BOROUGH OF OCEANPORT

MAYOR & COUNCIL

AGENDA ● AUGUST 15, 2019

Workshop | **Maple Place School** | **7:00 PM**

2 Maple Place, Oceanport, NJ 07757

I. Meeting Called to Order

II. Statement of Compliance with Open Public Meetings Act:

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

III. Flag Salute

IV. Invocation

V. Roll Call

VI. Administrator's Report

1. Resolution appointing a seasonal laborer for the Public Works Dept

VII. Clerk's Report

Permits/Licenses

1. Resolution authorizing waiver of Street Opening Moratorium for 22 Shrewsbury Ave
2. Request for Extension of Temporary Relief from Zoning Ordinance - 22 Asbury Ave
3. Boat Ramp Permits
4. Dog License Fees

August 15, 2019 Regular Meeting Items

5. Resolution authorizing payment of BILL LIST 08-15-2019
6. Resolution authorizing permits for Facility Use - Fall 2019
7. Resolution authorizing a fireworks display at 2019 Summer's End
8. Resolution for temp. permission for alcoholic consumption at Summer’s End
9. Resolution authorizing letter of representation and agreement with MCIA for Shore Reg Guaranty
10. Resolution approving Special Event Permit for Bike New York
11. Workshop Minutes, July 18, 2019
12. Regular Meeting Minutes, July 18, 2019
13. Receipt & Acceptance of Minutes, Historical Committee, April 11, 2019
14. Receipt & Acceptance of Minutes, Historical Committee, June 14, 2019
15. Receipt & Acceptance of Minutes, Parks & Recreation Committee, June 12, 2019
16. Receipt & Acceptance, Port Au Peck Captain's Report - April 2019
17. Receipt & Acceptance, Port Au Peck Captain's Report - May 2019
18. Receipt & Acceptance, Port Au Peck Captain's Report - June 2019
19. Receipt & Acceptance, Port Au Peck Captain's Report - July 2019

VIII. Discussion Items

1. Bid Results & Contract Award Recommendation - General Contract for New Municipal Complex
2. RFP Results for Real Property Data Collection & Verification Services
3. Contract Change Order #1 for Milton Ave Drainage Improvements Project
4. Solid Waste & Recycling Contract - Engineering Services to Provide Bidding Services
5. Lawn Maintenance Services, Councilman Gallo
6. Ordinances & Forms to Expand CO/CCO requirements, Councilman Proto
7. Police Overtime, Councilman Irace
8. Compensation for employees & officials for 2019, F&A Committee
9. "Americans with Disabilities Act" Compliance, Council President Solan
   Ordinance Creating an ADA Committee
   Resolution appointing an ADA Coordinator

IX. Mayor's Report

1. Appointment to Water Watch Committee
2. Monmouth Park Helipad Proposal

X. Petitions from the Public

XI. Adjournment

RESOLUTION OF THE BOROUGH OF OCEANPORT
APPOINTMENT OF A SEASONAL LABORER IN THE PUBLIC WORKS DEPARTMENT

Resolution

WHEREAS, there is a need for full time seasonal help in the Public Works Department to assist with lawn care, general duties and parks maintenance; and.

WHEREAS, the Public Works Foreman and Borough Administrator have recommended the appointment of Patrick Kelly to fill the position and Mr. Kelly is willing and able to accept the position.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Oceanport, that Patrick Kelly is hereby appointed to the Department of Public Works for the position of full time seasonal Laborer at a rate of $13.00 per hour in accordance with the Borough's salary ordinance effective August 5, 2019.

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

From: Donna Phelps
To: Jeanne Smith
Subject: Patrick Kelly
Date: Monday, August 5, 2019 1:26:27 PM

Please be advised that Patrick Kelly will begin employment as a laborer in the Department of Public Works, effective today, August 5, 2019.

Donna M. Phelps
Administrator
Borough of Oceanport
732-222-8221

RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING A STREET OPENING PERMIT FOR PORTION OF
SHREWSBURY AVENUE UNDER MORATORIUM

Resolution

WHEREAS, NJNG has requested a street opening permit on behalf of residents Anthony & Ashley Lubischer for the conversion of oil to natural gas services 22 Shrewsbury Avenue; and

WHEREAS, this portion of Shrewsbury Avenue is presently under moratorium which expires January 4, 2021 per the Borough Engineer and therefore the Borough Clerk denied the permit; and

WHEREAS, the Mr. and Mrs. Lubischer have petitioned the Governing Body to grant a waiver of the moratorium; and

WHEREAS, the Borough Engineer has reviewed and recommended that should the Governing Body approve the request that the permit be issued to NJ Natural Gas subject to the requirements of Borough Code § 331-9D et. seq. "*Repairs to roads under moratorium, both emergency and non-emergency, shall consist of a 2" milling and paving from curb to curb or where appropriate edge to edge for the length of the repair. Tack coat shall be placed on all edges of the milled area and over the base course. At the discretion of the Borough Engineer, if a patch is deemed not acceptable then infrared pavement repair may be required*".

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Oceanport that a street opening application by New Jersey Natural Gas for an opening on behalf 22 Shrewsbury Avenue is hereby authorized based on the Borough Engineer's recommendation and subject to repair of said openings pursuant with Borough Code § 331-9D et. seq.

From: Ashley Berger
To: Jeanne Smith
Cc: ajlube38@gmail.com
Subject: 22 Shrewsbury Ave
Date: Monday, July 29, 2019 8:54:27 AM

Good Morning,

My husband and I, Anthony and Ashley Lubischer, are doing renovations on our new home on 22 Shrewsbury Avenue. We have applied with NJ Natural Gas to convert from oil to natural gas. Our request for the road opening was denied due to moratorium. This moratorium ends at the end of this year. We are requesting a review with mayor and council at the next town hall meeting.

Please let us know if you need anything else from us to move forward with the process. We sincerely appreciate your help.

Warmly,
Ashley and Anthony Lubischer

From: William White
To: Kim Parent; Jeanne Smith
Subject: RE: Street Opening Application - Shrewsbury Ave
Date: Wednesday, July 31, 2019 4:28:49 PM
Attachments: image001.png

Kim,
The Borough accepted the project on January 4, 2016. The moratorium end on January 4, 2021
Bill

William HR White III, PE, PP, CME, CFM, CPWM
Principal

Maser Consulting P.A.
C: 732-241-7874 P: 732-383-1950 ext: 3349

From: Kim Parent <kparent@oceanportboro.com>
Sent: Wednesday, July 31, 2019 12:11 PM
To: Jeanne Smith <JSmith@oceanportboro.com>; William White <WWhite@maserconsulting.com>
Subject: RE: Street Opening Application - Shrewsbury Ave

Hi Bill. Would you mind reviewing your road program records to provide me with an end date of the moratorium for the NJNG Shrewsbury Ave. street opening application? Jeanne requests that I include an end date in the denial letter.

Thank you!
Kim

From: Jeanne Smith <JSmith@oceanportboro.com>
Sent: Friday, July 26, 2019 10:32 AM
To: 'William White' <WWhite@maserconsulting.com>; Kim Parent <kparent@oceanportboro.com>
Subject: RE: Street Opening Application - Shrewsbury Ave

Kim,
Please reject the application with the reason being under moratorium. Please provide them with the response the end date of the moratorium. Should they wish to proceed before the moratorium they will need to submit a request to Mayor and Council care of the Clerk seeking the opening and why.
Thanks

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

Tel: 732.222.8221
Fax: 732.222.0904

From: William White <WWhite@maserconsulting.com>
Sent: Thursday, July 25, 2019 9:48 AM
To: Kim Parent <kparent@oceanportboro.com>
Cc: Jeanne Smith <JSmith@oceanportboro.com>
Subject: RE: Street Opening Application - Shrewsbury Ave

Since it is not an emergency Council would have to approve road opening. They should require a full width mill and over lay for the project limits.

William HR White III, PE, PP, CME, CFM, CPWM
Principal

Maser Consulting P.A.
C: 732-241-7874 P: 732-383-1950 ext: 3349

From: Kim Parent <kparent@oceanportboro.com>
Sent: Thursday, July 25, 2019 9:14 AM
To: William White <WWhite@maserconsulting.com>
Cc: Jeanne Smith <JSmith@oceanportboro.com>
Subject: Street Opening Application - Shrewsbury Ave

Hi Bill. Please review the attached request from NJ Gas for an opening on Shrewsbury. It is under moratorium and 65 ft long! Yikes!
Thank you!

Kim Parent
Administrative Assistant
Borough of Oceanport
315 E. Main Street
Oceanport, NJ 07757
732-222-8221

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35 YEARS OF Customer Loyalty through Client Satisfaction

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Maser Consulting is a multi-discipline engineering firm serving public and private clients across the nation. We've

8/8/2019

RECEIVED
AUG 0 8 2019
Borough of Oceanport 6:30pm

MAYOR AND COUNCIL
IN C/O BOROUGH CLERK JEANNIE SMITH
315 E. MAIN STREET
OCEANPORT, NJ 07757

To Mayor and Council c/o Borough Clerk, Jeannie Smith:

We would like to request approval for a new white PVC fence around our property and within the borough's right of way. We are replacing a deteriorated wood fence that was initially installed in 2013 upon a temporary approval. We are a small lot on the corner of Asbury Avenue and Milton. Asbury Avenue is very busy and often has speeders. In addition, we have witnessed many accidents at our corner (Asbury onto Milton) due to people blowing through the STOP signs. We have a 2 year old son as well as two older boys, 9 and 7. This fenced in area of our property is the only outdoor space they have to play that is safe from both streets. The new white PVC fence will be 3 foot high, clean of shrubbery and well maintained. Please contact me with any additional questions or concerns.

Thank you for your time in advance.

SINCERELY,

KRISTA AND JOSEPH CASELLA
22 ASBURY AVENUE OCEANPORT NJ 07757

RECEIVED
8.8.19 (PM)

Resolution 2013-67
05-02-2013

RESOLUTION OF THE BOROUGH OF OCEANPORT
PROVIDING TEMPORARY RELIEF FROM BOROUGH CODE 390-25F(2)

WHEREAS Borough Code 390-25F(2) requires fences to be placed a minimum of 1 foot from the Borough right of way; and

WHEREAS Krista and Joseph Casella, of 22 Asbury Avenue, Block 92, Lot 1, are now seeking temporary relief to permit a fence within the Borough's right of way as a measure of safety for their young children along a busy roadway; and

WHEREAS, the Mayor and Council of the Borough of Oceanport, find that granting requested relief, on a temporary basis, is in the interest of public safety;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Oceanport's that the request for temporary relief of Borough Code 390-25F(2), be granted providing the following conditions:

1. Waiver of the requirements of Borough Code 390-25F(2), is granted on a temporary basis, for one (1) period of six (6) months, commencing upon approval of this Resolution. Within thirty (30) days of expiration of this approval, the Casella's may request to the Administrator of the Borough for an additional extension of six (6) months. Upon approval by the governing body, extensions shall be adopted by resolution.
2. In the event that the subject home is sold by the Casella's, the fence must be removed.
3. Failure by the Borough to enforce any element of this Resolution or to enforce removal of the fence from their right of way, shall in no way constitute a waiver of the Borough's right to enforce Code 390-25F(2) or to require removal of the fence from the subject property from current or successive owners.

RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING PAYMENT OF BILL LIST FOR AUGUST 15, 2019

Resolution

WHEREAS, the Governing Body has considered the payment of said bills as set forth on the bill list at its public meeting of August 15, 2019.

BE IT RESOLVED, by the Mayor and Council that the bills be paid as on the attached bill list dated August 15, 2019 totaling $914,241.28.

CERTIFICATION OF FUNDS

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

Catherine D. LaPorta, CFO

BOROUGH OF OCEANPORT
BILL LIST

15-Aug-19

PAYEE	AMOUNT
PAYROLL ACCOUNT	$128,765.99 15TH
PAYROLL ACCOUNT	$125,084.45 16TH
PAYROLL ACCOUNT	$412.46 DCRP
CAPITAL TRUST TOTAL	$231,430.23
GRANT FUND	$2,514.07
DOG REGISTRY TOTAL	$951.55
OPEN SPACE TRUST TOTAL	$101,505.19
TRUST OTHER TOTAL	$4,524.04
ESCROW TRUST TOTAL	$4,845.30
SUI	$0.00
UCC TRUST	$428.89
2018 VOUCHERS PAID THIS MEETING	$487.91
2019 VOUCHERS PAID THIS MEETING	$313,291.20
TOTAL	**$914,241.28**

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

Donna M. Phelps

Report Printed 2019-08-09 10:25:21 BOROUGH OF OCEANPORT

7.5

List of Bills - (All Funds)

Vendor		Description	Payment	Check Total
		Current Fund		
1001 - **A.R. COMMUNICATIONS**	PO 3916	RADIO CHARGER & ANTENNA	45.50	**45.50**
1009 - **ADP, INC**	PO 3991	PAYROLL SERVICES - 7/10/19	307.80	**307.80**
1016 - **AMERICAN UNIFORM & SUPPLY**	PO 2326	Uniform Purchase Perrulli	487.91	**487.91**
1017 - **AMERICAN WEAR, INC**	PO 3886	JUNE UNIFORMS 2019	215.60	**215.60**
1116 - **ASBURY PARK PRESS**	PO 3848	Display Ad	75.32	
	PO 3840	Legal Notices	94.52	
	PO 3823	Legal Notices	149.24	**319.08**
1023 - **ATLANTIC PRINTING&GRAPHICS LLC**	PO 3905	2019 BULLETIN - JULY/AUGUST 2019	980.00	**980.00**
1013 - **AUTO TURF SPECIALISTS**	PO 3766	PARTS FOR MOWER	196.17	**196.17**
1029 - **BEATRIZ C CRANEY**	PO 4008	2019 INTERPRETING SERVICES - 7/25/1	100.00	**100.00**
1584 - **BOARD OF RECREATION COMMISSIONERS**	PO 3199	SUMMERS END ROCK WALL	450.00	
	PO 3912	DISC EVENT PERMIT	157.00	**607.00**
1034 - **BORO PRINTING, INC**	PO 3323	New two books	445.00	
	PO 3794	WINDOW ENVELOPES FOR TAXES	507.50	
	PO 3960	LANDSCAPE DECALS	85.00	**1,037.50**
1525 - **BOUND TREE MEDICAL LLC**	PO 3824	FIRST AID SUPPLIES - QUOTE AS OF 06	152.98	**152.98**
1042 - **C&S ELECTRICAL CONTRACTOR, INC**	PO 3771	ELECTRICAL OUTLETS FOR BBB PAVILION	190.00	
	PO 3875	Electrical Repair	105.00	**295.00**
1047 - **CENTRAL JERSEY HEALTH INSURANC**	PO 4075	HEALTH/DENTAL INSURANCE - AUG 2019	73,251.00	**73,251.00**
1054 - **CITY OF LONG BRANCH**	PO 3756	GASOLINE & DIESEL - MAY 2019	4,712.62	
	PO 3893	GASOLINE & DIESEL - JUNE 2019	4,613.46	**9,326.08**
1055 - **CLARKE CATON HINTZ CORP**	PO 3929	FT MONMOUTH REDEVELOPMENT - 6/28/19	184.43	**184.43**
1060 - **COMCAST BUSINESS COMMUNICATION**	PO 3931	BORO HALL INTERNET/TELEPHONE 7/14-	561.67	**561.67**
1612 - **CROWN TIRE**	PO 3917	TIRE SPARE RIM	395.00	
	PO 3959	LEAKING REAR TIRE	50.00	**445.00**
1069 - **CRYSTAL SPRINGS**	PO 4060	WATER SERVICE - 07/12/19	115.44	**115.44**
1075 - **DELL MARKETING L.P.**	PO 3363	New computer & monitors	3,785.62	**3,785.62**
1446 - **DIRECT ENERGY BUSINES**	PO 3944	282 BARKER/900 MURPHY - 6/19-7/19/1	53.36	
	PO 4012	2 PEMBERTON AVE 6/18-07/18/19	19.56	**72.92**
1599 - **DYNAMIC DISCS**	PO 3820	DISC GOLF SUPPLIES	633.94	**633.94**
1086 - **EAST COAST EMERGENCY**	PO 3437	Remove old computer mounts and inst	2,700.00	**2,700.00**
1099 - **EUROFINS QC INC**	PO 3918	WATER WATCH COMMITTEE TESTING - 6/3	465.00	**465.00**
1102 - **F. J. FOGGIA FLORIST**	PO 3839	MEMORIAL DAY FLOWERS - FAS	116.00	**116.00**
1104 - **FASTENAL INDUSTRIAL SUPPLIES**	PO 3763	BOLT FOR LAWN MOWER	6.79	**6.79**
1105 - **FIREFIGHTER ONE, LLC**	PO 3712	SCBA FIRE EQUIPMENT RESOLUTION #201	892.60	**892.60**
1109 - **FMERA**	PO 4064	STREET LIGHTS ROUTE 537 JULY 2019	273.26	
	PO 4063	282 HILDRETH WATER & ELECTRIC JULY	608.03	
	PO 4062	282 HILDRETH WATER & ELECTRIC JULY	981.59	**1,862.88**
1575 - **GALLS PARENT HOLDINGS, LLC**	PO 3077	JACKETS FOR FIRST AID	577.39	**577.39**
1122 - **GENERAL CODE PUBLISHERS, INC**	PO 4002	Codifying of Ordinances - 7/17/19	617.90	**617.90**
1124 - **GEORGE WALL**	PO 3829	VEHICLE MAINTENANCE - DRAWDOWN	71.30	**71.30**
1128 - **GOODYEAR AUTO SERVICE CENTER**	PO 3850	New tire for Unit 6	164.00	
	PO 3958	4 new tires for Unit 5	656.00	**820.00**
1143 - **I.D.M. MEDICAL SUPPLY INC**	PO 3825	OXYGEN REFILL - 6/16/19 FAS	57.84	**57.84**
1610 - **JBS TREE EXPERTS**	PO 3876	3 TREES TO BE REMOVED - 113 COMANCH	6,900.00	**6,900.00**
1153 - **JERSEY CENTRAL POWER & LIGHT**	PO 3911	JCPL #009 - 6/01-7/02/19	1,249.86	
	PO 3910	JCPL #015 - 5/31-6/28/19	1,204.65	
	PO 4034	JCPL #007 - 6/19-07/18/19	4,853.65	**7,308.16**
1158 - **JOHN'S AUTO & TRUCK REPAIR LLC**	PO 3643	TRUCK 126 NEEDS REPAIRS	663.50	
	PO 3831	SCAN CODES FOR 8600 WORK STAR	120.00	**783.50**
1499 - **KEVIN E KENNEDY, ESQ**	PO 3997	PROFESSIONAL SERVICES - JUNE 2019	315.00	
	PO 3998	MEEETING FILE - JUNE 2019	500.00	
	PO 4001	KELLY/BUCKLEY VS OCEANPORT UNITED P	15.00	**830.00**
1476 - **KING SECURITY**	PO 3833	ANNUAL FIRE REPORT	407.50	
	PO 3805	REPAIRS AT PAP FIREHOUSE	365.00	
	PO 3845	ALARM MONITORING FOR PAP	348.00	**1,120.50**
1181 - **LANIGAN ASSOCIATES, INC**	PO 1000	OLD PO#17-01706; ASSORTED POLICE EQ	20.00	**20.00**
1185 - **LAWES COAL CO INC**	PO 3615	PARTS FOR LAWN TRACTOR	123.60	
	PO 3767	SCREWS FOR HEDGE TRIMMER	3.50	
	PO 3804	PARTS FOR WEEDWAHCKERS	63.99	**191.09**
1618 - **LCB SERVICES**	PO 3980	NOTARY - BASICS COURSE	70.00	**70.00**
1195 - **MASER CONSULTING, P.A.**	PO 3891	GENERAL ENGINEERING JUNE 2019	5,100.00	
	PO 4028	OPB167 2020 MONMOUTH COUNTY CDBG GR	3,000.00	
	PO 4019	OPB001 GENERAL ENGINEERING SERVICES	5,100.00	**13,200.00**
1200 - **McMANIMON*SCOTLAND*BAUMANN LLC**	PO 3860	REDEVELOPMENT/MUNICIPAL BUILDING F	3,225.00	**3,225.00**
1206 - **MICHAEL KELLY**	PO 3906	Mike Kelly Uniform Purchase Reimbur	616.00	**616.00**
1557 - **MICHAEL P BOLAN PP/AICP**	PO 3909	COAH LEGAL SERVICES 6/12-6/28/19	750.00	
	PO 4049	COAH LEGAL SERVICES	650.00	
	PO 4036	COAH LEGAL SERVICES	3,200.00	**4,600.00**

List of Bills - (All Funds)

Vendor		Description	Payment	Check Total
1218 - **MONMOUTH COUNTY POLICE ACADEMY**	PO 3832	Radar Instructor Resnyk	50.00	
	PO 3830	Training Tucci, Grimes & Weir	100.00	
	PO 3846	Training police professionalism & C	25.00	**175.00**
1538 - **MONMOUTH COUNTY RECLAMATION CENTER**	PO 3386	STREET SWEEPING- 05/10/19	2,514.07	**2,514.07**
1241 - **NAPA AUTO PARTS (#15456)**	PO 3828	DEF FUEL FOR TRUCKS	43.96	**43.96**
1245 - **NJ AMERICAN WATER CO**	PO 3903	OLD WHARF PARK #1 6/12-7/11/19	45.71	
	PO 3902	OLD WHARF PARK #2 6/11-7/11/19	18.29	
	PO 3901	LIBRARY WATER - 6/11-7/11/19	44.75	
	PO 3900	PAP FIRE HOUSE - 6/12-7/11/19	179.41	
	PO 3932	OLD WHARF PARK 6/12-7/11/19	52.32	**340.48**
1251 - **NJ NATURAL GAS CO**	PO 3947	TOHICON - LIBRARY - 6/14-7/17/19	26.37	
	PO 4042	21 MAIN STREET - 06/17-08/18/19	28.86	**55.23**
1251 - **NJ NATURAL GAS CO**	PO 3956	977 MURPHY (NEW PD) 5/18-7/19/19	26.77	
	PO 3955	FIRST AID - 6/17-7/18/19	314.00	
	PO 3953	433 MYRTLE AVE - 6/17-7/18/19	40.82	
	PO 3951	315 E MAIN - OLD WHARF - 6/17-7/18/	32.00	
	PO 3954	901 MURPHY - 6/18-7/19/19	139.18	
	PO 3952	918 MURPHY - 6/18-7/19/19	26.77	
	PO 3950	900 MURPHY DRIVE (DPW) 6/18-7/19/19	150.09	
	PO 3949	282 HILDRETH - 6/18-7/19/19	225.36	**954.99**
1267 - **ONSOLVE**	PO 3572	CODE RED RENEWAL MAY 2019	5,510.00	**5,510.00**
1520 - **PASHMAN STEIN WALDER HAYDEN, PC**	PO 3779	AFFORDABLE HOUSING COUNCIL MAY 2019	2,072.00	
	PO 4043	AFFORDABLE HOUSING COUNCI L- JUNE 2	758.50	**2,830.50**
1284 - **POWERHOUSE SIGNWORKS**	PO 3966	RECREATION - DISC GOLF	270.00	
	PO 3961	DATE CHANGE - MOVIE IN PARK	160.00	**430.00**
1286 - **PRO JANITORIAL SERVICES, LLC**	PO 3984	JANITORIAL SERVICES - JULY 2019	1,735.00	**1,735.00**
1292 - **R & J CONTROL INC.**	PO 3946	MAINTENANCE AT 433 MYRTLE 5/1/19	324.00	**324.00**
1303 - **RESERVE ACCOUNT**	PO 3925	POSTAGE REFULL	1,000.00	**1,000.00**
1314 - **SEABOARD FIRE & SAFETY**	PO 3862	FIRE INSPECTION FOR FAS	187.00	**187.00**
1315 - **SEABOARD WELDING SUPPLY, INC.**	PO 3836	OXYGEN & CYLINDER 6/30/19	20.75	**20.75**
1317 - **SELECTIVE INSURANCE-FLOOD**	PO 3928	433 MYRTLE - PORT AU PECK FIRE STAT	1,250.00	**1,250.00**
1326 - **SIP'S PAINT**	PO 3834	ASSORT NUTS & BOLTS	4.44	
	PO 3827	NUTS & BOLTS FOR HEDGE TRIMMER	3.90	
	PO 3826	PADLOCK	9.99	**18.33**
1334 - **STAVOLA ASPHALT COMPANY, INC**	PO 3975	HOT PATCH TKT# 323152	67.05	**67.05**
1337 - **SUBURBAN DISPOSAL**	PO 4058	DISPOSAL FEE & RECYCLING & CONTAINE	25,319.57	
	PO 4057	COLLECTION FEES CERTIFICATION - AUG	17,400.00	**42,719.57**
1338 - **SUPLEE, CLOONEY & COMPANY**	PO 3803	2018 AUDIT/2019 BUDGET SERVICES RES	25,000.00	**25,000.00**
1341 - **TARGETED TECHNOLOGIES LLC**	PO 3691	Software Renewal - Mail Security	368.00	
	PO 3847	VPN Security Licenses	350.00	
	PO 3937	Extended Warranty for Server	339.00	
	PO 4065	WEB HOSTING JULY & AUGUST 2019	250.00	**1,307.00**
1346 - **THE ARNETTE LAW FIRM LLC**	PO 4061	BOROUGH ATTORNEY FEES - JUNE 2019	5,123.51	**5,123.51**
1348 - **THE HOME DEPOT**	PO 3979	RAKES & RAIN COATS	78.25	
	PO 3978	SUPPLIES FOR GARAGE	55.32	
	PO 3994	Supplies for Evidence room	221.90	
	PO 4051	Supplies for Evidence Room	155.66	**511.13**
1349 - **THE LINK NEWS, INC**	PO 3907	Legal Notices	45.43	**45.43**
1447 - **TREASURER STATE OF NJ**	PO 3908	MARRIAGE LICENSE FEE DUE STATE - 2N	150.00	**150.00**
1373 - **TWO RIVER WATER RECLAMATION**	PO 4074	SEWER BILL FOR 4 LOCATIONS - 7/01-9	360.00	**360.00**
1380 - **US BANK OPERATIONS CENTER**	PO 4053	MCIA CAPITAL LEASE PAYMENT	78,799.27	**78,799.27**
1387 - **VERIZON**	PO 3940	FIRE ALARM - OLD WHARF 7/08-8/07/19	44.76	
	PO 3913	LIBRARY TELEPHONE 7/01-7/31/19	258.20	
	PO 3982	POLICE 732-222-6300 7/21-08/20/19	194.56	
	PO 4011	OEM (732-389-9801) 7/23-08/22/19	238.93	
	PO 3987	POLICE 848-208-2061 - 7/13-08/12/1	1,112.63	**1,849.08**
1558 - **Verizon Wireless**	PO 4015	FIRST AID AIR CARD 6/24-7/23/19	140.04	**140.04**
1388 - **VERIZON WIRELESS**	PO 4072	POLICE AIR CARDS - 6/27-07/26/19	367.25	**367.25**
1390 - **VIC GERARD GOLF CARS, INC**	PO 3919	Service & Repairs Golf Carts	285.53	**285.53**
1392 - **W.B. MASON CO, INC**	PO 3915	SUPPLIES FOR VARIOUS DEPT 7/15/19	836.66	**836.66**
1396 - **WILLIAM RESYNK**	PO 4013	Reimbursement for Uniforms purchase	655.00	**655.00**
1398 - **WORLD JEEP CHRYSLER**	PO 3849	Repairs to Unit 1	514.76	**514.76**
	Capital Fund			
1105 - **FIREFIGHTER ONE, LLC**	PO 3712	SCBA FIRE EQUIPMENT RESOLUTION #201	38,000.00	**38,000.00**
1106 - **FIORE PAVING COMPANY, INC**	PO 4056	MILTON AVENUE DRAINAGE - CERTIFICAT	102,003.15	**102,003.15**
1138 - **HALE TRAILER BRAKE & WHEEL INC**	PO 3800	TRAILER 900 MURPHY DR - DPW JULY 20	340.00	**340.00**
1195 - **MASER CONSULTING, P.A.**	PO 3897	MYRTLE AVE ENGINEERING	1,320.00	
	PO 3896	ADRIAN AVE CONST OVERSIGHT	1,400.00	
	PO 3895	MILTON AVE CONST OVERSIGHT	5,936.25	
	PO 3894	ASBESTOS ABATEMENT & DEMO	8,396.50	

List of Bills - (All Funds)

Vendor		Description		Payment	Check Total
	PO 3930	2019 ROAD PROGRAM - ENG OPB 166	25,437.00		
	PO 4027	OPB156 MYRTLE AVE DRAINAGE & SIDEWA	1,690.00		
	PO 4026	OPB157 2018 ROAD PROGRAM	560.00		
	PO 4025	OPB158 MILTON AVE IMPROVEMENTS	2,341.25		**47,081.00**
1195 - **MASER CONSULTING, P.A.**	PO 4021	OPB164 ASBESTOS ABATEMENT & DEMOLIT	1,196.25		
	PO 4020	OPB159 MAIN STR PHASE 2	3,142.50		**4,338.75**
1195 - **MASER CONSULTING, P.A.**	PO 4024	OPB164 ASBESTOS ABATEMENT & DEMO OF	161.25		
	PO 4023	OPB166 2019 ROAD PROGRAM	19,669.14		**19,830.39**
1200 - **McMANIMON*SCOTLAND*BAUMANN LLC**	PO 3860	REDEVELOPMENT/MUNICIPAL BUILDING F	1,204.00		**1,204.00**
1617 - **MR. JOHN**	PO 3926	900 MURPHY DRIVE - 6/13-07/09/19 &	411.52		**411.52**
1347 - **THE GOLDSTEIN PARTNERSHIP**	PO 3983	ARCHITECT FEES - JULY 2019	18,168.81		**18,168.81**
1349 - **THE LINK NEWS, INC**	PO 3744	Legal Notice - Notice to Bidders	52.61		**52.61**
	DOG TRUST FUND				
1445 - **Monmouth County SPCA**	PO 3938	ANIMAL CONTROL MAY 2019 & JUNE 2019	944.35		**944.35**
1367 - **TREASURER:STATE OF NJ HEALTH**	PO 4073	JULY MONTHLY DOT REPORT	7.20		**7.20**
	OPEN SPACE TRUST				
1032 - **BOB JENSEN PLUMBING, INC**	PO 3599	TURNING ON WATER FOUNTAINS	100.00		**100.00**
1042 - **C&S ELECTRICAL CONTRACTOR, INC**	PO 3669	REPLACE BULBS AT TENNIS COURT	450.00		**450.00**
1077 - **DEW DROP LAWN SPRINKLERS**	PO 3769	REPAIR TO BLACKBERRY BAY BASEBALL F	203.12		**203.12**
1078 - **DOWNES FOREST PRODUCTS LLC**	PO 3047	MULCH FOR PLAYGROUNDS	11,250.00		
	PO 3390	MULCH - BLACKBERRY BAY	3,750.00		**15,000.00**
1126 - **GLENCO SUPPLY INC**	PO 3773	SIGNS FOR PARKS	319.00		**319.00**
1195 - **MASER CONSULTING, P.A.**	PO 3899	EVERGREEN PARK - CONSTRUCTION OVERS	797.50		
	PO 3898	TENNIS/BASKETBALL COURT REFURBISHME	836.25		
	PO 4022	OPB165 TENNIS COURT REFURBISHING	2,467.50		**4,101.25**
1617 - **MR. JOHN**	PO 3927	MARIA GATTA PARK - 6/12-07/09/19	331.82		**331.82**
1592 - **SHAUGHNESSY SPORTS CONSTRUCTION**	PO 4017	REPAIRS & RESURFACING OF TENNIS AND	81,000.00		**81,000.00**
	UCC Trust				
1034 - **BORO PRINTING, INC**	PO 3396	WARNING NOTICES	295.00		**295.00**
1595 - **INTERNATIONAL CODE COUNCIL, INC**	PO 3677	PROPERTY MAINTENANCE CODE BOOK & DO	120.50		**120.50**
1392 - **W.B. MASON CO, INC**	PO 3915	SUPPLIES FOR VARIOUS DEPT 7/15/19	13.39		**13.39**
	OTHER TRUST				
1023 - **ATLANTIC PRINTING&GRAPHICS LLC**	PO 3934	INSERT RETURN ENVELOPES - SUMMERS E	285.00		**285.00**
1616 - **CASSCO LLC**	PO 3972	ICE FOR ACTION CAMPERS	370.00		**370.00**
1154 - **JOANNE HUNT**	PO 3914	REIMBURSE - ACTION CAMP SUPPLIES	146.63		
	PO 3945	REIMBURSEMENT - ACTION CAMP SUPPLIE	82.59		
	PO 3924	REIMBURSEMENT - ACTION CAMP SUPPLIE	86.94		**316.16**
1269 - **PARTY PERFECT RENTALS**	PO 3486	SUMMERS END FESTIVAL	1,960.00		**1,960.00**
1600 - **S & S ARTS & CRAFTS**	PO 3601	ARTS & CRAFTS SUPPLIES FOR ACTION C	1,368.03		**1,368.03**
1392 - **W.B. MASON CO, INC**	PO 3971	STORAGE BINS FOR ACTION CAMP	224.85		**224.85**
	DEVELOPERS ESCROW TRUST				
1620 - **ERIC FEULMER**	PO 4059	REFUND OF ESCROW - CATALOG #7764520	186.95		**186.95**
1615 - **JULIETTE KNIGHT**	PO 3939	REFUND FOR CLOSED ACCOUNT	5.00		**5.00**
1499 - **KEVIN E KENNEDY, ESQ**	PO 3999	BODNAR - RELWOF AVE	300.00		**300.00**
1195 - **MASER CONSULTING, P.A.**	PO 3341	NJCU FT MONMOUTH CAMPUS	660.00		
	PO 3936	OPB 003 CO INSPECTION	125.00		
	PO 3935	FT MONMOUTH FITNESS CENTER	82.50		
	PO 3965	OPP 254 - THE LOFT PARTNERSHIP	1,402.50		
	PO 3964	OPP 252 - REVERE DRIVE	82.50		
	PO 4032	OPB003 CO INSPECTION - 18 ONEIDA	125.00		
	PO 4030	OPB002 PLOT PLAN REVIEW - 47 SHREWS	125.00		
	PO 4029	OPB002 PLOT PLAN REVIEW - 36 TOHICA	125.00		**2,727.50**
1195 - **MASER CONSULTING, P.A.**	PO 4067	OPC111 FT MONMOUTH FITNESS CTR - CA	165.00		**165.00**
1195 - **MASER CONSULTING, P.A.**	PO 4069	OPP255 544 SEAWANEKA AVE - CATALOG	330.00		
	PO 4068	OPP254 - THE LOFT PARTNERSHIP - CAT	1,113.75		**1,443.75**
1349 - **THE LINK NEWS, INC**	PO 3701	PB Notice of Decision - 6 Relwof Av	8.55		
	PO 3702	PB Notice of Decision - 28 Revere D	8.55		**17.10**
TOTAL					**659,978.38**

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-011	CASH OPERATING			0.00	313,779.11
01-201-20-100-200	ADMINISTRATIVE & EXECUTIVE OE	4,674.13			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-130-200	FINANCIAL ADMINISTRATION OE	25,544.05			
01-201-20-145-200	COLLECTION OF TAXES OE	507.50			
01-201-20-155-200	LEGAL SERVICES OE	16,109.01			
01-201-20-165-200	BOROUGH ENGINEER OE	13,200.00			
01-201-21-180-200	PLANNING BOARD OE	500.00			
01-201-21-181-205	PLANNER SERVICES & FEES	184.43			
01-201-23-210-200	INSURANCE PREMIUMS OTHER	1,250.00			
01-201-23-210-202	HEALTH	69,251.00			
01-201-23-210-203	DENTAL	4,000.00			
01-201-25-240-200	POLICE OE	11,438.44			
01-201-25-252-200	EMERGENCY MANAGEMENT OE	5,510.00			
01-201-25-260-200	FIRST AID ORGANIZATION OE	2,055.31			
01-201-25-265-200	FIRE DEPARTMENT OE	892.60			
01-201-26-300-200	STREETS & ROADS OTHER EXPENSES	20.75			
01-201-26-300-271	REPAIRS	790.29			
01-201-26-300-273	SUPPLIES	583.12			
01-201-26-300-277	BITUMINOUS CONCRETE	67.05			
01-201-26-300-281	UNIFORM RENTAL	215.60			
01-201-26-305-200	SANITATION-TRASH REMOVAL OE	14,566.67			
01-201-26-306-200	RECYCLING OE	2,833.33			
01-201-26-310-200	PUBLIC BUILDINGS & GROUNDS OE	1,750.99			
01-201-26-310-252	REPAIRS & EQUIPMENT	1,739.50			
01-201-26-313-200	SHADE TREE COMMITTEE OE	6,900.00			
01-201-27-335-200	WATERWAYS COMMITTEE OE	465.00			
01-201-28-371-200	PARKS AND PLAYGROUNDS OE	1,699.93			
01-201-31-430-201	ELECTRICITY	3,051.38			
01-201-31-430-203	TELEPHONE/INTERNET	2,410.75			
01-201-31-430-204	WATER/SEWER	1,010.02			
01-201-31-430-205	NATURAL GAS	749.58			
01-201-31-430-207	STREET LIGHTING	15,136.20			
01-201-31-465-200	SANITATION DUMPING FEES	25,319.57			
01-201-43-490-200	MUNICIPAL COURT OE	100.00			
01-201-45-920-200	DEBT SERVICE OE	78,595.00			
01-203-25-240-200	(2018) POLICE OE		487.91		
01-204-55-000	Accounts Payable			20.00	
01-218-55-000-028	DUE STATE-MARRIAGE LICENSES			150.00	
TOTALS FOR	**Current Fund**	**313,121.20**	**487.91**	**170.00**	**313,779.11**
02-117-03-001-025	CLEAN COMMUNITIES			2,514.07	
02-160-05-000-001	DUE TO/FROM CURRENT FUND			0.00	2,514.07
TOTALS FOR	**FEDERAL AND STATE GRANTS**	**0.00**	**0.00**	**2,514.07**	**2,514.07**
04-101-01-100-011	CAPITAL CASH - TD			0.00	231,430.23
04-215-55-474-000	MUNICIPAL COMPLEX ORD #970			29,930.94	
04-215-55-988-A00	ROADS, DRAINAGE, TRAFFIC SIGNAL, BULKHEA			118,393.15	
04-215-55-989-A00	2019 #1001 VARIOUS ROAD/DRAINAGE			45,106.14	
04-215-55-989-B00	SCBA EQUIPMENT			38,000.00	
TOTALS FOR	**Capital Fund**	**0.00**	**0.00**	**231,430.23**	**231,430.23**
05-101-00-100-011	CASH - TD			0.00	951.55
05-161-00-500-040	DUE TO STATE OF NJ			7.20	
05-270-00-500-020	RESERVE FOR EXPENDITURES			944.35	
TOTALS FOR	**DOG TRUST FUND**	**0.00**	**0.00**	**951.55**	**951.55**
06-101-01-100-011	OPEN SPACE CASH - TD			0.00	101,505.19
06-270-00-500-020	RESERVE FOR OPEN SPACE			101,505.19	
TOTALS FOR	**OPEN SPACE TRUST**	**0.00**	**0.00**	**101,505.19**	**101,505.19**
18-101-01-100-101	CASH UCC TRUST			0.00	428.89
18-270-55-600	RESERVE FOR UCC TRUST			428.89	
TOTALS FOR	**UCC Trust**	**0.00**	**0.00**	**428.89**	**428.89**

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
60-101-01-100-101	CASH-OTHER TRUST - TD			0.00	4,524.04
60-270-55-600-105	RES.FOR RECREATION			2,279.04	
60-270-55-600-115	RES.FOR SUMMERS END			2,245.00	
TOTALS FOR	**OTHER TRUST**	**0.00**	**0.00**	**4,524.04**	**4,524.04**
61-101-01-100-101	CASH-DEV.ESCROW/TD			0.00	4,845.30
61-270-55-600-205	RES.FOR DEV.ESCROW			4,845.30	
TOTALS FOR	**DEVELOPERS ESCROW TRUST**	**0.00**	**0.00**	**4,845.30**	**4,845.30**

Total to be paid from Fund 01 Current Fund	313,779.11
Total to be paid from Fund 02 FEDERAL AND STATE GRANTS	2,514.07
Total to be paid from Fund 04 Capital Fund	231,430.23
Total to be paid from Fund 05 DOG TRUST FUND	951.55
Total to be paid from Fund 06 OPEN SPACE TRUST	101,505.19
Total to be paid from Fund 18 UCC Trust	428.89
Total to be paid from Fund 60 OTHER TRUST	4,524.04
Total to be paid from Fund 61 DEVELOPERS ESCROW TRUST	4,845.30
	659,978.38

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

From 08/01/2019 to 08/31/2019 With a Line Amount > 10000

DATE	ENTRY #	PO#	CHECK #	ACCOUNT	VENDOR/EXPLANATION	DEBIT	CREDIT	ACCOUNT
8/01/2019		3930		04-215-55-989-A07	OPB 166 - 2019 ROAD PROGRAM	25,437.00		
					MASER CONSULTING, P.A.		25,437.00	04-101-01-100-011
8/01/2019		3803		01-201-20-130-203	2018 AUDIT - 2019 BUDGET SERVICES	25,000.00		
					SUPLEE, CLOONEY & COMPANY		25,000.00	01-101-01-000-011
8/05/2019		3983		04-215-55-474-006	ARCHITECT FEES - 7/19	18,168.81		
					THE GOLDSTEIN PARTNERSHIP		18,168.81	04-101-01-100-011
8/07/2019		3712		04-215-55-989-B01	AIR-PAK	40,500.00		
				04-215-55-989-B01	HEAD PIECE/HARNESS	1,328.40		
				04-215-55-989-B01	FACEPIECE	332.10		
				04-215-55-989-B01		332.10		
				04-215-55-989-B01	TRADE-IN ALLOWANCE	-3,600.00		
				04-215-55-989-B01	FIRE EQUIPMENT - OPERATING	-892.60		
					FF1 PROFESSIONAL SAFETY SERVIC		38,000.00	04-101-01-100-011
8/08/2019		3047		06-270-00-500-020	MULCH FOR PLAYGROUNDS	11,250.00		
					DOWNES FOREST PRODUCTS LLC		11,250.00	06-101-01-100-011
8/08/2019		4053		01-201-45-941-211	PRINCIPAL	74,000.00		
				01-201-45-941-213	INTEREST DUE	4,595.00		
				01-201-20-130-206	TRUSTEE FEE	204.27		
					US BANK OPERATIONS CENTER		78,799.27	01-101-01-000-011
8/08/2019		4023		04-215-55-989-A07	OPB166 2019 ROAD PROGRAM	19,669.14		
					MASER CONSULTING, P.A.		19,669.14	04-101-01-100-011
8/08/2019		4017		06-270-00-500-020	REPAIRS & RESURFACING OF TENNIS AND BASKETB	81,000.00		
					SHAUGHNESSY SPORTS CONSTRUCTION		81,000.00	06-101-01-100-011
8/08/2019		4056		04-215-55-988-a02	FINAL PAYMENT	102,003.15		
					FIORE PAVING COMPANY, INC		102,003.15	04-101-01-100-011
8/08/2019		4057		01-201-26-305-201	SOLID WASTE COLLECTION	14,566.67		
				01-201-26-306-201	RECYCLING COLLECTION	2,833.33		
					SUBURBAN DISPOSAL		17,400.00	01-101-01-000-011
8/08/2019		4058		01-201-31-465-201	DISPOSAL, RECYCLING & ROLL-OFF CONTAINER	24,518.45		
				01-201-31-465-201	NJ Recycling Enhancement Act Fee	801.12		
					SUBURBAN DISPOSAL		25,319.57	01-101-01-000-011
8/08/2019		4075		01-201-23-210-202	HEALTH	69,251.00		
				01-201-23-210-203	DENTAL	4,000.00		
					CENTRAL JERSEY HEALTH INSURANC		73,251.00	01-101-01-000-011

AUGUST SUMMARY BY ACCOUNT:

ACCOUNT	ACCOUNT DESCRIPTION	APR RESERVE	CURRENT	NON-BUDGETARY	PENDING CR
01-101-01-000-011	CASH OPERATING				219,769.84
04-101-01-100-011	CAPITAL CASH - TD				203,278.10
06-101-01-100-011	OPEN SPACE CASH - TD				92,250.00
01-201-20-130-203	AUDIT		25,000.00		
01-201-20-130-206	PROFESSIONAL SERVICES		204.27		
01-201-23-210-202	HEALTH		69,251.00		
01-201-23-210-203	DENTAL		4,000.00		
01-201-26-305-201	SANITATION-TRASH REMOVAL		14,566.67		
01-201-26-306-201	OTHER EXPENSES		2,833.33		
01-201-31-465-201	SANITATION DUMPING FEES		25,319.57		
01-201-45-941-211	PAYMENT OF CAPITAL LEASE		74,000.00		
01-201-45-941-213	INTEREST ON CAPITAL LEASE		4,595.00		
04-215-55-474-006	ARTHITECTURAL SERVICES			18,168.81	
04-215-55-988-a02	MILTON ROAD			102,003.15	
04-215-55-989-A07	2019 ROAD PROGRAM ENGINEERING			45,106.14	
04-215-55-989-B01	FIRE EQUIPMENT			38,000.00	
06-270-00-500-020	RESERVE FOR OPEN SPACE			92,250.00	
AUGUST TOTALS (FOR RANGE):			219,769.84	295,528.10	

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

From 08/01/2019 to 08/31/2019 With a Line Amount > 10000

AUGUST SUMMARY BY ACCOUNT:

ACCOUNT	ACCOUNT DESCRIPTION	APR RESERVE	CURRENT	NON-BUDGETARY	PENDING CR

SUMMARY BY ACCOUNT FOR RANGE:

ACCOUNT	ACCOUNT DESCRIPTION	APR RESERVE	CURRENT	NON-BUDGETARY	DISBURSED
01-101-01-000-011	CASH OPERATING				219,769.84
04-101-01-100-011	CAPITAL CASH - TD				203,278.10
06-101-01-100-011	OPEN SPACE CASH - TD				92,250.00
01-201-20-130-203	AUDIT		25,000.00		
01-201-20-130-206	PROFESSIONAL SERVICES		204.27		
01-201-23-210-202	HEALTH		69,251.00		
01-201-23-210-203	DENTAL		4,000.00		
01-201-26-305-201	SANITATION-TRASH REMOVAL		14,566.67		
01-201-26-306-201	OTHER EXPENSES		2,833.33		
01-201-31-465-201	SANITATION DUMPING FEES		25,319.57		
01-201-45-941-211	PAYMENT OF CAPITAL LEASE		74,000.00		
01-201-45-941-213	INTEREST ON CAPITAL LEASE		4,595.00		
04-215-55-474-006	ARTHITECTURAL SERVICES			18,168.81	
04-215-55-988-a02	MILTON ROAD			102,003.15	
04-215-55-989-A07	2019 ROAD PROGRAM ENGINEERING			45,106.14	
04-215-55-989-B01	FIRE EQUIPMENT			38,000.00	
06-270-00-500-020	RESERVE FOR OPEN SPACE			92,250.00	
TOTALS (FOR RANGE):			219,769.84	295,528.10	515,297.94

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

Resolution

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

Peninsula Soccer Club, Fall 2019

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

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

RESOLUTION OF THE BOROUGH OF OCEANPORT AUTHORIZING A FIREWORKS DISPLAY TO BE HELD AT THE 2019 SUMMER'S END FESTIVAL

Resolution

WHEREAS, the Mayor and Council of the Borough of Oceanport hereby authorize a fireworks display to be held at the Summer's End Festival sponsored by the Oceanport Parks and Recreation Committee scheduled to be held on September 7, 2019 or on September 8, 2019, if a rain date is needed; and

WHEREAS, Garden State Fireworks, Inc. is the company responsible for the fireworks and in accordance with Borough regulations, must secure a Fire Permit from the Oceanport Fire Marshal prior to said event.

NOW, THEREFORE, BE IT RESOLVED that the Oceanport Governing Body hereby authorizes the fireworks to be held on the above mentioned date subject to Garden State Fireworks, Inc. securing the necessary permits and that a copy of this resolution be forwarded to the Fire Marshal and the Parks and Recreation Committee.

RESOLUTION OF THE BOROUGH OF OCEANPORT GRANTING TEMPORARY PERMISSION FOR THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON OCEANPORT BOROUGH PROPERTY

Resolution

WHEREAS, the New Jersey Alcoholic Beverage Control Act Title 33 provides for the regulation of alcoholic beverage within the State of New Jersey; and

WHEREAS, the Alcoholic Beverage Control Law provides for an Issuing Authority in each municipality, to issue, renew and transfer retail licenses and provide for enforcement of the alcoholic beverage law, ABC rules and regulations and local Ordinances pertaining to the control of alcoholic beverages; and

WHEREAS, the Issuing Authority in the Borough of Oceanport is the Governing Body of the municipality, which is vested with the authority to enforce the ABC rules and regulations and the local Ordinances pertaining to the control of alcoholic beverages within the Borough of Oceanport and has the authority to grant temporary permission for the possession and consumption of alcoholic beverages on Borough property; and

WHEREAS, the Borough of Oceanport has enacted Ordinances under Chapter 115, entitled "Alcoholic Beverages" dealing with the distribution and consumption of alcoholic beverage within the Borough; and

WHEREAS, the Borough is desirous allowing the limited private possession and consumption of alcoholic beverages at the Summer's End Festival, sponsored by the Oceanport Parks and Recreation Committee, within the Borough of Oceanport; and,

WHEREAS, the Summer's End Festival will be held upon the property and lands owned by the Borough of Oceanport known as Blackberry Bay Park, and the temporary permission for possession and consumption of alcoholic beverages for this event on Borough property will be during the hours of 3:00 p.m. to 11:00 p.m. only, by those individuals who are over the age of 21 and would otherwise be lawfully allowed to consume alcohol in a public, licensed premises.

NOW THEREFORE BE IT, RESOLVED, that the Mayor and Council of the Borough of Oceanport hereby approve and give temporary permission for the possession and consumption of alcoholic beverages at the Summer's End Festival to be held on the land and property of the Borough of Oceanport known as Blackberry Bay Park on September 7, 2019 (rain date September 8, 2019), with the hours of possession and consumption within and upon the property of Blackberry Bay Park being between 3:00 p.m. and 11:00 p.m., by individuals of lawful drinking age; and

BE IT FURTHER RESOLVED, that nothing contained herein nor the issuance of this temporary permission for the possession and consumption of alcoholic beverages at Blackberry Bay Park shall in any way hinder or inhibit the Borough of Oceanport Police or other law enforcement agencies from their lawful duties in keeping peace and order, only that it shall be lawful to have open containers of alcohol in an individuals' possession for personal consumption at Blackberry Bay Park during the time period outlined within this Resolution.

RESOLUTION OF THE BOROUGH OF OCEANPORT APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF A LETTER OF REPRESENTATION AND A CONTINUING DISCLOSURE AGREEMENT IN CONNECTION WITH THE ISSUANCE AND DELIVERY OF THE MONMOUTH COUNTY IMPROVEMENT AUTHORITY'S CAPITAL EQUIPMENT POOLED LEASE REVENUE BONDS, SERIES 2019 AND AUTHORIZING AN AUTHORIZED MUNICIPAL REPRESENTATIVE TO DO ALL OTHER THINGS DEEMED NECESSARY OR ADVISABLE IN CONNECTION WITH THE ISSUANCE, SALE AND DELIVERY OF SUCH BONDS

Resolution

WHEREAS, the Shore Regional School District (the "Board") desires to lease and permanently finance the cost of acquisition of certain capital equipment (the "Equipment") from The Monmouth County Improvement Authority (the "Authority"); and

WHEREAS, the Authority will provide for the financing of the cost of the acquisition of the Equipment by the issuance of its Capital Equipment Lease Revenue Bonds, Series 2019 (Shore Regional School District Project) (the "Bonds") payable from rentals by the Board pursuant to a Lease and Agreement by and between the Board and the Authority (the "Lease"); and

WHEREAS, in order to induce the Authority to issue and deliver the Bonds and its Capital Equipment Pooled Lease Revenue Bonds, Series 2019, there has been prepared and submitted to the Borough of Oceanport, New Jersey (the "Municipality") a Letter of Representation in the form attached hereto as Exhibit A; and

WHEREAS, there has been prepared and submitted to the Municipality a Continuing Disclosure Agreement in the form appended hereto as Exhibit B for execution by the Municipality if the Authority shall determine that the Municipality is or will be an "obligated person" with respect to the Authority's Capital Equipment Lease Revenue Bonds, Series 2019 within the meaning of Rule 15c2-12 of the United States Securities and Exchange Commission (an "Obligated Person");

NOW, THEREFORE, BE IT RESOLVED BY THE BOROUGH OF OCEANPORT, AS FOLLOWS:

Section 1. That the Letter of Representation, in the form presented to this meeting, be and the same is hereby approved, and any Authorized Municipal Representative (as that term is defined in the Lease) is hereby authorized to, and one of such officers shall execute the Letter of Representation, with such additions, deletions or modifications as such officer shall approve, and to deliver the same to the addressees designated on such Letter of Representation, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 2. That the Continuing Disclosure Agreement, in the form presented to this meeting, be and the same is hereby approved, and any Authorized Municipal Representative is hereby authorized to, and one of such officers shall execute the Continuing Disclosure Agreement, with such additions, deletions or modifications as such officer shall approve, and to deliver the same upon the determination by the Authority that the Municipality is or will be an Obligated Person, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3. That any Authorized Municipal Representative is hereby authorized and directed to execute and deliver any and all documents and instruments and to do and cause to be done any and all acts and things necessary or proper for carrying out the sale, issuance and delivery of the Bonds, the Authority's Capital Equipment Pooled Lease Revenue Bonds, Series 2019 and all related transactions contemplated by this resolution.

Section 4. All resolutions or proceedings, or parts thereof, in conflict with the provisions of this resolution are to the extent of such conflict hereby repealed.

Section 5. This resolution shall become effective immediately.

RESOLUTION OF THE BOROUGH OF OCEANPORT AUTHORIZING A SPECIAL EVENTS PERMIT TO BE ISSUED TO THE CENTER IN ASBURY PARK FOR THE 2019 CENTER AIDS BIKE TOUR TO BE HELD SEPTEMBER 14, 2019 WITHIN THE BOROUGH OF OCEANPORT

Resolution

WHEREAS, The Center in Asbury Park has made application for a Special Events Permit to hold their 4th Annual Center AIDS Bike Tour through town; and

WHEREAS, as required by ordinance the Police Department has reviewed the application, determined that no road closures or traffic control are necessary and have recommended that the application be approved.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council that a Special Events Permit be issued to The Center in Asbury Park for the 4th Annual Center AIDS Bike Tour to be held on September 14, 2019 in accordance with the application made and recommendation by the Traffic Safety Unit upon receipt of the appropriate permit fee to be paid by Applicant.

BOROUGH OF OCEANPORT

Michael P. Kelly
Chief of Police
Michael S. Chenoweth
Captain
Michael Fagliarone
Lieutenant

POLICE DEPARTMENT
P.O. BOX 370, OCEANPORT, NEW JERSEY 07757

732.222.6300
Main
732.222.6301 ext 1015
Records
732.222.0945
Fax

August 7, 2019

Mayor Jay Coffey, Oceanport Borough Council Members
Borough of Oceanport
315 East Main Street
Oceanport, N.J. 07757

Re: Special Permit Application-The Center in Asbury Park Aids Bike Tour-September 14, 2019

Dear Mayor Coffey,

As per Borough Code 326-3, I have reviewed the Special Event Permit Application for the The Center in Asbury Park Aids Bike Tour sponsored by The Center in Asbury Park scheduled on Sunday September 14, 2019. The tour will ride through the Borough of Oceanport, which includes a stop at 92 gooseneck Point Road.

The event will begin at 9am and last until about 2pm. Riders will enter and exit Oceanport sometime around mid-day.

The Center in Asbury Park has not requested the presence of an officer this year since the route has been changed and riders will not be crossing a roadway to enter into the rest area. They estimate about 20 riders will be participating.

I have reviewed the logistics of the event, as well as the planned route, the number of perspective participants. I also reviewed the course map.

Based on the number of participants, the roadways utilized for the event, the day of the week, as well as the time of the event, I am recommending that the mayor and council approve the application.

The event, which has incorporated Oceanport over the last 3 years, is well organized and monitors the safety of the riders with course Marshalls. The riders follow specified rules of the road and additional rules from thee Center in Asbury Park.

There will be no scheduled roadway closures or detours during the event.

Sincerely,

Michael P. Kelly
Chief of Police

BOROUGH OF OCEANPORT

Monmouth County, New Jersey

SPECIAL EVENT PERMIT APPLICATION

Event Name: 4th Annual Center AIDS Bike Ride Fundraiser Event Date(s): 9/14/19

Event Type: 25 mile AIDS Bike Ride Fundraise for The Center in Asbury Park

Event Location: Starts at 806 3rd Ave. Asbury Park & Ride to 92 Deepwater Rd and then back to 806 3rd Ave (The Center in AP) (about 20 Riders)

Event Start Time: 9:00 Event End Time: 2:00

Organization Name: The Center in Asbury Park

Contact Name: Patty Quinn-Vornhagen Contact Phone #: Cell 732-610-9957

Billing Contact: Same Billing Phone #: 732-774-3416 x115

Billing Address: 806 3rd Ave AP NJ Billing Fax #: 732-775-5001

Number of Roads to be utilized: See attached map Number of officers requested: 0

Applicants must return this application to the Borough Clerk's Office, after which it will be forwarded to the Oceanport Police Department Traffic Safety Bureau for review. Once received, the event contact person will be contacted to meet or speak with the Traffic Safety Officer to discuss what will be required, prior to approval of the event.

NOTE: A map of the area, course or event may be required by Oceanport Police Department Traffic Safety Officer.

The number of officers required will be determined by the Oceanport Police Department based upon the type of event and the roadways affected.

Application fees listed at the end of this form do not include the fees required for traffic/security control officers as required by the Oceanport Police Department. Any traffic/security control fees required shall be submitted into escrow prior to the event date. An escrow sheet will be provided with the estimated cost for traffic/security control. If, during the course of the event, additional traffic control and or security is required, the event billing contact shall be required to submit the additional fees without delay. Any unused fees will be returned to the event billing contact.

APPLICABLE BOROUGH CODES:

§ 326-1; Road closure or traffic control; permit required.

Any event requesting or requiring the closure of any road or requiring traffic control within the Borough for any amount of time shall be required to apply for a permit.

A. Events shall include, but not be limited to: sporting events, concerts, sales, and/or any other type that would cause traffic to be increased or altered.
B. It shall be the determination of the Oceanport Police Department Traffic Safety Bureau, hereafter referred to as Traffic Safety, whether the closure of a road, traffic controls or traffic officers are required.
C. The number of roads closed or requiring traffic control shall be determined by Traffic Safety.
D. The method and number of traffic control devices and/or officers shall be determined by Traffic Safety.

The Center AIDS Bike Ride

Route Sheet

Saturday, September 14, 2019

R	Right
L	Left
*	Hazard
X	Cross
RR	Railroad Tracks
BR, BL	Bear Right / Bear Left
/T	At 'T' e.g. R / T Right at Tee
HR, HL	Hard Right / Hard Left
IR, IL	Immediate Right / Immediate Left
Rest	Rest Stop / Lunch Stop

Miles	Total		Directions	County	Town
		Start	The Center In Asbury Park, 806 Third Avenue	Monmouth	Asbury Park
	0	R	Out of The Center		
0.1	0.1	X	Main Street		
0.4	0.5	L	Kingsley Avenue		
0.5	1.0	R	Deal Lake Drive / Edgemont		Loch Arbour / Allenhurst
0.2	1.2	R	Ocean Avenue		Deal / Elberon
6.8	8.0	L	Beach Road		Long Branch
0.1	8.1	L	Seaview Avenue		Monmouth Beach
0.3	8.4	L	Valentine Street		
0.1	8.5	R	Ocean Avenue		
0.5	9.0	R	Atlantic Avenue		
1.6	10.6	R	Branchport Avenue / Shrewsbury Avenue		
0.9	11.5	L	Monmouth Boulevard		
0.2	11.7	R	Myrtle Avenue		
0.1	11.8	R	Goose Neck Point Road		Oceanport
0.4	12.2	**REST**	Rest Stop at 92 Goose Neck Point Road		
		L	Out of Rest Stop		
0.4	12.6	L	Myrtle Avenue		
0.1	12.7	L	Monmouth Boulevard		
0.2	12.9	R	Shrewsbury Avenue		
0.9	13.8	L	Atlantic Avenue		Elberon / Deal
1.6	15.4	R	Ocean Avenue		Allenhurst / Loch Arbour
6.1	21.5	L	Edgemont / Deal Lake Drive		Asbury Park
0.2	21.7	L	Kingsley Street		
0.5	22.2	R	Third Avenue		
0.4	22.6	X	Main Street		
0.1	22.7	**END**	The Center In Asbury Park, 806 Third Avenue		

The Center in Asbury Park, Inc.
P.O. Box 832, 806 Third Avenue, Asbury Park, N.J. 07712
732-774-3416 • Fax 732-775-5001 • www.thecenterinap.com

Borough of Oceanport
Attn: Donna Phelps
315 East Main St.
Oceanport, NJ 07757

July 24, 2019

Dear Donna,

The Center in Asbury Park will host a one-day fundraising bike ride on Saturday, September 14, 2019 (rain or shine). The event will run between the hours of 9AM and 2PM.

The cyclists will start and finish at The Center in Asbury Park, located at 806 Third Avenue, Asbury Park, NJ 07712. The bike route is a 25-mile loop traversing 12.5 miles from The Center in Asbury Park to the home of Bob and Gen Hickey, located at 92 Gooseneck Point Road, Oceanport, NJ 07757. Lunch will be served at this location and cyclists will ride 12.5 miles back to The Center where the fundraising event will finish.

I have enclosed a route sheet, which details our planned route through your community. We anticipate 20 to 25 riders to participate this year. The ride also enlists volunteers with SAG (Support and GEAR) vehicles that travel along the route, assisting and transporting riders in need of supplies, or help. Due to the nature of the ride and the small size, we expect our impact on your community to be very limited. All riders are required to wear helmets and obey all NJ traffic laws. We also have a team specifically designed to remove any signage directing riders on the route.

I am enclosing:

- The Center Information page
- A detailed route sheet
- The Center's insurance information

Please contact me acknowledging you have received this mail and notify me of any necessary permits you may need.

Thank you in advance for your assistance in helping us raise both awareness and valuable funds for those living with HIV/AIDS. We look forward to a safe and enjoyable event.

Sincerely,

Patsy Quinn-Vornhagen
Development Director
The Center in Asbury Park
(732) 774-3612 x 115
(732) 610-9957 (cell)
quinnpv@optonline.net

CENTINA-01 AAVANZATO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/29/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Borden Perlman
250 Phillips Blvd
Suite 280
Ewing, NJ 08618

CONTACT NAME: JoAnn Arey
PHONE (A/C, No, Ext): (609) 512-2914 112 FAX (A/C, No): (609) 895-1468
E-MAIL ADDRESS: jarey@bordenperlman.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Granite State Insurance Co.	23809
INSURER B : National Union Fire Insurance	19445
INSURER C : United States Liability Insurance Company	25895
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
The Center in Asbury Park, Inc.
806 Third Avenue
Asbury Park, NJ 07712

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			02-LX-093863993-1	6/1/2019	6/1/2020	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 20,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	X POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			29-CA-069969593-2	6/1/2019	6/1/2020	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB CLAIMS-MADE			29-UD-062839597-3	6/1/2019	6/1/2020	AGGREGATE	$ 1,000,000
	DED X RETENTION $ 10,000							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N / N/A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
C	Directors & Officers			NDO1572296	1/22/2017	1/22/2020	Aggregate	2,000,000
C	Employment Practices			NDO1572296	1/22/2017	1/22/2020	Aggregate	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re Annual 25 mile Bike Fundraiser on September 14th, 2019 begining at 9AM.

Per the terms of form #118392 (4/15), The Borough of Oceanport shall be included as an additional insured on the above referenced CGL policy but only with respects to the named insured's activities or operations, contingent upon an underlying written agreement with the named insured, requiring such coverage.

CERTIFICATE HOLDER

Borough of Oceanport
315 E. Main Street
Oceanport, NJ 07757

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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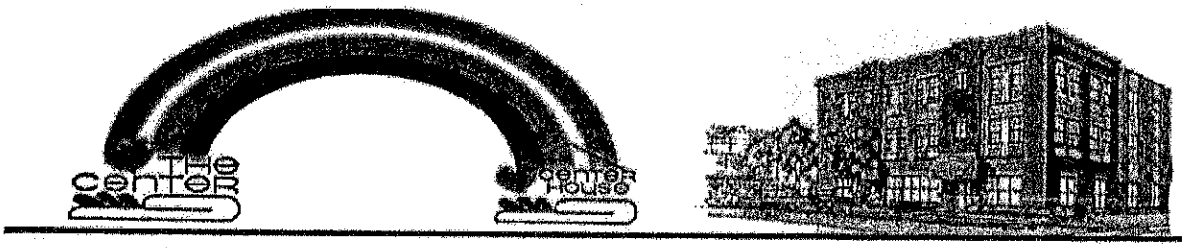
The Center AIDS Bike Ride

Route Sheet

Saturday, September 14, 2019

R	Right
L	Left
*	Hazard
X	Cross
RR	Railroad Tracks
BR, BL	Bear Right / Bear Left
/T	At 'T' e.g. R / T Right at Tee
HR, HL	Hard Right / Hard Left
IR, IL	Immediate Right / Immediate Left
Rest	Rest Stop / Lunch Stop

Miles	Total		Directions	County	Town
		Start	The Center In Asbury Park, 806 Third Avenue	Monmouth	Asbury Park
		0 R	Out of The Center		
0.1		0.1 X	Main Street		
0.4		0.5 L	Kingsley Avenue		
0.5		1.0 R	Deal Lake Drive / Edgemont		Loch Arbour / Allenh
0.2		1.2 R	Ocean Avenue		Deal / Elberon
6.8		8.0 L	Beach Road		Long Branch
0.1		8.1 L	Seaview Avenue		Monmouth Beach
0.3		8.4 L	Valentine Street		
0.1		8.5 R	Ocean Avenue		
0.5		9.0 R	Atlantic Avenue		
1.6		10.6 R	Branchport Avenue / Shrewsbury Avenue		
0.9		11.5 L	Monmouth Boulevard		
0.2		11.7 R	Myrtle Avenue		
0.1		11.8 R	Goose Neck Point Road		Oceanport
0.4		12.2 **REST**	Rest Stop at 92 Goose Neck Point Road		
		L	Out of Rest Stop		
0.4		12.6 L	Myrtle Avenue		
0.1		12.7 L	Monmouth Boulevard		
0.2		12.9 R	Shrewsbury Avenue		
0.9		13.8 L	Atlantic Avenue		Elberon / Deal
1.6		15.4 R	Ocean Avenue		Allenhurst / Loch Arl
6.1		21.5 L	Edgemont / Deal Lake Drive		Asbury Park
0.2		21.7 L	Kingsley Street		
0.5		22.2 R	Third Avenue		
0.4		22.6 X	Main Street		
0.1		22.7 **END**	The Center In Asbury Park, 806 Third Avenue		



Center House, a project of The Center in Asbury Park is a supportive housing environment where homeless individuals living with HIV can achieve needed residential stability and live with dignity, respect, and a sense of home.

The Center realized the need for supportive, affordable and safe housing for homeless individuals living with HIV and opened Center House in 2006.

Utilizing a staff of social work and public health professionals, Center House collaborates with a network of community providers of HIV healthcare, substance abuse treatment and other services.

Center House features:

- 25 Studio Apartments
- Fully furnished with cable TV, full bath and kitchen
- 24 hour security - front desk security guards
- 32 security cameras
- Secured parking lot
- Communal Dining
- 3 meals a day Monday thru Friday -
- 1 meal (Dinner) on Saturday and Sunday
- Library with 4 computer stations and Internet
- Free laundry on site with 3 washers and 4 dryers
- Lounge with large screen TV and piano
- Garden Courtyard with Koi Pond and Gazebo

BOROUGH OF OCEANPORT

MAYOR & COUNCIL

MINUTES ● JULY 18, 2019

Workshop | **Maple Place School** | **7:00 PM**

2 Maple Place, Oceanport, NJ 07757

I. Meeting Called to Order: Mayor Coffey called the meeting to order at 7:00 p.m.

II. Statement of Compliance with Open Public Meetings Act: Mayor Coffey stated "Adequate notice of this meeting has been provided by notice to the Asbury Park Press and The Link News on January 9, 2019, and by the posting of same on the municipal bulletin board and Borough Web Site."

III. Flag Salute: Mayor Coffey led the audience and members of the Council in the flag salute

IV. Invocation: Chaplain Stacy Deerin gave the invocation

V. Roll Call:

Attendee Name	Title	Status	Arrived
Jay Coffey	Mayor	Present	
William Deerin	Councilman	Present	7:10 PM
Richard Gallo	Councilman	Present	
Joseph A. Irace	Councilman	Absent	
Michael O'Brien	Councilman	Absent	
Robert Proto	Councilman	Present	
Stephen Solan	Council President	Present	
Donna M. Phelps	Borough Administrator	Present	
Jeanne Smith	Borough Clerk	Present	
Scott Arnette	Board Attorney	Present	
Catherine D. LaPorta	Chief Financial Office	Present	
William White	Borough Engineer	Present	

VI. PUBLIC HEARING - CDBG Grant Application: Borough Engineer Bill White presented proposed project for the 2020 Monmouth County Community Development Block Grant Application for a maximum of $200,000. He described the eligible area and stated that the proposed work will be from Port Au Peck Ave. to Pemberton Ave. It will include ADA compliant sidewalks and milling and re-paving.

Mayor Coffey then opened the meeting to the public for comments/questions. As no one from the public wished to be heard, Councilman Proto made a motion to close the public hearing, which was seconded by Councilman Gallo and approved by Council.

VII. Administrator's Report:

1. Monmouth County CDBG Grant Project – Ms. Phelps explained that since the public hearing was held, the Governing Body needs to authorize Mr. White to prepare and submit the application on behalf of the Borough. The deadline for submission is July 26, 2019. She requested permission to add a resolution awarding the contract to Maser Consulting to submit the CDBG Application to the Regular Meeting agenda.

2. Bid Results of Demolition & Asbestos Abatement of Borough buildings

   Ms. Phelps reported that bids for demolition and asbestos abatement at the new municipal complex. She requested permission to add a resolution to award the contract to the Regular Meeting agenda.

3. Resolution granting temporary waiver of Noise Ordinance for Rockfest 2019 at Monmouth Park

   Ms. Phelps reported that Monmouth Park Racetrack requested a waiver of the noise ordinance for Rockfest on Saturday, September 5, 2019. She requested that the resolution approving the waiver be added to the Regular Meeting agenda.

Ms. Phelps received a call from the NJ Board of Public Utilities regarding the loss of service at the Police Dept. There are still some issues with call forwarding and hunt lines, and she forwarded that information to the BPU. The BPU will investigate and address that. She stated that all bills from Comcast and Verizon will be held until the issues are resolved to the satisfaction of Chief Michael Kelly and Ms. LaPorta. Ms. Phelps thanked Sen. Declan O'Scanlon and his staff and Assemblyman Rob Clifton for their assistance.

Ms. Phelps contacted the NJ Dept. of Treasury for an update on the procedure for the Borough to get its distribution of the percentage of sums received by Monmouth Park for sports betting. She advised that finally the forms and the process workflow are going through final review. Ms. Phelps attended the Haskell Press Conference and race draw, which was exciting.

The annual audit is a discussion item on the agenda, which Ms. LaPorta will report on later. She commended Ms. LaPorta for her work on the audit and coordinating with others on the Borough's rollover bond anticipation note. Several of the Borough Professionals commented that it was nice to work with a person that cares so much and that Ms. LaPorta did a great job.

As a result of a July 4th weekend storm, there was a storm clean up. Ms. Phelps reminded residents that special pickups are for storm debris only. She stated that John Johnson, Code Enforcement Officer, should be notified to follow up on prior warnings that have been given.

Ms. Phelps advised that Eatontown's Second Chance Toys, a program to recycle plastic toys, has secured a container for donation. Donations can be dropped off at Eatontown DPW, 250 Pine Brook Rd., Monday through Friday from 7 a.m. to 2 p.m.

Ms. Phelps contacted the Borough's affordable housing administrative agent, the NJ Housing & Mortgage Finance Agency Housing Affordability Service (HAS). She realized that a signed copy of the contract had not been received. HAS advised they required records from the previous administrative agent, Affordable Housing Alliance. There are several issues to be resolved.

The Recreation Committee recommended that pickle ball lines be added to the tennis courts at Blackberry Bay Park. This is acceptable to the tennis players. The cost for lines is $450 per court, which Shaunessey Sports advised they could take care of it. There was discussion regarding how to play pickle ball. Ms. Phelps also reported that the tennis and basketball courts at Community Center Park and Blackberry Bay Park is underway.

Ms. Phelps reported that the Oceanport Board of Education has accepted the Borough's proposal for lawn mowing and snow plowing. A fully executed agreement should be received next week. There were no interruptions in service.

Ms. Phelps advised that the garbage and recycling contract needs attention. She asked for a resolution to be prepared for the August meeting authorizing Maser Consulting to prepare to go out to bid. There was discussion regarding scheduling.

Ms. Phelps read bid results for the new municipal complex into the record. Goldstein Architects took in the bids and then they will be reviewed by Mr. Arnette, with an anticipated award at the August meeting.

VIII. Clerk's Report:

July 18, 2019 Regular Meeting Items:

1. Resolution authorizing payment of BILL LIST 07-18-2019
2. Resolution to amend 2018 budget for Alcohol Education Grant
3. Resolution authorizing extension of grace period - 3rd QTR tax payments
4. Resolution authorizing permits for Facility Use - Summer 2019
5. Resolution authorizing submittal of NJDOT Grant Application - Asbury Ave
6. Resolution authorizing submittal of NJDOT Grant Application - Comanche Dr
7. Resolution authorizing purchase of 2 vehicles for Police Dept through State Contract
8. 2019 Municipal Guaranty Ordinance - Shore Regional
9. Approval of Fire Dept Membership, Michael P. DePonte

10. Workshop Minutes, June 6, 2019
11. Regular Meeting Minutes, June 20, 2019
12. Receipt & Acceptance of Minutes, Environmental Commission, March 11, 2019
13. Receipt & Acceptance of Minutes, Environmental Commission, April 8, 2019
14. Receipt & Acceptance of Minutes, Environmental Advisory Committee, May 13, 2019
15. Receipt & Acceptance of Minutes, Historical Committee, May 9, 2019
16. Receipt & Acceptance of Minutes, Parks & Recreation Committee, May 8, 2019

Ms. Smith stated there were 16 items and asked for questions or any corrections on the minutes for which there were none and items were moved to regular meeting for action.

IX. Discussion Items:

1. Resolution supporting Path to Progress Recommendations

Ms. Phelps provided an overview of Senator O' Scanlon's request for support for various state bills known as the Path to Progress. As there were no objections this item was moved to the regular meeting for action.

2. 2018 Audit Report & Corrective Action Plan

Resolution acknowledging receipt of 2018 annual audit

Resolution approving Corrective Action Plan for 2018 Audit

Ms. LaPorta reported on the results of the 2018 Audit Report, recommendation/comments and the preparation of the Corrective Action Plan to address paper tickets issued by the Police Department. The resolution approving the corrective action plan will be added to the consent agenda. Ms. Smith reminded the Governing Body that they need to sign an affidavit acknowledging receipt of the audit report.

X. Petitions from the Public: Mayor Coffey opened the meeting to petitions from the public:

Karen Long, Revere Drive, stated that because of the July 4th holiday, she had an excessive amount of trash. Her street is full of recycling containers and suggested recycling should occur more frequently.

Barbara Josselyn, 62 Manitto Pl., stated that the conditions at Blackberry Bay Pavilion are terrible for the Seniors. The stones are difficult to navigate. She spoke with Ms. Phelps, but was told that the Borough didn't' want to spend the money and wait until the Seniors go back to the Old Wharf Building. Many members do not attend meetings because they cannot walk over the stones at Blackberry Bay. She requested some kind of solution so the Seniors can attend the monthly meeting. Mayor Coffey asked Mr. White for ideas. Mr. White stated perhaps stone dust could smooth it out. There was additional discussion regarding the stones.

Debra Sharkey, 437 River St., stated she agreed with Ms. Long regarding the recycling schedule. She asked if there could be a shared services arrangement with Long Branch or West Long Branch to use their recycling centers.

As no one else from the public appeared, Mayor Coffey closed that portion of the meeting.

XI. Adjournment: As there was no further business, the meeting was adjourned at 7:31 PM on a motion by Council President Solan, seconded by Councilman Proto and approved by Council.

Respectfully submitted,

Jeanne Smith
BOROUGH CLERK

BOROUGH OF OCEANPORT

MAYOR & COUNCIL

MINUTES ● JULY 18, 2019

Workshop | **Maple Place School** | **7:00 PM**

2 Maple Place, Oceanport, NJ 07757

I. Meeting Called to Order: Mayor Coffey called the meeting to order at 7:00 p.m.

II. Statement of Compliance with Open Public Meetings Act: Mayor Coffey stated "Adequate notice of this meeting has been provided by notice to the Asbury Park Press and The Link News on January 9, 2019, and by the posting of same on the municipal bulletin board and Borough Web Site."

III. Flag Salute: Mayor Coffey led the audience and members of the Council in the flag salute

IV. Invocation: Chaplain Stacy Deerin gave the invocation

V. Roll Call:

Attendee Name	Title	Status	Arrived
Jay Coffey	Mayor	Present	
William Deerin	Councilman	Present	7:10 PM
Richard Gallo	Councilman	Present	
Joseph A. Irace	Councilman	Absent	
Michael O'Brien	Councilman	Absent	
Robert Proto	Councilman	Present	
Stephen Solan	Council President	Present	
Donna M. Phelps	Borough Administrator	Present	
Jeanne Smith	Borough Clerk	Present	
Scott Arnette	Board Attorney	Present	
Catherine D. LaPorta	Chief Financial Office	Present	
William White	Borough Engineer	Present	

VI. PUBLIC HEARING - CDBG Grant Application: Borough Engineer Bill White presented proposed project for the 2020 Monmouth County Community Development Block Grant Application for a maximum of $200,000. He described the eligible area and stated that the proposed work will be from Port Au Peck Ave. to Pemberton Ave. It will include ADA compliant sidewalks and milling and re-paving.

Mayor Coffey then opened the meeting to the public for comments/questions. As no one from the public wished to be heard, Councilman Proto made a motion to close the public hearing, which was seconded by Councilman Gallo and approved by Council.

VII. Administrator's Report:

1. Monmouth County CDBG Grant Project – Ms. Phelps explained that since the public hearing was held, the Governing Body needs to authorize Mr. White to prepare and submit the application on behalf of the Borough. The deadline for submission is July 26, 2019. She requested permission to add a resolution awarding the contract to Maser Consulting to submit the CDBG Application to the Regular Meeting agenda.

2. Bid Results of Demolition & Asbestos Abatement of Borough buildings

   Ms. Phelps reported that bids for demolition and asbestos abatement at the new municipal complex. She requested permission to add a resolution to award the contract to the Regular Meeting agenda.

3. Resolution granting temporary waiver of Noise Ordinance for Rockfest 2019 at Monmouth Park

   Ms. Phelps reported that Monmouth Park Racetrack requested a waiver of the noise ordinance for Rockfest on Saturday, September 5, 2019. She requested that the resolution approving the waiver be added to the Regular Meeting agenda.

Ms. Phelps received a call from the NJ Board of Public Utilities regarding the loss of service at the Police Dept. There are still some issues with call forwarding and hunt lines, and she forwarded that information to the BPU. The BPU will investigate and address that. She stated that all bills from Comcast and Verizon will be held until the issues are resolved to the satisfaction of Chief Michael Kelly and Ms. LaPorta. Ms. Phelps thanked Sen. Declan O'Scanlon and his staff and Assemblyman Rob Clifton for their assistance.

Ms. Phelps contacted the NJ Dept. of Treasury for an update on the procedure for the Borough to get its distribution of the percentage of sums received by Monmouth Park for sports betting. She advised that finally the forms and the process workflow are going through final review. Ms. Phelps attended the Haskell Press Conference and race draw, which was exciting.

The annual audit is a discussion item on the agenda, which Ms. LaPorta will report on later. She commended Ms. LaPorta for her work on the audit and coordinating with others on the Borough's rollover bond anticipation note. Several of the Borough Professionals commented that Ms. LaPorta did a great job.

As a result of a July 4th weekend storm, there was a storm clean up. Ms. Phelps reminded residents that special pickups are for storm debris only. She stated that John Johnson, Code Enforcement Officer, should be notified to follow up on prior warnings that have been given.

Ms. Phelps advised that Eatontown's Second Chance Toys, a program to recycle plastic toys, has secured a container for donation. Donations can be dropped off at Eatontown DPW, 250 Pine Brook Rd., Monday through Friday from 7 a.m. to 2 p.m.

Ms. Phelps contacted the Borough's affordable housing administrative agent, the NJ Housing & Mortgage Finance Agency Housing Affordability Service (HAS). She realized that a signed copy of the contract had not been received. HAS advised they required records from the previous administrative agent, Affordable Housing Alliance. There are several issues to be resolved.

The Recreation Committee recommended that pickle ball lines be added to the tennis courts at Blackberry Bay Park. This is acceptable to the tennis players. The cost for lines is $450 per court, which Shaunessey Sports advised they could take care of it. There was discussion regarding how to play pickle ball. Ms. Phelps also reported that the tennis and basketball courts at Community Center Park and Blackberry Bay Park is underway.

Ms. Phelps reported that the Oceanport Board of Education has accepted the Borough's proposal for lawn mowing and snow plowing. A fully executed agreement should be received next week. There were no interruptions in service.

Ms. Phelps advised that the garbage and recycling contract needs attention. She asked for a resolution to be prepared for the August meeting authorizing Maser Consulting to prepare to go out to bid. There was discussion regarding scheduling.

Ms. Phelps read bid results for the new municipal complex into the record. Goldstein Architects took in the bids and then they will be reviewed by Mr. Arnette, with an anticipated award at the August meeting.

VIII. Clerk's Report:

July 18, 2019 Regular Meeting Items:

1. Resolution authorizing payment of BILL LIST 07-18-2019
2. Resolution to amend 2018 budget for Alcohol Education Grant
3. Resolution authorizing extension of grace period - 3rd QTR tax payments
4. Resolution authorizing permits for Facility Use - Summer 2019
5. Resolution authorizing submittal of NJDOT Grant Application - Asbury Ave
6. Resolution authorizing submittal of NJDOT Grant Application - Comanche Dr
7. Resolution authorizing purchase of 2 vehicles for Police Dept through State Contract
8. 2019 Municipal Guaranty Ordinance - Shore Regional
9. Approval of Fire Dept Membership, Michael P. DePonte

10. Workshop Minutes, June 6, 2019
11. Regular Meeting Minutes, June 20, 2019
12. Receipt & Acceptance of Minutes, Environmental Commission, March 11, 2019
13. Receipt & Acceptance of Minutes, Environmental Commission, April 8, 2019
14. Receipt & Acceptance of Minutes, Environmental Advisory Committee, May 13, 2019
15. Receipt & Acceptance of Minutes, Historical Committee, May 9, 2019
16. Receipt & Acceptance of Minutes, Parks & Recreation Committee, May 8, 2019

Ms. Smith stated there were 16 items and asked for questions or any corrections on the minutes for which there were none and items were moved to regular meeting for action.

IX. Discussion Items:

1. Resolution supporting Path to Progress Recommendations

Ms. Phelps provided an overview of Senator O' Scanlon's request for support for various state bills known as the Path to Progress. As there were no objections this item was moved to the regular meeting for action.

2. 2018 Audit Report & Corrective Action Plan

Resolution acknowledging receipt of 2018 annual audit

Resolution approving Corrective Action Plan for 2018 Audit

Ms. LaPorta reported on the results of the 2018 Audit Report, recommendation/comments and the preparation of the Corrective Action Plan to address paper tickets issued by the Police Department. The resolution approving the corrective action plan will be added to the consent agenda. Ms. Smith reminded the Governing Body that they need to sign an affidavit acknowledging receipt of the audit report.

X. Petitions from the Public: Mayor Coffey opened the meeting to petitions from the public:

Karen Long, Revere Drive, stated that because of the July 4th holiday, she had an excessive amount of trash. Her street is full of recycling containers and suggested recycling should occur more frequently.

Barbara Josselyn, 62 Manitto Pl., stated that the conditions at Blackberry Bay Pavilion are terrible for the Seniors. The stones are difficult to navigate. She spoke with Ms. Phelps, but was told that the Borough didn't' want to spend the money and wait until the Seniors go back to the Old Wharf Building. Many members do not attend meetings because they cannot walk over the stones at Blackberry Bay. She requested some kind of solution so the Seniors can attend the monthly meeting. Mayor Coffey asked Mr. White for ideas. Mr. White stated perhaps stone dust could smooth it out. There was additional discussion regarding the stones.

Debra Sharkey, 437 River St., stated she agreed with Ms. Long regarding the recycling schedule. She asked if there could be a shared services arrangement with Long Branch or West Long Branch to use their recycling centers.

As no one else from the public appeared, Mayor Coffey closed that portion of the meeting.

XI. Adjournment: As there was no further business, the meeting was adjourned at 7:31 PM on a motion by Council President Solan, seconded by Councilman Proto and approved by Council.

Respectfully submitted,

Jeanne Smith
BOROUGH CLERK

MINUTES OF THE OCEANPORT HISTORICAL COMMITTEE MEETING HELD 04/11/2019

The Oceanport Historical Committee held met on Thursday, April 11, 2019. We met at the Blackberry Bay Pavilion at 7:00 p.m., and we wrapped things up around 8:30 p.m. The goals of the committee are to plan and execute efforts to celebrate the Borough's centennial which will occur in 2020 and to promote a better understanding of the Borough's history.

In attendance were:

Frank Barricelli
John Bonforte
Robin Kelly
Rosanne Letson
Paula Lombardo

(Note: If I omitted your name from the attendance for this meeting, please let me know.)

The first order of business was introduction of new members and guests. There were no new members/guests in attendance.

We reviewed and approved the Minutes from the March 28, 2019 meeting. The Minutes were approved, and Rosanne will submit them to Jeanne Smith at Borough Hall.

We reviewed Action Items from the previous meeting:

1. Tom was not in attendance, but had emailed Rosanne prior to the meeting and informed her that he had spoken to Mayor Coffey again and he was working on Borough funding. We should have an answer in two weeks about our seed money.
2. Those of us writing for the book admitted that we hadn't been able to write since the last meeting, as it had only been two weeks this time since the last meeting.
3. Robin, Paula, Toni, Debra, and Barbara did meet to discuss the events for the Centennial celebration, especially the events coming up soon.
4. Rosanne prepared an article/ad for the Oceanport Bulletin and submitted it to Lauren McRae prior to the April 14th deadline, she posted it on the Oceanport Residents Facebook page (with an overall favorable response), and she submitted it to Jeanne Smith, who posted it on the Borough's website.

We reviewed the status of near term events for the Centennial:

Paula spoke to Tom's wife, Barbara, who offered to offered to help with the Ice Cream Social with the Seniors on July 17th, and with the Wine and Cheese Under the Full Moon mixer on June 14th.

Robin volunteered to bring a cheese platter and cookies for the Wine and Cheese mixer, and Rosanne volunteered to bring a couple of bottles of wine. We discussed that our subcommittee will meet again to pull this all together. Toni had sent a flyer that she had prepared, even though she couldn't join us for the meeting, and we agreed that it looked good. (It is attached.)

We briefly discussed the Strawberry Festival, which will run from May 29th through June 2nd. Rosanne noted she had ordered and received the cut-outs for the photographs to be taken, and told Paula they were about 6' tall so Paula could relay that information to Pete Dellera. John said that we were being given a table near "the action".

John said that he could print up a 3" x 5" card for us to hand out at the Strawberry Festival (it was also suggested that we pass it out at the Memorial Day Parade on May 27th). He would just need Word document copy for both sides – the first side should be the promotion, the flip side should be informative. We should make sure contact information for the Historical Committee is on it as well.

We talked about offering historical/antique photos for sale at the Strawberry Festival and other events. Robin suggested coming up with tee shirts, etc., to sell as well. Frank suggested colorizing the photo of the Wardell Circle clam bake. Rosanne will ask Paul Hester if that is something he could do. John said he could have copies of photos made with historical descriptions on the back – he just needed the copy to put on the back. He offered to make up a sample. He suggested offering laminated photos for sale. He asked that photos be sent to him in jpeg format with copy.

Frank talked about wanting to have a digital map of Oceanport that could be called up on the computer and as you click on various areas/neighborhoods, the newer map would peel away to reveal older maps underneath so you could see what the area/neighborhood looked like in the past. He thought it would be a good idea to suggest that to students or to scouts to do as an Eagle Scout project.

Frank reminded us that we needed to contact the man on Nickelson Place where the old water tower was for the house tour as he might be interested in that, and as his house is so old.

John was thanked for his generous donation to the Historical Committee in the amount of $250.00, which will allow us to purchase the banner from Renita Kirk which will be carried in the Memorial Day Parade and which we will display on the front of our table at the Strawberry Festival. John noted that, "Oceanport has been good to me."

Robin will get prices for the flags for the posts on Main Street, and then we will present these to Renita Kirk and ask her if she can match the price. If she can't, we'll go with Powerhouse Signs in Red Bank, used by the Courtney Rose Foundation in the past.

For those of us working on writing sections for the book, Frank asked that we email him our work as we finish it. Paula said she was done with her writing and will email it to Frank.

Rosanne admitted that she hadn't had a chance to work on hers since the last meeting. Frank admitted that he took a little break from it since the last meeting, too.

Robin suggested that we begin advertising for the Christmas house tour in the fall. John will share with us a list of places to advertise with. Paula said Pauline Poyner and Darrell Wordelmann were interested in having their homes on the tour. Darrell had asked about insurance, and Rosanne received the following from Donna Phelps, our BA, from the Borough's insurance carrier, "That's positive news as the Borough then provides liability coverage for their official activities." Jay and Sue Coffey are also willing to have their home on the tour; Sue will be away and just needs a friend to cover for her. Barbara Sheppard is also interested in having her home on the tour.

John suggested that we reach out to an Eddie Bruno on Monmouth Boulevard who may have a lot of historical data to share.

Frank wants to work with The Link News to publish some articles that are Oceanport history-related, and we again discussed posting on Facebook the History Mystery. The following samples were discussed:

1. Who got married on the Gooseneck Bridge, and why? Answer – William Burlin, the 63-year-old, three time married and widowed bridge tender. He married an Oceanport woman, and couldn't get anyone to tend the bridge, so they married on the bridge.
2. Who rode an elephant in an Oceanport political race? Answer – former Mayor Clem Sommers, a Republican.
3. Who wrote Lovejoy's College Guide, and where in Oceanport did he live? Answer – Colonel Lovejoy, who lived on Horseneck Point.

It was noted that neither Frank nor John would be at our next meeting in May. At our next meeting, which is May 9th, we will put together firm plans for our events that are coming up soon. Toni offered to have us meet at the Sailing Club, but she wanted everyone to know that the building has no heat. If it's cold, we won't meet there; if it's chilly, we'll just bundle up.

Rosanne will prepare an outline of our upcoming events.

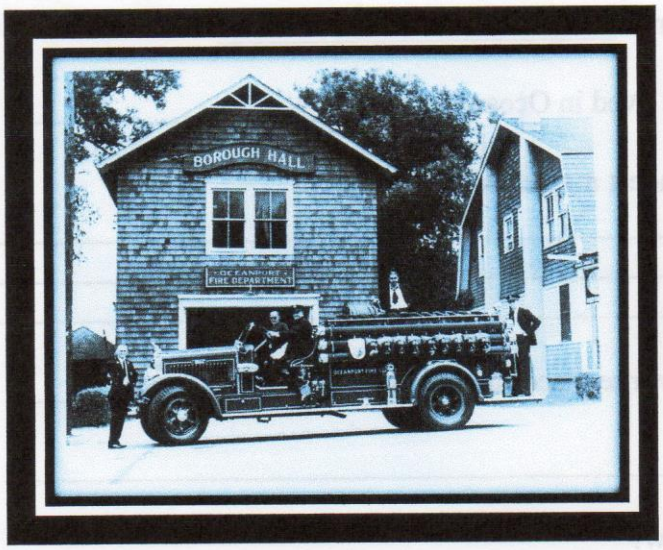
We will talk to Mike MacStudy (after tax day) about a golf style shire for the Committee to wear for upcoming events.

We had a discussion about Oceanport's desire to change its logo (expressed at the most recent Council meeting). Frank noted that the old logo was historically correct. Frank will prepare something in writing that Rosanne will present at the next Council meeting about keeping the old logo (since he will be away). He suggested perhaps just making the old triangle shape into an "O" for Oceanport, but said he wouldn't otherwise change the logo as it accurately depicts the stages of Oceanport's history.

Action Items for the next meeting:

1. Robin will get prices for the flags from Powerhouse Signs in Red Bank.
2. John will print up a sample laminated historical photo with a description on the back.
3. As we finish with our writing assignments, we will email them to Frank.
4. Rosanne will ask Paul Hester if it's possible to colorize the Wardell Circle clam bake photo.
5. John will send Rosanne a list of places he uses to advertise the Lions Club events so that we can do the same for our events.
6. Rosanne will prepare an outline of our upcoming events.
7. Rosanne will talk to Mike MacStudy about a golf style shirt for the Committee members.
8. Frank will prepare something in writing that Rosanne will present at the Council meeting April 16th about why we should keep our logo as is.
9. Rosanne will submit the Approved Minutes from the March 28th meeting to Jeanne Smith.

Join us for our Centennial Kick –Off



Check out the "Old" Oceanport, Tell us your stories

Hear the celebration plans for our 100th birthday

Bring your photos – stories- memories-newspapers

Fri, June 14, 2019 7-9pm?

Shrewsbury Sailing & Yacht Club

Oneida Ave, Oceanport

Wine, Beer, cheese and snacks will be served

Watch the sun set

Please RSVP to Oceanportcentennial@gmail.com

APPROVED
MINUTES OF THE OCEANPORT HISTORICAL COMMITTEE MEETING HELD
06/13/19

The Oceanport Historical Committee met on Thursday, June 13, 2019. We met at the Shrewsbury Sailing & Yacht Club at approximately 7:03 p.m., and we wrapped things up approximately 8:07 p.m. The goals of the Committee are to plan and execute efforts to celebrate the Borough's Centennial which will occur in 2020, and to promote a better understanding of the Borough's history.

In attendance were:
Frank Barricelli
John Bonforte
Tom Cavanagh
Nadine Jeffrey
Robin Kelly
Lynn Laurino
Rosanne Letson
Paula Lombardo
Barbara Sheppard
Ric Siciliano
Toni Sverapa

(Note: If your name was omitted from attendance for the meeting, please advise.)

Our guest this evening was Pat Pfleger, who shared with us copies of the toll booth on Eatontown Boulevard.

Before we began, Toni announced that June 14th was the 99th anniversary of the first Council meeting in Oceanport.

We reviewed and approved the Minutes from the May 9, 2019 meeting. The Minutes were approved, and Rosanne will submit them to Jeanne Smith at Borough Hall.

We had no Action Items from our May 9, 2019 meeting.

We discussed the following:

Rosanne was asked to update our posting in the Oceanport Bulletin, whose deadline was June 14th, to ask people to volunteer their homes for the Holiday Home Tour. It was suggested our posting be worded as follows: "If you're interested in showcasing your home during the holidays, please email us oceanportcentennial@gmail.com or contact Robin Kelly at 732-245-9008." It was also suggested that we add, "We're looking for 9 homes." It was also suggested that Lauren McRae, who prepares the Bulletin, be asked to use Christmas trees, etc., around the borders of the post. So far, Pauline Poyner, Barbara Sheppard, Carolynn Barth, and Darrell Wordelman have volunteered their homes. Robin will confirm this.

Paula will call Kim Vaughn, former president of the PTO, and Rick McKenna (former member of the BOE) to see if they know who has the original artwork for the Oceanport with the wave used on the BOE website. Rosanne will ask Jeanne for the original artwork for the "new" Oceanport logo being used on the park signs throughout town. Pat Pfleger said she had artists on staff who might be able to help us with this.

Frank is going to check with Borough Hall to see if they'll let us hang the banner there. He has already put our cards listing our upcoming events there, and he will pick up some Oceanport in Retrospect books while he's there to have on hand for our gathering June 14th.

Regarding our Wine & Cheese Social Friday, June 14th, so far we received RSVPs from Rosemary and Bruce Lane, former Mayor Clem Somers and his wife, a representative from Frank Pallone's office, and Keith and Carol Seeley. Rosanne offered to call Neil Schulman at The Link News to see if he or someone from The Link could come out and take photos of the event for the paper.

We reviewed our preparations for the Wine and Cheese Social at the Shrewsbury Sailing & Yacht Club from 7:00 – 9:00 p.m. We felt we had a sufficient amount of food and drink to accommodate everyone, and Rosanne said she'd post on the Oceanport Residents Facebook page throughout the day Friday to remind everyone about it.

We were told that Steve Briskey offered to sponsor tee shirts for the Historical Committee to sell as a fundraiser.

We talked about the Memorial Day Parade, and decided that it was a success for us as a Committee.

We talked about needing a band for next year, and we discussed inviting the VFW. We talked about the fact that the Rec Committee does not run the Parade; Council runs it. John will find out who Tower Hill contacts to obtain representatives from the four branches of the service for a color guard. Ric suggested contacting the ROTC at Shore Regional and Robin suggested contacting the ROTC at MAST.

Paula suggested that we make a donation to the automobile club who provided the majority of the classic cars for the Parade, and to the gentleman who provided the 1928 Porter. We all contributed and Paul collected $140.00 and will take care of making the donations. She suggested having the cars again for the Summer's End Festival, and we decided to talk about it again at the next meeting. Frank suggested having the classic cars for the 2020 Summer's End Festival. We decided we want to participate in the Summer's End Festival next year as well as this year.

Tom discussed the research he did on the time that Oceanport was home to 5 out of 28 superior court judges in Monmouth County. John D'Amico suggested that we should address this in some way in the book, and we all agreed. He obtained photographs and backgrounds on the judges. Tom will put that together and it will go into our new book.

We discussed Oceanport resident Frank Previte, who wrote songs used in the movie "Dirty Dancing", including "I had the Time of my Life". We discussed possibly approaching him and asking if he'd be interested in writing a song about Oceanport for the Centennial.

Discussion turned to the Holiday Home Tour again briefly, and John noted that he had thousands of bracelets that we could use for that.

In an update about our meeting with the Oceanport Senior Citizens, it turns out that the meeting date will be Wednesday, June 19th at 1:30 p.m. at the Blackberry Bay Pavilion, and it will not be an ice cream social after all. Toni, Frank, and Paula are available. Paula will present about our Committee and our plans, and has prepared a little Oceanport trivia to share. Frank will bring maps and photographs. Paula suggested the photographs from 1917 with the cars and tents in particular.
In order to spread the word about our upcoming events, John suggested having our cards sent out through the schools with all the students.

Frank shared the front page of the New York Times from June 30, 1882, which he had enlarged. It discussed President Grant and the train crash which occurred here on June 29, 1882. Frank and Ric discussed having this article blown up and put at Parkers Creek, where the wreck occurred. Frank noted that there was a crash before this in 1878 in Oceanport Creek. He said the local citizens stepped in and were congratulated on helping. That wreck was caused when the bridge tender didn't lock down the bridge.

Frank got to the bottom of the mystery of the photograph he has with the portly gentleman standing on the tank near Harry's. The gentleman was Otis Harlan of Port-Au-Peck, and with H.P. Boland, he was trying to sell bonds. This photograph was from 1918. $1,000 in bonds were sold in Oceanport, $2,000 in bonds were sold in Eatontown. Bonds were also sold in Tinton Falls and Colts Neck.

Frank found a newspaper article that will be detailed in the new book. On May 24, 1970, an article appeared in the Asbury Park Press on fossils found in Oceanport. Maple Place students named Bud Waitte and Charles Boyter saw old shells exposed while the pumping station on Werah Place was being built. They turned out to be 80 million years old. The muck preserved them.

Toni shared a letter she obtained from Mike MacStudy which the Rec Committee uses when soliciting donations for the Summer's End Festival. She tweaked it a bit for Historical Committee use and we will be able to use it for donations. Rosanne will ask Mayor Coffey if we should run the letter past our Borough attorney (Scott Arnette) before using it.

We adjourned at 8:07 p.m.

OCEANPORT RECREATION COMMITTEE
MEETING MINUTES
June 12, 2019

Minutes of the regular meeting of the Oceanport Recreation Committee held on Wednesday evening, June 12, 2019, Blackberry Bay Park Building

In attendance: Members:
Jay Silverman
Scott Marcantanio
Joanne Hunt
Therese Wollman
Beth Watkins

Absent:
Spencer Carpenter
Mike MacStudy
Bill Deerin
Greg Lockwood

Open Meeting/Flag Salute
Meeting called to order by Therese Wollman at 7:30pm. Motion to open the meeting was made by Jay Silverman and seconded by Scott Marcantanio.

Approval of Minutes
The May 2019 meeting minutes were reviewed. The motion to approve the meeting minutes was made by Jay Silverman and seconded by Scott Marcantanio.
All were in favor.

Correspondence:
Beth Watkins reported that there was no correspondence.

Public Comments: Motion to open to the public was made by Jay Silverman and seconded by Scott Marcantanio at 7:34 pm.
Present:
Chris Macioch. Chris attended the meeting to inquire about information he received regarding Evergreen Park. According to Chris- he was informed that both Community Center and Blackberry Bay Parks were receiving a special "Sports" coating on basketball courts. Chris stated that he was given this information from the on-site contractor. He wanted the Committee to know that residents were very upset that Evergreen was "once again, not given the same attention as other parks in town.". The Committee assured Chris that this was not the information given to the Committee by either our Council Liaison or the BA. Jay Silverman reviewed the information stating that Evergreen was the main project and there was nothing accurate to the information he received.

Chris Macioch also requested that the Recreation Committee support and recognize a project by the Shore Regional Surf - the collection of plastic sponsored by Trex. Joanne Hunt informed

Chris that this has been ongoing in Oceanport and that the goal was reached. Jay Silverman and Therese Wollman suggested he coordinate efforts with the scout group doing the project.

As there was no one else from the public present, in a motion made by Jay Silverman and seconded by Scott Marcantanio, the meeting was closed to the public at 7:49 pm.

Recreation Coordinator Report- Joanne Hunt
The wind screen has been ordered and will be paid for out of open space. Tennis court work is set and should be started early to mid July.

All playground repairs are under contract and work has already started to make repairs. The buddy swing still has an issue, a small part that is missing.

Camp- pod and tent will be delivered by 6/15. All staff hired, screened and approved by Council. Beth Watkins has been of great assistance in helping with theme weeks, coordinating snapology and overall activities. The loss of the pool is a big one , we are trying to set clear expectations and provide a good experience.
66 campers as of 6/10. Goal is 135-140.

Mini Golf- all were pleased with a Friday night event, excellent turn out. Mike MacStudy did a great job.

Disc Golf- Joanne Hunt has ordered the discs and was able to get a good logo. Scott is dealing the Monmouth County Park System. Therese Wollman will need details for banners. On target for 7/20 starting at 8 am, Wolf Hill Park. 18 holes, shotgun start, a round takes approx. 1 hour. Need to confirm with County for approval.

Revenue:
2019 Boat Permits $5160.00
2019 Field Revenue $2660.00

Field Requests- Elite Technical Soccer- 6 weeks/1 day a week from 7/6 to 8/10. Fee $500.00 (camp). A brief discussion was held regarding the issue of a conflict with OP soccer skills. It was determined that this is not a conflict.

Council Liaison Report:
Bill Deerin was not present but sent an email stating that all work was scheduled and that minor issues with fencing were being sorted out.

Subcommittee Reports:
Subcommittee & Officer Review Panel- Spencer Carpenter-no report
Nominations- Mike MacStudy- no report
Sonny **Giordano Award**- Greg Lockwood- Sent report that this was completed for 2019
Egg Scramble- Beth Watkins-No report
Mini Golf- Mike MacStudy- Not present, previously reported.
Memorial Day Parade Committee- Beth Watkins – No report
Movies- Therese Wollman-dates are set

Summer's End-Jay Silverman- Jay confirmed the new band- "The Breakdown". Sponsor letter is ready to go out. Joanne Hunt will order the envelopes for the newsletter. Joanne Hunt confirmed food vendors- cotton candy and ice cream. Letter is out to Monmouth Medical. Rides will be selected by next meeting.
Halloween- Scott Marcantanio-No report
Tree Lighting- Spencer Carpenter- no report.
Decorating Contest- Jay Silverman- no report
Grants/ Master Plan/Park Improvement – Joanne Hunt- ideas discussed for 2019 grant are pickleball and the pool. Committee will discuss with Bill Deerin at July meeting.
Bocce- Spencer Carpenter- no report
Disc Golf- Scott Marcantanio –7/20 previously reported.

Finance Report- Greg Lockwood- New budget has been approved.

Old Business:
Action Camp- Previously reported
Benches- no update
Sports Foundation- Therese Wollman stated she will reach out. We did not receive any acknowledgement from Council or BA. Joanne Hunt spoke to Donna Phelps and she was asking Mayor about possibly using the funds for a pickle ball conversion (rink) but no other information was available.

New Business:
Field Rental system- Joanne Hunt reported that the Borough is moving to a new on line field application that should be more helpful in obtaining details from renters. They are just in the early training phase but will keep us updated. This should be much better in terms of being able to set fees and getting information.

Adjourn: Motion to adjourn was made by Beth Watkins and seconded by Scott Marcantanio at 8:41 pm.

Next meeting: July 10, 2019, 7:30 PM Blackberry Bay Park Building.
Refreshments- Mike MacStudy

Respectfully submitted, Joanne Hunt

PORT-AU-PECK CHEMICAL HOSE COMPANY NO. 1
Volunteer Fire Company
433 Myrtle Avenue. Oceanport, New Jersey 07757
Phone 732-229-9771 Fax 732-483-6199

CAPTAINS MONTHLY REPORT

APRIL 2019

	Date	Location	MA	Type of Call	Min.	# Men	Hrs.
1	26-Mar	14 Bridgewaters Dr		Fire Alarm	26	6	2.60
2	26-Mar	Eatontown Fire House		Drill	120	4	8.00
3	31-Mar	Ft Monmouth		Drill	240	2	8.00
4	1-Apr	18 Belmar Ave		Fire Alarm	31	4	2.07
5	1-Apr	Station 2		Drill	120	9	18.00
6	3-Apr	7 Seagirt Ave		Wires	7	8	0.93
7	3-Apr	50 Main St		Fire Alarm	21	6	2.10
8	4-Apr	274 E Main St		EMS Assist	26	4	1.73
9	8-Apr	PAP & Oceanport Ave		MVA	29	7	3.38
10	8-Apr	Station 2		Drill	90	6	9.00
11	11-Apr	60 Werah PL		Drill	90	7	10.50
12	13-Apr	Monmouth Blvd & PAP Ave		Odor of Smoke	9	7	1.05
13	13-Apr	2 Asbury Ave		Fire Alarm	23	3	1.15
14	16-Apr	5 Burnt Mill Cr		Gas Leak	31	2	1.03
15	18-Apr	251 Clinton Ave	MA	Structure	67	4	4.47
16	23-Apr	55 Wyckoff Rd	MA	Fire Alarm	5	1	0.08
17	25-Apr	1000 Sanger Ave		Fire Alarm	15	7	1.75
18	25-Apr	29 Monmouth Rd		CO Alarm	18	2	0.60
19	27-Apr	11 Fairfield Ave		Fire Alarm	29	3	1.45
20	28-Apr	22 Iselin Ln		Water Leak	39	5	3.25
21	28-Apr	205 Comanche Dr		CO Alarm	19	5	1.58
22	28-Apr	107 Sagamore Ave		CO Alarm	20	6	2.00
23	28-Apr	Stand-by / Marathon		Stand-by	150	5	12.50
24							0.00
25							0.00
26							0.00
27							0.00
		TOTAL CALLS	23				

Tot.	Men	Tot.Hrs.
1225	5	97.23

Mutial Aid	2
Structure Fire	1
Drill	5
Gas Leak	1
Fire Alarm	7
C.O. Alarm	3
Cover Assignment	
Brush Fire	
Vehicle Fire	
M.V.A	1
Smoke Condition	1
Ice Water Rescue	
Wires/Transformer	1
Other	3
Haz Mat	
Meeting	

Captain _____

PORT-AU-PECK CHEMICAL HOSE COMPANY NO. 1
Volunteer Fire Company
433 Myrtle Avenue. Oceanport, New Jersey 07757
Phone 732-229-9771 Fax 732-483-6199

CAPTAINS MONTHLY REPORT

MAY 2019

	Date	Location	MA	Type of Call	Min.	# Men	Hrs.
1	4-May	3 Industrial Way	M	Fire Alarm	15	0	0.00
2	4-May	175 Monmouth Blvd		Fire Alarm	27	4	1.80
3	5-May	Saltzman & Malterer Ave		Pole Fire	12	4	0.80
4	6-May	Station 2		Drill	30	3	1.50
5	8-May	274 E Main St		EMS Assist	26	4	1.73
6	10-May	274 E Main St		EMS Assist	7	2	0.23
7	10-May	200 PAP Ave		Fire Alarm	10	3	0.50
8	10-May	3 Grant Ave	M	Fire Alarm	7	3	0.35
9	11-May	274 E Main St		EMS Assist	7	4	0.47
10	12-May	274 E Main St		EMS Assist	103	2	3.43
11	14-May	7 Burnt Mill Circle		Fire Alarm	6	4	0.40
12	15-May	37 Tohican Ave		Drill	105	10	17.50
13	15-May	Wycoff Rd	m	Structure	110	9	16.50
14	20-May	274 E Main St		EMS Assist	61	2	2.03
15	20-May	14 Ithica Ave		Structure	73	7	8.52
16	21-May	274 E Main St		EMS Assist	39	1	0.65
17	23-May	18 Ticonaroga Ave		Fire Alarm	19	2	0.63
18	24-May	31 Cayuga Ave		Fire Alarm	46	7	5.37
19	27-May	Oceanport Ave & Riverside Ave		Hazmat	13	5	1.08
20	28-May	240 Broad St	m	Fire Alarm	3	1	0.05
21	29-May	Front of 425 Branchport Ave		Wires	13	4	0.87
22	30-May	Shresbury Boro	m	Structure	53	5	4.42
23	31-May	468 Industrial Way W	m	Fire Alarm	13	2	0.43
24							0.00
25							0.00
26							0.00
27							0.00
		TOTAL CALLS					

Tot.	Men	Tot.Hrs.
798	4	69.27

Mutial Aid	6
Structure Fire	3
Drill	2
Gas Leak	
Fire Alarm	9
C.O. Alarm	
Cover Assignment	
Brush Fire	
Vehicle Fire	
M.V.A	
Smoke Condition	
Ice Water Rescue	
Wires/Transformer	2
Other	6
Haz Mat	1
Meeting	

Captain Tom Gallo

PORT-AU-PECK CHEMICAL HOSE COMPANY NO. 1
Volunteer Fire Company
433 Myrtle Avenue. Oceanport, New Jersey 07757
Phone 732-229-9771 Fax 732-483-6199

CAPTAINS MONTHLY REPORT

JUNE 2019

	Date	Location	MA	Type of Call	Min.	# Men	Hrs.
1	2-Jun	78 Cayuga Ave		Stove Firer	18	8	2.40
2	3-Jun	Station 2		Drill	30	5	2.50
3	7-Jun	1262 Turf Dr		Fire Alarm	14	5	1.17
4	8-Jun	70 Main St		Fire Alarm	31	4	2.07
5	9-Jun	388 Myrtle Ave		Grill Fire	15	6	1.50
6	10-Jun	274 E Main St		Fire Alarm	9	4	0.60
7	10-Jun	1000 Sanger Ave		Fire Alarm	15	1	0.25
8	10-Jun	29 Wolf Hill Ave		Fire Alarm	14	1	0.23
9	10-Jun	501 Malterer Ave		Fire Alarm	13	1	0.22
10	10-Jun	Station 2		Drill	30	8	4.00
11	12-Jun	29 Wolf Hill Ave		Gas Alarm	34	5	2.83
12	12-Jun	139 Grant Ave	M	Fire Alarm	10	3	0.50
13							0.00
14							0.00
15							0.00
16							0.00
17							0.00
18							0.00
19							0.00
20							0.00
21							0.00
22							0.00
23							0.00
24							0.00
25							0.00
26							0.00
27							0.00
		TOTAL CALLS					

Tot.	Men	Tot.Hrs.
233	4	18.27

Mutial Aid
Structure Fire
Drill
Gas Leak
Fire Alarm
C.O. Alarm
Cover Assignment
Brush Fire
Vehicle Fire
M.V.A
Smoke Condition
Ice Water Rescue
Wires/Transformer
Other
Haz Mat
Meeting

Captain _____

PORT-AU-PECK CHEMICAL HOSE COMPANY NO. 1
Volunteer Fire Company
433 Myrtle Avenue. Oceanport, New Jersey 07757
Phone 732-229-9771 Fax 732-483-6199

CAPTAINS MONTHLY REPORT

JULY 2019

	Date	Location	MA	Type of Call	Min.	# Men	Hrs.
1	1-Jul	Station 2		Drill	120	10	20.00
2	2-Jul	433 Myrtle Ave		Fire Alarm	6	9	0.90
3	2-Jul	PAP & Monmouth Blvd		Wires	6	7	0.70
4	4-Jul	WLB Shore Regional		Stand-by Fireworks	240	7	28.00
5	8-Jul	Blackberry Bay Park		Drill	120	10	20.00
6	9-Jul	FT Monmouth 400 Area		Gas Leak	130	6	13.00
7	9-Jul	34 Gosslyn Ave		Missing Person	11	9	1.65
8	12-Jul	Grant Ave / School	MA	Fire Alarm	69	4	4.60
9	13-Jul	51 Mohican Ave		Pipe Burst	91	2	3.03
10	14-Jul	34 Horicon Ave		Fire Alarm	20	4	1.33
11	14-Jul	1305 Eatontown Blvd		EMS Assist	8	2	0.27
12	14-Jul	1305 Eatontown Blvd		EMS Assist	26	3	1.30
13	14-Jul	4 Industrial Way	MA	Fire Alarm	24	2	0.80
14	16-Jul	310 Norwood Ave	MA	Structure Fire	139	7	16.22
15	18-Jul	65 Raleigh Ct	MA	Fire Alarm	13	2	0.43
16	18-Jul	Eatontown Blvd & Monmouth Rd		MVA	37	5	3.08
17	20-Jul	PAP Ave		Coin Toss	120	6	12.00
18	20-Jul	36 Hiawatha Ave		CO Alarm	43	5	3.58
19	21-Jul	55 Wycoff Rd	MA	Fire Alarm	11	5	0.92
20	21-Jul	1075 Stephenson Ave		Fire Alarm	36	4	2.40
21	21-Jul	14 Irma Pl		Odor of smoke	24	6	2.40
22	22-Jul	Oceanport		Storm Run	121	10	20.17
23	23-Jul	13 Gosselin Ave		Oven Fire	17	4	1.13
24	25-Jul	41 Seneca PL		Fire Alarm	13	7	1.52
25	26-Jul	5 Main St		Fire Alarm	16	4	1.07
26	27-Jul	55 Wycoff Rd	MA	Fire Alarm	1	2	0.03
27							0.00

TOTAL CALLS

Tot.	Men	Tot.Hrs.
1462	5	160.53

Mutial Aid	6
Structure Fire	1
Drill	2
Gas Leak	1
Fire Alarm	9
C.O. Alarm	1
Cover Assignment	
Brush Fire	
Vehicle Fire	
M.V.A	
Smoke Condition	
Ice Water Rescue	
Wires/Transformer	2
Other	10
Haz Mat	
Meeting	

Captain Tom Gallo

RESOLUTION OF THE BOROUGH OF OCEANPORT AWARDING THE GENERAL CONTRACT FOR THE NEW MUNICIPAL COMPLEX PROJECT

Resolution

WHEREAS, the Borough of Oceanport solicited bids for the General Contract for the New Municipal Complex project; and

WHEREAS, the said bid solicitation process was effectuated in accordance with prevailing provision of the Local Public Contracts Law, pursuant to N.J.S.A 40A:11-1 et seq.; and

WHEREAS, in response to the subject bid solicitations process the Borough of Oceanport received eight (8) bids; and

WHEREAS, the lowest responsible, responsive bid was submitted by Benjamin R. Harvey Co., Inc. 9 Cindy Lane, Ocean, NJ 07712 hereinafter referred to as "Contractor" in the sum of Six Million Five Hundred Seventy-Four Thousand dollars and no cents ($6,574,000.00); and

WHEREAS, the Contractor has complied with the mandatory requirements of N.J.S.A. 40A:11-23.2.

WHEREAS, the Chief Financial Officer has certified that funds are available in Account #04-215-55-474-009, Municipal Complex Renovation for the stated purpose,

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

1. That the Borough of Oceanport is hereby authorized to award the General Contract for the New Municipal Complex Project to Benjamin R. Harvey Co., Inc. 9 Cindy Lane, Ocean, NJ 07712 subject to the conditions set forth herein.
2. That said Contract shall be in the total sum of Six Million Five Hundred Seventy-Four Thousand dollars and no cents ($6,574,000.00).
3. That the within award of Contract shall be contingent upon the Contractor submitting Appropriate Performance Security, which guarantees shall be approved as to form by the Borough Attorney.
5. That the Mayor and Clerk are hereby authorized to sign any and all documents necessary to effectuate the intentions of the within Resolution - including but not limited to, the Contract subject to the review of said Contract by the Borough Attorney.

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby authorized to return the bid security to the remaining unsuccessful bidders, within three (3) days of signed Contracts and the approval of the Contractor's Performance Guarantees.

BE IT FURTHER RESOLVED, that the Borough Administrator shall provide notification to the Office of the State Comptroller pursuant with N.J.S.A. 52:15C-10 - Post-Award Notice for Contracts Valued at More Than $2M But Less Than $10M.

CERTIFICATION OF FUNDS

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, certify that there are sufficient uncommitted funds available in Account #04-215-55-474-009, Municipal Complex Renovation in the amount of $6,574,000.00 for the stated purpose.

Catherine D. LaPorta, CFO

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THE MAP BUILDING, 515 VALLEY ST., SUITE 110, MAPLEWOOD, NJ 07040 (973) 761-4550 FAX: (973) 761-4588 GOLDSTEIN-ARCHITECTS.COM

July 22, 2019

Donna Phelps, Borough Administrator
BOROUGH OF OCEANPORT
315 East Main Street
Oceanport, NJ 07757

Re: New Municipal Complex
BOROUGH OF OCEANPORT
Oceanport, NJ 07757

Dear Ms. Phelps:

At 1:15 PM on Thursday, 07/18/19, bids were opened at Oceanport's Blackberry Bay Pavilion for the General Contract for the New Municipal Complex, Borough of Oceanport. The purpose of this letter is to report on the bidding process and results, and to recommend the next steps.

- Eight (8) bids were received. As shown below, Base Bids ranged from $6,574,000 from Benjamin R. Harvey Co. to $12,068,000 from Kappa Construction. Seven of the 8 bids were distributed between $6.6 Million and $8.1 Million, a spread of 23%, or an average of just 3% between them, with the highest bid being 50% higher than the second highest.
- The average of all the bids was approx. $7.9 Million. Ignoring the lowest and highest bids, the average was approx. $7.5 Million. Ignoring just the highest bid (which was such an extreme outlier), the average was approx. $7.3 Million.

Bidder	Base Bid	Unit Price #1	Unit Price #2	% above low bid
Benj. Harvey	$6,574,000	$3.95	$49.00	100%
Santorini	$6,726,000	$4.00	$6.00	102%
Unimak	$7,098,000	$3.50	$3.00	108%
M&M Construction	$7,560,000	$2.25	$12.00	115%
Frankoski	$7,594,000	$1.50	$88.00	116%
Vanas	$7,673,000	$2.00	$8.00	117%
G&P Parlamas	$8,077,473	$10.00	$30.00	123%
Kappa Construction	$12,068,000	$35.00	$55.00	184%
AVERAGE of all bids	$7,921,309	$7.78	$31.38	
AVERAGE without high and low bids	$7,454,746	$3.88	$24.50	
AVERAGE without high bid	$7,328,925	$3.89	$28.00	

- Our last cost estimate was $8 Million, including a design and construction contingency of 5%, or $400,000. The only design contingency called upon was for the replacement windows needed when we learned, during the bidding process, that the clerestory windows in the Police Building required environmental remediation. The cost of replacing those windows is expected to be about $50,000 or about 12% of the contingency. Thus, our recent estimate assumed a project of about $7.6 Million (exclusive of contingencies), to which $50,000 should be added in contingencies, for the replacement windows, for a total $7.65 Million. The 3 bids in the middle averaged within just 1% of this number.

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- The low Base Bid of $6,574,000 from Benjamin Harvey is roughly 14% less than the above Estimate, but just 2.5% less than the next lowest bidder.

After concluding that Harvey's bidding documents for this project were in order, we reached out to several of their references. Our comments below are based on our discussions with the references we contacted for this Contractor, from among the many projects completed by this Contractor within the past 5 years, as listed in his bidding documents. We inquired about projects that were similar in as many ways as possible (such as size, budget, and/or nature of the work) with the Oceanport project. Unfortunately, the Architect for one such project is out of business and the Architect for another such project has not yet returned my call.[1]

COMMENTS FROM REFERENCES:

- **Reference #1:** On Monday, 07/22/19, I spoke to Tom Strauser, the Project Manager for Solutions Architecture, the firm that designed and administered the construction of the Athletic & Performing Arts Center Addition to Ocean Twp. High School, an $11 Million project involving a considerable amount of renovation work, completed in 2018.

    - He informed me that Harvey's performance was generally good. Although Harvey finished the job several months late, Mr. Strauser believes that this was not attributable to the Contractor; he thinks it was primarily due to a challenge to the award of the Contract from one of the other bidders, which took roughly 3 months to work its way through the courts.
    - He reported that Harvey's submissions and coordination with subs were generally good, with the exception of the Carpentry Subcontractor.
    - Mr. Strauser commented that Harvey's Superintendent, a fellow named Rick, was somewhat difficult to work with, as he was constantly fishing for extras. It is his understanding that Rick is no longer with the company.
    - Closeout documents were submitted in a timely manner, and the Contractor has been responsive during the 2-year period covered by the Maintenance Bond.
    - Mr. Strauser said he would have no reservations about working with Harvey again. He did advise, in an effort to minimize "fishing for change orders," that it be made extremely clear to the Contractor, starting at the Kickoff Meeting, that they would be held strictly to the contents of the Contract Documents.

- **Reference #2:** On Monday, 07/22/19, I spoke to Joe Horan, the Project Manager for Kimmel Bogrette Architects, the firm that designed and administered the construction of the Alternations and Renovations to the Instructional Building at Ocean County College, a $10.5 Million project involving a considerable amount of renovation work, also completed in 2018.

    - Harvey completed the project several months late, but that, in general, they delivered a good product.
    - He reported that the HVAC Subcontractor was challenging to deal with, but it was a different firm from the one that Harvey has listed for the Oceanport project.
    - There were a number of change orders, but most were related to scope added by the Owner after the bids came in somewhat lower than forecast. He reported that there was a considerable amount of give and take during the negotiations over some of the change orders.

[1] If he responds within the next few days, and his comments are any different from those quoted above, I will let you know.

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- The Contractor prosecuted the submittal process smoothly and in a timely manner using Submittal Exchange (the same document management software to be used on your project). Closeout documents were submitted in a timely manner.
- Mr. Horan said he would have no reservations about working with Harvey again.

CONCLUSION & RECOMMENDATION:

Benjamin R. Harvey Co. has completed a large number of significant public building projects in New Jersey. The Oceanport project is about half the size of the average project they have completed within the past 5 years.

Based on the comments from the references we spoke to, Harvey (like many contractors) is aggressive in pursuing potential changes, and that aggression needs to be met by strong resistance, in order to assure that changes are only approved when necessary and any that are approved are fairly priced.

Harvey's Unit Price for Flash Patching was close to the average price submitted for that item, but its price for Plywood Sheathing was approximately twice the average price. Based on these numbers, if there turns out to be the need for substantial plywood sheathing repair, we recommend that that work be negotiated between the parties, rather than use their quoted Unit Price.

Having found the bidding documents of Benjamin R. Harvey Co. to be in order, having reviewed their experience, and having contacted several of their references, I recommend (assuming that the Borough Attorney finds the Bidding Documents to be in order from a legal perspective), that the Borough of Oceanport award the General Contract for this project, in the amount of $6,574,000, to Benjamin R. Harvey Co., Inc., of Ocean, NJ, at its meeting of 08/15/19.

Should you require any additional information from our office prior to the award, please let us know. Thank you.

Sincerely,

Eliot W. Goldstein, AIA, PP, LEED AP, Managing Partner

cc: Laura Berwind, RA
Margaret DeSantis

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RESOLUTION OF THE BOROUGH OF OCEANPORT AWARDING A PROFESSIONAL CONTRACT FOR REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES IN ACCORDANCE WITH THE ASSESSMENT DEMONSTRATION PROGRAM FOR THE BOROUGH OF OCEANPORT

Resolution

WHEREAS, the Borough of Oceanport has need to obtain professional services for real property data collection and verification services in accordance with the Assessment Demonstration Program; and

WHEREAS, the Borough of Oceanport must retain a competent appraisal firm to perform the collection and verification of real property data for the Borough of Oceanport as specified in the proposal documents; and

WHEREAS, the services to be provided are deemed to be "professional services" pursuant to the Local Public Contracts Law (N.J.S.A. 40:A 11-1, et seq.) and awarding of such contract is not subject to advertising for competitive bids or bidding under *N.J.S.A.40A:11-5*; and

WHEREAS, the use of competitive contracting was authorized by Resolution #2019-146 and a Request for Proposals was advertised with one (1) proposal being received on August 1, 2019; and

WHEREAS, the only firm responding with a proposal was Realty Data Systems, LLC, 2 Majestic Avenue, Suite 2, Lincroft, NJ 07738 in the in the amount of Thirty Five thousand Fifty dollars and zero cents ($35,055.00) was deemed to include the necessary qualifications and expertise for the performance of the services at the amount listed in the proposal; and

WHEREAS, Realty Data Systems LLC has demonstrated the ability to perform said services for municipalities in the State of New Jersey, and

WHEREAS, the Chief Financial Officer has certified that funds are available in Account #01-201-20-150-207 for the stated purpose.

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

1. That the Mayor and Borough Clerk are hereby authorized to enter into the contract attached hereto with Realty Appraisal Company for professional services for the 2019 Real Property Data Collection and Verification Services for the period 2019 through 2021 in the Borough of Oceanport
2. That the compensation associated with the proposal shall not exceed $35,055.00
3. That the Borough Clerk shall publish a notice of the award in the LINK News and the resolution and contract shall remain on file in the Borough Clerk's office.

CERTIFICATION OF FUNDS

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, have ascertained that there are sufficient uncommitted funds in Account #01-201-20-150-207 in the amount of $24,000.00 for FY2019; $5,527.50 for FY 2020; and $5,527.50 for FY2021 for a total contract amount not to exceed $35,055.00 and is subject to sufficient funds being appropriated in the annual budget for each year of the contract for the above referenced professional services contract.

Catherine D. LaPorta, CFO

Realty Data Systems LLC
2 Majestic Avenue – Suite 2
Lincroft, NJ 07738
Tel: 732.276.1057
Fax: 732.276.1056
www.rdsnj.com

RDS
Realty Data Systems

Serving New Jersey Municipalities

July 21, 2019

Borough of Oceanport
315 E. Main Street
Oceanport, NJ 07757

Please find our bid package attached for the Request for Proposals for the Real Property Data Collection and Verification Services project.

We appreciate the Borough's consideration of our proposal and welcome the opportunity to provide any additional information required.

Our firm is well-qualified to perform the services being sought by the Borough, as the leading provider of inspection and data collection services in Monmouth County. We also serve as the inspection vendor for most of the Borough's neighboring municipalities and have received very positive feedback from residents and municipal officials.

Please see the Qualifications section contained in our package, which outlines our work on behalf of more than 40 Monmouth County municipalities.

Additionally, our firm seeks to maximize interior inspection rates by allowing sufficient time for property owners to make appointments following our first visit. RDS' competitors often return to the same properties more quickly (at times within 24 hours), which can result in lower interior rates and resident dissatisfaction.

There are several items we wish to bring to the Borough's attention with respect to the RFP, as follows:

(1) Please note that it would be advisable to revise the Contract prior to execution, since there are several inconsistent provisions and mis-numbered section references.

(2) Please note that Section 5 requires 70 hours of experience for field personnel in one provision, but 150 hours in another; this section also contains a requirement by reference to Section 13 which is inapplicable (we believe it may intend to refer to Section 17).

(3) Please note that Section 9 deletes any reference to payment due dates, though the standard contract and regulations provide for 30 day (monthly) payment periods.

(4) Please note that the Contract contains several capitalized terms that are not defined and likely drawn from other contracts.

(5) Please note that Section 17 provides that both Assessor and Company contact information be provided in initial mailings for taxpayer questions. Typically those mailings are made from the Assessor's office (though prepared and mailed by the Company) and contain only the Assessor's contact information since initial taxpayer questions usually concern topics which the Company is not permitted to discuss.

The Company's contact information is instead included on door hangers for inspection-related and appointment questions, and municipalities have specifically requested this breakdown for the reasons above.

(6) Please note that Section 17's appointment provisions should apply to both second and third visits, rather than second visits alone; this section also requires the inspection of 100% of the Borough's properties, although the Contract is only for the inspection of 50% of the Borough's properties over a 3 year period.

(7) Please note that Section 17 also specifies that the Assessor chooses which specific properties will be inspected during each calendar year. The Borough would be the only municipality to bear this responsibility, and we have found that it is more efficient for the Company to select each year's property list to ensure the inspected properties are contiguous on Borough maps and do not include partial tax blocks.

Additionally, no vendor would be able to inspect non-contiguous property sections (eg, a few lots on each block Borough-wide). We have found that when the Company maps out each year's list (subject to the Assessor's approval) it minimizes taxpayer confusion and allows the firm to field taxpayer questions rather than referring them to the Borough.

(8) Please note that Appendix D's footnote references are to incorrect Contract sections.

(9) Please note that while all municipalities submit their Added/Omitted property lists by June 1, this Contract allows submission to the Company by September 1, with those inspections required to be completed by September 10. This allows only 1 week to access home interiors and audit property files, which might not be feasible since many owners are not present.

(10) Please note that Section 24 requests an 8 year price, although the Contract is only for a 3 year term.

(11) While we do not feel it is our responsibility to comment on other vendors, there is one important item we must to bring to the Borough's attention.

Section 4 of the Contract ("Conflict of Interest") is a legal requirement that vendors and their affiliates are prohibited from being engaged if any of their officers, stockholders, employees or other parties serve as Tax Assessors in Monmouth County, or represent property owners in tax appeals in New Jersey.

While there are many qualified vendors, one (1) company is prohibited from serving the Borough: Appraisal Systems, Inc. ("ASI").

ASI has an executive and full-time employee who serves as the Tax Assessor in Wall Township. In addition, ASI represents property owners in tax appeals. These individuals use a different company name, as does the Assessor in Wall (although that

company has the same owner, address and executives as ASI so it is, at minimum, an affiliate).

This conflict has the subject of litigation with at least one municipality in Monmouth.

Thank you again for your consideration, and we look forward to working with the Borough if our firm is re-engaged.

I can be reached at any time if further information is required.

Sincerely,

Michael J. Panter, Esq.
Managing Member
Realty Data Systems LLC

Encl

REQUEST FOR PROPOSALS

FOR

BOROUGH OF OCEANPORT, NEW JERSEY

REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES IN ACCORDANCE WITH THE ASSESSMENT DEMONSTRATION PROGRAM

(P.L. 2013, c. 15)

(P.L. 2017, c. 306)

January 1, 2019 through December 31, 2021

PUBLIC NOTICE
BOROUGH OF OCEANPORT
MONMOUTH COUNTY, NEW JERSEY
REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that sealed Proposals will be received by the Municipal Clerk of the Borough of Oceanport (the "Municipality"), State of New Jersey, on August 1, 2019 at 10:00 a.m. in the Municipal Clerk's Office of the Borough of Oceanport, located at 315 E. Main Street, Oceanport, NJ for the annual performance of real property data collection and verification services to cover 50% of all properties annually with all parcels located within the Municipality completed over the three (3) year period between January 1st, 2019 and December 31, 2021 (also referenced as the "Project"). This is the first contract for an ongoing eight (8) year cycle of inspections pursuant to P.L.2017, Chapter 306.

All requirements associated with the project are set forth in a Request for Proposals package. Such packages may be obtained from the Municipal Clerk's Office, 315 E. Main Street, Oceanport, NJ during business hours, 9:00 A.M. to 4:00 P.M., Monday through Thursday, and 9:00 A.M. to 12 P.M. on Fridays, excluding holidays or send your request via email to jsmith@oceanportboro.com. Any questions regarding the Request for Proposals should be directed to the Municipal Clerk, Jeanne Smith at jsmith@oceanportboro.com or at the address specified above.

The Project shall be awarded through a "fair and open" process pursuant to N.J.S.A.19:44A-20.4, *et seq*., to the Vendor whose Proposal is most advantageous to the Municipality, price and other factors considered, in accordance with the review criteria set forth in the Request for Proposals.

All Vendors who submit a Proposal must be able to demonstrate that they are capable of completing the project so that it may be implemented for the 2019 tax year, under the applicable time tables set forth in the Assessment Demonstration Program (P.L. 2013 Ch. 15) or such other applicable laws.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts). Additionally, all professional service contractors are required to comply with the requirements of the Borough of Oceanport's Pay to Play Ordinance (Nos.782 & 855) (Code of the Borough of Oceanport, Chapter 35).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Borough of Oceanport reserves the right to reject any or all proposals due to any defects or waive informalities and accept any submission if it is deemed to be in the best interest of the Borough of Oceanport in accordance with N.J.S.A. 40A:11-4. The Borough shall award the Contract or reject all submissions no later than sixty (60) days from receipt of same.

By order of the Mayor and Council of the Borough of Oceanport.

ATTENTION ALL VENDORS:

All Vendors must complete, execute and submit the "Documents Checklist" set forth below and include completed and executed versions of all of the enumerated forms/items set forth below in order for their Proposal to be considered complete. All forms/items must be typewritten or written in ink. **ALL SUBMISSIONS MUST INCLUDE ONE (1) ORIGINAL COPY AND ONE (1) COPY.**

DOCUMENTS CHECKLIST

(Check the box for each document that is enclosed)

Initial each item

		(Vendor's initials)
1.	Proposal Form to the Municipality	DK
2.	Non-Collusion Affidavit	DK
3.	Stockholder Statement of Ownership	DK
4.	Affirmative Action Questionnaire	DK
5.	Statement of Qualifications	DK
6.	Exceptions	DK
7.	No Response Proposal Survey	DK
8.	Contract	DK
9.	Appendix A (to proposed Contract) – Property Class Summary	DK
10.	Appendix B (to proposed Contract) - List of Supervisors	DK
11.	Appendix C (to proposed Contract) – Employee Background Release	DK
12.	Appendix D (to proposed Contract) – Schedule of Completion	DK
13.	Appendix E (to proposed Contract) – Cost Proposal for 3-Year Internal Inspection Plan	DK
14.	Appendix F (to proposed Contract) – Cost Proposal for Added/Omitted Assessment Inspections	DK
15.	Appendix G (to proposed Contract) – Cost Proposal for Farmland Assessment Inspections (if applicable)	DK
16.	Listing of Subcontractors	DK
17.	List of all key employees at date of Proposal indicating educational background	DK
18.	List of current revaluation , reassessment or inspection projects under Contract	DK

indicating Contract completion date

19. List of revaluation, reassessment or inspection project Proposals submitted to Municipalities within the past two years

20. Copies of Financial Statements from the last two years

21. If applicable, Vendor's acknowledgment of receipt of any notice(s) or vision(s) or addenda to an advertisement, specifications or Proposal document(s)

22. State of NJ Business Registration Certificate

23. A statement of whether any litigation involving the firm has occurred during the past five years and, if so, explain in detail the nature of such litigation and the results thereof.

24. List of property inspection and data collection projects performed within the past 5 years.

25. A Disclosure of Investment Activities in Iran (Appendix H)

26. State of Compliance with the Borough's Pay to Play Ordinance (Appendix I)

Name of Corporation, Partnership Entity or Individual: **Realty Data Systems LLC**

Signature of Authorized Representative

Print Name and Title of Authorized Representative of Entity Signing This Document
Daniel Kelly - Member

July 21, 2019
Date

PROPOSAL FORM

BOROUGH OF OCEANPORT, NEW JERSEY

REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES

2019 through 2021

WITH RESPECT TO THE COLLECTION AND VERIFICATION OF ALL REAL PROPERTY DATA SITUATED WITHIN THE BOUNDARIES OF THE **BOROUGH OF OCEANPORT, NEW JERSEY:**

Realty Data Systems LLC
COMPANY NAME

DOES HEREBY PROPOSE TO UNDERTAKE SAID DATA COLLECTION PROJECT IN ACCORDANCE WITH THE WITHIN SPECIFICATIONS AND PROVISIONS AT A TOTAL COST OF:

$35,055
DOLLARS

Thirty Five Thousand Fifty Five Dollars
(AMOUNT IN WORDS)

Realty Data Systems LLC
Company

Signature

Daniel Kelly
Print Name

Member
Title

July 21, 2019
Date

Cost Proposal represents 50% of the Borough's line items (25% to be inspected in 2019; 12.5% in each of 2020 and 2021). Pricing based on the current parcel count. "Per parcel" pricing herein is fixed. Excludes amounts for Added/Omitted, Farmland Assessment, additional A/B/C cards or appeal inspections.

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of Monmouth ss:

I, Daniel Kelly, residing in Shrewsbury Borough in the County of Monmouth and State of New Jersey, being of full age and duly sworn according to law on my oath depose and say that:

I am a Member of the firm of Realty Data Systems LLC, the Vendor making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said Vendor has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive Proposal submission in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Municipality relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the Contract for said project.

Subscribed and sworn to before me

this 21st day of July, 2019

Katherine O'Quinn

Notary Public, State of New Jersey

Daniel Kelly

My Commission expires 11/9/23
(seal)

KATHERINE O. QUINN
Commission # 50093599
Notary Public, State Of New Jersey
My Commission Expires
Novemeber 9, 2023

STATEMENT OF INDIVIDUAL(S) OWNING 10% OR MORE OF STOCK OR

INTEREST IN THE VENDOR'S BUSINESS ENTITY

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S Corporation or sole proprietorship (any, an "Entity"), shall be awarded a Contract unless prior to the receipt of the Proposal or accompanying the Proposal of the Entity, there is submitted to the BOROUGH OF OCEANPORT, a statement setting forth the names and addresses of all stockholders who own 10% or more of stock, of any class or of all individual partners who own a 10% or greater interest in the Entity. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non- corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be submitted with the Proposal whether or not a stockholder or partner owns less than 10% of the business submitting the Proposal.

Date: July 21, 2019 **LEGAL NAME OF VENDOR: REALTY DATA SYSTEMS LLC**

Type of Corporations:

Limited Liability Corporation ☐
Subchapter S Corporation ☐

Type of Partnerships:

Limited Partnership ☐
Limited Liability Company √

Sole Proprietorship ☐

Complete if the Vendor is one of the 3 Types of Corporations:

Date Incorporated: 2/5/2013
Note: Realty Appraisal (affiliate) incorporated in NJ in 1934)
Where Incorporated: New Jersey

NOTE: If no Stockholder or partner owns 10% or more of the business submitting the Proposal, please sign and date this form.

Signature — July 21, 2019 (Date)
Print Name: Daniel Kelly

2 Majestic Ave – Suite 2 (Street Address) — Lincroft NJ 07738 (Municipality State Zip)

(732) 276 - 1057 (Telephone No.) — (732) 276-1056 (Fax)

Listed below are the names and addresses of all stockholders or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest herein.

Michael Panter	457 Sycamore Ave, Shrewsbury, NJ 07702
Steven Rubenstein	4912 Bergenline Ave, West New York, NJ 07093
Neil Rubenstein	47 Runnymeade Rd, Berkeley Heights, NJ 07922
Daniel Kelly	457 Sycamore Ave, Shrewsbury, NJ 07702

BOROUGH OF OCEANPORT

NOTICE TO VENDORS
AFFIRMATIVE ACTION REQUIREMENTS
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
PROCUREMENT AND SERVICE CONTRACTS

"Vendors are required to comply with the requirements of P.L. 1975, c. 127" (N.J.A.C. 17:27)

A. ALL VENDORS

1. Within seven (7) days after receipt of notification of intent to award the Contractor receipt of the Contract, whichever is sooner, the successful Vendor must submit one of the following forms of evidence:

a) A Federal Letter of Affirmative Action Plan Approval from the U.S. Department of Labor's Office of F ederal Contract Compliance Programs (OFCCP). This letter cannot be more than one year old from the date of issuance.

OR

b) A State of New Jersey Certificate of Employee Information Report.

OR

c) A completed Affirmative Action Employee Information Report (Form AA302).

Please note that the Affirmative Action Affidavit for Vendors having less than fifty (50) employees is no longer acceptable.

2. The successful Vendor(s) may obtain the Affirmative Action Employee Information Report (AA302) from the Purchasing Division during normal business hours.

3. The successful Vendor(s) must submit the white and canary copies of the (AA302) Report to the State Affirmative Action Office. The pink copy is submitted to the public agency, and the gold copy is retained by the Vendor.

B. THE FOLLOWING QUESTIONS MUST BE ANSWERED BY ALL PROSPECTIVE VENDORS:

1. Do you have a Federal Letter of Affirmative Action Plan Approval? This letter cannot be more than one year old from the date of issuance.

Yes_____ No__√__

a) If yes, please submit a photo copy of such approval. **If no,**

NOTICE TO VENDORS
AFFIRMATIVE ACTION REQUIREMENTS
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
PROCUREMENT AND SERVICE CONTRACTS
(Continued)

2. Do you have a State of New Jersey Certificate of Employee Information Report (Certificate of Approval)?

Yes ___√___ No _____

(attached)

a) If yes, please submit a photo copy of such approval.

If no,

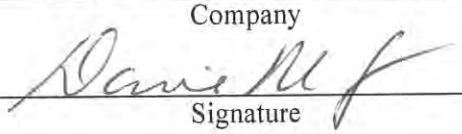
3. Vendors must complete an Affirmative Action Employee Information Report (AA302) obtained from the Purchasing Division during normal business hours.

AFFIRMATIVE ACTION REQUIREMENTS P.L. 1975, c 127 (N.J.A.C. 17:27)

The undersigned Vendor certifies that he/she is aware of the commitment to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27) and agrees to furnish the required forms of evidence.

The undersigned Vendor further understands that his/her Proposal must be rejected as non-responsive if said Contractor fails to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27).

REALTY DATA SYSTEMS LLC
Company



Signature

Daniel Kelly
Print Name

Member
Title

July 21, 2019
Date

Certification 50797

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-MAY-2013 to 15-MAY-2020

REALTY DATA SYSTEMS LLC
55 WHITE ROAD SUITE C
SHREWSBURY NJ 07702

Andrew P. Sidamon-E
State Treasurer

BOROUGH OF OCEANPORT

QUALIFICATIONS

The Vendor is required to state in detail, in the space provided below, the following:

(1) All work that the Vendor has performed that is similar in nature and scope to the proposed work and the dates of completion of same;

(2) References and such other detailed information that will enable the Township to judge the Vendor's responsibility, experience, skill and financial standing;

(3) Evidence that the Vendor maintains a permanent place of business;

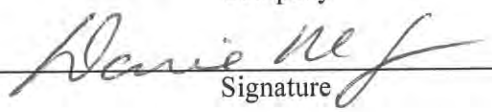
(4) A listing of equipment available to the Vendor for the work under the proposed Contract;

(5) Evidence that the Vendor has suitable financial status to meet obligations incidental to the work; and

(6) Evidence that the Vendor has appropriate technical experience to complete the work.

Please see attached.

Realty Data Systems LLC
Company


Signature

Daniel Kelly
Print Name

Member
Title

July 21, 2019
Date

(ATTACH ADDITIONAL PAGES, IF NECESSARY)

Qualifications

Background

Founded in 1934, Realty Appraisal Company ("Realty Appraisal") is recognized as the leading municipal revaluation and appraisal firm in the State of New Jersey and operates exclusively in the Garden State.

Rated as the best in the state for quality, accuracy and methodology by New Jersey's municipal tax assessors, the firm has achieved an unrivaled reputation for excellence due to its successful completion of more than 400 revaluation programs in 18 of New Jersey's 21 counties.

Headquartered in West New York, NJ (Hudson County), Realty Appraisal has offices throughout New Jersey, each of which is staffed with full time, highly trained professionals with many years of experience in data collection, property appraisal and revaluation.

Realty Data Systems

In February 2013, Michael Panter and the owners of Realty Appraisal founded Realty Data Systems LLC ("RDS") headquartered in Lincroft, NJ (Monmouth County), to perform annual property data collection and verification services on behalf of municipalities.

RDS' highly trained professionals utilize the latest technology to streamline the real estate inspection and data collection process on behalf of our municipal clients. Our firm has financial, equipment and staffing resources sufficient to undertake any municipal data collection project.

RDS has conducted annual inspection programs for more than 40 municipalities and has completed over 180,000 inspections across all property classes.

These projects have included five (5) years of annual projects completed successfully on behalf of the Borough.

Technology

Each RDS property inspector is equipped with a PC-based electronic tablet which is pre-populated with all existing municipal real estate records in a proprietary platform, which allows for real time updating and/or verification of all property information necessary for municipal assessment purposes.

These functions include but are not limited to digital floor plan sketching of primary and secondary structures, including all amenities; digital photography (including date and file names, consistent with any required county indexing); comprehensive exterior and interior property features; electronic inspector and property owner signatures; time and date stamps for all inspection visits; and GPS guidance.

Our electronic tablets update the firm's servers (and backups) in real time, which allow us to continually track the progress of all projects and to share regular updates with the municipality's Tax

Assessor or other officials, and to update the municipality's property records within the County's CAMA database, with which our technology is fully compatible.

RDS' platform also eliminates the potential errors associated with traditional methods of data collection, which rely on paper inspection forms and sketches, separate photographs and the data entry of all information into a single property file. Our platform does not allow a property inspection to be concluded or data to be submitted until all data fields have been completed and verified.

Our technology, combined with the expertise of our partners and field professionals, enable us to provide the most accurate and time/cost-effective data collection services available in the industry.

Our Services

RDS provides a comprehensive package of data collection and verification services.

Our services include multiple visits to each property within a municipality's borders during each project period. This data allows the Tax Assessor to update property assessments on an annual basis in response to changes in the real estate market, and to capture additional tax revenue when property records are updated to reflect improvements and other changes.

These services include:

- Comprehensive real property inspection services
- Cost-effective pricing for all taxable and tax-exempt property classes
- Real-time electronic updating of municipal property records
- Exterior and interior inspections
- Digital photos, floor plan sketches, signatures and time/date stamps
- "Added and Omitted" and appeal inspections at the Tax Assessor's direction
- Advance notification to property owners
- Highly-trained inspectors with local office support services
- Farmland Assessment inspections

Our Professionals

Please note that bios for our Office and Field Staff can be found on our website at **www.rdsnj.com**. All field staff have extensive experience completing real property data collection and verification services in multiple municipalities across all property classes.

Consistent with our firm's mission to employ veterans, a majority of our positions since the firm's founding have been filled by military and law enforcement veterans, or by personnel who have worked on behalf of veteran organizations.

Michael Panter, Esq.

Michael Panter has been an attorney, investment banker and corporate executive in New Jersey and New York since 1995. Prior to forming RDS in 2013, he handled tax assessment cases relating to more than 400 properties and is the co-founder of an investment advisory firm overseeing pension and foundation assets on behalf of private hospital systems.

He was a member of the New Jersey State Assembly from 2004-2008, representing the 12th Legislative District in Monmouth and Mercer Counties. His efforts have been featured in national publications ranging from the *New York Times* to *Stars and Stripes*, and he has appeared on programs such as NPR's *All Things Considered* and Fox News Channel's *Hannity & Colmes*.

Michael earned his Bachelor of Arts *magna cum laude* from Syracuse University where he was elected to Phi Beta Kappa, and his Juris Doctorate from Harvard Law School.

He is involved in a variety of community and charitable activities.

Neil Rubenstein - SCRREA, C.T.A.

Neil Rubenstein has been a practicing appraiser of real estate for more than 30 years. He has spent a significant portion of his career engaged in data collection and the mass appraisal field, specifically as it relates to municipal revaluations. He has supervised projects for all types of municipalities, including urban centers, suburban communities, and rural districts.

Neil is a Certified Appraiser and Certified Tax Assessor and serves as Tax Assessor in the Township of Haworth, NJ.

He received his Bachelor of Arts from Muhlenberg College and has continued his education in a variety of tax assessment and real estate appraisal programs through Rutgers University, the NJ Division of Taxation and the Appraisal Institute of Real Estate Appraisers.

Steven Rubenstein - MAI, SCGREA, C.T.A.

Steven Rubenstein has been appraising property and performing data collection services since 1986. He has given testimony before the county tax boards of Monmouth, Middlesex, Morris, Bergen, Passaic, Hudson, Sussex, and Ocean Counties, as well as before the Tax Court of New Jersey.

Steven is a Certified Tax Assessor and Certified General Appraiser and is a member of the Appraisal Institute and Bergen County Association of Assessors. He has served as a guest speaker and panelist at numerous conferences and boards, and as the Tax Assessor for the Township of Glen Rock, NJ and Wood-Ridge Township, NJ.

Steven graduated from Boston University and has continued his education through a variety of seminars and courses given by the Appraisal Institute of Real Estate Appraisers.

Daniel Kelly, C.T.A.

Dan Kelly has been involved in the financial industry in a wide range of capacities for more than 30 years and served as a Commissioner on the Monmouth County Board of Taxation from 2005 through 2013, including a term as the Board President.

Dan is a Certified Tax Assessor, the co-founder of an investment firm specializing in hospital pension plan and foundation management, and previously served as the Chief Operating Officer and head of fixed income for a national advisory firm.

He is an active volunteer with many youth sports programs and charitable organizations, in addition to his local school system and church, and serves as the President of his local fire company.

Brandon Sherwood

Brandon Sherwood serves as a Field Supervisor and technology professional for RDS and has been engaged in the fields of construction and property management in New Jersey since 2002. He has served as a field supervisor and inspector for Realty Appraisal and RDS for more than eight (8) years.

Brandon has overseen revaluation, reassessment and annual property inspection projects in a variety of municipalities in both Monmouth and Middlesex Counties, and is a current Certified Tax Assessor candidate.

RDS CURRENT ANNUAL INSPECTION PROJECTS

The following is a list of RDS' annual data collection projects, with completion dates for each current inspection cycle (this list excludes Realty Appraisal's projects):

Aberdeen Township	2018
Allenhurst Borough	2019
Asbury Park City	2018
Atlantic Highlands	2023
Bradley Beach Borough	2019
Brielle Borough	2019
Colts Neck Township	2018
Eatontown Borough	2020
Englishtown Borough	2023
Fair Haven Borough	2018
Farmingdale Borough	2019
Freehold Borough	2021
Freehold Township	2022
Hazlet Township	2018
Highlands Borough	2021
Holmdel Township	2018

Howell Township	2023
Interlaken Borough	2023
Keyport Borough	2019
Little Silver Borough	2023
Loch Arbour Village	2018
Manalapan Township	2023
Matawan Borough	2018
Monmouth Beach	2019
Neptune Township	2019
Neptune City	2019
Red Bank Borough	2020
Roosevelt Borough	2023
Rumson Borough	2023
Sea Bright Borough	2020
Sea Girt Borough	2019
Shrewsbury Borough	2023
Shrewsbury Township	2018
Spring Lake Heights	2021
Tinton Falls Borough	2023
Union Beach Borough	2019
Upper Freehold Township	2019
West Long Branch Borough	2023

The Borough can contact the Tax Assessors in any of the above municipalities for references pertaining to RDS' work.

On a combined basis, RDS and Realty Appraisal have completed inspection/data collection, reassessment and revaluation projects on behalf of 50 of Monmouth County's 53 municipalities.

Borough of Oceanport

EXCEPTIONS

In the space below list any/all exceptions to these specifications that you will not be providing.

The Municipality reserves the right to accept or reject Proposals and to award the Contract based upon the best interests of the Township. If there are NO EXCEPTIONS, state "NONE."

1. **NONE**

2.

REALTY DATA SYSTEMS LLC

SUBMITTED BY:

Daniel Kelly, Member

DATED: July 21, 2019

BOROUGH OF OCEANPORT
NO RESPONSE PROPOSAL SURVEY

COMPLETE DATA COLLECTION AND VERIFICATION OF ALL REAL PROPERTIES

If you choose to respond to this Proposal, please write "N/A" on the following line: ___N/A_____

If you do not choose to respond to this Proposal, please complete the form below:

Name of Vendor: _____

Reason you did not respond (Check all that apply)

___ Cannot supply product or service

___ Cannot meet technical specifications

___ Cannot meet delivery specifications

___ Cannot meet legal requirements (i.e. performance/security/insurance, etc.)

___ Cannot provide a competitive price at this time

___ Interest in receiving specifications for informational purposes only

___ Insufficient lead time to respond

___ Other: (Please be specific)

Additional comments:

_____

_____

_____

_____

_____

_____

Signed: (optional) _____

BOROUGH OF OCEANPORT
PROPERTY DATA COLLECTION AND VERIFICATION PROGRAM

CONTRACT FOR REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES
FROM JANUARY 1st, 2019 through DECEMBER 31st, 2021, (the "Contract")

THE BOROUGH OF OCEANPORT

a Municipal Corporation of the State of New Jersey
315 E. Main Street
Oceanport, NJ 07757
(hereinafter the "Municipality");

AND

REALTY DATA SYSTEMS LLC
2 Majestic Avenue – Suite 2
Lincroft, NJ 07738
(hereinafter the "Company", and together with the Municipality, the "Parties")

1. Program Definitions:

The Company agrees to prepare and execute a complete program for the collection and verification of all data of real properties situated within the confines of the Municipality (as illustrated on the Property Classification Summary attached hereto as Appendix A) commencing in 2019, or as directed by the Municipality upon the terms contained herein. Said work shall be performed in accordance with the terms and conditions contained herein, including the attached Appendices.

The Company must comply with the attached delivery schedule (Appendix D).

2. Contract Contingencies:

The Parties shall not have the authority to vary, alter, amend, or change this Contract once executed, without the written consent of the other party. No changes to the pricing or number of required inspection visits provided herein may be made following the submission of bids by prospective vendors.

The Company shall not have the right to subcontract any portion or function of this Contract, without receiving prior written approval from the Municipality's Tax Assessor (the "Assessor").

The Company shall be responsible for any and all work performed by any subcontractors allowed for in this Contract, if any.

3. Company Qualifications:

The Company shall meet performance standards as set forth by the Director of the State of New Jersey Division of Taxation and shall supply the State with any information which may be required from time to time during the duration of this Contract

The Company shall supply the Municipality with copies of financial statements as required.

4. Conflict of Interest:

No commissioner or employee of the Monmouth County Board of Taxation, no employee of the County of Monmouth, no assessor of a taxing district within Monmouth County and no official or employee of the Municipality shall have an interest whatsoever directly or indirectly, as an officer, stockholder, employee or any other capacity in the Company or its affiliates.

5. Company Personnel:

Principals of the Company must include individuals that have at least five (5) years of practical and extensive experience in the collection of data for the purposes of mass appraisal.

Field personnel shall have a minimum of seventy (70) hours of in-service training pertaining to their particular phase of the work and shall be generally aware of other phases of the data collection project prior to starting field work. A sufficient number of field personnel shall be provided so as to meet the project completion schedule and other parts of this Contract. At least one of the field personnel shall be designated for commercial properties.

The Company shall designate a qualified and responsible employee to supervise the operation of the Company's staff for the entire project, as designated in Appendix B. There shall be one (1) supervisor for no more than six (6) field data collectors or part thereof. The supervisor shall have at least five (5) years of experience in property inspection and/or appraisal work. These designated individuals shall make themselves available to the Assessor for consultation throughout the project.

The Company shall either obtain an identification card from the Municipality for each staff member or use its own identification card provided it is approved by the Municipality. This identification tag must be worn at all times on the outside of their clothing. Personnel shall present themselves in a neat and clean manner and shall conduct themselves in a professional and courteous manner. The Company shall instruct all field personnel to avoid unnecessary communication with property owners and residents while conducting inspections, consistent with Section 17.

The Company shall supply the Assessor and Municipality's Police Department with driver's license numbers, vehicle license plate numbers, and make of the vehicle or vehicles that will be used by field personnel on this project.

The Company shall require all personnel performing work on this project to authorize a background investigation of its employees by submitting the release attached hereto as Appendix C, or by providing the Police Department with a completed background check. This investigation shall include a National Criminal Information Center report (NCIC) and a driver's license review, which shall be at the expense of the Company.

Upon written notice to the Company, the Assessor may request removal of any person for this project whose work is unsatisfactory or has conducted him or herself in an unprofessional manner, or upon the advice and counsel of the Police Department or Municipal Attorney. This individual shall cease any participation with any portion of the project immediately.

6. Office Space:

The Company shall provide their own office space. The Company must provide a sufficient number of computer lines at their expense, if needed. The Company shall provide all the furniture, equipment, machines, and other items required in connection with this project at its own expense. This also relates to computer equipment for encoding.

The Company shall provide adequate telephone and online services throughout this project to receive any inquires by interested persons at the Company's expense. The phone numbers must be local phone numbers and not "main office" or out of state numbers. The Assessor shall be provided with a list of telephone numbers being used by Company personnel in order to maintain communications between all parties.

7. Submission of Work:

Upon the completion of each annual portion of the project and the verification and auditing of all data collected by the Company, the Company shall enter the data into the computer system. Said computer system must be compatible with the Municipality's MicroSystems tax assessment software and must contain MOD IV and CAMA file information for entering and use or must be converted at the Company's expense and submitted into the County system for the Assessor's review. Any cost relative to this provision is at the exclusive expense of the Company. Verification of the Company's system compatibility shall be demonstrated before the project is commenced and approved by the Assessor.

The Company shall include real property identification material on properly labeled individual property record cards in a format acceptable to and approved by the Assessor.

The information to be verified and collected on the property record card for each property shall include, but not necessarily be limited to:

(1) A scaled sketch of the exterior building dimensions for residential properties, and non-residential properties if pursuant to an Added/Omitted inspection, or if the Municipality maintains sketches of non-residential properties in electronic format accessible by the Company.
(2) Notations of significant building components;
(3) Land and building characteristics, including number of units; and
(4) Identification of the person making the inspection and whether an interior inspection was obtained.

The Company shall be responsible for ALL inspections and appointments for the properties selected for inspection for the calendar year without exception. Unless expressly agreed to by the Municipality, the Company shall make its best effort to accommodate the property owners in scheduling appointments.

The Company shall provide the Assessor with completed property record cards in electronic format and filed in sequence by block and lot numbers for all taxable and exempt properties. Property record files shall include all supporting data and documentation.

8. Project Completion; Program Progress Reports:

The Parties hereby recognize that completion of the project within a timely manner is essential. The Company has agreed to complete the project in accordance with the requirements of the Assessment Demonstration Program (P.L. 2013 c. 15) and/or such other applicable laws.

The Company shall submit a monthly status report outlining the project's progress to the Assessor for any month in which inspections have been completed, until completion and acceptance of the project.

9. Payment Schedule:

The Company shall submit a monthly invoice to the Municipality for any month in which inspections have been completed, within 5 days of the last day of each such month and return any payment vouchers provided by the Municipality.

Payment will be made for work completed, and billings properly filed and approved shall be processed and payment shall be mailed to the Company if found to be in order and approved.

Payments to be made to the Company under this Contract shall be calculated by applying the appropriate dollar value to the work completed and accepted by the Assessor for each payment period. The dollar values to be utilized are outlined in the Appendices attached hereto.

10. Insurance:

The Company shall provide Certificates of Liability, Business Auto, Errors and Omissions and Worker's Compensation insurance providing coverage in accordance with the Municipality's insurance requirements, as set forth in the Project Specifications. The Company, at their own expense, shall name the Borough of Oceanport as an additional insured on its General Liability and Business Auto policies on a primary and noncontributory basis and defend any suit which may be brought against the Municipality in connection with, or rising out of the services furnished hereunder. All such coverage shall contain Waiver of Subrogation provisions in favor of the Borough of Oceanport.

The Company shall provide Commercial General Liability and Business Automobile liability insurance coverage with the Municipality named as additional Insured. Limits of liability for Commercial General Liability shall be a minimum of $1,000,000 per occurrence and $2,000,000 aggregate for bodily injury and property damage and $1,000,000 combined single limit for Business Auto. Errors & Omissions Coverage shall be a minimum of $1,000,000 per occurrence and $1,000,000 aggregate. Workers Compensation shall provide statutory coverage and Employers Liability, a minimum of $500,000/500,000/500,000 each Accident/Disease/Employee.

The Municipality reserves the right to require a true copy of any or all of the Company's insurance policies and proper evidence of insurance must be provided to the Municipality prior to any commencement of work under this contract.

11. Indemnification:

The Contractor agrees that it shall indemnify and hold harmless the Owner, the Assessor, Counsel and their agents and employees from any and all liability, suits, actions and demands and all damages, costs or fees on account of injuries to persons or property, including accidental death, arising out of or in connection with this agreement. This shall include but not be limited to all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting from the performance of the work by the Contractor, and subcontractor, anyone directly or indirectly employed retained hired or associated with any of them or anyone for whose acts any of them may be liable, regardless or whether or not it is caused in part by a party indemnified hereunder.

In any and all causes against the Owner, the Assessor, Counsel or any of their agents, or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this contract provision shall not be limited in any way by any limitation of the amount or type of damages, compensation, or benefits payable by or from the Contractor or any subcontractor under workmen's compensation acts, disability benefits acts, or other employee benefit acts.

12. Unsatisfactory Work:

If at any time during the Contract period the quality and/or progress of the Company's work shall not be satisfactory, the Municipality reserves the right to terminate the Contract upon thirty (30) days written notice directed to the principal place of business of the Company. This notice shall specify any work deficiencies on which termination is based and provide the Company within ten (10) days within the thirty (30) day notice period to cure such deficiencies. If the deficiencies are not cured to the municipality's satisfaction, the contract shall be considered terminated at the end of that thirty (30) day notice period.

If either party violates the terms and conditions of this Contract in a manner not covered by the preceding paragraph, the other party shall have the unilateral right to terminate the Contract upon thirty (30) days written notice directed to the other party.

Upon a valid termination by either party, the Municipality shall be responsible only for the reasonable value of the services theretofore rendered, and in no event a sum greater than the ratio of completed work to the whole work contemplated by the Contract.

13. Interpretations of Specifications and Contract:

This Contract shall be construed pursuant to the laws of the State of New Jersey. Any litigation with respect to the interpretation of the terms of this Contract shall be within the sole jurisdiction of the Court of the State of New Jersey.

14. Confidential Nature of Project:

Disclosure of information to any individual, company, or corporation, other than the Assessor, the Municipality, the Company and its employees or their authorized representatives is expressly prohibited, and if done before conclusion of this project will be considered a violation of the Contract. It is understood that this does not refer to information released under due process of law or the Open Public Records Act.

15. Public Relations:

During this project, the Company and its employees will endeavor to promote understanding and amicable relations with taxpayers and the general public. The Parties will endeavor to orient and educate all interested persons as to the inspection project. Any informational materials shall be presented to the Assessor prior to release. An initial mailing shall be made by the Company at its expense pursuant to Section 17 to all property owners prior to their scheduled inspections explaining the nature and purpose of the data collection program and notifying owners of the commencement of inspections in the Municipality.

The Municipality will publicize the project in advance of inspections to educate the public and maximize their cooperation and interior inspection/appointment rates, via website, newsletter or other available options.

The employees of the Municipality and the Company shall work together to maintain the full cooperation of all taxpayers by treating each inquiry with courtesy and supplying all necessary information within statutory requirements and limits to every interested taxpayer; however, each field inspector shall be instructed to refrain from discussions with the property owner, tenant, or occupant relating to property valuations, tax amounts or rates, or any related subjects. Any such inquiries will be directed to the Assessor.

16. Materials and Information To Be Provided:

The Municipality shall furnish the Company with the following:

a) One (1) large and two (2) small copies of the up-to-date tax map (or sufficient digital maps) approved by the Director of the State of New Jersey Division of Taxation or his or her designate indicating the real estate assessment numbering system to assist field inspectors in locating properties; it should be noted that the tax maps may be "conditionally approved" which shall be considered acceptable for use in the valuation process.

b) An electronic copy of the MOD IV file, and corresponding record layout from the Municipality's data custodian, of current property records for all properties currently listed upon the tax records of the Municipality. This electronic file shall include, but not be limited to, the block, lot, additional lots, owner's name and address, property location and property classification. The Municipality will also provide an outline and explanation of any unique data fields utilized by the Assessor to ensure that the Company's revision of property records does not interfere with such data fields.

c) Letters of introduction to facilitate the Company's access to properties for inspection and data collection purposes.

17. Property Inspection:

At least two (2) weeks prior, but not less than four (4) weeks prior, to their scheduled inspections, unless a different time frame is directed by the Assessor in writing, the Company shall notify the current owners on file for each property within the Municipality (excluding Municipality-owned properties), by mail, that the Company will be conducting inspections, explaining the nature and purpose of the data collection program. The letter will come from the Tax Assessor's office at the Company's expense and must state that each property will be subject to an interior and exterior inspection and that there will be no further warning prior to the first inspection of the property. The letter will also provide contact information for the Company and Assessor to field any specific questions. A copy of said letter must be submitted to the Assessor for approval prior to being mailed.

This Contract requires the inspection and verification of all property exteriors and three (3) interior inspection attempts. The Company shall not be required to complete any exterior inspections of properties which are inaccessible, or any exterior or interior inspections when the property owner and/or occupant refuses inspector entry, with such properties being labeled accordingly for the Assessor and excluded from subsequent visits.

All exterior and interior inspection attempts must be conducted in-person by the Company's personnel and the Company shall not rely on mailings or other contacts with property owners for purposes of fulfilling the Company's inspection requirements hereunder. However, data may be collected directly from property owners in select circumstances, as permitted by the Assessor, such as cases in which an owner or occupant's health is not conducive to an interior inspection. Any violations of this provision will result in termination of the Contract by the Municipality.

A careful inspection of each parcel shall be made after 9:00 a.m. but before 7:00 p.m. on any day, Monday through Saturday. Second and third inspections may be scheduled with property owners for any day of the week, including Sunday, provided the property owner/occupant agrees to the appointment time and day.

If the owner/occupant is not available at the time of the first inspection, a calling card or "door tag" shall be left in a conspicuous place (not in a mail box) indicating that the field inspector has attempted to visit, requesting that the owner/occupant arrange for an interior inspection by either calling the telephone number provided or through the Company's internet-based appointment website. This card shall include information advising that the inspection is necessary for the Municipality to accurately assess their property.

In cases where no interior inspection is possible after three (3) attempts or an owner/occupant refuses to either set an appointment (in a reasonably designated time period) or allow entry to the premises, the Company shall indicate this on the relevant property record, for review by the Assessor. In no event shall a card be left requesting the owner/occupant to fill in information.

The Company shall immediately notify the Assessor of any properties discovered not to be on the current tax list so as to permit adequate time to place an Added/Omitted assessment on the property.

The type of construction will be recorded by component parts such as, but not necessarily limited to, foundation, basement area, wall construction, roof, floors, interior finish, heating system, fireplaces, plumbing, fixtures, number of rooms and physical condition, as possible.

Each inspector shall record the name or code of the person making the inspection, the date of inspection, and obtain the signature of the occupant verifying that an interior inspection has been conducted. Actual interior inspection is required and at no time shall the property owner's description be accepted in lieu of inspection. The signature of the party present at the time of inspection shall be requested and be a part of the inspection documentation.

All properties within the Municipality must be inspected and verified during the term of the Contract, subject to the exceptions noted above, which shall include the initial term and extensions.

The Company shall be responsible for identifying those properties subject to inspection in any given year, with the exception of properties identified for Added/Omitted inspections which shall be the responsibility of the Assessor.

Inspections of 12.5% of the Municipality's properties shall be completed on an annual basis, provided that the Company may inspect a greater or lesser number of properties during any calendar year upon the agreement of the Parties, and provided that (i) not less than 25% of the Municipality's properties are inspected during any contiguous two (2) year period, and (ii) all of the Municipality's properties are inspected during the full eight (8) year inspection cycle. Furthermore, 25% of the properties must be inspected in the first year, 2019, of this agreement.

Inspection data shall be electronically forwarded to the Municipality's data custodian at the completion of each annual portion of the project. Upon completion of a review by the Assessor, should discrepancies appear in the Company's data, the Company shall make the necessary corrections at its own expense.

The format of the property record data collection card shall be as indicated on the Monmouth County System (MOD IV and CAMA). The Assessor may make random spot checks throughout the Municipality to verify that inspections are being conducted in the appropriate manner. The Assessor or his designee may accompany Company employees at any time during field inspections.

18. Added/Omitted and Farmland Assessment Inspections; New Sketches

The Assessor shall provide the Company with notice by March 1 of each year in which it directs the Company to perform Added/Omitted and/or Farmland Assessment inspections, upon the terms provided in Appendices G and H, respectively. Such notice will indicate if the Municipality is directing the Company to create new, electronic sketches of any property classes, and include a preliminary list of properties for Added/Omitted inspections, if available.

Any Added/Omitted inspections shall pertain to properties with outstanding permits identified by the Tax Assessor which the Company will be directed to inspect.

If the Municipality elects to have the Company perform Added/Omitted inspections, it will furnish a preliminary list of such properties (in a format provided by the Assessor) by June 1, and a final list will be provided by September 1 of each year. All properties inspected shall have a new digital photograph taken by the Company, at its own expense (no matter the class or percentage of completion), which will include the county and municipal district code, tax block and lot, and be properly attached to the MOD IV and CAMA files for each property

19. Computer Requirements:

The data collection of all properties must be computer generated so that the data can be integrated into the computer mass appraisal system (CAMA). The Municipality currently uses and will continue to use Micro Systems-NJ tax assessment software.

It shall be the Company's exclusive responsibility to ensure compatible and actual operation of any computer system that the Company may use.

The Real Property Appraisal Manual of New Jersey, Third Edition, Volumes I and II and any updates must be computerized for the purpose of generating computer data files for residential and commercial properties.

No distribution of any materials, with the exception of the MOD IV tape as required by the state, shall be permitted.

20. Digital Photography:

A new digital photograph will be taken by the Company, at its own expense, for all properties (no matter the class), which will include the county and municipal district code, tax block and lot, and be properly attached to the MOD IV and CAMA files for each property. Additionally, residential or commercial structures on the same parcel shall be separately photographed, and Municipality may direct the Company to take additional photos for an agreed upon fee.

21. Residential Data Collection:

For data collection relating to residential properties, the schedules shall contain all variations of wall construction, roofs, floors, heating, air-conditioning, plumbing, fireplaces, interior finish, finished attics, dormers, finished basements, built-ins, multi-family homes, decks, patios, porches, piers, piles and garages, the condition of which will be verified (or changed, if applicable) in each property record.

Also, the "Building Description" shall be verified and corrected as necessary utilizing coding provided by the MOD IV user manual as promulgated by the New Jersey Division of Taxation.

22. Commercial, Industrial and Apartment Data Collection:

For data collection relating to commercial, industrial and apartment properties, site improvements such as fencing, lighting, docks, and paving are to be recorded as accessory items, and the condition of each property's features will be verified (or changed, if applicable) in each property record.

23. Records and Computations to Become Property of Municipality:

On an annual basis, upon the conclusion of all property inspections and acceptable revisions, the Company shall meet with the Assessor upon his or her request to finalize all aspects of the project. The Company shall transmit to the custody of the Assessor (via the Municipality's data custodian) all data collected by the Company pursuant to the project if not previously provided. These records may include, but not necessarily be limited to:

(1) Written statements to the public or group concerning the nature of the project;
(2) Any letter or memoranda to individuals or groups explaining methods used in the data collection;
(3) Data processing information pertaining to the format of the computer systems used in the project;
(4) Pictures of properties as required by this Contract;
(5) Records containing property data files which will be used in the development of the Assessor's certified tax list, in a format consistent with the New Jersey Property Tax System MOD IV; and
(6) Any other records pertaining to the project.

24. Cost Proposal for 8-Year Inspection Plan:

In accordance with P.L. 2013, Chapter 15 and P.L. 2017, Chapter 306, providing a program for "Annual Qualified Reassessment to 100% of market value" supported by an eight (8) year program for the inspection of all properties, the Company shall provide a schedule of fees relating to the cost of data collection and data verification via internal inspection in Appendix E for the inspection of twenty five percent (25%) of properties in 2019, and Twelve and one half percent (12.5%) of all properties for the years 2020 and 2021.

25. Affirmative Action:

The Parties agree to incorporate into this Contract the mandatory language of subsection 3.4(a) of the regulations promulgated by the New Jersey State Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the Company or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsection 3.4(a), provided that said subsection shall be applied subject to the terms of subsection 3.4(d) of said regulations.

The Parties agree to further incorporate into this Contract the mandatory language of subsections 7.4(a) and (b) of regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the Company or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsections 7.4(a) and (b).

The Company shall execute and comply with all requirements contained in the Affirmative Action Affidavit attached hereto, which shall be incorporated herein by reference. The Company shall

submit a copy of its Certificate of Employee Information Report or Form AA-302 (Initial Employee Information Report) prior to any payments being made under this Agreement.

The Parties, for themselves, their heirs, executors, administrators, successors, or assigns, hereby agree to the full performance of the covenants herein contained.

26. Americans With Disabilities Act of 1990:

The Company agrees to comply with the "Americans With Disabilities Act of 1990", which shall be incorporated herein by reference.

Acknowledged, the Parties have executed this Contract with an effective date this ____ day of _____, 2019.

BOROUGH OF OCEANPORT

_____
Name/Title:

_____
WITNESS/TITLE:

REALTY DATA SYSTEMS LLC

_____
Name/Title:

_____
WITNESS/TITLE:

APPENDIX A

BOROUGH OF OCEANPORT
PROPERTY CLASSIFICATION SUMMARY
2019

CLASS	PROPERTY CLASSIFICATION	NUMBER OF LINE ITEMS
1	VACANT LAND	90
2	RESIDENTIAL (4 FAMILY OR LESS)	2104
3A	FARM REGULAR	1
3B	FARM QUALIFIED	1
4A	COMMERCIAL	32
4B	INDUSTRIAL	0
4C	APARTMENTS/MULTI FAMILY	1
15A	EXEMPT PUBLIC SCHOOL	4
15B	EXEMPT OTHER SCHOOL	0
15C	EXEMPT PUBLIC PROPERTY	65
15D	EXEMPT CHARITABLE	4
15E	EXEMPT CEMETERIES	2
15F	EXEMPT MISC.	34
	TOTAL	2338

APPENDIX B

BOROUGH OF OCEANPORT

LIST OF SUPERVISOR(S) TO BE RESPONSIBLE (IN CHARGE) OF ENTIRE PROJECT*
(PROVIDE SEPARATE SHEET, IF NEEDED)

Daniel Kelly, Project Manager

Ivan Hollister, Field Supervisor

Brandon Sherwood, Field Supervisor

APPENDIX C

(TO BE SUBMITTED ONLY UPON AWARD OF CONTRACT)

BOROUGH OF OCEANPORT

BACKGROUND INVESTIGATION RELEASE

POLICE DEPARTMENT CONSENT FORM

The undersigned hereby authorized the Municipality or any of their agents, representatives, or employees to obtain information concerning my personal background, including my driving record or any criminal record I may have, whether by utilizing the resources of the Federal and State governments (including but not limited to the NCIC and SCIC computer networks) or any other investigative sources.

Alternatively, the Company is providing completed background checks to the Assessor and the Municipality's Police Department, as required.

_____
NAME (PLEASE PRINT OR TYPE)

_____
DRIVER LICENSE NUMBER

_____
LICENSE PLATE #

_____
VEHICLE MAKE / MODEL

_____
SIGNATURE

_____
WITNESS

APPENDIX D

BOROUGH OF OCEANPORT

SCHEDULE OF COMPLETION AS PER THE REQUIREMENTS OF THE ASSESSMENT DEMONSTRATION PROGRAM
S1213-A1591 (P.L. 2013, c.15)

ASSESSMENT FUNCTION	DUE DATE/RESPONSIBLE PARTY
Annual Completion and Submission of Data Collection and Verification for (a)	December 31 / Company
Completion and Submission of Data Collection and Verification for Added/Omitted Properties, as provided by the Assessor by June 1 (b)	September 10 / Company
Completion and Submission of Data Collection and Verification of Farmland Assessments (if applicable)	September 1 / Company
Submission to the Company of Final Added/ Omitted Property List by the Assessor (or MOD IV Permit File, if updated/available) Submission to the Company of election for Added/Omitted and/or Farmland Inspections	June 1 / Assessor Sept 1/ Assessor final list April 1 / Assessor
Mailing of Notification Cards to Property Owners	Minimum two (2) weeks, but not more than four (4) weeks prior to commencement of inspections / Company
Submission to the Assessor of Pre-Inspection Requirements: Notification Mailings, Door Tags, Background Checks and Insurance Certificates.	Prior to the commencement of inspections / Company

(a) Subject to the provisions and exceptions set forth in Section 17.
(b) Due Date only applicable to Added and Omitted property lists provided to the Company.

APPENDIX E

BOROUGH OF OCEANPORT
COST PROPOSAL FOR 3-YEAR INTERNAL INSPECTION PLAN
AS PART OF EIGHT YEAR INSPECTION CYCLE

Please provide the Company's fees of data collection and data verification via internal inspection.

CLASS		
1	VACANT LAND	$ 30 PER PARCEL
2	RESIDENTIAL (4 FAMILY OR LESS)	$ 30 PER PARCEL
3A	FARM REGULAR	$ 30 PER PARCEL
3B	FARM QUALIFIED	$ N/A PER PARCEL
4A	COMMERCIAL	$ 30 PER PARCEL
4B	INDUSTRIAL	$ N/A PER PARCEL
4C	APARTMENTS	$ 30 PER PARCEL
15A	EXEMPT PUBLIC SCHOOL	$ 30 PER PARCEL
15B	EXEMPT OTHER SCHOOL	$ N/A PER PARCEL
15C	EXEMPT PUBLIC PROPERTY	$ 30 PER PARCEL
15D	EXEMPT CHARITABLE	$ 30 PER PARCEL
15E	EXEMPT CEMETERIES	$ 30 PER PARCEL
15F	EXEMPT MISC.	$ 30 PER PARCEL

APPENDIX F

BOROUGH OF OCEANPORT
COST SUMMARY FOR ADDED/OMITTED ASSESSMENT INSPECTION SERVICES

Please provide the Company's fees for inspection/data collection associated with Added/Omitted Assessments, including any sub-categories within each property class.

Class 2 Residential Properties:		**$ 35.00**
New Construction		$ 60.00
New Construction over 4,000 SF		$ 80.00
Class 4A Commercial Properties:		**$150.00**
New Construction	<15,000 SF	$200.00
	>15,000 SF	$300.00
Class 4B Industrial Properties:		**$200.00**
New Construction	<15,000 SF	$250.00
	>15,000 SF	$400.00
Class 4C Apartment Houses:		
5-20 Families Inclusive		$250.00
21-50 Families		$500.00
+50 Families		Separate Agreement

- All inspections require digital photography date-stamped and encoded with the parcel identification in accordance with the Monmouth County indexing convention.

APPENDIX G

BOROUGH OF OCEANPORT
COST SUMMARY FOR FARMLAND ASSESSMENT INSPECTION SERVICES

Please provide the Company's fees for inspection and data collection associated with Farmland Assessments.

CLASS		
3B	FARM QUALIFIED	$ 35 PER PARCEL

APPENDIX H

BOROUGH OF OCEANPORT

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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 _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

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): DANIEL KELLY Signature: [signature]

Title: MEMBER Date: 7-21-19

APPENDIX I

BOROUGH OF
OCEANPORT
ACKNOWLEDGMENT OF OCEANPORT'S PAY TO PLAY ORDINANCES

Chapter 35 of the Oceanport Code addresses "Pay to Play" reforms in the Borough of Oceanport. The undersigned acknowledges that he/she has read and understands the ordinance. Moreover, the undersigned represents that he/she, his/her firm, spouse and child living at home has not (and will not) solicited or made any contributions of money, pledge of contribution, including in-kind contributions in excess of the allowable limits within two (2) calendar years immediately preceding the date of the contract or agreement or the effective date of Chapter 35, whichever is shorter, to: (i) any municipal candidate or holder of public office having ultimate responsibility for the award of a contract, or (ii) to any Borough of Oceanport party committee, or (iii) to any candidate committee, political action committee (PAC) or continuing political committee (CPC) that engages in, or whose primary purposes is the support of Oceanport municipal elections and/or Oceanport municipal parties, between the time of first communication between that professional business entity or vendor and the municipality regarding a specific professional services agreement or goods and services agreement, as the case may be, and the later of the termination of negotiations or rejection of any proposal, or the completion of the contract or agreement.

I also understand that for any contract awarded in excess of $50,000, the New Jersey Election Law Enforcement Commission (ELEC) requires the completion of "Form BE" to be filed annually with the Commission.

Subscribed and sworn to before me
This 21st day of July, 2019

Katherine O'Quinn
Notary Public

Daniel Kelly
(Signature of Professional)
DANIEL KELLY

State of New Jersey

My Commission Expires 11/9/23

Katherine O. Quinn
(Type or print name of Affiant and Title under signature)

KATHERINE O. QUINN
Commission # 50093599
Notary Public, State Of New Jersey
My Commission Expires
Novemeber 9, 2023

ADDITIONAL INFORMATION

16. Listing of Subcontractors: **None**

17. List of Key Employees

Our Professionals

Please note that bios for our Office and Field Staff can be found on our website at **www.rdsnj.com**. All field staff have extensive experience completing real property data collection and verification services in multiple municipalities across all property classes.

Consistent with our firm's mission to employ veterans, a majority of our positions since the firm's founding have been filled by military and law enforcement veterans, or by personnel who have worked on behalf of veteran organizations.

Michael Panter, Esq.

Michael Panter has been an attorney, investment banker and corporate executive in New Jersey and New York since 1995. Prior to forming RDS in 2013, he handled tax assessment cases relating to more than 400 properties and is the co-founder of an investment advisory firm overseeing pension and foundation assets on behalf of private hospital systems.

He was a member of the New Jersey State Assembly from 2004-2008, representing the 12th Legislative District in Monmouth and Mercer Counties. His efforts have been featured in national publications ranging from the *New York Times* to *Stars and Stripes*, and he has appeared on programs such as NPR's *All Things Considered* and Fox News Channel's *Hannity & Colmes*.

Michael earned his Bachelor of Arts *magna cum laude* from Syracuse University where he was elected to Phi Beta Kappa, and his Juris Doctorate from Harvard Law School.

He is involved in a variety of community and charitable activities.

Neil Rubenstein - SCRREA, C.T.A.

Neil Rubenstein has been a practicing appraiser of real estate for more than 30 years. He has spent a significant portion of his career engaged in data collection and the mass appraisal field, specifically as it relates to municipal revaluations. He has supervised projects for all types of municipalities, including urban centers, suburban communities, and rural districts.

Neil is a Certified Appraiser and Certified Tax Assessor and serves as Tax Assessor in the Township of Haworth, NJ.

He received his Bachelor of Arts from Muhlenberg College and has continued his education in a variety of tax assessment and real estate appraisal programs through Rutgers University, the NJ Division of Taxation and the Appraisal Institute of Real Estate Appraisers.

Steven Rubenstein - MAI, SCGREA, C.T.A.

Steven Rubenstein has been appraising property and performing data collection services since 1986. He has given testimony before the county tax boards of Monmouth, Middlesex, Morris, Bergen, Passaic, Hudson, Sussex, and Ocean Counties, as well as before the Tax Court of New Jersey.

Steven is a Certified Tax Assessor and Certified General Appraiser and is a member of the Appraisal Institute and Bergen County Association of Assessors. He has served as a guest speaker and panelist at numerous conferences and boards, and as the Tax Assessor for the Township of Glen Rock, NJ and Wood-Ridge Township, NJ.

Steven graduated from Boston University and has continued his education through a variety of seminars and courses given by the Appraisal Institute of Real Estate Appraisers.

Daniel Kelly, C.T.A.

Dan Kelly has been involved in the financial industry in a wide range of capacities for more than 30 years and served as a Commissioner on the Monmouth County Board of Taxation from 2005 through 2013, including a term as the Board President.

Dan is a Certified Tax Assessor, the co-founder of an investment firm specializing in hospital pension plan and foundation management, and previously served as the Chief Operating Officer and head of fixed income for a national advisory firm.

He is an active volunteer with many youth sports programs and charitable organizations, in addition to his local school system and church, and serves as the President of his local fire company.

Brandon Sherwood

Brandon Sherwood serves as a Field Supervisor and technology professional for RDS and has been engaged in the fields of construction and property management in New Jersey since 2002. He has served as a field supervisor and inspector for Realty Appraisal and RDS for more than eight (8) years.

Brandon has overseen revaluation, reassessment and annual property inspection projects in a variety of municipalities in both Monmouth and Middlesex Counties, and is a current Certified Tax Assessor candidate.

18. List of Current data collection projects under contract, with completion dates

Aberdeen Township	2018
Allenhurst Borough	2019
Asbury Park City	2018
Atlantic Highlands	2023
Bradley Beach Borough	2019
Brielle Borough	2019
Colts Neck Township	2018

Eatontown Borough	2020
Englishtown Borough	2023
Fair Haven Borough	2018
Farmingdale Borough	2019
Freehold Borough	2021
Freehold Township	2022
Hazlet Township	2018
Highlands Borough	2021
Holmdel Township	2018
Howell Township	2023
Interlaken Borough	2023
Keyport Borough	2019
Little Silver Borough	2023
Loch Arbour Village	2018
Manalapan Township	2023
Matawan Borough	2018
Monmouth Beach	2019
Neptune Township	2019
Neptune City	2019
Red Bank Borough	2020
Roosevelt Borough	2023
Rumson Borough	2023
Sea Bright Borough	2020
Sea Girt Borough	2019
Shrewsbury Borough	2023
Shrewsbury Township	2018
Spring Lake Heights	2021
Tinton Falls Borough	2023
Union Beach Borough	2019
Upper Freehold Township	2019
West Long Branch Borough	2023

19. List of proposals submitted to municipalities within the past six months, with completion dates **Aberdeen (2023); Monmouth Beach (2024). All other proposals submitted in the past six months are included or excluded as active projects above.**

20. Copies of Financial Statements from the last two years: **Attached below**

21. Vendor's acknowledgement of receipt of any notices or addenda to advertisements, specifications or proposal documents: **None**

22. State of NJ Business Registration Certificate: **Attached below**

23. A statement of whether any litigation involving the firm has occurred during the past five years and, if so, explain in detail the nature of such litigation and the results thereof.

The firm brought litigation against a municipality in 2015 based on a claim for unpaid fees/ breach. This matter was settled in February 2017.

24. List of property inspection and data collection projects performed within the past 5 years. **Included above. The firm has also performed inspection projects for four additional municipalities (not listed above) that are currently inactive or the subject of pending bids.**

COPIES OF FINANCIAL STATEMENTS

Realty Data Systems LLC
Profit & Loss
January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
Sales Income	676,677.36
Total Income	676,677.36
Gross Profit	676,677.36
Expense	649,277.44
Net Ordinary Income	27,399.92
Other Income/Expense	
Other Income	120,041.13
Net Other Income	120,041.13
Net Income	147,441.05

Realty Data Systems LLC
Profit & Loss
January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
Sales Income	724,951.85
Total Income	724,951.85
Gross Profit	724,951.85
Expense	647,744.81
Net Ordinary Income	77,207.04
Other Income/Expense	
Other Income	39,501.56
Net Other Income	39,501.56
Net Income	116,708.60

Expenses include member salaries and associated taxes.

Realty Data Systems LLC
Balance Sheet
As of July 8, 2019

	Jul 8, 19
ASSETS	
Current Assets	92,124.09
Fixed Assets	587,034.17
TOTAL ASSETS	**679,158.26**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	9,769.51
Long Term Liabilities	392,848.67
Total Liabilities	402,618.18
Equity	276,560.08
TOTAL LIABILITIES & EQUITY	**679,178.26**

STATE OF NJ BUSINESS REGISTRATION CERTIFICATE

02/20/18

Taxpayer Identification# **461-957-803/000**

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,

James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
REALTY DATA SYSTEMS LLC

ADDRESS:
2 MAJESTIC AVE STE 2
LINCROFT NJ 07738

EFFECTIVE DATE:
02/26/13

TRADE NAME:

SEQUENCE NUMBER:
1776643

ISSUANCE DATE:
02/20/18

James J. Fruscione
Director
New Jersey Division of Revenue

RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING CHANGE ORDER #1 - MILTON AVENUE DRAINAGE IMPROVEMENTS PROJECT

Resolution

WHEREAS, change orders are regulated by Local Finance Board Regulations (N.J.A.C. 5:30-14.4); and

WHEREAS, there is a need to amend the contract with Fiore Paving Co. as stated in a letter from the Engineer dated July 24, 2019; and

WHEREAS, the original contract of $203,723.93 will be increased by $6,713.15 due to an underestimate of the Uniform Traffic Control Director's Hours; and

WHEREAS, the Borough Council is satisfied that the requested change is necessary and that it will actually be carried out.

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

1. Change Order #1 to the contract between the Borough of Oceanport and Fiore Paving Co. is hereby approved.

2. The Mayor or Borough Clerk are hereby authorized to sign the change order on behalf of the Borough.

MASER CONSULTING P.A.

Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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

July 24, 2019

VIA EMAIL

Honorable Mayor and Council
Borough of Oceanport
315 East Main Street
Oceanport, NJ 07757

Re: Partial Payment No. 2 & Final
Milton Avenue Improvements
Borough of Oceanport, Monmouth County, New Jersey
MC Project No. OPB-158

Dear Mayor and Council:

We are writing this letter to certify that Fiore Paving Company, 4 Fiore Court, Oceanport, NJ 07757, contractor for the above-referenced project, has completed the work as listed on the enclosed Partial Payment Certificate No. 2 & Final, and is entitled to payment in the amount of $102,003.18, upon submission of an acceptable two year Maintenance Bond in the amount of $21,043.71.

Also enclosed with this Payment are four copies of Change Order No. 1 & Final. This adjusts some items to their as-built quantities and closes out the project. The original contract amount was $203,723.93. Change Order #1 increases the contract amount to $210,437.08 resulting in a total increase of $ 6,713.15. The increase is due to an underestimate of the Uniform Traffic Control Director's hours. Please return three (3) copies of the executed Change Order to our office.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Very truly yours,

MASER CONSULTING P.A.

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

WHW/nb
Enclosure
cc: Jeanne Smith, RMC, Borough Clerk
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35 YEARS OF Customer Loyalty through

BOROUGH OF OCEANPORT | **PAYMENT APPLICATION NO. 2** | **DATE: 6/19/201**

Contractor: Fiore Paving Co., Inc.
4 Fiore Court
Oceanport, NJ 07757

Project No. OPB-158

ESTIMATE OF THE AMOUNT AND VALUE OF WORK COMPLETED UNDER CONTRACT FOR:

Period 4/45/19 to 6/17/19

MILTON AVENUE IMPROVEMENTS

Item	Description	Contract Quantity	Unit	Unit or Lump Sum Price	Contract Totals	Amended Quantity	Previous Quantity	Current Period		Total To Date	
								Quantity	Amount	Quantity	Amount
1	CLEARING SITE	1	LS	$15,900.00	$15,900.00		0.50	0.50	$7,950.00	1.00	15,900.00
2	FUEL PRICE ADJUSTMENT	1	LS	$1,500.00	$1,500.00		0.00	0.42	$623.74	0.42	623.74
3	UNIFORMED TRAFFIC DIRECTOR	100	HR	$81.00	$8,100.00		0.00	257.00	$20,817.00	257.00	20,817.00
4	BREAKAWAY BARRICADE	8	UNIT	$0.01	$0.08		0.00		$0.00	0.00	0.00
5	DRUM	20	UNIT	$0.01	$0.20		4.00		$0.00	4.00	0.04
6	TRAFFIC CONE	50	UNIT	$0.01	$0.50		40.00		$0.00	40.00	0.40
7	CONSTRUCTION SIGNS	150	S.F.	$0.01	$1.50		140.00		$0.00	140.00	1.40
8	TACK COAT	535	GAL	$0.01	$5.35		0.00	180.00	$1.80	180.00	1.80
9	POLYMERIZED JOINT ADHESIVE	1,200	L.F.	$0.01	$12.00		0.00		$0.00	0.00	0.00
10	HMA MILLING, 3" OR LESS	3,845	S.Y.	$3.00	$11,535.00		0.00	3495.00	$10,485.00	3495.00	10,485.00
11	EXCAVATION, UNCLASSIFIED	120	C.Y.	$0.01	$1.20		0.00		$0.00	0.00	0.00
12	DENSE-GRADED AGGREGATE, BASE COURSE, 6" THICK	310	S.Y.	$0.01	$3.10		0.00		$0.00	0.00	0.00
13	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 2" THICK	480	TON	$90.00	$43,200.00		0.00	510.83	$45,974.70	510.83	45,974.70
14	HOT MIX ASPHALT 19M64 BASE COURSE, 4" THICK	120	TON	$80.00	$9,600.00		48.00		$0.00	48.00	3,840.00
15	HOT MIX ASPHALT DRIVEWAY, 3.5" THICK	66	S.Y.	$30.00	$1,980.00		77.30		$0.00	77.30	2,319.00
16	CONCRETE DRIVEWAY, REINFORCED, 6" THICK	60	S.Y.	$100.00	$6,000.00		63.30		$0.00	63.30	6,330.00
17	CONCRETE SIDEWALK, 4" THICK	35	S.Y.	$85.00	$2,975.00		51.50		$0.00	51.50	4,377.50
18	DETECTABLE WARNING SURFACE	4	S.Y.	$225.00	$900.00		3.80		$0.00	3.80	855.00
19	RESET EXISTING PAVERS	25	S.Y.	$135.00	$3,375.00		22.30		$0.00	22.30	3,010.50
20	SWALE CURB	2440	L.F.	$34.50	$84,180.00		2,254.00	186.00	$6,417.00	2440.00	84,180.00
21	RECONSTRUCTED INLET, TYPE B, USING NEW CASTING	2	UNIT	$1,800.00	$3,600.00		0.00	1.50	$2,700.00	1.50	2,700.00
22	CURB PIECE, TYPE 'N-ECO'	3	UNIT	$400.00	$1,200.00		0.00	3.00	$1,200.00	3.00	1,200.00
23	BICYCLE SAFE GRATE	3	UNIT	$400.00	$1,200.00		0.00	3.00	$1,200.00	3.00	1,200.00
24	RESET MANHOLE, SANITARY, USING EXISTING CASTING	3	UNIT	$300.00	$900.00		0.00	1.00	$300.00	1.00	300.00
25	TRAFFIC MARKINGS LINES, 4"	200	L.F.	$3.00	$600.00		0.00	197.00	$591.00	197.00	591.00
26	TRAFFIC MARKINGS LINES, 24"	90	L.F.	$17.00	$1,530.00		0.00	90.00	$1,530.00	90.00	1,530.00
27	TOPSOILING, 4" THICK (IF & WHERE DIRECTED)	775	S.Y.	$5.00	$3,875.00		600.00		$0.00	600.00	3,000.00
28	FERTILIZING AND SEEDING, TYPE F (IF & WHERE DIRECTED)	775	S.Y.	$1.00	$775.00		600.00		$0.00	600.00	600.00
29	STRAW MUCLHING (IF & WHERE DIRECTED)	775	S.Y.	$1.00	$775.00		600.00		$0.00	600.00	600.00

BOROUGH OF OCEANPORT | **PAYMENT APPLICATION NO. 2** | **DATE: 6/19/20**

Contractor: Fiore Paving Co., Inc.
4 Fiore Court
Oceanport, NJ 07757

Project No. OPB-158

ESTIMATE OF THE AMOUNT AND VALUE OF WORK COMPLETED UNDER CONTRACT FOR:

MILTON AVENUE IMPROVEMENTS

Period 4/45/19 to 6/17/19

Item	Description	Contract Quantity	Unit	Unit or Lump Sum Price	Contract Totals	Amended Quantity	Previous Quantity	Current Period Quantity	Current Period Amount	Total To Date Quantity	Total To Date Amount
								Total This Estimate	$99,790.24	Total To Date	$210,437.08

CERTIFICATE OF CONTRACTOR

I certify that all items, units, quantities and prices of work and material shown in this progress estimate are correct; that all work has been performed and materials supplied in full accordance with the terms of the contract documents and all authorized changes thereto; that the foregoing is a true and correct statement of the contract account up to and including the last day of the period covered by this estimate, and that no part of the stated amount due this estimate has been received.

Less 2.0% Retained		
Net Amount	$	210,437.08
Less Previous Estimates	$	108,433.90
AMOUNT DUE	**$**	**102,003.18**
Original Contract Value	$	203,723.93
Change Order No. 1	$	6,713.15
Adjusted Contract Value	$	210,437.08

BY: _____ 7-24-19
Fiore Paving Co., Inc. DATE

APPROVED: _____ 7/24/19
Maser Consulting P.A. DATE

CHANGE ORDER NUMBER - 1 Final

Project	MILTON AVENUE IMPROVEMENTS
Municipality	BOROUGH OF OCEANPORT
County	MONMOUTH
Contractor	FIORE PAVING CO., INC.

In accordance with the project Supplementary Specification, the following are changes in the contract.
Location and Reason for Change (Attach additional sheets if required) -

- **Final As-Built Quantities**

Increased Items -

Item No.	Description	Quantity (+/-)		Unit Price	Amount
3	Uniformed Traffic Director	157.00	HR	$81.00	$ 12,717.00
13	Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	30.83	TON	$90.00	$ 2,774.70
15	Hot Mix Asphalt Driveway, 3.5" Thick	11.30	S.Y.	$30.00	$ 339.00
16	Concrete Driveway, Reinforced, 6" Thick	3.30	S.Y.	$100.00	$ 330.00
17	Concrete Sidewalk, 4" Thick	16.50	S.Y.	$85.00	$ 1,402.50
Total Increase:					**$ 17,563.20**

Decreased Items -

Item No.	Description	Quantity (+/-)		Unit Price	Amount
2	Fuel Price Adjustment	-0.58	LS	$1,500.00	$ (876.26)
4	Breakaway Barricade	-8.00	UNIT	$0.01	$ (0.08)
5	Drum	-16.00	UNIT	$0.01	$ (0.16)
6	Traffic Cone	-10.00	UNIT	$0.01	$ (0.10)
7	Construction Signs	-10.00	S.F.	$0.01	$ (0.10)
8	Tack Coat	-355.00	GAL	$0.01	$ (3.55)
9	Polymerized Joint Adhesive	-1200.00	L.F.	$0.01	$ (12.00)
10	Hma Milling, 3" Or Less	-350.00	S.Y.	$3.00	$ (1,050.00)
11	Excavation, Unclassified	-120.00	C.Y.	$0.01	$ (1.20)
12	Dense-Graded Aggregate, Base Course, 6" Thick	-310.00	S.Y.	$0.01	$ (3.10)
14	Hot Mix Asphalt 19M64 Base Course, 4" Thick	-72.00	TON	$80.00	$ (5,760.00)
18	Detectable Warning Surface	-0.20	S.Y.	$225.00	$ (45.00)
19	Reset Existing Pavers	-2.70	S.Y.	$135.00	$ (364.50)
21	Reconstructed Inlet, Type B, Using New Casting	-0.50	UNIT	$1,800.00	$ (900.00)
24	Reset Manhole, Sanitary, Using Existing Casting	-2.00	UNIT	$300.00	$ (600.00)
25	Traffic Markings Lines, 4"	-3.00	L.F.	$3.00	$ (9.00)
27	Topsoiling, 4" Thick (If & Where Directed)	-175.00	S.Y.	$5.00	$ (875.00)
28	Fertilizing And Seeding, Type F (If & Where Directed)	-175.00	S.Y.	$1.00	$ (175.00)
29	Straw Muclhing (If & Where Directed)	-175.00	S.Y.	$1.00	$ (175.00)
Total Decrease:					**$ (10,850.05)**

Amount of Original Contract	**$ 203,723.93**	**Extra**	**$ 17,563.20**
		Supplemental	**$ 0.00**
Adjusted Amount Based on Change Order No. 1 Final	**$ 210,437.08**	**Reduction**	**$ -10,850.05**
		Total Change	**$ 6,713.15**
% Change in Contract [(+) Increase]	**3.30%**		

Maser Consulting P.A. (Engineer) — 7/24/19 (Date)

Approved: Fiore Paving Co., Inc. (Contractor) — 7-28-19 (Date)

Municipality (Presiding Officer) — (Date)

RESOLUTION OF THE BOROUGH OF OCEANPORT AWARDING CONTRACT FOR PROFESSIONAL SERVICES TO MASER CONSULTING FOR PREPARATION OF BID SPECIFICATION AND BID SERVICES FOR THE BOROUGH'S SOLID WASTE & RECYCLING SERVICES

Resolution

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

WHEREAS, there is a need for the Borough to obtain professional services for the preparation of bid specifications and bidding services for the next solid waste and recycling collection contract; and

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

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

WHEREAS, Maser Consulting has submitted a proposal dated July 25, 2019 to provide said services on a per diem/hourly basis with an estimated budget of $7,600.00 and having considered the matter, the Borough now wishes to authorize the Borough's Special Projects Engineer, Maser Consulting to perform the associated services for the project.

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

1. That the Borough of Oceanport has awarded a Professional Service Contract to Maser Consulting as Borough Special Projects Engineer for 2019 and the work to be performed will be consistent with their existing contract and a proposal for services dated July 25, 2019 for the preparation of bid specifications and bidding services for the next solid waste and recycling collection contract..
2. That the compensation associated with the proposal shall not exceed $7,600.00.
3. That the within Resolution shall be subject to the Borough CFO confirming that funds are available for the stated purpose.
4. That the Borough Clerk shall publish a notice of the award in the LINK News and the resolution and contract shall remain on file in the Borough Clerk's office.

CERTIFICATION OF FUNDS

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport certify that funds are available in Account #01-201-26-305-201, not to exceed $7,600.00 for the above referenced professional services contract.

Catherine D. LaPorta, CFO

MASER CONSULTING P.A.

Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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

July 25, 2019

VIA EMAIL

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

Re: Proposal for Professional Services
Bid Specifications for Collection and Disposal of Solid Waste
Borough of Oceanport, Monmouth County, New Jersey
MC Project No. OPB-001

Dear Mayor and Council Members:

Maser Consulting P.A. is pleased to submit the following proposal for professional engineering services associated with the preparation of Bid Specifications for Collection and Disposal of Solid Waste and Recyclables. The present contract will expire on January 31, 2020 and Public Contract Law requires that the Contract be advertised sixty (60) days prior to bid receipt. By the Borough acting on this matter now, it allows the Borough to have time to rebid if necessary.

This proposal is divided into four sections as follows:

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

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

SCOPE OF SERVICES

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

PHASE 1.0 BID SPECIFICATIONS

Maser Consulting shall prepare the bid specifications for the Collection and Disposal of Solid Waste and Recyclables in the Borough of Oceanport. We shall use the Uniform template used by the State of New Jersey and modify it to meet the Borough's requirements. The bids will be prepared to provide for up to a five-year contract permitting the Mayor and Council to choose the contract period they determine to be most advantageous to the Borough. An alternate proposal will be provided to increase the of number of recyclable collections to four (4) times per month.

Phase 1.0 – Lump Sum Fee $5,800.00

PHASE 2.0 BIDDING SERVICES

During this task Maser Consulting shall:

2.1 Prepare all forms required for project advertisement, bid and contract execution and will review, analyze, tabulate the bids and recommend award of contract.

2.2 Respond to questions from prospective bidders during the review period and issue appropriate addenda to the contact documents, if required.

2.3 Prepare a spreadsheet tabulation of all bids received. Review references and qualifications of, and prices submitted by the low bidder and submit a recommendation of award of contract to the Borough.

Phase 2.0 – Lump Sum Fee $1,800.00

SCHEDULE OF FEES

PHASE 1.0	BID SPECIFICATIONS (LUMP SUM)	$ 5,800.00
PHASE 2.0	BIDDING SERVICES (LUMP SUM)	$ 1,800.00
	TOTAL FOR PHASES 1.0 THRU 2.0	**$ 7,600.00**

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

EXCLUSIONS AND UNDERSTANDINGS

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

- Printing and reproduction costs in excess of that contained in the contract. Such additional costs are not anticipated since contractors will be purchasing sets of the plans and technical specifications directly from this office.

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

SECTION II – BUSINESS TERMS & CONDITIONS

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

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

The Rate Schedule is on file with the Borough.

BOROUGH OBLIGATIONS

1. The Borough shall provide Maser Consulting with access to files and allow relevant documents to be utilized.

2. The Borough shall provide application fees for any permits that may be required for the completion of the work.

SECTION IV – CLIENT CONTRACT AUTHORIZATION

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

Signature	Date
Printed Name	Title

If you find this proposal acceptable, **please sign where indicated above in Section IV, and return one signed copy to this office**. This proposal is valid until September 25, 2019.

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

Very truly yours,

MASER CONSULTING P.A.

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

WHW/nb
cc: Jeanne Smith, RMC, Borough Clerk

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RESOLUTION OF THE BOROUGH OF OCEANPORT AUTHORIZING A CONTRACT WITH CUSTOM CARE SERVICES INC. FOR LAWN MAINTENANCE SERVICES THROUGH STATE CONTRACT FOR THE BOROUGH OF OCEANPORT

Resolution

WHEREAS, the Borough of Oceanport has researched solutions to provide the Department of Public Works with additional resources to allow them to perform and complete their job functions; and

WHEREAS, it has been determined that the most economical solution is to outsource the current grass cutting and trimming of the attached properties; and

WHEREAS, N.J.S.A. 40A:11-3(a), allows for the award of a contract without the necessity of public advertising for bids where the municipality has a Qualified Purchasing Agent, and when the cost or price does not exceed $40,000.00 or the procurement is made through a State contract; and

WHEREAS, Custom Care Services Inc. has submitted a proposal dated August 1, 2019 for the provision of lawn maintenance services for the months of September, October and November 2019 at a monthly cost of $10,625 for a total cost of $31,875.00; and

WHEREAS, the Borough Administrator has recommended that a contract be awarded for lawn maintenance services to Custom Care Services, 2817 Williamsburg Drive, Wall, NJ 07719 which is available through NJ State Contract #84253; T-1136 for a total amount not to exceed $31,875.00.

WHEREAS, the Chief Financial Officer has certified that funds are available in Account #06-270-00-500-020, Open Space in the amount of $15,937.50; Account #01-201-26-310-252-6, Buildings & Grounds in the amount of $7,968.75 and Account #01-201-26-00-287 in the amount of $7,968.75 for the stated purpose,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council that a contract for the provision of lawn maintenance services for September, October and November 2019 at a total cost of $31,875.00 through Custom Care Services, 2817 Williamsburg Drive, Wall, NJ 07719 pursuant with NJ State Contract #84253; T-1136 is hereby authorized.

CERTIFICATION OF FUNDS

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, certify that there are sufficient uncommitted funds available in Account #06-270-00-500-020, Open Space in the amount of $15,937.50; Account #01-201-26-310-253, Public Buildings & Grounds in the amount of $7,968.75 and Account #01-201-26-300-287, Grounds Maintenance in the amount of $7,968.75 for a total contract amount of $31,875.00 for the stated purpose.

Catherine D. LaPorta, CFO

From: Donna Phelps
To: Jeanne Smith
Cc: Richard Gallo; Katie LaPorta
Subject: FW: proposal
Date: Tuesday, August 6, 2019 8:56:01 AM
Attachments: Custom Care Services State Contract.html
Oceanport 08-01-2019.pdf

As per our conversation, see the e-mail below regarding this year's contract with Custom Care Services for September, Otober and November at $10,625 per month for a total of $31,875. Also attached is their proposal and the state contract information.

This should be on the workshop for discussion and the regular for approval at the August 15th meeting. Thanks.

Donna

From: Steven Weinstein <customcareserv@aol.com>
Sent: Monday, August 5, 2019 1:58 PM
To: Donna Phelps <dphelps@oceanportboro.com>
Subject: Re: proposal

Ok

Sent from my iPhone

On Aug 5, 2019, at 1:51 PM, Donna Phelps <dphelps@oceanportboro.com> wrote:

> Thanks Steve. I'll keep you posted.
>
> Donna
>
> **From:** customcareserv@aol.com <customcareserv@aol.com>
> **Sent:** Monday, August 5, 2019 1:50 PM
> **To:** Donna Phelps <dphelps@oceanportboro.com>
> **Subject:** Re: proposal
>
> Sure, Can do.
>
> -----Original Message-----
> From: Donna Phelps <dphelps@oceanportboro.com>
> To: customcareserv@aol.com <customcareserv@aol.com>
> Cc: Richard Gallo <cgallo@oceanportboro.com>; Katie LaPorta <KLaPorta@oceanportboro.com>
> Sent: Mon, Aug 5, 2019 12:01 pm
> Subject: RE: proposal

th

Good morning Steve – We are trying to get this approved at our August 15 Council Meeting. If we get approval, would it be possible for you to start in September? We would then have a contract for this year for September, October and November at $10,625 per month for a total of $31,875. Can you please let me know at your earliest convenience. Thanks.

Donna

From: customcareserv@aol.com <customcareserv@aol.com>
Sent: Thursday, August 1, 2019 10:41 AM
To: Donna Phelps <dphelps@oceanportboro.com>
Subject: proposal

See attached requested proposal.

Custom Care Services, Inc.
(732)297-3310

Proposal

CUSTOM CARE SERVICES, INC.
2817 Williamsburg Drive
WALL, NEW JERSEY 07719
(732) 297-3310
Fax (732) 297-9606

PROPOSAL SUBMITTED TO		PHONE	DATE
Borough of Oceanport		732-222-8221	08/01/2019
STREET		JOB NAME	
CITY, STATE and ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS		JOB PHONE
Attn: Donna Phelps		dphelps@oceanportboro.com	

We hereby submit specifications and estimates for:

As requested:
Cutting of boro properties on attached list.
Cuts consist of 32 seasonal visits (April-Nov)
Paper/Debris pick up prior to cut
Trimming around all obstacles ie trees, hydrants, signs, etc.
Payments can be monthly for 8 months of season or spread to 12 monthly payments

Cost: $85,000.00 seasonally
April-November

Please Advise

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:
See above dollars ($).

Payment to be made as follows:
Net 30

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:

Signature

OCEANPORT PROP

BOROUGH PROPERTIES		
21	Main Street	Hook & Ladder Fire Co.
	E. Main & Oceanport Avenue	Old Wharf Park
	E. Main & Pemberton	First Aid Squad
129-183	Port Au Peck Avenue	Maria Gatta Park
	Port Au Peck & Comanche	Community Park
450	Port Au Peck Avenue	Blackberry Bay Park
	Evergreen Park	Burnt Mill Circle & Pine Tree Lane
	Trinity Park	End of Trinity Place
	Sommers Park	23 Pocano Avenue
	Charles Park	Monmouth Blvd & Arnold Ave.
433	Myrtle Avenue	Port Au Peck Fire House
SCHOOLS		
2	Maple Place	Maple Place School
29	Wolf Hill Avenue	Wolf Hill School
FORT MONMOUTH		
282	Hildreth Avenue	Current PD
900	Murphy Drive	DPW
901	Murphy Drive	New Borough Hall Property
977	Murphy Drive	New Police Dept. Property
983	Murphy Drive	Rec Center Property

Governor Phil Murphy • Lt.Governor Sheila Oliver
Department of the Treasury
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Global Navigation

Notice of Award
Term Contract(s)

T-1136
LAWN MAINTENANCE SERVICES
TRENTON CAPITOL COMPLEX AND GLEN GARDEN

Vendor Information
By Vendor
RFP Documents
Email to VALERIE TAYLOR

Downloadable NOA Documents **(Please utilize scroll bar on right side of box if necessary to view all documents)**
NOA Documents can be found on NJSTART
The **Download All Documents** hyperlink will place compressed files on your computer. Files may be unzipped and viewed using WinZip. The evaluation version is available for free. Click here to learn more about WinZip or to download the latest version from the WinZip web site.

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NOAs By Number NOAs By Title Search NOAs

Index #:	T-1136
Contract #:	84253
Contract Period:	FROM: 06/01/13 TO: 12/31/19
Applicable To:	SELECTED STATE AGENCIES
Cooperative Purchasing:	NOT APPLICABLE
Vendor Name & Address:	CUSTOM CARE SERVICES INC 2817 WILLIAMSBURG DRIVE WALL, NJ 07719
For Procurement Bureau Use:	
Solicitation #:	21466
Bid Open Date:	05/09/13
CID #:	1038456
Commodity Code:	988-36
Set-Aside:	NONE

CONDITIONS AND METHODS OF OPERATION

Multi-Source Contracts: State Agencies and Cooperative Purchasing partners should review each vendor's product/service and prices carefully and place orders in accordance with the terms and conditions of the contract. Note that

A. Delivery: All prices F.O.B. Destination
B. Method of Operation - State Agencies Only:
Issue an agency purchase order to the appropriate contract vendor(s).

In the event of an emergency, contact the following in the order listed:		
VALERIE TAYLOR	PROCUREMENT SPECIALIST	609-292-9676
KELLY ANDERSON-THOMAS	PROCUREMENT SPECIALIST SUPERVISOR	609-292-0177
	PUB DATE:	**06/25/19**

VENDOR INFORMATION	
Vendor Name & Address:	CUSTOM CARE SERVICES INC 2817 WILLIAMSBURG DRIVE WALL, NJ 07719
Contact Person:	STEVEN M.WEINSTEIN
Contact Phone:	732-297-3310
Order Fax:	732-297-9606
Contract#:	84253
Expiration Date:	12/31/19
Terms:	2% 9 NET 10
Delivery:	2 DAYS ARO
Small Business Enterprise:	YES
Minority Business Enterprise:	NO
Women Business Enterprise:	NO
Cooperative Purchasing *:	NO
*** WILL VENDOR EXTEND CONTRACT PRICES TO COOPERATIVE PURCHASING**	

Oceanport REVISED "CO"/HOUSING ORDINANCE - DRAFT "A"

CHAPTER XXX. HOUSING STANDARDS

§ XXX-1. Adoption of Housing Code.
§ XX-2. Applicability.
§ XX-3. Definitions.
§ XXX-4. Enforcement officers.
§ XXX-5. Duties of Code Enforcement Officer.
§ XXX-6. Compliance required.
§ XXX-7. Buildings unfit for human occupancy.
§ XXX-8. Contents of complaint.
§ XXX--9. Service of complaints.
§ XXX-10. Conduct of hearings.
§ XXX-11. Establishment of Appeal Board.
§ XXX-12. Emergency situations.
§ XXX-13. Certificate of inspection permitting occupancy.
§ XXX-14. Connection to water and sewer systems required.
§ XXX-15. Bathroom facilities.
§ XXX-16. Access to bathrooms.
§ XXX-17. Kitchen facilities; hot water heater.
§ XXX-18. Heating facilities.
§ XXX-19. Smoke detectors, carbon monoxide detectors and fire extinguishers.
§ XXX-20. Means of egress.
§ XXX-21. Construction requirements.
§ XXX-22. Required floor space.
§ XXX-23. Maintenance requirements.
§ XXX-24. Violations and penalties.

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§ XXX-1. Adoption of Housing Code.

The Mayor and Council hereby adopt regulations establishing standards for the use and utilization of buildings within the Borough of Oceanport so as to ensure that such buildings and dwellings are safe, sanitary and fit for human habitation or occupancy, and further establishes regulations governing the conditions of such dwellings and buildings. These regulations shall be known as the "Housing Code" of the Borough of Oceanport.

§ XXX-2. Applicability.

The provisions of this chapter shall apply in all buildings and structures located within the Borough. All dwellings governed by the provisions of the New Jersey Hotel and Multiple Dwelling Law (N.J.S.A. 55:13A-1 et seq.) shall comply with the regulations promulgated thereunder. In the event the provisions of this chapter are more stringent than those promulgated under the statute above stated, the provisions of this chapter shall govern.

§ XXX-3. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BUILDING
Any structure, or part thereof, used for human habitation, use or occupancy and includes any accessory buildings and appurtenance belonging thereto or usually enjoyed therewith.

DWELLING
A building or structure or part thereof containing one or more dwelling units.

DWELLING UNIT
Any room or group of rooms or any part thereof located within a building and forming a single habitable unit with facilities which are used, or designed to be used for living, sleeping, cooking and eating.

HABITABLE ROOM
A room or enclosed floor space within a dwelling unit used or designed to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, water closet compartments, laundries, pantries, foyers, sewing rooms, dressing rooms, libraries, studies, atriums, enclosed front porches, closets and storage

spaces.

OCCUPANT
Any person or persons in actual possession of and living in the building or dwelling unit, including the owner.

OWNER
Any person properly authorized to exercise powers of or for an owner of property for purposes of its purchase, sale, use, occupancy or maintenance.

PERSON
Given the same meaning as defined in N.J.S.A. 1:1-2.

PLUMBING FIXTURES
Includes all installed receptacles or devices which are supplied with water or which receive or discharge liquid waste or sewage into the drainage system with which they are directly or indirectly connected.

PUBLIC OFFICER
The officer or officers who are authorized by this chapter to exercise powers prescribed by this chapter.

UTILITIES
Includes electric, gas, heating, water and sewerage services, and equipment therefor.

§ XXX-4. Enforcement officers.

A. The Code Enforcement Officer, with the aid of the Health Officer, if required, is hereby authorized and empowered to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this chapter, including the following in addition to others herein granted:

(1) To investigate the conditions of dwellings in the Borough in order to determine which dwellings therein are in violation of the provisions of this chapter.

(2) To administer oaths, affirmations, examine witnesses and receive evidence.

(3) To enter upon the premises for the purpose of making examinations, provided that such entry shall be made in such manner as to cause the least possible inconvenience to the persons in possession.

B. Nothing in this chapter shall be construed to abrogate or impair the power of the Borough or any officer or department to enforce any provisions of its ordinances or regulations, nor to prevent or punish violations thereof, and the powers conferred by this chapter shall be in addition and supplemental to the powers conferred upon the Borough by any other law or ordinance.

C. As set forth in § XXX-11, there is established an Appeal Board. In certain instances, persons aggrieved by the decision of the Code Enforcement Officer may appeal to the Board of Appeals. In such instance, the Chairman of the Board of Appeals shall have all the powers hereby designated under this section and as set forth in subsequent sections.

D. The Construction Official of the Borough is hereby designated as the Deputy Code Enforcement Officer. In the absence of or in the incapacity of the Code Enforcement Officer, the Construction Officer shall have all of those powers and duties herein conferred upon the Code Enforcement Officer.

E. Members of the Police Department of the Borough of Oceanport are hereby authorized and empowered, in the absence of the Code Enforcement Officer, to exercise such powers as may be necessary or convenient to carry out and enforce the provisions of § XXX-22 of this chapter, with regard to enforcement of violations of occupancy overcrowding.

§ XXX-5. Duties of Code Enforcement Officer.

A. The Code Enforcement Officer is hereby authorized and directed to make inspections to determine the conditions of buildings, dwellings, dwelling units, and premises located within the Borough in order that he may perform the duties of safeguarding the health and safety of the occupants of buildings or dwellings and of the general public. For the purpose of making such inspections, the Code Enforcement Officer is hereby authorized to enter, examine and survey at all reasonable times all buildings, dwellings, dwelling units and premises.

B. The owner or occupant of every building, dwelling, dwelling unit or the person in charge thereof, shall give the Code Enforcement Officer, upon proper identification, free access to such building, dwelling, dwelling unit and its premises at all reasonable times for the purpose of such inspection, examination and survey. In the

event of emergency conditions, every occupant of a dwelling or dwelling unit shall provide or allow access to the owner or his agent to effectuate repairs or alterations to bring the premises into compliance with this chapter.

C. The Code Enforcement Officer may, upon affidavit, apply to the Municipal Judge of the Borough for a search warrant setting forth factually the actual conditions and circumstances that provide a reasonable basis for believing that a nuisance or violation of this chapter exists on the premises, and if the Municipal Judge is satisfied as to the matter set forth in the affidavit, he shall authorize the issuance of a search warrant permitting access to and inspection of that part of the premises on which the nuisance or violation may exist.

§ XXX-6. Compliance required.

A. No person shall occupy as owner, occupant, or rent to or sell to another for occupancy, any building, dwelling or dwelling unit for the purpose of living therein, which does not conform to the provisions of this chapter.

B. For the purposes of this chapter, the Code Enforcement Officer may determine that a building or dwelling is unfit for human habitation or occupancy or use, if he finds that conditions exist in such building which are dangerous to the health or safety of the occupants of such dwelling, the occupants of neighboring dwellings or other residents of the Borough. Such conditions may include violations of the provisions of this chapter, as well as defects increasing the hazards of fire, accident or other calamities; lack of sanitary facilities, dilapidation, disrepair, structural defects or uncleanliness.

§ XXX-7. Buildings unfit for human occupancy.

Buildings, Unfit and Unsafe. Whenever a petition is filed with the Borough Clerk by public authority, as defined in N.J.S.A. 40:48-2.4 et seq. or by at least 10 residents of the Borough charging that any building or dwelling is unfit for human habitation or occupancy or use, or whenever it appears to the Code Enforcement Officer on his motion that any building or dwelling is unfit for human habitation or occupancy or use, or is contrary to the provisions of this chapter, he shall, if his preliminary investigation discloses a basis for such charges, issue and cause to be served upon the owner of and parties in interest in such building or dwelling a complaint stating the charges in that respect and containing a notice as provided by this chapter.

§ XXX-8. Contents of complaint.

A. Whenever the Code Enforcement Officer determines that there has been a violation or that there are reasonable grounds to believe that there has been a violation of any provision of this chapter, he shall issue and serve a complaint of such violation or alleged violations upon the owner of and other parties in interest of the building or dwelling and dwelling unit involved. Such complaint shall be in writing and shall contain:

(1) A designation of the property sufficient for identification.

(2) A statement of the reason or reasons why it is being issued.

(3) A provision allowing owners and parties in interest to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the time and place and day fixed in the complaint.

(4) A date for hearing, not less than 10 days nor more than 30 days after the serving of the complaint, before the Code Enforcement Officer or his designated agent as hearing officer.

(5) The form of complaint served upon the owner or other party in interest shall set forth the grounds of the procedures for appeal to the Appeal Board as established in this chapter.

§ XXX-9. Service of complaints.

A. Complaints made by the Code Enforcement Officer, pursuant to this chapter, shall be served upon the owner and parties in interest, or the operator or the occupant, or any persons, as the case may be, either personally or by registered or certified mail, return receipt requested, to his or their last known address; or by any other method authorized or required by the laws of this state.

B. If the whereabouts of such person is unknown and the same cannot be ascertained by the Code Enforcement Officer, the serving of such complaint upon such persons may be made by publishing the same once each week for two successive weeks in a newspaper printed and published in the County of Monmouth and circulating in the Borough of Oceanport. A copy of such complaint shall be posted in a conspicuous place on the premises affected by the complaint and a copy of such complaint shall be posted in the office of the Borough Clerk.

§ XXX-10. Conduct of hearings.

A. At any hearing held in accordance with this chapter, the owner, tenant or occupant, or other parties in interest shall be given an opportunity, to be heard, to testify, and to show cause why such complaint should be modified or withdrawn. The hearing shall be held before the Code Enforcement Officer, and he shall have the power to administer oaths and affirmations in connection with the conduct at any such hearing, and the rules of evidence prevailing in the Court shall not be controlling in any such hearings.

B. After hearing, the Code Enforcement Officer shall make such order as is pertinent, depending upon his findings. A copy of the proceedings at such hearings, including findings and decision of the Code Enforcement Officer, shall be filed in the office of the Borough Clerk.

C. If after such complaint and hearing, the Code Enforcement Officer determines that the building or dwelling under consideration is unfit for human habitation or occupancy or use, he shall state in writing his findings of fact and serve upon the owner thereof and parties in interest. In the event that the terms of this chapter are violated, the Code Enforcement Officer shall have the power and authority to require the demolition of the structure or that steps be taken to bring the premises into compliance with the ordinances. In the event that the owner or occupant fails to take such steps within a period of 15 days following issuance of the order, a summons may be issued. For each succeeding day during which the premises remain in violation of the order, a subsequent complaint may be issued.

(1) Upon failure of the owner or parties in interest to comply with such order as above stated, the Code Enforcement Officer may cause such building or dwelling to be repaired, altered, improved, vacated, closed or demolished and the Code Enforcement Officer may cause to be posted to the entrance to the building or dwelling a placard with the following words: "This building is unfit for human habitation or occupancy or use, or otherwise violates the provisions of the Housing Code of the Borough of Oceanport; the use or occupancy of this building is prohibited and unlawful."

(2) If the owner or parties in interest fail to comply with any order to remove or demolish the building or dwelling as required under the terms of this chapter, the Code Enforcement Officer may cause such building or dwelling to be removed or demolished or may contract for the removal or demolition thereof after advertisement of and receipt of bids therefor.

(3) The amount of the cost of filing legal papers, fees for expert witnesses, search fees and advertising charges incurred in the cost of any proceeding taken pursuant to this chapter shall be calculated and upon filing in the offices of the Tax Collector of the Borough of Oceanport be deemed a lien against the premises in question.

(4) The cost of such repairs, alterations or improvements, or vacating, enclosing or removal or demolition, if any, or the amount of the balance thereof remaining after deduction of the sum, if any, realized from the sale of materials to be derived from such building or dwelling or from any contract for removal or demolition thereof, shall be a municipal lien against the real property upon which such cost was incurred. If the building or dwelling is removed or demolished by order of the Code Enforcement Officer, he shall sell the materials of such building. There shall be credited against the cost of the removal or demolition thereof, the proceeds of any sale of such materials or any sum derived from any contract for the removal or demolition of the building or dwelling. If there are no such credits or the sum total of such cost exceeds the total of such credits, a detailed statement of the aforesaid cost and the amount so due shall be filed with the Municipal Tax Assessor or other custodian of the records of tax liens and a copy thereof shall be forwarded to the owner and other parties in interest by registered or certified mail. If the total of the credits exceeds such costs, the balance remaining shall be deposited in the Superior Court by the Borough, such sum shall be secured in a manner directed by such Court and shall be disposed according to the order or judgment of the Court to the persons found to be entitled thereto by final order or judgment of such Court; provided that nothing in this subsection shall be construed to impair or limit in any way the power of the Borough of Oceanport to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise. Any owner or party in interest may, within 60 days from the filing of the lien certificate, proceed in a summary manner in the Superior Court to contest the reasonableness of the amount or the accuracy of the costs set forth in the municipal lien certificate.

§ XXX-11. Establishment of Appeal Board.

A. There is hereby established an Appeal Board, to be known as the "Housing Code Appeal Board" for the Borough of Oceanport consisting of five members. Each member of the Appeal Board shall be appointed by the Mayor and Council and shall be a full-time resident of the Borough. The term of each member shall be three years except that the initial Board shall be appointed for a term of one, two and three years respectively. Thereafter, each member of the Appeal Board shall be appointed for a term of three years or until such time as

his successor shall qualify. The Chairman shall be appointed by the Mayor and Council for a term of one year terminating on December 31 of each year. The Housing Code Appeal Board shall have the right to recommend that the Mayor and Council expend funds consistent with the appropriation made by the Mayor and Council. The Appeal Board shall have the right to retain a secretary subject to the approval of the Mayor and Council.

B. Any person aggrieved by the ruling of the Code Enforcement Officer shall have the right of appeal in writing to the Housing Code Appeal Board, provided that the order of the Code Enforcement Officer requires any of the following:

(1) Demolition of the structure.

(2) Renovations and repairs requiring the installation of additional facilities as required under §§ XXX-15, XXX-16, XXX-17, XXX-18, XXX-19, XXX-20, XXX-21 and XXX-22.

(a) Those persons entitled to appeal the decision of the Code Enforcement Officer shall have a period of 10 days after entry of the decision by the Code Enforcement Officer to appeal to the Appeal Board. The Chairman of such Appeal Board shall set down a date for hearing not sooner than five days after receipt of such written notice of appeal nor more than 15 days after receipt of such appeal. At such hearing, the owner, tenant or occupant, or other parties in interest, shall have the same opportunity to be heard and testify as before the Code Enforcement Officer. Hearings shall be conducted in the same fashion as above stated. The Chairman of the Appeal Board shall have the power to administer oaths and affirmations in connection with the conduct of the hearing. The Code Enforcement Officer shall offer evidence at such hearing in support of his ruling. The owner, tenant or occupant shall have the right to examine such Code Enforcement Officer on the basis of evidence presented.

(b) Such appeal shall be perfected by payment of an appeal fee in the sum of $250 and causing a notice of appeal to be served within 15 days of the order of the Code Enforcement Officer. Such notice of appeal shall be filed in the office of the Code Enforcement Officer with a duplicate filed in the office of the Borough Clerk. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

(c) Such notice of appeal shall set forth with particularity the ruling appealed from, the grounds of appeal and the expected proof to be offered by the aggrieved party before the Housing Code Appeal Board.

(d) The Appeal Board, after the hearing, shall make such further order as is pertinent, depending upon their findings. Such order shall be rendered no later than 15 days after conclusion of the hearing. A copy of the proceedings of such hearing, including the findings and decisions of the Appeal Board, shall be filed in the office of the Borough Clerk concurrent with such order.

§ XXX-12. Emergency situations.

A. Whenever the Code Enforcement Officer finds that an emergency situation exists which requires immediate action to protect the public health or safety, he may without notice or hearing issue an order declaring the existence of such an emergency and requiring that such action be taken as deemed necessary to meet the emergency.

B. Notwithstanding the other provisions of this chapter, such order shall be effective immediately. Any person to whom such order is directed shall comply therewith immediately but upon petition to the Code Enforcement Officer shall be afforded a hearing as soon as reasonably possible. After such hearing, depending upon his findings as to whether the provision of this chapter have been complied with, the Code Enforcement Officer shall continue such order in effect, modify or revoke it.

§ XXX-13. Certificate of inspection permitting occupancy.

A. Nothing in this chapter shall be construed to abrogate or impair the power of the Borough or any officer or department to enforce any provisions of its ordinances or regulations, nor to prevent or punish violations thereof, and the powers conferred by this chapter shall be in addition and supplemental to the powers conferred upon the Borough by any other law or ordinance.

(1) No person shall transfer title to, nor suffer the occupancy of, the letting of, nor allow any person to live in or upon or inhabit as a tenant or tenants or occupants, or to occupy unit or units, within the confines of the Borough unless and until that person shall have first obtained from the Code Enforcement Officer of the Borough, a certificate of inspection permitting occupancy. Transfers of title may take place after but no occupancy shall be permitted until all items designated for correction by the Code Enforcement Officer are made and completed. These provisions shall apply with equal force and effect to any and all new and additional lettings, renewal of leases, tenants, transfer of title of premises or any part thereof, and

occupancies of any dwelling, dwelling unit or dwelling units within the Borough upon the vacating of same by any and each occupant hereafter, whether the occupant was a tenant or owner, or co-owner, or occupant by any of the foregoing, from time to time, as may hereafter occur, whether the re-occupancy is by virtue of transfer of title of the dwelling, dwelling unit or dwelling units or by virtue of rental or renewal of rental of any of the foregoing or by virtue of any other action not specifically herein enumerated. The foregoing requirements shall be effective whether the occupancy, rental, lease or transfer of title is temporary, seasonal or permanent, or whether or not for a consideration, except the landlord's reoccupying their home after a summer rental.

(2) Prior to the rental or renewal of lease, transfer of title or occupancy of any dwelling or dwelling unit or units, application for certificate of inspection permitting occupancy shall be made in writing to the Code Enforcement Officer of the Borough by that person, persons, firms or corporation, agent, servant or representative as set forth in Subsection A(1) above, and consent shall be given therewith unto the Code Enforcement Officer to enter upon and examine the dwelling, dwelling unit or units and the building or buildings wherein the same may be situate, for which the application is applied for, so that the Code Enforcement Officer may determine whether or not the dwelling unit or units and the building wherein the same may be situate, fully complies with all municipal ordinances and rules and regulations affecting the use and occupancy of all such dwellings and dwelling units and structures. No certificate of inspection permitting occupancy shall be issued unless there is full and complete compliance with all of the foregoing.

(3) All applications for such certificates, as aforesaid, shall be made in writing and shall state the name and address of the owner of the dwelling, the dwelling unit or units and the building or structure wherein the same may be situate, and the name and address of the owner-occupant or tenant-occupant or any other occupant of the same and also the name and address, if a sale or transfer of title, of the seller, transferor, buyer, transferees, and the new proposed owner-occupant or any other purposes occupant, and shall further state the premises to be occupied, including the street address thereof, and a designation of the portion or portions of the
premises or structure for which the specific application is being made, and shall set forth the number of persons who shall occupy any and all portions of the premises including the specific portion for which the application is being made, and the specific room or rooms in these premises to be occupied for sleeping purposes and the number of persons to occupy each sleeping room.

(4) Any person or persons or partnership or firm or corporation including any real estate broker or real estate agent or any representative, servant or employee of any of the foregoing, who in any manner fail to fully comply with the terms and covenants of this chapter and who are part of any transaction resulting in the violation of any of the terms and provisions of this within section shall be deemed to have violated the terms and provisions of this chapter and subject to the penalties provided in this chapter for violation of the same, unless and until a certificate of inspection permitting occupancy as aforesaid shall have been issued.

(5) All violations of this chapter by any person or persons, partnership, firm or corporation, or any agents or servants or representatives as provided herein, whether the person be the owner of the premises, the agent of any party as aforesaid, or the tenant or the occupant or occupants shall be deemed separate and distinct violations for each and every day that the violation may continue, and all parties violating this chapter, shall be deemed jointly and severally liable for any and all such violations.

(6) The Code Enforcement Officer of the Borough shall have the authority to issue a certificate of inspection permitting occupancy under the terms of this chapter. All fees shall be paid to the Borough at the time of the filing of the applications for the certificate.

(a) Rental or renewal of lease of apartments (above stores or garage) or units within a common services residence (with up to 12 units): $XX per dwelling unit.

(b) Rental or renewal of lease of apartments (above stores or garage) or units within a common service residence (with 13 or more units): $XXX per dwelling unit.

(c) Rental or renewal of lease or sale of houses up to four bedrooms: $XXX per house.

(d) Rental or sale of house with more than four bedrooms: $XXX per house.

(e) Reinspection fee: $XX.

(f) Any re-rental that occurs within a three month period of the first certificate of inspection will have a cost of $XX.

(7) A certificate of inspection permitting occupancy may be conditionally issued, provided however, that the conditions shall be in writing and shall provide that the certificate is automatically revoked in the event that conditions are not complied with within the time stated in the certificate.

(8) All buildings or structures or dwelling houses or dwelling units for which an application shall have been

filed as required of this chapter shall fully comply with all other municipal ordinances or requisite municipal requirements for such structures or units, and, in addition thereto, but not in limitation thereof, any and all structures, dwellings or dwelling units for which application for such certificate shall be made by virtue of this chapter and which are not in compliance shall be deemed to be in violation of this chapter and the certificate shall not be issued. In the event that any such structure, dwelling or dwelling unit, in the opinion of the Code Enforcement Officer is in need of proper repairs for habitation or is in a dilapidated condition which might constitute a health or fire hazard or if the same has a lack of proper and adequate sewerage facilities, plumbing facilities, proper water or toilet facilities, inadequate electrical wiring or facilities, inadequate smoke detecting devices or is unfit for human habitation or proper and healthful use and occupancy or may be overcrowded by virtue of the number of proposed occupants which might constitute a health or fire hazard or which by virtue of any combination of any of the foregoing or any matters not specifically enumerated which may be deemed hazardous as to the health and welfare of the occupants or proposed occupants or of any adjoining properties or other persons within the municipality, the Code Enforcement Officer shall not issue the certificate applied for. The Code Enforcement Officer shall be required to specify the corrections to be made to the premises for the certificate to be issued.

(9) Affidavit. All applications for certificates of inspection permitting occupancy shall include an affidavit to be executed by each (adult) person to occupy the premises setting forth sufficient verifiable facts upon which the Borough Code Enforcement Officer shall rely to determine if any group of persons intending to occupy the premises constitutes a bona fide single family unit.

(10) All owners or renting agents or real estate agents or any person or persons applying for a certificate as provided herein, shall advise Code Enforcement Officer of reasonable time or times that the inspection may be made and have someone present to assist and provide entry for the inspection purposes. The Code Enforcement Officer shall comply with the request and application within a reasonable time after entry is provided, and when proper shall issue the certificate within a reasonable time thereafter.

(11) No tenant, owner or occupant shall sublease, sublet, transfer title, permit the use or the occupancy of the dwelling, dwelling unit or structure provided for herein, without following the procedures set forth and required by this chapter, nor shall any real estate broker or agent or representative of any of the foregoing permit any violation of this chapter.

B. At the time of the issuance of a certificate of inspection permitting occupancy there shall be paid an additional fee of $20 for the updating of the geographic information system (GIS). This fee shall be paid directly to the licenser.

§ XXX-14. Connection to water and sewer systems required.

Every dwelling unit within the Borough shall be connected to both the potable water system and sanitary sewer system of the Borough of Oceanport.

§ XXX-15. Bathroom facilities.

Every dwelling unit shall contain a kitchen sink of nonabsorbent, impervious material, at least one flush-type water closet, a lavatory, and a bathtub or shower available only for the use of the occupants of that dwelling unit. There shall be a minimum of one flush-type water closet and a lavatory for every six persons and in addition thereto, a bathtub or shower for every 10 persons occupying the premises.

§ XXX-16. Access to bathrooms.

A. Every water closet, lavatory and bathtub or shower for each dwelling unit shall be accessible from within the building without passing through any part of any other dwelling unit. Such water closet, lavatory and bathtub or shower shall be contained in a room or rooms which are separated from all other rooms by walls, doors, or partitions that afford privacy.

B. Every plumbing fixture shall be connected to the water and sewer systems of the Borough of Oceanport, such connection to be made in a fashion approved by the Borough. All such fixtures shall be maintained in good working order and condition.

§ XXX-17. Kitchen facilities; hot water heater.

A. Every kitchen sink, lavatory and bathtub or shower required under the provisions of this chapter shall be connected to both hot and cold waterlines.

B. Every dwelling unit shall have water heating facilities which are installed and maintained in good and safe working condition. Such facilities shall be connected with

the hot waterlines and capable of delivering water at a minimum temperature of not less than 120° F.

§ XXX-18. Heating facilities.

Every dwelling shall have heating facilities which are properly installed, maintained in good and safe working condition, and are capable of safely and adequately heating all habitable rooms, bathrooms, and water closet compartments located therein to a temperature of at least 70° F. when the outside temperature is 0° F. The temperature shall be read at a height of three feet above floor level at the center of the room.

§ XXX-19. Smoke detectors, carbon monoxide detectors and fire extinguishers.

A. Every dwelling and dwelling unit shall have a minimum of one approved Underwriters Laboratory listed and labeled smoke detector sensing visible or invisible particles of combustion and shall conform to the BOCA/ICC standards. Such detectors shall be installed in a manner and location consistent with its listing. Where the BOCA/ICC standards require installation of more than one smoke detector, the number required to be installed shall be in conformance with the newest BOCA/ICC standards.

B. Every dwelling and dwelling unit shall have such carbon monoxide detectors as required by state law.

C. Every dwelling and dwelling unit shall have such fire extinguishers as required by the Uniform Fire Code.

§ XXX-20. Means of egress.

Every dwelling and dwelling unit shall have safe and unobstructed means of egress. Such means of egress shall not be through any other dwelling unit or part thereof and shall lead to a safe and open space at ground level accessible to a street.

§ XXX-21. Construction requirements.

A. Every foundation, floor, wall ceiling door, window, roof, or other part of a building shall be kept in good repair and capable of the use intended by its design and any exterior part of parts thereof subject to corrosion or deterioration shall be kept well painted.

B. Every inside and outside stairway, every porch, and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon, and shall be kept in sound condition and good repair.

C. Every porch, balcony, roof and/or similar place higher than 30 inches above the ground, used for egress or for use by occupants shall be provided with adequate railing or parapets.

D. Every roof, wall, window, exterior door, and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness.

E. Cleanliness and repairs.

(1) Every building, dwelling, dwelling unit and all other areas of the premises shall be clean and free from garbage or rubbish and hazards to safety. Lawns, hedges and bushes shall be kept trimmed and shall not be permitted to become overgrown and unsightly. Fences shall be kept in good repair.

(2) The Code Enforcement Officer may order the owner to clean, repair, paint or paper walls or ceilings when such a wall or ceiling has become stained or soiled, or the plaster, wallboard, or other covering has become loose or badly cracked or missing.

(3) Nothing in this subsection shall be so construed as to place upon the nonresident owner responsibilities for cleanliness as set forth in this chapter.

F. Every water closet compartment floor and bathroom floor shall be so constructed and maintained as to be reasonably impervious to water so as to permit such floor to be kept in a clean condition.

§ XXX-22. Required floor space.

A. Every dwelling unit shall contain at least 200 square feet of floor space for the first occupant thereof and at least 150 additional square feet of floor space for every additional occupant thereof, floor space to be calculated on the basis of total habitable room area.

B. Occupancy limits.

(1) In every dwelling unit of two or more rooms, every room occupied for sleeping purposes shall contain:

(a) At least 80 square feet of floor space if occupied by one person.

(b) At least 120 square feet of floor space if occupied by two persons.

(c) At least 180 square feet of floor space if occupied by three persons.

(d) At least 240 square feet of floor space if occupied by four persons.

(2) No room designated and arranged for sleeping purposes shall be so used by more than four persons.

(3) One infant under 2 1/2 years of age may be included in any room authorized for occupancy by two or more persons without contributing to the occupancy limit.

C. At least 1/2 of the floor area of every habitable room shall have a ceiling height of at least seven feet. The floor area of that part of any room where the ceiling height is less than five feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.

D. No room in a dwelling may be used for sleeping if the floor level of the room is lower than two feet below the average grade of the ground adjacent to and within 10 feet of the exterior walls of the room.

§ XXX-23. Maintenance requirements.

A. No owner or occupant shall cause any services, facilities, equipment, or utilities which are required under this chapter to be removed from, shut off, or discontinued in any occupied dwelling let or occupied by him, except for such temporary interruption as may be necessary while actual repairs or alterations are in progress or during temporary interruption as may be necessary while actual repairs or alterations are in progress or during temporary emergencies when discontinuance of service is authorized by the public officer. In the event that any services or utility, which the owner has agreed to supply, is discontinued the owner shall take immediate steps to cause the restoration of such service or utility.

B. No owner shall occupy or let to an occupant any vacant dwelling unit unless it is clean and sanitary.

C. Every owner of a dwelling containing two or more dwelling units shall be responsible for maintaining in a clean and sanitary condition the common areas of the dwellings and premises thereof. It shall be the responsibility of the owner, unless otherwise provided for under lease agreement, to provide for the orderly maintenance of the premises. The storage of objects or materials not otherwise prohibited by the Borough of Oceanport ordinances shall be done in an orderly manner so as to not constitute a health, safety or five hazard.

D. Every occupant of a dwelling shall keep in a clean and sanitary condition that part of the dwelling which he occupies and controls.

E. Every occupant of a dwelling shall dispose of all his garbage and other organic waste which might provide food for rodents, by placing it in the required garbage storage receptacles.

F. In dwellings containing no more than three dwelling units, it shall be the responsibility of the occupant of each dwelling unit to furnish the receptacles outside the dwelling unit as are needed for the storage of garbage until removal from the premises. In dwellings containing four or more dwelling units, it shall be the responsibility of the owner to furnish such receptacles outside the dwelling units as are needed for the storage of garbage until removal from the premises.

G. Every occupant of a dwelling comprising a single dwelling unit shall be responsible for the extermination of any insects, rodents or other pests therein or on the premises; and every occupant of a dwelling unit in a dwelling containing more than one dwelling unit shall be responsible for such extermination whenever his dwelling unit is the only one infested. Notwithstanding the foregoing provisions, whenever infestation is caused by failure of the owner to maintain a dwelling in proper condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two or more dwelling units in any dwelling or in the common parts of any dwelling containing two or more dwelling units, extermination thereof shall be the responsibility of the owner.

H. Every occupant of a dwelling unit shall keep all plumbing fixture therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.

I. In dwelling containing two or more dwelling units having a common source of heat for domestic hot water, it shall be the responsibility for the owner to make provision for the proper operation of such facilities at all times.

J. Every owner of a dwelling, who permits to be occupied any dwelling unit therein under any agreement, expressed or implied to supply or furnish heat to the occupants thereof, shall supply heat adequate to maintain therein a minimum inside temperature of 70° F. in all habitable rooms, bathrooms, and water closet compartments between the hours of 6:00 a.m. and 11:00 p.m. throughout the year. In the absence of a contract agreement to the contrary, an owner shall be obligated to provide heat wherever heating facilities are under the control of the owner of whenever two or more dwelling units are heated by a common facility.

K. The owner shall be responsible for compliance with all provisions of this chapter not specified as the responsibility of occupants.

§ XXX-24. Violations and penalties.

Any person, firm or corporation who shall violate any of the provisions of this chapter shall, upon conviction, be liable to the penalty as contained in Chapter X,XXX

Oceanport REVISED "CO"/HOUSING ORDINANCE - DRAFT "B"

ORDINANCE XXXX

AN ORDINANCE TO AMEND ORDINANCE 336-26 “REQUIREMENTS FOR ISSUANCE OF CERTIFICATE OF OCCUPANCY” ENTITLED “AN ORDINANCE RELATING TO REPAIR, CLOSING AND DEMOLITION OF DWELLINGS LOCATED IN THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, AND STATE OF NEW JERSEY, WHICH ARE UNFIT FOR HUMAN HABITATION ADOPTED PURSUANT TO THE PROVISIONS OF THE STATUTES OF THE NEW JERSEY AS EMBODIED IN N.J.S. 40:48-2.3 ET SEQ., AUTHORIZING THE INSPECTION OF DWELLINGS AND PROVIDING FOR CERTIFICATES OF INSPECTION PERMITTING OCCUPANCY UPON RENTAL, LEASE, SALE OR TRANSFER OF REAL ESTATE AND ACCEPTING AND ADOPTING THE “NEW JERSEY STATE HOUSING CODE” AS STANDARDS FOR USE AND DETERMINING THE FITNESS OF A BUILDING FOR HUMAN HABITATION FOR OCCUPANCY OR USE AND FIXING PENALTIES FOR THE VIOLATION THEREOF” SO AS TO SUPPLEMENT SAID ORDINANCE WITH REGULATIONS RELATING TO THE NEED TO OBTAIN A CERTIFICATE OF INSPECTION PERMITTING OCCUPANCY UPON RETAL, LEASE, SALE OR TRANSFER OF REAL ESTATE IN THE BOROUGH OF OCEANPORT.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE BROUGH OF OCEANPORT, IN THE COUNTY OF MONMOUTHAND STATE OF NEW JERSEY, that the Ordinance referred to in the title hereof is deleted in full and shall be amended and supplemented in full to reflect as follows:

Section 1. There is hereby added a new section to be numbered Section 336-XXX and entitled “Certificate of Inspection Permitting Occupancy”

336-XXX CERTIFICATION OF INSPECTION PERMITTING OCCUPANCY.

a. No person, persons, partnership, firm or corporation, or any agents, servants, or representatives of any of the foregoing, shall occupy, rent, lease, sell, transfer title to, nor suffer the occupancy of, the letting of, the sale of, nor allow any person or persons, partnership, firm or corporation to live in or upon or inhabit as a tenant or tenants or occupants, or to occupy as any new owner or co-tenant or co-owner, any dwelling house or houses, or dwelling unit or units, within the confines of the Borough of Oceanport unless and until any such aforesaid person persons, partnership, firm or corporation, or any other aforesaid designated individual shall have first obtained from the zoning official of the Borough of Oceanport, a certificate of inspection permitting occupancy and permit authorizing any of the foregoing when any of the foregoing shall take place subsequent to the adoption of the within Ordinance.

b. The provisions of the sub-paragraph (a) above shall apply with equal force and effect to any and all new and additional lettings, tenants, transfer of title or premises or any part thereof, and occupancies of any dwelling house or houses or dwelling unit or dwelling units within the Borough of Oceanport upon the vacating of same by any and each occupant hereafter, whether said occupant was a tenant or owner, or co- owner, or occupant not covered by either of the foregoing, and upon the re-renting or re-occupancy by any of the foregoing, from time to time, as may hereafter occur, whether said re- occupancy is by virtue of transfer of title or said dwelling house or houses or dwelling unit or dwelling units or by virtue of rental of any of the foregoing or by virtue of any other action not specifically herein enumerated. The foregoing requirements for sub-paragraph (a) and (b) shall be effective whether said occupancy, rental, lease, sale or transfer of title is temporary, seasonal or permanent, or whether or not for a consideration.

c. A dwelling house, as used in the within Ordinance, shall include, but not be limited to, any and all one family dwellings, and dwellings constructed for, or occupied by, more than one family, not excluding apartments in apartment houses and garden apartments and a dwelling unit as applicable to the within ordinance shall include, but not be limited to, any and all apartments and portions of apartments in dwelling houses, not excluding apartments in apartment houses and garden apartments. The within Ordinance shall apply to each and every dwelling house as aforesaid and to each and every dwelling unit as aforesaid within the Borough of Oceanport, and shall include all single and multiple dwellings and

premises on which a building is located and is used for human occupancy. However nothing contained in the within Ordinance shall exempt any of the dwellings or buildings, or parts of buildings, covered by the within Ordinance, from full and complete compliance with any other provisions of any other Ordinance or Ordinances of the Borough of Oceanport as the same may be applicable.

d. Prior to the rental, transfer or title, or occupancy of any dwelling house or houses or any dwelling unit or units, provided for in the within Ordinance, application for a Certificate of Inspection Permitting Occupancy shall be made in writing to the zoning official of the Borough of Oceanport by that person, persons, firm or corporation, agent, servant or representative as set forth in subsection 336-26 (a) preceding, and consent shall be given therewith unto zoning official to enter upon and examine the said dwelling house or houses and dwelling unit or units and the building or buildings wherein the same may be situate, for which said application is applied for, so that the zoning official may determine whether or not said dwelling house or houses, said dwelling unit or units and the building wherein the same may be situate, fully complies with all municipal ordinances and rules and regulations affecting the use and occupancy of all such dwelling houses and dwelling units and structures. No certificate of inspection permitting occupancy shall be issued unless there is full and complete compliance with all of the foregoing.

e. All applications for such certificates, as aforesaid, shall be made in writing and shall state the name and address of the owner of the dwelling house or houses, the dwelling unit or units and the building or structure wherein the same may be situate, and the name and address of the owner-occupant, or tenant-occupant or any other occupancy of the same and also the name and address of the new proposed owner-occupant or any other proposed occupant, and shall further state name and address of the renting agent, if any, and shall describe the premises to be occupied, including the street address thereof, and a designation of the portion or portions of said premises or structures for which the specific application is being made, and shall set forth the number of persons who shall occupy any and all portions of said premises including the specific portion for which said application is being made, and the specific room or rooms in said premises to be occupied for sleeping purposes and the number of persons to occupy each said sleeping room.

f. Any person or persons or partnership or firm or corporation, including any real estate broker or real state agent or any representative, servant or employee of any of the foregoing, who in any manner fail to fully comply with the terms and covenants of the within action and who are a part of any transaction resulting in the violation of any of the terms and provisions of the within section shall be deemed to have violated the terms and provisions of the within section and be subject to the penalties provided in this Ordinance for violation of the same, unless and until a certificate of inspection permitting occupancy as aforesaid shall have been issued.

g. All violations of the within Ordinance by any person or persons, partnership, firm or corporation, or any agents or servants or representatives as provided in the within Ordinance, whether said persons be the owner of the premises, the agent of any part as aforesaid, or the tenant or the occupant or occupants shall be deemed separate and distinct violations for each and every day that said violation may continue, and all parties violating the within Ordinance as aforesaid, shall be deemed jointly and severally liable for any and all such violations.

h.

i. The Zoning Official of the Borough of Oceanport shall have the authority to issue a Certificate of Inspection Permitting Occupancy under the terms of this Ordinance. The fee for this Certificate shall be $XX.00 and shall be payable upon the filing of an application for the issuance of said Certificate. A Certificate of Inspection permitting occupancy may be conditionally issued, provided however, that the condition

shall be in writing and provide that the Certificate is automatically revoked if the Conditions are not complied with within the time stated in the Certificate.

j. All building or structures or dwelling houses or dwelling units for which an application shall have been filed by virtue of the within Ordinance shall fully comply with all other municipal ordinances or requisite municipal requirements for said structures or units, as aforesaid; and, in addition thereto, but not in limitation thereof, any and all structures, dwelling houses or dwelling units for which application for said certificate shall be made by virtue of the within Ordinance shall be deemed violation of the within Ordinance for which said certificate shall not issue, in the event that any such structure, dwelling house or dwelling unit, in the opinion of the zoning official is in need of proper repairs for habitation or is in a dilapidated condition which might constitute a health or fire hazard or if the same has a lack of proper and adequate sewerage facilities, plumbing facilities, proper water or toilet facilities, inadequate electrical wiring or facilities or is unfit for human habitation or proper and health use and occupancy or may be overcrowded by virtue of the number of proposed occupants which might constitute a health or fire hazard or which by virtue of any combination of any of the foregoing or any matters not specifically enumerated which may be deemed hazardous as to the health and welfare of the occupants or proposed occupants or of any adjoining properties or other persons within the municipality. The said zoning official shall be required to specify the corrections to be made to the premises for said certificate to be issued.

k. All owners or renting agents or real estate agents or any person or persons applying for a certificate as provided herein, shall advise the zoning official of a reasonable time or times that said inspection may be made and have someone present to assist and provide entry for said inspection purposes. The said zoning official shall comply with the request and application within a reasonable time after entry is provided, and when proper, shall issue the certificate within a reasonable time thereafter.

l. No tenant, owner or occupant shall sublease, sublet, transfer title, permit the use or the occupancy of the dwelling house, dwelling unit or structure provided for herein, without following the procedures set forth and required by the within Ordinance, nor shall any real estate broker or agent or representative of any of the foregoing permit any of the foregoing.

Section 2. All Ordinances or parts of Ordinances inconsistent herewith are repealed, but only to the extent of such inconsistency.

Section 3. This Ordinance shall take effect immediately upon its final passage and publication as provided by law.

OCEANPORT Application Transfer of Ownership - DRAFT A

Application Upon Transfer of Title
Certificate of Continued Occupancy – Residential Property
Fee: $XXX.00

Address: _____ Block: _____ Lot: _____

1. **Seller's Name** _____ Phone Number: _____

   Address *(if other than above):* _____

2. **Buyer's Name** _____ Phone Number: _____

   Address: _____

3. **Seller's Attorney:** ***(Required)*** _____ Phone Number: _____

4. Number of dwelling units: _____

5. Are there any open building permits? Yes: ☐ No: ☐ Explain: _____

Date of Closing _____

6. **Your approved CCO is e-mailed to you and to whomever you wish:**

   Your email: _____

   Attorney email: _____

   Other: _____

To set up an appointment to conduct the inspections, the Borough's Inspector shall contact:

Name: _____ Phone: _____

Minimum of 3 Full Business Days' Notice Required for Inspections

_____ _____ _____
Print Applicant's Name Applicant's Signature Date

OCEANPORT CO Application Residential - Draft A

ANY APPLICATION DEEMED INCOMPLETE WILL BE REJECTED.

Borough of Oceanport

315 East Main Street
Oceanport, NJ 07757
Phone 732-222-8221 Fax: 732-XXX-XXX

Certificate of Occupancy Application Form

Rental:_____Dates of Occupancy:_____ CO #_____

Sale:_____Single Family:_____*Multiple Family:_____Closing Date:_____

Inspection Address:_____Block_____Lot:_____

Present Owner:_____Telephone #:_____

Owner Email:_____

Address:_____City:_____State:_____

Buyer/Tenant:_____Telephone #:_____

Current Address:_____City:_____State:_____

Buyer/Tenant Email:_____

Real Estate Agent/Agency:_____Telephone #:_____

Contact person for inspection:_____Telephone #:_____

Number of Bedrooms:_____ Number of Bathrooms:_____

Note: Completed applications must be received at least 10 days prior to inspection. Incomplete applications or applications received with no fees will not be accepted.

FEE SCHEDULE

*****FEES ARE NON-REFUNDABLE*****

Each inspection requires one check payable to the Borough of Oceanport

Check in the amount of -----

Apartment above store or garage:	$XX.00
Houses with up to 4 bedrooms:	$XXX.00
Houses with more than 4 bedrooms:	$XXX.00
Re-inspection:	$XX.00
Re-rental within 3 months of last inspection:	$XX.00

***Multiple family dwellings that are for sale only, will require a Certificate of Occupancy for each additional unit, which will require an additional fee of $XX.00 per unit.**

Owner/Agent:_____ Date:_____

****

FOR OFFICE USE ONLY:

Received by:_____Fee:_____Check #:_____

Inspected by:_____ Date:_____

Taxes and Water/Sewer Bill for this property are paid to date:_____YES_____NO If no, amount due: $_____

ATTENTION REALTORS & LANDLORDS

- **Incomplete applications or applications without the appropriate fees will not be accepted.** All the information we request is important.
- Make sure the block and lot information is correct.
- **Note that applications must be received at least 10 days prior to inspection.**
- Inspections are conducted on Mondays & Wednesdays.
- If you have any questions, please contact XXXXX at 732-222-8221
- Leave applications in the XXXXXXX office.

COMMON VIOLATIONS

- Smoke detector(s)-installed at each level and outside each sleeping area.
- Carbon Monoxide alarm(s)-installed outside each sleeping area.
- Fire extinguisher-Minimum 2A:10B: C rated installed with 10ft. of the kitchen and clearly visible.
- Property must be numbered (min 3 in. numbers clearly visible form the street).
- Utilities must be on and functioning properly.
- Appliances must be clean and in working order.
- Bathroom fixtures must be clean and functioning properly.
- Deadbolt locks must be keyless from the interior.
- Handrails required on all stairwells with 3 or more risers.
- Windows and doors must be operable and with screening for summer use.
- Interior surfaces of building must be clean. Peeling or cracked painted surfaces must be repaired.
- Sump pumps are not permitted to discharge into sewer system.
- Exterior of the property must be clean and in a safe condition.
- Sidewalks must be in good repair and not present a trip hazard.
- Suitable number of garbage containers must be provided and garbage stored at the appropriate side or rear location of the property. No garbage is to be placed at curbside at anytime other than special designated pick-up days.

OCEANPORT - new inspection checklist - version 1

CODE ENFORCEMENT
CERTIFICATE OF OCCUPANCY CHECKLIST

The following list of items will be checked on all Certificate of Occupancy inspections. Failure to have these items completed will result in a failed inspection and additional fees for any future re-inspections.

Exterior:

- ☐ Grading and drainage – no standing water
- ☐ Driveways defined/maintained
- ☐ Sidewalks free of tripping hazards
- ☐ No infestation of rodents or insects
- ☐ Siding & Roofing – not damaged or missing
- ☐ No paint peeling or bare wood/metal
- ☐ Windows operable and not broken
- ☐ Window screens - no holes or tears
- ☐ House numbers are a 4" high and viewable from the street
- ☐ Handrails for 4 or more risers
- ☐ Guardrail gaps no more than 5"
- ☐ Foundation - no structural damage
- ☐ No overgrown grass and weeds
- ☐ Sanitary sewer caps on clean outs
- ☐ Gas meters along driveway are protected
- ☐ Exterior property maintained
- ☐ Decks and porches structurally sound
- ☐ Trash and recycling cans clearly labeled

Interior:

- ☐ Smoke and Carbon Monoxide detectors on each floor including basement
- ☐ Kitchen stoves must be tip proof
- ☐ GFI outlets in kitchens and bathrooms
- ☐ Fire extinguisher mounted within 10' of kitchen. 10lbs, 2A:10b:C with hose
- ☐ Sinks, cabinets and vanities free of cracks
- ☐ All plumbing fixtures work - no leaks/dripping
- ☐ No water stains on walls or ceilings
- ☐ Doors and doorknobs are operable and free of cracks
- ☐ No broken furniture
- ☐ Floors are clean - not broken, rotted, or stained
- ☐ Mattresses must be clean and not torn
- ☐ Interior walls are clean and painted
- ☐ Water heater relief valve aimed towards ground to within 6"
- ☐ Dryers vented to exterior
- ☐ Electrical wiring in working condition/ no hazards
- ☐ Lighting fixtures operable
- ☐ Electrical box is secure
- ☐ Sump pumps don't drain into sanitary sewer/ Do not drain onto or over sidewalks or neighbors yard
- ☐ All utilities are operable
- ☐ Windowless bathrooms have exhaust fans
- ☐ All bedrooms require a minimum of two outlets
- ☐ No debris in basements and attics
- ☐ Flue pipes for heater and water must be properly vented to exterior

(Double sided)

Bedrooms/Occupancy

- ☐ 70 square feet – 1 occupant
- ☐ 100 square feet – 2 occupants
- ☐ 130 square feet – 3 occupants
- ☐ Sleeping rooms shall not constitute the only means of access to other sleeping rooms or habitable spaces
- ☐ Beds are not permitted in kitchens and living rooms
- ☐ Bedroom doors must be minimum 28″w 6′-6″ h
- ☐ Bedroom egress windows sill height max 44″
- ☐ Bedroom egress window minimum opening height 24″ and width 20″ or greater
- ☐ Living space above a garage must have minimum 5/8″ fire code sheetrock on ceiling of garage
- ☐ Bedroom egress not blocked

In the event a re-inspection is required the following fees must be paid before an inspection is scheduled.

1. Any second inspection or re-inspection required after the first initial inspection pursuant to Section XXXX-XXXX shall be $XXX.00

2. Any re-inspection required after a first and second inspection has taken place, pursuant to Section XXXX-XXXX, shall be $XXX.00

3. If an inspection is taking place prior to Memorial Day weekend the Code Enforcement office shall perform a second inspection or re-inspection if necessary before Memorial Day.

4. If a third inspection is required there shall be no guarantee that the inspection will occur before Memorial Day weekend.

OCEANPORT - Omnibus Form - Draft A

Borough of Oceanport

Perrmit#:_____ **Office of Zoning/Code Enforcement**
315 East Main Street
Oceanport, NJ 07757

Phone: (732) 222-8221
Fax: (732) 222-0904

COMMERCIAL CERTIFICATE OF OCCUPANCY APPLICATION

( ) Rental ( ) Sale Date of Occupancy:_____Zone:_____

Property Address:_____Level/Unit#_____Block:_____Lot:____

Property Owner's Name:_____Phone#_____

Mailing Address:_____City:_____State: _____

Current Owner's/Tenant's Name:_____Phone#_____

Mailing Address:_____City:_____State: _____

Email Address: _____

New Owner's/Tenant's Name:_____Phone#_____

Business Name: _____

Mailing Address:_____City:_____State:____

Email Address:_____

Previous Use:_____Proposed Use:_____

$200 Application Fee payable to the Borough of Oceanport

- **A change in use will require additional zoning approval**
- **All non-conforming wall signs, window signs, awnings and lighting must be removed prior to approval.**
- **Copy of lease to be attached**

Owner:_____Date:_____

Tenant:_____Date:_____

Agent/Attorney:_____Date:_____

****

For Official Use

Received by:_____Fee:_____Date:_____

Change in Use: ( ) Yes ( ) No

Approved/Issued by:_____ Date:_____

OCEANPORT - Rental Form - Draft A

FEE: $XXX

BOROUGH OF OCEANPORT
DEPARTMENT OF CODE ENFORCEMENT
315 East Main Stret
Oceanport, NJ 07757
(732) 222-8221

APPLICATION FOR A CERTIFICATE OF INSPECTION
FOR A NEW OCCUPANCY, LEASE OR RENTAL

Property Information (please print)

This application is for a (please check one):

_____Winter Rental _____Yearly Rental _____ 3 Year Yearly Rental Renewal

Requested Inspection Date: _____ Time: _____
*subject, in part, to the provisions of Oceanport Ordinance ??-??

_____License Number (OFFICE USE ONLY)

_____ Street Address of Property

_____ Floor or Unit #, if applicable

_____ Block _____ Lot

_____ Full name of Property Owner

_____ Address, if different than above

_____

_____ Telephone Number

_____ Real Estate Agent

_____ Telephone Number

TWO SIDED

I, _____, (print name of property owner) by way of certification, under oath, in lieu of affidavit say that:

1. I have retained a fully executed copy of any lease agreement executed by all adult persons who will be tenants of the dwelling unit, if a written lease agreement was made.

2. I have obtained a true and correct copy of the driver's license or, if not available, alternative proof of identification, for each adult tenant.

3. I have determined that each such adult tenant intends to reside in the dwelling unit (initial one)

   _____ for a duration of 175 days or greater.

   OR

   _____ that each adult tenant will not maintain any other permanent residence

4. **DESIGNEE/PROPERTY MANAGER:** I hereby designate the following person to accept service and/or comply with lawful orders of the Borough inspectors or police.

   _____ Full Name of Designee or Property Manager

   _____ Business, if applicable

   _____ Address

   _____ Telephone Number

   DESIGNEE MUST READ THIS SECTOR AND SIGN BELOW

   I _____ (print name of designee or property manager) am aware of this designation by the property owner and I am further aware of the duties, responsibilities and penalties for being the property owner's designee.

   I _____ (print name of designee or property manager) certify, swear and affirm, under oath, that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

   _____ (Signature of Designee or Property Manager)

   _____ (Date of Signature)

***NOTE: An inspection will not be scheduled and a Certificate of Inspection and/or License will not be issued if all requirements of the Oceanport Ordinances have not been complied with, including but not limited to payment applicable fees and inspection fees. If you do not have a Designee or Property Manager, or if other sections do not apply, please write "N/A" in that section.**
(DO NOT LEAVE ANY SECTIONS BLANK!)

5. **SIGNATURE OF PROPERTY OWNER**

   I _____ (print name of property owner) certify, swear and affirm, under oath, that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

   _____ (Signature of Property Owner)

   _____ (Date of Signature)

OCEANPORT - Rental Form - Draft B

-Rental Application-
Certificate of Continued Occupancy

Fee: $XXX.00

Address: _____ Block: _____ Lot: _____

Landlord Name: _____

Address: _____ Phone: _____

Approval Email: _____ Rental Registration: _____

Tenant's Name: _____ Date of Occupancy: _____

Others in Households

Name: _____ Relationship: _____ Name: _____ Relationship: _____

Name: _____ Relationship: _____ Name: _____ Relationship: _____

Name: _____ Relationship: _____ Name: _____ Relationship: _____

APT./UNIT # _____

Please indicate rooms available in the Rental Unit

Kitchen: ☐ Living Room: ☐ Dining Room: ☐ Other: _____

Number of Bathrooms: _____ Number of Bedrooms: _____

Must be signed by Landlord or Representative

I certify that the foregoing statements are true. I am aware that if any of the statements made by me are willfully false, I am subject to punishment.

Certification of Compliance and in Working Order:

Smoke: ☐ Carbon Monoxide: ☐ Fire Extinguisher: ☐

_____ _____

Signature of Landlord Date

Department of
Construction

RENTAL UNIT CERTIFICATE OF OCCUPANCY APPLICATION

Address of Unit: _____ Unit No. _____

Block(s): _____ Lot(s): _____ Qualifier(s): _____

Tenant(s) Name(s): _____ Number of Tenants: _____

TYPE OF RENTAL UNIT

☐ Single-Family ☐ Duplex ☐ Multi-Residential ☐ Other: _____

APPLICANT/AGENT ☐ SAME AS OWNER

Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

OWNER

Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

A $XXX.00 INSPECTION FEE IS REQUIRED AT THE TIME OF APPLICATION
SUBMISSION for the INITIAL INSPECTION AND $XX.00 FOR EACH RE-INSPECTION
THIS APPLICATION IS NOT A CERTIFICATION OF OCCUPANCY

FOR OFFICE USE ONLY

☐ INITIAL INSPECTION ☐ RE-INSPECTION

Date Received: _____ Amount Received: $_____ Receipt No.: _____

☐ Cash ☐ Money Order ☐ Check Money Order/Check No.: _____

Date Inspected: _____ ☐ PASS ☐ FAIL

Inspector: _____

Certification of Occupancy (C.O.) Issue Date: _____

Mayor & Council

,

SCHEDULED

REPORT (ID # 1388)

Meeting: 08/15/19 07:00 PM
Department: Administration
Category: Budget
Prepared By: Jeanne Smith
Initiator: Jeanne Smith
Sponsors:
DOC ID: 1388

2019 Police Overtime Report

ATTACHMENTS:

- FW_ 2019 Police Department Overtime justification Report (PDF)
- 2019 Police Department Overtime justifcation Report (PDF)

From:	Donna Phelps
To:	Jeanne Smith
Cc:	Michael Kelly-OPPD; Katie LaPorta; Steve Solan; Joseph A. Irace; Robert Proto
Subject:	FW: 2019 Police Department Overtime justification Report
Date:	Monday, July 22, 2019 8:22:28 AM
Attachments:	image001.png 2019 Police Department Overtime justifcation Report.pdf

Jeanne – Can you please include this on the August 15th Workshop Agenda for discussion? Thanks.

Donna

From: Katie LaPorta <KLaPorta@oceanportboro.com>
Sent: Friday, July 19, 2019 10:37 AM
To: Joseph A. Irace <cirace@oceanportboro.com>; Robert Proto <cproto@oceanportboro.com>; Steve Solan <Csolan@oceanportboro.com>
Cc: Donna Phelps <dphelps@oceanportboro.com>; Michael Kelly-OPPD <mkelly@oceanportpolice.org>
Subject: FW: 2019 Police Department Overtime justification Report

Good morning,

Attached please find Chief Kelly's Overtime justification report. Please review and let me know if you'd like me to set something up so we can discuss.

Thanks and have a good weekend.

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

From: Kelly, Michael P. <MKelly@oceanportpolice.org>
Sent: Monday, July 15, 2019 11:45 AM
To: Donna Phelps <dphelps@oceanportboro.com>; Katie LaPorta <KLaPorta@oceanportboro.com>; Steve Solan <Csolan@oceanportboro.com>
Cc: Michael Chenoweth-OPPD <mchenoweth@oceanportpolice.org>; Fagliarone, Michael R. <MFagliarone@oceanportpolice.org>
Subject: 2019 Police Department Overtime justification Report

See attached. Let me know if you need clarification for anything listed in the report.

Michael P. Kelly
Chief of Police
Oceanport Police Department
P.O. Box 370
Oceanport, N.J. 07757
Tele# 732-222-6301 ext 1001
Fax-732-222-0945
Email:chief@oceanportpolice.org

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BOROUGH OF OCEANPORT

Michael P. Kelly
Chief of Police
Michael S. Chenoweth
Captain
Michael Fagliarone
Lieutenant

POLICE DEPARTMENT
P.O. BOX 370, OCEANPORT, NEW JERSEY 07757

732.222.6300
Main
732.222.6301 ext 1015
Records
732.222.0945
Fax

To: Donna Phelps, Oceanport Borough Administrator, Katie Laporta, C.F.O.
Steve Solan, Oceanport Council-Public Safety Chair

CC: Michael Chenoweth, Captain of Police

From: Michael P. Kelly, Chief of Police

Date: July 11, 2019

Re: 2019 Police Department Overtime Expenditures and Justifications

---

The Police Departments Overtime Budget expenditures have increased dramatically due to unprecedented officer time off due to several factors, as well as increase in call volume, and incidents that have created overtime situations.
This year's overtime budget has been affected mainly by Officer Leimburg's pregnancy and re-assignment from patrol to administrative functions.
We have also been impacted by two officers' injuries (off-duty related), an increase in incidents and call volumes that have affected call-outs to the Detectives, officer overtime due to incident management, and related court cases (court case presentations, and testimony)
I have listed the breakdown of overtime expenditures for the year as well as a comparison to last year (as a reference)

Notes to keep in mind when reading this report:

- In our 14 person department, The Chief, Captain, Lieutenant and Detective/Detective Sergeant do not incur (cause) overtime due to sickness, vacation or other time off. The Captain, Lieutenant, Detective Sergeant can and do work overtime. The Police Chief cannot work overtime.
- In our Department we have a "Fair and Equitable" Policy for assigning overtime. This means that overtime is distributed evenly to all employees. This prevents more senior, or any one person having more overtime worked hours than another employees.
- By Title 40 and State Law, and contract, Special Class II officers cannot work overtime. The Special Officers supplement the Department when working, they cannot replace a regular officer. The Chief of Police cannot fill overtime as well.
- My attendance to the FBI National Academy from October to December will not cause overtime and the Captain, who will be the Officer-in-charge during my absence will work his regular schedule and will not receive any overtime due to my absence.
- Since 2016, we have not hired a new officer. Our officer's salary step increases have risen thus increasing their overtime rates yearly. The Departments overtime budget line has remained the same at $100,000.

- Sick Time, Personal Leave Time, and Personal Time all cause overtime when an officer utilizes each of these. Comp Time and Kelly Time cannot, and do not cause overtime.
- Officer Leimburg's annual salary (as of this date) is $85,000.

2019 Overtime Expenditures as of July 8th, 2019:

As of July 8th, 2019 the Department/Borough has allocated $80,596.50 of the $100,000 budgeted for overtime.

Breakdown of overtime

➢ To fill Officer Leimburg's open patrol shifts (Feb 1st to July 8th)	$30,831.26
➢ Overtime for officers calling out sick (other than Officer Leimburg)	$16,397.52
➢ Overtime caused by Incidents/Detective Call outs/Prisoner processing/transports Bail Reform	$9,167.10
➢ Officer Petrillo's illness/injury (1 month out of work)	$5,828.30
➢ Officers utilizing Personal Time and Personal Leave (contractual)	$5,135.60
➢ Officers attending Court (municipal/Superior/Grand Jury/other jurisdictions)	$4,693.62
➢ Sgt. Perrulli's Injury (off-duty related) (2 weeks)	$3,821.92
➢ Mann Records while Records clerk out for illness	$2,019.50
➢ Officers Assigned to Borough Events-(Memorial Day Parade, Easter Egg Hunt..etc)	$1,917.70
➢ Vacation time Coverage (adjustments to schedule and assignments reduce this rate)	$789.98

Total as of July 8, 2019-**$80,596.50**

Yearly Overtime Comparisons (up to July 8th each year)

Year	Overtime costs up to July 8th	End of year Overtime Expenditures
2017	$43,633.98	$107.421.95*
*Officer Petrillo was on military Deployment from March 15th to December 15th (cause of increase overtime)		
2018	$33,339.38	$79,590.52

OVERTIME EXPENDITURES BREAKDOWN COMPARISONS 2018-2019 (TO JULY 8TH EACH YEAR)

	Sick time Coverage	Incidents/Detective call outs	Events	Court	Vacation time	Personal Time
2018	$14,891.03	$5,813.92	$1,715.50	$4,877.10	$1182.58	$4,859.22
2019	$16,397.52	$9,167.10	$1,917.70	$4,693.62	$789.98	$5135.60

Note: In 2018 (up to July 8th) there were no officer injuries (on or off-duty) that caused overtime. 0 hours/0 overtime costs.

In 2019 (up to July 8th) overtime expenditures were $9,650.22.

PROJECTED OVERTIME EXPENDITURES FOR THE REMAINDER OF 2019 (July 9th to Dec. 31st)
the following are estimates based on previous years overtime based on sick time, personal/personal leave time, courts and estimated call volume, events and incidents* -July to December and open shifts due to Officer Leimburg's absence. An average overtime rate (highest rate and lowest rate- average $70.14) within the entire Department was utilized to project overtime costs

To fill open shifts due to Officer Leimburg position and re-assignment from patrol	$15,000.00
To fill open shifts due to Personal Time/Personal Leave Time, vacation and sick time	$14,000.00
Estimated incident generated overtime-Detective call-outs, other	$8,000.00
Estimated overtime costs for Court assignments and court officers	$4,500.00
Borough Events (Summers End Festival, Mischief Night, Halloween…etc	$2,000.00

Total anticipated Overtime Expenditures (July 8th to Dec 31st) $43.500.00*

***This is an estimate and totals can change based on overtime assignments, incidents and calls that incurred overtime, sick time, all contractual time off and court details.**

CONTINGENCY TO REDUCE OVERTIME COSTS

As of July 8th, 2019 there are 42 open shifts to cover Ofc. Leimburg' s vacancy. These shifts vacancies will cause overtime. That is a total of 504 hours of overtime.

The Lieutenant and Captain will be moved from administrative (Captain) and patrol/administrative-3rd officer on the road for a shift (Lieutenant) to fill Officer Leimburg vacancy.

The Captain will be working 10 shifts and the lieutenant will be working 16 shifts. This equates to 26 shifts and a total of 52 hours of overtime for the rest of the year.

By adding the Captain and the Lieutenant to cover these shifts it reduces the 42 open overtime shifts to 21 open shifts equaling 252 hours of overtime.

With the Captain and Lieutenant being placed in the open shifts the overtime costs will be reduced by $23,311.00.

Operationally, this places a burden on the administrative function within the Department, but I will be handling more of the Captains tasks and Lieutenants tasks, especially when they are a second officer on the road and will be handling patrol routine, and not administrative, scheduling, training, fleet maintenance, meetings, planning, and other functions that they handle.

RESOLUTION OF THE BOROUGH OF OCEANPORT
FIXING THE COMPENSATION OF CERTAIN OFFICIALS AND EMPLOYEES
OF THE BOROUGH OF OCEANPORT FOR 2019

Resolution

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 rangers for the positions set forth; and

WHEREAS, the Finance and Administration Committee has made recommendations for the specific salaries for current employees for the calendar year 2019.

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 2019 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. Public Safety

Chief of Police, Contractual	Mike Kelly	$141,404.83
Administrative Assistant, PD Records Clerk	Cristi Mazzarella	$ 48,853.02
Emergency Management Coordinator	Mauro Baldanza	$ 4,000.00
Class II Special Law Enforcement Officer	Justin Gaita	$ 17.50/hr
Class II Special Law Enforcement Officer	Phillip Gallo	$ 17.50/hr
Class I Special Law Enforcement Officer	Thomas Pullaro	$ 15.00/hr
School Crossing Guards, each (8)		$ 9,700.00

SECTION 2. Statutory Employees (N.J.S.A. 40A:9-165)

Chief Financial Officer	Catherine LaPorta	$ 60,083.10
Tax Assessor	John Butow	$ 26,436.56
Tax Collector	Peggy Warren	$ 12,016.62
Borough Clerk	Jeanne Smith	$ 60,083.10

SECTION 3. Department of Public Works

Foreman	Maximino Lopez	$ 59,358.90
Assistant Foreman	Richard Arlt	$ 48,796.80
Laborer 2	Jorge Segura	$ 35,503.65
Laborer 1	Anthony Panduri	$ 34,411.23
Laborer 1	Michael Natale	$ 34,411.23
Laborer 1	Juan Merino	$ 30,600.00
Street Sweeper Operator	Joseph (Wes) Sherman	$ 20.00/hr

SECTION 4. Municipal Court

Municipal Court Judge	John Patti	$ 18,870.00
Municipal Prosecutor	James Butler	$ 12,240.00
Court Administrator	Carol Smith	$ 73,811.18
Deputy Court Administrator	Patricia White	$ 75.00/call out
Administrative Assistant	Theresa Murrin	$ 20.96/hr
Administrative Assistant	Stephanie Seyr	$ 20.40/hr
Administrative Assistant	Jane Vitulli	$ 20.40/hr
Public Defender	David Gardener	$200.00/Defendant
Public Defender	Robert Holden	$200.00/Defendant

SECTION 5. Recreation and Education.

Recreation Coordinator	Joanne Hunt	$ 13,700.00
Library Aide	Arlene Welch	$ 8.67/hr

Section 6. Code Officials

Construction Official	John Johnson	$ 68,850.00
Building Sub Code Official	Django Wiegers	$ 20,000.00
Electrical Sub Code Official	James McCormick	$ 14,535.00
Fire Sub Code	Django Wiegers	$ 7,500.00
Plumbing Sub Code Official	John Palmer	$ 14,535.00
Technical Assistant to Construction Official	Peggy Herchakowski	$ 43,696.80
Administrative Assistant	Jessica Fornarotto	$ 34,957.44
Housing Inspector	Allen Parker	$ 6,500.00
Code Enforcement Officer	John Johnson	$ 5,100.00
Zoning Officer	John Johnson	$ 7,650.00

SECTION 7. Administration & Finance

Borough Administrator	Donna Phelps	$ 81,600.00
Finance Personnel Manager	Catherine LaPorta	$ 10,806.90
Administrative Assistant, Administration	Kim Parent	$ 19.66/hr
Part Time Office	Linda Landrigan	$ 19.66/hr
Administrative Assistant, Finance	Renee Dalton	$ 15.28/hr
Planning Board Secretary	Jeanne Smith	$ 16,416.90
Tax Office Clerk	Jason Sutton	$ 37,097.06
Qualified Purchasing Agent	Catherine LaPorta	$ 5,100.00

SECTION 8. Board of Health

Registrar	Jason Sutton	$ 1,785.00
Deputy Registrar	Catherine LaPorta	$ 510.00
Secretary	Jason Sutton	$ 545.70

SECTION 9. Elected Officials

Mayor	$ 1,500.00
Councilpersons, each (6)	$ 1,500.00

2019 SALARIES

			2018 Salary Final	2019 Salary Resolution #2019-64	2019 Salary Resolution #2019-65	2.75% Increase	2019 Salary Proposed	
Section 1 - Public Safety								
Chief of Police, Contractual (2.75% increase)	Mike Kelly	$	137,620.27			$ 3,784.56	$ 141,404.83	
			2018 Salary Final	2019 Salary Resolution #2019-64	2019 Salary Resolution #2019-65	Proposed Increase	2019 Salary Proposed	% increase
Admin Assist, PD Records Clerk	Cristi Mazzarella-Milone	$	47,895.12			$ 957.90	$ 48,853.02	2%
Emergency Management Coordinator	Mauro Baldanza	$	4,000.00			$ -	$ 4,000.00	0%
Class II Special Law Enforcement Officer	Justin Gaita		$17.50/hr				$17.50/hr	0%
~~Class II Special Law Enforcement Officer~~	~~Phillip Gallo~~							
Class II Special Law Enforcement Officer	Glenn P Mannino			$17.50/hr		$ -	$17.50/hr	0%
Class II Special Law Enforcement Officer	Thomas Spuler			$17.50/hr		$ -	$17.50/hr	0%
Class I Special Law Enforcement Officer	Thomas Pullaro							
School Crossing Guards, each (8)		$	9,700.00			$ -	$ 9,700.00	
Section 2- Statutory Employees (NJSA 40A:9-165)								
Chief Financial Officer	Catherine LaPorta	$	58,905.00			$ 1,178.10	$ 60,083.10	2%
Tax Assessor	John Butow	$	25,918.20			$ 518.36	$ 26,436.56	2%
Tax Collector	Peggy Warren	$	11,781.00			$ 235.62	$ 12,016.62	2%
Borough Clerk	Jeanne Smith	$	58,905.00			$ 1,178.10	$ 60,083.10	2%
Section 3 - Department of Public Works								
~~Foreman~~	~~Demetrio Zarate~~							
Foreman	Maximino Lopez	$	58,195.00			$ 1,163.90	$ 59,358.90	2%
~~Assistant Foreman~~	~~Maximino Lopez~~							
Assistant Foreman	Richard Arlt	$	47,840.00			$ 956.80	$ 48,796.80	2%
~~Senior Laborer~~	~~Richard Arlt~~							
Laborer 2	Jorge Segura	$	34,807.50			$ 696.15	$ 35,503.65	2%
Laborer 1	Anthony Panduri	$	33,736.50			$ 674.73	$ 34,411.23	2%
Laborer 1	Michael Natale	$	33,736.50			$ 674.73	$ 34,411.23	2%
Laborer 1	Juan Merino	$	30,000.00			$ 600.00	$ 30,600.00	2%
Street Sweeper Operator	Joseph (Wes) Sherman		$20/hr				$20/hr	
Section 4 - Municipal Court								
Municipal Court Judge	John Patti	$	18,500.00			$ 370.00	$ 18,870.00	2%
Municipal Prosecutor	James Butler	$	12,000.00			$ 240.00	$ 12,240.00	2%
Court Administrator	Carol Smith	$	72,363.90			$ 1,447.28	$ 73,811.18	2%
Deputy Court Administrator	Particia White		$75/call out					
Administrative Assistant	Theresa Murrin		$20.55/hr			$ 0.41	$ 20.96	2%
Administrative Assistant	Stephanie Seyr		$20.40/hr				$20.40/hr	0%
Administrative Assistant	Jane Vitulli		$20.40/hr				$20.40/hr	0%
Public Defender	David Gardener						$200/Defendant	0%
Public Defender	Robert Holden						$200/Defendant	0%

Section 5 - Recreation & Education									
Recreation Coordinator	Joanne Hunt	$	13,500.00			$	270.00	$ 13,770.00	2%
Library Aide	Arlene Welch		$8.50/hr			$	0.17	$ 8.67	2%
Section 6 - Code Officials									
~~Construction Official~~	~~John Palmer~~								
Constrution Official	John Johnson	$	67,500.00			$	1,350.00	$ 68,850.00	2%
Building Sub-code	Django Wiegers	$	20,000.00					$ 20,000.00	0%
Electrical Sub-code	James McCormick	$	14,535.00					$ 14,535.00	0%
~~Fire Sub Code Official/Building & Electrical Inspector~~	~~John Drucker~~	~~$~~	~~15,000.00~~						
Fire Sub Code	Django Wiegers							$ 7,500.00	0%
Plumbing Sub-code	John Palmer	$	14,535.00					$ 14,535.00	0%
Technical Assistant to Constructio Official	Peggy Herchakowski	$	42,840.00			$	856.80	$ 43,696.80	2%
Administrative Assistant	Jessica Fornarotto	$	34,272.00			$	685.44	$ 34,957.44	2%
Housing Inspector	Allen Parker	$	6,500.00					$ 6,500.00	0%
~~Code Enforcement~~	~~James Miller~~								
	John Johnson	$	5,000.00			$	100.00	$ 5,100.00	2%
~~Zoning Officer~~	~~James Miller~~								
	John Johnson	$	7,500.00			$	150.00	$ 7,650.00	2%
~~Part Time Office~~	~~Chrisann DeGenaro~~		~~$22.44/hr~~					$ -	
~~Part Time Office~~	~~Mary Grace Barrett~~		~~$17.87/hr~~					$ -	
Section 7 - Administration & Finance									
~~Borough Administator~~	~~Raymond T Poerio~~								
Borough Administator	Donna Phelps	$	80,000.00			$	1,600.00	$ 81,600.00	2%
~~Deputy Borough Administrator~~	~~Donna Phelps~~								
~~Deputy Borough Clerk~~	~~Catherine LaPorta~~								
~~Deputy Borough Clerk~~	~~Donna Phelps~~								
Finance Personnel Manager	Catherine LaPorta	$	10,595.00			$	211.90	$ 10,806.90	2%
Administrative Assistant, Administration	Kim Parent		$19.27/hr			$	0.39	$19.66/hr	2%
~~Administrative Assistant, Administration~~	~~Donna Phelps~~		~~$23.97/hr~~						
Part Time Office	Linda Landrigan		$19.27/hr				$0.39	$19.66/hr	2%
Administrative Assistant, Finance	Renee Dalton		$14.28/hr			$	1.00	$15.28/hr	7%
Planning Board Secretary	Jeanne Smith	$	11,095.00	$	16,095.00	$	321.90	$ 16,416.90	2%
Tax Office Clerk	Jason Sutton	$	36,369.67			$	727.39	$ 37,097.06	2%
~~Qualified Purchasing Agent~~	~~Jeanne Smith~~	~~$~~	~~5,000.00~~						
Qualified Purchasing Agent	Catherine LaPorta			$	5,000.00	$	100.00	$ 5,100.00	2%
Section 8 - Board of Health									
Registrar	Jason Sutton	$	1,750.00			$	35.00	$ 1,785.00	2%
Deputy Registrar	Catherine LaPorta	$	500.00			$	10.00	$ 510.00	2%
Secretary	Jason Sutton	$	535.00			$	10.70	$ 545.70	2%
Section 9 - Elected Officials									
Mayor		$	1,500.00					$ 1,500.00	0%
Councilpersons, each (6)		$	1,500.00					$ 1,500.00	0%

Jeanne Smith

From: Katie LaPorta
Sent: Thursday, August 8, 2019 2:04 PM
To: Jeanne Smith
Subject: FW: 2019 Salary increases - for this meeting
Attachments: 2019 salaries.xlsx; 2019 salaries - (2).xlsx

Jeanne

Please see change for Arlene Welch to $8.67. The increase indicated was not reflected in the new annual rate. Otherwise good to go.

Thanks

From: Katie LaPorta
Sent: Monday, August 5, 2019 4:25 PM
To: Jeanne Smith (JSmith@oceanportboro.com) <JSmith@oceanportboro.com>
Subject: FW: 2019 Salary increases - for this meeting

Preliminary numbers for salary resolution – there may be changes when I hear back from Council.

From: Katie LaPorta
Sent: Monday, August 5, 2019 4:16 PM
To: Councilman Joseph A. Irace (cirace@oceanportboro.com) <cirace@oceanportboro.com>; Councilman Robert Proto (cproto@oceanportboro.com) <cproto@oceanportboro.com>; Councilman Michael O'Brien (cobrien@oceanportboro.com) <cobrien@oceanportboro.com>
Cc: Donna Phelps <dphelps@oceanportboro.com>
Subject: 2019 Salary increases - for this meeting

All

I've attached proposed salary increases for 2019. I believe I've captured your intent. Please take a look and let me know if you have any questions or concerns. I'm planning on putting it on for action at the August Council Meeting unless there are any objections.

Thanks

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

Jeanne Smith

From: Katie LaPorta
Sent: Thursday, August 8, 2019 2:05 PM
To: Jeanne Smith
Subject: FW: 2019 Salary increases - for this meeting

From: Joseph A. Irace <cirace@oceanportboro.com>
Sent: Tuesday, August 6, 2019 6:15 PM
To: Katie LaPorta <KLaPorta@oceanportboro.com>
Cc: Robert Proto <cproto@oceanportboro.com>; Michael O'Brien <cobrien@oceanportboro.com>; Donna Phelps <dphelps@oceanportboro.com>
Subject: Re: 2019 Salary increases - for this meeting

I'm good with this!

Thanks!

Sent from my iPhone

On Aug 5, 2019, at 4:15 PM, Katie LaPorta <KLaPorta@oceanportboro.com> wrote:

> All
>
> I've attached proposed salary increases for 2019. I believe I've captured your intent. Please take a look and let me know if you have any questions or concerns. I'm planning on putting it on for action at the August Council Meeting unless there are any objections.
>
> Thanks
>
> Katie LaPorta, CMFO, QPA
> Borough Of Oceanport
> 315 E. Main Street
> Oceanport, NJ 07757
> Phone - 732-222-8179
> Fax - 732-222-0904
>
> <2019 salaries.xlsx>

Jeanne Smith

From: Katie LaPorta
Sent: Thursday, August 8, 2019 2:05 PM
To: Jeanne Smith
Subject: FW: 2019 Salary increases - for this meeting

From: Robert Proto <cproto@oceanportboro.com>
Sent: Tuesday, August 6, 2019 6:30 PM
To: Katie LaPorta <KLaPorta@oceanportboro.com>
Cc: Joseph A. Irace <cirace@oceanportboro.com>; Michael O'Brien <cobrien@oceanportboro.com>; Donna Phelps <dphelps@oceanportboro.com>
Subject: Re: 2019 Salary increases - for this meeting

Looks good to me

Sent from my iPhone

On Aug 5, 2019, at 4:15 PM, Katie LaPorta <KLaPorta@oceanportboro.com> wrote:

> All
>
> I've attached proposed salary increases for 2019. I believe I've captured your intent. Please take a look and let me know if you have any questions or concerns. I'm planning on putting it on for action at the August Council Meeting unless there are any objections.
>
> Thanks
>
> Katie LaPorta, CMFO, QPA
> Borough Of Oceanport
> 315 E. Main Street
> Oceanport, NJ 07757
> Phone - 732-222-8179
> Fax - 732-222-0904
>
> <2019 salaries.xlsx>

Jeanne Smith

From: Katie LaPorta
Sent: Thursday, August 8, 2019 2:05 PM
To: Jeanne Smith
Subject: FW: 2019 Salary increases - for this meeting

From: Michael O'Brien <cobrien@oceanportboro.com>
Sent: Wednesday, August 7, 2019 3:59 PM
To: Robert Proto <cproto@oceanportboro.com>
Cc: Katie LaPorta <KLaPorta@oceanportboro.com>; Joseph A. Irace <cirace@oceanportboro.com>; Donna Phelps <dphelps@oceanportboro.com>
Subject: Re: 2019 Salary increases - for this meeting

These increases are acceptable. Thanks, Katie.

Sent from my iPad

On Aug 6, 2019, at 6:29 PM, Robert Proto <cproto@oceanportboro.com> wrote:

> Looks good to me
>
> Sent from my iPhone
>
> On Aug 5, 2019, at 4:15 PM, Katie LaPorta <KLaPorta@oceanportboro.com> wrote:
>
> > All
> >
> > I've attached proposed salary increases for 2019. I believe I've captured your intent. Please take a look and let me know if you have any questions or concerns. I'm planning on putting it on for action at the August Council Meeting unless there are any objections.
> >
> > Thanks
> >
> > Katie LaPorta, CMFO, QPA
> > Borough Of Oceanport
> > 315 E. Main Street
> > Oceanport, NJ 07757
> > Phone - 732-222-8179
> > Fax - 732-222-0904
> >
> > <2019 salaries.xlsx>

ORDINANCE

AN ORDINANCE OF THE BOROUGH OF OCEANPORT COUNTY OF MONMOUTH, STATE OF NEW JERSEY CREATING AN ADA COMMITTEE

BE IT ORDAINED by the Mayor and the Borough Council of the Borough of Oceanport, County of Monmouth, and State of New Jersey, as follows:

1. Establishment: There shall be established an Americans With Disabilities Act committee, whose membership shall be comprised of individuals listed below, as well as the ADA Coordinator appointed by the Mayor, all of whom shall participate without compensation.

2. Members: The Committee shall consist of a representative from the Borough Council, nominated by the Borough Council, the Business Administrator, the Public Safety Director, the Director of Health, the Director of Public Works, the Director of the Planning Department, the Chief of the Borough Fire Department, a representative of the Borough Board of Education, as nominated by the board, a senior citizen and two disabled residents of the Borough of Oceanport. The Mayor shall be authorized to appoint the ADA Coordinator with the advice and consent of Council, who shall preferably be residents of the Borough of Oceanport; however, this shall not preclude the appointment of a nonresident member of exceptional qualifications and interest in the Borough of Oceanport. Any individual appointed to the Committee who is not an employee of the Borough shall be appointed by the Mayor, unless otherwise authorized by this section. All appointees shall serve at the pleasure of the Mayor and Council.

3. Powers and Duties: The Americans With Disabilities Act Committee shall make recommendations to the administration of the Borough of Oceanport as concerns services, practices and policies in furtherance of a self-evaluation to be implemented by the Borough of Oceanport pursuant to Public Law 101:336; 42 U.S.C. 12101 et seq.

4. Coordinator: The Mayor shall appoint the ADA Coordinator and a member of the Committee who shall be designated as the ADA Deputy Coordinator, one of whom should be an employee of the Borough of Oceanport.

5. Adoption and Statement of Policy: The Borough of Oceanport hereby adopts a policy of nondiscrimination on the basis of disability. The Borough of Oceanport does not discriminate on the basis of disability in the admission or access to or treatment or employment in its programs or activities.

BE IT FURTHER ORDAINED that the public hearing on this Ordinance shall take place on _____, 2019.

APPROVED ON FIRST READING
DATED: August 15, 2019

JEANNE SMITH
Clerk of the Borough of Oceanport

ADOPTED ON SECOND READING
DATED: August 15, 2019

JEANNE SMITH
Clerk of the Borough of Oceanport

APPROVAL BY THE MAYOR ON THIS _____DAY OF _____.

JOHN F. COFFEY, II
Mayor

From: Scott Arnette
To: Donna Phelps; Jeanne Smith
Cc: Oceanport Mayor; Diane Lindsay (dlindsay@arnettelaw.com)
Subject: ADA Coordinator
Date: Tuesday, August 6, 2019 12:12:42 PM
Attachments: OP ADA ORDINANCE .docx
ATT00001.htm
RESOLUTION ADA Appointment.docx
ATT00002.htm

Hey there,
I have attached an Ordinance Creating an ADA Committee and a Resolution appointing an ADA Coordinator for the Mayor and Council's review at the next workshop meeting. Both documents are in Word Format so you can work with them to the extent you feel necessary to get them into the form you desire. They may wish to rework the Members Section of the Committee, but I recommend that it remain as it is presently written.
Call with any questions.

Regards,
Scott

Scott Arnette, Esq.
Certified Civil Trial Attorney, NJ Supreme Court
Certified Civil Trial Advocate, NBTA

The Arnette Law Firm LLC
The Coastal Building
151 Bodman Place, Suite 200
Red Bank, New Jersey 07701

Tel: 732.933.9900
Fax: 732.933.9959

www.arnettelaw.com

RESOLUTION OF THE BOROUGH OF OCEANPORT
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
APPOINTMENT OF ADA COORDINATOR

Resolution

WHEREAS, there is a need to appoint an employee of the Borough to serve as ADA Coordinator and coordinate Borough efforts to comply with and carry out the responsibilities under ADA and the rules promulgated thereto; and

WHEREAS, the Mayor, with the advice and consent of Council, is authorized to make said appointment pursuant to statute; and

WHEREAS, the Mayor desires to appoint _____ to the position of ADA Coordinator.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Oceanport, County of Monmouth, State of New Jersey, the Borough Council does hereby consent to the appointment of _____ as ADA Coordinator for the period commencing this day and continuing on through December 31, 2019.

BE IT FURTHER RESOLVED, that the appointee shall serve without compensation.

BE IT FURTHER RESOLVED, that copies of this Resolution be served upon the Borough Administrator, the Appointee and any other interested parties.

DRAZIN AND WARSHAW

A PROFESSIONAL CORPORATION
COUNSELORS AT LAW
25 RECKLESS PLACE
P.O. BOX 8909
RED BANK, N.J. 07701-8909
(732) 747-3730

telefax (732) 741-0865

website
drazinandwarshaw.com

LOUIS M. DRAZIN (1915-1988)*
THOMAS T. WARSHAW (1923-1995)*
DENNIS A. DRAZIN (MEMBER N.J. & N.Y. BARS)
RONALD S. DRAZIN (MEMBER N.J. & D.C. BARS)
THOMAS J. DICHIARA
VINCENT L. STRIPTO
STEVEN L. KESSEL (MEMBER N.J. & D.C. BARS)
JOHN R. CONNELLY, JR.*
BRIAN D. DRAZIN (MEMBER N.J. & GA. BARS)
CHRISTOPHER R. BROWN*
RALPH E. POLCARI
SCOTT J. SCHNEIDER
TARA L. VENT (MEMBER N.J. & N.Y. BARS)

HAZLET OFFICE
3315 HIGHWAY 35
HAZLET, N.J. 07730
(732) 264-6900

BRICK OFFICE
937 CEDAR BRIDGE AVE.
BRICK, N.J. 08723
(732) 477-1700

OF COUNSEL
G. DONALD HANEKE (RET. USMJ)

*CERTIFIED BY THE SUPREME COURT OF NEW JERSEY AS A CIVIL TRIAL ATTORNEY

July 18, 2019

RECEIVED
JUL 23 2019
Borough of Oceanport

PLEASE REPLY TO RED BANK

Mayor John F. Coffey, II
Borough of Oceanport
315 East Main Street
P.O. Box 370
Oceanport, NJ 07757

RE: Monmouth Park Helicopter Pad

Dear Mayor Coffey:

I am writing you in follow-up to my prior communication and attendance at the meeting with Mayor and Council with reference to my request for increased usage of the heliport pad at Monmouth Park. Council had requested that I obtain some additional information in order to list this matter for formal consideration. I enclose herewith a letter dated July 10, 2019 from Adam Schneider, Esq., counsel for Liberty Helicopters, as well as a letter from Raymond Syms, an expert from Heliexperts International, LLC, detailing the information you had requested with respect to relocating the helipad, as well as identifying the flight pattern. You will note that Mr. Syms' letter also references a link to a video which provides additional information. Should you wish to have formal testimony from Mr. Syms, I can certainly arrange it.

Although I had initially requested an increase for 2019 to 88 trips and for additional expansion on a commercial basis in 2020, I would, at this time, request a two-step approach. Step one would be a thirty-day trial basis for increased landings of two per day (one in and one out, alternating daylight hours at the relocation site which would be further away from the residents at the Jockey Club development, and step two was assuming that the relocation heliport and flight pattern reduce residents' complaints, I

DRAZIN AND WARSHAW
A PROFESSIONAL CORPORATION
COUNSELORS AT LAW

RE: Monmouth Park Helicopter Pad

would then ask the Mayor and Council for expanded usage during 2020 as well as increased usage for the balance of 2019.

Very truly yours,

DENNIS A. DRAZIN

DAD:MM

Enclosures

ADAM SCHNEIDER, ESQUIRE
ATTORNEY AT LAW
1141 Lincoln Square
Long Branch, NJ 07740

Main: (732) 222-8800
Fax: (732) 222-6931

Email: aschneiderlawoffice@comcast.net
Website: www.aschneiderlawoffice.com

July 10, 2019

Sent via Email (ddrazin@drazinandwarshaw.com)

Dennis Drazin, Esq.

Dear Mr. Drazin:

As you know, I represent Liberty Helicopters. My client is interested in providing service to Monmouth Park and the sports book operation. The business is owned by Al Trenk, who has over 30 years of experience in providing helicopter services. For purposes of this application, he has retained Heliexperts International, LLC, owned by Raymond Syms. Mr. Syms is an internationally recognized expert in helicopters and heliport operations. He is prepared to show the pros and cons of various alternative landing sites.

My client is extremely interested in putting forth a proposal to Monmouth Park and the Borough of Oceanport to provide year-round service with a primary goal of benefiting the operation of the sports book. They are also hoping to transport local residents looking for rapid transportation to New York City. However, this part of the operation would be secondary to supporting the sports book and racetrack.

We understand that for the helicopter service to be successful, all stakeholders must benefit. Liberty is willing to negotiate a new, less intrusive landing site to be relocated at Liberty's expense. Furthermore, we are happy to negotiate a financial payment to the Borough based on the amount of business done by my client.

Very truly yours,

/s/ Adam Schneider

AS/pcs

5502

HeliExperts International LLC.
Formerly Raymond A. Syms & Associates
Veteran Owned and Operated
Aeronautical Consulting Services
489 Broadway, Long Branch, New Jersey 07740
Phone: (732) 870-8883 ■ Fax: (732) 870-8885
Web: www.heliexpertsinternational.com ■ Email: ray@heliexp.com

July 15, 2019

Mr. Dennis Drazin
Chairman & CEO
Monmouth Park
175 Oceanport Ave
Oceanport, NJ 0775

Dear Mr. Drazin,

As you know, Liberty Helicopters, the top provider of helicopter services in the NYC area would like to offer helicopter services to and from Monmouth Park for sportsbook clients, executive transportation and commuters.

One difficulty to that proposal that many parties have already identified is the proximity of the current heliport to the adjacent residential area and the very limited approach/departure paths available to the flight crews.

Recognizing that Liberty Helicopters has engaged HeliExperts International LLC (HEI) to assist them in studying the current MP heliport and potential improvements to include relocation.

HEI performed an exhaustive aeronautical study of the entire MP complex both on the ground and by use of a FAA certified drone and commercial licensed operator. That effort yielded a complete 3D computer model, still photos and videos of the MP complex.

From that study, HEI determined there is an excellent heliport site potential on MP that will take fullest advantage of the open space in one of the large MP parking lots. The proposed location is, in HEI's opinion, also the best helistop location on the complex. That site will minimize the effects on the community, both when the helicopter is on the ground and enroute to and from the heliport.

The site will meet and, in many cases exceed the design and safety standards of the FAA, NFPA, NJDOT and good Fly-Neighborly community-sensitive procedures.

Enclosed is a proposed heliport location along with preliminary helicopter route design. HEI produced that to also show the current and proposed helistop locations. The area of the proposed heliport is 120' x 120' overall is about the same size as the current heliport it will replace. The heliport is sized for the New Jersey State Police helicopters if they ever need or desire to land at MP. The helistop will be used by the smaller commercial helicopters for the proposed transports.

HeliExperts International LLC ©2019 All Rights Reserved

The proposed helistop, along with the approach and departure paths is many times further away from any residents then the current heliport. Distance between a sound producer and a receptor is the primary factor in the level of sound heard. Another community responsive features are the noted No Fly Areas over local residential areas. In addition to that, the FAA and Liberty Helicopters have teamed on "Fly Neighborly" routes for the EAI heliport in West Long Branch. The designated routes use the Route 36 and the Garden State Parkway as the flight corridors. The custom designed flight paths will utilize those routes also provide for essentially all the climbs and descents along the paths will be over the MP complex.

We have prepared a short video that shows the existing as well as proposed helistop location. The link below is available from any computer with good internet connection. https://www.dropbox.com/s/gdethj0oh3kyztm/Monmouth%20Park%20V5.mp4?dl=0. That video clearly shows the current and proposed helistop and the "fly neighborly" routes the proposed location provides.

HEI is prepared to present additional detail on this specific proposal in private or public meetings as may be desired by the you and the Oceanport Mayor and Council. HEI also can present a good deal of general information respecting helicopter and heliport regulations and standards, safety, sounds and other information important to both Oceanport Officials and residents.

Respectfully submitted,

HELIEXPERTS INTERNATIONAL LLC

Raymond A. Syms, Managing Member

HeliExperts International LLC ©2019 All Rights Reserved

NO FLY AREA
NO FLY AREA
NO FLY AREA
NO FLY AREA
NO FLY AREA
Flight Path A
Flight Path B
Existing Heliport
Proposed Heliport
Port-Au-Peck
Riverside Ave
E Main St
Broad St
Bradley Ave
Avon Ave
Sea Girt Ave
Asbury Ave
Oceanport Ave
Hunters Run
Osprey Ln
Woodside Way
Crescent Pl
Summerfield Ave
Springfield Ave
Rivington Ave
N Locust Ave
Homestead Ave
Halsey St
Dennis Pl
Lakeview Ave
Berdan Pl
Edwards Ave
Pacific St
Wardell St
McClellan St
Harrison St
Dewey St
Art St
Vreeland Pl
Elliott Pl
Comanche Dr
Seneca Pl
Sherrill Ave
Saltzman Ave
Gosselin Ave
Todd Ave
Murphy Dr
Anson Ave
Lane Ave
Tindell Ave
Trinity Pl
Center St
Dwyane St
S Pemberton Ave
Elizabeth Dr
Branch Ave
Wolfhill Ave
Main St
2nd Ave
1st Ave
Hedg
Farm Ln
Campbell Dr
Meadowbrook Ave
Reynolds Dr
Redfern Way
Evergreen Ln
Stirrup Ln
Ascot
Hi Ct
Tuft Dr
Riddle Pl
Hazel Way
Iselin
Joline
John St
Harrison St
Art St
Dewey St
N Linden Ave
537
36
71
11
Monmouth Park
Heliport Flight Paths Exhibit
7-15-2019
© 2019 HEI
HeliExperts International LLC.
Formerly Raymond A. Syms & Associates
Veteran Owned and Operated
Aeronautical Consulting Services
489 Broadway Long Branch, New Jersey 07740
Phone (732) 870-8883 Fax (732) 870-8885
www.heliexpertsinternational.com
Email: ray@heliexp.com