

**REGULAR MEETING MINUTES  
CITY COMMISSION – MARGATE CITY**

**NOVEMBER 2, 2017**

**MARGATE CITY, NEW JERSEY**

THE PRESS AND THE DOWNBEACH CURRENT WERE NOTIFIED OF THESE MEETINGS AND A COPY OF SAME WAS POSTED ON THE BULLETIN BOARD AND THE MUNICIPAL WEBSITE

The Regular Meeting of the Board of Commissioners was held on the above date at 4:20 p.m. The meeting began with a flag salute and roll call: Mayor Becker, Mr. Amodeo and Mr. Blumberg were present. Chief Wolfson and Mr. Abbott were also present. The minutes from October 5, 2017, Capital Workshop and Regular were approved as read on motion by Mr. Blumberg, second by Mr. Amodeo with a vote of three ayes.

**Public Comment:**

John Sewell- 22 West Drive- Speaks on Politics and reports on his political views.

Seeing that there were no further comments, a motion to close the Public Comments was put forth by Mr. Amodeo, second by Mayor Becker with a vote of three ayes.

**Public Comment on Resolutions and Ordinance Adoption:**

Seeing that there were no further comments, a motion to close the Public Comments on Resolutions and Ordinance Adoption was put forth by Mr. Blumberg, second by Mr. Amodeo with a vote of three ayes

**ORDINANCES: Introduction**

A motion to introduce Ordinance #18-2017 was put forth by Mayor Becker, second by Mr. Blumberg.

**ORDINANCE #18 – 2017**

**AN ORDINANCE AMENDING CHAPTER 175-33, LAND USE, 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.** Margate City Code Chapter 175, Land Use, shall be amended as follows:

A. Section 175-33, Accessory structures and uses shall be amended as follows:

1. Section 175-33: D(5), Swimming pools/hot tubs/spas shall be amended as follows:

(d) **The following language shall be added: Pool equipment/machinery may be mounted within a detached garage and not be required to meet the setback requirements provided that the parking space is maintained and the construction meets or exceeds all construction code requirements. The garage shall be considered a noise reducing structure.**

(k) **The following language shall be added: All swimming pools shall maintain a minimum 3 foot clearance from the water's edge outward from the pool to any vertical structure at or above grade.**(l) **The language of the first sentence shall be changed as follows:**

**The fence surrounding swimming pools and hot tubs/spas shall be no less than five feet and no more than six feet above finished grade.**

**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.

**ORDINANCES: Adoption**

A motion to adopt Ordinance #17-2017 was put forth by Mayor Becker, second by Mr. Blumberg.

**ORDINANCE #17- 2017**

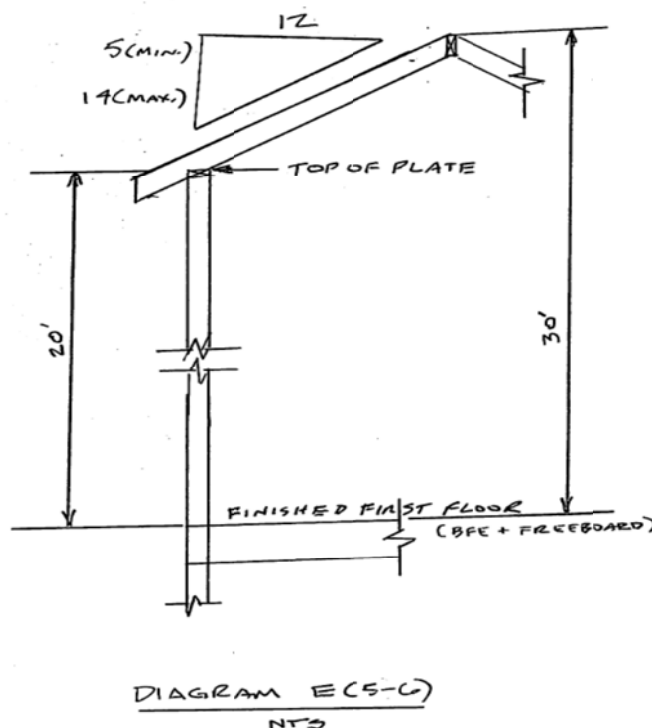
**AN ORDINANCE AMENDING CHAPTER 175-32, OF THE CODE OF THE CITY OF MARGATE CITY, COUNTY OF ATLANTIC AND STATE OF NEW JERSEY**

**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.** Margate City Code Chapter 175-32 E. Height exceptions for residential buildings, shall be amended as follows:

Add the following:

- (4) Elevator shafts may extend above the roof peak no more than two (2) feet. Elevator shafts shall be architecturally pleasing and shall not be an extension of a room or inhabited space. Any roof on the elevator shaft shall comply with minimum roof pitches.
- (5) Building heights in Height Zones A and B, as indicated on the “Single Family and Two Family Residential Height Regulating Map” shall permit for 30 feet of building height provided that the distance from the finished first floor to the top plate of the second habitable floor does not exceed twenty feet (20’) and,
- (6) The maximum allowable roof pitch is 14:12 and the minimum roof pitch remains at 5:12. Dormer requirements and ½ story requirements remain the same.



**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.



**City of Margate City  
Department of Planning and Zoning**

9001 Winchester Avenue  
Margate City, New Jersey 08402  
(609) 822-5438

Fax: (609) 822-3462

[McLarnon\\_roger@margate-nj.com](mailto:McLarnon_roger@margate-nj.com)

**MEMORANDUM**

October 18, 2017

To: Board of Commissioners  
City of Margate  
9001 Winchester Avenue  
Margate, NJ 08402

From: Roger D. McLarnon, PE, PP, CME, CFM, CPWM  
Zoning Officer, Planner

Cc: Johanna Casey, City Clerk

Re: Proposed Ordinance Revisions - §175-32 E. – Height Exceptions  
Ordinance No. 17-2017

The proposed ordinance provides a height exemption for additional items within a residential zoning district. The ordinance revisions are consistent with the Master Plan recently adopted by the Planning Board.

One permits for elevator shafts to extend above the roof peak line as homes have become higher and the population has aged, the desire to have elevators has increased placing a demand to allow for elevator shafts and its mechanical equipment to reach the higher allowable floor.

The second ordinance revision will conditionally permit residential structures within Height Zones A and B on the "Single Family and Two Family Residential Height Regulating Map, last revised September 2013" to be 30 feet in height from floor to roof peak, measured from the required minimum floor elevation based on FEMA requirements. Currently the zone only permits building heights to be 28 feet. The conditions are that the maximum distance from the first floor to the top of plate of the second floor (essentially the face of exterior wall) is to be 20 feet. The second condition is that the allowable roof slope shall be a minimum of 5:12 (current standard) and a maximum of 14:12 (new standard).

The other conditions for Height Zones A and B remain in effect such as a maximum 15% dormer floor area for the 3<sup>rd</sup> floor.

If the Board of Commissioners introduces and adopts the Ordinance on first reading, the City Clerk shall provide a referral that the Ordinance will be advertised according to law and shall be scheduled

Ordinance Revisions  
October 18, 2017  
Memo of explanation

to have a second reading and public hearing on the next available Commissioner meeting, likely November 2, 2017.

The "Municipal Land Use Law" provides the Planning Board with thirty five (35) days from the referral date to prepare, review, adopt and transmit their consistency report regarding Ordinance 17-2017 to the City Board of Commissioners. NJS 40:55D-26 describes the Planning Board's responsibility regarding the mast plan consistency review as follows:

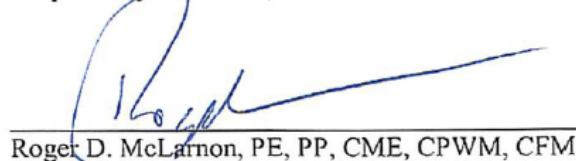
*"...the planning board shall make and transmit to the governing body, within 35 days after referral, a report including identification of any provisions in the proposed development regulation, revision or amendment which are inconsistent with the master plan and recommendations concerning those inconsistencies and any other matters as the board deems appropriate."*

Ordinance 17-2017 advances the following objective from the Margate City Master Plan"

- *To review the City's history, document progress towards prior goals and objectives, and develop plans and strategies for how the City can continue to adapt and thrive in the future.*
- *From prior master plans, address concerns about bulk and mass that arose after adoption of the 2004 Plan. Prior planning goals were renewed, revised, abandoned, where appropriate.*
- *Upon review of the master plan efforts, it became evident that items that were priorities of prior plans are no longer concerns and items that are significant concerns now are not mentioned in prior planning efforts. This can be expected to some degree when reviewing prior master plan efforts in any community. However, the aftermath of Hurricane Sandy has shifted the discussion and priorities of many coastal communities. He steps that a coastal community such as Margate must take to ensure its long tem existence has been taken for granted until recently.*

I have carefully reviewed and analyzed Ordinance 17-2017 and the Master Plan. Based on this review, it is my professional opinion that Ordinance 17-2017 is consistent the Margate City Master Plan.

Respectfully submitted,



Roger D. McLarnon, PE, PP, CME, CPWM, CFM

New Jersey Professional Engineer License No. GE04512900  
New Jersey Professional Planner License No. LI00616800

MANOS LAW FIRM, LLC  
2020 New Road, Suite 2A  
Linwood, New Jersey 08221  
(609) 335-1873

Elias T. Manos, Esq.  
[leo@manoslawfirm.com](mailto:leo@manoslawfirm.com)  
▪ Member of NJ & PA Bars

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**MEMORANDUM**

To: Board of Commissioners  
City of Margate  
9001 Winchester Avenue  
Margate City, NJ 08402

From: Elias T. Manos, Esquire  
Planning Board Solicitor

Re: Consistency Report pursuant to N.J.S.A. 40:55D-26 for Ordinance No. 17-2017

Date: November 1, 2017

Upon referral from the City of Margate Board of Commissioners pursuant to N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64, the City of Margate Planning Board conducted a review of proposed Ordinance No. 17-2017 at its regular meeting held on October 26, 2017. The Board reviewed and discussed the Ordinance, together with Mr. McLarnon's Memorandum on the Ordinance dated October 18, 2017. Following its review and discussion, the Planning Board, upon a motion and vote, determined that Ordinance No. 17-2017 is consistent with the City of Margate Master Plan and recommends that it be adopted as previously introduced on first reading by the Board of Commissioners.

Respectfully,

MANOS LAW FIRM, LLC

By: 

ELIAS T. MANOS

[leo@manoslawfirm.com](mailto:leo@manoslawfirm.com)



RESOLUTIONS:

RESOLUTION #200-2017 MARGATE CITY BILL LIST / PAYROLL NOVEMBER 2, 2017

WHEREAS, the Board of Commissioners of the City of Margate City, are in receipt of the bi-monthly claims submitted by the Chief Financial Officer for payment:

<u>BILLS LIST AMOUNT:</u>	\$7,100,185.35
<u>PREVIOUSLY PAID</u>	\$ 374.06
<u>PAYROLL ACCOUNT</u> – October 26, 2017	
<u>CURRENT ACCOUNT</u>	\$ 497,134.22
<u>WATER &amp; SEWER</u>	\$ 51,437.16

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.  
ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker		X	X			
Amodeo			X			
Blumberg	X		X			

P.O. Type: All  
Range: First to Last  
Format: Condensed  
Include Non-Budgeted: Y

Open: N  
Rcvd: Y  
Bid: Y

Paid: N  
Held: N  
State: Y

Void: N  
Aprv: Y  
Other: Y  
Exempt: Y

First Enc Date Range: First to 11/02/17

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
15-01480	10/01/15	REINGTO REMINGTON, VERNICK & WALBERG	Master Plan Development-CDBG	open	562.50	0.00	B
15-01481	10/01/15	REINGTO REMINGTON, VERNICK & WALBERG	Economic/Comm Development Plan	open	6,842.50	0.00	B
15-01753	12/03/15	J SCOTT John Scott Abbott, Esq.	NFWF- Dredge site issued	open	375.00	0.00	B
16-00716	04/13/16	REINGTO REMINGTON, VERNICK & WALBERG	2015 State Aid- Admin & observ	open	776.25	0.00	B
16-00998	06/02/16	REINGTO REMINGTON, VERNICK & WALBERG	Tighe School storm sewer upgra	open	135.00	0.00	B
17-00003	01/01/17	NJDIVPEN NJ DIV OF PENSION & BENEFITS	Employee Health Benefits	open	216,047.61	0.00	
17-00014	01/10/17	THISTHAT THIS & THAT UNIFORMS	Uniform and Supplies	open	320.00	0.00	
17-00046	01/01/17	CTYATL ATLANTIC COUNTY TREASURER	2017 county Taxes	open	6,720,632.06	0.00	
17-00047	01/10/17	JOHANNAC JOHANNA CASEY	expense reimbursement	open	7.53	0.00	
17-00069	01/11/17	SHRM Society for Human Resource Mgt	membership renewal	open	179.00	0.00	
17-00110	01/01/17	HORIZON3 Horizon Healthcare	FSA admin fees	open	25.00	0.00	
17-00163	01/24/17	GARDENST GARDEN STATE HIGHWAY PRODUCTS	Traffic signs & Supplies	open	36.00	0.00	
17-00167	01/24/17	CATERINA Caterina Supply, Inc.	WATER-SEWER MATERIAL&SUPPLIES	open	2,104.10	0.00	
17-00201	10/25/17	DEBORAH Deborah Havrilchak	Sound Recorder	open	200.00	0.00	
17-00229	01/31/17	DELTADEN DELTA DENTAL PLAN OF NJ	2017 Employee dental	open	807.30	0.00	B
17-00230	01/31/17	VENTNORP Ventnor Print Shop	Printing - Traffic Signs	open	74.00	0.00	
17-00256	02/01/17	LUCKY Lucky Dog Custom Apparel	Tshirts and Uniforms	open	843.20	0.00	
17-00308	02/10/17	JPM JERSEY PROFESSIONAL MANAGEMENT	Business Admin. Services	open	13,695.00	0.00	
17-00395	03/01/17	EUROFINS Eurofins QC, Inc.	WATER SAMPLES/TESTING	open	763.50	0.00	
17-00414	01/01/17	REINGTO REMINGTON, VERNICK & WALBERG	15/16 Road Pro-construction ph	open	303.75	0.00	C

Contract No: U1110001

## REGULAR MEETING

NOVEMBER 2, 2017

17-00433	03/09/17	KEVIN H Kevin Haliman	Reteree	Open	260.00	0.00
17-00474	03/17/17	ANGERMAN Michael Angerman Landscaping Contract No: C1700015	2017 Landscape maintenance	open	7,803.00	0.00 C
17-00505	03/24/17	DELTA Delta Line Construction Co.	relocate 2 traffic signal arms	open	4,950.00	0.00
17-00530	01/01/17	REMGINTO REMINGTON, VERNICK & WALBERG Contract No: U1190000	2016 Muni Aid program-Design	open	166.40	0.00 C
17-00578	04/06/17	REMGINTO REMINGTON, VERNICK & WALBERG Contract No: U1200001	Design Lifeguard Headquarters	open	317.50	0.00 C
17-00624	01/01/17	RUTALA James Rutala Associates, LLC. Contract No: C1700016	2017 Planning & Grant services	open	1,050.00	0.00 C
17-00700	05/04/17	HAWKES Hawkes Janitorial Contractors Contract No: C1700017	Janitorial- muni properties	open	3,670.88	0.00 C
17-00819	05/24/17	COLE Cole Information	NJ-ATL-BKDCO subscription	open	238.95	0.00
17-01022	07/13/17	REMGINTO REMINGTON, VERNICK & WALBERG	Anglers Roost site investig.	open	3,669.70	0.00 B
17-01030	07/14/17	MANOS Manos Law Firm, LLC.	Planning Board solicitor	open	3,135.00	0.00
17-01204	08/16/17	BENNY Benny R. Tafoya Contract No: C1700022	2017 CRS Recertification	open	3,000.00	0.00 C
17-01219	06/16/17	J SCOTT John Scott Abbott, Esq. Contract No: C1700018	solicitor additional services	open	3,720.00	0.00 C
17-01259	09/05/17	WEINSTEI WEINSTEIN PLUMBING SUPPLY	2 water cooler/bottle fillers	open	2,152.55	0.00
17-01260	08/31/17	REMGINTO REMINGTON, VERNICK & WALBERG	Prep FY2018 State Aid apps	open	1,687.50	0.00 B
17-01261	09/07/17	REMGINTO REMINGTON, VERNICK & WALBERG Contract No: U1220001	Design tennis courts 5 & 6	open	1,959.40	0.00 C
17-01262	08/31/17	REMGINTO REMINGTON, VERNICK & WALBERG Contract No: U1230001	Design City Hall generator	open	135.00	0.00 C
17-01276	09/12/17	SAMS Sam's Club	supplies	open	186.37	0.00
17-01277	09/12/17	SAMS Sam's Club	Concessions & Supplies	open	218.02	0.00
17-01290	09/13/17	SJOVERHE SOUTH JERSEY OVERHEAD DOOR	BENSON AVE-SWEEPER GARAGE DOOR	open	945.97	0.00

October 31, 2017  
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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
17-01292	09/14/17	MGLFORMS MGL PRINTING SOLUTIONS	Regist. book, sheets & binder	open	122.00	0.00	
17-01317	09/18/17	REMGINTO REMINGTON, VERNICK & WALBERG	Dune construction-DEP response	open	1,762.50	0.00 B	
17-01330	09/13/17	VERALPH V.E. RALPH & SON, INC.	EMS Supplies	open	1,507.10	0.00	
17-01338	09/21/17	HENRY005 Henry Wimberg	Tree inventory-Forestry Plan	open	1,080.00	0.00 B	
17-01347	09/26/17	SEETON SEETON TURF WAREHOUSE, LLC.	BALLFIELD-FERTILIZER/WEED CONT	open	538.89	0.00	
17-01348	09/26/17	WB MASON W.B. MASON CO., INC.	Supplies	open	234.75	0.00	
17-01354	09/26/17	GEORG005 vitality nutrition & wellness	cooking demo for health fair	open	250.00	0.00	
17-01355	09/26/17	NFPA NFPA INTERNATIONAL	Fire Prevention order 2017	open	162.05	0.00	
17-01356	09/26/17	NFPA NFPA INTERNATIONAL	Fire Prevention order - 2017	open	953.43	0.00	
17-01362	09/27/17	WB MASON W.B. MASON CO., INC.	Fire Dept. Supplies	open	56.54	0.00	
17-01377	10/03/17	MIDATLAN Mid-Atlantic SALT L.L.C	Road salt	open	1,534.35	0.00	
17-01381	10/03/17	J FAZZIO Joseph Fazzio, Inc.	CHAINS & BINDERS FOR TRAILER	open	267.84	0.00	
17-01386	09/29/17	HOMED308 Home Depot Credit Services	Fire Department supplies	open	299.00	0.00	
17-01388	10/04/17	REMGINTO REMINGTON, VERNICK & WALBERG	SRTS Plan project management	open	810.00	0.00 B	
17-01394	10/06/17	F REUTER Frank Reuter		open	60.00	0.00	
17-01407	10/11/17	WEINSTEI WEINSTEIN PLUMBING SUPPLY	materials & supplies	open	284.21	0.00	
17-01408	10/11/17	CM POLIC Cape May County	Police Training	open	600.00	0.00	
17-01409	10/11/17	DARRIN L DARRIN LORD, ESQ.	Services S-2017-000022	open	300.00	0.00	
17-01414	10/05/17	AD COMM A & D Commercial Painting, LLC	Patch & repair Parkway Statues	open	17,450.00	0.00	
17-01430	10/17/17	MAGIC005 Magical Results	Clean community lectures	open	900.00	0.00	
17-01432	10/17/17	BIANCHI Christine A. Bianchi	Yoga Teacher	open	360.00	0.00	
17-01433	10/17/17	US BANK4 US BANKCUST/PC5 STERLING NAT.	Tax Lien Redemption #14-13	open	45,251.25	0.00	
17-01434	10/05/17	VCI VCI Emergency Vehicle Special	PM Service and Repairs - A-21	open	1,223.80	0.00	
17-01435	10/16/17	DIMAURO DiMauro's Sewing Service	Repairs to C. Bradley Turnouts	open	50.00	0.00	
17-01436	10/16/17	DANIELAD DANIEL E. ADAMS	Repair Parts FD Generator	open	122.22	0.00	
17-01437	09/30/17	SJWELDIN SOUTH JERSEY WELDING SUPPLY CO	Oxygen Rental Sept. 2017	open	36.75	0.00	
17-01439	10/04/17	HOMED308 Home Depot Credit Services	Fire Department Supplies	open	322.94	0.00	
17-01440	09/29/17	BILLOWS BILLOWS ELECTRIC SUPPLY	Fire Department Supplies	open	33.63	0.00	
17-01442	10/03/17	AMER TM American Trade Mark Co.	Magnetic FF Tags	open	31.95	0.00	
17-01443	09/29/17	WITMER Witmer Public Safety Group, In	Task Force Tips - Mount Cap	open	163.00	0.00	
17-01445	10/17/17	TABASSO Anthony M. Tabasso	Petty cash Bank	open	150.00	0.00	
17-01447	10/18/17	MICHAELR Michael Riordan	Referee	open	99.00	0.00	
17-01450	10/18/17	WB MASON W.B. MASON CO., INC.	finance office supplies	open	355.99	0.00	
17-01451	10/19/17	ECASALE E. CASALE ROOFING & SIDING LLC	PD-NEW ROOF ON SECTION OF BLDG	open	4,850.00	0.00	
17-01452	10/13/17	MARGBDED MARGATE CITY BD OF EDUCATION	17/18 Municipal Alliance-	open	309.06	0.00	
17-01453	10/20/17	PURDY Purdy Mechanical, Inc.	Replace PVC sanitary ceiling	open	3,176.00	0.00	
17-01454	10/22/17	SAMS Sam's Club	Health fair supplies	open	180.80	0.00	
17-01456	10/24/17	VITAL Vital Communications, INC	Tax Assessor Post Cards	open	2,407.88	0.00	

17-01459	10/25/17	THISTHAT THIS & THAT UNIFORMS	Body Armor (vest)	open	910.00	0.00
17-01461	10/26/17	RENTAL RENTAL COUNTRY, INC.	STUMP GRINDER	open	162.25	0.00
17-01462	10/26/17	MITMO005 Mold Inspection & Testing	air quality testing-finance	open	750.00	0.00
17-01463	10/26/17	JIM G Guy James Galantino	Reimbursement-NJAFM Conference	open	30.00	0.00
17-01464	10/01/17	BODYSOUL Body& soul Therapeutic Massage	Health Fair- chair massage	open	180.00	0.00
17-01465	10/27/17	REMINGTON REMINGTON, VERNICK & WALBERG	Planning Board Escrow P	open	1,237.50	0.00
17-01466	10/27/17	VENTNORP ventnor Print Shop	Inspector Correction stickers	open	485.00	0.00
17-01468	10/06/17	SIWELDIN SOUTH JERSEY WELDING SUPPLY CO	oxygen Purchase Oct. 2017	open	287.73	0.00
17-01471	10/27/17	QUALLO05 ACM JIF C/O Qual-Lynx	refund payment made in error	open	464.00	0.00
17-01472	10/27/17	SEMPLOYE STATE OF NEW JERSEY	WR-30 penalty QTR 6/30/17	open	5.00	0.00
17-01476	10/30/17	JERSEYCA JERSEY CAPE DIAGNOSTIC	seasonal senior and veteran	open	411.40	0.00
17-01481	10/31/17	SAVE LUC SAVE LUCY COMMITTEE	insurance proceeds DOL 8/5/17	open	2,970.00	0.00
<hr/>						
Total Purchase orders:		89	Total P.O. Line Items:	0	Total List Amount:	7,100,185.35
					Total Void Amount:	0.00

october 31, 2017  
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City of Margate City  
Purchase Order Listing By P.O. Number

Page No: 3

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
APPROPRIATIONS	7-01	7,055,761.48	0.00	0.00	7,055,761.48
	7-05	10,840.81	0.00	0.00	10,840.81
Year Total:		7,066,602.29	0.00	0.00	7,066,602.29
	C-04	20,165.65	0.00	0.00	20,165.65
	C-06	1,077.65	0.00	0.00	1,077.65
Year Total:		21,243.30	0.00	0.00	21,243.30
	G-01	9,899.06	0.00	0.00	9,899.06
	T-14	2,440.70	0.00	0.00	2,440.70
Total of All Funds:		7,100,185.35	0.00	0.00	7,100,185.35

**RESOLUTION #201-2017 TAX ASSESSMENT SERVICES JANUARY 1, 2018 THRU DECEMBER 31, 2018**

**WHEREAS**, the Board of Commissioners of the City of Margate City has a need to acquire Tax Assessment Services to assist in the Tax Assessor’s Office; and

**WHEREAS**, the anticipated term of the contract is for one year and may be extended each year as approved by the Board of Commissioners; and

**WHEREAS**, the City of Margate is in receipt of a proposal for a one year contract from Vital Communications, Inc., 900 South Broad Street, Trenton, NJ 08611 in the amount of \$15,000.00; and

**WHEREAS**, the Chief Finance Officer has certified to the City Commissioners that there are adequate funds available for the purpose of contract in the following account:  
Tax Collector - Computer & Software Maintenance –8-01-20-145-251 \$1,200.00 and Tax Assessor – Computer & Software Maintenance –8-01-20-150-212 \$13,800.00 contingent upon funds being appropriated in the 2018 budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City hereby authorizes the Mayor and City Clerk to execute the award of contract without competitive biddings as an Extraordinary, Unspecifiable Service pursuant to N.J.S.A. 40A:11-5(1)(a)(ii). to Vital Communications, Inc. Trenton, NJ in the amount of \$15,000.00 for a one year period (January 1, 2018 through December 31, 2018).

**BE IT RESOLVED** that the City Clerk is hereby authorized to advertise this award of contract according to law in the Atlantic Press and is further authorized to forward a copy of this resolution to the following:



1. Vital Communications, Inc.
2. Lisa McLaughlin, Chief Financial Officer
3. James Manghan, Tax Assessor

ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker	X		X			
Amodeo			X			
Blumberg		X	X			

### CERTIFICATION OF AVAILABILITY OF FUNDS

Pursuant to 40A:4-57, I, Lisa McLaughlin, Chief Financial Officer of the City of Margate, County of Atlantic, do hereby certify that the below listed funds are available.

Contract:

Tax Assessment Services; MOD IV TaxSystem

Vendor:

Vital Communications, Inc.  
900 South Broad Street  
Trenton, NJ 08611

Contract Amount:

\$15,000.00

Source of Funds:

Tax Collector- Computer & Software Maintenance future year budget 8-01-20-145-251  
\$1,200.00

Tax Assessor- Computer & Software Maintenance future year budget 8-01-20-150-212  
\$13,800.00

contingent upon sufficient funds being appropriated in the 2018 budget

  
\_\_\_\_\_  
Lisa McLaughlin, CPA, CMFO  
Chief Municipal Finance Officer  
Margate City, New Jersey

  
\_\_\_\_\_  
Date

**RESOLUTION #202-2017 AUTHORIZING THE CANCELATION OF VARIOUS IMPROVEMENT AUTHORIZATIONS OF THE GENERAL CAPITAL FUND**

**WHEREAS**, certain General Capital Improvement Authorization and Appropriation balances remain dedicated to certain projects, and

**WHEREAS**, it is the desire of the Board of Commissioners of the City of Margate City to cancel said unexpended balances,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City that the following improvement authorization balances be canceled and the unexpended monies be allocated as follows:

ORDINANCE #	PURPOSE	TOTAL CANCELED	CANCELED TO DEF CHARGES FUTURE TAX UNFUNDED	AMOUNT CANCELED TO CAPITAL SURPLUS
2014-7	Armory Storage System; Vehicles; Parkway Fountains; Building Improvements; Technology; 2014 Road Program	116,002.85	4,446.00	111,556.85
2014-13	Tighe School Boilers, ADA Access; Ross School HVAC, Renovations	11,647.99	11,647.99	
2014-32	City Hall Improvements	1,670.98		1,670.98
2015-04	Facilities & Building Improvements; Vehicles & Equipment; Technology; Restripe Atlantic Ave	348,219.18	348,219.18	
2016-03	City Hall Improvements & Technology	12,786.11	12,786.11	
TOTALS		\$490,327.11	\$377,099.28	\$113,227.83

ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker		X	X			
Amodeo			X			
Blumberg	X		X			

**RESOLUTION #203-2017 AUTHORIZING THE CANCELATION OF VARIOUS IMPROVEMENT AUTHORIZATIONS OF THE WATER AND SEWER UTILITY CAPITAL FUND**

**WHEREAS**, certain Water and Sewer Utility Capital Improvement Authorization and Appropriation balances remain dedicated to certain projects, and

**WHEREAS**, it is the desire of the Board of Commissioners of the City of Margate City to cancel said unexpended balances,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City that the following improvement authorization balances be canceled and the unexpended monies be allocated as follows:

ORDINANCE #	PURPOSE	TOTAL CANCELED	FIXED CAPITAL AUTHORIZED & UNCOMPLETE
2014-8	2014 Road Program	67,148.58	67,148.58
TOTALS		<u>\$67,148.58</u>	<u>\$67,148.58</u>

ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker	X		X			
Amodeo			X			
Blumberg		X	X			

**RESOLUTION #204-2017 AUTHORIZING AWARD OF CONTRACT FOR HEALTH BROKER SERVICES TO INNOVATIVE RISK SOLUTIONS, INC.**

**WHEREAS**, the Board of Commissioners of the City of Margate City has a need to acquire Health Insurance Broker Services; and

**WHEREAS**, the anticipated term of the contract is for one year and may be extended each year as approved by the Board of Commissioners; and

**WHEREAS**, the City of Margate is in receipt of a proposal for a one year contract from Innovative Risk Solutions, Inc., 3330 Bargaintown Road, Suite 2, Egg Harbor Township, NJ 08234 in the amount of \$12,500.00; and

**WHEREAS**, the Chief Finance Officer has certified to the City Commissioners that there are adequate funds available for the purpose of contract in the following account: Group Health Brokers 7-01-23-220-260 \$1,041.67 and \$11,458.33 contingent upon sufficient funds being appropriated in the 2018 budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City hereby authorizes the Mayor and City Clerk to execute the award of contract without competitive biddings as an Extraordinary, Unspecifiable Service pursuant to N.J.S.A. 40A:11-5(1)(a)(ii) to Innovative Risk Solutions, Inc., of Egg Harbor Township, NJ in the amount of \$12,500 for a one year period (December 1, 2017 through November 30, 2018).

**BE IT RESOLVED** that the City Clerk is hereby authorized to advertise this award of contract according to law in the Atlantic City Press and is further authorized to forward a copy of this resolution to the following:

- 1. Innovative Risk Solutions, Inc.
- 2. Lisa McLaughlin, Chief Financial Officer

ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker		X	X			
Amodeo			X			
Blumberg	X		X			

**CERTIFICATION OF AVAILABILITY OF FUNDS**

Pursuant to 40A:4-57, I, Lisa McLaughlin, Chief Financial Officer of the City of Margate, County of Atlantic, do hereby certify that the below listed funds are available.

**Contract:**

Health Insurance Broker

**Vendor:**

Innovative Risk Solutions, Inc.  
3330 Bargaintown Road, Suite 2  
Egg Harbor Township, NJ 08232

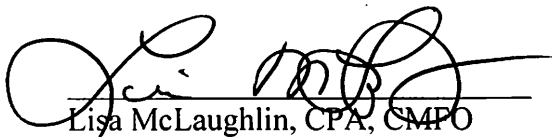
**Contract Amount:**

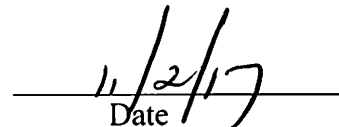
\$12,500.00

**Source of Funds:**

Group Health Brokers & Admin 7-01-23-220-260	\$ 1,041.67
Group Health Brokers & Admin Future Year Budget 8-01-23-220-260	\$ 11,458.34

Contingent upon sufficient funds being appropriated in the 2018 budget

  
Lisa McLaughlin, CPA, CMFO  
Chief Municipal Finance Officer  
Margate City, New Jersey

  
Date

**RESOLUTION #205-2017 AUTHORIZING AWARD OF A PROFESSIONAL SERVICES WITH DM MEDICAL BILLINGS, LLC**

**WHEREAS**, there exists a need for the City of Margate to retain medical third party billing services; and

**WHEREAS**, the anticipated term of the contract is for one year and may be extended each year as approved by the Board of Commissioners; and

**WHEREAS**, the City of Margate is in receipt of a proposal for a one year contract from DM Medical Billings LLC, 88 S. Lakeview Drive, Gibbsboro, NJ 08026; for a fee of 6.50% of amount collected; and

**WHEREAS**, this contract is awarded without competitive bidding as a "Professional Service", in accordance with *N.J.S.A. 40A:11-5*, of the Local Public Contracts Law of New Jersey, because the services will be performed by persons authorized by law to practice a recognized profession and it is not possible to obtain bids for such needed qualitative services; and

**WHEREAS**, the Chief Finance Officer has certified to the City Commissioners that there are adequate funds available for the purpose of contract in the following account: 8-01-25-261-201 \$20,000.00 contingent upon funds being appropriated in the 2018 budget; and



**WHEREAS**, this contract shall take effect December 1, 2017.

**NOW THEREFORE, BE IT RESOLVED**, the Mayor and City Clerk are authorized to execute and to attest to an agreement between the City of Margate and DM Medical Billings LLC as per the proposal submitted by DM Medical Billings LLC dated October 23, 2017, a copy of which is attached hereto.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized to advertise this award of contract according to law in the Atlantic City Press and is further authorized to forward a certified copy of this Resolution shall be provided to each of the following:

- a. DM Medical Billings(Attn: Amy Gifford)
- b. City Administrator
- c. City Chief Financial Officer

## ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker			X			
Amodeo	X		X			
Blumberg		X	X			

**CERTIFICATION OF AVAILABILITY OF FUNDS**

Pursuant to 40A:4-57, I, Lisa McLaughlin, Chief Financial Officer of the City of Margate, County of Atlantic, do hereby certify that the below listed funds are available.

## Contract:

Billing Agent for Pre-Hospital Emergency Medical Services

## Vendor:

DM Medical Billing  
88 S. Lakeview Drive  
Gibbsboro, New Jersey

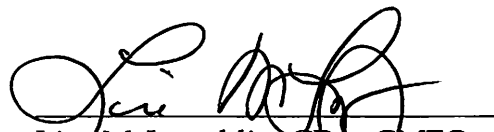
## Contract Amount:

\$20,000.00

## Source of Funds:

Ambulance Billing Future Year Budget: 8-01-25-261-201 \$ 20,000.00

Contingent upon sufficient funds being appropriated in the 2018 budget

  
Lisa McLaughlin, CRA, CMFO  
Chief Municipal Finance Officer  
Margate City, New Jersey

11/2/17  
Date

**RESOLUTION #206-2017 AUTHORIZING MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM**

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Camden County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

**WHEREAS**, on November 2, 2017 the governing body of the City of Margate City, County of Atlantic, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

**NOW, THEREFORE BE IT RESOLVED** as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the City of Margate City; and

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Mayor and Commission is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency; and

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker	X		X			
Amodeo		X	X			
Blumberg			X			

**R E S O L U T I O N #207-2017 AUTHORIZING REFUND OF REDEMPTION  
MONIES TO OUTSIDE LIEN HOLDER**

**WHEREAS**, at the Margate City Municipal Tax Sale held on December 12, 2014 a lien was sold on Block 129 Lot 213 also known as 9 S. Madison Avenue in Margate City for 2013 unpaid taxes and,

**WHEREAS**, this lien, known as Tax Sale Certificate #14-13 was sold to US BANKCUST FOR PC5 STERLING NAT. for a 0% redemption fee and a \$26,000.00 premium; and,

**WHEREAS**, Certificate #14-13 has been redeemed in the amount of \$45,251.25.

**NOW, THEREFORE, BE IT RESOLVED**, that the treasurer be authorized to issue a check in the amount of \$19,251.25 payable to US BANKCUST FOR PC5 STERLING NAT. for redemption of Tax Sale Certificate #14-13.

**BE IT FURTHER RESOLVED**, that the Treasurer be authorized to issue a check in the amount of \$26,000.00 (Premium) to the aforementioned lienholder.

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

- 1. Lisa McLaughlin, Finance Manager
- 2. Linda Morgan, Tax Collector

ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker	X		X			
Amodeo			X			
Blumberg		X	X			

**RESOLUTION #208-2017 AUTHORIZING THE AWARD OF CONTRACT FOR MUNICIPAL AUDITOR FORD, SCOTT & ASSOCIATES, LLC**

**WHEREAS**, the Board of Commissioners of the City of Margate City has determined it has a need to acquire Government Auditing Services as a fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4*; and

**WHEREAS**, Margate has gone through the fair and open process in the for the solicitation for receipt of request for proposals for professional auditing services, and

**WHEREAS**, the City received the following three proposals:

- |                                  |             |
|----------------------------------|-------------|
| 1. Holman, Frenia, Allison P.C   | \$32,000.00 |
| 2. Suplee, Clooney & Company     | \$32,500.00 |
| 3. Ford, Scott & Associates, LLC | \$26,000.00 |

**WHEREAS**, the anticipated term of the contract is one year and may be extended one time as approved by the Board of Commissioners; and

**WHEREAS**, Ford, Scott & Associates, LLC, 1535 Haven Avenue, Ocean City, NJ 08226 has completed and submitted a Business Entity Disclosure Certification which certifies that Ford, Scott & Associates, LLC, has not made any contributions to a political or candidate committee in the City of Margate in the previous one year, and that the contract will prohibit Ford, Scott & Associates, LLC, from making any contributions through the term of the contract; and

**WHEREAS**, the Chief Finance Officer has certified to the City Commissioners that there are adequate funds available for the purpose of contract in the following account: Future Operating Budget: Financial Admin Audit 8-01-20-135-201 \$26,000.00 contingent upon funds being appropriated in the 2018 budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City as follows:

- 1. The Mayor is hereby authorized to execute and the City Clerk to attest to a contract between the City of Margate and Ford, Scott & Associates, LLC for municipal auditing services in the amount not to exceed \$26,000.00.
- 2. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.
- 3. A notice of this action shall be printed once in the Atlantic City Press.

ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker	X		X			
Amodeo		X	X			
Blumberg			X			

**CERTIFICATION OF AVAILABILITY OF FUNDS**

Pursuant to 40A:4-57, I, Lisa McLaughlin, Chief Financial Officer of the City of Margate, County of Atlantic, do hereby certify that the below listed funds are available.

**Contract:**

Auditing Services for Audit Year 2017

**Vendor:**

Ford, Scott & Associates, LLC  
1535 Haven Avenue  
Ocean City, New Jersey

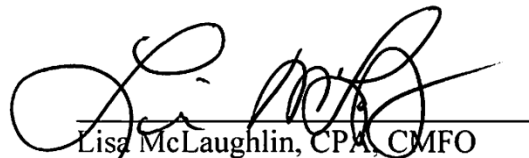
**Contract Amount:**

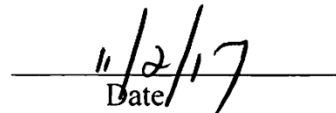
\$26,000.00

**Source of Funds:**

Financial Admin- Audit Future Year Budget 8-01-20-135-201      \$ 26,000.00

Contingent upon sufficient funds being appropriated in the 2018 budget

  
\_\_\_\_\_  
Lisa McLaughlin, CPA, CMFO  
Chief Municipal Finance Officer  
Margate City, New Jersey

  
\_\_\_\_\_  
Date

**RESOLUTION #209-2017 AUTHORIZING THE AWARD OF CONTRACT  
FOR ACCOUNTING SERVICES FORD, SCOTT & ASSOCIATES, LLC**

**WHEREAS**, the Board of Commissioners of the City of Margate City has determined it has a need to acquire Accounting Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 and Margate City Ordinance #36- 2005; and

**WHEREAS**, the anticipated term of the contract is one year and may be extended one time as approved by the Board of Commissioners; and

**WHEREAS**, Ford, Scott & Associates, LLC, 1535 Haven Avenue, Ocean City, NJ 08226 has completed and submitted a Business Entity Disclosure Certification which certifies that Ford, Scott & Associates, LLC has not made any contributions to a political or candidate committee in the City of Margate in the previous one year, and that the contract will prohibit Ford, Scott & Associates, LLC, from making any contributions through the term of the contract; and

**WHEREAS**, the Chief Finance Officer has certified to the City Commissioners that there are adequate funds available for the purpose of contract in the following account: Future Operating Budget: Financial Admin Audit 8-01-20-135-202 \$9,000.00 contingent upon funds being appropriated in the 2018 budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate City as follows:



1. The Mayor is hereby authorized to execute and the City Clerk to attest to a contract between the City of Margate and Ford, Scott & Associates, LLC for municipal accounting services in the amount not to exceed \$9,000.00.
2. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.
3. A notice of this action shall be printed once in the Atlantic City Press.

## ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker	X		X			
Amodeo		X	X			
Blumberg			X			

**CERTIFICATION OF AVAILABILITY OF FUNDS**

Pursuant to 40A:4-57, I, Lisa McLaughlin, Chief Financial Officer of the City of Margate, County of Atlantic, do hereby certify that the below listed funds are available.

## Contract:

Accounting Services for the Preparation of the 2017 Annual Financial Statement, 2017 Annual Debt Statement, 2018 Municipal Budget and Debt Service and Capital Planning

## Vendor:

Ford, Scott & Associates, LLC  
1535 Haven Avenue  
Ocean City, New Jersey


## Contract Amount:

\$9,000.00

## Source of Funds:

Financial Admin- OE Future Year Budget 8-01-20-135-202          \$9,000.00

Contingent upon sufficient funds being appropriated in the 2018 budget

  
Lisa McLaughlin, CPA, CMFO  
Chief Municipal Finance Officer  
Margate City, New Jersey

11/2/17  
Date

**RESOLUTION #210-2017 AUTHORIZING AMENDMENT TO RESOLUTION #173-2016 CITY OF MARGATE PENSION PLAN FOR LIFEGUARDS**

**WHEREAS**, the Board of Commissioners of the City of Margate City has determined it has a need to amend the City of Margate City Pension Plan for Lifeguards; and

**WHEREAS**, the City of Margate, hereinafter referred to as the "Employer", sponsors the City of Margate Pension Plan for Lifeguards, hereinafter referred to as the "Plan"; and

**WHEREAS**, said Plan permits an amendment to be made by the Employer; and

**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 within 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 City Clerk is hereby authorized to advertise this award of contract according to law in the Atlantic City Press and is further authorized to forward a certified copy of this resolution to the following:

1. Remington, Vernick & Walberg Engineers
2. Chief Financial Officer
3. Shore Top Construction Corp., Farmingdale, NJ

ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker	X		X			
Amodeo		X	X			
Blumberg			X			

**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: 181,803.00  
 Resolution Date: 11/02/17  
 Resolution Number: 211-2017

Vendor: SHORE010 Shore Top Construction Corp.  
 207 Squankum Road  
 Farmingdale, NJ 07727

Contract: U1220000 Sigmund Rimm Complex Tennis  
 Courts 5&6

Account Number	Amount	Department Description
C-04-55-980-904	181,803.00	Ordinance 04-2017
Total	181,803.00	

Only amounts for the 2017 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

  
 Chief Financial Officer 11/2/17

**RESOLUTION #212-2017 AUTHORIZING AMENDING EMPLOYEE HANDBOOK/POLICY & PROCEDURE MANUAL**

**WHEREAS**, The City of Margate has an Employee Handbook/Policy & Procedure Manual, and

**WHEREAS**, the Board of Commissioners has determined that there is a need to amend such manual to add two new policies, and

**WHEREAS**, the new policies to be added are titled “Outside Employment Policy” and “Employee Address and Phone Number Policy”; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate that “Employee Address and Phone Number Policy” and “Outside Employment Policy” attached hereto are hereby adopted and will be issued to employees; and

**BE IT FURTHER RESOLVED** that the entire Policy and Procedure Manual shall apply to all City officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail; and

**BE IT FURTHER RESOLVED** that these personnel policies and procedures are intended to provide guidelines covering public service by City employees and do not represent an employment contract. These policies and procedures may be amended and supplemented from time to time without notice and at the sole discretion of the Board of Commissioners; and

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the City of Margate shall operate under the legal doctrine known as “employment at will”.

ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker		X	X			
Amodeo	X		X			
Blumberg			X			

**CITY OF MARGATE**  
Employee Handbook/Policy and Procedure Manual

SECTION 5: Managerial/Supervisory Policies and Procedures

POLICY NO.: 513

# OF PAGES: 2

**SUBJECT: OUTSIDE EMPLOYMENT POLICY**

EFFECTIVE DATE: 12/1/2017

REVIEW DATE: 11/2/2017

REPLACES POLICY DATED: **NEW**

It is the City’s policy that full-time employment with the City of Margate is an employee’s primary employment. The City recognizes the right of employees to spend their non-working time away from the job as they please. However, the City does require that activities away from the job must not compromise the City’s interest or adversely affect the employee’s job performance and ability to fulfill all responsibilities to the City.

Should the outside employment adversely affect an employee’s job performance and ability to fulfill all responsibilities to the City, the employee is expected to take whatever action is needed to rectify the situation. Should improvement not be noted, normal disciplinary procedures will be followed, up to and including removal.

While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. In order to ensure that no such conflicts of interest exist, all exempt (managerial and professional employees) shall be required to submit notice of outside employment at the beginning of such outside employment, and update such information annually, for the duration of the outside employment. This notice shall be submitted to the Personnel Office and shall be filed in the exempt employee’s Personnel File.

If the Personnel Officer detects the possibility of a conflict of interest, the Personnel Officer will request a meeting with the exempt employee to discuss; and a subsequent decision will be made.

Attachment: Outside Employment Disclosure Form



**CITY OF MARGATE**  
Employee Handbook/Policy and Procedure Manual

SECTION 2: Workplace Policies

POLICY NO.: 212  
one

# OF PAGES:

**SUBJECT: EMPLOYEE ADDRESS AND PHONE NUMBER POLICY**

EFFECTIVE DATE: 12/1/2017  
DATE: 11/2/2017

REVIEW

REPLACES POLICY DATED: **NEW**

Employees are required to have their current address and phone number on file with the City for internal contact purposes. Employees who have post office boxes for receipt of their mail must have both the physical address of their current residence and their Post Office Box Number on file. Employees with both land line and cell phone numbers must have both on file. This information will not be published.

Change in address and/or phone number must be reported in writing (or via e-mail) to your Department Head, or designee, within two (2) weeks of any change. After departmental records are updated, that person will forward the information to the Personnel Officer or his designee, who will place the update in the Employee's Personnel File.

With no further business this meeting was adjourned on motion by Mr. Amodeo, second by Mr. Blumberg with a vote of three ayes.

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

\_\_\_\_\_  
Mayor, Michael Becker

\_\_\_\_\_  
Commissioner John F. Amodeo

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

Attest: \_\_\_\_\_ Johanna Casey, Municipal Clerk