 31, 2024, based upon the coverage provided by FDIC and NJGUDPA, no amount of the bank balance was exposed to custodial credit risk. Of the cash on balance in the bank, $250,000.00 was covered by Federal Depository Insurance, $23,529,950.11 was covered under the provisions of NJGUDPA and $762,253.26 was on deposit with the N.J. Cash Management Fund.

B. Investments

The purchase of investments by the Borough are strictly limited by the express authority of the New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5-15.1. Permitted investments include any of the following type of securities:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;

2. Government money market mutual funds which are purchased from an investment company or investment trust which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. 80a-1 et seq., and operated in accordance with 17 C.F.R. § 270.2a-7 and which portfolio is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 5-15.1. These funds are also required to be rated by a nationally recognized statistical rating organization.

3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located.

NOTE 2: CASH AND CASH EQUIVALENTS (CONTINUED)

B. Investments (Continued)

5. Bonds or other obligations, having a maturity date not more than 397 days from date of purchase, approved by the Division of Local Government Services of the Department of Community Affairs for investment by Local Units;

6. Local government investment pools that are fully invested in U.S. Government securities that meet the definition of eligible security pursuant to 17 C.F.R. § 270a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 5-15.1. This type of investment is also required to be rated in the highest category by a nationally recognized statistical rating organization.

7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 c.52:18A-90.4); or

8. Agreements for the repurchase of fully collateralized securities if:

   a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection;

   b. the custody of collateral is transferred to a third party;

   c. the maturity of the agreement is not more than 30 days;

   d. the underlying securities are purchased through a public depository as defined in section 1 P.L. 1970, c.236 c.17:19-41); and

   e. a master repurchase agreement providing for the custody and security of collateral is executed.

As of December 31, 2024, the Borough has $762,253.26 on deposit with the New Jersey Cash Management Fund. Based upon the limitations set forth by New Jersey Statutes 40A:5-15.1 and existing investment practices of the Investment Council of the New Jersey Cash Management Fund, the Borough is generally not exposed to credit risks, custodial credit risks, concentration of credit risks and interest rate risks for its investments nor is it exposed to foreign currency risk for its deposits and investments.

The Borough of Oceanport's investment activities during the year were in accordance with the above New Jersey Statute.

NOTE 3: MUNICIPAL DEBT

The Local Bond Law, Chapter 40A:2, governs the issuance of bonds to finance general municipal capital expenditures. All bonds are retired in annual installments within the regulatory period of usefulness. All bonds issued by the Borough are general obligation bonds, backed by the full faith and credit of the Borough. Bond Anticipation Notes, which are issued to temporarily finance capital projects, shall mature and be paid off within ten years or financed by the issuance of bonds.

SUMMARY OF MUNICIPAL DEBT (EXCLUDING CURRENT OPERATING DEBT AND TYPE II SCHOOL DEBT)

	YEAR 2024	YEAR 2023	YEAR 2022
Issued:			
General:			
Bonds, Loans and Notes	$ 17,156,873.67	$ 18,088,946.24	$ 22,285,086.4
Assessment Fund:			
Loans	6,027,773.64	7,409,995.92	8,778,218.2
Net Debt Issued	$ 23,184,647.31	$ 25,498,942.16	$ 31,063,304.6
Less: Open Space (40A:2-44h)	2,945,000.00	3,085,000.00	3,220,000.0
Less: Assessment (40A:2-44d)	6,027,773.64	7,409,995.92	8,447,144.1
Less: Cash on Hand to Pay Notes/Loans			4,750,948.0
Less: Reserve to Pay Bonds	476,630.18	379,960.18	1,111,040.3
	$ 13,735,243.49	$ 14,623,986.06	$ 13,534,172.0
Authorized but not Issued			
Assessment Fund:			
Bonds and Notes and Loans	$ 1,850,221.00	$ 1,850,221.00	$ 1,850,221.0
Total Authorized but not Issued	1,850,221.00	1,850,221.00	1,850,221.0
Net Bonds and Notes Issued and and Authorized but not issued	$ 15,585,464.49	$ 16,474,207.06	$ 15,384,393.0

SUMMARY OF REGULATORY DEBT CONDITION
(ANNUAL DEBT STATEMENT AS OF DECEMBER 31, 2024)

The summarized statement of debt condition which follows is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a regulatory net debt of .824%.

	GROSS DEBT	DEDUCTIONS	NET DEBT
Local School Debt	$ 31,905,000.00	$ 31,905,000.00	$ -0-
Regional School Debt	1,203,792.00	1,203,792.00	-0-
General Debt	25,034,868.31	9,449,403.82	15,585,464.49
	$ 58,143,660.31	$ 42,558,195.82	$ 15,585,464.49

NOTE 3: MUNICIPAL DEBT (CONTINUED)

NET DEBT $15,585,464.49 DIVIDED BY EQUALIZED VALUATION BASIS PER N.J.S.A. 40A:2-2, AS AMENDED, $1,891,355,023.00 EQUALS .824.

BORROWING POWER UNDER N.J.S.40A:2-6 AS AMENDED

Equalized Valuation Basis* - December 31, 2024	$1,891,355,023.00
3-1/2 of Equalized Valuation Basis	66,197,425.81
Net Debt	15,585,464.49
Remaining Borrowing Power	$50,611,961.32

*Equalized Valuation Basis is the average of the equalized valuation of real estate, including improvements and the assessed valuation of Class II Railroad Property of the Borough of Oceanport for the last three (3) preceding years.

LONG TERM

SCHEDULE OF ANNUAL DEBT SERVICE FOR PRINCIPAL AND INTEREST FOR BONDED DEBT ISSUED AND OUTSTANDING AS OF DECEMBER 31, 2024

CALENDAR	GENERAL CAPITAL		
YEAR	PRINCIPAL	INTEREST	TOTAL
2025	$865,000.00	$775,100.00	$1,640,100.00
2026	900,000.00	733,400.00	1,633,400.00
2027	945,000.00	688,400.00	1,633,400.00
2028	995,000.00	641,150.00	1,636,150.00
2029	1,025,000.00	591,400.00	1,616,400.00
2030-2034	4,080,000.00	2,284,750.00	6,364,750.00
2035-2039	4,620,000.00	1,298,700.00	5,918,700.00
2040-2044	3,115,000.00	360,000.00	3,475,000.00
2045-2046	600,000.00	27,000.00	627,000.00
	$17,145,000.00	$7,399,900.00	$24,544,900.00

NOTE 3: MUNICIPAL DEBT (CONTINUED)

SCHEDULE OF ANNUAL DEBT SERVICE FOR PRINCIPAL AND
INTEREST FOR GREEN LOAN TRUST PAYABLE DECEMBER 31, 2024

CALENDAR YEAR	PRINCIPAL	INTEREST	TOTAL
2025	$9,726.79	$151.02	$9,877.81
2026	2,146.88	32.40	2,179.28
	$11,873.67	$183.42	$12,057.09

SCHEDULE OF ANNUAL DEBT SERVICE FOR PRINCIPAL AND
INTEREST FOR INFRASTRUCTURE LOAN TRUST PAYABLE DECEMBER 31, 2024

	ASSESSMENT TRUST FUND			
	TRUST LOAN		FUND LOAN	
YEAR	PRINCIPAL	INTEREST	PRINCIPAL	TOTAL
2025	$404,000.00	$87,560.00	$993,222.28	$1,484,782.28
2026	419,000.00	71,400.00	993,222.28	1,483,622.28
2027	438,000.00	54,640.00	993,222.28	1,485,862.28
2028	457,000.00	37,120.00	859,106.80	1,353,226.80
2029	471,000.00	18,840.00		489,840.00
	$2,189,000.00	$269,560.00	$3,838,773.64	$6,297,333.64

NOTE 3: MUNICIPAL DEBT (CONTINUED)

The General Improvement Bonds are comprised of the following issue:

ISSUE	OUTSTANDING BALANCE DECEMBER 31, 2024
$3,020,000.00 2019 MCIA Bonds due in remaining installments of $295,000.00 to $340,000.00 beginning in December 2025 and ending December 2030 at 5.00%.	$1,955,000.00
$585,000.00 2014 MCIA Open Space Bonds due in remaining installments of $40,000.00 to $50,000.00 beginning in December 2025 and ending December 2030 with interest at 5.00%.	280,000.00
$5,940,000.00 2021 MCIA Bonds due in remaining installments of $155,000.00 to $300,000.00 beginning in December 2025 and ending December 2046 with interest ranging from 3.00 % to 5.00%.	5,490,000.00
$2,250,000.00 2022 MCIA Bonds due in remaining installments of $85,000.00 to $170,000.00 beginning in December 2025 and ending December 2041 with interest ranging from 4.00 % to 5.00%.	2,080,000.00
$2,865,000.00 2022 MCIA Open Space Bonds due in remaining installments of $100,000.00 to $200,000.00 beginning in December 2025 and ending December 2041 with interest ranging from 4.00 % to 5.00%.	2,665,000.00
$3,435,000.00 2022 MCIA Bonds due in remaining installments of $135,000.00 to $260,000.00 beginning in December 2025 and ending December 2040 with interest at 5.00%.	3,175,000.00
$1,555,555.00 2023 MCIA Bonds due in remaining installments of $55,000.00 to $105,000.00 beginning in December 2025 and ending December 2040 with interest at 5.00%.	1,500,000.00
	$17,145,000.00

NOTE 4: FUND BALANCES APPROPRIATED

Fund balance at December 31, 2024 which was appropriated and included as anticipated revenue in its own fund for the year ending December 31, 2025 was as follows:

Current Fund	$2,945,000.00

NOTE 5: PROPERTY TAXES

Property Taxes attach as an enforceable lien on property as of January 1. Taxes are levied based on the final adoption of the current year municipal budget, and payable in four installments on February 1, May 1, August 1 and November 1. The Borough bills and collects its own property taxes and also the taxes for the county and the local school district. The collections and remittance of county and school taxes are accounted for in the Current Fund. Borough property tax revenues are recognized when collected in cash and any receivables are recorded with offsetting reserves on the balance sheet of the Borough's Current Fund.

Taxes collected in advance and recorded as cash liabilities in the financial statements are as follows:

	BALANCE DECEMBER 31, 2024	BALANCE DECEMBER 31, 2023
Prepaid Taxes	$372,747.89	$334,820.40

NOTE 6: PENSION PLANS

Substantially all eligible employees participate in the Public Employees' Retirement System (PERS), or the Police, Firemen's Retirement System (PFRS) or the Defined Contribution Retirement System (DCRP), which have been established by state statute and are administered by the New Jersey Division of Pensions and Benefits. The Division issues a publicly available financial report that includes the financial statements and required supplementary information for the Public Employees Retirement System, Police and Firemen's Retirement System and Consolidated Police and Firemen's Pension Fund. These reports may be obtained by writing to the Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey, 08625 or are available online at www.nj.gov/treasury/pensions/annrprts.shtml.

NOTE 6: PENSION PLANS (CONTINUED)

Public Employees' Retirement System *(PERS)* - The Public Employees' Retirement System (PERS) was established as of January 1, 1955, under the provisions of N.J.S.A. 43:15A, to provide retirement, death, disability and medical benefits to certain qualified members. The PERS is a cost-sharing multiple employer plan. Membership is mandatory for substantially, all full-time employees of the State of New Jersey or any county, municipality, school district or public agency, provided the employee is not required to be a member of another state-administered retirement system or other state pension fund or local jurisdiction's pension fund.

Police and Firemen's Retirement System (PFRS) - The Police and Firemen's Retirement System (PFRS) was established as of July 1, 1944, under the provisions of N.J.S.A. 43:16A. to provide retirement, death, and disability benefits to its members. The PFRS is a cost-sharing multiple-employer plan. Membership is mandatory for substantially, all full-time county and municipal police or firemen or officer employees with police powers appointed after June 30, 1944.

Defined Contribution Retirement Program (DCRP) - The Defined Contribution Retirement Program (DCRP) was established July 1, 2007, under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L 2007, and was expanded under the provisions of Chapter 89, P.L. 2009. The DCRP provides eligible employees and their beneficiaries with a tax-sheltered, defined contribution retirement benefit, along with life insurance coverage and disability coverage.

Vesting and Benefit Provisions

The vesting and benefit provisions for PERS are set by N.J.S.A. 43:15A and 43:36. All benefits vest after ten years of service, except for medical benefits, which vest after 25 years of service. Members may seek early retirement after achieving 25 years of service credit or they may elect deferred retirement after achieving ten years of service credit, in which case, benefits would begin the first day of the month after the member attains normal retirement age.

NOTE 6: PENSION PLANS

Vesting and Benefit Provisions (Continued)

The vesting and benefit provisions for PFRS are set by N.J.S.A. 43:16A and 43:36. All benefits vest after ten years of service, except for disability benefits, which vest after four years of service. Retirement benefits for age and service are available at age 55. Members may seek special retirement after achieving 25 years of creditable service or they may elect deferred retirement after achieving ten years of service.

Newly elected or appointed officials that have an existing DCRP account, or are a member of another State-administered retirement system are immediately vested in the DCRP. For newly elected or appointed officials that do not qualify for immediate vesting in the DCRP, employee and employer contributions are held during the initial year of membership. Upon commencing the second year of DCRP membership, the member is fully vested. However, if a member is not eligible to continue in the DCRP for a second year of membership, the member may apply for a refund of the employee contributions from the DCRP, while the employer contributions will revert back to the employer. Employees are required to contribute 5.5% of their base salary and employers contribute 3.0%.

Funding Policy

The contribution policy is set by PERS is set by N.J.S.A. 43:15A and contributions are required by active members and contributing employers. Plan members and employer contributions may be amended by State of New Jersey legislation. PERS provides for employee contributions of 7.50% of base salary. Employers are required to contribute at an actuarially determined rate. The actuarially determined contribution includes funding for cost-of-living adjustments, noncontributory death benefits, and post-retirement medical premiums.

The contribution policy for PFRS is set by N.J.S.A. 43:16A and requires contributions by active members and contributing employers. Plan member and employer contributions *may* be amended by Slate of New Jersey legislation. Employers are required to contribute at an actuarially determined rate. The annual employer contribution includes funding for basic retirement allowances, cost-of-living adjustments and noncontributory death benefits. PFRS members contributed at a rate of 10.00% of base salary.

Certain portions of the costs are contributed by the employees. The Borough's share of pension costs, which is based upon the annual billings received from the State, amounted to $722,026.65 for 2024, $744,034.91 for 2023, and $641,785.67 for 2022.

Certain Borough employees are also covered by the Federal Insurance Contribution Act.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions – GASB 68

As discussed in Note 1, as of the date of this report the information for the period ended June 30, 2024, for PERS and PFRS was not available, therefore the information dated June 30, 2023 is disclosed.

Public Employees Retirement System (PERS)

At June 30, 2023, the State reported a net pension liability of $1,526,599.00 for the Borough's proportionate share of the total net pension liability. The total pension liability for the June 30, 2023 measurement date was determined by an actuarial valuation as of July 1, 2022, which was rolled forward to June 30, 2023. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2023, the Borough's proportion was 0.0105396279 percent, which was an increase of 0.0004174916 percent from its proportion measured as of June 30, 2022.

For the year ended June 30, 2023, the State recognized an actuarially determined pension expense of $17,727.00 for the Borough's proportionate share of the total pension expense. The pension expense recognized in the Borough's financial statements based on the April 1, 2023 billing was $127,645.00.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

At June 30, 2023, the State reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience	$ 14,596.00	$ 6,240.00
Changes of assumptions	3,354.00	92,518.00
Net difference between projected and actual earnings on pension plan investments	7,030.00	
Changes in proportion and differences between Borough contributions and proportionate share of contributions	108,335.00	93,034.00
	$ 133,315.00	$ 191,792.00

Other local amounts reported by the State as the Borough's proportionate share of deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in the State's actuarially calculated pension expense as follows:

Year Ended June 30,	Amount
2024	($77,538.80)
2025	(41,926.80)
2026	65,926.20
2027	(8,190.80)
2028	3,253.20
	($58,477.00)

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Actuarial Assumptions

The collective total pension liability for the June 30, 2023 measurement date was determined by an actuarial valuation as of July 1, 2022, which rolled forward to June 30, 2023. These actuarial valuations used the following assumptions:

Inflation	
Price	2.75%
Wage	3.25%
Salary Increases	2.75-6.55% Based on Years of Service
Investment Rate of Return	7.00%

Pre-retirement mortality rates were based on the Pub-2010 General Below-Median Income Employee mortality table with an 82.2% adjustment for males and 101.4% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 General Below-Median Income Healthy Retiree mortality table with a 91.4% adjustment for males and 99.7% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Disability retirement rates used to value disabled retirees were based on the Pub-2010 Non-Safety Disabled Retiree mortality table with a 127.7% adjustment for males and 117.2% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2021.

The actuarial assumptions used in the July 1, 2022 valuation were based on the results of an actuarial experience study for the period July 1, 2018 to June 30, 2021.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Long-Term Rate of Return

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2023) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major assets class included in PERS's target assets allocation as of June 30, 2023 asset are summarized in the following table:

Assets Class	Target Allocation	Long-Term Expected Real Rate of Return
US Equity	28.00%	8.98%
Non-U.S. Developed Market Equity	12.75%	9.22%
International Small Cap Equity	1.25%	9.22%
Emerging Market Equity	5.50%	11.13%
Private Equity	13.00%	12.50%
Real Estate	8.00%	8.58%
Real Assets	3.00%	8.40%
High Yield	4.50%	6.97%
Private Credit	8.00%	9.20%
Investment Grade Credit	7.00%	5.19%
Cash Equivalents	2.00%	3.31%
U.S. Treasury's	4.00%	3.31%
Risk Mitigation Strategies	3.00%	6.21%

Discount Rate

The discount rate used to measure the total pension liability was 7.00% as of June 30, 2023. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers and the nonemployer contributing entity will be based on 100% of the actuarially determined contributions for the State employer and 100% of actuarially determined contributions for the local employers. Based on those assumptions, the plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all projected benefit payments in determining the total pension liability.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Sensitivity of the Borough's proportionate share of net pension liability to changes in the discount rate

The following presents the Borough's proportionate share of the net pension liability of the participating employers as of June 30, 2023 respectively, calculated using the discount rate as disclosed above as well as what the Borough's proportionate share of the collective net pension liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	June 30, 2023		
	1% Decrease 6.00%	At Current Discount Rate 7.00%	1% Increase 8.00%
Borough's proportionate share of the pension liability	$1,987,307.00	$1,526,599.00	$1,134,476.00

Special Funding Situation

In accordance with N.J.S.A. 43:16A-15, local participating employers are responsible for their own contributions based on actuarially determined amounts, except where legislation was passed which legally obligated the State if certain circumstances occurred. For PERS, the legislation which legally obligates the State is found in Chapter 133, P.L. 2001. This special funding situation is due to the State paying the additional normal cost related to benefit improvements from Chapter 133. Previously, this additional normal cost was paid from the Benefit Enhancement Fund (BEF). As of June 30, 2023, there is no net pension liability associated with this special funding situation as there was no accumulated difference between the annual additional normal cost under the special funding situation and the actual State contribution through the valuation date.

The amounts contributed by the State on behalf of the Borough under this legislation is considered to be a special funding situation as defined by GASB Statement No. 68, and the State is treated as a nonemployer contributing entity. Since the Borough does not contribute under this legislation directly to the plan (except for employer specific financed amounts), there is no net pension liability or deferred outflows or inflows to disclose in the notes to the financial statements of the Borough related to this legislation.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Special Funding Situation (Continued)

The non-employer contributing entities' total proportionate share of the non-employer contribution that is associated with the Borough as of December 31, 2023 was 0.0105796437% which was an increase of 0.0004170678 percent from its proportion measured as of June 30, 2022. The non-employer contributing entities' contribution and employer pension expense and related revenue for the years ended June 30, 2023 and December 31, 2022 was $4,761.00 and 3,214.00, respectively.

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey Public Employees Retirement System (PERS). The report may be obtained at State of New Jersey Division of Pensions and Benefits P.O. Box 295 Trenton, New Jersey 08625-0295 http://www.state.nj.us/treasury/pensions

Police and Firemen's Retirement System (PFRS)

At June 30, 2023, the State reported a net pension liability of $4,554,988.00 for the Borough's proportionate share of the total PFRS net pension liability. The total pension liability for the June 30, 2023 measurement date was determined by an actuarial valuation as of July 1, 2022, which was rolled forward to June 30, 2023. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

At June 30, 2023, the Borough's proportion was 0.0412261500 percent, which was a decrease of 0.0037630100 percent from its proportion measured as of June 30, 2022.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

For the year ended June 30, 2023, the State recognized an actuarially determined pension expense of $381,309.00. The pension expense recognized in the Borough's financial statements based on the April 1, 2023, billing was $585,108.00.

At June 30, 2023, the State reported deferred outflows of resources and deferred inflows of resources related to PFRS from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience	$ 195,035.00	$ 217,233.00
Changes of assumptions	9,831.00	307,571.00
Net difference between projected and actual earnings on pension plan investments	231,977.00	
Changes in proportion and differences between Borough contributions and proportionate share of contributions	567,442.00	377,967.00
	$ 1,004,285.00	$ 902,771.00

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30	Amount
2024	$ (139,369.00)
2025	(132,221.00)
2026	311,595.00
2027	14,355.00
2028	46,295.00
Thereafter	859.00
	$ 101,514.00

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Actuarial Assumptions

The total pension liability for the June 30, 2023 measurement date was determined by an actuarial valuation as of July 1, 2022, which rolled forward to June 30, 2023. This actuarial valuation used the following assumptions:

Inflation	
Price	2.75%
Wage	3.25%
Salary Increases 3.25-16.25%	All future years Based on years of Service
Investment Rate of Return	7.00%

Employee mortality rates were based on the Pubs-2010 amount-weighted mortality table with a 105.6% adjustment for males and 102.5% adjustment for females. For healthy annuitants, mortality rates were based on the Pubs-2010 amount-weighted mortality table with a 96.7% adjustment for males and 96.0% adjustment for females. Disability rates were based on the PubS-2010 amount-weighted mortality table with a 152.0% adjustment for males and 109.3% adjustment for females. Mortality improvement is based on scale MP-2021.

The actuarial assumptions used in the July 1, 2022 valuation were based on the results of an actuarial experience study for the period July 1, 2018 to June 30, 2021.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Long-Term Rate of Return

In accordance with State statute, the long-term expected rate of return on plan investments (7.00 percent at June 30, 2023) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in PFRS's target asset allocation as of June 30, 2023 are summarized in the following table:

Assets Class	Target Allocation	Long-Term Expected Real Rate of Return
US Equity	28.00%	8.98%
Non-U.S. Developed Market Equity	12.75%	9.22%
International Small Cap Equity	1.25%	9.22%
Emerging Market Equity	5.50%	11.13%
Private Equity	13.00%	12.50%
Real Estate	8.00%	8.58%
Real Assets	3.00%	8.40%
High Yield	4.50%	6.97%
Private Credit	8.00%	9.20%
Investment Grade Credit	7.00%	5.19%
Cash Equivalents	2.00%	3.31%
U.S. Treasury's	4.00%	3.31%
Risk Mitigation Strategies	3.00%	6.21%

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 7.00% as of both June 30, 2023. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers and the nonemployer contributing entity will be based on 100% of the actuarially determined contributions for the State employer and 100% of actuarially determined contributions for the local employers. Based on those assumptions, the plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all projected benefit payments to determine the total pension liability.

Sensitivity of the Borough's proportionate share of the net pension liability to changes in the discount rate

The following presents the Borough's proportionate share of the net pension liability of the participating employers as of June 30, 2023, calculated using the discount rate as disclosed above as well as what the Borough's proportionate share of the net pension liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1- percentage point higher than the current rate:

	June 30, 2023		
	1% Decrease 6.00%	At Current Discount Rate 7.00%	1% Increase 8.00%
Borough's proportionate share of the PFRS pension liability	$6,346,578.00	$4,554,988.00	$3,063,021.0(

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Special Funding Situation

In accordance with N.J.S.A. 43:16A-15, local participating employers are responsible for their own contributions based on actuarially determined amounts, except where legislation was passed which legally obligated the State if certain circumstances occurred. The legislation which legally obligates the State is as follows: Chapter 8, P.L. 2000, Chapter 318, P.c. 2001, Chapter 86, P.L. 2001, Chapter 511, P.L. 1991, Chapter 109, P.c. 1979, Chapter 247, P.L. 1993 and Chapter 201, P.L. 2001. The amounts contributed by the State on behalf of the Borough under this legislation is considered to be a special funding situation as defined by GASB Statement No. 68, and the State is treated as a nonemployer contributing entity. Since the Borough does not contribute under this legislation directly to the plan (except for employer specific financed amounts), there is no net pension liability or deferred outflows or inflows to disclose in the notes to the financial statements of the Borough related to this legislation.

The non-employer contributing entities' total proportionate share of the collective net pension liability that is associated with the Borough as of December 31, 2023 and 2022 is 0.0412262900% and 0.0449889800% respectively, the non-employer contributing entities' contribution for the year ended June 30, 2023 and 2022 was $95,985.00 and $114,097.00, respectively and the employer pension expense and related revenue for the year ended June 30, 2023 and 2022 was $95,470.00 and $105,738.00, respectively.

At June 30, 2023 and 2022, the State's proportionate share of the net pension liability attributable to the Borough for the PFRS special funding situation is $839,310.00 and $916,481.00, respectively.

At June 30, 2023, the Borough's and State of New Jersey's proportionate share of the PFRS net pension liability were as follows:

Borough's Proportionate Share of Net Pension Liability	$4,554,988.00
State of New Jersey Proportionate Share of Net Pension Liability Associated with the Borough	839,310.00
	$5,394,298.00

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey Police and Firemen's Retirement System (PFRS). The report may be obtained at State of New Jersey Division of Pensions and Benefits P.O. Box 295 Trenton, New Jersey 08625-0295 http://www.state.nj.us/treasury/pensions

NOTE 7: COMPENSATED ABSENCES

Under the existing policy of the Borough, employees are allowed to accumulate unused sick pay over the life of their working careers which may be taken as time off or paid at a later date. Certain employees are also entitled to Terminal Pay upon retirement. The accumulated cost of such unpaid compensation is not required to be reported in the financial statements as presented but is estimated by the Borough to be approximately $495,244.22. The Borough annually appropriates the amounts that are required to be paid in that year's budget.

NOTE 8: LITIGATION

The Borough Attorney's letter did not indicate any litigation, claims or contingent liabilities that are either not covered by the Borough's insurance carrier or would have a material financial impact on the Borough.

NOTE 9: CONTINGENT LIABILITIES

The Borough participates in several state financial assistance grant programs. Entitlement to the funds is generally conditional upon compliance with terms and conditions of the grant agreements and applicable regulations, including the expenditure of funds for eligible purposes. These programs are subject to compliance and financial audits by the grantors or their representatives. As of December 31, 2024, the Borough does not believe that any material liabilities will result from such audits.

NOTE 10: RISK MANAGEMENT

The Borough is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Borough participates in a self insurance program through the Garden State Municipal Joint Insurance Fund covering each of those risks of loss. The Fund is operated in accordance with regulations of the New Jersey Department of Insurance and the Division of Local Government Services of the Department of Community Affairs. The Borough's contribution to the Fund for claim payments are based on actuarial assumption determined by the Fund's actuary. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Borough.

NOTE 10: RISK MANAGEMENT (CONTINUED)

New Jersey Unemployment Compensation Insurance - The Borough has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan, the Borough is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The Borough is billed quarterly for amounts due to the State. Below is a summary of Borough contributions, employee contributions, reimbursements to the State for benefits paid, and the ending balance of the Borough's expendable trust fund for the current and previous two years:

Year	Contributions	Amount Reimbursed	Ending Balance
2024	$36,753.58	$25,210.73	$60,302.23
2023	8,280.62	3,719.57	48,759.38
2022	1,258.31	6,252.77	44,198.33

NOTE 11: DEFERRED COMPENSATION PLAN

The Borough offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The Plan, available to all Borough employees, permits them to defer a portion of their salaries until future years. The Borough does not make any contribution to the Plan. The deferred compensation is not available to employees until retirement, death, disability, termination or financial hardships.

In accordance with the requirements of the Small Business Job Protection Act of 1996 and the funding requirements of Internal Revenue Code Section 457(g), the Borough's Plan was amended to require that all amounts of compensation deferred under the Plan are held for the exclusive benefits of plan participants and beneficiaries. All assets and income under the Plan are held in trust, in annuity contracts or custodial accounts.

The Plan is administered by the Lincoln National Life Insurance Company.

The accompanying financial statements do not include the Borough's Deferred Compensation Plan activities.

NOTE 12: INTERFUND RECEIVABLES AND PAYABLES

The following interfund balances remained on the balance sheet at December 31, 2024:

Fund	Interfund Receivable	Interfund Payable
Current Fund	$ 59,567.70	$ 3,656,924.20
Federal & State Grant Fund	961,990.95	
Trust Other Fund	160,733.25	59,567.70
General Capital Fund	2,534,200.00	
	$ 3,716,491.90	$ 3,716,491.90

All balances resulted from the time lag between the dates that short-term loans were disbursed and payments between funds were made.

NOTE 13: LENGTH OF SERVICE AWARDS PROGRAM

The Borough established a Length of Service Awards Program for the members of the Oceanport Fire Department and the Oceanport First Aid Squad pursuant to N.J.S.A. 40A: 14-183 et seq.

Under this program, each volunteer of the Oceanport Fire Department and First Aid Squad that performs the minimum amount of service will have an annual amount of $1,150.00 deposited into a tax deferred income account that will earn interest for the volunteer. The cost will be budgeted annually in the budget of the Borough.

The accompanying financial statements do not include the Borough's Length of Service Awards Program activities.

NOTE 14: GASB 75: POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description

The Borough's defined benefit OPEB plan, Borough of Oceanport Postretirement Healthcare Plan (the Plan), provides OPEB for all eligible employees of the Borough in accordance with the terms of their labor agreements. The Plan is a single-employer defined benefit OPEB plan administered by the Borough. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Summary of Benefits

The Plan provides retirees and their eligible dependents medical and prescription, benefits provided that they have meet the eligibility requirement contained in the Borough' various labor agreements.

Employees Covered by Benefits Terms

Inactive employees or beneficiaries currently receiving benefits payments	19
Inactive employees entitled to but not currently receiving benefits payments	-0-
Active Employees	21
	40

Contributions

The contribution requirements of the Borough and Plan members are established and maybe be amended by the Borough's governing body.

Retirees and their dependents are required to contribute toward the cost of the postretirement medical and prescription drug coverage in accordance with the provisions set forth under Chapter 78. An employee who retires after satisfying the eligibility requirements who had less than 20 years of PERS or PFRS service as of June 28, 2011, shall be required to contribute toward the cost of postretirement healthcare benefits. The retirement contributions are based on a percentage of the postretirement healthcare cost and vary based on coverage tier and amount of PERS or PFRS pension amounts based on tables presented in the Borough's plan document, ranging from 3.5% to 35%.

Net OPEB Liability

The Borough's total net OPEB liability of $12,640,722 was measured as of December 31, 2023 and was determined by an actuarial valuation as of December 31, 2022.

NOTE 14: GASB 75: POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

Actuarial Assumptions

The total OPEB liability in the December 31, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.72%
Salary Increases	2.5%

Healthcare cost trend rates: Medical 5.1 percent decreasing by 0.2 percent per annum, leveling at 4.5 percent per annum in 2026. Drug 6.0 percent in 2023 reducing by 0.5 percent per annum, leveling at 4.5 percent per annum in 2026. Medicare Advantage:4.5 per annum. Dental and Vision: 3.5 per annum.

Mortality rates were based on the December 31, 2022 RP-2000 Combined Health Male Mortality Rates Set Forward One Year and Adjusted for Generational Improvement December 31, 2022-PUB 2010 "General" classification headcount weighted mortality with generational improvement using Scale MP-2021.

Demographic assumptions were selected bason on those used by the State Division of Pensions and Benefits in calculating pension benefits taken from the July 1, 2022 report from Cheiron. While some assumptions were simplified to reflect the smaller population, and to simplify the valuation process, the valuation results reasonably conform to the requirements of Local Finance Notice 2007-15

Health care (economic) assumptions were selected based on those used by the State health Benefits Program in calculating SHBP member OPEB requirements taken from the July 1, 2022 report from Aon Consultants.

NOTE 14: GASB 75: POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

Discount Rate

The discount rate under GASB 75 should be the single rate that reflects (a) the long-term expected rate of return on plan investments that are expected to be used to finance the benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments and the assets are expected to be invested using a strategy to achieve that return and (b) a yield or index rate for 20-year, tax exempt general obligations municipal bonds with an average rating of AA/AAa or higher (or an equivalent quality on another scale) to the extent that the conditions in (a) are not met. The discount rates used for determining the Total OPEB liabilities at December 31, 2023, based on the Bond Buyers 20 Index, is 3.26%.

Changes in the Total OPEB Liability:

	Total OPEB Liability
Balance at 12/31/22	$12,468,791
Changes for the year:	
Service cost	109,137
Interest Cost	460,016
Differences between expected and actual experience	-0-
Changes in assumptions or other inputs	26,570
Benefit payments including employee refunds	(423,792)
Net change in OPEB Liability	171,931
Balance at 12/31/23	$12,640,722

NOTE 14: GASB 75: POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

Sensitivity of the Total OPEB liability to changes in the discount rate and healthcare cost trend rates.

The following presents the total OPEB liability of the Borough, as well as what the Borough's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage point higher than the current discount rate:

	December 31, 2023		
	1.00% Decrease (2.26%)	At Discount Rate (3.26)	1.00% Increase (4.26%)
Net OPEB Liability	$14,072,994	$12,640,722	$11,462,352

Sensitivity of the Total OPEB liability to changes in the healthcare cost trend rates.

The following presents the total OPEB liability of the Borough, as well as what the Borough's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	December 31, 2023		
	1.00% Decrease	Healthcare Cost Trend Rate	1.00% Increase
Net OPEB Liability	$11,593,121	$12,640,722	$13,771,640

At December 31, 2023, the Borough reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Changes of assumptions	$2,166,945	($1,395,066)
Net difference between expected and actual experience	113,804	
	$2,280,749	($1,395,066)

NOTE 14: GASB 75: POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

The Borough's proportionate share of deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in the Borough's actuarially calculated OPEB (benefit)/expense as follows:

Year Ended December31,	Amount
2024	$76,002
2025	76,002
2026	76,002
2027	76,002
2028	76,002
Total Thereafter	505,673
	$885,683

NOTE 15: SCHOOL TAXES

Regional and Local School Taxes have been raised and liabilities deferred by statute, resulting in the school taxes payable set forth in the Current Fund as follows:

	REGIONAL SCHOOL TAX	
	BALANCE DECEMBER 31, 2024	BALANCE DECEMBER 31, 2023
Balance of Tax	$1,851,682.21	$1,933,712.06
Deferred	900,471.63	900,471.63
Tax Payable	$951,210.58	$1,033,240.43

	LOCAL SCHOOL TAX	
	BALANCE DECEMBER 31, 2024	BALANCE DECEMBER 31, 2023
Balance of Tax	$5,886,242.48	$5,714,540.96
Deferred	1,585,121.97	1,585,121.97
Tax Payable	$4,301,120.51	$4,129,418.99

NOTE 16: CAPITAL LEASE

The Borough participates in an agreement with the Monmouth County Improvement Authority to lease purchase various capital equipment for $389,000.00 at interest rates ranging from 4.00% to 5.00%. In accordance with the lease agreement, the Borough is obligated to make the following remaining principal and interest payments:

YEAR	PRINCIPAL	INTEREST	TOTAL
2025	$8,000.00	$800.00	$8,800.00
	$8,000.00	$800.00	$8,800.00

NOTE 17: TAX APPEALS

There are several tax appeals filed with the State Tax Court of New Jersey requesting a reduction of assessments for the year 2024. Any reduction in assessed valuation will result in a refund of prior years' taxes in the year of settlement, which may be funded from tax revenues through the establishment of a reserve or by the issuance of refunding bonds per N.J.S.A. 40A:2-51.

NOTE 18: FIXED ASSETS

Below is a summary of the General Fixed Assets Account Group for the year ended December 31, 2024:

	Balance December 31, 2023	Additions	Deletions	Balance December 31, 2024
Land and Buildings	$18,998,100.00			$18,998,100.00
Machinery and Equipment	6,550,525.00	$1,063,933.00	$74,454.00	7,540,004.00
	$25,548,625.00	$1,063,933.00	$74,454.00	$26,538,104.00

NOTE 19: SUBSEQUENT EVENTS

The Borough has evaluated subsequent events occurring after the financial statement date through August 21, 2025 which is the date the financial statements were available to be issued. Based on this evaluation, the Borough has determined there are no subsequent events to be disclosed.

BOROUGH OF OCEANPORT

SUPPLEMENTARY SCHEDULES – ALL FUNDS

YEAR ENDED DECEMBER 31, 2024

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF CASH-TREASURER

	REF.	CURRENT		Federal & State Grants	
Balance, December 31, 2023	A		$ 23,259,850.98		$
Increased by Receipts:					
Miscellaneous Revenue Not Anticipated	A-2	$ 210,591.18			
Appropriation Refunds	A-3	141,467.20			
Grants Receivable	A-5			1,097,796.97	
State of New Jersey-Senior Citizen Deductions	A-7	33,250.00			
Property Taxes	A-8	29,378,830.92			
Revenue Accounts Receivable	A-13	2,835,528.33			
State Fees Payable - Marriage Licenses	A-11	853.00			
P.I.L.O.T. Fees Payable	A-24	16,594.12			
Prepaid Taxes	A-19	372,747.89			
Unappropriated Reserves for Grants	A-22			19,651.81	
Tax Overpayments	A-25	163,503.38			
Interfunds	A-21:A-32	4,214,756.37		2,826,529.36	
Redemption of Outside Liens	A-16	125,686.09			
Miscellaneous Reserves	A-20	19,459.49			
			37,513,267.97		3,943,978.14
			$ 60,773,118.95		$ 3,943,978.14
Decreased by Disbursements:					
2024 Budget Appropriations	A-3	$ 10,074,793.59			
2023 Appropriation Reserves	A-15	678,221.95			
Interfunds	A-21:A-32	7,569,881.44		1,117,448.78	
State Fees Payable - Marriage Licenses	A-11	1,000.00			
Appropriated Reserves for Grants	A-12			2,826,529.36	
Accounts Payable	A-23	87,951.77			
Refund of Tax Overpayments	A-25	137,459.23			
Open Space Trust Fund Tax	A-26	377,210.25			
Regional High School Taxes	A-27	4,439,760.85			
Local District School Taxes	A-28	12,182,509.48			
County Taxes	A-29	4,419,334.62			
Due County-Added Taxes	A-30	42,149.04			
P.I.L.O.T. Fees Payable	A-24	16,594.12			
Refund of Fees and Permits	A-2	10.00			
Redemption of Outside Liens	A-16	138,760.56			
Miscellaneous Reserves	A-20	2,231.99			
			40,167,868.89		$ 3,943,978.14
Balance, December 31, 2024	A		$ 20,605,250.06		

BOROUGH OF OCEANPORT

GRANT FUND

SCHEDULE OF GRANTS RECEIVABLE

	BALANCE DECEMBER 31, 2023	REVENUE ANTICIPATED	RECEIPTS	UNAPPROPRIATED RESERVE APPLIED	BALANCE DECEMBER 31, 2024
Body Armor Replacement Fund	$	$ 1,523.81	$	$ 1,523.81	$
Monmouth County DWI		560.00	560.00		
FMERA-Stormwater Infrastructure		330,400.00	330,400.00		
FMERA-MOU		203,650.00	203,650.00		
FMERA-Main Post		293,150.00	293,150.00		
FMERA-Husky Brook Pond Dredging		168,235.00	168,235.00		
Emergency Management Assistance Grant		10,000.00	10,000.00		
ARPA-Firefighter	37,000.00	65,000.00	37,000.00		65,000.00
FMERA MOU Building 550		46,309.00	46,309.00		
Recycling Tonnage Grant		8,492.97	8,492.97		
Stormwater Assistance Grant	10,000.00				10,000.00
	$ 47,000.00	$ 1,127,320.78	$ 1,097,796.97	$ 1,523.81	$ 75,000.00
REF.	A	A-2	A-4	A-22	A

"A-6"

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF CHANGE FUNDS

Balance, December 31, 2023 and December 31, 2024	$ 300.00

"A-7"

SCHEDULE OF DUE FROM STATE OF NEW JERSEY
PER CHAPTER 20, P.L. 1971

	REF.		
Balance, December 31, 2023 (Due from)	A		$ 258.87
Increased by:			
Senior Citizens and Veterans Deductions Per Abstract		$ 33,000.00	
Senior Citizens and Veterans Deductions Allowed by Tax Collector Current Year		750.00	
			33,750.00
			$ 34,008.87
Decreased by:			
Senior Citizens and Veterans Deductions Disallowed by Tax Collector: Current Year		$ 588.88	
Received in Cash From State	A-4	33,250.00	
			33,838.88
Balance, December 31, 2024 (Due from)	A		$ 169.99

ANALYSIS OF 2024 REVENUE

Senior Citizens and Veterans Deductions Per Abstract		$ 33,000.00
Senior Citizens and Veterans Deductions Allowed by Tax Collector		750.00
		$ 33,750.00
Senior Citizens Deductions Disallowed by Tax Collector		588.88
	A-8	$ 33,161.12

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

YEAR		BALANCE DECEMBER 31, 2023	2024 LEVY	COLLECTIONS BY CASH 2023	COLLECTIONS BY CASH 2024	TRANSFERRED TO TAX TITLE LIENS	CANCELED	BALANCE DECEMBER 31, 2024
2023		$ 350,314.91	$	$	$ 327,185.82	$	$ 7,004.75	$ 16,124.34
2024			29,772,833.67	334,820.40	29,110,643.55	6,135.99	7,424.39	313,809.34
		$ 350,314.91	$ 29,772,833.67	$ 334,820.40	$ 29,437,829.37	$ 6,135.99	$ 14,429.14	$ 329,933.68
	REF.	A		A-2:A-19	A-2	A-9		A

State of New Jersey Senior Citizens Deductions	A-7	$ 33,161.12
Overpayments Applied	A-25	25,837.33
Cash Receipts - Taxes	A-4	29,378,830.92
		$ 29,437,829.37

ANALYSIS OF 2024 PROPERTY TAX LEVY

TAX YIELD				
General Purpose Tax				$ 29,375,209.65
Added Taxes				397,624.02
				$ 29,772,833.67
TAX LEVY				
Regional High School Tax Levy (Abstract)	A-27			$ 4,357,731.00
Local District School Tax	A-28			12,354,211.00
County Taxes:				
General County Tax		$ 3,581,400.51		
County Library Tax		243,631.74		
County Health Tax		67,288.64		
County Open Space Tax		527,013.73		
Total 2024 County Tax Levy	A-29		$ 4,419,334.62	
Due County For Added Taxes (54:4-63.1 et.seq.)	A-30		58,405.00	
				4,477,739.62
Municipal Open Space Trust Fund:				
Local Open Space Tax (Abstract)	A-26		372,307.00	
Additional Tax Levy	A-26		4,903.25	
				377,210.25
Local Tax for Municipal Purposes (Abstract)	A-2		$ 7,860,783.21	
Additional Tax Levy			345,158.59	
				8,205,941.80
				$ 29,772,833.67

"A-9"

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF TAX TITLE LIENS

	REF.		
Balance, December 31, 2023	A		$ 88,863.56
Increased by:			
Transfers From Taxes Receivable	A-8	$ 6,135.99	
			6,135.99
Balance, December 31, 2024	A		$ 94,999.55

"A-10"

SCHEDULE OF PROPERTY ACQUIRED FOR TAXES
(AT ASSESSED VALUATION)

Balance, December 31, 2023 and December 31, 2024	A	$ 3,300.00

"A-11"

SCHEDULE OF STATE FEES PAYABLE

		STATE TRAINING FEES	MARRIAGE LICENSES
Balance, December 31, 2023	A	$ 10,516.47	$ 1,356.00
Increased by:			
Receipts	A-4		853.00
		$ 10,516.47	$ 2,209.00
Decreased by:			
Encumbrances	A-17		100.00
Disbursements	A-4		1,000.00
Balance, December 31, 2024	A	$ 10,516.47	$ 1,109.00

BOROUGH OF OCEANPORT

FEDERAL AND STATE GRANT FUND

SCHEDULE OF APPROPRIATED RESERVES FOR GRANT PROGRAMS

	BALANCE DECEMBER 31, 2023	BALANCE AFTER TRANSFERS	2024 APPROPRIATIONS	EXPENDED	BALANCE DECEMBER 31, 2024
Clean Communities Program	$ 43,276.66	$ 43,276.66	$	$ 2,321.47	$ 40,955.19
Alcohol Education and Rehabilitation Fund	10,286.35	10,286.35		643.35	9,643.00
NJ State Police - Emergency Management Exercise	12,620.48	12,620.48			12,620.48
County Open Space	250,000.00	250,000.00			250,000.00
NJ DCA - SHARE Grant	14,000.00	14,000.00			14,000.00
Oceanport Drug Awareness	2,939.80	2,939.80			2,939.80
Body Armor Replacement Fund	3,938.79	3,938.79	1,523.81	3,297.60	2,165.00
Recycling Tonnage Grant	15,708.76	15,708.76	8,492.97		24,201.73
Monmouth County DWI	392.50	392.50	560.00		952.50
ANJEC Environmenal Resource Inventory Project	2,600.00	2,600.00			2,600.00
Drive Sober or Get Pulled Over	325.00	325.00			325.00
ARPA	237,678.94	257,056.78		257,056.78	
ARPA-Firefighter		12,726.56	65,000.00	77,726.56	
FMERA MOU 866	42,000.00	107,924.57		107,924.57	
FMERA MOU 855	173,174.88	261,855.57		261,855.57	
FMERA MOU 550 & 551	350,000.00	470,420.00	46,309.00	516,729.00	
FMERA MOU Water Line	636,906.00	636,906.00		636,906.00	
Stormwater Assistance Grant	20,691.02	20,771.00			20,771.00
Sports Wagering Revenue Fund	549,533.90	582,238.90		582,238.90	
FMERA-Stormwater Infrastructure			330,400.00	327,200.00	3,200.00
FMERA-MOU			203,650.00	203,650.00	
FMERA-Main Post			168,235.00	168,235.00	
FMERA-Husky Brook Pond Dredging			293,150.00	293,150.00	
Emergency Management Assistance Grant			10,000.00		10,000.00
	$ 2,366,073.08	2,705,987.72	$ 1,127,320.78	$ 3,438,934.80	$ 394,373.70
REF.	A		A-3		A

Balance 12/31/2023	A	$ 2,366,073.08
Encumbrances Payable	A-31	339,914.64
		$ 2,705,987.72

Cash Disbursements	A-4	$ 2,826,529.36
Encumbrances	A-31	612,405.44
		$ 3,438,934.80

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	REF.	BALANCE DECEMBER 31, 2023	ACCRUED IN 2024	COLLECTED	BALANCE DECEMBER 31, 2024
Clerk:					
Licenses:					
Alcoholic Beverages	A-2	$	$ 434,143.00	$ 434,143.00	$
Other	A-2		11,151.00	11,151.00	
Fees and Permits:					
Other	A-2		120,535.17	120,535.17	
Energy Receipts Tax	A-2		550,726.08	550,726.08	
Interest and Costs on Taxes	A-2		86,772.79	86,772.79	
Interest on Investments	A-2		911,785.46	911,785.46	
Inter-Local Agreement - Municipal Court- Sea Bright	A-2		87,000.00	87,000.00	
School Class 3 Resource Officer	A-2		45,006.31	45,006.31	
School Class Resource Officer	A-2		24,474.35	24,474.35	
Municipal Court - West Long Branch	A-2		70,000.00	70,000.00	
Municipal Court - Fines and Costs	A-2	1,412.94	52,786.90	46,083.88	8,115.96
NJSEA- Assessment Fund Loan Interest Due	A-2		103,120.00	103,120.00	
NJSEA- NJ Environmental Infrastructure Trust Fees	A-2		18,795.00	18,795.00	
Senior Housing- Payment in Lieu of Taxes	A-2		325,935.29	325,935.29	
		$ 1,412.94	$ 2,842,231.35	$ 2,835,528.33	$ 8,115.96
	REF.	A		A-4	A

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF CODE OFFICIAL SECURITY DEPOSIT RECEIVABLE

	REF.	
Balance, December 31, 2023 and December 31, 2024	A	$ 1,000.00

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF APPROPRIATION RESERVES

	BALANCE DECEMBER 31, 2023	BALANCE AFTER TRANSFERS	PAID OR CHARGED	UNEXPENDED BALANCE LAPSED
SALARIES AND WAGES:				
Administrative and Executive	$ 21,658.13	$ 21,658.13	$	$ 21,658.13
Municipal Clerk	3,859.04	3,859.04		3,859.04
Financial Administration	10,827.42	10,827.42		10,827.42
Assessment of Taxes	0.12	0.12		0.12
Collection of Taxes	1,681.31	1,681.31		1,681.31
Planning Board	1,033.39	1,033.39		1,033.39
Police	32,153.32	32,153.32	1,208.44	30,944.88
Life Hazard Fire Protection-Uniform Fire Safety Act	2,053.51	2,053.51		2,053.51
Emergency Management Services	492.76	492.76		492.76
Road Repairs and Maintenance	6,936.48	6,936.48		6,936.48
Board of Health	178.79	178.79		178.79
Parks and Playgrounds	192.32	192.32		192.32
State Uniform Construction Code Official	100.00	100.00		100.00
Code Enforcement	6,260.24	6,260.24		6,260.24
Municipal Court	24,518.56	24,518.56		24,518.56
Salary Adjustment Account	1,500.00	1,500.00		1,500.00
Prosecutor	770.40	770.40		770.40
Police Dispatch	178.00	178.00		178.00
Expenses in Participation in Free County Library	1,242.63	1,242.63		1,242.63
School Resource Officer	34,185.00	34,185.00	2,730.00	31,455.00
OTHER EXPENSES:				
Administrative and Executive	10,645.49	15,071.80	3,179.16	11,892.64
Municipal Clerk	7,450.90	68,475.20	53,599.54	14,875.66
Financial Administration	14,051.24	46,724.89	10,396.05	36,328.84
Assessment of Taxes	30,054.29	30,054.29		30,054.29
Collection of Taxes	3,641.31	3,660.89	19.58	3,641.31
Legal Services and Costs	67,281.94	89,994.44	4,959.00	85,035.44
Engineering Services and Costs	27,800.00	35,300.00	11,400.00	23,900.00
Planning Board	5,916.20	7,186.28	2,210.08	4,976.20
Planning Fees- Land Development	18,787.25	18,787.25	1,323.00	17,464.25
Environmental Commission (N.J.S.A. 40:56A-1 et. seq.)	600.00	600.00		600.00
Insurance:				
General Liability	9,469.00	9,469.00		9,469.00
Employee Group Health	169,090.04	193,650.28		193,650.28
Health Benefit Waiver	11,812.33	11,812.33		11,812.33
Workers Compensation Insurance	641.00	641.00		641.00
Dental	7,116.64	13,417.88		13,417.88
Fire	334.35	9,750.21	9,288.15	462.06
Fire Hydrant Service	7,815.90	14,935.40	8,776.10	6,159.30
Police	20,110.77	47,518.44	27,725.96	19,792.48
Police Equipment	17,632.82	43,705.06	26,908.03	16,797.03
First Aid Organization- Contribution	68.90	12,297.40	11,317.81	979.59
Life Hazard Fire Protection-Uniform Fire Safety Act	2,327.13	4,014.81	2,648.70	1,366.11
Emergency Management Services	218.21	5,370.29	5,365.31	4.98
Road Repairs and Maintenance	3,646.97	60,931.04	43,168.53	17,762.51
Garbage and Trash Removal	7,366.66	8,500.02		8,500.02
Public Buildings and Grounds:	74,807.68	114,622.77	24,070.21	90,552.56

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF APPROPRIATION RESERVES

	BALANCE DECEMBER 31, 2023	BALANCE AFTER TRANSFERS	PAID OR CHARGED	UNEXPENDED BALANCE LAPSED
OTHER EXPENSES (CONTINUED):				
Board of Health	$ 1,047.25	$ 1,047.25	$ 1,000.00	$ 47.25
Animal Control	2,500.00	2,500.00		2,500.00
Bloodborne Pathogens	500.00	500.00		500.00
Water Watch Committee	1,602.93	3,662.93	960.00	2,702.93
Parks and Playgrounds	6,183.41	6,464.20	245.97	6,218.23
Senior Citizens Committee:		430.00	430.00	
Recycling	6,033.34	6,499.98		6,499.98
Landfill/Solid Waste Disposal Costs: Tipping Fees	36,126.58	73,022.16	27,453.24	45,568.92
Public Defender	800.00	800.00		800.00
Celebration of Public Event, Anniversary or Holiday	4,234.11	4,384.11	150.00	4,234.11
State Uniform Construction Code Official	100.00	100.00		100.00
Code Enforcement	1,000.00	1,000.00		1,000.00
Utilities:				
Street Lighting	7,020.98	20,278.80	18,148.99	2,129.81
Gasoline	49,084.91	61,236.67	19,064.10	42,172.57
Electricity	20,344.07	29,449.25	8,080.85	21,368.40
Telephone	8,603.79	13,116.83	1,698.56	11,418.27
Natural Gas	35,653.85	48,913.29	9,921.22	38,992.07
Water and Sewer	4,748.05	6,650.78	1,661.61	4,989.17
Contingent	500.00	500.00		500.00
Statutory Expenditures:				
Contribution to:				
Social Security System (O.A.S.I.)	6,755.55	6,755.55		6,755.55
Public Employee's Retirement System	4,615.09	4,615.09	2,932.65	1,682.44
Defined Contribution Retirement Program	1,871.48	1,871.48		1,871.48
Municipal Court	3,188.29	5,742.89	146.96	5,595.93
Length of Service Award Program	72,000.00	72,000.00	72,000.00	
FMERA Engineering Services	15,970.31	56,555.59	39,334.88	17,220.71
School Class 3 Resource Officer	3,763.80	3,763.80		3,763.80
Public Safety Vehicles	28,664.00	140,000.00	111,836.00	28,164.00
Public Works Vehicles	34,144.50	57,629.50	23,485.00	34,144.50
Sidewalks	120,000.00	420,000.00	300,000.00	120,000.00
Building Improvements	6,414.00	6,414.00		6,414.00
Fire Truck	300,000.00	300,000.00		300,000.00
Maintenance of Free Public Library	1,081.69	1,081.69		1,081.69
	$ 1,453,060.42	$ 2,373,298.23	$ 888,843.68	$ 1,484,454.55
REF.	A			A-1

Appropriation Reserves	A-15	$ 1,453,060.42
Transferred from Encumbrances Payable	A-17	920,237.81
		$ 2,373,298.23

Cash Disbursements	A-4	$ 678,221.95
Accounts Payable	A-23	210,621.73
		$ 888,843.68

"A-16"

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF RESERVE FOR REDEMPTION OF OUTSIDE LIENS

	REF.		
Balance, December 31, 2023	A		$ 1,157.09
Increased by:			
Receipts	A-4	$ 125,686.09	
Encumbrances	A-17	57,185.14	
			182,871.23
			$ 184,028.32
Decreased by:			
Disbursements	A-4	$ 138,760.56	
Encumbrances	A-17	45,267.76	
			184,028.32

"A-17"

SCHEDULE OF ENCUMBRANCES PAYABLE

Balance, December 31, 2023	A		$ 980,872.25
Increased by:			
Charges to:			
2024 Appropriations	A-3	$ 1,066,518.93	
Marriage Licenses Due State of New Jersey	A-11	100.00	
Redemption of Outside Liens	A-16	45,267.76	
			1,111,886.69
			$ 2,092,758.94
Decreased by:			
Transferred to Appropriation Reserves	A-15	920,237.81	
Tax Overpayments	A-25	3,449.30	
Redemption of Outside Liens	A-16	57,185.14	
			980,872.25
Balance, December 31, 2024	A		$ 1,111,886.69

"A-18"

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF RESERVE FOR MAINTENANCE
OF FREE PUBLIC LIBRARY

	REF.	
Balance, December 31, 2023 and December 31, 2024	A	$ 1,376.80

"A-19"

SCHEDULE OF PREPAID TAXES

Balance, December 31, 2023	A	$ 334,820.40
Increased by:		
2025 Taxes Collected in 2024	A-4	372,747.89
		$ 707,568.29
Decreased by:		
Applied to Taxes Receivable	A-8	334,820.40
Balance, December 31, 2024	A	$ 372,747.89

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF MISCELLANEOUS RESERVES

	BALANCE DECEMBER 31, 2023	RECEIPTS	DISBURSEMENTS	BALANCE DECEMBER 31, 2024
Prepaid Revenue- NJSEA Environmental Infrastructure Trust- Fees and Interest Payments	$ 564,968.90	$ 17,017.50	$	$ 581,986.40
Overpayment Due to FEMA	886.39			886.39
Revaluation and Preparation of Tax Maps	53,087.50			53,087.50
Sewer Liens		2,441.99	2,231.99	210.00
	$ 618,942.79	$ 19,459.49	$ 2,231.99	$ 636,170.29
REF.	A	A-4	A-4	A

BOROUGH OF OCEANPORT

FEDERAL AND STATE GRANT FUND

SCHEDULE OF INTERFUNDS

	REF.	TOTAL	CURRENT FUND
Balance, December 31, 2023:			
Due From	A	$ 2,661,071.53	$ 2,661,071.53
Cash Receipts	A-4	2,826,529.36	2,826,529.36
Cash Disbursements	A-4	1,117,448.78	1,117,448.78
Balance, December 31, 2024:			
Due From	A	$ 951,990.95	$ 951,990.95

"A-22"

BOROUGH OF OCEANPORT

FEDERAL AND STATE GRANT FUND

SCHEDULE OF UNAPPROPRIATED RESERVES FOR GRANTS

	REF.		
Balance, December 31, 2023	A		$ 2,083.81
Increased by:			
Receipts	A-4		19,651.81
			$ 21,735.62
Decreased by:			
Applied to Grants Receivable	A-5	$ 1,523.81	
			1,523.81
Balance, December 31, 2024	A		$ 20,211.81

ANALYSIS OF BALANCE, DECEMBER 31, 2024

Drunk Driving Enforcement Fund	$
County DWI	$ 560.00
Body Armor Replacement Fund	1,641.07
Clean Communities Grant	18,010.74
	$ 20,211.81

"A-23"

CURRENT FUND

SCHEDULE OF ACCOUNTS PAYABLE

Balance, December 31, 2023	A		$ 167,722.45
Increased by:			
Transferred from Appropriation Reserves	A-15		210,621.73
			$ 378,344.18
Decreased by:			
Cash Disbursements	A-4	$ 87,951.77	
			87,951.77
Balance, December 31, 2024	A		$ 290,392.41

"A-24"

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF P.I.L.O.T. FEES PAYABLE

	REF.	
Increased by:		
Cash Receipts	A-4	$ 16,594.12
Decreased by:		
Cash Disbursed	A-4	$ 16,594.12

"A-25"

SCHEDULE OF TAX OVERPAYMENTS

Balance, December 31, 2023	A		$ 57,558.42
Increased by:			
Overpayments in 2024:			
Receipts	A-4	$ 163,503.38	
Encumbrances	A-17	3,449.30	
			166,952.68
			$ 224,511.10
Decreased by:			
Refunds	A-4	137,459.23	
Application to Taxes Receivable	A-8	25,837.33	
			163,296.56
Balance, December 31, 2024	A		$ 61,214.54

"A-26"

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF MUNICIPAL OPEN SPACE TRUST FUND TAXES PAYABLE

	REF.		
2024 Levy:			
Open Space Tax	A-1:A-8	$ 372,307.00	
Added Taxes	A-1:A-8	4,903.25	
			$ 377,210.25
Decreased by:			
Transferred to Open Space Trust Fund	A-4	377,210.25	
			$ 377,210.25

"A-27"

SCHEDULE OF REGIONAL HIGH SCHOOL TAX PAYABLE

Balance, December 31, 2023:			$ 1,933,712.06
School Tax Deferred		$ 900,471.63	
School Tax Payable	A	1,033,240.43	
Increased by:			
Levy 2024	A-8		4,357,731.00
			$ 6,291,443.06
Decreased by:			
Disbursements	A-4		4,439,760.85
Balance, December 31, 2024:			
School Tax Deferred		$ 900,471.63	
School Tax Payable	A	951,210.58	
			$ 1,851,682.21
2024 Liability for Regional High School Tax:			
Tax Paid			$ 4,439,760.85
Tax Payable, December 31, 2024			951,210.58
			5,390,971.43
Less:			
Tax Payable, December 31, 2023			(1,033,240.43)
Amount Charged to 2024 Operations	A-1		$ 4,357,731.00

BOROUGH OF OCEANPORT

SCHEDULE OF LOCAL DISTRICT SCHOOL TAX PAYABLE

Balance, December 31, 2023:				$ 5,714,540.96
School Tax Deferred		$	1,585,121.97	
School Tax Payable	A		4,129,418.99	
Increased by:				
Levy 2024	A-8			12,354,211.00
				$ 18,068,751.96
Decreased by:				
Disbursements	A-4			12,182,509.48
Balance, December 31, 2024:				
School Tax Deferred		$	1,585,121.97	
School Tax Payable	A		4,301,120.51	
				$ 5,886,242.48
2024 Liability for Local District School Tax:				
Tax Paid				$ 12,182,509.48
Tax Payable, December 31, 2024				4,301,120.51
				16,483,629.99
Less:				
Tax Payable, December 31, 2023				(4,129,418.99)
Amount Charged to 2024 Operations	A-1			$ 12,354,211.00

"A-29"

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF COUNTY TAXES PAYABLE

	REF.		
2024 Levy:			
General County Tax		$ 3,581,400.51	
County Library Tax		243,631.74	
County Health Tax		67,288.64	
County Open Space Tax		527,013.73	
Total 2024 County Tax Levy	A-1:A-8		$ 4,419,334.62
Decreased by:			
Disbursements	A-4		$ 4,419,334.62

"A-30"

SCHEDULE OF DUE COUNTY FOR ADDED TAXES

Balance, December 31, 2023	A		$ 42,149.54
Increased by:			
Added Taxes	A-1:A-8		58,405.00
			$ 100,554.54
Decreased by:			
Disbursements	A-4		42,149.04
Balance, December 31, 2024	A		$ 58,405.50

BOROUGH OF OCEANPORT

FEDERAL AND STATE GRANT FUND

SCHEDULE OF ENCUMBRANCES PAYABLE

	REF.		
Balance, December 31, 2023	A	$	339,914.64
Increased by:			
Charged to Federal and State Grants Appropriated	A-12		612,405.44
		$	952,320.08
Decreased by:			
Transferred to Federal and State Grants Appropriated	A-12		339,914.64
Balance, December 31, 2024	A	$	612,405.44

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF INTERFUNDS

	REF.	TOTAL	TRUST OTHER FUND	OPEN SPACE TRUST FUND	GENERAL CAPITAL FUND	ASSESSMENT FUND	FEDERAL AND STATE GRANT FUND
Balance, December 31, 2023:							
Due From	A	$ 138,119.96	$ 138,119.96	$	$	$	$
Due To	A	7,080,601.53			4,419,530.00		2,661,071.53
Cash Receipts	A-4	4,214,756.37	1,499,734.21	179,185.06	84,670.00	1,382,222.28	1,068,944.82
Transferred to Federal and State Grants	Contra	1,127,320.78					1,127,320.78
Transferred from Federal and State Grants	Contra	1,127,320.78					1,127,320.78
Cash Disbursements	A-4	7,569,881.44	1,421,181.95	18,451.81	1,970,000.00	$ 1,382,222.28	2,778,025.40
Balance, December 31, 2024:							
Due From	A	59,567.70	$ 59,567.70				
Due To	A	$ 3,646,924.20		$ 160,733.25	$ 2,534,200.00		$ 951,990.95

"A-33"

BOROUGH OF OCEANPORT

CURRENT FUND

SCHEDULE OF RESERVE FOR SUPPLEMENTAL ERT

	REF.		
Balance, December 31, 2023	A	$	56,622.02
Decreased by:			
Anticipated as Current Fund Revenue	A-2	$	56,622.02

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF CASH - TREASURER

	REF.	ASSESSMENT	OPEN SPACE	ANIMAL CONTROL	OTHER
Balance, December 31, 2023	B	$ 331,074.09	$ 585,790.66	$ 3,897.68	$ 2,536,115.94
Increased by Receipts:					
Animal Control Fees Collected	B-6			5,294.40	
Due to State of New Jersey	B-3			465.60	
Assessments Receivable	B-9	1,382,222.28			
Open Space Trust	B-8		1,064,710.25		
State of New Jersey -DCA Fees	B-12				24,223.00
State of New Jersey -Lead Paint	B-13				100.00
Various Reserves	B-2				6,895,105.81
Interfunds	B-5				56,247.74
		1,382,222.28	1,064,710.25	5,760.00	6,975,676.55
		1,713,296.37	1,650,500.91	9,657.68	9,511,792.49
Decreased by Disbursements:					
Due to State of New Jersey	B-3			460.20	
Reserve for Animal Control Expenditures	B-6			5,863.00	
State of New Jersey -DCA Fees	B-12				20,143.00
Open Space Trust	B-8		1,154,947.62		
Various Reserves	B-2				6,955,594.23
Assessment Loans:					
NJ Environmental Infrastructure Trust Loan	B-10	389,000.00			
NJ Environmental Infrastructure Fund Loan	B-11	993,222.28			
Interfunds	B-5		160,733.25		134,800.00
		1,382,222.28	1,315,680.87	6,323.20	7,110,537.23
Balance, December 31, 2024	B	$ 331,074.09	$ 334,820.04	$ 3,334.48	$ 2,401,255.26

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF VARIOUS RESERVES- OTHER TRUST FUND

	BALANCE DECEMBER 31, 2023	INCREASED	DECREASED	BALANCE DECEMBER 31, 2024
Recreation	$ 21,595.41	$ 41,508.00	$ 40,686.98	$ 22,416.43
Memorial Benches	3,217.09	1,500.00	664.00	4,053.09
Fireworks	35.00		35.00	0.00
Water Watch	17.08			17.08
Shade Tree	121.88			121.88
Historical Society	24,918.17	1,260.00	9,464.47	16,713.70
Old Wharf Senior Center	3,349.34			3,349.34
Wedding Trust				
Recycling	71,120.86	6,078.40		77,199.26
Public Defender	3,750.15	550.00		4,300.15
Community Center	10,012.11	3,825.00		13,837.11
Firehouse Donations	668.25			668.25
Donations	1,171.65			1,171.65
Tax Sale Premiums	74,300.00	159,300.00	24,600.00	209,000.00
Volunteer Emergency Services	174.83			174.83
Emergency Police Services- Donations	3,732.21	10,207.34	9,365.00	4,574.55
Community Enhancement and Beautification	2,736.01	370.00	350.00	2,756.01
Summers End	12,244.98	13,300.00	14,065.04	11,479.94
Centennial Celebration				
Developers Escrow	1,320,121.75	330,702.30	622,845.48	1,027,978.57
Law Enforcement	8,311.95	2,946.00		11,257.95
Uniform Fire Code Penalties	3,600.00			3,600.00
Uniform Fire Code Dedicated Penalties	2,400.00			2,400.00
State Unemployment Insurance	48,759.38	36,753.58	25,210.73	60,302.23
Outside Off-Duty Police Employment	102,207.74	286,926.48	343,805.62	45,328.60
P.O.A.A.	1,014.84	200.00		1,214.84
Payroll Deductions		5,435,726.45	5,435,726.45	
UCC Trust	559,711.23	650,401.33	454,327.65	755,784.91
Storm Recovery	20,000.00			20,000.00
Holiday Extravaganza		6,967.00	2,500.00	4,467.00
	$ 2,299,291.91	$ 6,988,521.88	$ 6,983,646.42	$ 2,304,167.37
REF.	B			B
Cash Receipts B-1		$ 6,895,105.81		
Encumbrances B-7		93,416.07		
		$ 6,895,105.81		
Cash Disbursements B-1			$ 6,955,594.23	
Encumbrances B-7			28,052.19	
			$ 6,955,594.23	

"B-3"

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF DUE STATE OF NEW JERSEY - ANIMAL CONTROL FUND

	REF.		
Increased by:			
Cash Receipts	B-1	$	465.60
Decreased by:			
Cash Disbursements	B-1		460.20
Balance, December 31, 2024	B	$	5.40

"B-4"

ANALYSIS OF ASSESSMENT CASH AND INVESTMENTS

NJ DEP Fund Loan	B	$	331,074.09

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF DUE CURRENT FUND

	REF.		TRUST OTHER FUND		OPEN SPACE FUND
Balance December 31, 2023 (Due to)	B	$	138,119.96		
Cash Receipts	B-1		56,247.74		
Cash Disbursements	B-1		134,800.00	$	160,733.25
Balance December 31, 2024 (Due to)	B	$	59,567.70		
Balance December 31, 2024 (Due from)	B			$	160,733.25

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES

	REF.		
Balance, December 31, 2023	B		$ 3,897.68
Increased by:			
License Fees Collected:			
Dog License Fees		$ 5,294.40	
	B-1		5,294.40
			$ 9,192.08
Decreased by:			
Expenditures Under R. S. 4-19-15.11	B-1		5,863.00
Balance, December 31, 2024	B		$ 3,329.08

LICENSE FEES COLLECTED

YEAR	AMOUNT
2023	$ 5,824.60
2022	5,236.60
	$ 11,061.20

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF ENCUMBRANCES PAYABLE

	REF.			
Balance, December 31, 2023	B		$	221,107.94
Increased by:				
Open Space	B-8	$ 292,556.68		
Various Reserves	B-2	28,052.19		
				320,608.87
				541,716.81
Decreased by:				
Transferred to Various Reserves	B-2	$ 93,416.07		
Transferred to Open Space Reserve	B-8	127,691.87		
				221,107.94
Balance, December 31, 2024	B		$	320,608.87
Analysis:				
Other Trust Fund	B		$	28,052.19
Open Space Fund	B			292,556.68
			$	320,608.87

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF RESERVE FOR OPEN SPACE TRUST

	REF.		
Balance, December 31, 2023	B		$ 458,098.79
Increased by:			
Cash Receipts:			
Open Space Tax		$ 372,307.00	
Added Open Space Taxes		4,903.25	
Other		687,500.00	
	B-1		1,064,710.25
Encumbrances	B-7		127,691.87
			$ 1,650,500.91
Decreased by:			
Cash Disbursements	B-1	$ 1,154,947.62	
Encumbrances	B-7	292,556.68	
			1,447,504.30
Balance, December 31, 2024	B		$ 202,996.61

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF ASSESSMENTS RECEIVABLE

IMPROVEMENT	ORDINANCE	BALANCE DECEMBER 31, 2023	COLLECTED	BALANCE DECEMBER 31, 2024	PLEDGED TO: LOANS PAYABLE
Monmouth Park Racetrack	866	$ 7,078,921.83	$ 1,382,222.28	$ 5,696,699.55	$ 5,696,699.55
		$ 7,078,921.83	$ 1,382,222.28	$ 5,696,699.55	$ 5,696,699.55
	REF.	B	B-1	B	

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST LOAN- ASSESSMENT FUND

IMPROVEMENT	DATE OF ISSUE	ORIGINAL ISSUE	MATURITIES OF BONDS OUTSTANDING DECEMBER 31, 2024 Date	Amount	INTEREST RATE	BALANCE DECEMBER 31, 2023	DECREASED	BALANCE DECEMBER 31, 2024
Monmouth Park Racetrack-	12/2/2009	6,265,000.00	8/1/2025	$ 404,000.00	3.75%			
Construction, Repair, Rehabilitation,			8/1/2026	419,000.00	4.00%			
Maintenance, and Reconstruction of			8/1/2027	438,000.00	4.00%			
Stormwater Basins			8/1/2028	457,000.00	4.00%			
			8/1/2029	471,000.00	4.00%	$ 2,578,000.00	$ 389,000.00	$ 2,189,000.00
						$ 2,578,000.00	$ 389,000.00	$ 2,189,000.00
				REF.		B	B-1	B

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION FUND LOAN- ASSESSMENT FUND

IMPROVEMENT	DATE OF ISSUE	ORIGINAL ISSUE	MATURITIES OF LOANS OUTSTANDING DECEMBER 31, 2024 Date	Amount	BALANCE DECEMBER 31, 2023	DECREASED	BALANCE DECEMBER 31, 2024
Monmouth Park Racetrack- Maintenance, and Reconstruction of Stormwater Basins	12/2/2009	$ 16,884,779.00	2/1/2025	$ 331,074.09			
			8/1/2025	662,148.19			
			2/1/2026	331,074.09			
			8/1/2026	662,148.19			
			2/1/2027	331,074.09			
			8/1/2027	662,148.19			
			2/1/2028	331,074.09			
			8/1/2028	528,032.71	$ 4,831,995.92	$ 993,222.28	$ 3,838,773.64
					$ 4,831,995.92	$ 993,222.28	$ 3,838,773.64
				REF.	B	B-1	B

"B-12"

BOROUGH OF OCEANPORT

TRUST FUND

SCHEDULE OF DUE STATE ON NEW JERSEY-DCA FEES

	REF.		
Balance, December 31, 2023	B	$	5,288.00
Increased by:			
Cash Receipts	B-1		24,223.00
		$	29,511.00
Decreased by:			
Cash Disbursements	B-1		20,143.00
Balance, December 31, 2024	B	$	9,368.00

"B-13"

SCHEDULE OF DUE STATE ON NEW JERSEY-LEAD PAINT

Increased by:			
Cash Receipts	B-1	$	100.00
Balance, December 31, 2024	B	$	100.00

"C-2"

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF CASH-TREASURER

	REF.		
Balance, December 31, 2023	C		$ 423,390.37
Increased by Receipts:			
Budget Appropriations:			
Capital Improvement Fund	C-10	$ 30,000.00	
Due Current Fund	C-8	1,885,330.00	
Reserve for Debt Service	C-14	96,670.00	
			2,012,000.00
			2,435,390.37
Decreased by Disbursements:			
Contracts Payable	C-13	1,769,168.04	
			1,769,168.04
Balance, December 31, 2024	C		$ 666,222.33

"C-3"

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

ANALYSIS OF CASH AND INVESTMENTS

		BALANCE DECEMBER 31, 2024
Fund Balance		$ 34,786.24
Capital Improvement Fund		143,196.55
Improvement Authorizations Funded-Set Forth Exhibit "C-11"		3,662,264.61
Contracts Payable		436,385.51
Due from Current Fund		(2,534,200.00)
Accrued Interest		3,478.24
Due from NJ Environmental Infrastructure Financing Program		(1,503,119.00)
Grants Receivable		(53,200.00)
Reserve for Debt Service		476,630.18
		$ 666,222.33
	REF.	C

"C-4"

SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION-FUNDED

Balance, December 31, 2023	C		$ 18,088,946.24
Decreased by:			
Budget Appropriation to Pay Bonds	C-12	$ 775,000.00	
Bonds Paid by Open Space Fund	C-12	140,000.00	
Budget Appropriation to Pay Green Trust Loans	C-9	17,072.57	
			932,072.57
Balance, December 31, 2024	C		$ 17,156,873.67

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION-UNFUNDED

ORDINANCE NUMBER	IMPROVEMENT		BALANCE DECEMBER 31, 2023	BALANCE DECEMBER 31, 2024	ANALYSIS OF BALANCE - DECEMBER 31, 2024 UNEXPENDED IMPROVEMENT AUTHORIZATIONS
Local Improvements:					
866	Construction, Repair, Rehabilitation, Maintenance and Reconstruction of Stormwater Basins at Monmouth Park Racetrack	$	1,850,221.00	$ 1,850,221.00	$ 1,850,221.00
		$	1,850,221.00	$ 1,850,221.00	$ 1,850,221.00
		REF.	C	C	C-11

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF GRANTS RECEIVABLE

	REF.		
Balance, December 31, 2023 and December 31, 2024	C	$	421,536.23
ANALYSIS OF BALANCE			
Pledged to Improvement Authorization:			
N.J.D.O.T. for Various Capital Improvements	Ord. 1053	$	53,200.00
		$	53,200.00
Pledged to Reserve for Receivable:			
FEMA for Various Capital Improvements and Related Expenses	Ord. 965	$	337,500.00
County of Monmouth Related Expenses	Ord. 988		30,836.23
	C	$	368,336.23
		$	421,536.23

"C-7"

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF DUE FROM NEW JERSEY
ENVIRONMENTAL INFRASTRUCTURE FINANCING PROGRAM

	REF		
Balance, December 31, 2023 and December 31, 2024	C	$	1,503,119.00

"C-8"

SCHEDULE OF DUE CURRENT FUND

Balance, December 31, 2023	C	$	4,419,530.00
Cash Receipts	C-2		1,885,330.00
Balance, December 31, 2024	C	$	2,534,200.00

"C-9"

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF GREEN TRUST LOANS PAYABLE

	REF		
Balance, December 31, 2023	C		$ 28,946.24
Decreased by:			
Paid by Budget Appropriation	C-4		17,072.57
Balance, December 31, 2024	C		$ 11,873.67

"C-10"

SCHEDULE OF CAPITAL IMPROVEMENT FUND

Balance, December 31, 2023	C		$ 113,196.55
Increased by:			
Budget Appropriation	C-2	$ 30,000.00	
			30,000.00
Balance, December 31, 2024	C		$ 143,196.55

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

	ORDINANCE NUMBER	DATE	BALANCE DECEMBER 31, 2023 FUNDED	BALANCE DECEMBER 31, 2023 UNFUNDED	PAID OR CHARGED	BALANCE DECEMBER 31, 2024 FUNDED	BALANCE DECEMBER 31, 2024 UNFUNDED
General Improvements:							
Acquisition of Police Department Equipment	842(2)	5/1/08	$ 2,325.84	$	$	$ 2,325.84	$
Various Security Improvements and Related Expenses	884	9/2/10	825.00			825.00	
Various Capital Improvements and Related Expenses	895	05/05/11	2,988.15			2,988.15	
Various Capital Improvements and Related Expenses	903	07/19/12	32,000.00		32,000.00		
Various Capital Improvements	904	05/03/12	278.19			278.19	
Various Capital Improvements and Related Expenses	917	08/15/13	4,112.32			4,112.32	
Acquisition of Computers and Radios for Borough Police	929	03/20/14	89.50			89.50	
Various Capital Improvements	931	05/01/14	3,026.79			3,026.79	
Various Capital Improvements	950	05/21/15	151,176.75			151,176.75	
Various Capital Improvements	960	12/02/15	637.30			637.30	
Various Capital Improvements and Related Expenses	965	06/16/16	209,802.01		(101.46)	209,903.47	
Acq. & Imp. of Prop., Facilities & Bldgs; Construction of New Municipal Complex	970	02/16/17	38,962.41		19,365.14	19,597.27	
Various Capital Improvements	973	05/18/17	456,494.15		(5,462.26)	461,956.41	
Various Capital Improvements	988	05/17/18	249,858.98		100,075.00	149,783.98	
Various Capital Improvements	1001	04/18/19	151,887.45			151,887.45	
General Capital Improvements	1026	06/25/20	139,659.01		(168.68)	139,827.69	
General Capital Improvements	1038	05/20/21	157,743.70		(9,783.79)	167,527.49	
General Capital Improvements	1053	05/19/22	457,378.94		97,917.32	359,461.62	
Construction of Multi-Purpose Turf Fields and Related Recreation Improvements	1054/1058	09/14/22	167,455.04			167,455.04	
Various 2023 Road and Drainage Improvements	1073	05/18/23	174,785.35		8,500.00	166,285.35	
Local Improvements:							
Construction, Repair, Rehabilitation, Maintenance and Reconstruction of Stormwater Basins at Monmouth Park Racetrack	866	7/16/09	1,503,119.00	1,850,221.00		1,503,119.00	1,850,221.00
			$ 3,904,605.88	$ 1,850,221.00	$ 242,341.27	$ 3,662,264.61	$ 1,850,221.00
		REF.	C	C	C-14	C:C-3	C:C-5

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF GENERAL SERIAL BONDS

PURPOSE	DATE OF ISSUE	AMOUNT OF ORIGINAL ISSUE	MATURITIES OF BONDS OUTSTANDING DECEMBER 31, 2024 DATE	AMOUNT	INTEREST RATE	BALANCE DECEMBER 31, 2023	DECREASED	BALANCE DECEMBER 31, 2024
MCIA-General Capital	12/10/13	$ 605,000.00				$ 70,000.00	$ 70,000.00	$ 0.00
MCIA-Open Space	12/9/14	585,000.00	12/1/25	$ 40,000.00	5.00%			
			12/1/26	45,000.00	5.00%			
			12/1/27	45,000.00	5.00%			
			12/1/28	50,000.00	5.00%			
			12/1/29	50,000.00	5.00%			
			12/1/30	50,000.00	5.00%	320,000.00	40,000.00	280,000.00
MCIA-General Capital	12/23/19	3,020,000.00	12/1/25	295,000.00	5.00%			
			12/1/26	310,000.00	5.00%			
			12/1/27	330,000.00	5.00%			
			12/1/28	340,000.00	5.00%			
			12/1/29	340,000.00	5.00%			
			12/1/30	340,000.00	5.00%	2,240,000.00	285,000.00	1,955,000.00
MCIA-General Capital	12/30/21	5,940,000.00	12/1/25	155,000.00	4.00%			
			12/1/26	160,000.00	5.00%			
			12/1/27	170,000.00	5.00%			
			12/1/28	195,000.00	5.00%			
			12/1/29	205,000.00	5.00%			
			12/1/30	215,000.00	5.00%			
			12/1/31	225,000.00	5.00%			
			12/1/32	235,000.00	5.00%			
			12/1/33	250,000.00	5.00%			
			12/1/34	255,000.00	4.00%			
			12/1/35	270,000.00	4.00%			
			12/1/36	280,000.00	4.00%			
			12/1/37	290,000.00	4.00%			
			12/1/38-12/1/46	2,400,000.00	3.00%	5,640,000.00	150,000.00	5,490,000.00

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF GENERAL SERIAL BONDS

PURPOSE	DATE OF ISSUE	AMOUNT OF ORIGINAL ISSUE	MATURITIES OF BONDS OUTSTANDING DECEMBER 31, 2024 DATE	AMOUNT	INTEREST RATE	BALANCE DECEMBER 31, 2023	DECREASED	BALANCE DECEMBER 31, 2024
MCIA-General Capital	10/4/22	$ 2,250,000.00	10/1/25-10/1/26	$ 85,000.00	5.00%			
			10/1/27	90,000.00	5.00%			
			10/1/28	95,000.00	5.00%			
			10/1/29	100,000.00	5.00%			
			10/1/30	105,000.00	5.00%			
			10/1/31	110,000.00	5.00%			
			10/1/32	115,000.00	5.00%			
			10/1/33	120,000.00	5.00%			
			10/1/34	125,000.00	5.00%			
			10/1/35	130,000.00	5.00%			
			10/1/36	135,000.00	5.00%			
			10/1/37	145,000.00	5.00%			
			10/1/38	150,000.00	5.00%			
			10/1/39	155,000.00	4.00%			
			10/1/40	165,000.00	4.00%			
			10/1/41	170,000.00	4.00%	$ 2,165,000.00	$ 85,000.00	$ 2,080,000.00
MCIA-Open Space	10/4/22	2,865,000.00	10/1/25-10/1/26	100,000.00	5.00%			
			10/1/27	105,000.00	5.00%			
			10/1/28	110,000.00	5.00%			
			10/1/29	115,000.00	5.00%			
			10/1/30	125,000.00	5.00%			
			10/1/31	130,000.00	5.00%			
			10/1/32	135,000.00	5.00%			
			10/1/33	140,000.00	5.00%			
			10/1/34	150,000.00	5.00%			
			10/1/35	155,000.00	5.00%			
			10/1/36	165,000.00	5.00%			
			10/1/37	170,000.00	5.00%			
			10/1/38	180,000.00	5.00%			
			10/1/39	190,000.00	4.00%			
			10/1/40	195,000.00	4.00%			
			10/1/41-10/1/42	200,000.00	4.00%	2,765,000.00	100,000.00	2,665,000.00

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF GENERAL SERIAL BONDS

PURPOSE	DATE OF ISSUE	AMOUNT OF ORIGINAL ISSUE	MATURITIES OF BONDS OUTSTANDING DECEMBER 31, 2024 DATE	MATURITIES OF BONDS OUTSTANDING DECEMBER 31, 2024 AMOUNT	INTEREST RATE	BALANCE DECEMBER 31, 2023	DECREASED	BALANCE DECEMBER 31, 2024
MCIA-General Capital	12/22/22	$ 3,435,000.00	12/1/25	$ 135,000.00	5.00%			
			12/1/26	145,000.00	5.00%			
			12/1/27	150,000.00	5.00%			
			12/1/28	160,000.00	5.00%			
			12/1/29	165,000.00	5.00%			
			12/1/30	175,000.00	5.00%			
			12/1/31	180,000.00	5.00%			
			12/1/32	190,000.00	5.00%			
			12/1/33	200,000.00	5.00%			
			12/1/34	210,000.00	5.00%			
			12/1/35	220,000.00	5.00%			
			12/1/36	230,000.00	5.00%			
			12/1/37	240,000.00	5.00%			
			12/1/38	255,000.00	5.00%			
			12/1/39-12/1/40	260,000.00	5.00%	$ 3,305,000.00	$ 130,000.00	$ 3,175,000.00
MCIA-General Capital	12/1/23	1,555,555.00	12/1/25-12/1/28	55,000.00	5.00%			
			12/1/29	60,000.00	5.00%			
			12/1/30-12/1/31	65,000.00	5.00%			
			12/1/32	70,000.00	5.00%			
			12/1/33-12/1/34	75,000.00	5.00%			
			12/1/35	80,000.00	5.00%			
			12/1/36	85,000.00	5.00%			
			12/1/37	90,000.00	5.00%			
			12/1/38-12/1/39	95,000.00	5.00%			
			12/1/40	100,000.00	5.00%			
			12/1/41	105,000.00	5.00%			
			12/1/42-43	110,000.00	5.00%	1,555,000.00	55,000.00	1,500,000.00
						$ 18,060,000.00	$ 915,000.00	$ 17,145,000.00
							0.00	
					REF.	C	C-4	C

"C-13"

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF CONTRACTS PAYABLE

	REF.		
Balance, December 31, 2023	C		$ 1,963,212.28
Increased by:			
Improvement Authorizations	C-11	$ 242,341.27	
			242,341.27
			$ 2,205,553.55
Decreased by:			
Cash Disbursements	C-2	1,769,168.04	
			1,769,168.04
Balance, December 31, 2024	C		$ 436,385.51

"C-14"

SCHEDULE OF RESERVE FOR DEBT SERVICE

Balance, December 31, 2023	C		$ 379,960.18
Increased by:			
Cash Receipts	C-2	$ 96,670.00	
			96,670.00
Balance, December 31, 2024	C		$ 476,630.18

"C-15"

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF ACCRUED INTEREST ON BONDS

	REF.		
Balance, December 31, 2023 and December 31, 2024	C	$	3,478.24

"C-16"

SCHEDULE OF LEASE OBLIGATIONS PAYABLE

Balance, December 31, 2023	C	$	16,000.00
Decreased by:			
Paid by Budget Appropriation			8,000.00
Balance, December 31, 2024	C	$	8,000.00

BOROUGH OF OCEANPORT

GENERAL CAPITAL FUND

SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

ORDINANCE NUMBER	IMPROVEMENT	BALANCE DECEMBER 31, 2024
866	Construction, Repair, Rehabilitation of Stormwater Basins at Monmouth Park Racetrack	$ 1,850,221.00
		$ 1,850,221.00

"E-1"

BOROUGH OF OCEANPORT

PUBLIC ASSISTANCE TRUST FUND

SCHEDULE OF CASH - TREASURER

	REF.	P.A.T.F. 1	FUND TOTAL
Balance, December 31, 2023 and 2024	E	$ 5,000.00	$ 5,000.00

"E-2"

BOROUGH OF OCEANPORT

PUBLIC ASSISTANCE TRUST FUND

SCHEDULE OF CASH AND RECONCILIATION
YEAR ENDED DECEMBER 31, 2024

	REF.	
Balance, December 31, 2023 and 2024	E-1	$ 5,000.00

RECONCILIATION, DECEMBER 31, 2024	P.A.T.F. 1 ACCOUNT	TOTAL
Balance on Deposit per Bank Statement	$ 5,000.00	$ 5,000.00
Balance, December 31, 2024	$ 5,000.00	$ 5,000.00

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PART II

BOROUGH OF OCEANPORT

STATISTICAL DATA

LIST OF OFFICIALS

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2024

COMPARATIVE STATEMENTS OF OPERATIONS AND
CHANGE IN FUND BALANCE - CURRENT FUND

	YEAR 2024		YEAR 2023	
	AMOUNT	%	AMOUNT	%
REVENUE AND OTHER INCOME REALIZED				
Fund Balance Utilized	$ 2,705,756.73	7.07%	$ 2,135,000.00	5.54%
Miscellaneous - From Other Than				
Local Property Tax Levies	5,793,059.12	15.14%	7,269,435.47	18.86%
Collection of Delinquent Taxes and				
Tax Title Liens	327,185.82	0.85%	235,453.73	0.61%
Collection of Current Tax Levy	29,445,463.95	76.94%	28,896,356.79	74.98%
	$ 38,271,465.62	100.00%	$ 38,536,245.99	100.00%
EXPENDITURES				
Budget Expenditures:				
Municipal Purposes	$ 13,322,509.41	38.18%	$ 14,316,766.05	40.40%
Regional District School Tax	4,477,739.62	12.83%	4,226,062.71	11.92%
County Taxes	12,354,211.00	35.41%	11,999,842.00	33.86%
Open Space Trust Fund Taxes	377,210.25	1.08%	351,382.99	0.99%
Other Expenditures	4,357,731.00	12.49%	4,546,708.26	12.83%
Total Expenditures	$ 34,889,401.28	100.00%	$ 35,440,762.01	100.00%
Excess in Revenue	$ 3,382,064.34		$ 3,095,483.98	
Fund Balance, January 1	7,290,994.25		6,330,510.27	
	$ 10,673,058.59		$ 9,425,994.25	
Less: Utilization as Anticipated Revenue	2,705,756.73		2,135,000.00	
Fund Balance, December 31	$ 7,967,301.86		$ 7,290,994.25	

COMPARATIVE SCHEDULE OF TAX RATE INFORMATION

	2024	2023	2022
Tax Rate	1.579	1.664	1.822
Apportionment of Tax Rate:			
Municipal	0.423	0.452	0.479
Municipal Open Space	0.020	0.020	0.020
Local School	0.664	0.690	0.772
Regional School	0.234	0.261	0.286
County	0.238	0.241	0.265

ASSESSED VALUATION

2024	$1,860,367,932.00		
2023		$1,739,458,299.00	
2022			$1,516,166,711.00

COMPARISON OF TAX LEVIES AND COLLECTION CURRENTLY

A study of this tabulation could indicate a possible trend in future tax levies. A decrease in the percentage of current collection could be an indication of a probable increase in future tax levies.

		CURRENTLY	
		CASH	PERCENTAGE OF
YEAR	TAX LEVY	COLLECTION	COLLECTIONS
2024	$29,772,833.67	$29,445,463.95	98.90%
2023	$29,248,066.22	$28,896,356.79	98.80%
2022	$28,449,452.43	$27,927,250.27	98.16%

DELINQUENT TAXES AND TAX TITLE LIENS

This tabulation includes a comparison, expressed in percentage, of the total of delinquent taxes and tax title liens, in relation to the tax levies of the last three years.

YEAR	AMOUNT OF TAX TITLE LIENS	AMOUNT OF DELINQUENT TAXES	TOTAL DELINQUENT	PERCENTAGE OF TAX LEVY
2024	$94,999.55	$329,933.68	$424,933.23	1.43%
2023	$88,863.56	$350,314.91	$439,178.47	1.50%
2022	$82,821.58	$242,656.72	$325,478.30	1.14%

PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION

The value of property acquired by liquidation of tax title liens on December 31, on the basis of the last assessment valuation of such properties, was as follows:

Year	Amount
2024	$3,300.00
2023	$3,300.00
2022	$3,300.00

COMPARATIVE SCHEDULE OF FUND BALANCES

	YEAR	BALANCE DECEMBER 31	UTILILIZED IN BUDGET OF SUCCEEDING YEAR
	2024	$7,957,301.86	$2,945,000.00
	2023	$7,290,994.25	$2,705,756.73
Current Fund	2022	$6,330,510.27	$2,135,000.00
	2021	$5,804,634.54	$1,674,000.00
	2020	$4,649,646.20	$1,167,000.00

AVERAGE EQUALIZED VALUATIONS – REAL PROPERTY

Year	Amount
2024	$1,891,355,023.00
2023	$1,707,138,274.67
2022	$1,546,399,652.67

OFFICIALS IN OFFICE AND SURETY BONDS

The following officials were in office during the period under audit:

NAME	TITLE	AMOUNT OF BOND
Thomas J. Tvrdik	Mayor	*
William Deerin	Council President	*
Michael O'Brien	Councilman	*
Richard Gallo	Councilman	*
Bryan Keeshen	Councilman	*
Patrick Cooper	Councilman	*
Keith Salnick	Councilman	*
Donna Phelps	Borough Administrator	*
Katie LaPorta	Chief Financial Officer	*
Jason Sutton	Tax Collector	*
Jeanne Smith	Borough Clerk	*
John Butow	Tax Assessor	*
John Patti	Magistrate	*
Carol Smith	Court Administrator	*

*Borough employees are covered for $50,000.00 under the Public Employees Dishonesty Coverage of the Monmouth County Joint Insurance Fund. In addition, Borough employees are covered by a public employee dishonesty and faithful performance bond in the amount of $950,000.00 by the Municipal Excess Liability Joint Insurance Fund.

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COMMENTS AND RECOMMENDATIONS

GENERAL COMMENTS

CONTRACTS AND AGREEMENTS REQUIRED TO BE ADVERTISED FOR N.J.S.A. 40A:11-4

"Every contract or agreement, for the performance of any work or the furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of public funds not included within the terms of Section 3 of this act, shall be made or awarded only by the governing body of the contracting unit after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate the amount set forth in, or the amount calculated by the Governor pursuant to Section 3 P.L. 1971 C. 198 (C. 40A:11-3), except by contract or agreement."

Effective July 1, 2020, the bid threshold in accordance with N.J.S.A. 40A:11-4 is $17,500.00 or up to $44,000.00 if the entity has a Qualified Purchasing Agent. The Borough appointed a Qualified Purchasing Agent and has elected to increase its bid threshold to $44,000.00.

The governing body of the Municipality has the responsibility of determining whether the expenditures in any category will exceed the bid threshold within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Borough Counsel's opinion should be sought before a commitment is made.

The minutes indicate that bids were requested by public advertising for the following items:

- Asbestos Abatement
- Bulkhead Improvements
- Parking Lot Improvements
- Park Improvements
- Road Improvements

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear cut violations existed.

The minutes indicate that resolutions authorizing contracts or agreements for "Professional Services" per N.J.S.A. 40A:11-5 were advertised for the following professional services:

- Auditor
- Attorney/Legal
- Architect
- Engineer
- Planner

GENERAL COMMENTS (CONTINUED)

COLLECTION OF INTEREST ON DELINQUENT TAXES AND ASSESSMENTS

The statute provides the method for authorizing interest and the maximum rate to be charged for the non-payment of taxes or assessments on or before the date when they would become delinquent.

The governing body on January 4, 2024 adopted the following resolution authorizing interest to be charged on delinquent taxes:

NOW THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Oceanport that the Tax Collector is authorized to charge eight (8%) percent interest on delinquent taxes with a rate of 1/10th of One Percent (1%) for the first ten (10) days after each quarterly due date and Eight Percent (8%) for the first $1,500.00 and Eighteen Percent (18%) on amounts in excess of the first $1,500 of said delinquent taxes retroactive to the quarterly due date if paid after such ten (10) days.

BE IT FURTHER RESOLVED, by the Governing Body of the Borough of Oceanport, that a taxpayer who has a delinquency in excess of $10,000.00 who fails to pay that delinquency prior to the end of a calendar year the Tax Collector shall also collect a penalty of six (6) percent of the amount of the delinquency plus interest calculated to December 31st.

It appears from an examination of the Collector's records that interest was collected in accordance with the foregoing resolution.

DELINQUENT TAXES AND TAX TITLE LIENS

The last tax sale was held on October 10, 2024 and was complete.

Inspection of Tax Sale Certificates on file revealed that all Tax Sale Certificates were available for audit.

The following comparison is made of the number of tax title liens on December 31 of the last three years:

YEAR	NUMBER OF LIENS
2024	6
2023	6
2022	6

It is essential to good management that all means provided by statute be utilized to liquidate tax title liens in order to get such properties back on a taxpaying basis.

GENERAL COMMENTS (CONTINUED)

OTHER COMMENTS

Interfunds

Transactions invariably occur in one fund which requires a corresponding entry to be made in another fund, thus creating interfund balances. References to the various balance sheets show the interfund balances remaining at year end. As a general rule all interfund balances should be closed out as of the end of the year.

It is the Borough's policy to review and liquidate all interfund balances on a periodic basis.

Municipal Court

We noted that the Fines & Costs and Bail bank accounts were not reconciled on a timely basis.

RECOMMENDATIONS

That the Fines & Costs and Bail bank accounts be reconciled on a timely basis.

RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING REFUND FOR OVERPAYMENT FOR BLOCK 115 LOT 8, KNOWN AS 8 ARCANA AVENUE

RESOLUTION #2025-250
9/18/25

WHEREAS, the following property is due a refund due to a veteran exemption;

WHEREAS, the Tax Collector is recommending that the amount of overpayment due be refunded

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Oceanport that the Tax Collector is hereby authorized to refund overpayment to the following property owner as follows:

Block 115 Lot 8
Leslie, James A. Sr. & Linda C.
8 Arcana Avenue
Oceanport, NJ 07757 $638.36

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-250 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

RESOLUTION OF THE BOROUGH OF OCEANPORT
APPROVING THE CORRECTIVE ACTION PLAN IN CONNECTION WITH THE
2024 AUDIT REPORT

Resolution #251
09/18/2025

WHEREAS, the Borough of Oceanport has received the Annual Audit Report for the Year 2024. The Report contains one recommendation.

WHEREAS, Local Finance Notice 97-16 requires the Chief Financial Officer, with assistance from other officials affected by the audit recommendations, to prepare and submit a Corrective Action Plan for approval by the governing body; and

WHEREAS, the Corrective Action Plan must include:

a) A description of the deficiency (i.e., finding, observation, questioned costs)

b) An analysis of why the deficiency occurred

c) A description of procedures to be used to correct the deficiency or reason why the finding will not be corrected

d) An expected date of implementation (which is required to be no later than six months after the date of the 2024 Audit Report); and

WHEREAS, a Corrective Action Plan has been prepared in accordance with the requirements of the Local Finance Board, attached hereto and made a part hereof; and

WHEREAS, the Chief Financial Officer of the Borough has recommended that the governing body approve the Corrective Action Plan attached hereto.

NOW, THEREFORE BE IT RESOLVED, by the Council of the Borough of Oceanport, County Monmouth, and State of New Jersey that the following Corrective Action Plan dated August 27, 2025 be approved and placed on file in the Clerk's office, copies be provided to the Auditor and CFO and that the CFO submit to the Division of Local Government Services as follows:

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-251 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

CORRECTIVE ACTION PLAN
FOR 2024 AUDIT OF THE BOROUGH OF OCEANPORT

Finding: The Fines and Costs and Bail bank accounts were not reconciled on a timely basis.

Analysis: In the interim between the retirement of our previous Court Clerk and the hiring of our current Court Clerk, reconciliations of the Court accounts did not take place on a timely basis.

Recommendation: That the Fines and Costs and Bail Bank accounts be reconciled on a timely basis

Corrective Action: The current Court Clerk now reconciles all cash accounts on a monthly (timely basis)

Implementation date: Ongoing

CORRECTIVE ACTION PLAN
FOR 2024 AUDIT OF THE BOROUGH OF OCEANPORT

Finding: The Fines and Costs and Bail bank accounts were not reconciled on a timely basis.

Analysis: In the interim between the retirement of our previous Court Clerk and the hiring of our current Court Clerk, reconciliations of the Court accounts did not take place on a timely basis.

Recommendation: That the Fines and Costs and Bail Bank accounts be reconciled on a timely basis

Corrective Action: The current Court Clerk now reconciles all cash accounts on a monthly (timely basis)

Implementation date: Ongoing

RESOLUTION OF THE BOROUGH OF OCEANPORT
AMENDING THE PERSONNEL POLICY TO UPDATE AND IMPLEMENT NEW POLICIES
REQUIRED BY THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

Resolution#2025-252
9/18/2025

WHEREAS, the Borough of Oceanport participates in the Municipal Excess Liability Joint Insurance Fund and its Employment Practices Liability (EPL) Program; and

WHEREAS, every two years, in order to qualify for a deductible incentive program through the MEL JIF, members are required to adopt the MEL's model employment practices to reduce the employer's liability; and

WHEREAS, after review of the Personnel Policy, the Borough Administrator has recommended significant amendments including but not limited to the following:

- General Personnel Policies - Americans with Disabilities
- General Personnel Policies – Policy Against Harassment
- Employee Benefits - Overtime
- Employee Benefits - Medical Benefits
- Employee Benefits - Compensation for Unused Sick Leave
- Employee Benefits - Worker's Compensation
- Leaves of Absence - Vacation Day Policy
- Leaves of Absence – Personal Day Policy
- Leaves of Absence - Sick Leave Policy
- Addition of an Acknowledgement of Receipt

WHEREAS, proposed amendments have been incorporated within the personnel policy attached hereto as last revised and passed on October 19, 2023.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Oceanport that the proposed Personnel Policy with amendments attached hereto will be effective immediately upon passage by the Governing Body.

BE IT FURTHER RESOLVED that the Borough Administrator shall distribute updated copies of the Personnel Policy to managerial/supervisory employees and all employees.

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-252 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025.

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

PERSONNEL POLICIES & PROCEDURES MANUAL

Borough of Oceanport
County of Monmouth, State of New Jersey

Mayor & Council
Revised and Adopted: 9/18/2025

AT-WILL STATEMENT & DISCLAIMER

The contents of this Personnel Policies and Procedures Manual ("the Manual") summarize the current benefits and guidelines within the municipality ("the Employer") and are intended as guidelines only.

The Employer reserves the right to change, delete, suspend, or discontinue any part or parts of this Manual at any time, without prior notice, and any such action shall apply to existing as well as future employees. You should be aware that these benefits and guidelines may be changed at any time, and that depending upon the circumstances of a given situation, the Employer's actions may vary from the provisions of this Manual. **As such, the contents of the Manual DO NOT CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT.**

It should be noted that nothing contained in this Manual should be construed as a guarantee of continued employment; but rather, EMPLOYMENT WITH THE EMPLOYER IS ON AN AT-WILL BASIS. This means that either the employee or the Employer, with or without cause, may terminate the employment relationship at any time with or without notice, for any reason not expressly prohibited by law. Any exception must be expressly authorized and signed by the Employer.

This Manual supersedes and replaces all prior personnel policy and benefit statements, whether oral or in writing. While some of the provisions contained herein refer specifically only to federal law, employees should be aware that the Employer will comply with all federal, state and local laws. Should any provision in this Manual be found to be unenforceable and/or invalid, such finding does not invalidate the entire Manual, but only the subject provision. Many of the policies in this handbook shall also apply in equal force to volunteers of the Employer. [NOTE: the definition of volunteers should be based on the individual municipality's structure as it relates to volunteers, including volunteer fire departments]

All employees will be notified when any material changes are made to the policies contained in this Manual.

This Manual has been written so as not to conflict with the collective bargaining agreements between the Employer and its unionized employees. If there is a conflict between this Manual and any collective bargaining agreement, the provisions of the collective bargaining agreement will prevail for represented employees. This Manual has been written so as not to conflict with the provisions and mandates of the laws and regulations governing employment in the State of New Jersey. If there is a conflict between this Manual and any such mandate pursuant to law, such law will prevail for covered employees.

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INTRODUCTION:

The Borough of Oceanport plays an important part in the lives of the citizens it serves. The public expects that its business will be conducted to the highest standards. Public service is an honorable and rewarding career that offers many benefits not often found in the private sector.

Employees have a right to a safe workplace free of discrimination, violence, harassment and conflict of interests and have an obligation to conduct themselves consistent with these policies. The Borough has a “no tolerance” policy towards workplace wrongdoing.

This Personnel Policies and Procedures Manual (“Manual") adopted by the Mayor and Council discusses these issues and many other Borough personnel policies. You are urged to read this Manual and become acquainted with its contents. By its very nature, a Manual cannot be comprehensive or address all possible situations. For this reason, if you have any questions concerning any Borough personnel policy, contact your supervisor, or if you prefer, your Department Head, or the Borough Administrator.

Neither this Manual nor any Borough document confers any contractual right, either expressed or implied, to remain in the Borough’s employ. Nor does it guarantee any fixed terms and conditions of your employment. 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. All employees receiving this Manual are required to sign an acknowledgement of receipt. A copy of this receipt will be maintained in your official personnel file.

GENERAL PERSONNEL POLICY:

It is the policy of the Borough of Oceanport to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Borough of Oceanport shall apply to all employees, volunteers, elected or appointed officials and independent contractors. 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 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.

All employees, officers and Department Heads shall be appointed and promoted by the Mayor and Council. No person shall be employed or promoted unless there exists a position created by a resolution adopted by the Mayor and Council as well as the necessary budget appropriation and salary resolution. The Borough Administrator and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Borough Administrator shall also have access to the Employment Attorney appointed by the Governing Body for guidance in personnel matters.

As a general principle, the Borough of Oceanport has a “no tolerance” policy towards workplace

wrongdoing. Borough of Oceanport officials, employees and independent contractors are to report anything perceived to be improper. The Borough of Oceanport believes strongly in an Open-Door Policy and encourages employees to talk with their supervisor, Borough Administrator or the Employment Attorney concerning any problem.

The Personnel Policies and Procedures Manual adopted by the Mayor and Council is intended to provide guidelines covering public service by Borough of Oceanport employees and is not a contract. This Manual contains many, but not necessarily all the rules, regulations, and conditions of employment for Borough of Oceanport personnel. The provisions of this Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Oceanport. To the maximum extent permitted by law, the employment practices of the Borough shall operate under the legal doctrine known as “employment at will.” Within Federal and State law and any applicable bargaining unit agreement, the Borough shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Borough shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.

Section One: GENERAL PERSONNEL POLICIES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Employer is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD) and all other applicable state or federal laws. Under no circumstances will the Employer discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy, breastfeeding, childbirth, liability for service in the United States Armed Forces, gender identity or expression, and/or any other characteristic protected by state or federal law. Accordingly, decisions regarding hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer, their Department Head, Director of Personnel, the Chief Administrative Officer, or any other supervisor with whom they feel comfortable, using the complaint procedure set forth in the Policy Against Harassment set forth in this Manual.

Any employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of management through the complaint procedure set forth in the Policy Against Harassment set forth in this Manual.

AMERICANS WITH DISABILITIES AND PREGNANT WORKERS FAIRNESS

The Employer complies with the New Jersey Law Against Discrimination, and the Americans with Disabilities Act and the federal Pregnant Workers Fairness Act ("PWFA"). The Employer will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability, pregnancy, pregnancy-related medical condition, breastfeeding or childbirth**.** The Employer also will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, or with known limitations related to pregnancy, childbirth or related medical conditions, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that accommodations do not require significant difficulty or expense. The Employer's nondiscrimination policy applies to all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination.

Definitions. The Americans with Disabilities Act defines an individual with a disability as any person who:

(1) has a physical or mental impairment that substantially limits one or more major life activities, such as caring for oneself, walking, seeing, hearing, or speaking;
(2) has a record of such an impairment; or
(3) is regarded as having such an impairment.

An individual must satisfy at least one of the three prongs of the above definition to be considered an individual with a disability under the ADA. Temporary conditions, such as a broken leg, are not disabilities, nor are minor impairments, such as vision problems that are correctable with glasses.

The New Jersey Law Against Discrimination defines disability as a physical disability, infirmity, malformation or disfigurement which is caused by bodily injury, birth defect or illness including epilepsy and other seizure disorders, and which shall include, but not be limited to, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment or physical reliance on a service or guide dog, wheelchair, or other remedial appliance or device, or any mental, psychological or developmental disability resulting from anatomical, psychological, physiological or neurological conditions which prevents the normal exercise of any bodily or mental functions or is demonstrable, medically or psychologically, by accepted clinical or laboratory diagnostic techniques. Disability shall also mean AIDS or HIV infection.

A qualified individual is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position held or sought. An individual who poses a threat to the health and safety of oneself or to others is not qualified. Reasonable accommodation means any change or adjustment to a job or work environment that does not impose an undue hardship on the Employer, or that permits a qualified applicant or employee with a disability to participate in the job application process, perform the essential functions of the job, or enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

The Pregnancy Workers Fairness Act ("PWFA") defines "pregnancy and childbirth" as meaning the pregnancy or childbirth of the specific employee in question and includes, but is not limited to, current pregnancy; past pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth.

Requesting Accommodation. Qualified employees or prospective employees with disabilities, or who need accommodations due to pregnancy, childbirth, or related medical conditions, may request accommodations to perform the essential functions of their job or gain access to the hiring process. Employees or prospective employees should direct their written request to the Employer. In the written request, the employee or prospective employee should identify themselves as a person with a disability, eligible for protection, or include an explanation of the pregnancy-related limitation and identify the nature of the accommodation or consideration desired.

The Employer may require the employee to provide adequate medical or other appropriate documentation of the disability or pregnancy or childbirth-related condition and the need for the desired accommodation. The Employer will reasonably accommodate the known physical or mental limitation of an otherwise qualified applicant or employee with a disability or employee affected by pregnancy or childbirth unless the accommodation would impose an undue hardship on the Employer's business operation.

To further the Employer's nondiscrimination policy, the Employer will:

- Identify the essential functions of a job;
- Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and
- Determine whether a reasonable accommodation can be made for a qualified individual.
- Reasonable accommodations that the Employer may provide in connection with modifications to the work environment or adjustments in how and when a job is performed may include the following:
- Making existing facilities accessible and usable;

- Job restructuring;
- Part-time or modified work schedules;
- Acquiring or modifying equipment or devices;
- Appropriate adjustment or modifications of testing materials, training materials, and/or policies;
- Reassignment to a vacant position.

In the case of an employee needing accommodations for pregnancy or childbirth, a reasonable accommodation may include the temporary suspension of essential functions and/or modifications or adjustments that permit the temporary suspension of essential functions.

In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

The Employer is also committed to not discriminating against any qualified employee or applicant because he or she is related to or associated with a person with a disability. If any applicant or employee has questions concerning the Employer's equal employment opportunity policy, he or she should contact the Employer.

POLICY AGAINST HARASSMENT

The Employer is committed to providing a work environment that is free of discrimination. The Employer will not tolerate harassment of or by employees towards anyone, including any supervisor, co-worker, or non-employee, including vendors and citizens.

Applicability. This policy applies to all people employed by the Employer, as well as volunteers working on behalf of the Employer, and prohibits such conduct by or towards all such employees/volunteers. Independent contractors, vendors and all other parties, engaged in a professional business relationship with the Employer are also expected to abide by the policy. In addition, no employee shall be required to withstand behavior from the public which violates this policy.

Purpose. This policy is designed to ensure all employees a work environment free of any type of discrimination based upon a protected status, including freedom from sexual harassment. The purpose of this policy is to inform employees that harassment based upon a protected status is prohibited, to educate employees about harassment based upon a protected status and to provide employees with a procedure to bring complaints to management’s attention.

Provisions. All employees are expected to avoid any behavior or conduct of a harassing or discriminatory nature. The Employer prohibits any form of harassment or discrimination related to an employee's protected group status, including race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities), atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status, or any other group status protected by law. Harassment includes, but is not limited to:

A. Treating an individual less favorably based on a person's protected group status;

B. Using derogatory or demeaning slurs to refer to a person's protected group status;

C. Calling another by an unwanted nickname which refers to one or more protected group statuses, or telling ethnic jokes that harass an employee or create a hostile work environment;

D. Using derogatory references regarding a protected group status in any job-related communication;

E. Engaging in threatening, intimidating, or hostile acts, in the workplace, based on a protected group status; or

F. Displaying or distributing material in the workplace that contains language or derogatory or demeaning images, based on any protected group status.

Any form of harassment or discrimination related to an employee's protected group status violates this policy. A hostile work environment can arise not only from conduct at the workplace, but can also arise from conduct occurring in a work-related context outside of the workplace (i.e., virtually or off-site) and conduct occurring in a non-work-related context (i.e., through private phones, computers, or social medical accounts) when that conduct impacts the workplace. This policy applies to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, compensation, fringe benefits, working conditions and career development.

Violations of this policy will result in appropriate disciplinary action up to and including termination of employment.

Sexual Harassment. The Employer prohibits sexual harassment of its employees in any form. Such conduct shall result in appropriate disciplinary action up to and including dismissal from employment.

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, gestures or communications, expressed or implied, of a sexual nature when:

(1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or

(2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or

(3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or creating an intimidating hostile or offensive employment environment.

B. Prohibited Conduct: No supervisory employee shall threaten or insinuate either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

Other sexually harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel is also prohibited. This includes, but shall not be limited to:

(1) Sexual flirtations, advances, propositions, subtle pressure for sexual activity, flirtatious whistling, discussing sexual activities;

(2) Verbal abuse of a sexual nature including sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, and foul or obscene language or gestures;

(3) The display of sexually graphic pictures or pictures of an offensive nature, or objects in the workplace, including sexually suggestive written material such as letters, notes, facsimiles, text messages and e-mails;

(4) Any unwelcome sexually motivated touching, including, for example, patting, pinching, hugging, cornering, blocking or impeding movement and repeated brushing against another employee's body.

Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. For example, this would include gender stereotyping such as comments about the lesser abilities, capacities, or the "proper role" of females. It also includes subjecting a woman or a man to non-sexual harassment solely because of her or his gender. Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite sex or same-sex harassment.

Complaint Procedure. Any employee who feels he or she has been subject to harassment should report the incident directly to the Borough Administrator. The Borough Administrator will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete the complaint form to initiate a harassment complaint under this policy.

Alternatively, any employee who feels he or she has been subject to harassment should report the incident directly to the Chief Administrative Officer. The Chief Administrative Officer will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete the complaint form to initiate a harassment complaint under this policy. The names and telephone numbers of the designated Borough Administrator and Chief Administrative Officer are contained in the Contact Information attached to this policy.

Any individual uncomfortable reporting an incident to the Borough Administrator and/or Chief Administrative Officer should feel free to go to any management representative which he or she feels most comfortable to relay the problem. When any management representative learns of a violation of this policy, the management representative shall assist the victim in reporting the alleged incident(s) of harassment.

All Employer employees should notify the alleged harasser that the behavior in question is thought to be offensive and unwelcome. However, failure to inform the alleged harasser that the behavior is unwelcome does not prevent the victim from filing a complaint pursuant to this policy. The harassment or discrimination does not have to occur on the Employer's property during regular work hours for an employee to file a complaint under this policy.

The Employer strongly encourages employees who witness conduct which they believe violates the Employer's Policy Against Harassment to report the violation pursuant to this complaint procedure. The Employer encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within sixty (60) days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.

Investigation Procedure. The Employer shall conduct an investigation into the harassment complaint to determine the merits of the allegations. The Borough Administrator and/or Chief Administrative Officer shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include any third party deemed appropriate.

The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved. The investigation will, at a minimum, include an interview with the employee bringing the complaint and the accused.

If the Employer determines that the complaint has merit, the accused shall face appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges against the individual. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective bargaining agreements, regulations and applicable due process safeguards. Upon completion of the investigation, the entire file shall be maintained in a secure location with the Employer.

In the event the Employer determines the complaint to be intentionally dishonest, appropriate disciplinary action may be taken against the employee who caused the complaint to be filed.

Privacy. To the extent possible, all persons involved in a harassment complaint will be given the utmost protection of privacy. Specifically, the Employer will strive, both during and after the investigation, to maintain confidentiality, to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

Responsibility of Supervisory Personnel. Supervisors are to monitor the work environment to ensure that all subordinates comply with this Policy Against Harassment. When a supervisor learns of a violation of this policy, the supervisor shall assist the victim in reporting the alleged incident(s) of harassment.

Alternatively, the supervisor shall report the matter to the Borough Administrator and/or Chief Administrative Officer for resolution.

Retaliation Prohibited. The Employer encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of harassment. The filing of a complaint, in good faith, shall not, under any circumstances provide cause for discipline. Additionally, it is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedure.

Any supervisor who receives a harassment complaint from any employee must bring it to the attention of the Borough Administrator and/or Chief Administrative Officer for resolution. Supervisors shall closely monitor the work environment for any forms of retaliation once an allegation has been made. This will include but not be limited to verbal remarks, irregular assignments or any other activity that may contribute to a hostile work environment.

Legal Effect. This Policy Against Harassment is to be construed as a unilateral expression of the policy of the Employer concerning harassment in the workplace. It is not intended to create any contractual rights or duties and any such intention or effect is hereby disclaimed. This policy may be amended, supplemented, modified and/or revised at any time. Any employee with questions regarding the Employer's Policy Against Harassment should contact the Borough Administrator and/or Chief

Administrative Officer.

Training. The Employer recognizes the need to reinforce its policies with effective training. Training is to be provided to all supervisory and non-supervisory employees. Ultimately, the goal of effective training is to build a culture in which all employees feel safe. Training may be conducted in person or through electronic means. To the extent economically and operationally feasible, training should be conducted live whenever possible. Training should empower participants to intervene appropriately when they witness harassment or discrimination. This means not only training participants on the requirements of the policy prohibiting harassment and discrimination, but also training participants on tools for response and lodging complaints. Training should emphasize the negative impact of harassment and discrimination on employees, workplace productivity, workplace culture, and encouraging those employees who either experience harassment/discrimination or witness it to report it.

Monitor for Compliance. The Employer acknowledges the importance of ensuring that employers' policies and procedures are working as intended to prevent sexual harassment and other forms of discrimination from occurring in the workplace. It is the expectation of the Employer that all supervisors shall enforce anti-harassment policies and that setting the proper example is part of their job description and part of the evaluation of their job performance. The Employer will engage in proactive efforts to monitor and ensure compliance with its policies within their workplaces.

Contact Information

1. CHIEF ADMINISTRATIVE OFFICER – Mayor Thomas J. Tvrdik – 732-804-0944

2. BOROUGH ADMINISTRATOR – Donna M. Phelps – 732-403-6642

Harassment Complaint Form and Witness Statement Located under Appendix

POLICY PROHIBITING WORKPLACE VIOLENCE

The Employer has adopted this Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing problem nationally that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the Employer, its employees or which occur on the Employer's property will not be tolerated.

Threats or Acts of Violence Defined. "Threats or acts of violence" include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions with the Employer, or to create a hostile, abusive, or intimidating work environment for one or more employees.

Examples of Workplace Violence. General examples of prohibited workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on Employer property, regardless of the relationship between the Employer and the parties involved in the incident.

All threats or acts of violence not occurring on Employer property but involving someone who is acting in the capacity of a representative of the Employer.

All threats and acts of violence not occurring on Employer property involving an employee of the Employer if the threats or acts of violence affect the legitimate interest of the Employer.

Any threats or acts resulting in the conviction of an employee or agent of the Employer, or of an individual performing services on the Employer's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the Employer.

Specific Examples of Prohibited Conduct. Specific examples of conduct which may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to:

Hitting, fighting, pushing, or shoving an individual or throwing objects;

Threatening to harm an individual or his/her family, friends, associates, or their property;

The intentional destruction or threat of destruction of property owned, operated, or controlled by the Employer;

Making harassing or threatening telephone calls, letters or other forms of written or electronic communications;

Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the Employer;

Harassing surveillance, also known as “stalking,” the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety;

Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate,” without regard to the location where such suggestion or intimation occurs;

Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on Employer property.

While employees of the Employer may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, employees are to use them only in accordance with departmental operating procedures and all applicable State and Federal laws.

Application of Prohibition. The Employer’s prohibition against threats and acts of violence applies to all persons involved in the Employer’s operation, including but not limited to Employer personnel, volunteer, contract and temporary workers, and anyone else on Employer property. Violation of this policy by any individual on Employer property, by any individual acting as a representative of the Employer while not on Employer property, or any individual acting off of the Employer property when his or her actions affect the public interest or the Employer’s business interests will be followed by legal action, as appropriate. Violation by an employee of any provision of this policy may lead to disciplinary action up to and including termination.

Warning Signs, Symptoms and Risk Factors. The following are examples of warning signs, symptoms, and risk factors which MAY indicate an employee’s potential for workplace violence:

Dropping hints about a knowledge of firearms;

Making intimidating statements like: “You know what happened at the Post Office,” “I’ll get even,” or “You haven’t heard the last from me”;

Possessing reading material with themes of violence, revenge and harassment;

Physical signs of hard breathing, reddening of complexion, menacing stare, loudness, fast profane speech;

Acting out either verbally or physically;

Disgruntled employee or ex-employee who is excessively bitter;

Being a loner;

Having a romantic obsession with a co-worker who does not share that interest;

History of interpersonal conflict;

Intense anger, lack of empathy;

Domestic problems, unstable/dysfunctional family;

Brooding, depressed strange behavior, “time bomb ready to go off.”

Supervisors should be alerted to and aware of these indicators. If an employee exhibits such behavior, the employee should be monitored and such behavior should be documented.

Procedures for Dealing with Acts of Workplace Violence. When a violent act occurs in the workplace: If a violent act or altercation constitutes an emergency, call 9-1-1 or the local police department. In instances that are not emergency situations, contact your Department Head or the designated human resources official. If possible, separate the parties involved in the violent altercation. If the parties cannot be separated, or if it would be too dangerous for the employee to separate the parties, call 9-1-1 or the local police department, and contact your Department Head or the designated human resources official. The Department Head will contact the designated human resource officer, who will take responsibility for coordinating a response to the incident.

In instances that involve criminal situations, the designated human resources official will contact the appropriate local police department for assessment, and if necessary, a criminal investigation.

Employee Reporting Obligations and Procedure. Each employee and every person on Employer property is encouraged to report incidents or threats or acts of physical violence of which he or she is aware. In cases where the reporting individual is not an employee, the report should be made to the local police department. In cases where the reporting individual is an employee, the report should be made to the employee’s Department Head or the designated human resources official. Each Department Head shall promptly refer any such incident to the designated human resources official.

The Employer will promptly and thoroughly investigate all reports of threats of (or actual) violence and/or suspicious individuals or activities. Any individual determined to be responsible for conduct in violation of this policy will be subjected to disciplinary action up to and including termination of employment, arrest and prosecution.

Nothing in the policy alters any other reporting obligation established in the Employer’s policies or in state, federal or other applicable law.

Confidentiality and Retaliation. This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort to the extent practicable will be made to protect the safety and identity of anyone who comes forward with concerns about a threat or act of violence. Employees shall refer any questions regarding his or her rights and obligations under the policy to the designated human resources official.

WHISTLEBLOWER POLICY

As a matter of policy, the Employer abides by all federal, state, and local laws, rules, and regulations applicable to it and has all its employees do the same. Every employee is responsible for assisting the Employer to implement this policy.

In the ordinary course, a violation of this policy should be reported to an employee's Department Head in writing, signed by the employee. If that is not practical or if that action is taken but does not prevent or correct the perceived violations, the employee is to deliver a written statement, signed and dated to the designated human resources official. The written statement should detail the specific information the employee possesses so that the Employer may undertake an investigation.

The Employer or any of its employees will not retaliate against any employee who makes a good faith report pursuant to this policy, even if an investigation reveals that no violation occurred. More specifically, neither the Employer nor any of its employees will take any retaliatory action or tolerate any reprisal against an employee who:

Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the Employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;

Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the Employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care;

Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any government entity;

Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the Employer or any governmental entity.

Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes: (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care; (2) is fraudulent or criminal; or (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. See N.J.S.A. 34:19-3.

Disclosure to the Employer first, however, is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergent in nature. The employee must give the Employer a reasonable opportunity to correct the activity, policy or practice. It is the Employer's responsibility to correct or prevent such violations. This is a legal obligation and a practical necessity. A violation can taint the credibility of the

Employer and cause the Employer and its employees to be subjected to adverse publicity leading to public distrust.

This policy is important to the Employer. Each employee should seek to resolve any problem within Employer channels before reporting it to any outside person or entity.

Section Two: EMPLOYEE BENEFITS

COMPENSATION

The Employer will pay its employees in accordance with the provisions of applicable collective bargaining agreements, ordinances, and in compliance with the Fair Labor Standards Act ("FLSA") and the New Jersey Wage and Hour Law.

Employees are not entitled to retroactive pay increases if an employee separates employment, voluntarily or involuntarily, from the employ of the Employer prior to the retroactive payment, unless otherwise stated in the applicable collective bargaining agreement.

PAYROLL POLICY:

A. Biweekly payroll: all full-time employees, all members of the Police Department and school crossing guards, Plumbing Inspector, Building Inspector, Building Sub-Code Official, Construction Official, Chief of Fire Prevention Bureau, Court Administrator, Recreation Coordinator, Superintendent of Public Works and Tax Assessor.
B. Monthly payroll: Housing Inspector, Prosecutor, Planning Board Secretary and all other employees.
C. Quarterly payroll: Municipal Court Judge, Emergency Management Coordinator, Mayor and Council, Registrar and Deputy Registrar.

The Borough of Oceanport will not accept responsibility for any employee's personal finances. The Borough of Oceanport will acknowledge judgments against an employee's pay but will not act as a mediator between the employee and creditors.

OVERTIME

The Employer complies with all applicable federal and state laws with regard to payment of overtime work, including the New Jersey Wage and Hour Law and the federal Fair Labor Standards Act.

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds $107,432 per year depending upon their job duties. The Borough Administrator shall notify all Exempt employees of their status under the Act. The Borough, however, recognizing the professional nature of the exempt employee's position and their requirement to perform services beyond the normal working hours, shall allow them compensatory time off during the workday on an hour for-hour basis for their attendance at scheduled Borough meetings, elections, when requested to work outside of normal hours by Mayor and/or Council or when attending training or courses outside of normal working hours as approved by Mayor & Council. Exempt employees who are required to work beyond their normal hours for other than scheduled Borough meetings, elections, when requested to work outside of normal hours by Mayor and/or Council or when attending training or courses outside of normal working hours, as approved by Mayor & Council shall not be afforded compensatory time for this purpose. Exempt employees are not eligible to receive overtime

compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for any more than two consecutive compensatory time off days requires approval by the Mayor and/or the Governing Body. At no time shall compensatory time be converted to overtime pay. Depending on work needs, employees may be required to work overtime. Employees are not permitted to work overtime unless the overtime is budgeted and approved by the Department Head and the Chief Administrative Officer. Employees working overtime without prior approval will be subject to disciplinary action.

Nonexempt Employees: A non-supervisory employee is not expected to provide service for the Borough beyond the normal working hours without additional compensation. Nonexempt employees will receive overtime compensation for hours worked in excess of forty in a weekly period at a rate of 1 ½ times their salary. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over forty (40) in a workweek. If a Non-Exempt employee works on Sunday or a paid holiday, the employee will receive overtime compensation of 2 hours for each hour worked. Employees may choose overtime compensation in the form of overtime pay at their regular hourly salary or compensating time off. The maximum number of hours that an employee may accrue for future compensating time off is 80 hours. Once this maximum has been accumulated, all additional hours will be compensated by overtime pay. Employees engaged in police and fire protection work may accrue up to 480 hours of compensatory time.

Accrued and taken overtime compensating hours must be noted on the employee's timesheet. Only time actually worked is considered for purposes of determining overtime compensation.

Employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis. A "work period" may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28.

For purposes of overtime compensation, hours worked are computed to the nearest one-half hour per day.

In addition to the requirements of the Federal Fair Labor Standards Act, Non-Exempt employees will also receive overtime compensation for work in excess of thirty-five hours but not greater than forty hours in a weekly period. This other compensation will be one hour for each hour worked in excess of thirty-five hours.

Employees must make a request to their supervisor at least two days in advance when they want to take compensating time off. The supervisor will approve the request if the absence does not cause undue hardship to the department. Compensatory time may be taken in 8-hour increments or less and not more than two consecutive days without prior approval from the Mayor and/or the Governing Body.

MEDICAL BENEFITS

PLEASE NOTE: FULL DETAILS OF EMPLOYEE'S HEALTH, MEDICAL AND HOSPITALIZATION PLANS CAN BE FOUND IN THE OFFICIAL INSURANCE PLAN DOCUMENTS. IF THERE IS ANY CONFLICT OR INCONSISTENCY BETWEEN THE INFORMATION IN THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND THE OFFICIAL DOCUMENTS, THE OFFICIAL DOCUMENTS WILL GOVERN. THE EMPLOYER RESERVES THE RIGHT TO MODIFY, REVOKE, SUSPEND, TERMINATE OR CHANGE ANY OR ALL SUCH PLANS, IN WHOLE OR IN PART, AT ANY TIME WITH OR WITHOUT NOTICE IN ACCORDANCE WITH APPLICABLE LAW. THE EMPLOYER ALSO RESERVES THE RIGHT TO CHANGE INSURANCE CARRIERS IN ACCORDANCE WITH APPLICABLE LAW.

Part-time and full-time temporary or seasonal employees are not entitled to medical insurance benefits. Failure to complete all necessary paperwork in accordance with the time frames advised by the Employer will result in a delay of coverage. Additionally, failure to enroll dependents or to make other changes or corrections in coverage may jeopardize available benefits. All employees must notify the Employer of any change in status (i.e., marriage, divorce, birth, adoption, death) within the time frame designed by the health benefit plan that would affect any employer-provided health insurance. The Employer reserves the right to conduct a coverage audit to verify proper coverage for employees and eligible dependents.

A. Medical Plan.

(1) All full-time permanent employees and their dependents, including civil union partner, shall become eligible for single enrollment in the Borough's hospitalization, medical and major medical and major medical group insurance plan, effective 60 days after the date of employment. Any participant shall have the right to upgrade their plan coverage at his or her own cost.

(2) The Borough shall pay the premium for such medical plan for the employee and his/her dependents during the term of employment. All non-contracted employees shall, during the term of their employment, contribute to their health insurance premium costs in accordance with Chapter 78, P.L. 2011. Employees who have completed ~~not less than~~ 25 years of public employment shall continue on the Borough medical plan throughout the term of such employee's retirement. Such enrollment period shall consist of not less than 20 years of employment by the Borough, as well as employment by any other public employer qualifying for participation in the public employee's retirement system, provided that the total length of all such public employment shall be ~~not less than~~ 25 years. If an employee has completed less than 25 years of public employment but at least 10 years of employment by the Borough by the date upon which the retirement of any such employee shall become effective, the Borough shall pay the premium for such medical plan for the employee and his/her dependents, less mandatory employee contribution in accordance with Chapter 78, P.L. 2011, for a period of one year following the date such retirement becomes effective, provided that such employee remains insurable. Thereafter, the retired employee may elect to continue such coverage; provided, however, that the employee remains insurable and agrees to pay for the cost of continued participation in such plan. In addition to the medical benefits provided for the employees retiring with 25 years of service or more, the Borough shall provide medical benefits (hospitalization and major medical insurance) for surviving spouses of retired

employees who die, until the surviving spouse attains the age of 65. In the event the surviving spouse shall remarry while receiving medical benefits as herein provided, all such benefits shall terminate upon such marriage.

B. Dental Plan.

(1) All full-time permanent employees and their dependents, including civil union partners, are eligible for enrollment in the Borough's dental plan effective 60 days after the date of employment.

(2) The Borough shall pay the full premium of this plan less mandatory employee contribution in accordance with Chapter 78.

C. Waiver of Health Insurance Benefit

(1) Any participant shall be entitled to file a waiver of health insurance benefits at his/her election. In the event a participant so elects, he/she is entitled to a waiver payment as calculated in Items (2) and (3) of this section. The Borough shall make the appropriate "Opt-Out' payment to the participant at the conclusion of the premium year. The participant choosing to "Opt-Out" has the right to "Opt-in" to the health insurance plan without penalty to said member.

(2) Payments for waivers filed before May 21, 2010, and maintained continuously since, shall be calculated at fifty percent (50%) of the amount saved by the local unit as a result of the participant's waiver of coverage or $3,500 whichever is less.

(3) Payments for waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, shall be calculated at twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver but not more than $1,500 for single coverage plans and not more than $3,500 for all other plans per annum or so pro-rated during the coverage year, subject to the appropriate Federal and State taxes. "Amount saved" means the difference between the total cost of the premium for the selected coverage less the amount of the employee's healthcare contribution obligation based on the total premium cost.

DEFERRED COMPENSATION

A deferred compensation plan is a payroll deduction savings plan that provides the employee with a federal tax-deferred rate of return that is derived from a predetermined percentage of the investment applied to their annual salary. This is an elected benefit that the employee may choose to participate in as a supplemental retirement resource. Forms for enrollment shall be available at the CFO's office. All Borough employees may choose to join this plan.

RETIREMENT POLICY

Under State law, all employees must enroll in the New Jersey Public Retirement System or the Police and Fire Fighters Retirement System as applicable. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required number of years and

who has reached the required age under the Plan may retire by notifying the Borough Administrator in writing prior to the start of that year and within six months of the actual retirement. After giving notice of retirement, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. The Supervisor will prepare an Employee Action form showing any pay or other money owed the employee. The Borough Administrator will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

Employees who leave Borough employment early can choose to leave their contributed pension amount in the public employee's retirement system until retirement age or elect to withdraw their pension contributions as a lump sum, plus interest. The responsibility for making the selections shall be left to the employee.

COMPENSATION FOR UNUSED SICK LEAVE

A. Upon retirement from Borough employment, an employee hired after May 10, 2010 shall have the right to be compensated by the Borough for accumulated sick leave at such employee's current rate of compensation up to a maximum of $15,000 as required by state law and in accordance with the following schedule:

1. A maximum of 33 days, provided that the employee is at least 60 years old and has been employed by the Borough of a minimum of 10 years.
2. A maximum of 66 days, provided that the employee is a least 60 years old and has been employed by the Borough for a minimum of 15 years.
3. A maximum of 100 days, provided that the employee is at least 55 years old and has been employed by the Borough for a minimum of 30 years or is at least 60 years old and has been employed by the Borough for a minimum of 20 years.

B. Upon retirement from Borough employment of an employee hired before May 10, 2010, such employee shall have the right to be compensated by the Borough for accumulated sick leave at such employee's current rate of compensation for a maximum of 100 days, or $27,800, whichever is less, provided that the employee is at least 55 years old and has been employed by the Borough a minimum of 30 years or is at least 60 years old and has been employed by the Borough a minimum of 20 years.

C. Upon receipt of a notice of retirement from any employee eligible for compensation for unused sick leave, the Borough shall have the option of paying such compensation pursuant to either of the following schedules:

1. A lump-sum payment not later than March 1 of the calendar year following the year of retirement.
2. At the rate of 50% of such compensation not later than March 1 of the calendar year following the year of retirement and the remainder not later than March 1 of the second

calendar year following the year of retirement.

D. Employees of the Oceanport Police Department's ability to "buy back" sick days upon retirement is contained in the Agreement between the New Jersey State PBA Oceanport Local Number 364 and the Borough of Oceanport.

E. Notwithstanding the foregoing, no provision of this section shall be construed to restrict the right of the Borough to make payment of the full amount during the year of retirement if it so elects.

EDUCATIONAL ASSISTANCE AND TRAINING

Subject to sufficient funds in the budget and upon approval of the Supervisor, employees may apply for reimbursement of tuition expenses incurred for training courses directly related to the employee's work. Employees are strongly urged to obtain this determination before enrolling in a course or program.

CONFERENCE AND SEMINAR TRAINING

Requests shall be made sufficiently in advance to take advantage of discounts for early registration and must be submitted to the Supervisor at least thirty days before the event. Requests must be in writing, including the conference schedule, registration information and estimated costs. Requests to attend a conference or seminar must be approved by the Supervisor and the Borough Administrator. The Supervisor is responsible for detailing all training requests during the budget formulation process. Approval of any conference or seminar request is conditioned upon the availability of funds.

HIPAA COMPLIANCE

The Employer is committed to upholding both the letter and the spirit of the Health Insurance Portability and Accountability Act ("HIPAA") regarding the use, maintenance, transfer, and disposition of personal health care information. To the extent that the Employer maintains such information about its employees and others, its elected officials and employees are committed to protecting the privacy and confidentiality of that information.

WORKER'S COMPENSATION

An employee suffering a work-related injury or illness and being unable to perform their prescribed job due to said injury or illness, will receive Workers' Compensation loss income at one hundred percent (100%) of their salary for a six-month period from the date of the occurrence. Any occupational injury or illness must be immediately reported to the Borough Administrator. All required medical treatment must be performed by a workers' compensation physician appointed by the Employer or workers' compensation carrier. Workers' Compensation is not a leave entitlement but only a wage replacement arrangement. Payment for unauthorized medical treatment may not be covered. No temporary Workers' Compensation benefits other than the payment of medical bills shall be paid until the employee has been disabled for a period of seven (7) calendar days from the work-related injury, unless otherwise required by law.

While receiving workers' compensation benefits, the pension portion of an employee's benefits will still be paid by the Employer. If, however, an employee is receiving Workers' Compensation with pay, (which is defined as one hundred (100%) percent compensation of salary) the employee is responsible for all

deductions, including pension.

If the employee has not been released to return to work due to this occurrence after the six-month period has expired, loss income will be replaced as prescribed by Law. The Borough in accordance with the law will continue to report and submit all required pension payments during such time. The employee will be responsible for his/her required health benefits premium contribution. The Employer will not tolerate retaliation or discrimination against an individual because the individual has filed a claim for Workers' Compensation benefits. This prohibition includes denying or limiting any request for leave because an individual asserted a claim for workers' compensation benefits.

Section Three: LEAVES OF ABSENCE

PAID HOLIDAYS POLICY

Employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Day of Remembrance (September 11th)
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

An employee required to work on Easter Sunday shall be paid at two (2) times their current hourly salary rate for that day.

Office and public works employees required to work on any of the recognized Borough holidays shall be paid two (2) times their current hourly salary rate for the day. The Employer reserves the right to change or delete the holidays set forth above.

This policy is not intended to conflict with the collective bargaining agreement between the Employer and its unionized employees. If there is a conflict between this Manual and any collective bargaining agreement, the provisions of the collective bargaining agreement will prevail for represented employees.

Weekend Holidays. If a paid holiday falls on a Sunday, it will be observed on the following Monday. If a paid holiday falls on a Saturday, it will be observed on the preceding Friday. Employees who work on weekends will observe the holiday on the actual day.

Eligibility for Holiday Pay. To qualify for holiday pay, employees must be in pay status the scheduled workday immediately preceding and immediately following the holiday. Any employee who is absent without Borough approval on the day before or the day after a holiday shall not receive holiday pay unless

the absence was approved in advance. If a paid holiday occurs while an employee is on approved vacation or sick leave, the employee shall not have that holiday charged as sick or vacation time.

Religious Holidays. Employees who wish to observe religious holidays not designated as a holiday by the Employer may do so without loss of pay by using available personal or vacation days, but only to the extent that the employee has not already used up his or her available personal or vacation days.

VACATION LEAVE POLICY

Vacation is an accrued benefit based on the following schedule:

- One half day for each full month of service during the first calendar year, upon completing a 60 day probationary period. Accrual begins on the first full month of service after start date. If start date is on the first of the month, one half day will be accrued for that month.
- Ten days for the second through the fifth calendar year;
- Fifteen days from the sixth through the tenth calendar years of service;
- Twenty days from the eleventh through the fifteenth calendar year of service;
- Twenty-five days from the sixteenth calendar year of service and thereafter.

After completing one continuous full year of permanent part-time employment, permanent part-time employees shall receive paid vacation (on a pro-rated basis, as defined herein). Specifically, permanent part-time employees shall receive paid vacation days based upon a percentage basis of hours worked, weighed against a forty (40) hour week.

If an official holiday falls during an employee's vacation period, an additional day of vacation will be granted in lieu of the holiday.

Employees must request vacations in writing at least 14 days in advance of the desired starting date. All vacations must be scheduled and approved by the department head. Vacation requests of more than two consecutive weeks must be approved by the Mayor and/or Council or their designee and only granted for extraordinary reasons.

Vacation leave must be taken in the year that it is earned, except that employees who do not take vacation leave that accrues in a given year because of business demands shall be granted that accrued leave only during the next succeeding year, with written approval of the Employer. However, vacation leave not taken in a given year because of duties directly related to a state of emergency declared by the Governor may accumulate at the discretion of the Employer until, pursuant to a plan established by the Employer, the leave is used or the employee or officer is compensated for that leave, which shall not be subject to collective negotiation or collective bargaining.

Exceptions for a carryover of accrued vacation time must be made in writing by the employee's department head indicating the reason. The Mayor and Council or their designee must approve the

carryover of vacation time. Whenever an employee's duties have prevented him/her from taking his/her accrued vacation time, such employee may, at the sole discretion of the Mayor and Council, be paid for such accrued vacation for a maximum of two weeks per year at the employee's current salary.

All personnel responsible for the removal of snow shall be entitled to vacation but must be available for snow removal from December 1st to March 31st. Exceptions to this rule must be submitted in writing and approved by the Mayor and Council or their designee.

Employees who have an approved vacation/benefit time scheduled who call in sick the day before or day following a vacation, holiday and/or leave, and/or any other authorized day of absence may be required to submit a physician's statement.

PERSONAL DAY POLICY

Employees hired prior to January 1, 2011 are entitled to 5 personal days per year and employees hired after January 1, 2011 are entitled to 3 personal days per year. Upon completing a ninety (90) day probationary period, employees are entitled to three (3) personal days per year. One (1) personal day shall accrue on the first day of January, May, and September of each year. Any unused days are forfeited at the end of each calendar year.

After completing one continuous full year of permanent part-time employment, permanent part-time employees shall receive 3 personal days per year, pro-rated to their schedule.

Temporary and seasonal employees are not eligible for personal leave benefits.

An employee must apply for personal leave to his/her supervisor, in writing. The employee must apply for it as far in advance as possible, but not less than seventy-two (72) hours prior to the leave. An employee may take personal leave only if his/her supervisor or designee approves and grants the leave. No personal leave will be applied for, approved, or granted immediately before or after any vacation period, holiday period, or weekend, except under extraordinary circumstances.

Employees may take personal leave in the calendar year in which it is earned. Any unused personal days are forfeited at the end of each calendar year. Any employee who exhausts all of his or her personal leave in any one (1) year shall not be credited with additional paid personal leave until the beginning of the next calendar year. An employee who has resigned, was dismissed or has otherwise been separated from employment will not be paid for any unused personal time.

SICK LEAVE POLICY

Sick leave is the absence from work of an Employee for the reasons permitted by State and Borough Law. This policy is to be read in concert with P.L.2018, Chapter 10, which is incorporated herein by reference.

Borough employees are entitled to sick leave benefits as follows:

1. New full-time employees will accrue one day of sick leave for each full month of service, upon completing a 60 day probationary period. Accrual begins on the first full month of service after start date. If start date is on the first of the month, one half day will be accrued for that month.

2. After the First calendar year and through the Fifth calendar year, 12 days of sick leave will be accrued each year.

3. The Sixth calendar year and thereafter, sick leave is accrued at 15 days per year.

4. Part-time employees shall receive sick days accruing from the commencement of their employment as follows:

For every 30 hours worked, an employee shall accrue one hour of sick leave. An employee may accrue or use in any year, or carry forward from one year to the next, no more than 40 hours of earned sick leave.

The Employer permits an employee, pursuant to N.J.S.A. 34:11D-3(a), to use the earned sick leave accrued for any of the following instances:

(a) Time needed for diagnosis, care, or treatment of, or recovery from, the employee's own mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;

(b) To aid or care for a family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;

(c) If an employee or a family member are a victim of domestic or sexual violence, and are obtaining services from a designated domestic violence agency or other victim services organization, medical attention, legal services, counseling, or are relocating due to the domestic or sexual violence;

(d) Closure of an employee's workplace, or of the school or place of care of an employee's child, due to an epidemic or public health emergency, or because of the issuance by a public health authority of a determination that the presence of the employee or their family member in the community would jeopardize the health of others; or

(e) During a state of emergency declared by the Governor, or upon the recommendation, direction, or order of a healthcare provider or the Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others; or

(f) If an employee needs to attend a school-related conference, meeting, function or other event requested or required by an administrator, teacher, or other professional school staff member responsible for the education of the employee's child, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

In regard to the above, the Employer requires three (3) days' notice for any foreseeable use of leave. If the use of leave is unforeseeable, the employee should notify the Employer as soon as practicable of their need to use same, but not later than 30 minutes after their scheduled work starting time each day of the required absence. Should an employee need to use three (3) or more consecutive days of leave, said employee must provide the Employer with reasonable documentation that the leave is being taken for one of the purposes permitted above. Reasonable documentation shall be as defined in N.J.S.A. 34:11D-3(b).

A medical certificate may be required of the employee stating illness or of the need for the employee's attendance upon a member of his/her immediate family member, including civil union partner. A

medical certificate will be required after absences from work of three or more consecutive days. Medical certificates will be given to the department head who will in turn forward it to the Borough Administrator for inclusion into the employee's personnel file.

Employees Covered under a Collective Bargaining Agreement – The employment details set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the Employer. Wherever employment details in this policy differ from the terms expressed in a collective bargaining agreement with the Employer, the specific terms of the collective bargaining agreement will control.

FAMILY AND MEDICAL LEAVE

In accordance with the federal Family and Medical Leave Act ("FMLA"), the Employer provides eligible employees with up to twelve (12) weeks of unpaid medical and family leave during any twelve (12) month period and up to twenty-six (26) workweeks to care for a Covered Service member. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or an equivalent position. The following outlines employees' rights and obligations under the FMLA and the Employer's policies implementing the FMLA.

Leave Available. Eligible employees may take up to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period for any one or more of the following reasons:

- The birth, adoption or placement for foster care of the son or daughter of an employee, and to care for such child;

- A serious health condition of a spouse, son, daughter or parent of an employee if the employee is needed to care for such family member; or

- A serious health condition of an employee that makes an employee unable to work. Generally, the incapacity must result in the employee's inability to work for more than three (3) consecutive days (although there are certain exceptions to this rule);

- Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of the Regular Armed forces, National Guard or Reserves on active duty status during the deployment to a foreign country, and or has been notified of an impending call to active duty status as such in support of a contingency operation.

In addition, eligible employees who are either spouse, son, daughter, parent or next of kin of a Covered Servicemember shall be entitled to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period to care for the Covered Servicemember. During this single twelve (12) month period, an eligible employee who qualifies for leave to provide care for the Covered Servicemember shall be entitled to no more than a combined total of twenty-six (26) workweeks of leave.

Definitions.

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, or a recent veteran who has been discharged, other than dishonorably, within the five years preceding the family member's initial request for leave, who has a serious injury or illness who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

"Eligible Employee" means an individual who has been employed by the Employer for at least twelve (12) months, has worked at least 1,250 hours during the preceding twelve (12) month period, and is employed at a worksite with at least fifty (50) employees within seventy-five (75) miles of that worksite.

"Next of kin" means the nearest blood relative of the individual.

“Qualifying Exigency” covers a number of broad categories of reasons and activities, including short-notice deployment to a foreign country, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities agreed to by the employer and the employee.

“Serious Health Condition” means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. It generally includes a period of incapacity due to pregnancy, prenatal care, a chronic health condition, a permanent or long-term health condition, or restorative or preventive treatment.

“Serious Injury or Illness” means an injury or illness incurred by a Covered Service member in the line of duty or on active duty in the Armed Forces, National Guard of Reserves, incurred in the line of duty on active duty or whose pre-existing condition has been aggravated by his/her active duty service, that may render the service member medically unfit to perform the duties of the member’s office, grade, rank or rating.

Eligibility. Any employee who has been employed by the Employer for twelve (12) months or more and worked 1,250 hours or more in the twelve (12) month period preceding the first day of the requested leave may be eligible for an unpaid leave of absence of up to twelve (12) weeks during any twelve (12) month period.

The twelve (12) month period shall be determined by using a rolling twelve (12) month period that commences with the first day of leave taken.

Leave to care for a child after birth, adoption, or foster care must conclude within twelve (12) months of the child's birth or placement. If both spouses work for the Employer, they may only take a total of twelve (12) weeks between them during the twelve (12) month period in order to care for a child after birth, adoption, or foster care or to care for a parent with a serious health condition and a combined twenty-six (26) weeks in a single twelve (12) month period for military caregiver leave or a combination of military caregiver leave and other FMLA qualifying reasons. Each spouse may be entitled to additional leave for other qualifying reasons under the FMLA, such as the employee’s own illness or for the serious illness of the employee’s child.

Notice. When the leave is foreseeable, at least thirty (30) days’ advance notice to the Employer, in writing, is required. If thirty (30) days’ notice cannot be provided, as much notice as is practical should be provided. Failure to give reasonable notice may delay the availability of the leave.

Certification. Where leave is taken to care for a family member with a serious health condition or because of the employee’s own serious health condition, medical certification is required and periodic recertification may be required. In addition, where the leave is taken because of the employee’s own serious health condition, a certification of fitness to return to work will be required.

The Employer, at its expense, may require an examination by a second healthcare provider designated by the Employer. If the second healthcare provider's opinion conflicts with the original medical certification, the Employer, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

For military exigency leave, an employee may be required to provide certification that the covered military member is a member of the regular Armed Forces, National Guard or Reserves who is on active duty or called to active duty in support of a contingency operation, as well as certification from the employee about the nature and details of the specific exigency, the amount of leave needed, and the employee's relationship to the military member. For military caregiver leave, the employee may be required to provide information from the health care provider and employee and/or Covered Service member to support such leave.

Absent unusual circumstances, medical certifications must be provided within fifteen (15) days. The Employer will also require periodic status reports from employees concerning their intended return date.

Failure to provide requested documentation may result in denial of leave. The Employer may attempt to clarify or authenticate the certification or may require additional certifications to support the need for leave. When leave is taken to care for a family member, the Employer may require the employee to provide documentation or a statement of family relationship (e.g., birth certificate or court document) and proof of the need to care for the family member.

Utilization of Paid Leave. Generally, FMLA leave is unpaid. However, depending upon the circumstances, employees may be entitled to receive short-term disability, workers' compensation benefits, paid family leave benefits, or other state-sponsored wage replacement benefits which pay a portion of normal compensation. These benefits will run concurrently with the employee's unpaid leave. An employee who is eligible for these benefits may also choose to use accumulated paid leave during their approved unpaid leave. Employees may not receive more than 100% of salary at any time. An employee will be required to use any available accumulated paid leave concurrently with the employee's FMLA leave.

Coordination with other Leave Policies. The period of time attributable to the employee's absence due to any workers' compensation, disability, or sick leave, will be counted against available leave under this policy to the extent permitted by law. In the event that additional family, medical or sick leave is available pursuant to state laws, this leave will also run concurrently with FMLA leave to the extent permitted by law.

Intermittent Leave. When medically necessary, leave taken because of a serious health condition of an employee or family member or to care for a Covered Service member may be taken on an intermittent or reduced work schedule basis. The employee and employer shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the employer's operations, subject to the approval of the employee's health care provider. The Employer may require an employee taking intermittent or reduced work schedule leave to transfer temporarily to an alternative position with equivalent pay and benefits that is better suited to the leave schedule.

Employment and Benefits Protection. During the leave, health benefits will continue for up to twelve (12) weeks in each rolling twelve (12) month period under the same conditions as if the employee continued to work. Employees must, however, pay the same amount for any benefits continued as they do prior to the leave. Other benefits, if any, will continue during the leave under the same conditions as if the employee continued to work.

If paid leave is substituted for unpaid FMLA leave, the Employer will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's FMLA leave is unpaid, the employee

must pay his/her portion of the premium in accordance with a payment method that is devised and mutually agreed upon between the employee and the Employer.

Employees should consult with their Department Head and human resources official prior to taking an approved leave. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums. With regard to the employee's contribution portion of his/her health benefits pursuant to Chapter 78, P.L 2011 and any voluntary supplemental benefits that the employee may have, the employee is solely responsible for making payment arrangements with the Employer or for any voluntary benefits, to the respective insurance company. Your healthcare coverage may cease if your premium payment is more than thirty (30) days late. With regard to any pension contribution that you may have, you must contact the human resources official to make payment arrangements concerning contributions or credits paid toward your pension benefits. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums.

Before returning to work following a medical leave (except for intermittent or reduced schedule leave) due to the employee's own serious health condition, the employee will be required to present a fitness for duty certification from his/her health care provider that he/she is medically able to resume work. If the date on which the employee is scheduled to return to work from FMLA leave changes, the employee is required to give notice of the change, if foreseeable, to the Employer within two (2) business days of the change.

Subject to some exceptions, most employees will be returned to the position they left or to a position equivalent in pay, benefits and other terms of employment. Individuals identified as "key employees" (the highest paid 10% of salaried employees at the work site or within a seventy-five (75) mile radius of that work site) at the beginning of their leave may not be returned to their former or equivalent position if restoration will cause substantial economic injury to the Employer. Employees will be informed of their key employee status at the beginning of the leave period.

A failure to return from FMLA leave for reasons other than the employee's own serious health condition may result in termination of employment. In the event that an employee cannot return to work at the end of FMLA leave due to a continuation of his/her own serious health condition, they must contact the Employer before the expiration of the leave to discuss their options under state and federal law. State leave laws may provide additional leave similar to that provided under the FMLA. The Employer will comply with these state law provisions to the extent they provide for more generous benefits. State leave law benefits will run concurrently with FMLA benefits to the extent permitted by law.

Family Temporary Disability. During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to twelve (12) weeks of Family Leave Insurance ("FLI") payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement and will thus run concurrently with FMLA and/or NJFLA leaves.

NEW JERSEY FAMILY LEAVE

The Employer provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave for specified family reasons under the New Jersey Family Leave Act (NJFLA).

Eligible Employees. To be eligible for NJFLA leave, an employee must have worked at least twelve (12) months for the Employer and have worked at least 1,000 hours for the Employer over the previous twelve (12) months.

Qualifying Reasons for Leave. An employee may take NJFLA leave to care for:

- A newly born or adopted child or a child placed into foster care with the employee, but the leave must start within twelve (12) months of the birth of the child or the placement of the child.
- A family member (sibling, grandparent, grandchild, child, spouse, domestic partner, civil union partner, parent-in-law, or parent of a covered individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship) with a serious health condition.
- In the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected to the communicable disease, or efforts to prevent spread of a communicable disease, which:

  (i) requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;

  (ii) prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee, would jeopardize the health of others; or

  (iii) results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.
- Leave taken to care for a newly born or adopted child or a child placed into foster care with the employee may be consecutive or intermittent and must begin by the end of the twelve (12) month period after the birth or placement for adoption or foster care.
- Leave Benefits. An employee may take up to a maximum of twelve (12) weeks of NJFLA leave in a twenty-four (24) month period, which is measured as a rolling twenty-four (24) month period that commences with the first day of NJFLA leave taken.

You may take NJFLA leave to care for a seriously ill family member:

- As a single block of time.

- By reducing your normal work schedule for no more than twenty-four (24) consecutive weeks in a twenty-four (24) month period.

- Intermittently, when medically necessary.

Employees permitted to take intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Employer's operations. The total time within which an intermittent leave is taken may not exceed a twelve (12) month period, if such leave is taken in connection with a single serious health condition.

Intermittent leaves taken in connection with more than one serious health condition episode must be taken within a consecutive twenty-four (24) month period, or until such time as the employee's twelve (12) week family leave entitlement is exhausted, whichever is shorter. An employee taking a family leave on a reduced leave schedule shall not be entitled to such leave for more than a consecutive twenty-four (24) week period. An eligible employee shall be entitled to only one leave on a reduced leave schedule during any consecutive twenty-four (24) month period. Any remaining family leave to which the employee is entitled subsequent to the expiration of a leave taken on a reduced leave schedule may be taken on a consecutive or intermittent basis.

Depending on the purpose of the employee's leave, the employee may be required to or may choose to use accrued paid leave, concurrently with some or all of his/her NJFLA leave. The employee will not be eligible to accrue seniority or benefits, including vacation and holidays, during any period of NJFLA leave. The Employer will notify employees of their options to continue to participate in our group health plans during NJFLA leave.

Required Notice and Certifications. When requesting NJFLA leave, an employee must provide the Employer thirty (30) days' advance written notice. For employees requesting leave on an intermittent basis, at least fifteen (15) days advance written notice must be provided. If advance written notice is not possible because of an emergency, the employee must provide the Employer with reasonable oral notice and then follow up with written notice.

The employee also must give the Employer a medical certification supporting the need for leave. The Employer reserves the right to require second or third medical opinions and periodic re-certifications. The employee must also provide periodic reports during the leave regarding the employee's status and intent to return to work as deemed appropriate by the Employer. If an employee fails to provide the required documentation, the Employer may delay the start of the employee's NJFLA leave, withdraw any designation of NJFLA leave or deny the leave, in which case the absences will be treated in accordance with the Employer's standard leave of absence and attendance policies and the employee may be subject to discipline up to and including termination of employment.

If an employee provides false or misleading information or omits material information about an NJFLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

Benefits Protection. During a family leave of absence, the employee's health benefits will be maintained under the same conditions as if the employee continued to work. If the employee decides to return to work when his/her family leave of absence ends, the employee may be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee decides not to return to work when the family leave of absence ends, the employee may be required to reimburse the Employer for the health insurance premiums paid on his/her behalf during the leave of absence (except if the failure to return to work was caused by the continuation, recurrence, or onset of serious health condition which would entitle the employee to a leave of absence under the law or other circumstances beyond the employee's control).

With regard to any pension contributions, the employee must contact the human resources official to make payment arrangements concerning contributions or credits paid toward his/her pension benefits. Employees should consult with the Employer prior to taking an approved leave.

Returning to Work after NJFLA Leave. On returning to work after NJFLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Any employee who fails to return to work as scheduled after NJFLA leave or exceeds the twelve (12) week NJFLA entitlement will be subject to the Employer's standard leave of absence and attendance policies. This may result in termination if the employee's continued absence is unauthorized (for example, if the employee has no other Employer-provided leave available to him/her).

Retaliation Prohibited. The Employer and the NJFLA prohibit the interference with, restraint of or denial of any right provided under the NJFLA and/or discharge or discrimination against any person for opposing any practice made unlawful by the NJFLA or for involvement in any proceeding under or relating to the NJFLA. The Employer encourages employees to bring any concerns or complaints about retaliation or compliance with the NJFLA to the attention of the human resources official.

New Jersey Family Leave Insurance. During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to twelve (12) weeks of Family Leave Insurance ("FLI") payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement and will thus run concurrently with FMLA and/or NJFLA leaves.

An employee's job is not protected while receiving FLI benefits – unless the employee is eligible for leave under the FMLA, NJFLA, or is otherwise designated for an approved family leave of absence.

Employees must provide the Employer with advance notice of need for leave, as follows:

- At least thirty (30) days before leave to bond with a newborn or newly adopted child, unless the time of the leave is unforeseeable or the time of the leave changes for unforeseeable reasons.

- In a reasonable and practicable manner for leave to care for a seriously ill family member on a continuous, non-intermittent basis, unless an emergency or other unforeseen circumstance precludes advance notice.

- At least fifteen (15) days before leave to care for a seriously ill family member or leave to bond with a newborn or newly adopted child on an intermittent basis unless an emergency or other unforeseen circumstance precludes advance notice.

BEREAVEMENT LEAVE

Employees are entitled to 3 consecutive calendar days leave of absence for each death of an employee's immediate relative. Additional leave may be granted with the approval of the Mayor and Council**. "**Immediate relative" includes spouse or significant other, civil union partner, child, parent, stepparent, father-in-law, mother-in-law stepchild, foster child, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are paid for all working days during the Bereavement Leave.

MILITARY SERVICE LEAVE POLICY

The Employer provides military leave in accordance with applicable State and Federal law. In all cases

Involving military leave, the employee must, as soon as possible, provide his or her Department Head with a certificate verifying the call to military duty prior to beginning the military leave.

Organized Militia. Any permanent or full-time temporary officer or employee, who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other affiliated organization, including the National Guard of other states, shall be entitled to a leave of absence without loss of pay or time on all work days on which he or she is engaged in any period of Federal active duty, up to thirty (30) work days in any calendar year. A military leave of absence is in addition to the employees' regular vacation or other accrued leave.

Any leave of absence for such duty in excess of thirty (30) workdays will be without pay but without loss of time. A full-time temporary officer or employee who has served under such temporary appointment for less than one year will receive military leave without pay but without loss of time.

New Jersey Organized Militia. New Jersey's organized militia consists of the National Guard (Army and Air), the Naval Militia, and the State Guard. Any permanent or full-time officer or employee who is a member of the New Jersey organized militia shall be entitled, in addition to pay received, if any, as a member of the organized militia, to a leave of absence without loss of pay or time on all days during which he or she shall be engaged in State or Federal active duty, up to ninety (90) work days in any calendar year.

Any leave of absence for such duty in excess of ninety (90) workdays will be without pay but without loss of time. A full-time temporary officer or employee who has served under such temporary appointment for less than one year will receive military leave without pay but without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of paid leave plus an additional thirty calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the Borough group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Reinstatement.
To be reinstated by the Employer without loss of privileges or seniority, the employee must report for duty with the Employer within the time required by law following release from active duty under honorable circumstances. In accordance with legal requirements, employees who take military leave are required to:

- Provide the Employer with proper notice of the leave;
- Apply for reinstatement within the time required by law;
- Have a creditable military record including completion of all required training and full-time service and be discharged under honorable conditions.

On return from a military leave of absence, the employee will be reinstated as required by law. See The Uniformed Services Employment and Reemployment Act ("USERRA"). Failure to comply with the requirement enumerated above or as required by law will jeopardize an employee's reemployment rights.

JURY DUTY LEAVE

An employee who is required to serve as a grand or petit juror shall be paid his/her regular rate of pay by the Borough, less the compensation the employee received for serving as a juror.

Employees receiving jury duty notification will immediately provide their department head with a copy of the summons to report.

If the employee is released early from jury duty, he/she should contact the department head to determine whether his/her services are required for the remainder of the day.

LEAVE OF ABSENCE POLICY

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Mayor and Council if the leave does not cause undue operational disruption. The leave must include the use of any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Mayor and Council may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Borough of Oceanport.

Personal leave is not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. Refer to the Borough of Oceanport Health Benefits Policy. Personal leave is granted with the understanding that the employee intends to return to work for the Borough of Oceanport. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

Section Four: PERSONNEL RULES AND REGULATIONS

APPEARANCE

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire. Body piercings, other than earrings, may not be visible. Tattoos that are visible will be permitted, except for placement on the face, head or neck. Tattoos that depict nudity, offensive or inappropriate language or images or violate Borough policies (including policies prohibiting discrimination and harassment based on race, color, religion, sex, age, disability or any other protected category) are not permitted. With the advanced approval of the Borough Administrator the Borough of Oceanport will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay.

ABSENTEEISM AND TARDINESS

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. All absences must be reported to the supervisor prior to the start of the normal workday. The normal working hours for administrative departments are Monday through Wednesday 8:30 AM to 4:30 PM; Thursday 8:30 AM to 7:30 PM; Friday 8:30 AM to 12:30. The regular work week for those employees in the Public Works Department is Monday through Friday between the hours of 7:00 a.m. and 3:00 p.m.

An employee who is absent from duty for five (5) or more consecutive working days without approval or notification or fails to return to work for five (5) or more consecutive working days following an approved leave of absence shall be deemed to have voluntarily resigned from their employment.

To minimize the negative impact on both employees and residents, the Employer will regularly review employee time records to identify chronic absenteeism and/or tardiness problems. Employees who exhibit attendance and/or tardiness problems will be subject to established progressive disciplinary procedures.

ALCOHOL AND DRUG-FREE WORKPLACE

All applicants for positions that require a CDL license and all employees whose job requires them to possess a CDL license shall be excluded from this Alcohol and Drug-Free Workplace policy. Instead, these employees are governed by Federal and State regulations, as well as Resolution #2019-228 adopting the Controlled Substances and Alcohol Use and Testing Policies for New Jersey Municipalities, U.S. Department of Transportation (USDOT) and Federal Motor Carrier Safety Administration (FMCSA) pursuant with 49 CFR Part 382. This NJDOT Controlled Substance and Alcohol Policy is available from the Borough Administrator. Employees hired with the understanding that they must obtain a CDL license will be covered under this Alcohol and Drug-Free Workplace Policy until they obtain their CDL license.

DRUG-FREE WORKPLACE

The Borough of Oceanport (hereinafter “Borough) is committed to maintaining a safe, pleasant, and productive working environment. You have the right to come to work without fear of interacting with someone under the influence of drugs or alcohol. This is considered a Health & Safety Policy of the Borough. This Policy highlights the Borough’s New Jersey Drug-Free Workplace Policy. The Borough’s Designated Employer Representative (DER) is Steven Briskey. The Alternative DER is Donna M. Phelps.

The Borough recognizes the prime importance to the municipality of protecting the safety, health and welfare of its employees and others with whom we interface such as citizens, contractors and members of the public. The objective of this policy is to maintain a working environment free from the adverse effects of substance abuse. While the Borough has no intention of intruding into the private lives of its employees, the Borough does expect employees to report to work unimpaired able to perform the duties of their job safely and effectively. In addition to absenteeism and accidents, substance abuse can adversely affect performance, productivity and workplace morale. Co-workers may feel that they have to cover up or work harder because of someone’s substance abuse. Ultimately an employee with an alcohol or drugs problem may lose their job and/or suffer devastating effects on their health. The Borough has a duty to safeguard its employees and the public from the risk of harm from employees who work under the influence of alcohol and drugs. Similarly, employees who are working under the influence, and employees who know that a fellow employee is working under the influence, owe such a duty. The failure to honour that duty by taking the right steps to prevent this risk can result in legal liability. All employees and contractors are responsible and accountable for ensuring that they, and their employees, are not under the influence of alcohol or drugs when carrying out work for the Borough. Managers and supervisors are responsible for taking appropriate action where they identify individuals who are at work while under the influence of alcohol or drugs. They should also take appropriate action to protect the health and safety of individuals who may be affected.

To the extent this Policy supplements, and does not conflict with current collective bargaining agreements, it is applicable. However, to the extent this policy may conflict with a current collective bargaining agreement (CBA), the CBA shall prevail.

All testing information is considered confidential information by the Borough and will be maintained in a separate file along with the employee's medical records, separate from other personnel files. An employee has the right to inspect and obtain a copy of his or her drug test results. Drug testing information will only be released to those employees of the Borough with a job related need to know, the DER and Alternate DER, to defend against any administrative action brought by the employee against the Borough, in grievance or arbitration proceeding under the terms of a collective bargaining agreement, in a court of law under subpoena, as released by the employee in writing, the MRO, Borough insurers, rehabilitation programs and as otherwise required by law. Our Drug-Free Workplace Policy does not tolerate the abuse of drugs or alcohol in the workplace. Understand that this Policy prohibits illegal drug use on or off the job. We encourage any employee suffering from a substance abuse problem to seek help. If you need help, we can direct you to our Employee Assistance Program (EAP) Substance Abuse Professional (SAP) for a confidential evaluation and referral for substance abuse treatment if necessary. Notice of the Borough’s New Jersey Drug-Free Workplace testing will be provided on vacancy announcement and is posted in conspicuous locations on Borough premises.

Our program can help improve your health and help you avoid trouble with the law. Even if you do not use drugs or alcohol, this program will make your workplace safer and more productive, the Borough safer, and will help your friends and co-workers get the help they need. Compliance with this policy is a condition of your hire or continued employment, except to the extent this policy may conflict with a current collective bargaining agreement (CBA), which CBA shall prevail. The Borough has developed its drug-free workplace policy in compliance with New Jersey Laws, *and the Fourth Amendment to the United States Constitution as it covers employees of governmental entities. All* employees are subject to testing as outlined below. The existing drug and alcohol testing program will remain in place until the effective date of this program.

WHO DO WE TEST?

All employees performing safety-sensitive functions, and all final applicants for positions where safety-sensitive functions are performed, and all other employees where reasonable suspicion exists. All DOT regulated employees are also subject to testing under this policy. Using the criteria below, the following positions have been classified by the Borough as safety-sensitive: Employees who hold a CDL license and operate the Borough's commercial vehicles and law enforcement officials of the Borough. Elected officials who are not otherwise classified as employees are not subject to testing under this Policy.

SAFETY-SENSITIVE CLASSIFICATIONS

Safety-sensitive employees are those employees who discharge duties fraught with risks of injury to others that even a momentary lapse of concentration can have disastrous consequences. Factors which have been considered in determining whether a position is safety sensitive include handling of potentially dangerous machinery, sharp objects, working at heights, positions requiring a high level of cognitive function, mostly unsupervised responsibility for children, and handling of hazardous substances in an environment where others could be injured. Positions which have been found to be safety-sensitive include firefighters, emergency medical technicians, law enforcement officials who carry firearms, fire and police dispatchers, 911 operators, heavy machinery operators, forklift operators, bus drivers, some (but not all) transportation workers, pipeline operators, gas meter repairmen, jail officers, and those involved in security functions. All Department of Transportation (DOT) regulated employees are determined to be safety-sensitive by those regulations. Unless an employee comes under drug testing regulations of some federal agency, each position, job classification or department, should be individually evaluated to determine whether the employee is safety-sensitive in accordance with the above guidelines.

HOW DO WE TEST?

Drug and alcohol testing is done through chemical analysis which determines without question if a person has drugs or alcohol in his or her system and in conformity with regulations of the New York Department of Health, New Jersey Department of Health, or CLIA. Specimens subject to testing include urine, breath, hair, oral fluids, or blood. Specimen collections, chain of custody and drug and alcohol tests will be in substantial compliance with the U.S. Department of Transportation (DOT) procedures if applicable to the type of specimen being tested. To ensure accuracy, urine lab test procedures shall include a preliminary drug screening, two highly sophisticated scientific tests including adulterant detection, and are reported to an independent certified Medical Review Officer prior to being released to the Borough. Observed urine collections will only be conducted with the consent of the donor, and the observer will be by a person whose gender matches the donor's gender as identified by the donor at the beginning of the observed

collection. Observed collections will be conducted in a professional manner that minimizes discomfort to the donor, and a medical professional may serve as the monitor, regardless of gender. The Medical Review Officer may recommend the collection of an alternate specimen (e.g., oral fluid) when a donor is unable to provide a sufficient amount of urine specimen at the collection site. The MRO will verify that chain of custody procedures were adhered to, use of a certified laboratory and that the test results were valid. The Borough provides reasonable accommodations to employees and/or applicants in the alcohol and drug testing program whose physical condition prevents them from producing a urine specimen suitable for testing. You may contact the DER if you wish to make an accommodation request. In accordance with Borough policy, a test result reported by the laboratory as a negative dilute urine test is not considered a negative test but subjects the donor to immediate retesting; and a second negative dilute urine test will render an applicant ineligible for hire and current employees, where a negative test is required, not currently fit for duty. FDA approved on-site screening devices may be utilized with all initial positive results confirmed by laboratory testing.

All positive initial tests are confirmed by GC/MS at established DOT cut off levels. An Alcohol content of 0.04 or higher using a DOT approved alcohol screening device, or breath alcohol device, is classified as a positive test. The drugs tested for may include all or some of the following: (1) Amphetamines; (2) Cannabinoids; (3) Cocaine; (4) Phencyclidine (PCP); (5) Opioids, designer drugs, or a metabolite of any of the above substances and mind altering synthetic narcotics or designer drugs, or impairing effect medications or substances, taken by employees working in a safety-sensitive classified position, in order for the employer to fulfill its duty to provide a safe place to work as a safety rule. The term “illegal use of drugs” includes any controlled or scheduled drug not used in accordance with a health care provider’s lawful prescription for the user, or any substances banned by Federal or applicable State laws.

WHAT IF YOU TEST POSITIVE?

The Medical Review Officer will contact you confidentially to give you an opportunity to discuss your results before reporting them to the Borough as a verified positive. You may discuss the result with the MRO up to seventy-two (72) hours after a positive result and ask questions of the MRO about prescription and non-prescription medications, rebut or explain the test results to the MRO, and provide supporting documentation. During this 72-hour period, any applicant or employee may request that their split specimen be tested at a second laboratory and if positive, they will be responsible for that expense and that cost may be deducted from their paycheck, depending upon the result and, if negative, the employee will be reimbursed by the Borough for the cost of the test and any lost time. Under federal regulations, the MRO has the discretionary authority to notify the Borough that an employee is temporarily medically disqualified from the performance of safety-sensitive work during this evaluation period and also has the duty to notify the Borough if the employee is taking an impairing effect medication. A positive drug or alcohol test is classified as willful misconduct and a violation of the Borough’s Policy. Any employee who tests positive, or refuses to be tested, may be subject to appropriate disciplinary action for engaging in willful misconduct connected with work, up to and including immediate termination, for gross misconduct connected with work, and violation of a safety rule for those employees working in a safety-sensitive position and/or forfeit eligibility for Worker’s Compensation benefits *N.J. Stat. Ann. § 34:15-7* if post- accident and may adversely affect an employee’s eligibility to receive Unemployment Compensation benefits. Any applicant made a conditional offer that tests positive, or refuses to be tested, will be denied employment or have their offer withdrawn.

As it relates to cannabis, an employee will be subject to adverse action if there is both a positive drug test, confirmed by a licensed laboratory, and a determination of reasonable suspicion based on documentation of physical signs or other evidence of impairment during the employee's work hours. When the New Jersey Cannabis Regulatory Commission issues standards for certification of a Workplace Impairment Recognition Expert ("WIRE"), an employee will be subject to adverse action if there is both a positive drug test and a physical evaluation by a WIRE.

Applicants for non-CDL positions will not be denied employment based solely on a positive pre-employment drug test for cannabis, except for law enforcement officers assigned to a federal task force, holding a federally regulated license requiring testing, or applying to an agency that is specifically required to test for cannabis by the terms of a federal contract or federal grant.

WHAT IF YOU FAIL TO FOLLOW SAFETY GUIDELINES?

Often times, impairment from drugs or alcohol will cause an employee to fail to adhere to safety guidelines and other common sense safe working practices. Failure to wear a seatbelt, failure to use Borough provided or required safety equipment, failure to follow safety guidelines, or removal (or disabling) of a safety guard will be willful misconduct connected with work, and subject the employee to discipline, up to and including discharge for violation of Borough Policy.

WHAT ABOUT IMPAIRING EFFECT MEDICATIONS OR SUBSTANCES?

Any employee working in a safety-sensitive position as defined by Borough Policy is required, as a safety rule, to pre-duty disclosure that they are taking or using ANY impairing effect prescription, including medical marijuana, over-the-counter medications, mind altering synthetic or designer drugs or other substance which may have an effect on performance of safety-sensitive duties. If the fact that the employee is taking or using an impairing effect medication or substance is not disclosed pre-duty by a safety-sensitive employee and the employee tests positive, is otherwise determined to be taking or using such, or is determined by the MRO to be a potential safety risk due to taking or using an impairing effect medication or substance, that employee will be subject to discipline, up to and including termination, for violation of this safety rule. If disclosure is made, the Borough reserves the right to send the employee for a Fitness-for-Duty evaluation to evaluate the medication or substance and its effects on the performance of safety-sensitive duties. In advance of testing, employees are encouraged to have their own doctor make an individualized assessment of any safety-related risks of the medications or substances which they are taking or using, providing the doctor a copy of their job description and having the doctor render an opinion on the safety-related risks. The employee need not disclose to the Borough the medication or medical condition involved to fulfill the disclosure obligation of this Policy. All information provided will be kept separate from personnel files and in a confidential manner. The MRO, or another Medical Professional selected by the Borough, will make the final determination on the safety-related risks of any particular medication or substance.

WHAT IF AN ADULTERANT IS FOUND?

The use of an adulterant (something added to a specimen to attempt to hide drug use) is considered a refusal to test and a violation of the Policy. The same would be true if you attempted to substitute a specimen. Any employee who is found to have violated this Policy by attempting to defraud a drug or

alcohol test may be subject to appropriate disciplinary action, up to and including termination for willful misconduct connected with work, or withdrawal of a job offer. No last chance opportunity is available under such a circumstance. It is a criminal offense to substitute or adulterate a test specimen. It also is a criminal offense in New Jersey to manufacture, sell, give away, or possess any device or substance designed or commonly used to substitute or adulterate a test specimen. *N.J. Stat. Ann. § 2C:36-10.* The MRO may declare a urine specimen to be adulterated or substituted based on the laboratory report.

WHAT IF I REFUSE?

A refusal to provide a specimen for testing, unless the MRO agrees a medically valid reason exists for your inability, will be considered willful misconduct connected with work. Such willful misconduct connected with work will cause an applicant's offer to be withdrawn and will subject an employee to immediate termination for cause. Under New Jersey law, unemployment compensation benefits may not be available in such a circumstance. Failure to report for specimen collection within a reasonable time, two (2) hours, of being directed to do so is also classified as a refusal under the Borough's Policy.

DRUG EDUCATIONAL INFORMATION

Attached to this Policy you will find drug educational information to assist you in recognizing the impairing effects of drug use. The Borough will conduct employee education of substance abuse education and awareness and supervisor training on how to recognize signs of abuse, how to document and collaborate signs of employee substance abuse, and how to refer substance abusing employees to the EAP.

WHAT IF YOU HAVE A SUBSTANCE ABUSE PROBLEM?

The Borough will provide support for employees who need support and help with alcohol or drug dependency via confidential Employee Assistance Program (EAP), Substance Abuse Professional (SAP) or Medical/Occupational Health support services. Employees who proactively seek treatment will be treated sympathetically and in a confidential manner. In certain cases, this may require a transfer to other duties (e.g. where a person is working in a safety critical role) while the individual is receiving treatment. However, the fact that an employee is seeking or undergoing treatment will not be a defence to a charge of wilful misconduct if the employee reports for work under the influence of alcohol or drugs. Our Policy encourages any employee with a drug or alcohol problem to voluntarily and confidentially seek help through our EAP/SAP program. Coming forward after you have been notified to report for testing is not considered a voluntary report. For confidential help with a substance abuse problem, contact the DER or the EAP/SAP. Counseling and rehabilitation for alcohol or substance abuse is available through the EAP, and may also be available under the health and welfare benefit program for employees, *only to the extent of the current benefits package*. The Borough will assume no direct financial responsibility for counseling or rehabilitation costs of an employee, not covered by the EAP. Any costs in addition to or in excess of any available health benefits are the employee's responsibility. A list of state and national **Substance Abuse Resources** is a part of this Policy.

WHAT ABOUT A LAST CHANCE OPPORTUNITY?

No last chance opportunity is available to a probationary, part time or temporary employee, or in the case of refusal, attempted adulteration, substitution, switching, tampering with, or diluting of a specimen or attempt to defraud a drug test. Employees who receive an EAP/SAP evaluation favorable for rehabilitation may be offered a last chance agreement which will subject the employee to unannounced follow-up testing

for up to 12 months, together with other educational and counseling requirements as recommend by the EAP/SAP. A negative return to duty test is required to be placed back on active duty. A positive test, refusal or failure to comply with any term of the last chance agreement during this follow-up period will subject the employee to immediate termination.

WHY AND WHEN DO WE TEST?

- Pre-employment: Drug testing will be performed on all final applicants for safety-sensitive positions, or who transfer into a safety-sensitive position, as a condition of their employment.

- Routine Fitness-for-Duty: Safety-sensitive employees may be required to submit to a drug test as part of a routine Fitness-for-Duty examination and may be based on a particular job classification.

- Reasonable Suspicion: All employees will be required to submit to a drug and/or alcohol test if the Borough has a reasonable suspicion that an employee is under the influence of drugs or alcohol, which adversely affect or could adversely affect the employee's job performance. Employees selected for testing shall be suspended until a negative drug/alcohol screen or laboratory test result is received. If a negative result, the employee will not suffer a loss of pay.

- Post-Accident/Incident Testing: Testing of a safety-sensitive employee may be conducted under any of the following circumstances: 1) the employee involved in the incident/accident was actively engaged in the activity which objectively could have caused or contributed to the injury or damage; or 2) the employee was operating, controlling, or repairing any machinery, tool, device, equipment or vehicle that was involved in the incident/accident; or 3) the employee's action or inaction was likely a contributing factor to the incident/accident or cannot be completely discounted as a contributing factor based on current info; or 4) testing is being conducted as part of the Borough's Post Incident/Accident Investigation related to possible Workers' Compensation Disqualification; or 5) testing is being conducted for other non-injured employees whose actions, or inaction, could have contributed to the incident/accident as part of a root cause investigation; or 6) post-accident drug testing is required by the Workers' Compensation Carrier or Fund.

- Random: Employees in safety-sensitive positions are subject to random drug testing. Those subject to testing are randomly selected, using scientifically valid methods, from a "pool" of covered employees. Non-DOT safety-sensitive employees may be included in a Non-DOT testing "pool." DOT regulated employees should only be placed in a DOT testing "pool."

- Rehabilitation/Follow-up: An employee who has voluntarily requested rehabilitation prior to a positive drug test may be subject to unannounced drug and/or alcohol testing under a work continuation agreement, to determine whether he or she is under the influence of alcohol or drugs after successful completion of the rehabilitation program. The testing will be without notice in conjunction with a referral for treatment.

POLICY PROHIBITIONS

Employees, applicants and Contractors for the Borough are strictly prohibited from engaging in the following conduct:

1. With respect to illegal drugs, employees and applicants violate this Policy by engaging in the following conduct, whether or not during work time or on Borough** premises or property and are subject to discipline up to and including discharge, or rejection of the application for employment, or cancellation of contractual agreements:

a. Testing positive in a confirmed drug or alcohol test, or refusing to be tested.

b. Bringing and/or storing (including in a desk, locker, automobile, or other repository) illegal drugs or drug paraphernalia on Borough premises or property, including Borough-owned or leased vehicles, or vehicles used for Borough purposes.

c. Having possession of, being under the influence of, testing positive for, or being in close proximity to persons using illegal drugs, or otherwise having in one's system illegal drugs.

d. Using, consuming, transporting, distributing or attempting to distribute, manufacturing, selling, or dispensing illegal drugs. In addition, the Borough will refer such matters to the appropriate police authority.

e. A conviction or plea of guilty relative to any criminal drug offense occurring in the workplace. All employees must notify the Borough in writing of any criminal drug conviction no later than five (5) calendar days after such conviction. Drug use off-the-job which adversely affects an employee's performance on the job, or which has the potential to jeopardize the health or safety of other employees, the public or the Borough's equipment or function, shall be cause for disciplinary action up to and including dismissal. Action will be taken against employees who are convicted for an off-the job drug offence. In deciding what action will be taken, the incident will be evaluated in terms of the nature of the conviction, the employee's job assignment, the employee's record with the Borough and other factors related to the impact of the employee's conviction on the Borough.

f. Abuse of prescription drugs which includes exceeding the recommended prescribed dosage or using others' prescribed medications. Such prescriptions brought to work should remain in the original labeled container and show both the prescribing doctor's name and the prescription's expiration date.

g. Switching, tampering with, diluting, or adulterating any specimen or sample collected under this Policy, or attempting to do so.

h. Refusing to cooperate with the terms of this Policy which includes submitting to questioning, drug testing, medical or physical tests or examinations, when requested or conducted by the Borough or its designee, is a violation of Borough Policy and may result in disciplinary action up to and including termination. A refusal to test includes conduct obstructing testing such as failure to sign necessary paperwork or failing to report to the collection site at the appointed time.

i. Failure to advise the Borough of pre-duty use of a prescription or over-the-counter drug which may alter the employee's ability to safely perform the essential functions of his or her job.

j. Failure of an employee to notify his or her supervisor before reporting to work if he or she believes that he or she is under the influence of drugs.

2. With respect to alcohol and cannabis, employees violate this Policy by engaging in the following conduct during work time or on Borough premises or property:

a. Bringing and/or storing (including in a desk, locker, automobile, or other repository) alcohol or cannabis on Borough premises or property, including Borough owned or leased vehicles, or vehicles used for Borough purposes.

b. Having possession of, being under the influence of, testing positive for or having in one's system, alcohol or cannabis. Using, consuming, transporting, distributing or attempting to distribute, manufacturing, selling, or dispensing alcohol or cannabis. As it relates to a positive drug test for cannabis, an employee violates this policy if there is both positive drug test and evidence-based documentation of physical signs or other evidence of impairment during the employee's work hours. *Exceptions to the policy concerning alcohol consumption or possession may be made only upon the prior explicit approval of senior management for specifically identified circumstances.*

c. A conviction or plea of guilty relative to any criminal alcohol or cannabis offense occurring in the workplace. All employees must notify the Borough in writing of any criminal alcohol or cannabis conviction not later than five calendar days after such conviction. Alcohol or cannabis use off-the-job which adversely affects an employee's performance on the job, or which has the potential to jeopardise the health or safety of other employees, the public or the Borough's equipment or function, shall be cause for disciplinary action up to and including dismissal. Action will be taken against employees who are convicted for an off-the job alcohol or cannabis offense. In deciding what action will be taken, the incident will be evaluated in terms of the nature of the conviction, the employee's job assignment, the employee's record with the Borough and other factors related to the impact of the employee's conviction on the Borough.

d. Switching, tampering with, or adulterating any specimen or sample collected under this Policy, or attempting to do so.

e. Refusing to cooperate with the terms of this Policy which includes submitting to questioning, alcohol or drug testing, medical or physical tests or examinations, when requested or conducted by the Borough or its designee, is a violation of Borough Policy and may result in disciplinary action, up to and including termination. A refusal to test includes conduct obstructing testing such as failure to sign necessary paperwork or failing to report to the collection site at the appointed time.

f. Failure of employee to notify his or her supervisor before reporting to work if he or she believes that he or she is under the influence of alcohol or cannabis.

HOW CAN YOU HELP?

I. If you are doing drugs – STOP! If you need help – ASK!

II. If you know someone at work who is doing drugs – TAKE ACTION!

III. Don't let someone else's drug or alcohol problem be the cause of an ON THE JOB INJURY!

IV. Only with your help can we truly have a safe, pleasant, and productive environment at the Borough of Oceanport.

Borough of Oceanport

910 Oceanport Way, P.O. Box 370

Oceanport, NJ 07757

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Fax: 732-222-0904

Drug Educational Information

Alcohol (Depressant)

Common Forms: Beer, wine, hard liquor

How Used: Oral ingestion, patterns of use vary.

Desired Effect: People drink to relax, to socialize, as a part of a religious ceremony, for the control of physical and emotional pain, or for a variety of other reasons. Its depression of the central nervous system is progressive and continuous. It is a mood-modifying drug that usually provides a temporary feeling of mild euphoria and stimulation. This is a result of the initial depression of the higher centers of the brain which control inhibition. The more you drink, the more sedated you then become.

Time in body: Depends on many factors, such as body size, amount of alcohol consumed within an hour, and other individual factors. Performance is effected in relation to the amount consumed. Generally, a medium-sized person eliminates the equivalent of one drink per hour. However, "hangover" effects of alcohol have been documented for as long as 14 hours after consuming an intoxicating dose, well after the blood alcohol levels have returned to zero.

Observable effects: Staggering gait
Slurred speech
Odor of alcoholic beverage
Shaky hands
Poor eye-hand coordination
Slowed reaction time
Eyes react slowly to light - wears sun glasses

Work behavior: Arrive late, leave early, mis-outs
Neglect of physical appearance
Restlessness
Tremors (hands, face, fingers, lips tongue)
Slurred speech
Uninhibited - makes inappropriate remarks

Material Indicators: Empty liquor bottles, cans, often in paper bags
Flasks, sometimes disguised as other things

Slang Terms Booze, juice, hooch, grape, eye-opener, hair-of-the-dog, brew, suds, etc

Amphetamines (Amphetamine and Methamphetamine)

Stimulant

Common forms: Amphetamine - usually capsules or white, flat, double-scored pills. Methamphetamine - white or granular powder, often packaged in aluminum foil or plastic bags.

How used: Orally, sniffed up the nose, or injected.

Desired effects: Most commonly sought after effects include euphoria, postponement of fatigue, increased energy, alertness and feelings of personal power. Repeated or chronic use often causes a strong dependence reaction and a schizophrenic loss contact with reality. Users coming off the drug experience extreme fatigue-induced sleep ("crash"), often followed by continued fatigue and depression.

Time in body: Injection or sniffed up the nose; "rush" felt within 1 minute. Orally, effects felt within about ½ hour. Single doses detectable for about 48 hours.

Observable effects: Dilated pupils. Flushed face, rapid respiration, profuse sweating. Hyper-excitability, talkativeness, restlessness. "Stereotypic" behavior often seen: person

	engages in repetitive tasks or mannerisms for extended periods of time. In large doses, inability to concentrate, confusion, panic.
Work behavior:	Try to do job beyond competence level. Impaired ability to operate equipment. Takes chances, risks.
Material Indicators:	Pills, capsules, white powder, granular crystals Foil wrapped tubes, baggies. Hypodermics and paraphernalia for injections
Slang terms:	Defies, bennies, speed, crank, ice, crystal, white crosses, black beauties

Cocaine - A Stimulant

Common forms:	Cocaine - White crystalline powder. Free-base cocaine (crack) - white granular "rocks"
How used:	Cocaine--usually snorted up the nose through a straw or from a "coke spoon" after being chopped to a fine powder with a razor blade. "Crack" -- freebase cocaine--is a processed version which is vaporized in a pipe and inhaled. Either form may also be injected.
Desired effect:	Most commonly sought after effects are euphoria, stimulation, postponement of fatigue and feelings of personal power. The "high" lasts approximately one hour, with a "down" follow-on period. Psychological and physical dependence to "crack" after one to two uses; dependency to snorted coke takes longer to develop.
Time in Body:	Single doses detectable for 12-24 hours
Observable effects:	Dilated pupils. Talkativeness, restlessness. Sniffing, runny nose, irritated or bloody nose. Dramatic mood swings, from "down" to "up" in minutes. Sense of power sometimes manifested in aggressiveness
Work issues:	Frequent trips "to the restroom"—secluded place. Frequent sick-outs and unexplained absences. Hyper-excitability and over-reaction to stimulus. Isolation/withdrawal from friends and activities. Financial problems--borrows, steals and/or sells to support habit. Insomnia, restlessness, lack of sleep
Material Indicators:	Small folded paper envelopes (bindles), plastic bags, small vials used to store drug. Razor blades, mirrors, cut off straws, coke spoons. Small glass pipes, and heat sources used to volatilize crack.
Slang terms:	Coke, snow, toot, crack, blow, happy dust, "C"

Marijuana

Common forms:	Dried green-brown flowers and leaves of the hemp (cannabis) plant--also as compressed tar like lumps (hashish) and sometimes as an oil to be spread on cigarettes (hash oil).
How used:	Generally smoked in hand-rolled cigarettes (joints) or a small pipe, sometimes eaten in baked goods or steeped to make a tea.
Desired effects:	Effects are somewhat dependent on the user and potency of the plant. Low doses tend to produce a dreamy state of relaxation and euphoria with changes in sensory perceptions (usually intensified) and alteration in thought formation and expression. Higher doses intensify these reactions with fragmentation of thought, memory impairment, shortened attention span, and illusions of insight. Marijuana currently sold on the street is 10 times more potent today than in past years.

Time in body: Marijuana dissolves in body fat cells and is detectable for extended periods of time--up to seven (7) days for occasional users and four (4) weeks or longer for chronic users

Observable effects: Red bloodshot glassy eyes (users often wear dark glasses and use eye drops to combat). Poor muscular control. Rambling, disconnected speech patterns. Euphoria--as laughing out of context. Getting "hung up" - i.e. going into the bathroom to comb your hair and coming out two hours later. Distinctive odor in air and/or on clothing.

Work issues: Lack of attention, vision and auditory changes, and poor muscular control. Inability to respond to emergencies and sudden situational changes. Frequent sick-outs and mis-outs. Lackadaisical "I don't care" attitude about person and work. Chronic health problems for frequent users--persistent cough, fatigue, frequent sickness.

Material indicators: Baggies of green-brown vegetable matter; rolling papers; small pipes (for marijuana) and very small pipes (for hashish); "roach clips" to hold the burned end of the marijuana cigarette; "roaches" discarded on the floor or in ash trays; distinctive odor of marijuana in the air.

Slang terms: Dope, grass, reefer, weed, ganja, pot, etc.

Opioids (Morphine and Codeine)--Narcotic Depressants

Common forms: Street forms are pills, liquids and powders. Morphine is derived from opium. Opium dissolved in alcohol, containing 10% morphine, is legally available in many states as "paregoric."

Morphine and codeine are widely used medicinally. Morphine is a naturally occurring alkaloid, and is also found in products containing poppy seeds. Heroin is a semi-synthetic derivative of morphine.

How used: Opium is usually smoked. Codeine is most commonly taken orally. Heroin and morphine are injected; powders can be snorted; cigarettes can be dipped in paregoric and smoked.

Desired effects: Most commonly effects include euphoria, relief from pain, and a feeling of dissociated well-being. Low maintenance doses allow the addict to function on a daily basis. The heroin user experiences a "rush" described as a very pleasurable whole body reaction lasting 5-10 minutes, followed by several hours of mental and physical relaxation.

Time in body: Single doses are usually detectable for 48-72 hours.

Observable effects: Pinpoint pupils. Sweating, nausea, vomiting in novice users. "Nodding off"--the head drooping toward the chest, then bobbing up. Overly calm, detached facial expression. Confusion, mental dullness and slurred speech. Needle marks over veins.

Work issues: Increased sick-outs, mis-outs. Lack of interest in work, no attention to detail. Sharing of needles brings a high risk of contracting hepatitis and/or AIDS. High cost of the addiction may lead to borrowing money, stealing and selling (on or off the premises).

Material indicators: Foil or paper "bindles" for holding the drug. Charred spoons or bottle caps, used to cook the drug. Multiple burned matches used to cook the drug. Needles, syringes, eye droppers used for injection. Balloons or prophylactics used to hold drug. Bloody tissue papers, blood on shirt sleeves.

Slang terms: Heroin, dope, smack, shit, hard stuff, "H", china, monkey dust, china white, etc.

Phencyclidine (PCP)

Common forms:	Pills, liquid, powder, and PCP cigarettes
How used:	Usually smoked with tobacco or marijuana, but may be injected, swallowed, eaten or snorted.
Desired effects:	Users report desirable feelings of immobility, numbness, and detachment. Other sought-after effects include feelings of strength, power, and invulnerability, a dream-like detachment from reality (often coupled with lack of coordination).
Time in body:	Usually detectable 1- 8 days, but chronic users may test positive for several weeks following the last dose.
Observable effects:	Low doses: Sedated, euphoric, uncoordinated behavior. Wide mood swings. Sparse and purposeless speech. Muscle rigidity and jerky eye movements (nystagmus).
High doses:	Coma-like states with muscle rigidity and staring, half-closed eyes. Sudden stimuli may send the user into a psychotic state, with extreme agitation, violent behavior, abnormal strength, and inability to speak or comprehend.
Work issues:	Wide mood swings, unpredictable behavior, aggressive. Tremendous liability in the work force.
Material indicators:	Cigarettes that look as if they have been wet. Crystals, liquids or powders in small vials. Folded aluminum foil or paper packets.
Slang terms:	PCP, angel dust, hog, dust, DOA, shermans, sherms, peace pills, dummy, etc.

Substance Abuse Professionals

NATIONAL RESOURCES

A2Z Alcohol & Drug Abuse-Addiction 1-800-274-2042

Al-Anon/Alateen Family Group Headquarters..... 1-800-356-9996

Alcoholics Anonymous World Service 1-212-870-3400

American Council on Alcoholism Helpline 1-800-527-5344

800 Cocaine--An Information and Referral Hotline..... 1-800-262-2463

Nar-Anon Family Group Headquarters 1-310-547-5800

Narcotics Anonymous..... 1-818-773-9999

National Association of Alcoholism (NAADAC)..... 1-800-548-0497
www.naadac.org Fax:..... 1-800-377-1136

National Association of Addiction Treatment Professionals..... 1-717-581-1901
www.naatp.org

National Council on Alcoholism and Drug Dependence, Inc..... 1-212-269-7797
www.ncadd.org

Hope Line (24-hour affiliate referral) 1-800-NCA-CALL

Center for Substance Abuse Prevention's Workplace Hotline 1-800-WORKPLACE

National Clearinghouse for Alcohol & Drug Information..... 1-800-729-6686

Center for Substance Abuse Prevention's Drug Information,
Treatment & referral Hotline 1-800-662-HELP
(Spanish-Espanol) 1-800-66-AYUDA

EMPLOYEE ASSISTANCE PROGRAM

PREFERRED BEHAVIORAL HEALTH GROUP
P.O. BOX 2036
LAKEWOOD, NJ 08701
800-542-0184

BREAKS

Administrative personnel are entitled to a one-hour lunch that is to be arranged by the supervisor so that offices continue to function. Public Works personnel are entitled to a one-half hour lunch break, which will be scheduled by the supervisor, and are entitled to a fifteen-minute break in the morning and in the afternoon.

BULLETIN BOARD POLICY

The bulletin boards located in the Borough of Oceanport administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Borough Clerk may post, remove, or alter any notice.

COMPUTER USE, ELECTRONIC MAIL AND INTERNET POLICY

The Employer's e-mail, voicemail, computer systems and Internet service are for official Employer business and use for all other non-business purposes during working time is prohibited. "Working time" shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the Employer. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and mealtimes. This includes, but is in no way limited to, the use of computers or Employer-issued mobile devices, use of social networking, gaming or TV/video.

Note: All e-mail, voicemail, text, and internet messages are official documents subject to the provisions of the Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq.

The Employer operates in an environment where the use of computers, e-mail and the Internet are essential tools for certain employees. Those employees are encouraged to use computers, e-mail and the Internet; however, it is the responsibility of the employee to guarantee that these systems are solely used for business-related purposes during working time, (as defined above) and are used in a proper and lawful manner at all times.

- Employees are advised that all computers owned by the Employer are to be used for business purposes only during working time (as defined above), and that they have no expectation that any information stored on an Employer computer is private. Because e-mail messages are considered as business documents, the Employer expects employees to compose e-mails with the same care as a business letter or internal memo.
- Downloading or misusing software available through the Internet could violate copyright laws or licensing requirements.
- Personal use of any computer during working time (as defined above) is prohibited, unless expressly authorized by the employee's supervisor.
- The Employer reserves the right to block or cancel an employee's access to Internet sites or the Internet as a whole while using business computers or on the Employer's time.
- The e-mail, telephone, and Internet systems, as well as the messages thereon, are the property of the Employer.

- The Employer reserves its right to monitor its computer systems, including but not limited to, e-mail messages, computer files and Internet usage, with or without notice, at any time, at the Employer's discretion. The Employer also reserves the right to access and disclose such communications and recordings to third parties in certain circumstances. Therefore, employees shall have no expectation of privacy in any transmissions made or received using Employer computers or email accounts.
- Employees must be aware that the mere deletion of a file or message may not fully eliminate that file or message from the system.
- The existence of personal access codes, passwords and/or "message delete functions," whether provided by the Employer or generated by the employee, do not restrict or eliminate the Employer's access to any of its electronic systems as the employees shall be on notice that they should not have any expectation of privacy when using these systems.
- Employees shall not share personal access codes or passwords, provide access to an unauthorized user, or access another's e-mail or Internet account without authorization.
- The Employer's network, including its connection to the Internet, is to be solely used for business-related purposes during working time (as defined above). If permission is granted, an employee's personal use of the Employer's computer, e-mail and connection to the Internet shall not interfere with the employee's duties and shall comply with the Employer's policies and all applicable laws.
- Any messages or transmissions sent outside of the organization via e-mail or the Internet will pass through a number of different computer systems, all with different levels of security. Accordingly, employees must not send privileged and/or confidential communications (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure), via e-mail or the Internet unless the message is properly encrypted, and should consider a more secure method of communication for such data.
- Because postings placed on the Internet may display the Employer's address or other Employer-related information, and thus reflect on the Employer, make certain before posting such information that it exhibits the high standards and policies of the Employer. Under no circumstances shall data of a confidential nature (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure) be posted on the Internet.
- If you identify yourself as an employee in any manner on any internet posting or blog, comment on any aspect of the Employer's business or post a link to the Employer, you must include the following disclaimer in an openly visible location: "the views expressed on this post are mine and do not necessarily reflect the views of the Employer or anyone associated/affiliated with the Employer."
- Subscriptions to news groups or mailing lists are permitted only when the subscription is for a work-related purpose and authorized by Employer. Any other subscriptions are prohibited.
- All files downloaded from the Internet, e-mail attachments or the like should be checked for possible viruses. If uncertain whether your virus-checking software is current, you must check with the Employer's Network Administrator before downloading.
- Any "unauthorized use" of e-mail or the Internet is strictly prohibited while at work or while using an Employer computer. "Unauthorized use" includes, but is not limited to: connecting, posting, or downloading obscene, pornographic, violent, sexually suggestive, or discrimination-based material; attempting to disable or compromise the security of information contained on the Employer's computer systems; or sending or receiving obscene, violent, harassing, sexual or discrimination-based

messages. If an employee receives a message that is representative of an "unauthorized use" of the Employer's electronic media from someone outside of the Employer, it is the employee's duty to immediately inform the sender of such materials that he or she must refrain from sending such materials.

- Your Internet postings SHOULD NOT VIOLATE ANY OTHER APPLICABLE EMPLOYER POLICY, including, but not limited to, the following: the Employer's Anti-Harassment and Discrimination Policies.
- Employer business which is conducted by an employee on his or her personal computer or device is subject to this policy and may be subject to the provisions of OPRA.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. This policy shall not be construed to restrict employees' rights to share information about their employment terms and conditions communicate with each other; or engage in other concerted activities for their mutual aid and protection.

Social Network Postings

For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of others users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet-based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this provision.

The use of the internet and social networking sites, including but not limited to Snapchat, Facebook, and Twitter, is a popular activity; however, employees must be mindful of the negative impact of inappropriate or unauthorized postings upon the Employer and its relationship with the community. This provision identifies prohibited activities by employees on the internet where posted information is accessible to members of the general public, including, but not limited to, public postings on social networking sites.

Specifically, the Employer reserves the right to investigate postings, private or public, that violate work-place rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the Employer by other employees or third parties. Employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be comfortable with your supervisor, coworkers, or the management team reading your words, you should not write them.

Be advised that employees can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by agency employees or any individual who views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. What you say or post on your site or what is said or posted on your site by others could potentially be grounds for disciplinary action, up to and including termination. However, nothing in this social networking policy is designed to interfere with, restrain, or prevent social media communications during

non-working hours by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the New Jersey Employer-Employee Relations Act or to prevent communications which are protected by the First Amendment freedom of speech clause, unless such communications are made as part of the employees' official job duties.

TELEPHONE AND PERSONAL COMMUNICATION USAGE POLICY

Land-line Telephones. Employer telephones are for official business use only during working time. Charges for all other usage, including personal calls and unauthorized use of such devices, must be reimbursed to the Employer. Working time shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the Employer, and excludes times when employees are properly not engaged in performing work tasks, including break periods and mealtimes.

Employer-Issued Mobile Phones/Devices. Employer-issued mobile devices may be issued to certain employees in the course of their employment with the Employer. Such Employer-issued devices are the sole and exclusive property of the Employer and are only to be utilized by employees in the course and scope of their employment during working time (any time in which the employee is engaged in or required to be performing work tasks for the Employer not to include times when employees are properly not engaged in performing work tasks, including break periods and mealtimes.) Employees will be charged for costs incurred due to their personal use of such devices. Accordingly, the Employer reserves the right to monitor the use of the

Employer-issued cell phones without notice, at any time, and any such data collected from the mobile device equipment is the sole and exclusive property of the Employer to be used for any purpose.

Similarly, the Employer reserves the right to review the manner and use of these mobile devices and physically inspect the equipment at any time with or without notice. Accordingly, the employee shall have no reasonable expectation of privacy in any transmissions made or received using an Employer-issued mobile device.

Employees are expected, at all times, to respect the integrity of the Employer-issued mobile devices and to maintain the equipment in proper working condition. If an employee discovers or recognizes that the mobile device is not in proper working condition, it is the employee's responsibility to bring this fact to the attention of his or her supervisor immediately.

Upon termination of employment or in the instance of an upgrade to the employee's phone or service, the employee must return the Employer-issued device to the Employer.

Prohibited Use of Personal Communication Devices. To alleviate distraction and disruption of regular work routines, personal communication devices are strictly prohibited from use during working time (any time in which the employee is engaged in or required to be performing work tasks for the Employer not to include times when employees are properly not engaged in performing work tasks, including break periods and meal times.) while in work areas, except where the Employer has provided such device(s) to employees for business use, or in case of an emergency (such as illness, accident, and calls of a similar emergent nature).

Employees are prohibited from using their personal communication device to copy and/or upload any, confidential information (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure). Employees must

make reasonable efforts to obtain supervisor approval prior to making emergency calls during working time. Personal communication devices are defined as, but not limited to, cellular or two-way phones, text-messaging devices, iPhones, Android-enabled devices, BlackBerrys and pagers.

Other Personal Electronic Devices. Employees are not permitted to utilize electronic devices such as personal laptops, game systems, MP3 players, portable DVD players or any other type of personal entertainment systems while at work.

Violation of this policy may subject an employee to disciplinary action up to and including termination.

CONDUCT OF EMPLOYEES

Employees are expected to conduct themselves in a manner which exhibits a respect for the rights and property of the Employer, fellow employees, and residents. While many of these behaviors are addressed under specific policies, the following list, while not all inclusive, further identifies examples of inappropriate behavior:

• Insubordination or the refusal by an employee to follow management's instructions concerning job-related matters
• Serious breach of discipline
• Neglect of duty
• Incompetency or inefficiency or incapacity
• Fighting or creating a disturbance among fellow employees
• Using obscene, abusive, or threatening language or gestures
• Sleeping on duty
• Use or possession of intoxicants, narcotics or controlled substances without a prescription, being intoxicated or narcotized while on duty
• Absence without leave or failure to report after authorized leave has expired or after such leave has been disapproved or revoked; provided that any regular member or officer of the police department who shall be absent from duty without just cause for a period of five days shall cease to be a member of the police department, as provided by N.J.S.A. 40A:14-122, as amended.
• Using leave for purposes other than for which it was granted
• False statements, misrepresentation, or fraud in application form or any other matter concerning employment
• Chronic or excessive absenteeism
• Disorderly or immoral conduct
• Theft, bribery or unauthorized use or possession of the Employer, co-worker or resident property
• Disregarding safety or security regulations
• Falsifying or otherwise altering Employer records or reports, such as applications for employment, medical reports, production reports, time records, expense accounts, absentee reports, or shipping and receiving records
• Negligence or willful damage to public property or wasteful, unnecessary or unauthorized use of Employer supplies, especially for personal purposes
• Conviction of a crime
• Failure to maintain confidentiality of employer information
• The use or attempted use of one's authority or official influence to control or modify the political action of any employee or engaging in any form of political activity during working hours
• Infringement of policies defined in this manual or failure to comply with departmental rules and regulations
• Rude or disrespectful conduct toward the public

• Failure to maintain workplace and area cleanliness and orderliness
• Smoking where prohibited by ordinance, law or Employer rules
• Improper attire or inappropriate personal appearance
• Engaging in any harassment or discrimination based upon a protected class
• Violation of Employer policies on solicitation or distribution
• Possession of firearms or other weapons on Employer property or while on official business, unless otherwise authorized by the Employer
• Other actions disruptive to the effective, efficient, economical operation of the Employer's affairs
• Conduct unbecoming a public employee. It is important that all employees perform to the best of their abilities at all times.

There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy, or engage in inappropriate behavior. Except as otherwise provided by a collective negotiations agreement or by law, employment may be terminated at-will by the employee or the Employer at any time with or without cause and without following any system of discipline or warnings.

CONFIDENTIALITY OF PERSONNEL RECORDS

The Borough Administrator will ensure that adequate personnel records are maintained for each employee in accordance with applicable Federal and State requirements. These records shall include: dates of appointments, transfers, promotions and terminations, job titles, salaries, commendations, complaints, performance evaluations, disciplinary actions, amount of leave accrued and used, a record of the employee's training and other related matters, and attendance records.

A new employee's employment application, letters of reference, reference verification and any other supporting documents will be included in the personnel file. Confidential medical records are maintained in a separate file.

Personnel records, other than name, title, salary, compensation, dates of service, reason for separation, and information on specific educational or medical qualifications required for employment, are confidential and are available only to the employee, an authorized representative of the employee, and the human resources official. Personnel records may also be available to the Chief Administrative Officer, other members of management, the Employer's legal counsel, and members of the governing body on a need-to-know basis in connection with official duties. Additionally, the Employer will make the records available as required by law.

Employees are entitled to review the contents of their personnel folder, except for reference checks and other information provided to the Employer in the hiring process but may not review the contents of other employees' personnel file. Employees who want to review their own personnel folder should request an appointment with the Borough Administrator. Employees should provide the Employer with at least twenty-four (24) hours advance notice of his or her need for an appointment to review his or her personnel file. To protect the integrity of the personnel files, the employee will review the personnel file in the presence of the human resources official or his/her designee. Employees will not be permitted to photocopy the contents of their folder, take personnel folders outside of the human resources office or remove any documents from the folder.

Employees whose duties require access to personnel documents or information must maintain their confidentiality. Violators of this confidentiality will be subject to disciplinary action up to and including termination.

The official personnel file for each employee shall be maintained by the Borough Administrator. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access.

CONFLICT OF INTEREST POLICY

Employees, including Borough of Oceanport officials, must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Borough of Oceanport. Violations of this policy will result in appropriate discipline including termination.

The Borough of Oceanport recognizes the right of employees to engage in outside activities that are private in nature and unrelated to Borough of Oceanport business. However, business dealings that appear to create a conflict between the employee and the Borough of Oceanport's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file with the Borough of Oceanport Clerk a state-mandated disclosure form. The Borough of Oceanport Clerk will notify employees and Borough of Oceanport officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee, including a Borough of Oceanport official, is in a position to influence a Borough of Oceanport decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

Employees are required to disclose possible conflicts so that the Borough of Oceanport may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Borough Administrator or the Borough Attorney to obtain clarification.

Employees are allowed to hold outside employment if it does not interfere with their Borough of Oceanport responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Borough of Oceanport time, supplies or equipment in the outside employment activities. The Borough Administrator may request employees to restrict outside employment if the quality of Borough of Oceanport work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Borough of Oceanport must submit a written notice of these outside interests to the Borough Administrator.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Borough of Oceanport duties. Under no circumstances accept donations, gratuities,

contributions or gifts from a vendor doing business with or seeking to do business with the Borough of Oceanport or any person or firm seeking to influence Borough of Oceanport decisions. Meals and other entertainment valued at more than $5.00 are also prohibited. Employees are required to report to the Borough Administrator any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

CONTAGIOUS/LIFE THREATENING ILLNESS POLICY

The Employer is committed to providing and maintaining a healthy and safety work environment which allows all employees to perform their jobs in a safe and productive manner. The Employer respects the dignity and worth of every employee through its Equal Opportunity Employment statement, which explains its policy and practice with respect to prohibiting discrimination in every phase of employment. The Employer provides support for individual employees who may be facing the trauma of a life-threatening or catastrophic illness. The purpose of this policy is to support the physical and emotional health of all employees, minimize disruptions of productivity and morale caused by the presence of a worker with a life-threatening illness, and demonstrate the Employer's continued commitment to its affirmative action goals related to physically disabled employees.

If an employee has learned that he or she has a contagious or life-threatening illness, including but not limited to HIV/AIDS, the employee should take all steps to protect further spread of the disease or illness. When appropriate, the employee's Department Head should be notified of any illnesses that may affect the health, safety, and welfare of any co-employee or member of the general public. Employees with such conditions, who are able to meet appropriate standards and whose continued employment does not pose a threat to their own health and safety or that of others, are assured equal employment opportunities and reasonable accommodations in their employment. If an employee is able to work, he or she is expected to be productive. If the individual cannot work, then he or she may be eligible for disability benefits.

Consistent with the concern for employees with life-threatening illness, the Employer offers the following resources through the human resources official:

1) Employee education and information on terminal illnesses and specific life-threatening illnesses.

2) Referral to agencies and organizations which offer supportive services for life-threatening illnesses.

3) Consultation in assisting employees in efficiently managing health, leave and other benefits. The Employer encourages employees who need these resources to contact the human resources official.

DISCIPLINE AND TERMINATION POLICY

Corrective disciplinary action, as appropriate, will be taken against any employee found to be in violation of established procedures. All disciplinary action shall be based upon total concern for the employee, the employee's relationship with his/her fellow workers, the employee's relationship with his/her supervisor, and the best interest of the Employer. Such disciplinary action shall be of a positive, educational and corrective nature, and shall not be used in an abusive or vindictive manner.

Discipline is considered to be major or minor. Major discipline shall include:

- Removal
- Disciplinary demotion
- Suspension of greater than five (5) days

Minor discipline is a formal written reprimand or a suspension or fine of five (5) or less days.

This policy covers non-union employees. It also covers union employees to the extent that their collective bargaining agreements do not cover this subject matter.

An employee may be subject to discipline, including termination, for any of the following reasons:

- Incompetency, inefficiency or failure to perform duties;
- Insubordination;
- Inability to perform duties;
- Chronic or excessive absenteeism or lateness;
- Conviction of a crime;
- Conduct unbecoming a public employee;
- Neglect of duty;
- Misuse of public property, including motor vehicles;
- Discrimination that affects equal employment opportunity, including sexual harassment;
- Violation of federal regulations concerning drug and alcohol use by and testing of employees who perform functions related to the operation of commercial motor vehicles, and state and local policies issued thereunder;
- Falsification of public records, including attendance and other personnel records;
- Failure to report absence;
- Harassment of co-workers and/or volunteers and visitors;
- Theft or attempted theft of property belonging to the Employer, fellow employees, volunteers or visitors;
- Unauthorized absences and/or chronic or excessive absences;
- Fighting on Employer's property at any time;
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Employer property and at any time during work hours;
- Failure to report to work on the day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence;
- Possession, sale, transfer or use of intoxicants or illegal drugs on Employer property and at any time during work hours;
- Entering the building without permission during non-scheduled work hours;
- Soliciting on Employer premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and for sales of products, such as those from Avon, Amway, etc.;
- Careless waste of materials or abuse of tools, equipment or supplies;
- Deliberate destruction or damage to Employer property or the property of other employees;
- Sleeping on the job;

- Carrying weapons of any kind on Employer premises and/or during work hours, unless carrying a weapon is a function of your job duties;
- Violation of established safety and fire regulations;
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours;
- Defacing walls, bulletin boards or any other property of the Employer or other employees;
- Unauthorized disclosure of confidential Employer information;
- Gambling on Employer premises;
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Employer premises;
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort;
- Conviction of a crime or disorderly persons offense;
- Violating any Employer rules, procedures, regulations or policies;
- Unauthorized use of computers, Internet, email, voicemail, telephone and cellular phone; and
- Other sufficient cause.

These are mere examples and not an exhaustive list or binding on the Employer. Additionally, the Employer reserves the right to use any and all forms of discipline on a case-by-case basis and is not obligated to use progressive discipline. Employment with the Employer may be terminated at any time with or without cause or reason by the employee or Employer.

DISCIPLINARY ACTION PROCEDURE

All employees are expected to meet the Borough of Oceanport's work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Borough of Oceanport's policies and procedures and other disciplinary problems.

Should a supervisor believe that an employee is not conforming to the Borough of Oceanport's policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record. At the discretion of the supervisor and the Borough Administrator, action may begin at any step, and/or certain steps may be repeated or by-passed.

- **Verbal Reprimand:** Depending on the circumstances, the supervisor may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a record of the verbal reprimand including the date, time and

what was discussed with the employee. This record must be forwarded to the Borough Administrator for the employee's official personnel file.

- **Borough Administrator Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Borough Administrator, the employee will be advised and a meeting arranged with the Borough Administrator at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any.

- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Borough Administrator. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the Borough Administrator for the employee's official personnel file.

- **Suspension:** Whenever an employee is recommended for suspension, the Mayor and Council will make the decision and may seek the advice of the Employment Attorney and the Borough Administrator if appropriate. Suspended Employees may request a hearing under the applicable grievance procedure.

- **Dismissal:** Whenever an employee is recommended for dismissal, the Mayor and Council will make the decision only after seeking the advice of the Employment Attorney and the Borough Administrator. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure.

DOMESTIC VIOLENCE POLICY

PURPOSE

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers (herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

DEFINITIONS

The following terms are defined solely for the purpose of this policy:

- Domestic Violence - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or

anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

- Abuser/Perpetrator - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

- Human Resources Officer (HRO) –An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

- Intimate Partner - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

- Temporary Restraining Order (TRO) - A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

- Victim - A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

- Workplace-Related Incidents - Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act

occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

PERSONS COVERED BY THIS POLICY

All employees are covered under this policy, including full and part time employees, casual/seasonal employees, interns, volunteers and temporary employees at any workplace location.

RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER

The Employer hereby designates the following employees as the Primary HRO and Secondary HRO, to assist employees who are victims of domestic violence.

Primary HRO:
Name / Title and contact information
Donna M. Phelps, Borough Administrator 732-403-6642
Secondary HRO:
Name / Title and contact information
Katie LaPorta, CFO, 732-222-8221

The designated Primary and Secondary HRO shall receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence. The name and contact information of the designated HRO will be provided to all employees. This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their Borough Administrator. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the Borough Administrator, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the Borough Administrator. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, the Borough Administrator shall remind employees to contact 911 if they feel they are in immediate danger.
The Borough Administrator shall:

A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The Borough Administrator or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced in this policy.
E. If there is a report of sexual assault or abuse, the victim should be offered the services of the Sexual Assault Response Team, by contacting the Oceanport Police Department at 732-222-6300 or the Monmouth County Prosecutor's Office, Family & Domestic Violence Unit at (732) 431-7160, ext. 7192.
F. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy.
G. Upon the employee's consent, the employee may provide the Borough Administrator with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs shall be maintained in a separate confidential personnel file.

EARLY CLOSING AND DELAYED OPENING POLICY

In the event of unsafe conditions, the Borough Administrator may authorize Supervisors to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Borough Administrator shall notify Supervisors of a delayed opening and a new opening time. Each Department will have a calling system in place. If the employee chooses not to report to work, a full vacation day or compensating time will be charged. Sick time will only be charged for a legitimate illness. If work is called off for the day, no time will be charged for the day. This provision does not apply to the Department of Public Works, Police and dispatchers or any personnel who may be required to assist in an emergency.

EMPLOYEE DATING POLICY

The Employer strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships will progress during working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and their ability to influence others.

Procedures.

1. During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.

2. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.

3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on Employer premises, whether during working hours or not.

4. Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the Employer disciplinary policy which may include counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.

6. Supervisors, managers, executives or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate supervisor or the Department Head. This disclosure will enable the Employer to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

7. Where problems or potential risks are identified, the Employer will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.

8. In some cases, other measures may be necessary such as transfer to other positions or departments.

9. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.

10. Continued failure to work with the Employer to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as cause for immediate termination. The organization’s disciplinary policy will be consulted to ensure consistency, however, before any such extreme measures are undertaken.

11. The provisions of this policy apply regardless of the sexual orientation of the parties involved.

12. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this policy.

13. Any employee who feels they have been disadvantaged as a result of this policy, or who believes this policy is not being adhered to, should make their feelings known to the human resources official or other designated individual.

EMPLOYMENT REFERENCES

To ensure that individuals who work for the Employer are well-qualified and have a strong potential to be productive and successful, it is the policy of the Employer to check the employment references of all applicants at the Employer's discretion.

Employees should not, under any circumstances, provide another individual with information regarding a current or former employee. Any employee, including Department Heads, who receives a request for reference information should forward the request to the Borough Administrator. Generally, unless otherwise required by law, the Employer will only confirm employees' name, title, salary, compensation, dates of service, reason for separation, if applicable, and specific educational or medical qualifications required for employment. The Employer's response to a request for reference information shall be communicated in writing only. The Employer does not honor oral requests for employment references.

A current or former employee may also authorize the Employer to release additional information. Unless otherwise required by law, the Employer will only release additional information if the current or former employee provides authorization, in writing.

ETHICAL CONDUCT

Pursuant to the provisions of the Local Government Ethics Law:

1. No employee or member of his or her immediate family will have an interest in a business organization or engage in any business, transaction or professional activity, which is in substantial conflict with the proper discharge of his or her duties in the public interest.
2. No employee should use or attempt to use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
3. No employee should act in his or her official capacity in any matter wherein he or she, a member of his or her immediate family, or business organization in which he or she has an interest, has a direct or indirect personal or financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.
4. No employee should undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of his or her official duties.

5. No employee, member of his or her immediate family, or business organization in which he or she has an interest, should solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan contribution, service, promise or other thing of value was given or offered for the purpose of influencing him or her directly or indirectly in the discharge of his or her official duties.

6. No employee will use, or allow to be used, his or her public employment, or any information, not generally available to members of the public, which he or she receives or acquires in the course of and by reason of his or her employment, for the purpose of securing financial gain for himself or herself, any member of his or her immediate family, or any business organization with which he or she is associated.

7. No employee or business organization in which he or she has an interest will represent any person or party other than the Employer in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he or she serves. An employee or members of his or her immediate family may represent himself or herself in proceedings concerning the employee's own interests.

GRIEVANCE PROCEDURE

A grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure. A grievance submitted by a union employee will be addressed pursuant to grievance procedure set forth in the applicable bargaining unit agreement. A grievance from a non-union employee must be submitted within five (5) working days after arising. Failure to report a grievance within such time period shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty (30) working days prior to the date the grievance was first presented in writing.

• Step One: Any employee or group of employees with a grievance shall communicate their grievance to their supervisor or Department Head who will discuss the matter with the human resources official and/or the Chief Administrative Officer. The supervisor or Department Head will communicate the decision to the employee within five (5) working days.

• Step Two: If the employee is not satisfied with the decision, the employee must submit a written grievance to the human resources officer and/or the Chief Administrative Officer detailing the facts and the relief requested. The decision in Step One will be deemed final if the employee fails to submit a written grievance within five (5) working days of the Step One decision. After consulting with the human resources official and counsel, as appropriate, the Chief Administrative Officer will render a written decision to the employee within five (5) working days after receipt of the written grievance.

The above referenced grievance procedures do not apply to employee complaints made under the Employer's Anti-Harassment and Discrimination Policies.

JOB DESCRIPTION POLICY

A job description including qualifications shall be maintained for each position. All job descriptions

must be approved by the Mayor and Council. Copies will be available upon request.

NEPOTISM

Unless otherwise provided by law or collective bargaining unit agreements, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other; or
- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest.

For purposes of this policy, immediate relative includes spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

PERFORMANCE EVALUATION

The Employer recognizes that an employee job performance evaluation system is the basis for assisting in employee growth and development. The Employer requires supervisors to conduct performance appraisals to ensure that:

(1) each employee receives feedback on objectives, accomplishments, strengths, and areas for improvement;

(2) each employee receives advice from his or her supervisor on ways to improve performance and has the chance to identify with his or her supervisor areas where greater contribution is possible, or where either feels more development would be beneficial; and

(3) essential information is recorded concerning strengths and weaknesses of all employees in relation to career development, including potential for advancement and suitability for other positions and training.

The performance evaluation provides the vehicle for a dialogue between the employee and the supervisor and ensures shared expectations of the requirements for the employee's job and the employee's performance in the job. Accordingly, the Employer will use a performance review/evaluation system for all employees.

During performance reviews, supervisors will consider, among others:

• Initiative, dependability and effort

• Knowledge of work

• Attitude and willingness

• Quantity and quality of work

• Disciplinary record

• Attendance and tardiness

A copy of an employee performance evaluation shall be maintained in the employee's personnel file.

PERFORMANCE EVALUATION PROCEDURE

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees at least annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

- **Setting the Stage**: The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting should be private without interruptions in a comfortable environment.
- **Confirm Expectations**: The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee's understanding of job requirements. Refer to the job description as appropriate.
- **Rating:** Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.
- **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. Specific performance goals must be established for the next review period along with plans for achieving those goals.
- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all of ratings in an overall rating for the review period.

  It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

  Exceeds Expectations means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established

standards.

Meets Job Requirements means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.

Needs Improvement means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

Does Not Meet Minimum Standards means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the Borough Administrator. After review by the Borough Administrator the form(s) are to be included in the employee's official personnel file. As part of the evaluation, employees have the right to request a conference with the Borough Administrator or Mayor and Council.

POLITICAL ACTIVITY

Employees have the same right as any other citizen to join political organizations and participate in political activities, if they maintain a clear separation between their official responsibilities and their political affiliations. In accordance with State law, employees are prohibited from engaging in political activities while performing their public duties and from using the Employer's time, supplies or equipment in any political activity. Political activities include, but are not limited to, advocating the election or appointment of any candidate for office, verbally or otherwise, and soliciting funds for campaigns or campaign materials.

Additionally, State law precludes employees from directly or indirectly using their position to control or affect the political action of another person. In accordance with the Hatch Act and Federal regulations, an employee whose principal employment is with a program financed in whole or in part by Federal funds or loans shall not:

• be a candidate for public office in a partisan election. (This provision does not apply to the elected head of an executive department or an individual holding elective office, where that office is the sole employment connection to federally funded programs.)

• use his/her official authority to influence, to interfere with or affect election results or nominations for office.

• directly or indirectly coerce contributions from any employee to support a political party or candidate. See The Hatch Act, 5 U.S.C. § 1501 et seq.

Violations of either State or Federal laws are serious matters, and such violations should not be taken lightly. Any employee engaging in such political activities during working hours will be subject to disciplinary action up to and including termination of employment. Employees who engage in political activities during their non-working hours must not represent themselves as spokespersons for the Employer. Employees should report any violation of this policy to their supervisor or Department Head.

PROTECTION AND SAFE TREATMENT OF MINORS

Purpose and Scope:

Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called ***neglect***.
- The intentional use of physical force that results in injury, which is called ***physical abuse***.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is ***emotional abuse***.
- Engaging in sexual acts with a child including pornography, which is ***sexual abuse***.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to ***sexual abuse*** are sobering and equally as disheartening:

- ✓ ***"Peer-to-Peer"*** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.

- ✓ In contrast, ***"adult-to-child"*** abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.

- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.

- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.

- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.

- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.

- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.

- ✓ Molesters have behavioral patterns that can be identified as ***"grooming"*** their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.

- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and

begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:
    - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations.
    - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.
    - The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the local level:
    - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
    - Housing Authority employees may also frequently come into contact with children.
    - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
        - Recreation programs
        - Before and After Care programs
        - Youth sports leagues
        - Youth centers
        - Youth in Government programs
        - Junior law enforcement training programs
    - The role of **Police and law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds “probable cause” that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the

victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The Employer is committed to the safety of all individuals in its community; however, the Employer has particular concern for those who are potentially vulnerable, including minor children. The Employer regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The Employer is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Employer to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the Employer or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the Employer or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

Definitions:

- **Authorized Adult** - Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads** - Appointed department heads of the Employer, including the chief administrative officer, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.

- **Dual Reporting** – Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the individual designated by the Employer to report all possible cases of abuse.
- **Employees, Staff, or Counselors** – persons working for the Employer on a full-time or part-time basis, and compensated by the Employer.
- **Facilities** - Facilities owned by, under the control of, or rented or leased to the Employer.
- **Grooming** - is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **NJMEL JIF** - New Jersey Municipal Excess Liability Fund Joint Insurance fund.
- **Officials** – Elected officials of the Employer, appointed Board members, and Authority Commissioners.
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the Employer.
- **Volunteers** - Individuals volunteering their time to provide services to the Employer who are not on the payroll and receive no compensation.

Policy:

The Employer is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Employer is firmly committed to protecting children under the care and supervision of the Employer from all forms of physical, mental, sexual, and emotional abuse. The Employer is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Employer. The procedures outlined below shall apply to all officials, employees, and volunteers of the Employer.

Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

A. All prospective employees and volunteers shall undergo a thorough and complete background check, including the following:
   1. For part-time summer employees who will be interacting with minors, including but not limited to lifeguards, camp counselors, coaches, and instructors:
      a. National Database Criminal History Search
      b. National Sex Offender Search
      c. Social Security Trace/Validation

   2. For full-time employees in supervisory positions involving minors:
      a. National Database Criminal History Search

b. National Sex Offender Search
c. Social Security Trace/Validation
d. Education Verification
e. Employment Verification
f. Credit Check
g. Motor Vehicle Record
h. Reference Check

Many local governments hire minor children to work in their summer or seasonal programs. It may be difficult to obtain any background information for minors. It is recommended that the local government attempt to verify any past employment for minors between 16 and 18 years of age, with the consent of the parents or guardians.

Recognizing that fingerprint identification checks may not yield results in time for hiring purposes, the NJMEL assembled a list of qualified vendors for background checks through an RFQ process, and the five vendors on the list along with their contact information can be found at the following link on the NJMEL website. A list of the vendors has also been included in Appendix D.

https://njmel.org/wp-content/uploads/2021/05/RFQ-Results-21-02-background-Check-Services.pdf

Written documentation of the background check shall be maintained by the Employer in perpetuity.

B. Background checks that disclose any negative or questionable results must be reviewed and approved by the Employer prior to the individual being hired and/or working with minors. Provisional hiring should not be permitted.

C. All prospective employees and volunteers must complete the training adopted by the Employer PRIOR TO starting employment or volunteer service. In addition to completing the training course adopted by the Employer, it is highly recommended that all volunteer coaches complete the Rutgers SAFETY Clinic course (Sports Awareness for Educating Today's Youth ™), which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.) The current Rutgers Safety Clinic Course includes a module on the sexual abuse of minors. If coaches completed the Rutgers course more than five years ago and it did not have any training on the sexual abuse of minors, it is highly recommended that the coaches be required to watch the video on the MEL website. Documentation verifying that the coaches watched and understood their responsibilities must be kept to confirm that the training was completed.

D. The Employer shall periodically re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.

E. Once employed, authorized Adults who are employed are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction in order to ascertain the fitness of those employees and volunteers to interact with children.

Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Employer. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the Employer.

- Officials of the Employer are required to:

i. Complete the initial training course adopted by the Employer, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and N.J. State Law. The training program will include the following concepts:

  - Recognizing the signs of abuse and neglect of minors.
  - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
  - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
  - Becoming familiar with the legal requirements to report suspected cases of abuse.
  - Fully understanding the legal consequences for not being diligent in making certain that employees of the Employer adhere to all policies and procedures as adopted.

ii. Meet annually with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. If the policy is not being adhered to, it is the legal obligation of the officials of the Employer to implement whatever changes are necessary as soon as possible to make certain the policy is followed.

iii. Conduct random and unannounced visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the Employer.

Program Procedures:

All Employer programs operated by, sponsored by, or affiliated with the Employer shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could potentially interact with minors, shall adhere to the following policy.

The following policies shall apply to all programs offered by, sponsored by, or affiliated with the Employer. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the Employer shall:

b. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, the Employer shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.

c. Make certain that all program participants provide a Medical Treatment Authorization form annually to the Employer.

d. Implement and adopt a "Code of Conduct" for volunteer and paid staff members, which, at a minimum, will include the following:

Code of Conduct

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.

- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.

- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.

- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.

- Staff members will appear neat, clean, and appropriately attired.

- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.

- Staff members are required to refrain from texting and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.

- Staff members are prohibited from buying gifts for program participants.

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns, and other weapons is prohibited.

- The Employer shall set forth rules and procedures governing when and under what circumstances participants may leave the the Employer's property during the program.

- No violence, including sexual abuse or harassment, will be tolerated.

- Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyberbullying is prohibited and will be addressed immediately.

- No theft of property will be tolerated.

- No use of tobacco products will be tolerated.

- Misuse or damage of the Employer's property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.

- The inappropriate use of cameras, imaging, and digital devices is prohibited, including the use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the Employer to be shared on any social media platform without the expressed written consent of a parent or legal guardian.

- If possible, the Employer shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur, and that appropriate levels of supervision are implemented.
- Take appropriate steps to ensure that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. This shall include annual written authorization on file in advance.

- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with the rules.

- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:

    1. One staff member for every six participants ages 4 and 5
    2. One staff member for every eight participants ages 6 to 8
    3. One staff member for every ten participants ages 9 to 14
    4. One staff member for every twelve participants ages 15 to 17

- The Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all of the rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to ensure that no other individuals are present.

- Staff members (of the same sex) are to stand guard at the doorway to make sure that no one else enters the restroom while a child is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.
- For field trips, staff members must monitor bathroom use by minor children and shall not permit a child to enter a restroom alone.

Procedures for Law Enforcement Officers:

Law enforcement officers of the Employer frequently interact with minors in a variety of ways. In addition to the guidance provided by the Attorney General's office, it is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police or his or her designee of the Employer shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

a. **Transporting minors in a police vehicle**. Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.

b. Directives issued by the N.J. State Attorney General pertaining to interaction with minors shall be incorporated into the policy.

c. The following provisions from the "Code of Conduct" for counselors shall be included in the policy for officers assigned to work in school settings (i.e., Class 3 officers):

   i. Officers will, at all times, respect the rights of students and use positive techniques of guidance, including positive reinforcement and encouragement.

   ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

   iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school, and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.

   iv. Officers shall make certain that they are neat, clean, and appropriately attired.

   v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff. Officers shall not buy gifts for students at any time.

   vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

Training Requirements:

Individual training courses have been designed for each of the following categories, and all officials, employees, and volunteers of the Employer are required to complete training (and refresher course training) adopted by the Employer. ALL employees of the Employer shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each Employer and individual trainees also keep copies of their own training records.

a. **Elected Officials, Appointed Officials, Department Heads, and Supervisors:**

All elected officials, appointed officials, department heads, and supervisors shall complete the initial virtual training course offered by the NJMEL***, "PROTECTING CHILDREN FROM ABUSE***" and adopted by the Employer, and any updated/refresher course in order to better understand their legal duties and responsibilities under Federal and N.J. State Law. The course includes the following:

- Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.
- Fully understanding the legal consequences for not being diligent in making certain that employees of the Employer adhere to all policies and procedures as adopted.

b. **Volunteers and Employees of the Employer**

All employees and volunteers (regardless of whether they will be working with children or not) shall complete training provided by the NMEL in the form of the "PROTECTING CHILDREN" video on protecting children on the MEL website and found at:

https://njmel.org/mel-safety-institute/model-policies/protecting-children-videos/

i. Course Content shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e., Peer to Peer, Adult to Child, etc…)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

c. **Law Enforcement Officers**

i. Course Content shall include:

1. Current Status of N.J. Law and Directives from the Attorney General for Law Enforcement personnel
2. Your responsibilities
3. Officers in Schools
4. Reporting Abuse

II. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible.

As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.

The following procedures shall be utilized in reporting suspected cases of abuse. The Employer shall also train officials, department heads, employees, and volunteers in the concept of "dual reporting," which involves reporting the suspected abuse to local law enforcement in addition to reporting the abuse to the Department of Children and Families. Reporting suspected abuse to local law enforcement is critically important in cases where there is the potential for violence.

Child Abuse is a hard thing to talk about, especially with victims. The most important thing to remember is to show calm reassurance and unconditional support. Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. Do not "investigate" an abuse situation. Do not interrogate the child. The investigation will be undertaken by those who are trained to undertake that critical task. Instead report it immediately, as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible, and report the abuse to local law enforcement.

As noted above, it is highly recommended that, whenever possible, officials, employees, and volunteers report the suspected abuse to both the N.J. Department of Children and Families and law enforcement at the same time, which is known as "dual reporting."

For ALL elected officials, appointed officials, supervisors, department heads, full or part-time employees or volunteers of programs conducted by the Employer:

- Report the suspected abuse to the New Jersey Department of Children and Families. Please be prepared to include the following information to the extent the information has been told to you.

    a. **Who**: The child and parent/caregiver's name, age, and address and the name of the alleged perpetrator and that person's relationship to the child.
    b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child, and what caused you to become concerned.
    c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
    d. **Where:** Where the incident occurred, where the child is now, and whether the alleged perpetrator has access to the child.
    e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

- Call the Hotline established by the N.J. Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to decide whether a case should be reported. All cases shall be reported.

- ***For Law Enforcement Officers***:

  - Immediately report any suspected or alleged cases of abuse or neglect to the New Jersey Department of Children and Families and to the County Prosecutor.

III. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Employer encourages all officials, employees, and volunteers in programs operated by the Employer or affiliated programs or activities to report suspected cases of abuse with the following in mind.

i. ***Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.***
ii. ***However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions is a disorderly person.***
iii. ***When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.***

IV. Acknowledgment of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date an acknowledgment form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the Employer. The same process shall be used for any revised policy issued in the future.

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators

Physical Abuse

Physical Indicators	Behavioral Indicators
Unexplained bruises and welts: • On face, lips, mouth • On torso, back, buttocks, thighs • In various stages of healing • Cluster, forming regular patterns • Reflecting shape of article used to inflict (electric cord, belt buckle) • On several different surface areas • Regularly appear after absence, weekend or vacation Unexplained burns: • Cigar, cigarette burns, especially on soles, palms, back or buttocks • Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) • Patterned like electric burner, iron, etc. • Rope burns on arms, legs, neck or torso Unexplained fractures: • To skull, nose, facial structure • In various stages of healing • Multiple or spiral fractures Unexplained laceration or abrasions: • To mouth, lips, gums, eyes • To external genitalia	Wary of adult contacts Apprehensive when other children cry Behavioral extremes: • Aggressiveness • Withdrawal Frightened of parents Afraid to go home Reports injury by parents

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in P.E. Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: • Compliant, passive • Aggressive, demanding Overly adoptive behavior: • Inappropriately adult • Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to "groom" a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.

- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.

- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.

- During the grooming process and abuse itself, victims often begin to show tell-tale signs, including:

    - Sexual behaviors or strong sexual language that is too adult for their age.
    - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
    - Also, look for cuts and scratches or other self-inflicted injuries.

Appendix C – Frequently Asked Questions Concerning the Model Policy

1. Is the *Model Policy for the Protection and Safe Treatment of Minors* mandatory?
    a. Yes, the policy is mandatory for all NJMEL members.

2. Can the Model Policy be modified?
    a. The model policy is a guide that includes recommended "best practices" based on research conducted by the Safety Director's office, in consultation with the NJMEL attorney and other experts, including a noted Child Psychologist. The form and content of the policy may be modified, so long as it is approved by legal counsel. The model policy includes certain elements that should not be modified or deleted. Before making any significant modifications or deleting any portions of the policy, it is recommended that officials consult with and seek an opinion from their local attorney.

3. Are background checks mandatory for minors?
    a. It may be difficult to obtain any background information for minors. For minors between the ages of 16 to 18 who will be working with children, we recommend acquiring as much background information, including a check of all work references, if any, and a copy of their driver's license.

4. The model policy specifically mentions a "fingerprint" background check. Is that the only acceptable method?
    a. No. Municipalities and counties may also conduct a background check themselves or through a third-party agency, as long as that background check includes a criminal history check of all 50 states, a review of the applicant's motor vehicle history, a check of Megan's law directory for NJ and other states where the applicant or volunteer has lived, and a credit check. The NJMEL put together a list of qualified vendors, which can be found in **Appendix D**.

5. Why is a credit check recommended?
    a. A credit check is recommended because credit check results include a listing of the applicant's known addresses for at least the past 20 years. This information is of value in the following ways:

        i. If a job application required a listing of all known addresses for the past 20 years, and an applicant failed to disclose that

        information, a prospective public employer would be justifiably concerned about the applicant's honesty and would have immediate grounds to disqualify the applicant.

        ii. For individuals working with children in a paid or volunteer capacity, the out-of-state addresses on the credit check would provide a basis to check Megan's Law websites for the other states.

b. Please note that credit checks and background checks should comply with the ***New Jersey Fair Credit Reporting Act*** and in accordance with the guidance from your legal counsel.

6. Do we have to conduct background checks on volunteers?

    a. The recommended "best practice" is to treat volunteers ***who work with children*** the same way as prospective paid employees are treated for background checks. Unfortunately, there are many claims in which volunteers have been accused of sexually molesting minors. However, appointed board members, such as Planning and Zoning board members, and other similar board members who **do not** work with children in any capacity may be considered for exclusion.

7. The model policy states, "*background checks that disclose any negative or questionable results must be reviewed and approved by the (local unit type) prior to the individual being hired and/or working with minors. Provisional hiring is not permitted. "* What constitutes "negative or questionable results," and who makes the final determination on whether to hire the individual or permit the volunteer to participate?

    a. Some examples of "questionable results" would be:

        i. Any results from a criminal history check that do not agree with the applicant's statements on their job application, such as arrests or convictions not listed.

        ii. Reference checks with prior employers that do not match the applicant's information.

        iii. Refusal to allow an employer to check with former employers may be a "red flag."

        iv. An unexplained "blank space" in an applicant's employment history.

        v. Personal reference checks that reveal negative information about the applicant.

        vi. Any information that proves to be false on the job application.

    b. It is *a local decision* as far as who decides to hire the individual or permit the volunteer to participate. In many, if not most municipalities, the public employer's chief administrative officer is responsible for making that decision or making the final recommendation to hire someone or accept an individual as a volunteer. However, that is a local decision. We recommend that local communities establish appropriate guidelines, standards, and an appeal process with respect to decisions not to hire an individual or volunteer to participate based on the outcome of a background check.

8. If there is a break in seasonal employment, do the background checks need to be re-run? Is there an acceptable "break in service time"?

    a. Many municipalities run background checks every year regardless of whether the employee has worked there in the past, and that is a "best practice" from the standpoint of protecting the municipality; however, as far as what the acceptable frequency is for conducting background checks on seasonal employees, that is a local decision. There is no absolute

time frame in the policy pertaining to a “break in service” for the requirement of new background checks for seasonal employees because that is a local decision.

9. Do background checks carry over from other entities? For example, if, a school teacher, teaches a class for the township, can we use or assume his/her background check is valid and satisfies our needs?

    a. Unless the local government entity has access (i.e., a copy or certification from the other entity) to the background check, we would be reluctant to recommend acceptance. If a problem arises in the future concerning an employee, I am not sure that reliance on a background check from another employer would be a sufficient defense. It would be best to check with your local attorney on this issue before accepting a background check from another entity.

10. If a municipality does not have a police or fire department or hold any recreational activities and does not have any programs that hire children. Is this policy still required to be adopted?

    a. We recommend that the municipality adopt the policy and complete the training. Unfortunately, municipalities sometimes find themselves named in cases like this by the plaintiff’s attorneys, even though the municipality has nothing to do with the matter. By adopting the policy and completing the training, you will be able to provide documentation of that as part of any defense.

11. Who is required to take the training?

    a. All municipal officials, employees, and volunteers are required to take the training.

        1. Elected officials, managers, administrators, supervisors, and department heads must complete the ***Virtual Instructor-Led training***. The course is available through the NJMEL Learning Management System, and classes are scheduled periodically. *Please note: Elected and appointed officials, supervisors, and department heads who already attended the course offered by the NJMEL at the NJSLOM conference in November of 2019 or any of the webinar sessions conducted by the Safety Director’s office or Risk Managers up to now have already complied with this MEL requirement.*

        2. Police superior officers will receive training as part of their annual or semi-annual training provided by the Safety Director’s Law Enforcement Risk Control Unit.

        3. All other employees and volunteers, regardless of whether they work with children or not, must view the 20-minute video available through the MEL MSI Learning Management System. Please make sure you register to view the video to document your training.

12. How often is “refresher training” expected?

a. For existing employees, we recommend refresher training every two years. New employees should receive training before they begin work.

13. Should every volunteer or employee sign off on the entire policy?

a. All Employees and volunteers should be required to read the entire policy and, at a minimum, sign off on the Code of Conduct.

14. Our municipality does not operate any recreational sports leagues. Other outside organizations are fully responsible for the leagues; however, the sports leagues are conducted on our fields and facilities. Is our municipality still accountable for any claims that arise?

1) Even if your municipality does not directly operate recreational leagues, if the activity occurs on fields or facilities owned by the municipality, it is more likely than not that the municipality may be brought into any litigation or claim. For that reason, the recommended "best practice" is for municipalities to draft and enter into written agreements annually with the organizations who are operating the leagues that set forth the following *at a minimum*:

i) Insurance requirements, including a copy of a Certificate of Insurance for the organization naming the municipality as an additional insured and including a "hold harmless" clause.

ii) A certification by the organization that they have read the Model Policy and will adhere to conduct requirements, including mandatory background checks for all coaches and volunteers involved in the program. Completing the Rutgers Safety Course (or acceptable equivalent course) by all coaches, viewing the MEL Protecting Minors video, and adherence to a "Code of Conduct" for all coaches and parents.

iii) The permitted dates and hours of use for the facilities and a requirement that the organization will keep the fields clean and safe for use.

15. Our Lifeguards have separate male and female locker/shower rooms, but the locker/showers do not have stalls for privacy. We have employees aging from 16 to 70 years old. What protocols would you recommend that the municipality implement to protect the minors while in the locker/shower rooms? The MEL's model policy speaks to the procedures for the use of restrooms used by minors. Should we follow the same procedure as the locker rooms?

a. It is essential to make sure that the municipality recognizes and implements a policy addressing the lifeguards who are minors that acknowledges the need to separate them from the adult-aged Lifeguards. If the municipality follows the Model Policy recommendations for the use of bathrooms, that should be more than sufficient to protect the minors working as Lifeguards.

Questions Raised by Library Personnel Concerning How the Policy Impacts Library Operations

- Do the provisions in the Model Policy apply to daily library operations when children are present?

- Most of the “best practices” in the model policy were written for organized programs sponsored or conducted by a local governmental unit. All of the provisions would apply, for example, to programs sponsored by or conducted by the library or third party individuals in the library. Examples of these types of programs would be story hours, tours of the library, arts and crafts programs, and educational programs. If parents or guardians attend any of these programs along with children, and children are not left on their own, then the library would not be acting “In Loco Parentis” in those situations. However, if children are dropped off **for whatever purpose**, the library will need to provide safeguards to eliminate opportunities for abuse, including but not limited to monitoring bathrooms and making sure that children are not left alone in portions of the library where they are vulnerable. Appropriate library personnel should be assigned to the critical task of monitoring these areas.

- Also, it is vitally important for the library to follow the hiring guidelines and training requirements pertaining to employees and volunteers in light of the number of children who typically use the library.

- Can the library request that parents opt out of any photo opportunities and/or social media exposure for their children instead of asking permission any time the Library wants to do so? The Library uses such photos and social media exposure as a way of advertising their programs.
  - This would be acceptable as long as the library would be able to document that: (1) parents and guardians have been made aware of the policy (i.e., have adequate notice) and (2) the library maintains copies of the “opt-out” documentation (i.e., signed “opt out” forms).

Appendix D – List of Qualified Vendors for Background Checks Developed by the NJMEL Through an RFQ Process June 2021

Found at:

https://njmel.org/wp-content/uploads/2021/05/RFQ-Results-21-02-background-Check-Services.pdf

Castle Branch, Inc
1844 Sir Tyler Drive
Wilmington, NJ 28405
Phone: 888-723-4263 Email: rfp@castlebranch.com

Adam Safeguard
1187 Washington St.,
Suite # 2
Toms River, NJ 08753
Phone: 732-506-6100 Email: terrih@nsshire.com

Southern Background Services
7 Lattimer St.
Hazelhurst, GA 31359
Phone: 912-205-3113 Email: ddukes@southernbackgrounds.com

TABB Inc.
PO Box 10
555 E. Main St.
Chester, NJ 07930
Phone: 908-879-2038 Email: bbodkin@tabb.net

True View BSI, LLC
25 Newbridge Road
Suite 210
Hicksville, NY 11801
Phone: 516-289-0275 Email: wmanning@trueviewbsi.com

RESIGNATION POLICY

Employees may resign in good standing by giving their immediate supervisor at least fourteen (14) days advance written notice. The Employer may waive this requirement and consent to a shorter notice. If an employee resigns without giving the required notice, he/she will be considered to have resigned not in good standing.
Employees who resign will be notified by the Employer as to the status of various employee benefits. At times, an exit interview may be held.

After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two weeks, the employee may not use paid time off except paid holidays. The Borough Administrator will prepare an Employee Action form showing any pay or other money owed the employee. The Borough Administrator will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address through the COBRA Administration. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

SAFETY POLICY

The Employer endeavors to provide a safe and healthy work environment for all employees and shall comply with the requirements of the Public Employees Occupational Safety and Health Act ("PEOSHA"). The Employer is equally concerned about the safety of the public.

Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action.

Any occupational or unsafe public condition, practice, procedure or act must be immediately reported to the supervisor or Department Head. Any on-the-job accident or accident involving the Employer's facilities, equipment, or motor vehicles must also be immediately reported to the supervisor or Department Head and the Chief Administrative Officer. Failure to do so constitutes grounds for disciplinary action. Employees are encouraged to discuss safety concerns with supervisory personnel.

POLICY FOR USE OF EMPLOYER VEHICLES (Non-Law Enforcement)

The Employer owns and maintains a fleet of vehicles ("Employer Vehicles") that are used in furtherance of the business of the Employer. The following policy governs the use of all Employer Vehicles (with the exception of vehicles utilized for law enforcement purposes) and supersedes all other vehicle policies previously in effect. Any employee violating the provisions contained herein will be subject to disciplinary action, up to and including termination, in accordance with applicable laws and regulations. Violations of this policy may also result in the denial of indemnification and/or defense by the Employer to the employee in any civil or criminal matter brought in any Court arising from improper use of an Employer vehicle. The Employer also expressly reserves its right to seek indemnification and/or contribution from employees (including their personal automobile insurance policies) found to have acted in violation of this policy to the maximum extent permitted by law.

Driving Privileges and Licensure. The use of an Employer Vehicle by an employee is subject to the approval and discretion of the Chief Administrative Officer. Any employee operating an Employer Vehicle must have, in his or her possession, a valid driver's license issued by a state regulatory body within the United States. Licenses issued by any territory or possession of the United States, the District of Columbia, or any international agency (including any province of the Dominion of Canada) must be expressly approved by the Employer's insurance carrier before an employee will be permitted to operate an Employer Vehicle.

A. Employees are required to file a copy of a valid driver's license with the Employer prior to the use of an Employer Vehicle.

1. Upon request, an employee must provide a copy of their driver's license or other required documents within twenty-four (24) hours of said request.

2. Employees shall inform the Employer within twenty-four (24) hours of any changes in the status of their driving privileges.

3. Failure to comply with the requirements of this section will result in an immediate suspension of an employee's privilege to operate an Employer vehicle and may also result in the denial of indemnification and/or defense by the Employer to the employee in any civil or criminal matter brought in any Court arising from the use of an Employer vehicle while said employee's driving privileges were suspended or revoked.

B. The Employer reserves the right to obtain a driving abstract record from the New Jersey Motor Vehicle Service Commission or other regulatory and law enforcement agencies.

1. The Employer reserves the right to suspend an employee's Employer driving privileges if the Employer deems necessary based on the employee's driving record.

2. The Employer shall utilize information obtained pursuant to this section only for the purposes of furthering the objectives of this Policy and for no other reason and will not reveal personal or other information contained in an employee's driving abstract record to any party except where required by applicable law.

C. The Employer occasionally offers safe driving courses and reserves the right to compel employee attendance at such courses.

D. If requested by the Chief Administrative Officer or human resources official, the employee must agree to consent to a simulated road test to determine his/her fitness to safely operate a vehicle.

E. In the event that the employee is under the influence of any medication (prescribed or over-the-counter) that might impair his/her ability to safely operate a vehicle, he/she must refrain from driving until he/she notifies the Employer and await clearance to resume driving.

Official Use Only. The use of Employer Vehicles is restricted to official Employer business only. Employees shall not be permitted to use Employer vehicles for travel or activity unrelated to Employer business. Likewise, no supervisor may authorize such use or any use of an Employer Vehicle for other than Employer business or use which is otherwise inconsistent with this policy.

Employer Vehicles assigned to employees under this policy are to be operated only by the employee while acting within the scope of their employment. No employee shall authorize or permit any other non-Employer employee, including but not limited to family members of the employee, to operate or ride as a passenger in an assigned Employer Vehicle, unless said passengers are assisting in the official business of the Employer.

Location of Vehicles. Employees who are assigned the regular use of an Employer Vehicle for official business may, with written permission of his/her Department Head, take the Employer Vehicle home at night and keep said vehicle at home while off duty.

If the employee will be absent from duty for more than two (2) working days, or more than five (5) consecutive days, including weekends and holidays, he/she must surrender the Employer vehicle to his/her direct supervisor unless directed otherwise. An employee storing the vehicle at his residence must provide safe parking for the vehicle at all times.

Commuting. The use of an Employer Vehicle for driving to and from work is voluntary and does not entitle the employee to compensation or pay while engaged in that activity.

Accidents and Incidents. Prior to operation of any Employer vehicle, employees must consult their Department Head as to the appropriate steps to take if they become involved in an accident (filling out accident reports, obtaining witness names, etc.)

A. In the event of an incident or accident involving the use of an Employer Vehicle, employees must immediately contact their supervisor and/or Department Head. All required reports and documentation must be submitted to the Chief Administrative Officer within two (2) business days of receipt.

B. An employee may be required to submit to an alcohol or drug screening test following an accident or incident if there is a reasonable suspicion to believe that the employee's use of drugs or alcohol may have contributed to the cause of the accident or as otherwise required by law or other policy of the Employer.

Citations and Violations. Operators of Employer Vehicles are expected to follow all laws, regulations and rules proscribed by the Motor Vehicle Commission. Drivers are responsible for paying any moving violation tickets and MUST notify the Employer of said violations within forty-eight (48) hours of receipt of said ticket (regardless of the employee's decision to contest such ticket in municipal court). Drivers are responsible for paying all parking tickets incurred. The Employer should be notified of the receipt of a parking ticket within 48 hours of receipt of said ticket.

Drivers are responsible for all "Notice of Delinquent Toll Payment Violations" (including but not limited to EZ-Pass). Upon having been notified of said violation, either by direct mail or notice from the Employer, an employee shall, within ten (10) business days of such notice, provide acceptable proof to the Employer that the outstanding toll and any related fees have been paid.

General Policies and Procedures. Employees authorized to use an Employer Vehicle for official business must adhere to the policies and procedures set forth in this Policy. Failure to comply with the provisions below will result in a loss of privileges:

A. Drivers must ensure that all required documents (driver's license, LD. badge/card, registration, insurance card) are in their possession while operating the vehicle. Vehicle registration and insurance cards should be kept in a locked compartment of the vehicle when not in use.

B. Employees assigned exclusive use of an Employer Vehicle are responsible for scheduling all repairs and manufacturer recommended maintenance with the Employer, in order to maintain all manufacturers' warranties (including routine oil changes).

C. Vehicles are to be kept clean at all times, and should be washed and vacuumed regularly (unless prohibited by the New Jersey Department of Environmental Protection or other similar regulatory body).

D. No smoking is allowed in Employer Vehicles at any time.

E. In accordance with N.J.S.A. 39:4-97.3 and any other applicable statutes and regulations, the use of hand-held phones or electronic devices (BlackBerry, navigation systems, etc...) while driving Employer Vehicles is prohibited. This prohibition includes the sending or reading of e-mails, text messages and other similar communications.

F. All occupants must wear seat belts at all times when the vehicle is in use and observe all road safe rules and regulations, such as "Wipers On, Lights On."

G. Employees are expected to operate vehicles in a safe and courteous manner at all times and are expressly reminded to avoid tailgating or other unsafe practices.

H. Employees are reminded of the risks inherent from driving while drowsy. In the event that a driver becomes tired while operating a vehicle, they should pull off the road and seek appropriate assistance.

I. Employees who drive their own vehicle for Employer business must provide the Employer with a copy of their current Certificate of Insurance evidencing liability limits of $500,000.00. If a Borough owned vehicle is not available on designated travel days, a personal vehicle may be used for official business. Mileage allowance in lieu of actual expenses of transportation is allowed for an employee traveling by personal automobile on official business at the Standard Mileage Rates set by the Internal Revenue Service annually.

Violation of this policy may result in disciplinary action up to and including the suspension of the employee's privilege to operate an Employer Vehicle and/or termination.

Use of Borough owned vehicles is permitted by Borough employees and Borough volunteers only. It should be noted that all other persons occupying a Borough vehicle are not covered by the Borough's insurance and shall rely on their own Personal Injury Protection (PIP). The Policy of the Borough is that it shall maintain three (3) categories of vehicles. These categories are defined by the position and responsibilities of the person to whom the vehicle is issued.

Class A: Vehicle assigned to the Police Chief. The Police Chief vehicle assignment shall be dictated by their contract.

Class B: Vehicles assigned to individuals with 24-hour on call responsibilities. These include the Fire Chief, Director of Emergency Management, First Aid Squad Captain and Police Department Detective. In the event there is more than one Detective assignment, the take-home vehicle can be rotated at the Chief's discretion. In the event that the Detective needs to leave the state with a Borough vehicle, authorization shall be obtained from the Mayor and Council in advance. Usage is permitted within the County of Monmouth.

Class C: Work vehicles which are permitted for work only which are picked up and properly dispatched from the respective location (fire house, Squad building, DPW, etc.) with the authorization of the Department Head or their designee. Such vehicles will be returned at the end of the assignment/workday/shift and no unauthorized/non- worked related passengers.

SPECIAL EVENTS: The Borough recognizes that there are special events that occur beyond the limits of Monmouth County such as training and conventions. Departments shall seek advance approval from the Borough Administrator and a majority of the Public Safety Committee, not less than 48 hours prior to an event for use of any class Borough vehicle for a special event located outside of Monmouth County.

EMERGENCY VEHICLE ASSIGNMENT: The Borough Administrator may direct assignment of a municipal vehicle during non-working hours for the timely handling of an unforeseeable situation or emergency condition.

AUTHORIZED DRIVER/OPERATOR LISTS: All Department Heads will be required to submit a list of authorized drivers and operator's annually to the Borough Administrator by January 31st. The Borough Administrator may, after review of driving records and in consultation with the Borough's Risk Manager, remove authorization to operate a Borough of Oceanport vehicle from any employee.

TRANSITITIONAL LIGHT DUTY POLICY

The Employer will endeavor to bring employees with temporary work-related injuries or illnesses back on the job as soon as possible. The Employer may recognize a special obligation arising out of the employment relationship and create a temporary light duty position for an employee when he/she has been injured while performing work for the Employer and, as a consequence, is unable to perform his/her regular job duties.

The Employer will not treat an employee with a disability less favorably than an individual without a disability or screen out an individual on the basis of disability in granting such requests for light duty. The Employer will grant such request, at its sole discretion, and on a case-by case basis in consideration of the medical report submitted by the workers' compensation physician, the recommendation of the insuring entity, and staffing needs and requirements. The Employer reserves the right to grant, refuse or terminate a light duty assignment at any time without cause unless it is in conflict with the mandates of the ADA, FMLA, or NJFLA or other state or federal leave laws, where applicable.

The employee and/or the Third Party Administrator ("TPA") are obligated to inform the Employer of the employee's medical progress and the Employer shall have the right to review same periodically. Light duty assignments may be in any department and not just the employee's normal department. Employees on light duty will receive their regular salaries. If light duty is approved, the employee or TPA must keep the Chief Administrative Officer and/or designated human resources official informed of the medical progress. If, at the end of light duty period the employee is not able to return to work without restrictions, the employee should contact the Chief Administrative Officer and/or designated human resources official to discuss his or her options under state or federal law.

This policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life-Threatening Illnesses Policy, or other Federal or State law.

VIDEO SURVEILLANCE

The Borough may install video surveillance camera systems within public buildings and throughout public areas within the Borough, primarily as visual deterrents of criminal behavior and for the protection of employees and municipal assets. In implementing these video camera systems, the Borough will ensure compliance with federal, state and local laws governing such usage.

The Borough video surveillance camera systems are a significant tool to which the employees of the Borough will avail themselves in order to complete the goals and objectives of the Borough. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The Borough's designee will be responsible for authorization of users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the Borough's video surveillance camera systems or tamper with access, archive, alter, add to, or make copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission for the designee of the Borough.

The Borough shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining a user access log detailing the date and name of individuals who view/access a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video record in a contravention of this policy and/or a potential privacy breach has the responsibility to ensure that Borough Administration is immediately informed of such breach.

WORK FORCE REDUCTION POLICY

The Borough may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. (Seniority, lateral or other re-employment rights for employees will be determined by the Mayor and Council).

WORK FROM HOME POLICY AND PROCEDURE

POLICY:

Currently, each Borough Department maintains fixed hours of operation, with any changes in the established hours of work for individual employees authorized in advance by the Borough Administrator, who may also allow employees to work flexible hours provided there is no disruption of service to the public or daily operations. The Borough has determined that it is an essential job duty for all of its employees to report to their assigned offices or workstations, at the Municipal Building or elsewhere, so that the most effective and efficient public services can be provided.

During the COVID-19 Public Health Emergency, the Borough implemented certain modifications for the health and safety of the public and its employees, during which some employees were permitted to work from home or an other location that was not in a traditional office or work site.

The Borough has determined, in its managerial prerogative, to allow limited voluntary telecommunicating arrangements for employees whose job duties are conducive to working from an alternative location, on a strictly part-time basis. Eligible positions shall be determined by the Borough Administrator in his or her sole discretion. Those employees who are authorized to work from home should not assume that such arrangements are permanent and the Borough may require all employees to return to regular, in-office work at any time, as in-office work remains an essential job duty in order to most effectively serve the public. At this time, employees shall be permitted to telecommute no more than one day per workweek.

PROCEDURE:

Employees who wish to work from home shall submit a written request to their respective Department Head with the specific day they wish to work from home, which will be reviewed with the Borough Administrator and approved or denied as promptly as possible. This request shall detail how the employee intends to accomplish his or her work without adverse effect on the Borough and co-workers.

The Borough reserves the right to require employees to work from home in the event that public health or other circumstances render it unsafe or infeasible for employees to report to the office, subject to any other legal requirements.

If multiple employees in a Department seek to work from home, and all other factors are equal, seniority shall prevail if management determines it cannot accommodate everyone.

All employees approved to work from home must abide by the following conditions:

-Employees must be prepared to work during their regularly scheduled working hours and be available by phone, videoconference, and electronic mail during all such times, unless otherwise specifically approved by the Borough Administrator.

-Employees who utilize "Zoom" or other videoconferencing platforms must comply with the Borough's dress code during any period when they may be seen on camera.

-Employees who are "non-exempt" under the FLSA must cease performing all work during their scheduled lunch period.

-Employees may not work any paid overtime without express permission of the Borough Administrator or designee.

-Employees must have suitable home office equipment to perform all of their job duties.

-Employees must take appropriate steps to ensure the security of any sensitive or personal information provided during the course of employment and follow any security-related directions of the Borough's IT professionals.

-Employees must be sensitive in ensuring confidential, non-public information is not inadvertently discussed in the presence of family members or others in the same household.

-Employees may not perform any alternative employment of any nature whatsoever, including on-line sales, during working hours.

-Employees shall be fully focused on their work responsibilities except for lunch and break periods, and shall not use working hours to perform household chores, provide dependent care, or engage in any other non-work activity to an extent that it would not be permitted if the employee was physically in the office (e.g. a short personal phone call is acceptable, but not a lengthy one).

-Employees will be subject to regular performance reviews and their work performance shall be equal to or exceed their work performance in the office, in the sole and exclusive determination of the Borough Administrator or other designated supervisor. Any determination that an employee's work performance is unsatisfactory shall be cause to suspend or revoke an employee's work from home privileges.

Nothing in this policy shall be deemed to be a waiver of the Borough's managerial rights, or an acknowledgement that anything in this policy is mandatorily or permissively negotiable.

Any actions taken by the Borough under this policy shall not be subject to any grievance procedure established by the Borough's personnel policies.

This policy may be revised or revoked at any time.

Section Five: MANAGERIAL/SUPERVISORY PROCEDURES

EMPLOYMENT PROCEDURE

- **Recruitment:** The Borough Administrator will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Supervisor to notify the Borough Administrator who will distribute notification of the vacancy to all departments. The Mayor and Council will undertake to recruit qualified applicants in accordance with applicable Federal and State law (including New Jersey Department of Personnel regulations if the position is subject to Civil Service.) The Borough will first consider qualified Borough personnel for promotion whenever there is an opportunity for advancement. The Borough will then post the position and advertise in the media or other periodical utilized which must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Borough of Oceanport is an equal opportunity employer.

- **Applications:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law and can only be obtained from the Borough Clerk's Office.

Interviews: All Departments (except Police Department)

1. Applications reviewed by Department Head and for those applications deemed complete, accurate and qualified a first interview is scheduled.

2. First interview: The Department Head and Borough Administrator will interview all applicants with a set list of questions developed by both the Department Head and Borough Administrator. The applicants will be scored on their answers to said questions on a scale of 1 to 5 with one being the highest and 5 being the lowest. The scores will then be tabulated.

3. Those applicants with scores in the top 20% will be contacted for a second interview with the Department Head, Borough Administrator and Council liaisons. Those applicants will then be ranked by each person conducting the interview with 1 being the highest and 5 being the lowest.

4. Based on the computation of the ranking a recommendation will then be made to the Mayor and Council for appointment.

5. The list in order of ranking of those not hired will remain on file for 12-months from the date it is established. Future hires for that position may be made from said list without the need to repeat the recruitment process for that 12-month period.

Police Department

1. Applications received and preliminary background checks done on all applications by Detective and findings so noted on each application.

2. Applications reviewed by Chief of Police and Borough Administrator for those applications deemed complete, accurate and truthful a first interview is scheduled.

3. 1st interview: The Sergeants of the Department conducts the first interview, which is recorded. A fifth officer sits in and scores applicant based on observation only. The questions asked during this first interview will be promulgated by the Chief of Police with concurrence by the Borough Administrator. The same questions are asked to each applicant. The five officers then score each application and rank the interviewees. The Chief and Borough Administrator review the recorded interviews and make the final determination as to the ranking of the applicants.

4. After Step 3 is complete those candidates ranked in the top 20% will be scheduled for a second interview with the Police Chief, Borough Administrator and Council Committee for Public Safety. Of those interviewed a list will be formulated for recommendation to the full Governing Body.

5. A recommendation will then be made to the Mayor and Council for appointment.

6. Upon the need to hire a replacement or additional officers within a twelve-month period from the date of acceptance of the list by the Borough Council, the Borough shall hire from the initially ranked officers, 1 through 5, that remain available and interested in a position with the Borough of Oceanport Police Department.

- **Physical Examinations**: Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Borough Administrator may require applicants to pass a physical examination in order to ensure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Borough Administrator my require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Borough of Oceanport at the expense of the Borough of Oceanport. All medical records of employees and prospective employees are confidential and are to be maintained by the Borough Administrator separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

- **Job Offers:** The final decision will be made by the Mayor and Council after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Borough of Oceanport. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.

- **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Borough Administrator. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year. Records

and documents created during the hiring process are confidential and must be retained in a locked cabinet.

- **Employability Proof**: After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States. (Amended 12-15-16 per Resolution #2016-227)

OPEN PUBLIC MEETINGS ACT PROCEDURE CONCERNING PERSONNEL MATTERS

Discussions by the Governing Body or any body of the Borough of Oceanport concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session with the right of the employee to be present, unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the Governing Body or any body of the Borough of Oceanport concerning such matters, the Borough Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session.

PROCESSING AND ORIENTATION OF NEW EMPLOYEES PROCEDURE

All new regular full-time and regular part-time employees will be scheduled to meet with the Borough Administrator on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Borough Administrator for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Employee Handbook and acknowledgement of receipt;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

INITIAL EMPLOYMENT PERIOD PROCEDURE

Except where State requirements direct otherwise, new employees (or present employees transferring to new positions) will be hired subject to an initial employment period of 6 months. During this initial employment period, the new employee or transferee will be provided with training and guidance from the supervisor. At the end of the initial employment period, the supervisor will conduct an employee evaluation – see Performance Evaluation Procedure. New employees may be discharged at any time during this period if the Mayor and Council based on recommendations from the Borough Administrator and Supervisor, concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Mayor and Council may extend the initial employment period. (Newly hired employees

are not eligible for payment of paid time off except holidays until the successful completion of their initial employment period.)

EMPLOYEE HANDBOOK PROCEDURE

The Borough Administrator with the assistance of Department Heads and the Borough Attorney shall revise the employee handbook for approval of the Mayor and Council. Once approved, copies will be distributed and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file. The personnel policy or that part of will be revised and re-distributed whenever there is a significant change in personnel practice.

PERSONNEL FILE PROCEDURE

The official personnel files shall be maintained by the Borough Administrator and employee medical information will be maintained in a separate file. At least annually, the Borough Administrator will review files to make sure they are up-to-date. The Official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview and reference check;
- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- A signed acknowledgement that the employee has received the Employee Handbook;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;
- Counseling Action Plans;
- Records relating to on-the-job accidents;
- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.;
- Educational transcripts; and
- Any other pertinent information.

EMPLOYEE COMPLAINT INVESTIGATION PROCEDURE

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form but are not compelled to do so.

- **Identification/Screening**: The supervisor, or Employment Attorney must report all written or verbal complaints to the Borough Administrator unless the complaint is against the Borough Administrator. Upon receipt, the Borough Administrator will determine if the complaint was made pursuant to the General Anti- Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten days after receiving the complaint, the Borough Administrator or investigator appointed by the Borough Administrator will interview the employee. If the employee is reluctant to sign a written complaint, the Borough Administrator or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.

- **Investigation:** The Borough Administrator will seek the advice of the Employment Attorney when planning the investigation. The investigation should be conducted by the Employment Attorney or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.

- **Response Plan – No Corrective Action Required**: The Borough Administrator will discuss the conclusions with the Employment Attorney and render a decision within fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Borough of Oceanport is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.

- **Response Plan – Corrective Action Required**: If the investigation reveals that the complaint is justified and substantiated, the Borough Administrator will formulate with the advice of the Employment Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be

attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

REQUEST FOR EMPLOYMENT VERIFICATION AND REFERENCE PROCEDURE

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Borough Administrator. No employee may issue a reference letter without the permission of the Borough Administrator. Under no circumstances should any information be released over the phone.

In response to a request for information, the Borough Administrator will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the Borough of Oceanport is required to release the information by law or (2) the employee or former employee authorizes the Borough of Oceanport in writing to furnish this information and releases the Borough of Oceanport from liability.

CONTINUING EDUCATION PROCEDURE

The Borough of Oceanport, in conjunction with the Employment Attorney, will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The Borough of Oceanport will also offer non-mandatory training to all other

employees with special emphasis on employee rights and protections under various Federal and State laws as well as Borough of Oceanport employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights.

APPENDIX

EMPLOYEE AUTHORIZATION FOR MVR REVIEW

As a driver of a Borough vehicle or an employee driving a personal vehicle while performing Borough business, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer will periodically review my motor vehicle record to determined continued eligibility to drive a Borough vehicle. In accordance with the provisions of Section 604 (B) (2)(A) of the Fair Credit Reporting Act, (Public Law 91-508), I have been informed that a motor vehicle record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a motor vehicle record report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

_____
Employee's Name (Print)

_____
Driver's License Number

_____
Employees Signature Date

_____
Reviewer's Signature Date

(Sign and Retain the Original Copy in the employees file)

CONSCIENTIOUS EMPLOYEE PROTECTION ACT

Conscientious Employee Protection Act
"Whistleblower Act"

Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
   a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
   b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
   c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
   d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
   e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
      (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
      (2) is fraudulent or criminal; or
      (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

CONTACT INFORMATION

Your employer has designated the following contact person
to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):

Name: Donna M. Phelps, Borough Administrator

Address: Borough of Oceanport, 910 Oceanport Way, Oceanport, NJ 07757

Telephone Number: 732-222-8221

This notice must be conspicuously displayed.

Once each year, employers with 10 or more employees must distribute notice of this law to their employees.
If you need this document in a language other than English or Spanish, please call 609-292-7832.

AD-270 (10/19)

LA LEY DE PROTECCION AL EMPLEADO CONSCIENTE

La Ley de protección al empleado consciente
"Ley de protección del denunciante"

Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:
   a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud y que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
   b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
   c. Ofrece información concerniente al engaño o la tergiversación con accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
   d. Ofrece información con respecto a toda actividad que se pueda percibir como delictiva o fraudulenta, toda directiva o práctica engañosa o de tergiversación que el empleado tenga motivos fundados para pensar que pudieran estafar a accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
   e. Se opone o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
      (1) viola alguna ley, o regla o reglamento que dicta la ley o en el caso de un empleado licenciado o certificado en cuidado de la salud que tiene motivos fundados para pensar que constituya atención inadecuada al paciente;
      (2) es fraudulenta o delictiva; o
      (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente. Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglasen inglés)
2. No se puede acoger a la protección contra la represalia, cuando se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleado tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en los que el empleado teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

Información del Contacto

Su empleador ha designado a la siguiente persona para recibir notificaciones de acuerdo al parafo 2, de la ley (N.J.S.A. 34:19-4):

Nombre: Donna M. Phelps, Borough Administrator

Dirección: Borough of Oceanport, 910 Oceanport Way, Oceanport, NJ 07757

Número de teléfono: 732-222-8221

Este aviso se debe exponer a la vista de todos.

Anualmente, patronos con 10 o más empleados, deberán distribuir notificación de esta ley a todos sus empleados.
Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al 609-292-7832.

AD-270.1 (10/19)

HARASSMENT COMPLAINT FORM

THIS INVESTIGATION IS CONFIDENTIAL AND INFORMATION OBTAINED DURING THE COURSE OF THIS INVESTIGATION MUST NOT BE DISCLOSED

Name: _____

Department: _____

Job Title: _____

Supervisor: _____

Union Representative *(if any)*: _____

Time Period Covered by Complaint: _____

Individuals Who Allegedly Committed Harassment:

Name	Department	Job Title
1.		
2.		
3.		
4.		
5.		

Describe the dates and the nature of the harassment allegedly committed by each identified individual:

_____

_____

_____

_____

_____

Identify all employees or others with knowledge of the complained of conduct:

Are there any documents which contain information supporting the occurrences described above?

Is there any physical evidence which supports your complaint? If so, please describe:

Have you missed any work time as a result of the alleged harassment? If "yes," identify the occasions.

Have you incurred any unreimbursed medical expenses as a result of the alleged harassment?

If you previously complained about this or related acts of general harassment to an Employer supervisor or official, please identify the individual to whom you complained, the date of the complaint, and the resolution of your complaint:

(Attach Additional Sheets if Necessary)

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

What is your requested remedy in this complaint?

Acknowledgement:

The information provided above is true and correct.

Signature of Complainant: Date:

To investigate your complaint, it will be necessary to interview you, the alleged harasser(s), and any witnesses with knowledge of the allegations or defenses. The Employer will notify all persons involved in the investigation that it is confidential and that unauthorized disclosures of information concerning the investigation could result in disciplinary action up to and including termination.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence the Employer deems relevant.

Signature of Complainant: Date:

WITNESS STATEMENT FORM

THIS INVESTIGATION IS CONFIDENTIAL AND INFORMATION OBTAINED DURING THE COURSE OF THIS INVESTIGATION MUST NOT BE DISCLOSED

Name: _____

Department: _____

Job Title: _____

Union Representative *(if any)*: _____

Length of Time Known: Complainant _____ Respondent _____

Individuals Who Allegedly Committed Harassment:

Name	Department	Job Title
1.		
2.		
3.		
4.		
5.		

Identities of other persons with knowledge of facts relevant to this investigation:

_____

_____

_____

_____

_____

_____

(Attach Additional Sheets if Necessary)

Witness Statement Form (cont'd)

Please provide a detailed description of the events you witnessed. Include the date, time, location and individuals present.

Any other information which should be considered in evaluating the validity of the complaint in this case:

Acknowledgment:

I, _____, affirm that the information I have provided is true and correct. I acknowledge that the investigation is confidential and that I am not to disclose information obtained by me during the course of this investigation. I understand that unauthorized disclosures could result in disciplinary action up to and including termination.

Signature of Witness: _____ Date: _____

APPLICATION FOR FAMILY AND/OR MEDICAL LEAVE (FMLA) AND/OR NEW JERSEY FAMILY LEAVE (NJFLA)

Name: _____ Date of Request: _____

Mailing Address: _____

Department: _____ Hire Date: _____

Title: _____

Start Date of Anticipated Leave: _____

Expected Date of Return to Work: _____

Reason for Leave:

❑ I request family leave to care for my newborn child, newly adopted child, or a newly placed foster child in my home.

❑ I request family leave to care for my family member with a serious health condition. I request family leave to care for:

❑ Spouse ❑ Child ❑ Parent

NJFLA Only: ❑ Parent-in-Law ❑ Civil Union/Domestic Partner

Name: _____ Address: _____

_____

❑ I request medical leave to care for my own serious medical condition.

Describe serious health condition: _____

_____

❑ I request military family leave because of a qualifying exigency arising out of the fact that my

❑Spouse ❑ Child ❑ Parent
is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or reserves.

❑ I request military family leave because I am the

❑ Spouse ❑ Child ❑ Parent ❑ Next of Kin of a covered service member with a serious injury or illness.

Application for FMLA and/or NJFLA (cont'd)

I understand that if my family or medical leave (total of paid and unpaid time) does not exceed twelve (12) weeks (twenty-six (26) weeks for military caregiver leave), I will be returned to my same or equivalent position.

I understand that if my family or medical leave exceeds twelve (12) weeks (twenty-six (26) weeks for military caregiver leave), the Employer may terminate my employment in accordance with the applicable law.

If my request for leave is approved, it is my understanding that unless the Employer has authorized an extension of my leave in writing, I must report to duty on the first workday following the date my leave is scheduled to end.

I understand that failure to return to work within five (5) consecutive working days following the expiration of the leave will constitute unequivocal notice of my intent not to return to work and the Employer may terminate my employment.

Signature of Employee: Date:

Received By:
Employer Representative

Complete and Return To:

BOROUGH ADMINISTRATOR: DONNA M. PHELPS

RETURN TO WORK MEDICAL CERTIFICATION

Employee Name: _____ Position: _____

Date leave commenced: _____ Date employee can return to work: _____

To Be Completed by Health Care Provider:

_____ I have completely examined this employee. In my medical opinion, his/her functional capacity is limited such that there is no possible way to modify his/her work environment to accommodate his/her physical and/or mental limitations according to the attached job description that was reviewed by me.

_____ This employee's condition prevents him/her from safely performing the essential functions of his/her position and will be unable to return to work.

- or-

_____ This employee is unable to return to work at this time and should be out of work until (please provide date): _____

_____ I have completely examined this employee and in my medical opinion, his/her functional capacity is limited. This employee can continue to work safely if the job, according to the attached job description that was reviewed by me, is modified to match the modifications stated below:

_____

_____

_____

_____

Modified duty status should continue until _____ Date:

_____ I have completely examined this employee. In my medical opinion I believe this employee can resume/perform all functions of his/her position without restrictions according to the attached job description that was reviewed by me.

Signature of Health Care Provider: _____ Date: _____

Name of Health Care Provider: _____ Telephone: _____

Address: _____

Type of Practice: _____

Area of Specialization: _____

RECEIPT FOR PERSONNEL POLICIES AND PROCEDURES MANUAL

I acknowledge that I have received a copy of Borough of Oceanport's Personnel Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my Department Head or the Chief Administrative Officer. I understand that Borough of Oceanport is an "at will" employer and consistent with applicable Federal and State law as well as applicable bargaining unit agreements, employment with the Borough of Oceanport is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the Borough of Oceanport has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Manual states Borough of Oceanport's personnel policies in effect on the date of publication. I understand that nothing contained in the Manual may be construed as creating a promise of future benefits or a binding contract with the Borough of Oceanport for benefits or for any other purpose. I also understand that these policies are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Borough Administrator.

Date: _____

Signature: _____

Print Name: _____

Department: _____

RESOLUTION OF THE BOROUGH OF OCEANPORT
APPOINTMENTS TO BOARDS AND COMMITTEES-
ENVIRONMENTAL

Resolution #2025-253
09/18/2025

WHEREAS, the Borough of Oceanport Code Chapter 29 Article IV established the Borough's Environmental Commission;

WHEREAS, Borough Code 29-38 provides for an Environmental Commission composed of 7 members and 2 alternate members and recommendations for appointments shall be based on the following goals: one appointment shall also be a member of the Planning Board and the Mayor shall designate annually one of the members to serve as Chairperson and presiding officer of the Commission.

WHEREAS, there are currently two (2) vacancies on the Environmental Commission; and

WHEREAS, there are several volunteer applications of residents interested in serving on the Environmental Commission and having reviewed same, now therefore,

BE IT RESOLVED, that the following appointments be made by the Mayor with advice and consent of Council:

ENVIRONMENTAL COMMISSION

Fred Filippone	Member	3yr Term expiring 12/31/26
Ronald Sickler	Member	3yr Term expiring 12/31/25

The **ENVIRONMENTAL COMMISSION** is now composted of the following members:

Robert Broege		3yr Term expiring 12/31/27
Peter Litwin		3yr Term expiring 12/31/27
Patricia Cooper		3yr Term expiring 12/31/26
Fred Filippone		3yr Term expiring 12/31/26
Joseph Foster		3yr Term expiring 12/31/25
Jack L.Harris		3yr Term expiring 12/31/25
Ronald Sickler		3yr Term expiring 12/31/25
Meghan Walker	Alternate #1	2yr Term expiring 12/31/25
Vacant	Alternate #2	2yr Term expiring 12/31/26

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-253 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025.

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

RESOLUTION OF THE BOROUGH OF OCEANPORT
AWARDING A CONTRACT FOR VEHICLE REPAIR AND MAINTENANCE SERVICES BETWEEN
ALLEGIANCE TRUCKS LLC AND THE BOROUGH OF OCEANPORT

Resolution #2025-254
9/18/25

WHEREAS, the Borough of Oceanport is a duly organized Municipal Corporation (hereinafter referred to as "Borough") having principal offices at 910 Oceanport Way, Oceanport, New Jersey 07757; and

WHEREAS, the Borough of Oceanport has need of vehicle repair and maintenance services and the Purchasing Agent has recommended appointment of **Allegiance Trucks LLC 1001 Wordin Ave, Bridgeport CT 06605**; and

WHEREAS, the Borough has determined that the value of the services will exceed $17,500.00 and desires to make the appointment by means of a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.B; and

WHEREAS, **Allegiance Trucks LLC 1001 Wordin Ave, Bridgeport CT 06605** has completed and submitted a Business Entity Disclosure Certification and Political Disclosure pursuant with **P.L. 2023, c.20**; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Oceanport, County of Monmouth, State of New Jersey that:

1. **Allegiance Trucks LLC 1001 Wordin Ave, Bridgeport CT 06605** is hereby appointed to provide roofing services for calendar year 2025 for an amount not to exceed fifty-three thousand dollars ($53,000).

2. The Purchasing Agent is hereby authorized to contract for services on behalf of the Borough of Oceanport subject to the availability of funds encumbered by purchase order on an as needed basis pursuant with N.J.A.C. 5:30-5.4

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and Political Contribution Disclosure Form be placed on file with the Borough Clerk with said contract.

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-254 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant to N.J.S.A. 19:44A-20.8
BOROUGH OF OCEANPORT

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Allegiance Trucks LLC, of 1001 Wordin Ave Bridgeport CT 06605,
(Name of Business Entity) (Business Entity Address, City, State, Zip)
has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2023, c. 30 would bar the award of this contract in the one-year period preceding *January 1, 2024* to any of the following named candidate committee or joint candidates committee of elected officials of the Borough of Oceanport as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Thomas J. Tvrdik	Bryan Keeshen	Oceanport Republican Committee
William Deerin	Michael O'Brien	Oceanport Democratic Committee
Richard A. Gallo	Keith Salnick	Patricia Cooper

Part II – Ownership Disclosure Certification

☑ I certify that the list below contains the names and home addresses of all owners holding ownership or control of more than 10% of the profits or assets of the undersigned or, in the case of a business entity that is a corporation for profit, 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☑ Limited Liability Corporation ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Allegiance Trucks LLC
Printed Name of Affiant: Konstantinos Stoubis
Title: Corporate Controller
Signature of Affiant:
Date: 9/3/25

Subscribed and sworn before me this 3 day of September, 2025
(Witnessed or attested by)
My Commission expires:
(Seal)

Margaret O'Donnell
Notary Public, State of Connecticut
My Commission Expires Aug 31 2026

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

BOROUGH OF OCEANPORT

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

☑ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law

---

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Konstantinos Stoubis Signature: _____

Title: Corporate Controller Date: 9/3/25

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Borough of Oceanport

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: https://sanctionssearch.ofac.treas.gov/. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

☑ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus

☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

9/3/25
Date

Konstantinos Stoubis
Print Name and Title of Vendor's Authorized Representative

83-4240115
Vendor's FEIN

Allegiance Trucks LLC
Vendor's Name

908·862·8181
Vendor's Phone Number

1001 Wordin Avenue
Vendor's Address (street address)

Vendor's fax number

Bridgeport CT 06605
Vendor's Address (City/State/Zip Code)

ar@allegiancetrucks.com
Vendor's email address

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2)

BOROUGH OF OCEANPORT
COUNTY OF MONMOUTH, STATE OF NEW JERSEY

RESOLUTION DECLARING THE MEGA PACEL ON THE FORMER FORT MONMOUTH LOCATED IN THE BOROUGH OF OCEANPORT AS A NON-CONDEMNATION AREA IN NEED OF REDEVELOPMENT

Resolution #2025-255
9/18/25

WHEREAS, the Borough of Oceanport is desirous of promoting and reinvigorating the overall development of the Oceanport section of the Megal Parcel on Fort Monmouth the Proposed Redevelopment Area") as defined by the Fort Monmouth Reuse and Redevelopment Plan approved by the Fort Monmouth Economic Revitalization Authority ("FMERA"); and

WHEREAS, the Local Redevelopment and Housing Law, *N.J.S.A.* 40A:12A-1 *et seq.* (as amended and supplemented, the "**Redevelopment Law**"), provides a process for a municipality to determine whether certain parcels of land in the municipality constitute an "area in need of redevelopment"; and

WHEREAS, to make such a determination under the Redevelopment Law, the Borough Council (the "**Borough Council**") of the Borough of Oceanport (the "**Borough**") must first authorize the Borough Planning Board (the "**Planning Board**") to conduct a preliminary investigation of the area and make recommendations to the Borough Council; and

WHEREAS, on June 5, 2025, the Borough Council adopted Resolution 2025-165, directing the Planning Board to conduct a preliminary investigation of the Mega Parcel on the Former Fort Monmouth, in particular, the 400 Area Parcel, the McAfee Center Parcel, the Veterinary Clinic Parcel, and the Emergency Homeless Shelter Parcel, which constitute portions of Block 110, Lot 1; Block 110, Lot 2, Block 110, Lot 4 and Block 105, Lot 1.01 as shown on the official tax maps of the Borough of Oceanport (the "Study Area") and to recommend to the Borough Council whether the Borough Council should designate all or a portion of the Study Area as a non-condemnation "area in need of redevelopment"; and

WHEREAS, Elizabeth C. Leheny, AICP, PP and Spach Trahan, AICP, PP of Phillips Preiss Grygiel Leheny Keller, LLC (the "**Planner**"), conducted a preliminary investigation of the Study Area to determine whether the Study Area meets the criteria set forth in the Redevelopment Law to be designated as an area in need of redevelopment, and prepared a preliminary investigation report of the Study Area entitled "Area in Need of Redevelopment Study for a Portion of the Former Fort Monmouth Properties in the Borough of Oceanport, New Jersey" in accordance with the Redevelopment Law, dated August 19, 2025 (the "**Preliminary Investigation Report**"); and

WHEREAS, the Preliminary Investigation Report sets forth the basis for the investigation of the Study Area and a map depicting the Study Area, and concludes that the Study Area qualifies as an area in need of redevelopment pursuant to the Redevelopment Law, for the reasons set forth in the Preliminary Investigation Report; and

WHEREAS, the Redevelopment Law requires the Planning Board to conduct a public hearing prior to making its recommendation whether the Study Area should be designated as an area in need of redevelopment, at which hearing the Planning Board shall hear all persons who are interested in or would be affected by a determination that the Study Area is an area in need of redevelopment; and

WHEREAS, on September 9, 2025, the Planning Board reviewed the Preliminary Investigation Report, conducted a public hearing and considered the testimony of Spach Trahan, AICP, PP and members of the general public were given an opportunity to present their own evidence and to address questions to the Planning Board and its representatives concerning the potential designation of the Study Area as a non-condemnation area in need of redevelopment; and

WHEREAS, after the conclusion of the public hearing described above, the Planning Board adopted a resolution recommending that the Study Area be declared a non-condemnation area in need of redevelopment pursuant to the Redevelopment Law; and

WHEREAS, the Borough Council agrees with the conclusion of the Planning Board that the Study Area satisfies the criteria for non-condemnation redevelopment area designation set forth in the Redevelopment Law and finds that such conclusion is supported by substantial evidence as set forth in the Preliminary Investigation Report; and

WHEREAS, the Borough Council believes it is in the best interest of its residents to further the redevelopment of the former Fort Monmouth within Oceanport by designating the Study Area as a non-condemnation area in need of redevelopment, pursuant to *N.J.S.A.* 40A:12A-6, et. seq.

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Oceanport, County of Monmouth, State of New Jersey, as follows:

Section 1. The aforementioned recitals are incorporated herein as though fully set forth at length.

Section 2. The Study Area satisfies the criteria for redevelopment area designation set forth in the Redevelopment Law, and such Study Area is hereby designated as an area in need of redevelopment.

Section 3. The Study Area is further hereby designated as a “Non-Condemnation Redevelopment Area” as referenced in the Redevelopment Law.

Section 4. The Borough Council hereby directs the Borough Clerk to transmit a certified copy of this resolution to the Department of Community Affairs for review. The Borough Council hereby further directs the Borough Clerk to transmit a certified copy of this resolution within 10 days of adoption of this resolution to the property owners of the Study Area.

Section 5. Pursuant to *N.J.S.A.* 52:27I-26(o) and *N.J.A.C.* 19:31C-3.25(a)(5), this resolution shall become effective upon FMERA's consent to the designation of the Study Area as an area in need of redevelopment. The Borough Council hereby directs the Mayor, in consultation with counsel to the Borough, to prepare and submit all documents required in furtherance of obtaining FMERA's consent.

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-255 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025

_____

STEPHANIE KRAMER
ACTING BOROUGH CLERK

RESOLUTION OF THE BOROUGH OF OCEANPORT
REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION AMENDING THE 2025
MUNICIPAL BUDGET PER NJSA 40A:4-87 FOR FMERA MOU FIRE HYDRANT ABANDOMENT PROJECT

Resolution #2025-256
9/18/2025

WHEREAS, N.J.S.40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount, and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Oceanport hereby request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2025 in the sum of $114,125.00 which item is now available as a revenue from the Fort Monmouth Economic Revitalization Authority MOU Fire Hydrant Abandonment Project pursuant to the provisions of statute, and

BE IT FURTHER RESOLVED, that a like sum of $114,125.00 be and the same is hereby appropriated under the caption of FMERA MOU Fire Hydrant Abandonment Project, $114,125.00.

BE IT FURTHER RESOLVED, that the Chief Financial Officer is directed to file this resolution electronically with the Director of Local Government Services.

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-256 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

FORT MONMOUTH
DISCOVER • INNOVATE • TRANSFORM

FMERA
FORT MONMOUTH ECONOMIC REVITALIZATION AUTHORITY
PO BOX 267
OCEANPORT, NJ 07757

WELLS FARGO Wells Fargo Bank, N.A.

014395
11-24/1210

9/10/2025

TO THE ORDER OF Borough of Oceanport

$ **114,125.00

One Hundred Fourteen Thousand One Hundred Twenty-Five and 00/100********** DOLLARS

Borough of Oceanport
910 Oceanport Way
Oceanport, NJ 07757

MEMO Hydrant Abandonment
MOU for ~~Parallel Build~~

⑈014395⑈ ⑆121000248⑆ 4120990478⑈

RESOLUTION OF THE BOROUGH OF OCEANPORT AUTHORIZING THE BOROUGH TO ENTER INTO A COOPERATIVE PROJECT AGREEMENT WITH THE COUNTY OF MONMOUTH UNDER ITS MUNICIPAL LAND PRESERVATION INCENTIVE PROGAM FOR THE ACQUISITION OF REAL PROPERTY FOR OPEN SPACE PURPOSES DESIGNATED AS BLOCK 66, Lot 7.01, BLOCK 66 Lot 9.01, BLOCK 65, Lot 3.01, and BLOCK 65, Lot 34 ON THE OFFICIAL TAX MAP OF THE BOROUGH OF OCEANPORT, MONMOUTH COUNTY, NEW JERSEY

RESOLUTION #2025-257
9/18/2025

WHEREAS, the Borough of Oceanport established an Open Space Dedicated Trust Fund through the adoption of Ordinance #740-2012 which authorizes the Borough to utilize the Trust Fund for the costs incurred in connection with the acquisition of land for open space purposes and for the acquisition of land for passive or active recreational purposes.

WHEREAS, the Borough Planning Board adopted an Open Space and Recreation Plan (the "Open Space Plan") in September 2012 which established its Plan Goals and Objectives, in part, as long-term open space preservation and the acquisition of a projected natural area preserve of wetlands and woodlands; and

WHEREAS, in furtherance of its goal of acquiring properties within the Borough for open space purposes, the Borough of Oceanport adopted Ordinance No. 1111 authorizing the acquisition of Block 66, Lot 7.01 located on Shrewsbury Avenue for $35,000 and Block 66, Lot 9.01 located on Onondaga Avenue for $75,000, and Ordinance 1113 authorizing the acquisition of Block 65, Lot 3.01 located on Myrtle Avenue for $550,000 and Block 65, Lot 34 located on Onondaga Avenue for 490,000 for a total purchase price of $1,150,000 (collectively referred to as the "Open Space Properties"); and

WHEREAS, the County of Monmouth County recently initiated a program ("Municipal Land Preservation Incentive Program" or "Program") to expand park, historic preservation, and open space opportunities for Monmouth County residents by providing funding to assist municipalities with park and open space acquisition; and

WHEREAS, under the Program, the County of Monmouth will fund up to 75% of the Borough's acquisition costs for the Open Space Properties, which amounts to $862,500; and

WHEREAS, the County of Monmouth Program requires entering into a Cooperative Project Agreement memorializing the terms and conditions of the County's participation in a municipal acquisition project; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A65-1, et seq., (the "Act") permits units of local government to share services for particular purposes and to effectuate agreements for any service of circumstance that will aid and encourage a reduction of local expenses; and

WHEREAS, the Borough of Oceanport (the "Borough") and the County of Monmouth ("the County") are public bodies corporate and politic of the State of New Jersey and are authorized under New Jersey law to enter into a Cooperative Project Agreement pursuant to the Act; and

WHEREAS, the County of Monmouth, through its dedicated Open Space Trust Fund has the ability and desires to incentivize the funding of municipal land acquisition for the purposes of open space preservation; and

WHEREAS, the County of Monmouth and the Borough have negotiated a Cooperative Project Agreement, in a form substantially similar to that which is annexed hereto as Exhibit A, and the terms of which are incorporated into this resolution as if set forth at length herein; and

WHEREAS, the Monmouth County Board of County Commissioners, the Monmouth County Board of Recreation Commissioners, Mayor and Council of the Borough of Oceanport have an interest in preserving open space in Oceanport and throughout Monmouth County, with the goal of improving the quality of life for all residents, and are in full support of this agreement to facilitate the acquisition of the Open Space Properties in the Borough of Oceanport

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Mayor and Borough Council as follows:

1. The above recitals are hereby incorporated into the body of this Resolution as if set forth at length herein.

2. The Cooperative Project Agreement shall become effective upon adoption of a resolution and execution of the agreement by both the Monmouth County Board of County Commissioners and the Mayor and Borough Council of the Borough of Oceanport.

3. The Mayor is hereby authorized to execute a Cooperative Project Agreement in a form approved by the Borough Attorney in a form substantially similar to that which is annexed hereto as Exhibit A.

4. The Mayor and Borough Administrator are authorized to provide additional information and furnish such documents as may be required to facilitate the acquisition and act as the principal contact person and correspondence for the Borough of Oceanport; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be provided to each of the following:

a. County of Monmouth
b. Donna M. Phelps, Borough Administrator
c. Katie LaPorta, Chief Financial Officer

Motion: Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	( )	( )	( )	( )
Gallo	( )	( )	( )	( )
Keeshen	( )	( )	( )	( )
Manna	( )	( )	( )	( )
O'Brien	( )	( )	( )	( )
Cooper	( )	( )	( )	( )
Tvrdik	( )	( )	( )	( )

I certify this to be a true copy of Resolution #2025-257 approved by the Oceanport Borough Council at the Regular Meeting held September 18, 2025.

_____
STEPHANIE KRAMER
ACTING BOROUGH CLERK

PROJECT AGREEMENT BETWEEN THE COUNTY OF MONMOUTH AND THE BOROUGH OF OCEANPORT FOR THE PRESERVATION OF REAL PROPERTY KNOWN AND DESIGNATED AS BLOCK 66, LOT 7.01, BLOCK 66 LOT 9.01, BLOCK 65, LOT 3.01, and BLOCK 65, LOT 34 ON THE OFFICIAL TAX MAP OF THE BOROUGH OF OCEANPORT, MONMOUTH COUNTY, NEW JERSEY

This PROJECT AGREEMENT entered into this _____ day of _____, 2053

BETWEEN

The **COUNTY OF MONMOUTH**, hereinafter referred to as the "County and having offices at the Hall of Records, One East Main Street, Freehold, NJ 07728.

AND

The **BOROUGH OF OCEANPORT**, hereinafter referred to as the "Borough" and having offices at the Municipal Building, 910 Oceanport Way, Oceanport NJ 07757.

PURPOSE OF PROJECT AGREEMENT

To acquire real property known as known as designated as Block 66, Lot 7.01, Block 66, Lot 9.01, Block 65, Lot 3.01, and Block 65, Lot 34) on the official Tax Map of the Borough of Oceanport, Monmouth County, New Jersey collectively referred to as the " Open Space Properties", which will preserve open space, and conserve the natural resources of said Property.

WITNESSETH

WHEREAS, the Open Space Properties are owned as follows and notice should be provided as required to the addresses identified below:

- Block 66, Lot 7.01-540 Shrewsbury Partners, LLC 529 East State Street, Long Branch, New Jersey

- Block 66, Lot 9.01-Eastern Realty Holdings, LLC 548 Shrewsbury Avenue, Oceanport, New Jersey 07757
- Block 65, Lot 3.01, Jackson Dean Development, LLC, 229 Harvey Avenue, Lincroft, New Jersey
- Block 65, Lot 34, 9Riverview, LLC, 9 Riverview Road, Monmouth Beach, New Jersey 07750

WHEREAS, any correspondence or communication as to the County regarding the AGREEMENT shall be directed to the Monmouth County Park System, 805 Newman Springs Road, Lincroft, NJ 07738, Attention: Andrew Spears, Director; and

WHEREAS, any correspondence or communication as to the BOROUGH regarding this AGREEMENT shall be directed to Stephanie Kramer, Borough Clerk and Donna Phelps, Borough Administrator, Borough of Oceanport, 910 Oceanport Way, Oceanport, New Jersey, and

WHEREAS, the County has established the Monmouth County Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Trust Fund for funding County open space preservation, natural resources conservation and public park and recreation projects; and

WHEREAS, the Borough has established the Borough Open Space Dedicated Trust Fund for funding Borough open space preservation, natural resources, conservation and public park and recreation projects within the Borough; and

WHEREAS, both the County and the Borough recognize the importance of preserving the. Property in perpetuity for open space preservation, natural resources conservation and public park and recreation purposes; and

WHEREAS, the County and the Borough recognize the value of cooperating with one another to preserve and protect the Property; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt of which is hereby acknowledged, the County and the Borough agree as follows:

A. Obligations of the County:

DRAFT

1. The County shall, upon receipt of a contract presented by the BOROUGH to the, owners of the Open Space Properties, shall bring this matter before the Monmouth County Board of Recreation Commissioners for recommendation by adopted Resolution and then before the Monmouth County Board of County Commissioners for authorization by adopted Resolution to participate in said land preservation project.
2. Upon authorization by adopted Resolution County shall encumber funds from its Open Space Trust Fund to cover 75% of the accepted Formal Offers of $1,150,000 for the fee simple purchase of the Property.
3. Upon authorization by adopted Resolution, the County shall assign counsel to work with the Borough's attorney to enter into a Contract for Sale of Property with the owner(s) of the Property.
4. Upon signing of a Contract with the Borough and the owners of the Open Space Properties, the Monmouth County Park System may, by mutual agreement commence due diligence by commissioning a:
    a. Title search and title commitment certified to both the County and the Borough.
    b. Preliminary Assessment/Site Investigation (PA/SI) certified to both the COUNTY and the BOROUGH.
    c. Survey of the Property, certified to both the County and the Borough
5. Upon satisfactory completion of due diligence, the County will coordinate a closing of title with the Borough's attorney and the attorneys/owners for the Open Space Properties and will accept a Deed of Conservation and Public Access Easement from the landowner(s) into the County over the entire Property.
6. The County will provide its cost-share for the acquisition of the Property at closing, as established by this Project Agreement.
7. Upon receipt of a Deed of Conservation and Public Access Easement, the County will have same recorded by the County Clerk.
8. The Deed of Conservation and Public Access Easement will be entered into the Land Register of public parkland, as maintained by the Monmouth County Park System.
9. The Property will be entered into County's Recreation and Open Space Inventory (ROSI) as maintained by the NJDEP Green Acres Program.

B. Obligations of the Borough:
    1. The Borough shall commission at least one (1) full narrative appraisal of the Property by an appraiser on the list of appraisers approved by the Green Acres Program.

2. The Borough shall enter into negotiations with the landowner(s) and present a written Formal Offer for the acquisition of the Property on behalf of the Borough and the County.
3. Upon receipt of the accepted Formal Offer the Borough shall adopt an ordinance/Resolution authorizing the acquisition of the Property from the landowner(s).
4. The Borough shall encumber funds from its Open Space Trust Fund or other funding methods to cover 25% of the accepted Formal Offer or $287,500, its cost-share to acquire the Property.
5. The BOROUGH shall assign counsel to work with the County's counsel and the attorney for the landowner(s) to get under a Contract for Sale of Property for the acquisition of the Property.
6. Upon signing of a Contract with the County and the landowner(s) of the Property, the Borough may, by mutual agreement commence due diligence by commissioning a:
    a. Title search and commitment certified to both the County and the Borough
    b. Preliminary Assessment/Site Investigation (PA/SI) certified to both the County and the Borough.
    c. Survey of the Property, certified to both the County and the Borough.
7. Upon satisfactory completion of due diligence, the Borough will coordinate a closing of title with the County and the landowner(s) attorney and will accept a Deed that conveys fee simple interest to the Borough from the landowner(s).
8. The Borough will provide its cost-share for the acquisition of the Property at closing, as established by this PROJECT AGREEMENT.
9. Upon receipt of a Deed, the Borough will have same recorded by the County Clerk.
10. The Property will become part of the park system of the Borough and will be entered into the Borough's Recreation and Open Space Inventory (ROSI) as maintained by the NJDEP Green Acres Program.

C. Agreement as to terms individually, jointly and severally by each party, County and/or Borough.
    1. The parties agree upon appropriate signature and acknowledgement according to law as authorized by each governing body at a public meeting held by each, that the conditions and terms are intended to be included by reference in the Deed of Conservation Easement referred to herein and are intended to survive the closing of title.
    2. This Agreement is binding upon all parties who sign same and all who succeed to their rights and responsibilities.

DRAFT

3. The parties further agree that each public entity that executes this Agreement has the legal authority to bind by and through its governing body to sign this Agreement and to take action as herein set forth to be provided by an appropriate resolution or ordinance of each public entity adopted at a public meeting.

IN WITNESS WHEREOF, the parties have caused these presents to be signed, sealed and acknowledged this day and year first written above.

BOROUGH OF OCEANPORT	COUNTY OF MONMOUTH
_____	_____
Mayor	Director, Board of County Commissioner
_____	_____
Borough Clerk	Clerk, Board of County Commissioner
Reviewed as to form by:	Reviewed as to form by:
_____	_____
Borough Attorney	Special Counsel

DRAFT

ORDINANCE #1115

AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING CHAPTER 170 UNIFORM CONSTRUCTION CODES, SECTION 170-3 FEES

WHEREAS, the Construction Official has recommended the Borough Council increase fees related to building subcode and general administrative charges for commercial projects because these projects require significantly higher level of departmental resources, especially in the plan review process and a greater number of inspections than a typical residential project; and

WHEREAS, the Borough Council believes it is in the best of the Borough and its residents implement the recommendations of the Construction Official to ensure the Construction Department has sufficient funds to meet the inspection needs of current and future commercial developments within the Borough.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Oceanport, County of Monmouth, and State of New Jersey, that Chapter 284,170 Uniform Construction Codes Section 170-3 be amended as follows:

[additions are underlined and deletions are marked with strike-out]

§170-3 Fees

A. [No change.]

B. General fees:

(1) The fee for plan review shall be due prior to subcode review.

(2) The fee to be charged for a construction permit will be the sum of the basic construction fee plus all applicable special fees. This fee shall be paid before a permit is issued and proposed work commencing.

(3) The fee to be charged for a certificate of occupancy shall be paid before a certificate is issued. This fee shall be in addition to the construction permit.

(4) Fee for temporary certificates of occupancy shall be charged at the time of renewal..

(5) All fees shall be rounded to the nearest dollar.

C. Fees shall be as follows:

(1) Plan review fee. The fee for plan review shall be 25% of the amount to be charged for a construction permit. When prototype plans have been released, a plan review fee shall not be collected for permits issued therefrom and the total permit fee shall be reduced by 25%. There shall be an additional plan review fee of $60 per hour for review of an amendment or change to any plan that has already been released per subcode having assigned plan review responsibility to perform such a review in conjunction with the regulations and actual submittal. This fee may be waived at the discretion of the Construction Official in the event the work and review are of a minor nature.

(2) [No change].

(3) [No change.]

(4) [No change].

D. Building volume or cost. The fees for new construction or alteration are as follows:

(1) Fees for new construction shall be based upon the volume of the structure. Volume shall be computed in accordance with N.J.A.C. 5:23-2.28. The new construction fee shall be in the amount of $0.035 per cubic foot of volume for buildings and structures of Use Group R5 and $0.055 per cubic foot of volume for all other use groups and buildings except as follows:

(a) The fee shall be $0.053 per cubic foot of volume of groups A-1, A-3, A-4, A-5, F-1, F-2, S-1, and S-2. For the purposes of calculating the volume to determine the fee for large, open volume, single story spaces in buildings, such as warehouses, distribution centers, and other storage-use occupancies, the height shall be limited to 20 feet notwithstanding the fact that the actual height of the spaces maybe be greater than 20 feet.

(b) The fee shall be $0.0008 per cubic foot for structures on farms, including commercial farm building under N.J.A.C. 5:23-3.2 (d), with the maximum fee for such structures on farms not to exceed $1,145.

(2) Fees for renovations, alterations and repairs or site construction associated with pre- engineered systems of commercial farm buildings, pre-manufactured construction, and the external utility connection for pre-manufactured construction shall be based upon the estimated cost of work. The fee for Use Group R-5 shall be in the amount of $30 per $1,000. From $50,001 to and including $100,000, the additional fee shall be in the amount of $26 per $1,000 of estimated cost above $50,000. Above $100,000, the additional fee shall be in the amount of $24 per $1,000 of estimated cost above $100,000. The fee for all other use groups shall be in the amount of $40 per $1,000. From $50,001 to and including $100,000, the additional fee shall be in the amount of $35 per $1,000 of estimated cost above $50,000. Above $100,000, the additional fee shall be in the amount of $30 per $1,000 of estimated cost above $100,000. For the purpose of determining estimated cost, the applicant shall submit to the agency such cost data as may be available and produced by the architect or engineer of record, or by a recognized estimating firm, or by the contractor. A bonafide contractor's bid, or contract if available, shall be submitted upon request.

(3) [No change].

(4) [No change].

(5) The Building subcode flat fee for a photovoltaic (PV) array installed in any R-5 use group shall be $225.

(6) The fee for roof repair coverings for all use groups shall be $35 per $1,000 of the estimated cost.

(7) The repair type vinyl siding and other exterior wall coverings shall be $175 for R-5 type use groups. The fee for all use groups other than R-5 shall be $40 per $1,000 of the estimated cost. In the event the work is of a minor nature and not a total replacement, the fee for R-5 type use groups may be calculated at the rate of $30 per $1,000 and a minimum fee of $95.

(8) The fee charged for a private aboveground swimming pool, as defined in the building subcode, in Use Group R-5 shall be $125. The fee charged for a private in-ground swimming pool, as defined in the building subcode, in Use Group R-5 shall be $225. The construction fee for public swimming pools as defined in the building subcode in all other use groups shall be computed and based upon the cubic volume of the structure.

(9) The fee for replacement barriers surrounding and enclosing public or private swimming pools shall be $95. Pools will not be permitted to share pool barriers with neighboring property owners. Each pool must be protected by the pool barrier on the lot in which it is located.

(10) The fee for storage sheds and similar structures exceeding 200 square feet in area shall be calculated in accordance with N.J.A.C. 5:23-2.28.

(11) Temporary structures: The fee shall be $95 per structure that is subject to and regulated by the UCC.

(12) [No change].

(13) The fees for retaining walls shall be as follows:

(a) The fee for new or replacement retaining walls with a surface area greater than 550 square feet that is associated with a Class 3 residential structure shall be $125 and $95 for regulated retaining walls not exceeding 550 square feet.

(b) The fee for retaining walls of any size other than a Class 3 residential structure shall be based upon the estimated market value in the amount of $40 per $1,000.

E-M [No changes.].

BE IT FURTHER ORDAINED a copy of this Ordinance shall be supplied to the Police Chief and Code Enforcement Officer.

BE IT FURTHER ORDAINED that all other Ordinances or parts of Ordinances, which are inconsistent herewith, are repealed, only to the extent of such inconsistency. All other parts not inconsistent herewith are ratified and confirmed.

BE IT FURTHER ORDAINED this Ordinance shall become effect immediately upon final passage and publication as required by law.

APPROVED ON FIRST READING
DATED: September 4, 2025

STEPHANIE KRAMER
Clerk of the Borough of Oceanport

ADOPTED ON SECOND READING
DATED:

STEPHANIE KRAMER
Clerk of the Borough of Oceanport

APPROVAL BY THE MAYOR ON THIS ___DAY OF _____.

THOMAS TVRDIK
Mayor

ORDINANCE #1116

BOROUGH OF OCEANPORT
COUNTY OF MONMOUTH, STATE OF NEW JERSEY

ORDINANCE ADOPTING A REDEVELOPMENT PLAN FOR THE MEGA PARCEL LOCATED IN THE BOROUGH OF OCEANPORT WITHIN THE FORMER FORT MONMOUTH, PURSUANT TO THE LOCAL REDEVELOPMENT AND HOUSING LAW

WHEREAS, the Borough of Oceanport is desirous of promoting and reinvigorating the overall development of the Oceanport section of the Megal Parcel on Fort Monmouth (the Proposed Redevelopment Area") as defined by the Fort Monmouth Reuse and Redevelopment Plan approved by the Fort Monmouth Economic Revitalization Authority ("FMERA"); and

WHEREAS, the Local Redevelopment and Housing Law, *N.J.S.A.* 40A:12A-1 *et seq.* (as amended and supplemented, the "**Redevelopment Law**"), provides a process for a municipality to determine whether certain parcels of land in the municipality constitute an "area in need of redevelopment"; and

WHEREAS, to make such a determination under the Redevelopment Law, the Borough Council (the "**Borough Council**") of the Borough of Oceanport (the "**Borough**") must first authorize the Borough Planning Board (the "**Planning Board**") to conduct a preliminary investigation of the area and make recommendations to the Borough Council; and

WHEREAS, on June 5, 2025, the Borough Council adopted Resolution 2025-165, directing the Planning Board to conduct a preliminary investigation of the Mega Parcel on the Former Fort Monmouth, in particular, the 400 Area Parcel, the McAfee Center Parcel, the Veterinary Clinic Parcel, and the Emergency Homeless Shelter Parcel, which constitute portions of Block 110, Lot 1; Block 110, Lot 2, Block 110, Lot 4 and Block 105, Lot 1.01 as shown on the official tax maps of the Borough of Oceanport (the "Study Area") and to recommend to the Borough Council whether the Borough Council should designate all or a portion of the Study Area as a non-condemnation "area in need of redevelopment"; and

WHEREAS, Elizabeth C. Leheny, AICP, PP and Spach Trahan, AICP, PP of Phillips Preiss Grygiel Leheny Keller, LLC (the "**Planner**"), conducted a preliminary investigation of the Study Area to determine whether the Study Area meets the criteria set forth in the Redevelopment Law to be designated as an area in need of redevelopment, and prepared a preliminary investigation report of the Study Area entitled "Area in Need of Redevelopment Study for a Portion of the Former Fort Monmouth Properties in the Borough of Oceanport, New Jersey" in accordance with the Redevelopment Law, dated August 19, 2025 (the "**Preliminary Investigation Report**"); and

WHEREAS, on September 9, 2025, the Planning Board reviewed the Preliminary Investigation Report, conducted a public hearing and considered the testimony of Spach Trahan, AICP, PP and members of the general public were given an opportunity to present their own evidence and to address questions to the Planning Board and its representatives concerning the potential designation of the Study Area as a non-condemnation area in need of redevelopment; and

WHEREAS, after the conclusion of the public hearing described above, the Planning Board adopted a resolution recommending that the Study Area be declared a non-condemnation area in need of redevelopment pursuant to the Redevelopment Law; and

WHEREAS, the Borough Council adopted Resolution 2025-____ on September 18, 2025 declaring the Study Area as a Non-Condemnation Area in Need of Redevelopment.

WHEREAS, on behalf of FMERA, Phillips Preiss Grygiel Leheny Hughes LLC prepared a redevelopment plan for the Redevelopment Area entitled, "Amendment #20 to the Fort Monmouth Reuse and Redevelopment Plan" dated February 2024 (the "**Redevelopment Plan**"); and

WHEREAS, as of the date of introduction of this Ordinance on first reading, the Borough Council hereby refers the Redevelopment Plan to the Planning Board for the Planning Board's review pursuant to *N.J.S.A* 40A:12A-7(e); and

WHEREAS, prior to public hearing and final adoption of this Ordinance, the Planning Board will have transmitted to the Borough Council a report containing the Planning Board's recommendation concerning the Redevelopment Plan, including an identification of any provisions in the Redevelopment Plan that are inconsistent with the Borough Master Plan, if any, and recommendations concerning those inconsistencies, if any, and any other matters the Planning Board deems appropriate; and

WHEREAS, the Borough Council believes it is in the best interest of its residents to further the redevelopment of the former Fort Monmouth within Oceanport Borough Council through the adoption of the Redevelopment Plan of the Redevelopment Area.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Oceanport, in the County of Monmouth, State of New Jersey, as follows:

Section 1. The aforementioned recitals hereof are incorporated herein as though set forth at length herein.

Section 2. Pursuant to *N.J.S.A*. 40A:12A-7(e), upon passage of this ordinance on first reading, the Borough Council hereby refers the Redevelopment Plan to the Planning Board for the Planning Board's review. The Planning Board shall prepare a report containing the Planning Board's recommendation concerning the Redevelopment Plan, including an identification of any provisions in the Redevelopment Plan that are inconsistent with the Borough Master Plan, if any, and recommendations concerning those inconsistencies, if any, and any other matters the Planning Board deems appropriate, and submit same to the Borough Council within 45 days after referral, as required by the Redevelopment Law.

Section 3. The Redevelopment Plan is hereby approved and adopted pursuant to *N.J.S.A*. 40A:12A-7, subject to the consent of FMERA pursuant to *N.J.A.C.* 19:31C-3.25(b)(1).

Section 4. The zoning district map and the zoning ordinances of the Borough are hereby amended to incorporate and reflect the Redevelopment Plan, and, to the extent provided in the Redevelopment Plan, are superseded thereby.

Section 5. In case any one or more of the provisions of this ordinance or the Redevelopment Plan shall, for any reason, be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this ordinance or the Redevelopment Plan and this

ordinance shall be construed and enforced as if such illegal or invalid provision had not been contained herein.

Section 6. Pursuant to *N.J.A.C.* 19:31C-3.25(b)(6), this ordinance shall not be effective unless and until FMERA has consented to adoption of this ordinance and the Redevelopment Plan. The Borough Council hereby directs the Mayor, in consultation with counsel to the Borough, to prepare and submit to FMERA the necessary application and/or and any other documents in connection therewith in furtherance of obtaining FMERA's consent.

BOROUGH OF OCEANPORT
ORDINANCE NO: 1113

ORDINANCE AUTHORIZING THE BOROUGH TO PURCHASE BLOCK 65, LOT 3.01 AND BLOCK 65, LOT 34 FOR OPEN SPACE PRESERVATION PURPOSES

WHEREAS, the Borough of Oceanport (the "Borough") established an Open Space Dedicated Trust Fund (the "Trust Fund") through the adoption of Ordinance 740-2001 which authorizes the Borough to utilize the Trust Fund for the costs incurred in connection with the acquisition of land for open space purposes and for the acquisition of land for passive or active recreational purposes; and

WHEREAS, the Borough Planning Board adopted an Open Space and Recreation Plan (the "Open Space Plan") in September 2012 which established its Plan Goals and Objectives, in part, as long-term open space preservation and the acquisition of a projected natural area preserve of wetlands and woodlands; and

WHEREAS, pursuant to numerous statutory schemes, including but not limited to N.J.S.A. 40:61-1 and N.J.S.A. 40A:12-3 et seq., the Borough is authorized to acquire real property for open space purposes; and

WHEREAS, the Borough believes it is in the best interest of the Borough to acquire vacant land parcels for open space purposes on properties designated as Block 64, Lot 3.01 located on Myrtle Avenue for its market value of $550,000 owned by Jackson Dean Development, LLC, 229 Harvey Avenue, Lincroft, New Jersey and Block 65, Lot 34 located on Onondaga Avenue formerly owned by Ruth Ann Osolin, and currently owned by 9Riverview, LLC 9 Riverview Road, Monmouth Beach, NJ 07750 for its market value of $490,000 (collectively referred to as the "Open Space Properties"); and

WHEREAS, the Borough adopted Resolution #2024-224 authorizing the Borough to enter to enter into contracts to purchase the Open Space Properties from their respective property owners upon satisfaction of the conditions within these contracts including a contribution from Monmouth County in the amount of 75% of the purchase price, and the subsequent adoption of an ordinance as required by the Local Land and Buildings Law, N.J.S.A. 40A:12-1 et. seq.; and

WHEREAS, the Borough Council believes it is in the best interest of the Borough to acquire the Open Space Properties to further the goal of the Open Space Plan to create a natural area for the benefit of its residents.

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Oceanport, County of Monmouth State of New Jersey that it hereby authorizes the purchase of Block 65, Lot 3.01 for $550,000 and Block 65, Lot 34 for $490,000.

BE IT FURTHER ORDAINED as follows:

1. The findings set forth in the foregoing preamble are hereby incorporated as if fully restated.

2. The Mayor is hereby authorized to execute all transactional documents necessary to acquire the Open Space Properties consistent with the foregoing, the form and substance of which shall be subject to the review and approval of Borough Attorney.

3. The Mayor is hereby authorized to execute all documents required by the Monmouth County Municipal Land Preservation Incentive Program in order to obtain Monmouth County's share of the purchase prices for the Open Space Properties.

4. The Mayor, Borough Clerk, Borough Attorney, Borough Administrator, and Chief Financial Officer are hereby authorized and directed to execute, file, and accept any and all such documents and undertake any and all such actions as may be reasonably necessary to effectuate the terms hereof, including the completion of closing and accepting title to the same.

5. The Chief Financial Officer is hereby authorized to complete a bill payment for the purchase of the Open Space Properties upon her ability to certify as to the sufficiency of funds.

6. All ordinances and resolutions, and parts of ordinances and resolutions which are inconsistent with provisions of this ordinance shall be, and are hereby, repealed to the extent of any such inconsistency.

7. This Ordinance shall take effect upon passage and publication in accordance with law.

APPROVED ON FIRST READING
DATED: 9/4/25

_____
STEPHANIE KRAMER
Clerk of the Borough of Oceanport

ADOPTED ON SECOND READING
DATED:

_____
STEPHANIE KRAMER
Clerk of the Borough of Oceanport

APPROVAL BY THE MAYOR
ON THIS _____ DAY OF _____

_____
THOMAS J. TVRDIK
Mayor

BOROUGH OF OCEANPORT
ORDINANCE NO: 1114

ORDINANCE AMENDING CHAPTER 72 OFFICERS AND EMPLOYEES, ARTICLE II PERSONNEL POLICIES, SECTION 72-6 DELINEATING RESPOSIBLITY FOR ENFORCEMENT OF PERSONNEL POLICIES AND CREATING SECTION 72-7 ENTITLED JOB DESCRIPTIONS

WHEREAS, the Borough Code authorizes the Borough to create personnel policies and procedures concerning the hiring and termination of Borough employees, terms and conditions of employment, and regulations required to comply with applicable federal and state employment law; and

WHEREAS, the Borough Council believes it is in best interest of the Borough and its employees to create job descriptions for each position within the Borough and for all employees to ensure the efficient operation of Borough operations and to allow for both the employees and the Borough to have a clear understanding of their job functions and responsibilities; and

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Oceanport, County of Monmouth State of New Jersey that it hereby amends Chapter 72, Officers and Employees Article II, Personnel Policies and creating Section 72-7 as set forth herein:

[deletions are marked as strike-out and additions are underlined]

§ 72-6. Implementation and enforcement.

The Borough ~~Clerk~~ Administrator shall be responsible t~~o~~ ~~implement and enforce~~ for implementing and enforcing the personnel practices adopted by resolution authorized pursuant to this article. If there is a conflict between said personnel practices and any duly adopted and lawful collective bargaining agreement, personnel services contract or federal or state law, the terms and conditions of that contract or law shall prevail. In all other cases, the practices adopted pursuant to this article shall prevail.

§ 72-7. Job Descriptions.

The Borough Council shall adopt and amend from time to time as necessary, job descriptions for all employment positions and employees by resolution. Job descriptions shall be retained by the Borough Administrator and are available for inspection and/or review by Borough employees.

BE IT FURTHER ORDAINED all ordinances and resolutions, and parts of ordinances and resolutions which are inconsistent with provisions of this ordinance shall be, and are hereby, repealed to the extent of any such inconsistency.

BE IT FURTHER ORDAINED this Ordinance shall take effect upon passage and publication in accordance with law.

APPROVED ON FIRST READING
DATED: 9/4/25

_____
STEPHANIE KRAMER
Clerk of the Borough of Oceanport

ADOPTED ON SECOND READING
DATED:

_____

_____
STEPHANIE KRAMER
Clerk of the Borough of Oceanport

APPROVAL BY THE MAYOR
ON THIS _____ DAY OF

_____
THOMAS J. TVRDIK
Mayor