

**REGULAR MEETING MINUTES  
CITY COMMISSION -MARGATE CITY**

**March 21, 2024**

**MARGATE CITY, NEW JERSEY**

**Meeting Called to Order –5:30 p.m.**

**Statement of Compliance with the Open Public Meetings Act:**

The notice requirements of the Open Public Meetings Act for this meeting have been satisfied; a copy of the Annual Meetings Notice was sent to the Atlantic City Press, and the Star Ledger, posted on the Bulletin Board in the Municipal Building, the Municipal Website, and filed in the office of the Municipal Clerk.

**Johanna Casey, City Clerk:** Reads the statement of compliance, followed with the flag salute and roll call is taken.

Mayor Collins and Commissioner Horn were present. Commissioner Blumberg was absent. Chief Matt Hankinson, Chief Dan Adams, Roger McLarnon, Lisa McLaughlin, Johanna Casey, and Scott Abbott, Esquire were also present.

**Approval of Minutes:**

The minutes from the March 7, 2024 Workshop/Capital & Regular Meeting and February 21, 2024 Special Workshop Meeting, were approved as read on motion by Commissioner Horn, seconded by Mayor Collins, with a vote of two ayes.

**Public Comment:**

**Steve Jasiecki;** 112 N. Lancaster Ave.: There will be environmental booths at the Cherry Blossom Festival on April 14, 2024. On March 11, 2024 there was a presentation held at Stockton University on native plants and why they are needed. A video recording of this presentation will become available. Speaks on banning leaf blowers.

Seeing that there were no more comments, a motion to close public comment was put forth by Commissioner Horn, and seconded by Mayor Collins, with a vote of two ayes.

**Public Comment (Resolutions and Ordinances Only):**

Seeing that there were no comments, a motion to close public comment was put forth by Commissioner Horn, and seconded by Mayor Collins, with a vote of two ayes.

**Ordinances: Introduction** – None

**Ordinances: Adopt:**

**Johanna Casey:** Reads Ordinance #02-2024 by title.

A motion for adoption of **Ordinance #02-2024**, authorizing amending Chapter 269, Water of the Code of Margate City, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of two ayes.



**THE CITY OF MARGATE CITY IN  
THE COUNTY OF ATLANTIC, NEW JERSEY**

**ORDINANCE No. 02 of 2024  
AN ORDINANCE AMENDING CHAPTER 269, WATER OF THE  
CODE OF THE CITY OF MARGATE CITY, COUNTY OF  
ATLANTIC AND STATE OF NEW JERSEY**

**NOW THEREFORE BE IT ORDAINED** by the Board of Commissioners of the City of Margate, County of Atlantic and State of New Jersey as follows:

Margate City Code Chapter 269, Water, shall be entitled Water and Sewer amended further as follows:

**SECTION 1.**

**§ 269-16 Water main taps and service lines.**

- C. The service line installed by the customer shall be of either copper pipe and copper fittings or Poly/Plex piping and shall not be less than one inch in diameter. The following sizes of service lines shall be installed with respect to the several size meters:
- D. Upon installation and completion of the approved water service connection and payment of the appropriate fee, the City of Margate shall thereafter be responsible for the maintenance and repair of the water service connection from the existing water main to the vertical face of the established roadway curbing. The abutting property owner shall be responsible for the water service connection and its appurtenances from the vertical face of the established roadway curbing to the building. Such maintenance shall include repair and/or replacement of service piping, curb stops, pit boxes and lids, valves, pit setters and/or setting horns, pack joints, water boxes and lids. No such work shall be done by a property owner unless advance notice is given to the City of Margate and such work does not constitute a danger to the health, safety and welfare of the general public. The City shall retain ownership and maintenance of the water meter and the MXU electronic read out terminal.
- E. Any new construction over 2 units or more shall be responsible for the installation of their own utilities from main at their own expense. New Construction is also responsible to install new appurtenances from vertical face of curb to building, including but not limited to service piping, curb stops, pit boxes and lids, valves, pit setters and/or setting horns, pack joints, water boxes and lids.

**§ 269-18 Responsibilities of customers; right of access.**

- D. Property owners shall keep meter pit, lid, curb stop box, and sewer clean out exposed at all times. Free from trees, grass, mulch, pavers, and concrete, etc. If for any reason city has to remove to gain access, it shall be at property owner's expense.

**§ 269-24 Sewer and water charges.**

**D. Miscellaneous charges.**

(1) Water connections, sewer connections, water meters and water meter installations. Effective January 1, 2020, and thereafter, each person receiving the service by the City for the installation of sewer connections and water meters, including all material, meter and labor thereof, shall be charged as follows:



(c) Meter charges. Meter charges shall be as follows:

Size of Meter	
(inches)	Charges
1	\$800—\$1,500.00
1 1/2	\$1,400 \$1,700.00
2	\$1,700 \$1,900.00

Larger sizes ordered at current market prices.

**SECTION 2.** All ordinances or parts of ordinances inconsistent with any terms of this Ordinance are hereby repealed to the extent of such inconsistency only.

**SECTION 3.** This ordinance shall take effect upon its final passage and publication as required by law.

Board of Commissioners of the City of Margate City, NJ

\_\_\_\_\_  
Michael Collins, Mayor

\_\_\_\_\_  
Maury Blumberg, Commissioner

\_\_\_\_\_  
Catherine Horn, Commissioner

**Johanna Casey:** Reads Ordinance #03-2024 by title.

A motion for adoption of **Ordinance #03-2024**, authorizing amending municipal liquor license fees under Chapter 67 “Alcoholic Beverages” , was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of two ayes.

**THE CITY OF MARGATE CITY**

**ORDINANCE No. 03 of 2024**

**AN ORDINANCE AMENDING CHAPTER 67 “ALCOHOLIC BEVERAGES” OF THE CODE OF THE CITY OF MARGATE CITY, COUNTY OF ATLANTIC AND STATE OF NEW JERSEY**

**NOW THEREFORE BE IT ORDAINED** by the Commissioners of the City of Margate, County of Atlantic and State of New Jersey as follows:

**SECTION 1.**

§ 67-2 **License fees.** Is amended as follows:



Add (in red):

The annual fees for all licenses for the sale of alcoholic beverages at retail in the City of Margate City, New Jersey, shall be as follows:

- A. Plenary retail consumption license: ~~\$600.~~ \$720.00
- B. Plenary retail distribution license: ~~\$345.~~ \$414.00
- C. Club license: \$180.

**SECTION 2.** All ordinances or parts of ordinances inconsistent with any terms of this Ordinance are hereby repealed to the extent of such inconsistency only.

**SECTION 3.** This ordinance shall take effect upon its final passage and publication as required by law.

\_\_\_\_\_  
Michael Collins, Mayor

\_\_\_\_\_  
Maury Blumberg, Commissioner

\_\_\_\_\_  
Catherine Horn, Commissioner

Board of Commissioners of the City of Margate City, NJ

**Johanna Casey:** Reads Ordinance #04-2024 by title.

A motion for adoption of **Ordinance #04-2024**, authorizing the City to increase the Calendar Year 2024 budget to 3.5% over last year’s final appropriations and establish a CAP bank, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of two ayes.

**ORDINANCE No. 04 of 2024**  
**CALENDAR YEAR 2024**  
**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION**  
**LIMITS AND TO ESTABLISH A CAP BANK**  
**(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and



**WHEREAS**, the Board of Commissioners of the City of Margate City in the County of Atlantic finds it advisable and necessary to increase its CY 2024 budget by up to 3.5% over the previous year’s final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

**WHEREAS**, Board of Commissioners of the City of Margate City hereby determines that a 1.0% increase in the budget for said year, amounting to \$255,574.15 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

**WHEREAS**, the Board of Commissioners of the City of Margate City hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the City of Margate City, in the County of Atlantic, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2024 budget year, the final appropriations of the City of Margate City shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$894,509.53, and that the CY 2024 municipal budget for the City of Margate City be approved and adopted in accordance with this ordinance.

**BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction.

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

\_\_\_\_\_  
Michael Collins, Mayor

\_\_\_\_\_  
Maury Blumberg, Commissioner

\_\_\_\_\_  
Catherine Horn, Commissioner  
Board of Commissioners of the City of Margate City, NJ

**Resolutions:**

A motion to adopt **Resolution #87-2024**, authorizing payment of claims, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of two ayes.



RESOLUTION #87-2024  
PAYMENTS OF CLAIMS  
MARGATE CITY BILL LIST / PAYROLL  
MARCH 21, 2024

WHEREAS, the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey are in receipt of the semimonthly claims submitted by the Chief Financial Officer for payment:

BILLS LIST AMOUNT: \$4,042,333.85

PREVIOUSLY PAID: \$ 11,942.74

PAYROLL ACCOUNT – March 21, 2024

CURRENT ACCOUNT \$ 498,520.84

WATER & SEWER \$ 53,781.89

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve the Margate City Bill List / Payroll, and that all claims and bills attached here to be paid in full.



March 18, 2024  
02:30 PM

CITY OF MARGATE CITY  
Purchase Order Listing By P.O. Number

Page No: 1

P.O. Type: All  
Range: First to Last  
Format: Condensed  
Vendors: All  
Rcvd Batch Id Range: First to Last

First Enc Date Range: First to 03/21/24  
Include Non-Budgeted: Y

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

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
21-01330	10/29/21	REMINGTO REMINGTON & VERNICK Contract No: U1650002	FY21 Amherst Ave Phase II-AO	Open	82.00	0.00	C
22-00430	03/17/22	REMINGTO REMINGTON & VERNICK Contract No: U1700002	2021 Road program admin/observ	Open	610.00	0.00	C
23-00177	01/18/23	AE STONE A.E. STONE, INC.	Hot Patch	Open	632.85	0.00	
23-00681	02/02/23	REMINGTO REMINGTON & VERNICK Contract No: U1760002	Sig Rimm Batting Cages-Admin	Open	305.00	0.00	C
23-00683	05/03/23	REMINGTO REMINGTON & VERNICK Contract No: U1780002	2022 Road Program- Admin/Obser	Open	246.00	0.00	C
23-00688	05/03/23	REMINGTO REMINGTON & VERNICK Contract No: T4640001	Library Park Bldg & Site Eval	Open	1,843.75	0.00	C
23-00690	05/03/23	REMINGTO REMINGTON & VERNICK Contract No: U1810001	Renovate Admin Office-Design	Open	82.00	0.00	C
23-00692	05/03/23	REMINGTO REMINGTON & VERNICK Contract No: U1830001	2023 Road Program-design	Open	14,123.00	0.00	C
23-00695	05/03/23	REMINGTO REMINGTON & VERNICK Contract No: U1860001	Adams Ave Storm Sewer Pump	Open	16,463.00	0.00	C
23-00750	05/16/23	REMINGTO REMINGTON & VERNICK Contract No: T4740001	2023 Maintenance Guarantee Ins	Open	122.00	0.00	C
23-01037	07/18/23	REMINGTO REMINGTON & VERNICK Contract No: U1880001	Sigmund Rimm Restroom design	Open	6,604.00	0.00	C
23-01038	07/18/23	REMINGTO REMINGTON & VERNICK Contract No: U1480003	Firehouse #1 flood- admin	Open	122.00	0.00	C
23-01050	07/21/23	REMINGTO REMINGTON & VERNICK Contract No: U1890001	Citywide dredging permit Phs 2	Open	2,730.00	0.00	C
23-01164	08/24/23	GAYLE GAYLE CORPORATION	Decatur Ave Supplies	Open	2,981.23	0.00	
23-01195	09/01/23	ACSHULTI A.C. SCHULTES, INC. Contract No: U1820000	Redevelopment of well #8	Open	1,545.64	0.00	C
23-01328	09/07/23	REMINGTO REMINGTON & VERNICK Contract No: U1750002	FY22 State Aid- admin & observ	Open	15,325.00	0.00	C
23-01329	09/07/23	REMINGTO REMINGTON & VERNICK Contract No: U1820002	well #8 admin & observation	Open	1,306.00	0.00	C
23-01374	10/31/23	ACCLAD05 Acclaim Inventory, LLC	Asset inventory	Open	6,000.00	0.00	
23-01380	10/31/23	REMINGTO REMINGTON & VERNICK Contract No: U1850002	Atlantic Ave bike lane-admin	Open	896.00	0.00	C
23-01435	11/21/23	REMINGTO REMINGTON & VERNICK	Atlantic Ave traffic retiming	Open	1,439.00	0.00	B
23-01436	11/21/23	REMINGTO REMINGTON & VERNICK Contract No: T4780001	Stormwater Mapping & Ordinanc	Open	328.00	0.00	C
23-01455	11/30/23	WINNER Winner Ford Inc.	2024 Ford F250 Pickup Truck	Open	61,344.00	0.00	
23-01489	11/01/23	BARKER Barker, Gelfand,	Litigation for file 60367-01	Open	6,901.50	0.00	
24-00013	01/09/24	ANIMAL SAMUEL W. HOLLAND DBA Contract No: C2100046	Animal Control	Open	725.00	0.00	C
24-00014	01/09/24	REVENUEG Coronis Health RCM, LLC Contract No: C2100055	Ambulance Billing	Open	1,192.20	0.00	C
24-00035	01/09/24	BARKER Barker, Gelfand, Contract No: C2400008	2024 EMPLOYMENT LAW	Open	1,560.00	0.00	C
24-00057	01/10/24	BARRIER BARRIER PEST CONTROL LLC	2024 EXTERMINATING SERVICES	Open	675.00	0.00	
24-00058	01/10/24	J CINCOT Joseph Cincotta	2024 LIFEGUARD PENSION	Open	535.76	0.00	



March 18, 2024  
02:30 PMCITY OF MARGATE CITY  
Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
24-00059	01/10/24	MICHAEL MICHAEL CINCOTTA	2024 LIFEGUARD PENSION	Open	765.86	0.00	
24-00060	01/10/24	JOE D Joseph J DeStefano	2024 LIFEGUARD PENSION	Open	417.69	0.00	
24-00061	01/10/24	JGALLAGH JAMES GALLAGHER	2024 LIFEGUARD PENSION	Open	247.15	0.00	
24-00062	01/10/24	KING GEORGE KING	2024 LIFEGUARD PENSION	Open	384.13	0.00	
24-00063	01/10/24	RICHKUG RICHARD H. KUGEL	2024 LIFEGUARD PENSION	Open	1,959.75	0.00	
24-00064	01/10/24	JOHN SLA John J. Slattery, III	2024 LIFEGUARD PENSION	Open	157.72	0.00	
24-00065	01/10/24	SMALLWOOD CARL SMALLWOOD	2024 LIFEGUARD PENSION	Open	536.62	0.00	
24-00066	01/10/24	JOHNTOLA John J Toland III	2024 LIFEGUARD PENSION	Open	678.88	0.00	
24-00067	01/10/24	NANCYEDG Nancy A. Edge	STIPENED PER COMM. CONTRACT	Open	1,000.00	0.00	
24-00068	01/10/24	EDWAR005 Edward D. McClain	MONTHLY STIPENED PER MCEA	Open	1,000.00	0.00	
24-00069	01/10/24	FRANK R Frank Ricciotti	RETIREMENT STIPENED	Open	1,000.00	0.00	
24-00070	01/10/24	JOHNWERN John Werner	MONTHLY STIPENED PER MCEA	Open	1,000.00	0.00	
24-00071	01/10/24	COLONIAL Colonial Electrical Supply Inc	Building Supplies	Open	212.76	0.00	
24-00085	01/10/24	DOCUTREN Docutrend Inc.	Copier Contract	Open	21.75	0.00	B
24-00086	01/10/24	MOSSMANS MOSSMANS BUSINESS MACHINE INC	COPIER CONTRACT MUNI BLDG	Open	320.30	0.00	B
24-00094	01/11/24	SAMS Sam's Club	Recreation Supplies	Open	189.73	0.00	
24-00101	01/11/24	VERIZ010 Verizon Connect NW, Inc.	GPS Monitoring	Open	114.00	0.00	B
24-00116	01/11/24	AMAZ0005 Amazon Capital Services, Inc.	PW Janitorial Supplies	Open	98.87	0.00	
24-00127	01/12/24	SJ GAS1 South Jersey Gas Company	SJ GAS	Open	12,458.12	0.00	
24-00128	01/01/24	MONMOUTH Monmouth Telecom	2024 Internet and Telephone	Open	2,878.82	0.00	C
		Contract No: C2400022					
24-00129	01/12/24	OCEANCOM Ocean Computer Group, Inc.	Managed & On-Site IT Services	Open	6,750.00	0.00	C
		Contract No: C2400023					
24-00154	01/17/24	AMAZ0005 Amazon Capital Services, Inc.	2024 Fire Department Supplies	Open	409.20	0.00	
24-00169	01/22/24	NAPA AU Val-U Auto LLC	Street - Vehicle Maint	Open	955.51	0.00	
24-00170	01/22/24	NAPA AU Val-U Auto LLC	PW Mechanic Stock	Open	168.53	0.00	
24-00171	01/22/24	NAPA AU Val-U Auto LLC	VEHICLE MAINTENANCE	Open	286.48	0.00	
24-00184	01/23/24	CHRIS K CHRIS KANE	Basketball Referee	Open	470.00	0.00	
24-00191	01/23/24	KELLI J Kelli A. Johnson	Basketball Referee	Open	660.00	0.00	
24-00197	01/23/24	CAMDEN CAMDEN COUNTY POLICE ACADEMY	Training Courses	Open	750.00	0.00	
24-00208	01/25/24	GENTILIN GENTILINI FORD, INC.	Mechanic Shop	Open	195.39	0.00	
24-00214	01/26/24	HATFI005 Hatfield Schwartz Law Group	Employment Law Services	Open	180.98	0.00	C
		Contract No: C2400025					
24-00232	01/30/24	SOMERS P SOMERS POINT LUMBER, INC.	Building Maintenance	Open	1,140.11	0.00	
24-00262	02/05/24	AMAZ0005 Amazon Capital Services, Inc.	OFFICE SUPPLIES	Open	1,155.43	0.00	
24-00263	02/05/24	COLUM005 Column Software, PBC	General Legal Notices	Open	192.32	0.00	
24-00267	02/05/24	ONECONCE One Call Concepts, Inc.	Mark Out Requests	Open	132.99	0.00	
24-00280	02/06/24	SJWELDIN SOUTH JERSEY WELDING SUPPLY CO	2024 Oxygen Cyl Rental Fee FD	Open	48.72	0.00	
24-00288	02/08/24	ACUA ATLANTIC COUNTY UTILITIES AUTH	2024 Trash / Recycle	Open	74,495.10	0.00	
24-00289	03/07/24	LANGUAGE LANGUAGE SERVICES ASSOC., INC.	Interpreting	Open	60.90	0.00	
24-00295	02/08/24	ONSOL005 OnSolve, LLC	Codered Standard Renewal 2024	Open	8,315.66	0.00	
24-00306	02/13/24	4IMPR005 4imprint, Inc.	HOOPS FOR ALL - Water Bottles	Open	473.46	0.00	
24-00311	02/14/24	MOTOROLS Motorola Solutions Inc.	PD SOFTWARE AND MAINTENANCE	Open	105.00	0.00	
24-00331	02/21/24	CONNELL CONNELL CONSULTING, LLC.	TRAINING COURSES	Open	249.00	0.00	
24-00346	02/23/24	WITMER Witmer Public Safety Group Inc	Fire Department FF Gloves	Open	219.00	0.00	
24-00358	02/28/24	SCHOPPY Wm. Schoppy, Inc.	Hoops for All	Open	796.00	0.00	
24-00363	02/28/24	CM 3 CM3 BUILDING SOLUTIONS, INC.	Relief Valve Firehouse	Open	256.00	0.00	
24-00369	02/29/24	SJCAA SJCAA	2024 Dues	Open	80.00	0.00	
24-00374	03/01/24	BOCCA BOCCA COAL FIRED BISTRO	Hoops for All	Open	210.00	0.00	
24-00376	03/04/24	JAMES MC James McClain, Jr.	Exam Reimbursement - W#3	Open	72.10	0.00	
24-00380	03/07/24	MONMOUTH Monmouth Telecom	Elevator Telephone	Open	415.00	0.00	
24-00381	03/07/24	CM 3 CM3 BUILDING SOLUTIONS, INC.	Emergency Repairs to Boiler	Open	265.81	0.00	
24-00382	03/07/24	SJOVERHE SOUTH JERSEY OVERHEAD DOOR	Repairs to FD Back Garage Door	Open	495.00	0.00	
24-00384	03/08/24	BAYCLUB Bay Club Marina Condo Assoc.	City slips at Bay Club marina	Open	1,181.25	0.00	



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CITY OF MARGATE CITY  
Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
24-00385	03/08/24	NJLM NJ STATE LEAGUE MUNICIPALITIES	webinar	Open	75.00	0.00		
24-00389	03/12/24	SHORN C 5 Horn Consulting LLC	EMT Training Courses - MCFD	Open	4,875.00	0.00		
24-00390	03/12/24	ATLANTIC ATLANTIC COAST ALARM, INC.	SYSTEM MAINTENANCE	Open	178.00	0.00		
24-00391	03/12/24	RYANM005 Ryan Mazzeo	Employee Reimbursement	Open	320.00	0.00		
24-00394	03/12/24	NJDIVPEN NJ DIV OF PENSION & BENEFITS	2024 employer Pension contrib	Open	3,581,209.00	0.00		
24-00397	03/13/24	ASSOC005 Assoc of Municipal Assessors	Yearly Dues	Open	870.00	0.00		
24-00398	03/13/24	JESSE005 JESSE WEINER	Beach Badge Change Fund	Open	200.00	0.00		
24-00404	03/13/24	MARGBDED MARGATE CITY BD OF EDUCATION	Ross School Improvements	Open	79,384.40	0.00		
24-00405	03/13/24	MARGBDED MARGATE CITY BD OF EDUCATION	Tighe School Improvements	Open	83,401.03	0.00		
24-00406	03/14/24	MARK PAR Mark Parson	Referee	Open	165.00	0.00		
24-00407	03/14/24	MICHA070 Michael R. Shank	Referee	Open	180.00	0.00		
24-00408	03/14/24	JUNIO005 Junior Mejia	Referee	Open	180.00	0.00		
24-00409	03/14/24	FUSSNER Joe Fussner	Referee	Open	140.00	0.00		
24-00410	03/14/24	WRUIZ William Ruiz	Referee	Open	165.00	0.00		
24-00411	03/14/24	HARLEY D Atlantic Cnty Harley Davidson	PD MOTORCYCLE MAINTENANCE	Open	894.74	0.00		
24-00412	03/14/24	LIBRARY MARGATE CITY FREE LIBRARY	Library State Aid	Open	2,927.00	0.00		
24-00415	03/14/24	BAGLIO Steven Baglivo	refund escrow blk 131 lot 11	Open	12,456.66	0.00		
24-00417	03/15/24	CM 3 CM3 BUILDING SOLUTIONS, INC.	Replacement actuators	Open	774.00	0.00		
24-00418	03/15/24	TREAS645 Treasurer, State of New Jersey	Elevator Inspection Fees	Open	592.00	0.00		
Total Purchase Orders:		98	Total P.O. Line Items:	0	Total List Amount:	4,042,333.85	Total Void Amount:	0.00

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CITY OF MARGATE CITY  
Purchase Order Listing By P.O. Number

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
APPROPRIATIONS	3-01	14,462.50	0.00	0.00	14,462.50
	3-05	3,614.08	0.00	0.00	3,614.08
Year Total:		18,076.58	0.00	0.00	18,076.58
APPROPRIATIONS	4-01	3,713,496.29	0.00	0.00	3,713,496.29
	4-05	400.48	0.00	0.00	400.48
Year Total:		3,713,896.77	0.00	0.00	3,713,896.77
	C-04	192,687.18	0.00	0.00	192,687.18
	C-06	93,725.64	0.00	0.00	93,725.64
Year Total:		286,412.82	0.00	0.00	286,412.82
	G-01	328.00	0.00	0.00	328.00
	T-14	23,619.68	0.00	0.00	23,619.68
Total of All Funds:		4,042,333.85	0.00	0.00	4,042,333.85



City of Margate  
Additional Bill List - Previously Paid

For meeting on 3/21/2024

Current Fund	PO #	Vendor	Description	Amount	Date Paid	Check #
	24-00372	Delta Dental	February Claims	\$ 0,218.00	3/22/2024	90981
	24-00104	Comcast1696	Scada Internet	\$ 287.80	3/22/2024	90976
	24-00113	Comcast6592	Scada Internet	\$ 110.85	3/22/2024	90979
	24-00114	Comcast8003	Scada Internet	\$ 152.04	3/22/2024	90980
	24-00115	Comcast8192	Scada Internet	\$ 151.54	3/22/2024	90978
	24-00102	Comcast1659	Scada Internet	\$ 287.80	3/22/2024	90974
	24-00103	Comcast1682	Scada Internet	\$ 250.70	3/22/2024	90975
	24-00105	Comcast1704	Scada Internet	\$ 287.80	3/22/2024	90977

Total Current Account \$ 10,763.30

Water and Sewer	PO #	Vendor	Description	Amount	Date Paid	Check #
	24-00110	Comcast1840	Scada Internet	\$ 110.85	3/22/2024	65005
	24-00159	Comcast1824	Scada Internet	\$ 110.85	3/22/2024	65003
	24-00112	Comcast1915	Scada Internet	\$ 110.85	3/22/2024	65007
	24-00111	Comcast1899	Scada Internet	\$ 155.44	3/22/2024	65006
	24-00108	Comcast1816	Scada Internet	\$ 157.02	3/22/2024	65009
	24-00106	Comcast1790	Scada Internet	\$ 154.70	3/22/2024	65008
	24-00107	Comcast1808	Scada Internet	\$ 110.85	3/22/2024	65002
	24-00109	Comcast1832	Scada Internet	\$ 232.28	3/22/2024	65004

Total Water Sewer \$ 1,179.44

Total Paid All Funds \$ 11,942.74



3/18/2024

PAY#

6

CITY OF MARGATE

PAY PERIOD

3/21/2024

(GET FROM CHECK REGISTER SUMMARY)

CURRENT FUND

473,898.41

PAY FROM:

Current ck #

PAYABLE TO:

PAYROLL ACCT

UTILITY FUND (USE MULTI-ALLOCATION LABOR DISTRIBUTION)

8000 SEWER

16,966.96

9000 WATER

36,814.93

53,781.89

Water & Sewer ck #

PAYROLL ACCT

TOTAL PAYROLL EXPENSE= TOTAL EARNINGS-SICK BENEFITS-GROUP TERM LIFE

527,680.30

EMPLOYER PAYROLL TAXES ( USE CHECK REGISTER SUMMARY)

SOCIAL SECURITY (FICA + MEDICARE)

20,810.08

DISABILITY (SDI + SUI + WFD)

3,822.59

DCRP

389.77

TOTAL EMPLOYER EXPENSE

24,622.44

Current ck #

PAYROLL ACCT

ADJUSTED GROSS + ER EXPENSE

552,302.74

(USE CHECK REGISTER SUMMARY)

GARNISHMENTS (TOTAL DEDUCTIONS + TOTAL CONTRIBUTIONS)

241,101.45

Payroll ck #

PAYROLL DEDUCTION ACCT

INDIVIDUAL CHECKS & DIRECT DEPOSIT (FUNDS COLLECTION REPORT)

311,201.29

TOTAL PAYROLL EXPENSE

552,302.74

PROOF

A motion to adopt **Resolution #89-2024**, approving the adoption of emergency temporary funds, was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of two ayes.

**RESOLUTION #89-2024**  
**AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS FOR THE**  
**CURRENT FUND PENDING FINAL ADOPTION OF THE 2024 BUDGET**

**WHEREAS**, Title 40A:4-19 Revised Statutes provides that (where any contract, commitments or payments are to be made prior to the final adoption of the Calendar Year 2024 budget) temporary emergency appropriations should be made for the purposes and amount required in the manner and time therein provided; and



WHEREAS, a temporary budget for the Current Fund in the amount of \$8,390,250.50, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance was adopted on January 4, 2024; and

WHEREAS, if additional funds are not budgeted, the public welfare will be adversely affected; and

WHEREAS, it is the recommendation of the Chief Financial Officer that this emergency temporary appropriation be authorized in the amount of \$3,789,509.00 for the Current Fund in accordance with amount below; and

WHEREAS, the total emergency temporary appropriation resolutions adopted in the year 2024 pursuant to the provisions of Chapter 96, P.L. 1951 (NJSA 40A:4-20) including this resolution total \$12,179,759.50 for the Current Fund;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the City of Margate, in the County of Atlantic, State of New Jersey, (not less than two-thirds of all member thereof affirmatively concurring) that in accordance with the provisions of NJSA 40A:4-20, an emergency temporary appropriation be and the same is hereby made in the amount of \$3,789,509.00 for the Current Fund and that said emergency temporary appropriation shall be provided in full in the 2024 budget.

Account Number	Account Description	Increase Amount
4-01-20-135-101	Financial Admin S&W	\$ 20,000.00
4-01-20-140-101	Technology S&W	\$ 2,000.00
4-01-20-140-251	Technology - Annual Software Agreements	\$60,000.00
4-01-21-180-254	Planning Board - Solicitor	\$23,000.00
4-01-22-195-101	Construction S&W- Regular	\$2,000.00
4-01-22-196-101	Code Enforcement S&W- Regular	\$2,000.00
4-01-23-210-255	Liability Insurance - JIF	\$300.00
4-01-25-265-101	Fire Department S&W - Regular	\$20,000.00
4-01-28-376-101	Recreation S&W	\$10,000.00
4-01-31-440-201	Telephone	\$10,000.00
4-01-36-471-201	Public Employees Retire System	\$1,016,531.00
4-01-36-472-201	Social Security	\$10,000.00
4-01-36-475-201	Police & Fire Retirement System	\$2,564,678.00
		<hr/>
		\$3,789,509.00
		<hr/>



**Consent Agenda:**

A motion to adopt the Consent Agenda for **Resolution #90-2024 thru Resolution #97-2024** was put forth by Commissioner Horn, Seconded by Mayor Collins, with a vote of two ayes.

**Resolution #90-2024****Approval to Submit Grant Application LAIF-Margate City-00049  
And Execute Grant Agreement with the New Jersey Department of Transportation**

**WHEREAS**, the New Jersey Department of Transportation (NJDOT) accepts applications for the Local Aid Infrastructure Fund: and

**WHEREAS**, this program is available to all counties and municipalities in the State of New Jersey; and

**WHEREAS**, the NJDOT Local Aid Infrastructure Fund is established to address emergencies and regional needs throughout the State; and

**WHEREAS**, these projects are approved at the discretion of the Commissioner; and

**WHEREAS**, this grant program does not require a local match; and

**WHEREAS**, the City of Margate City, in the County of Atlantic, State of New Jersey carefully considers grant programs that assist the City in achieving projects and programs that are priorities for the community; and

**WHEREAS**, the City of Margate City wishes to apply to the Local Aid Infrastructure Fund to fund improved bike lanes on Atlantic Avenue.

**NOW, THEREFORE, BE IT RESOLVED** that Governing Body of the City of Margate City, in the County of Atlantic, State of new Jersey formally approves a Local Aid Infrastructure Fund grant application.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as LAIF-Margate City-00049 to the New Jersey Department of Transportation on behalf of the City of Margate City.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the City of Margate City and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

**RESOLUTION #91-2024****AUTHORIZING SPECIAL TRAFFIC REGULATIONS FOR  
MARGATE CITY CHERRY BLOSSOM FESTIVAL**

**WHEREAS**, the City of Margate City, in Atlantic County, State of New Jersey scheduled a Cherry Blossom Festival along Ventnor Avenue from Sumner Avenue to Thurlow Avenue (8900 block of Ventnor Avenue) on Sunday April 14, 2024 beginning at 12:00pm and ending at 4:00pm; and



**WHEREAS**, the Commissioners of the City of Margate City authorize the Margate City Police Department put into effect "Special Traffic Regulations" for the safety and welfare of its citizens as follows:

**Special Traffic Regulations - 2024**

**Sunday April 14, 2024**

- a. Ventnor Avenue will be closed to vehicular thru traffic from Sumner Avenue to Thurlow Avenue (8900 block of Ventnor Avenue);

**There will be a Traffic Detour Plan:**

1. From Ventnor Avenue westbound to Sumner Avenue southbound, to Atlantic Avenue westbound.
2. From Ventnor Avenue eastbound to Thurlow Avenue northbound or Southbound at the discretion of the driver, to either Atlantic Avenue or Monmouth Avenue eastbound.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey that the "Special Traffic Regulations" be in effect during the hours beginning 8:00 a.m., Sunday April 14<sup>th</sup> until Sunday, April 14, 2024 at 6:00pm. This resolution is made under authority and pursuant to *N.J.S.A. 39:4-197.3* to expire at 6:00pm on April 14, 2024.

**R E S O L U T I O N #92-2024**

**AUTHORIZING STREET FAIRS AND SIDEWALK SALES  
IN THE CITY OF MARGATE CITY**

**WHEREAS**, the Board of Commissioners of the City of Margate City did on April 7, 2011 adopt an Ordinance entitled "AN AMENDING CHAPTER 242 'STREET AND SIDEWALK' OF THE CODE OF THE CITY OF MARGATE CITY, COUNTY OF ATLANTIC AND STATE OF NEW JERSEY" and Section 1 of said Ordinance provided that rules and regulations pertaining to the said Ordinance may be adopted by resolution of the governing body; and

**WHEREAS**, Chapter 242, Section 1 authorized the Board of Commissioners to determine by resolution the period during each year the stores located within the Commercial Retail Districts shall be permitted to market their merchandise in the public right-of-way.

**NOW, THEREFORE, BE IT RESOLVED** that the Merchants within the Commercial Retail Districts of the City of Margate City shall be permitted to conduct sidewalk sales in accordance with **Ordinance No. 7 of 2011** on the following dates in 2024:

May 4, 5, 11, 12, 18, 19, 25, 26, 27, 31  
June 1, 2, 7, 8, 9, 14, 15, 16, 21, 22, 23, 28, 29, 30  
July 5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28  
August 2, 3, 4, 9, 10, 11, 16, 17, 18, 23, 24, 25, 30, 31  
September 6, 7, 8, 13, 14, 15, 20, 21, 22, 27, 28, 29  
October 5, 6, 12, 13, 19, 20, 26, 27  
November 28, 29, 30

Merchants within the Commercial Retail Districts of the City of Margate may display one six-foot table or six-foot clothing rack for every thirty feet of store frontage on the following dates:

June 6, 13, 20, 27  
July 4, 11, 18, 25  
August 1, 8, 14, 15, 22, 29



**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey approve Merchants within the Commercial Retail District to hold sidewalk sales on the above dates.

**R E S O L U T I O N #93-2024  
AUTHORIZING CHANGE ORDER #1 (INCREASE)  
ABEL'S CLEANING AGENCY LLC**

**WHEREAS**, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey authorized Resolution #298-2023 on December 21, 2023 awarding a contract to Abel's Cleaning Agency LLC, 421 S. Nectar Ave., Galloway, NJ 08205 as per their bid for 2024 Janitorial Services in an amount of \$70,806.00; and

**WHEREAS**, Roger McLarnon, Purchasing Agent, has recommended on March 12, 2024 regarding an increase in Change Order #1 that relates to spring and fall window cleaning in the amount of \$1,890.00, resulting in a new contract total of \$72,696.00; and

**WHEREAS**, the Chief Financial Officer has certified to the City Commissioners that there are adequate funds not to exceed \$1,890.00 available in account 04-01-26-310-283 for the approval of this change order.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey does hereby approve Change Order

# 1(Increase) to the contract with Abel's Cleaning Agency LLC, 421 S. Nectar Ave., Galloway, NJ 08205, to the new contract amount \$72,696.00.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the following:

1. Lisa McLaughlin, Chief Financial Officer
2. Roger McLarnon, Qualified Purchasing Agent
3. Abel's Cleaning Agency LLC, 421 S. Nectar Ave., Galloway, NJ 08205



Certification Of Availability of Funds

This is to certify to the of the CITY OF MARGATE CITY that funds for the following resolutions are available.

Contract Amount: 72,696.00  
Resolution Date: 03/21/24  
Resolution Number: 93-2024

Vendor: ABELSLLC Abel's Cleaning Agency, LLC  
421 South Nectar Avenue  
Galloway, NJ 08205

Contract: C2400014 2024 Janitorial Services for  
Municipal Facilities

Account Number	Amount	Account Description
4-01-26-310-283	\$1,800.00	Buildings & Grounds - Janitorial
Total	\$1,800.00	

Only amounts for the 2024 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

Lisa McLaughlin  
Chief Financial Officer

**RESOLUTION #94-2024  
RESOLUTION CONFIRMING ACCEPTANCE OF  
WORK AS COMPLETE  
SIGMUND S. RIMM RECREATIONAL COMPLEX  
BATTING CAGE REPLACEMENT**

**WHEREAS**, on February 2, 2023 the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey approved Resolution #36-2023 authorizing the award of contract for the Sigmund S. Rimm Recreational Complex Batting Cage Replacement in the amount of \$54,400.00; and

**WHEREAS**, Edward Dennis, City Engineer, has advised in a letter dated March 11, 2024, that the work is completed; and

**WHEREAS**, the Governing Body desires to establish a date of acceptance of work as complete and to authorize the submission of a Maintenance Bond by the aforesaid contractor.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey that it does hereby confirm and otherwise accept as complete the Sigmund S. Rimm Recreational Complex Batting Cage Replacement in an amount of \$63,937.28.

**BE IT FUTHER RESOLVED** that the contractor Command Company, Inc. 1318 Antwerp Avenue, Egg Harbor City, N.J. 08215, is now hereby authorized to post a Maintenance Bond in said amount of \$63,937.28, which represents 100% of the total construction costs; said Bond to be in effect for a period of two years from the date of acceptance hereby established as of February 2, 2024.



**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the following:

1. Lisa McLaughlin, Chief Financial Officer
2. Edward Dennis, City Engineer
3. Command Company, Inc. 1318 Antwerp Avenue, Egg Harbor City, N.J. 08215

**RESOLUTION #95-2024  
AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY**

**WHEREAS**, the City of Margate City, in the County of Atlantic, State of New Jersey is the owner of certain surplus property which is no longer needed for public use; and

**WHEREAS**, the Board of Commissioners of the City of Margate City are desirous of selling said surplus property in an “as is” condition without express or implied warranties.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, County of Atlantic, in the State of New Jersey, as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals pursuant to Cooperative Pricing System, Sourcewell in accordance with the terms and conditions of N.J.S.A 40A:11-1 *et seq.*. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and also available from the City Clerk.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to N.J.S.A. 40A:11-11(5).
- (4) A list of the surplus property to be sold is attached.
- (5) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
- (6) The City of Margate City reserves the right to accept or reject any bid submitted.

**NOTICE OF SALE OF PROPERTY**

Please be advised that the City of Margate City, Atlantic County, in the State of New Jersey, shall conduct a sale of surplus property online. The address of the auction site is govdeals.com. The surplus property is being sold in an “as-is” condition without express or implied warranties.

The online auction will be held in accordance with Resolution #95-2024 from March 23, 2024 through April 1, 2024. Items for auction are for the Disposal of Surplus Equipment/Property.

All bidders must pre-register with GovDeals at govdeals.com. The successful bidder shall be required to execute a hold harmless and indemnification agreement.

The City of Margate City reserves the right to accept or reject any bids submitted.

Johanna Casey, City Clerk

Margate City, New Jersey



2024 List of Items for Auction

Public Works

ID	Description	VIN/Serial	Make	Model	Year
237	Ford / New Holland 555D Loader/Backhoe	A430667	Ford / New Holland	555D / DF0P1Z	
238	Electric Golf Cart	5E-28592-D8			2006
239	2013 Ford Focus	1FADP3E22DL160979	Ford	Focus	2013
240	2016 Ford Expedition	1FMJK1GT7GEF45089	Ford	Expedition	2016

RESOLUTION #96-2024  
A RESOLUTION AMENDING PERSONNEL POLICIES AND PROCEDURE  
MANUAL TO BE KNOWN AS  
“SEASONAL EMPLOYEE HANDBOOK”

WHEREAS, it is the policy of the City of Margate City, County of Atlantic, State of New Jersey to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to: Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay Act, the Diane B. Allen Equal Pay Law, the Fair Labor Standards Act, the NJ Minimum Wage Law, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the NJ Pregnant Worker’s Fairness Act, the Family and Medical Leave Act, the NJ Family Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Civil Service Act, the New Jersey Attorney General’s Guidelines with respect to Police Department Personnel Matters, the New Jersey Workers Compensation Act, and the Open Public Meeting Act; and

WHEREAS, the Board of Commissioners have determined that there is a need for clear personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the “Seasonal Employee Handbook” attached thereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures contained in the “Seasonal Employee Handbook” shall apply to all 2024 seasonal employees. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this “Seasonal Employee Handbook” is intended to provide guidelines covering public service by City employees and is not a contract. The provisions of this handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Board of Commissioners.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the City shall operate under the legal doctrine known as “employment at will,” and the “Seasonal Employee Handbook” nor any provisions set forth therein are intended to create an employment contract or otherwise abrogate the operation of the “employment at will” doctrine.



**BE IT FURTHER RESOLVED** that all managerial/supervisory personnel are responsible for these employment practices. The Employment Attorney and the HR Assistant shall assist the Personnel Officer in the implementation of the policies and procedures in this handbook.

**CITY OF MARGATE**

**<http://margate-nj.com>**

***SEASONAL EMPLOYEE HANDBOOK***

***Adopted by City of Margate***

***Board of Commissioners***

***By***

***Resolution No. -2024***

***Dated***

***2024***

***The City of Margate is an Equal Opportunity Employer, M/F***



**WELCOME TO THE CITY OF MARGATE**

We are pleased that you have chosen to work for the City of Margate for the summer season. Our goal is to provide the residents and visitors to the City with a pleasant experience. In order to achieve that goal it is important that our employees, including our seasonal employees, are provided with the proper resources to understand what is required of you so that you can perform your job properly and provide the best service to our residents and visitors.

It is also important that you take pride in your work and understand that while performing work for the City of Margate, you are also serving as an ambassador on behalf of the City who must win and retain the confidence and respect of the public we serve. By having a positive attitude in the performance of your duties, we are confident that you will have a rewarding experience and achieve satisfaction with your job. We expect all of you to take pride in your work and to exercise good judgment and common sense at all times.

**THIS SEASONAL HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT**

Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are employees at will. This means that any employee may voluntarily terminate their employment at any time, for any reason. It also means that the City may terminate any employee's employment at any time, with or without good cause. Nothing contained in this Seasonal Handbook constitutes a contractual right, express or implied. No provision contained in this Handbook or any other policy or procedure may be changed by any oral statement but must be in writing and signed by an authorized representative of the City.

The City retains all rights to discharge or discipline employees. As a Seasonal employee of the City, you agree to conform to all applicable policies, procedures, rules, regulations, statutes, and collective bargaining agreement (Lifeguards only).

This Seasonal Handbook is not meant to affect or to be a comprehensive description of local, state or federal statutes, rules or regulations, civil service, disciplinary procedures, employment benefits, workers' compensation, compensation, the policies, practices and procedures of the City. Employees' rights and responsibilities are always governed by existing law, the Lifeguards contract or established past practice. Nothing in this Seasonal Handbook provides legal rights in addition to those, if any, provided to employees under local, state or federal statutes, rules, regulations, collective negotiations agreements or established past practice. If any part of this Seasonal Handbook conflicts with local, state or federal statutes, rules, regulations, executive orders, a collective negotiations agreement or established past practice, the part of the Handbook which conflicts with a local, state or federal statute, rule, regulation, executive order, collective negotiations agreement or established past practice will be null and void as it applies to the affected group of employees. Likewise, if at any time, any local, state or federal statutes, rules, regulations or collective negotiations agreement should be amended, this Handbook will be deemed to have been likewise amended, even though actual changes to the Seasonal Handbook have not been made.

This Seasonal Handbook shall apply to all Seasonal employees of the City including part-time, full-time and/or temporary, as well as any Seasonal volunteers.

**Purpose of This Handbook**

The purpose of this Handbook is to acquaint you with your employment with the City of Margate. The policies and practices contained in this Handbook are only guidelines and may be cancelled or changed by the City at any time with or without notice. This Handbook is not intended to, nor does it create an employment contract between the Employer and any employees.

This Handbook is for Seasonal employees, including Beach Patrol employees, Beach Badge Inspectors, Recreation Department employees, Public Works employees, as well as any other employees the City hires on a seasonal basis. Please read this Handbook in its entirety and familiarize yourself with its contents. It is a communication tool to inform you of what you can expect as an employee, as well as what your employer - the City of Margate - can expect from you. This



handbook is not intended to be all inclusive but is intended to complement any orientation and training that may be provided by your department.

If you have any questions, or need clarification, please ask your supervisor or call the City's Personnel Officer, who is also the City Clerk, at 609-822-2605. For more detailed information about the policies of the City of Margate, you should refer to the City's Policies and Procedures that are issued and stored on PrimePoint (the City's electronic Document Management System) to which your supervisor has access.

## **I. ANTI-DISCRIMINATION POLICIES**

### **A. Equal Opportunity**

The City is committed to providing equal opportunity through its employment practices and through the many activities, programs, and services it provides to the community. The City will make all personnel decisions without regard to race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law, atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the US, veteran status, citizenship status, or any other group status protected by law, unless required by a bona fide occupational qualification.

The City will ensure that personnel decisions are made in accordance with principles of Equal Employment Opportunity by imposing only nondiscriminatory job requirements. The City will not discriminate with regard to any term, condition or privilege of employment, including compensation. City-sponsored training, and social and recreation programs will be administered without discrimination. Any Seasonal Employee or applicant with a question or grievance should contact the Personnel Officer or HR/Admin. Assistant at 609-822-0424; confidential fax: 609-822-5136; [casev.johanna@margate-nj.com](mailto:casev.johanna@margate-nj.com); [amodeo.kelle@margate-nj.com](mailto:amodeo.kelle@margate-nj.com).

### **B. Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act (ADA), the ADA Amendments, and the New Jersey Law Against Discrimination (NJLAD), the City does not discriminate based on disability. The City will endeavor to make every work environment handicap accessible and consider reasonable accommodations, when appropriate. Future construction and renovation of facilities will be in accordance with the ADA Accessibility Guidelines, as well as the ADA Amendments Act.

### **C. Whistleblower Policy**

Under the New Jersey Conscientious Employee Protection Act (CEPA), NJSA 34:19-1, it is unlawful for an employer to discharge, suspend, demote, or take other action against an employee because they disclosed a policy or practice, they reasonably believe is a violation of law, rule, or regulation pursuant to law. CEPA also protects employees who provide information to a public body conducting an investigation into a violation of a law or rule, or if an employee refuses to participate in any activity that the employee believes is in violation of a law, is fraudulent or criminal, or is against public policy concerning public health, safety or welfare. Reprisals against anyone who makes a complaint under this policy will not be tolerated, and violators of the policy will be subject to discipline, up to and including termination, and may be subject to any other liability authorized under applicable law.

## **II. ANTI-HARASSMENT POLICY**

The City has committed to a workplace free from harassment that is based race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identify or expression, disability (including perceived disability, physical, mental and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or blood trait, or because of the liability for service in the U.S. Armed Forces, veteran status, citizenship status, or any other group status protected by law. Any such harassment is a



violation of federal and state anti-discrimination laws and will not be tolerated by the City. This policy applies to all employees, as well as to any individuals who may come in contact with employees. Reprisals against anyone who makes a complaint under this policy will not be tolerated, and violators of the policy will be subject to discipline, up to and including termination, and may be subject to any other liability authorized under applicable law.

Additionally, it is a violation of this policy to engage in sexual (or gender-based) harassment of any kind, including hostile work environment harassment, quid pro quo harassment, or same-sex harassment. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when, for example:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of prohibited behaviors that may constitute sexual harassment and are therefore a violation of this policy include, but are not limited to:

1. Generalized gender-based remarks and comments;
2. Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement;
3. Verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions, including letters, notes, e-mails, text messages, invitations, gestures or inappropriate comments about a person's clothing;
4. Visual contact, such as leering or staring at another's body; gesturing; displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals; or displaying sexually suggestive material on a bulletin board, on a locker room wall, or on a screen saver;
5. Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotions or retention;
6. Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluation or promotional opportunity; or
7. Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

Any employee found to have violated any portion or portions of this policy may be subject to appropriate administrative and/or disciplinary action which may include, but which shall not be limited to: referral for training, referral for counseling, written or verbal reprimand, suspension, reassignment, demotion or termination of employment. Referral to another appropriate authority for review for possible violation of federal and state statutes may also be appropriate.

#### Employee Responsibilities:

The City cannot address or correct harassing conduct that it is not aware of. Any employee who believes that they have been subjected to any form of prohibited discrimination/harassment, or who witnesses others being subjected to such discrimination/harassment, or otherwise has knowledge of others being subjected to such discrimination/harassment is expected to promptly report the incident(s) to a supervisor, department head, or directly to the Personnel Officer, the HR Admin/Assistant, or to any other persons designated by the City to receive workplace discrimination complaints. Specifically, employees are encouraged to utilize the Harassment/Discrimination Complaint Form on pages 17-20.

All employees are expected to cooperate with investigations undertaken pursuant to this section. Failure to cooperate in an investigation may result in administrative and/or disciplinary action, up to and including termination of employment.



Supervisor Responsibilities:

Supervisors shall make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment. Supervisors shall immediately refer allegations of prohibited discrimination/harassment to the Personnel Officer or the HR/Admin. Assistant, or to any other individual designated by the City to receive complaints of workplace discrimination/harassment. A Supervisor's failure to comply with these requirements may result in administrative and/or disciplinary action, up to and including termination of employment.

For purposes of this section a "Supervisor" is defined broadly to include any manager, department head and/or other individual who has the authority to control the work environment of any other staff member.

**Contact Information**

Johanna Casey is the Personnel Officer.

Kelle Amodeo is the HR/Admin. Assistant.

They can be reached at: 609-822-0424; [casey\\_johanna@margate-nj.com](mailto:casey_johanna@margate-nj.com); [amodeo\\_kelle@margate-nj.com](mailto:amodeo_kelle@margate-nj.com); confidential fax: 609-822-5136.

Investigation of Complaints:

Any complaint made under this section shall be investigated by the City in a manner consistent with the New Jersey State Model Procedures for Internal Complaints Alleging Discrimination in the Workplace. Additionally, all complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. In the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination of employment.

**Policy Prohibiting Workplace Violence**

The City strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, member of the public, or vendor.

Prohibited actions include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto City property, and any place where City employees work, including Margate streets and beaches
- Threatening to use or using a weapon while on City premises, anywhere employees work for the City including Margate streets and beaches, on City-related business, or during job-related functions
- Intentionally damaging any property

You must report all threats or acts of violence immediately to your Supervisor or other people in the chain-of-command and/or call 911. Employees should warn their Supervisors or their Department Head, the Personnel Officer at 609-822-2605 Ext. 104 or HR/Admin. Assistant Kelle Amodeo at 609-822-0424 Ext. 101 of any suspicious workplace activity that they observe or that appear problematic, as well as any actual threats or acts of violence. Employee reports made pursuant to this policy will be kept confidential to the maximum extent possible. The City will not tolerate any form of retaliation against any employee for making a report under this policy.



The City will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

#### Working Papers for Minors

New Jersey law provides that any employee under the age of 18 is required, prior to commencing employment, to provide the City with an employment certificate, also commonly known as "working papers." No employee under the age of 18 will be permitted to work until he or she has provided working papers to the City.

#### Sick Policy

The City of Margate request that employees follow these basic precautions if you are sick. We expect that all City employees will adhere to those precautions and act responsibly.

Some basic precautions:

- Stay home if you are sick.
- When you call out sick, you must advise your supervisor if you have COVID-19 symptoms.
- When you have a COVID test result pending, you must notify your supervisor.
- Frequently wash your hands, for a minimum of 20 seconds each time. Use hand sanitizers if it is not possible to wash your hands.
- Cover your mouth and nose with a tissue when you cough or sneeze; discard used tissue in wastebasket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Routinely clean your environment.

The current City of Margate Policy if you test Positive for COVID-19 are listed below for your return to work:

- COVID 19 Isolation: You must be fever free for 24 hours without medication.
- You must have improvement of symptoms – lesser symptomatic.
- Be courteous around others and wear a mask for 5 days upon return. Not required, but recommended when interacting with others.

This Policy may change as the parameters from the CDC – Centers for Disease Control and Prevention change.

#### Policy Addressing the Protection and Safe Treatment of Minors

The City adopted by Resolution a detailed *Policy Addressing the Protection and Safe Treatment of Minors No. 514*, as recommended by the NJ Municipal Excess Liability Joint Insurance Fund (NJ MEL), and that policy is hereby adopted in full in this handbook by reference. The following sections of the policy have been included in this handbook for seasonal employees for the sole purpose of providing guidance concerning the protection and safe treatment of minors, and are not intended to reflect the complete all-inclusive policy adopted by the City.

The City is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the City is firmly committed to protecting children under the care and supervision of the City from all forms of physical, mental, sexual and emotional abuse. The City is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the City. The procedures outlined below shall apply to all officials, employees, and volunteers of the City.

#### I. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

- i. All prospective employees and volunteers shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law Directory for New Jersey and any other State



where the applicant previously resided. Your manager or supervisor will give you an offer of employment and then post-offer, a copy of the "Background Check Administrative Procedures" to complete PRIOR TO YOUR START DATE.

*Written documentation of the background check shall be maintained by the City in perpetuity.*

- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the City prior to the individual being hired and/or working with minors. Provisional hiring is not permitted.
- iii. All prospective employees and volunteers must complete the training adopted by the City PRIOR TO starting employment or volunteer service. In addition to completing the training course adopted by the City, all volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.). Or, they can complete the National Alliance for Youth Sports online volunteer coaching program for all coaches (<https://www.nays.org/coaches/>).
- iv. The City shall periodically re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.
- v. Once employed, Authorized Adults who are employed are required to notify the Personnel Officer, who is also the Business Administrator, of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.

**II. All employees and volunteers shall adhere to the following Code of Conduct:**

*Code of Conduct*

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp or other City work assignment. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall at all times be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
- Staff members are required to refrain from texting, posting, or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purpose of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.



In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns, and other weapons are prohibited.
- The City shall set forth rules and procedures governing when and under what circumstances participants may leave the City property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated, including e-cigarettes.
- Misuse or damage of City property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the City to be shared on any social media platform without the expressed written consent of a parent or legal guardian.
- The City shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur, and that appropriate levels of supervision are implemented.
- Take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance).
- Develop and make available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from a program for non-compliance with rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
  1. One staff member for every six (6) participants ages 4 and 5
  2. One staff member for every eight (8) participants ages 6 to 8
  3. One staff member for every 10 participants ages 9 to 14
  4. One staff member for every 12 participants ages 15 to 17
- Responsibilities of counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included in this policy to program participants and be able to respond to emergencies.



Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child or minor is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.

**III. Reporting Suspected Child Abuse/Neglect:**

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers. It is recommended that, whenever possible, officials, employees and volunteers report the suspected abuse to both the NJ Department of Children and Families and Law Enforcement at the same time, which is known as "dual reporting." The "Hotline" to report suspected cases of abuse is: 1-877-652-2873.

REQUIREMENTS OF EMPLOYEESAttendance and Punctuality

The City relies upon all employees to report to work at their scheduled start time each day. Your Supervisor will explain your work hours and the procedure for you to use to notify of an absence or to find out work assignments during emergencies, or for rain. Your failure to report to work as scheduled adversely impacts the City's ability to operate efficiently and provide services to the public. If you are unable to report to work or will miss part of your scheduled workday, you must personally call your supervisor before you are scheduled to report, to explain the reason for the absence. If you do not notify your supervisor when you are going to be absent, the City will not be able to make the necessary adjustments to ensure that your absence is covered by other employees.

Likewise, if you do not report for work as scheduled, the City will assume that you will be absent and may reassign other employees to cover your absence. If you eventually report for work, your assignment may be covered by someone else, further complicating the allocation of work assignments. It is for this reason that you must report for work on time or notify your supervisor prior to the start of your shift if you are going to be absent or late for work. Repeated or chronic absenteeism, lateness, and/or falsification of time (including misuse and/or fraudulent use of time reporting devices) shall be grounds for discipline, up to and including termination.

Orientation

Depending on your job assignment, you may be required to attend an orientation program which will introduce you to your supervisor(s) and acquaint you with the policies and procedures used in your work area, as well as your specific job responsibilities. An orientation program expands and complements the information contained in this handbook.



#### Conduct

There are certain rules and regulations regarding your conduct that are necessary for the efficient operation of the City and for the benefit and protection of the rights and safety of all. Conduct that interferes with operations, brings discredit on the City, or is offensive to the public or fellow employees will not be tolerated. The City may institute discipline at any level, depending on the nature and severity of the offense. This means that, depending on the incident, discipline may consist of a verbal reprimand, or termination of employment, or any intermediate level of discipline, including a suspension.

#### Appearance

The public expects friendly, helpful service delivered by employees who present themselves in a neat, business-like manner. Grooming and dress standards are governed by the work situation, safety, and comfort. Many of our seasonal employees are required to wear uniforms during work. If your job requires you to wear a uniform, the City will provide you with the uniform you are required to wear, and your Supervisor will explain the circumstances under which you must wear a particular uniform. Uniforms help members of the public identify City employees, making it easier for them to seek assistance if they need to speak with a City employee. If your job does not require you to wear a specific uniform, your supervisor will inform you of the appropriate appearance standards for your particular job.

Departures from the City's appearance standard are not permitted. If you report for work and you are not wearing your designated uniform or are not dressed appropriately if a uniform is not required, your Supervisor may send you home to change your clothes. In that situation, you will not be paid for the time away from work that is required for you to comply with appearance standards.

#### Drug and Alcohol-Free Workplace Policy

The possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. To that end, the City has adopted a Drug and Alcohol-Free Workplace Policy, and all employees are subject to the rules and regulations set forth in that policy. Specifically, the manufacturing, distribution, dispensing, and/or use of alcohol or unlawful drugs on the City's premises, or during work hours, by employees is strictly prohibited.

Any employee who is observed by a Supervisor or a Department Head to be intoxicated or under the influence of alcohol and/or drugs during working hours, or is under reasonable suspicion of same, shall be immediately tested and is subject to discipline, up to and including termination. Such employee will be driven home by a supervisor; they will not be permitted to drive their vehicle home. If such employee does get into their car, the Supervisor will call 911 to report that there is a person driving a car who is under reasonable suspicion for alcohol or substance abuse.

If any employee is taking prescription medication that adversely affects the employee's ability to perform their job, the employee must notify the City through their Supervisor or Department Head so that appropriate action can be taken. When possible, the City will attempt to provide a reasonable accommodation that enables the employee to perform the essential functions of their job.

#### Personal Calls, Mail, E-Mail, Voice Mail, Computer Use and Visits

Employees are expected to devote their attention to their job responsibilities during work time. For this reason, employees are not permitted to make or receive personal phone calls during work unless the employee is on break, or there is an emergency. Some employees may have access to department phones, computers, and faxes during their work hours as part of their job responsibility. These facilities are to be used only for business communications except in the case of an emergency. Cell phones for personal calls can only be used during break time.

The City Internet service, e-mail, voice mail and Internet messages are intended for business correspondence and are not to be used for personal reasons. All e-mail, voice mail and Internet messages are official documents and, with few exceptions, subject to provisions of the Open Public Records Act. Visits to City property by family, friends or acquaintances during work hours are discouraged.

#### Recording Time Worked

In order to be paid correctly, you are responsible for accurately reporting and/or recording the hours you work each day. Your supervisor will explain the proper procedure for recording your time. Seasonal employees may be required to



work beyond an eight (8) hour workday. Employees are required to report and record your own time. Employees are specifically prohibited from recording time for other employees. Employees may be disciplined up to and including immediate termination of employment, for reporting or recording time for another employee or for requesting or permitting another employee to record time for them.

#### Resignation

The City recognizes that not all employees will be able to work the entire summer through the Labor Day weekend. If you are unable to work the entire summer, you should notify a supervisor of the date that you intend to terminate employment. If circumstances arise that require you to end your employment prior to the originally designated termination date, you are expected to provide your department with two (2) weeks' written notice of resignation; although you may not be required to work through the notice period. The purpose of the two-week notice is to enable the City to attempt to make necessary staffing adjustments. A resignation will be considered accepted upon receipt. All City property must be returned at the time of separation. These items include but are not limited to: uniforms provided by the City, ID cards, keys, equipment, supplies and/or any other items provided by the City to the employee for use during work.

#### Security and Personal Property

Security is the responsibility of all employees. You are advised not to bring large sums of money or other valuables to work. You are expected to exercise reasonable care and not to leave items unattended and in plain view. The City cannot assume the responsibility for the loss or theft of personal belongings.

#### Tips, Gifts and Gratuities

The City expects all employees to perform their jobs in a friendly manner for the benefit of the public. Some members of the public may wish to express their appreciation by offering tips, gifts, gratuities, other items of value or other consideration. As a City employee, you should thank the individual making the offer, but you are not permitted to accept it.

#### Vehicle and Equipment Use

Certain employees may be required to operate a City vehicle or equipment as part of their job responsibilities. If you are one of those employees, prior to using or operating any City vehicles or equipment, you are required to review the City's Use of Vehicles Policy No. 206 governing the operation and use of City vehicles and equipment. Failure to do so can result in the termination of your employment. This policy is available on PrimePoint, to which your supervisor has access; you can also obtain a copy of the policy from your supervisor. Only employees with a valid driver's license will be permitted to operate a City vehicle. A Motor Vehicle Record Check must be done at the beginning of your seasonal employment to ensure that your driver's license is valid.

If you become aware of any malfunctions or maintenance needs with respect to any City vehicles or equipment, you are required to notify your supervisor immediately so that the situation can be addressed. City-owned vehicles and equipment are to be used exclusively for the business of the City and not for personal use. You should not use any City equipment unless you are authorized to use the equipment and have been trained how to use the equipment properly. Any fines for moving violations or parking infractions shall be paid by the individual who was responsible for the assessment of the fine. Employees who are required to have a Commercial Driver's License (CDL) in order to perform their job duties shall be subject to and will comply with City's CDL Drug and Alcohol Policy No. 121, which is available on PrimePoint, and your Supervisor will give you a copy at your seasonal orientation.

#### Smoke Free Policy

In accordance with New Jersey State law, the City has adopted a smoke free policy for all government buildings and vehicles. This includes e-cigarettes.

#### What You Can Expect From Us

##### Benefits

As a Seasonal employee, you will be paid for hours worked. Seasonal employees are not eligible to be compensated for holidays not worked, sick, personal or vacation time, or for a leave of absence. In accordance with the Fair Labor



Standards Act, Lifeguards and Beach Badge Inspectors will be compensated at their regular rate of pay for any hours worked in excess of 40 hours per week.

#### Handling Complaints Against City Employees

Upon receipt of a complaint by a citizen against an employee, the employee's Supervisor shall attempt to resolve the complaint as quickly as possible and, if necessary, refer the matter to the City Clerk for review, possible formal investigation and/or any further action.

#### Meals and Break Periods

Paid break and/or unpaid meal periods may be provided based upon the number of hours worked per day. As a general guideline, if you are scheduled to work more than five (5) hours in a workday, you will be eligible for a meal break. Employees under the age of 18 will be provided with a one-half hour break after five (5) hours worked. Your Supervisor will advise you of any scheduled breaks.

#### Right To Know

The New Jersey Worker and Community Right to Know Act requires employers to provide information about hazardous substances at their facilities. When applicable, you will be trained about the health and safety risks of working with hazardous substances, necessary safety practices, control methods and the provisions of the Right to Know Act.

#### Violation of Conduct Standards

Violation of the standards of conduct and any other policy or procedure set forth in this handbook or in the City Policies and Procedures issued on PrimePoint (to which your supervisor has access), or the standards of conduct in place in your department, or any other action which may be deemed detrimental to the orderly conduct and integrity of operations, will result in disciplinary action, up to and including termination of employment. The City Board of Commissioners shall comply with New Jersey Law concerning notice to employees when discussing matters related to their employment. Employees may be subject to discipline for any of the reasons set forth in the Employee Discipline Policy No. 117, which is on PrimePoint.

#### Your Pay

Employees are paid every two weeks. Pay day is every other Thursday. Employees are paid in accordance with the requirements of the Federal Fair Labor Standards Act. The pay period ends at 11:59 p.m. Sunday and paychecks are issued on the second Thursday thereafter. Receiving employee paychecks through Direct Deposit is now mandatory. You are required to complete the "Direct Deposit Authorization Form" that is with your Seasonal Hiring Packet and attach a voided check when you return it. All state, federal, Social Security (FICA) and Unemployment Compensation Insurance taxes will be deducted automatically, as well as any other deductions required by law. Seasonal employees are paid for hours actually worked. Errors in pay balances must be brought to the attention of your supervisor.

#### General Safety Practices

You will be provided with training and safety equipment appropriate to your specific job. You are required to utilize all safety devices and protective equipment as directed by your supervisor and in your training. For a more detailed explanation of the City's Safety Policy, please review the City's Safety Policy No. 104, which is available on PrimePoint, or contact the City's Safety Officer, Fire Chief Dan Adams at 609-822-5562.

Basic guidelines minimize the potential for unsafe conditions in the workplace. These rules also permit management to evaluate overall safety compliance and handle department specific safety issues.

#### You are required to:

1. Comply with all safety signs. Removal of guards, safety devices, tools, equipment, bulletin boards, notices or warnings is not permitted.
2. Operate equipment only on which you are trained and/or certified.



3. Keep emergency exits, electrical panels, sprinkler valves and fire equipment in all City buildings clear and accessible at all times.
4. Report any conditions to your supervisor that may potentially cause an accident.
5. Consume food and beverages in authorized areas only and at authorized times.
6. Become knowledgeable of your rights and responsibilities under the Right-to-Know Act.

#### In Case of Injury to a Member of the Public

In case of any injury to a member of the public, immediately call 911. Once that call has been made to 911 reporting the injury, notify your Supervisor and explain the nature of the injury. Do not leave the injured individual unattended. Only individuals who are properly trained should administer first aid.

#### In Case You are Injured at Work

If you experience a medical incident or injury at work, you must immediately call your supervisor, no matter how minor. If your supervisor does not answer, hang up and call 911. If it is minor, your supervisor will transport you to a City-designated Physician, a Beach Patrol Medical personnel, the Margate City Fire Department, Shore Medical Center, or ACMC. Your supervisor will also call the Workers' Compensation Coordinator Fire Chief Dan Adams at 609-517-1033 to report the incident. As required by law, the City carries Workers' Compensation Insurance to protect against medical costs and lost wages incurred as a result of a job-related accident or illness. To file a Workers' Compensation claim, you must immediately report the injury to your supervisor. You and your supervisor must immediately (or as soon as possible) complete an Injury Report and email it to the City Claims Coordinator at: [adams\\_dan@margate-nj.com](mailto:adams_dan@margate-nj.com). A City Workers' Compensation Physician will direct your care for injuries related to a Workers' Compensation claim. It is essential that all injuries be reported immediately. By reporting the injury immediately, the City can ensure that you receive any medical care that may be necessary. It will also provide the City with an opportunity to investigate the cause of the injury to determine whether there are any dangerous conditions that need to be addressed.

#### In Case You Are Involved in a Motor Vehicle Accident at Work

If you are involved in an accident as the driver or a passenger in a City vehicle, you must immediately report the accident to your Supervisor, no matter how minor. If you and/or any others involved in the accident are seriously hurt, call 911 first. If you were driving a City vehicle when involved in an accident, you shall not leave the scene until a Police Officer arrives to take your statement, unless you must leave the scene to receive emergency medical care. If you are required to leave for medical care, you should provide information requested by a Police Officer as soon as you are able. As with any injury on the job, you will be required to complete an Accident Report with your Supervisor. If your injuries are minor, your supervisor may direct you, or take you for medical attention to a City-designated Physician, Beach Patrol Medical personnel, the Margate City Fire Department, Shore Medical Center, or ACMC. The Supervisor must also notify the Claims Coordinator Fire Chief Dan Adams at 609-517-1033 to ensure that the claim is properly documented and forwarded to the City's Third-Party Claims Coordinator for further handling.

#### Lock Out! Tag Out!

There may be times when you see routine maintenance performed on municipal property. In order to prevent injury to the individuals working, a colored tag or lock out may be placed on certain mechanical equipment. The tag or lock out is designed to prevent anyone from turning on the equipment while the work is being performed. Do not touch or try to turn on this equipment when you see this lock out or tag.

#### Exit Interview

The City has established a procedure for a review of employees leaving employment with the City. Supervisors may conduct an Exit Interview prior to your last workday. The purpose of this interview is to remind you to return items such as keys, uniforms, equipment and tools that may belong to the City, which you may have used in the course of your



employment and to remove any personal belongings from lockers, etc. The employee will complete and sign the Workers' Compensation Exit Interview Form on page 15 of this handbook.

It is also important that we have your correct address for mailing pertinent information such as paychecks and W-2 forms. If any of the City's property in your possession is damaged or lost, you will be responsible for the cost to repair or replace that property.

Finally, we would appreciate receiving your comments concerning your experience working seasonal employment with the City which may help us serve our community in new and better ways. We value your comments and suggestions, so please be forthright in your comments.

- What are the most/least rewarding aspects in my service to the City?
- Describe ways that you feel the services provided by the City could be improved.

Please return the Exit Interview along with your Workers' Compensation Exit Interview Form (page 15 of this handbook).

#### In Conclusion

Not all questions may be answered by the information in this Seasonal Employee Handbook. Contact your supervisor for additional information or clarification, refer to the City Policies and Procedures that are issued and stored on PrimePoint, to which your Supervisor has access.



Workers' Compensation  
Exit Interview Form

WORKERS COMPENSATION EXIT INTERVIEW

The City has a policy that requires employees to promptly report any accidents or injuries that take place in the workplace. Now is the time to advise us of any work-related injuries that you have sustained but have not previously reported. According to law, all work-related injuries should be reported immediately. If you have not, as yet, reported an injury for which you have received medical treatment, the injury may not be compensable.

- ( ) Yes. I want to report an injury.
- ( ) No. I do not have a work-related injury to report. I am not currently disabled or in need of treatment due to a work-related injury. I attest that I have reported all industrial work-related injuries to you.

Employee Name (print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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City of Margate  
Harassment/Discrimination Complaint Form

**\*This investigation is CONFIDENTIAL; information obtained during the course of this investigation must NOT be disclosed\***

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Union Representative (if any): \_\_\_\_\_  
Time Period Covered by Complaint: \_\_\_\_\_  
Individuals Who Allegedly Committed Harassment:

	<u>Name</u>	<u>Department</u>	<u>Job Title</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Describe the dates and the nature of the harassment or discrimination allegedly committed by each identified individual:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify all employees or others with knowledge of the complained of conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**City of Margate**  
**Harassment/Discrimination Complaint Form**  
(continued)

Are there any documents containing information supporting the occurrences described above?

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Is there any physical evidence which supports your complaint? If so, please describe:

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Have you missed any work time as a result of the alleged harassment or discrimination? If "yes," identify the occasions:

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City of Margate  
Harassment/Discrimination Complaint Form  
(continued)

Have you incurred any unreimbursed medical expenses as a result of the alleged harassment or discrimination?

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If you previously complained about this or related acts of general harassment or discrimination to a City Supervisor or official, please identify the individual to whom you complained, the date of the complaint, and the resolution of your complaint:

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*(Attach Additional Sheets if Necessary)*

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel that person(s) may retaliate against you.

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**City of Margate**  
**Harassment/Discrimination Complaint Form**  
(continued)

What is your requested remedy to this complaint?

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**Acknowledgement:**

The information provided above is true and correct.

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

To investigate your complaint, it will be necessary to interview you, the alleged harasser(s), and any witnesses with knowledge of the allegations or defenses. The City will notify all persons involved in the investigation that it is confidential and that unauthorized disclosures of information concerning the investigation could result in disciplinary action up to and including termination.

*I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence the City deems relevant.*

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

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**Receipt for Seasonal Employee Handbook**

I have received a copy of the City of Margate Seasonal Employee Handbook and will become familiar with the information and policies contained in it. If I do not understand any portion of the material contained in the handbook, I will request an explanation from my immediate Supervisor, Department Head and/or the City Clerk.

I UNDERSTAND AND ACKNOWLEDGE THAT THE CONTENTS OF THIS HANDBOOK ARE GUIDELINES ONLY AND SUPERSEDE ANY PRIOR MANUAL AND/OR SEASONAL EMPLOYEE HANDBOOK. NEITHER THIS HANDBOOK NOR ANY OTHER GUIDELINES, POLICIES OR PRACTICES CREATE AN EMPLOYMENT CONTRACT. THE CITY HAS THE RIGHT, WITH OR WITHOUT NOTICE, IN AN INDIVIDUAL CASE OR GENERALLY, TO CHANGE ANY OF ITS GUIDELINES, POLICIES, PRACTICES, WORKING CONDITIONS OR BENEFITS AT ANY TIME.

NO ONE IS AUTHORIZED TO PROVIDE ANY EMPLOYEE WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING TERMS AND CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR ARRANGEMENT IS IN WRITING AND IS SIGNED BY THE BUSINESS ADMINISTRATOR. I UNDERSTAND AND ACKNOWLEDGE THAT EMPLOYMENT WITH THE CITY IS AT-WILL AND MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE BY ME OR THE CITY.

**THIS NOTICE APPLIES TO ALL EMPLOYEES REGARDLESS OF DATE OF HIRE.**

I understand and acknowledge that no Supervisor and/or other employee of the City has the ability or authority to revise or modify any provision of the handbook or make any other promises or representations to me which are binding upon the City. The handbook may only be modified in writing with the consent of the Board of Commissioners.

This signed acknowledgement may become part of my personnel file.

By: \_\_\_\_\_ Employee Signature

\_\_\_\_\_  
Employee Name (Print)

Date: \_\_\_\_\_



**RESOLUTION #97-2024  
AUTHORIZING AWARD OF CONTRACT FOR  
FY 2023 STATE AID RECONSTRUCTION OF WINCHESTER AVENUE  
DOUGLAS AVENUE TO CLERMONT AVENUE**

**WHEREAS**, on February 19, 2024, the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey approved Resolution #50-2024, authorizing the receipt of bids for FY 2023 State Aid Reconstruction of Winchester Avenue from Douglas Avenue to Clermont Avenue; and

**WHEREAS**, the City Clerk did duly advertise the receipt of said bids for FY 2023 State Aid Reconstruction of Winchester Avenue from Douglas Avenue to Clermont Avenue in the Press of Atlantic City on February 24, 2024; and

**WHEREAS**, in connection therewith three (3) bids were received by the City Engineer, City Clerk and the City Qualified Purchasing Agent of the City of Margate City on March 7, 2024:

- |  |              |
|--|--------------|
| 1. Lexa Concrete, LLC, 11 Commerce Way Drive, Hammonton, NJ 08037      | \$838,117.50 |
| 2. South State, Inc., P.O. Box 68, Bridgton, NJ 08302                  | \$902,077.50 |
| 3. West Bay Construction, Inc., 133 Pleasant Avenue, Absecon, NJ 08201 | \$945,322.50 |
- ;and

**WHEREAS**, Ed Dennis, City Engineer, submitted a letter of recommendation dated March 19, 2024 that the contract be awarded to the lowest responsible bidder Lexa Concrete, LLC, 11 Commerce Way Drive, Hammonton, NJ 08037 as per their bid proposal in an amount of \$838,117.50; and

**WHEREAS**, the Chief Financial Officer has certified to the City Commissioners that there are adequate funds not to exceed \$838,117.50 available in account C-06-55-917-902 for the purpose of awarding of this contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey that it does hereby award a contract to Lexa Concrete, LLC, 11 Commerce Way Drive, Hammonton, NJ 08037, as per their bid proposal for FY 2023 State Aid Reconstruction of Winchester Avenue from Douglas Avenue to Clermont Avenue in an amount not to exceed \$838,117.50, and that the award of contract be advertised according to law one time in the Press of Atlantic City newspaper.

**BE IT FURTHER RESOLVED** that the award of contract is conditioned upon the delivery and execution thereof within ten (10) days from the date of the resolution accompanied by such appropriate insurance certificate, affirmative action certificate and performance bond as may be required by the specifications.

**BE IT RESOLVED** that the certified copy of this resolution be forwarded to the following:

1. Edward Dennis, City Engineer, Remington & Vernick Engineers
2. Lisa McLaughlin, Chief Financial Officer
3. Lexa Concrete, LLC, 11 Commerce Way Drive, Hammonton, NJ 08037



Certification Of Availability of Funds

This is to certify to the of the CITY OF MARGATE CITY that funds for the following resolutions are available.

Contract Amount: 838,117.50  
Resolution Date: 03/21/24  
Resolution Number: 97-2024

Vendor: LEXAC005 Lexa Concrete, LLC  
11 Commerce Way  
Hammonton, NJ 08037

Contract: U1840000 FY23 State Aid-Reconstruction  
of Winchester Avenue:  
Douglass Avenue to Clermont

Account Number	Amount	Account Description
C-04-55-991-909	665,112.50	FY23 Aid Winchester Ave 12-2023
C-06-55-918-904	173,005.00	FY23 Aid Winchester Ave 13-2023
Total	838,117.50	

Only amounts for the 2024 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

Lisa McLaughlin  
Chief Financial Officer

Executive Session: NoneAdjournment:

There being no further business, Mayor Collins called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner Horn, and seconded by Mayor Collins, to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 5.38p.m.

Board of Commissioners of the City of Margate City, New Jersey

Michael Collins

Mayor Michael Collins

Maury Blumberg

Commissioner Maury Blumberg

Catherine Horn

Commissioner Catherine Horn

Attest:

Johanna Casey

Johanna Casey, Municipal Clerk

