

REGULAR MEETING MINUTES CITY COMMISSION – MARGATE CITY

MAY 7, 2020

MARGATE CITY, NEW JERSEY

THE PRESS AND THE STAR LEDGER WERE NOTIFIED OF THIS MEETING AND A COPY OF THE 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 4:05 p.m. at Margate City Municipal Building via telecommunication. The meeting began with Johanna Casey, City Clerk reading the statement of compliance and the procedure for a telecommunication meeting, followed with the flag salute and roll call: Mayor Michael Becker, Commissioner John Amodeo and Commissioner Maury Blumberg were present. Chief Matt Hankinson, Ed Dennis, Scott Abbott, Johanna Casey and Rich Deaney were also present. The minutes from the April 16, 2020 Regular Meeting were approved as read on motion by Commissioner Blumberg, seconded by Commissioner Amodeo with a vote three ayes.

Public Comment:

John Sewell, 22 West Drive: Speaks on requesting a tax reduction.

Kathryn Clauson, Shore Club, 9300 Atlantic Ave.: Speaks on replacing the signage stating dogs prohibited on the beach.

Seeing that there were no additional comments, a motion to close Public Comments was put forth by Commissioner Blumberg, seconded by Commissioner Amodeo, with a vote of three ayes.

Public Comment on Resolutions:

Seeing that there were no comments, a motion to close Public Comments on Resolutions was put forth by Commissioner Blumberg, seconded by Commissioner Amodeo, with a vote of three ayes.

Ordinances: Introduction

A motion to introduce Ordinance #08-2020 was put forth by Commissioner Blumberg, seconded by Commissioner Amodeo, with a vote of three ayes.

ORDINANCE #08-2020 ORDINANCE AUTHORIZING CRIMINAL HISTORY RECORD BACKGROUND CHECKS FOR EMPLOYEES AND VOLUNTEERS INVOLVED WITH CITY PROGRAMS OR SERVICES FOR MINORS

WHEREAS, the City of Margate provides numerous programs and services to minors; and

WHEREAS, the Board of Commissioners of the City of Margate wish to ensure that the City provides the safest possible recreational and other programs for minors; and

WHEREAS, N.J.S.A. 15A:3A-1 et seq. permits the City to request that the New Jersey Attorney General's Office through the NJ State Police conduct a criminal history background check on prospective and current employees and volunteers participating in any City endorsed or sponsored programs which provide recreational, cultural, charitable, social, or other activities for persons younger than 18 years of age; and

WHEREAS, criminal history background checks are now required by the Atlantic County Municipal Joint Insurance Fund (JIF) as part of the required "Policy Addressing the Protection and Safe Treatment of Minors;" and

WHEREAS, the Board of Commissioners desire that all employees and volunteers involved in youth programs sponsored by the City be required to submit to a criminal history background check, as a condition of employment or a condition of City sponsorship.

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:

SECTION 1. DEFINITIONS relative to criminal history background checks for employees and volunteers involved with City sponsored programs and the use of City facilities or parks involving minors.

As used in this Ordinance:

“Criminal history background check” means a determination of whether the person has a criminal record of convictions through the use of the NJ State Police’s approved Applicant Live Scan Fingerprinting Vendor IDEMIA, who takes digital fingerprints and sends them to the NJ State Police who conduct the record check of their data base and also the FBI data base.

In addition, the City is required by the JIF to make an annual record check of the “Megan’s Law Registry,” which is also maintained by the NJ State Police.

“City sponsored and/or supported programs” means any programs conducted, sponsored by or funded by the City and which provide or utilize City facilities and/or property.

SECTION 2. CRIMINAL BACKGROUND CHECK COSTS are to be borne by the City and may be supplemented through grants, fundraising, and the volunteer organizations involved, except for the cost of missed fingerprint appointments, late cancellations, or arriving at a fingerprint session without the required documentation. That cost is \$12.80 and is paid by the applicant, employee or volunteer, which will not be reimbursed by the City.

IDEMIA’s entire registration system is online. The employee, candidate for employment, and the volunteer must provide a credit card or a money order for payment when arriving at the fingerprinting appointment. The payment of \$56.05 for an employee or candidate for employment or \$24.05 for a volunteer will be reimbursed by the City upon submission of the fingerprint session receipt.

SECTION 3. CONDITIONS UNDER WHICH A PERSON IS DISQUALIFIED FROM SERVICE: A person may be disqualified from serving as a City employee or a volunteer of a non-profit youth organization if that person’s criminal history background check reveals a record of conviction for any of the following crimes or offenses:

- NJSA 2C:11 CRIMINAL HOMICIDE – all offenses
- NJSA 2C:12 ASSAULT; ENDANGERING; THREATS – all offenses
- NJSA 2C:13 KIDNAPPING – all offenses
- NJSA 2C:14 SEXUAL OFFENSES – all offenses
- NJSA 2C:15 ROBBERY – all offenses
- NJSA 2C:20 THEFT – all offenses
- NJSA 2C:24 OFFENSES AGAINST THE FAMILY, CHILDREN & INCOMPETENTS – all offenses
- NJSA 2C:35 CONTROLLED DANGEROUS SUBSTANCES – all offenses except NJSA 2C:35-10a (4)

SECTION 4. REQUEST FOR CRIMINAL HISTORY BACKGROUND CHECKS. The City shall conduct a criminal history background check post-employment-offer but before the actual start date of employment or volunteer assignment, upon receipt of the written consent form from a prospective employee or prospective volunteer. Existing employees, who work in any City endorsed or sponsored programs which provide recreational, cultural, charitable, social, or other activities for persons younger than 18 years of age, must also present the written consent form prior to the criminal history background check.

SECTION 5. EMPLOYEES AND VOLUNTEERS REQUIRED TO HAVE A CRIMINAL HISTORY BACKGROUND CHECK:Employees:

Lifeguards

All Recreation Dept. Employees

Summer Camp Employees

Maintenance and Administrative Positions pertaining to Such Programs

School Crossing Guards

Volunteers:

All Volunteers who work in the City's Youth Sports Leagues, including Coaches and Referees, and Volunteers who work as Instructors in any of the City sponsored Recreation activities and classes

All background checks will be performed post-employment-offer and before the start date of employment, and every three (3) years thereafter. If anyone has had such a criminal history background check through another agency, they can present documentation, and then they can be placed on a three-year recheck schedule.

SECTION 6. SUBMISSIONS, EXCHANGE OF BACKGROUND CHECK INFORMATION

The Recreation Department Head, the Chief of Police, and the Beach Patrol Chief shall submit a list of all prospective and current employees (18 years of age and older) who work in City sponsored programs involving persons younger than 18 years of age, including maintenance and administrative staff, and a list of all Volunteers (18 years of age and older), along with the Signed Consent Forms to the Personnel Officer, who is also the Business Administrator.

The Recreation Department Head, the Chief of Police, and the Beach Patrol Chief shall distribute the "Background Check Administrative Procedures" to all above-named Employees and Volunteers, and explain that they must follow the procedures for making and keeping their fingerprint appointments so that the results can be received by the Personnel Office prior to the start of work for prospective employees and volunteers.

All information will be received by the Personnel Officer and will be maintained in a confidential file in the Personnel Office.

SECTION 7. NOTIFICATION OF DISQUALIFICATION OF APPLICANT, EMPLOYEE OR VOLUNTEER WILL BE SENT FROM THE FOLLOWING:

The NJ State Police State Bureau of Identification (SBI) will send a disqualification notification directly to the person fingerprinted. They will include the form that must be submitted if the applicant, employee or volunteer wishes to obtain a copy of the criminal history record. The NJ State Police SBI will also send a notification to the Personnel Officer's Designee who is on record with the NJSP SBI.

SECTION 8. CRIMINAL BACKGROUND CHECK APPEAL PROCESS.

Once an applicant, employee or volunteer has been notified of a disqualifying conviction, that person has 14 calendar days to file a written Notice of Appeal with the City Personnel Officer/Business Administrator.

The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to NJAC 13:59-1.6. The applicant or volunteer will not be able to start work during this 14-day period up until the issuance of the decision of the Appeals Committee; a permanent full-time or part-time employee will be placed on a suspension with pay during this period of time.

The Appeals Committee will be comprised of the Personnel Officer, the Police Chief or other designated Superior Officer, and the City Solicitor. The decision of the Appeals Committee will be sent in writing to the applicant, the employee or the volunteer.

SECTION 9. This Ordinance shall take effect upon final passage, approval and publication as provided by law.

Resolutions

A motion to adopt Resolution #82-2020 authorizing the tax collector to process third quarter “estimated” taxes due August 1, 2020 was put forth by Mayor Becker, seconded by Commissioner Blumberg, with a vote of three ayes.

**RESOLUTION #82-2020
AUTHORIZING THE TAX COLLECTOR TO PROCESS THIRD QUARTER
“ESTIMATED” TAX BILLS, DUE AUGUST 1, 2020**

WHEREAS, in light of the disruption caused by the coronavirus outbreak, the State delayed the adoption of the State Fiscal Year 2021 Budget to September 30, 2020; and

WHEREAS, the Division of Local Government Services (DLGS) cannot certify State Aid allocations to municipal budgets until State Aid Appropriations are known; and

WHEREAS, the DLGS cannot approve municipal budgets and the County Board of Taxation cannot certify taxes until long after the June 30, 2020 deadline to process third quarter tax bills due August 1, 2020; and

WHEREAS, without an adopted 2020 Municipal Budget and without a 2020 Certified Tax Rate, the Tax Collector cannot process the final 2020 Tax Levy; and

WHEREAS, the DLGS “strongly recommends” under Local Finance Notice 2020-07 “that municipalities prepare to issue estimated property tax bills for 2020”; and

WHEREAS, the Tax Collector, in consultation with the Chief Financial Officer, computed and certified an estimated Tax Levy necessary to bill third quarter taxes due August 1, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Margate, in the County of Atlantic and State of New Jersey on this 7th day of May, 2020 that the Tax Collector is hereby authorized and directed to process estimated tax bills for the third quarterly installment of 2020 taxes; and

BE IT FURTHER RESOLVED that the third quarterly installment of 2020 taxes shall not be subject to interest until the later of August 10, 2020 or the twenty-fifth (25) calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

ROLL CALL:

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

A motion to adopt Resolution #83-2020 authorizing payment of claims was put forth by Commissioner Blumberg, seconded by Commissioner Amodeo, with a vote of three ayes.

**RESOLUTION #83-2020
MARGATE CITY BILL LIST / PAYROLL
MAY 7, 2020**

WHEREAS, the Board of Commissioners of the City of Margate City, 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: \$1,555,083.92

PREVIOUSLY PAID: \$ 24,017.19

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Margate City 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			
Amodeo	X		X			
Blumberg		X	X			

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City of Margate City
Purchase Order Listing By P.O. Number

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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: N
Other: Y
Exempt: Y

First Enc Date Range: First to 05/07/20

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
16-00697	04/08/16	REMINGTON REMINGTON & VERNICK	Gladstone Ave Water Tank	Open	871.50	0.00	B
18-01487	10/04/18	REMINGTON REMINGTON & VERNICK Contract No: U1190002	Admin & Observ-2016 State Aid	Open	592.00	0.00	C
18-01615	11/01/18	REMINGTON REMINGTON & VERNICK Contract No: U1330002	Benson tank ext. paint A&O	Open	300.00	0.00	C
19-00432	03/05/19	REMINGTON REMINGTON & VERNICK	2019 beach & dune maint permit	Open	510.50	0.00	B
19-00565	04/04/19	REMINGTON REMINGTON & VERNICK Contract No: C1900022	Tax Map maintenance- 2019	Open	3,375.00	0.00	C
19-00702	05/02/19	LAFAYETTE LAFAYETTE UTILITY CONSTRUCTION Contract No: U1340000	2017 State Aid- Atlantic Ave	Open	228,794.90	0.00	C
19-00854	05/15/19	REMINGTON REMINGTON & VERNICK Contract No: T4300002	GIS mapping- Phase IV	Open	24,774.00	0.00	C
19-00855	05/15/19	REMINGTON REMINGTON & VERNICK Contract No: U1440002	FY2106 Safe Routes to School	Open	1,809.00	0.00	C
19-00856	05/15/19	REMINGTON REMINGTON & VERNICK Contract No: U1450001	FY2019 Safe Streets Transit	Open	5,330.00	0.00	C
19-01540	10/16/19	REMINGTON REMINGTON & VERNICK Contract No: U1360002	Thurlow & Baysore admin/observ	Open	827.50	0.00	C
19-01604	11/07/19	TRIDENTP TRIDENT PILING CO, LLC Contract No: U1380000	Amherst Ave bulkhead replaceme	Open	108,993.15	0.00	C
19-01627	11/07/19	REMINGTON REMINGTON & VERNICK Contract No: U1380002	Amherst bulkhead admin/observ	Open	11,308.50	0.00	C
19-01686	11/20/19	REMINGTON REMINGTON & VERNICK Contract No: U1480001	Firehouse #1 flood protection	Open	313.00	0.00	C
20-00009	01/03/20	J SCOTT John Scott Abbott, Esq. Contract No: C1900025	Solicitor Retainer 1/1-6/15/20	Open	7,000.00	0.00	C
20-00016	01/07/20	LONNIE LEONA THOMAS	retirement payment- health	Open	1,000.00	0.00	B
20-00019	01/01/20	PBC PROFESSIONAL BENEFIT Contract No: C1900033	Health broker	Open	1,041.67	0.00	C
20-00020	01/07/20	BROWNBRWN Brown & Brown Metro, LLC Contract No: C1900034	Health broker	Open	1,041.67	0.00	C
20-00022	01/07/20	ANGERMAN Michael Angerman Landscaping Contract No: C2000002	2020 Landscape Maintenance	Open	10,579.59	0.00	C
20-00023	01/07/20	ABELSLLC Abel's Cleaning Agency, LLC Contract No: C2000003	2020 Janitorial Services	Open	4,395.00	0.00	C
20-00043	01/08/20	HOT BAGE HOT BAGELS AND MORE MMM LLC	Bagels	Open	237.38	0.00	B
20-00051	01/08/20	FRYES Frye's Auto Repair	Vehicle maintenance/repair	Open	338.20	0.00	
20-00052	01/08/20	CASA CASA PAYROLL SERVICE	2020 Payroll service	Open	448.15	0.00	B
20-00054	01/08/20	GARDENST GARDEN STATE HIGHWAY PRODUCTS	Traffic signs	Open	597.00	0.00	
20-00064	01/09/20	STORAGE Storage Systems USA, Inc.	File Folders/Labels	Open	530.00	0.00	
20-00069	01/09/20	DM MEDIC DM MEDICAL BILLINGS, INC. Contract No: C2000005	2020 ambulance billing	Open	2,232.00	0.00	C
20-00070	01/01/20	MANOS Manos Law Firm, LLC. Contract No: C2000017	2020 Planning Bd Solicitor	Open	2,155.00	0.00	C
20-00078	01/01/20	SWIFT LA SWIFT LAW FIRM	2020 Public Defender	Open	300.00	0.00	B
20-00080	01/01/20	CIOETACO Cioeta Consulting, LLC Contract No: C2000010	2020 HR Professional	Open	6,045.00	0.00	C
20-00081	01/01/20	JPM JERSEY PROFESSIONAL MANAGEMENT Contract No: C2000011	2020 acting administrator	Open	5,424.00	0.00	C

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Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
20-00085	01/01/20	BARKER Barker, Gelfand, Contract No: C2000015	2020 Labor Attorney	Open	2,211.00	0.00	C
20-00090	01/10/20	LOWES Lowe's Commercial Services	PW- Tools and stock materials	Open	407.55	0.00	
20-00113	01/01/20	REMGTO REMINGTON & VERNICK Contract No: U1460002	2016/2018 CDBG admin & observ	Open	1,110.00	0.00	C
20-00116	01/13/20	PEDRONI PEDRONI FUEL COMPANY	Fuel Gas/ Diesel	Open	3,724.17	0.00	
20-00117	01/13/20	GENTILIN GENTILINI FORD, INC.	Vehicle repairs/ service	Open	2,544.59	0.00	
20-00118	01/13/20	INTERSTA INTERSTATE BATTERIES OF	Batteries for Vehicles	Open	98.42	0.00	
20-00134	01/13/20	ACPRESS PRESS OF ATLANTIC CITY	Notice of Planning Board Decis	Open	68.88	0.00	
20-00142	01/14/20	NATION Nationwide Employee Benefits Contract No: C2000016	Supplemental Life and AD&D	Open	441.32	0.00	C
20-00147	01/14/20	COLONIAL Colonial Electrical Supply Inc	Electrical repairs/ stock	Open	297.81	0.00	
20-00150	01/15/20	WB MASON W.B. MASON CO., INC.	Public Works supplies	Open	239.97	0.00	
20-00157	01/16/20	OLD CAPE OLD CAPE, INC.	Concrete/ Asphalt Recycle	Open	220.80	0.00	
20-00169	01/21/20	HORIZON3 Horizon Healthcare	2020 FSA admin fees	Open	25.00	0.00	B
20-00171	01/21/20	SCHINDLE SCHINDLER ELEVATOR CORPORATION	1st qtr 2020 Pavilion contract	Open	901.74	0.00	
20-00172	01/21/20	EUROFINS Eurofins QC, Inc.	Water testing/ lab work	Open	2,039.99	0.00	
20-00181	01/23/20	UGI UGI Energy Services, LLC	Gas Commodity	Open	374.26	0.00	
20-00185	01/23/20	REMGTO REMINGTON & VERNICK Contract No: U1490001	Amherst design-Clarendon-Dougl	Open	13,772.00	0.00	C
20-00187	01/23/20	REMGTO REMINGTON & VERNICK Contract No: U1510001	Exeter Ave Dune Cross- Design	Open	4,764.00	0.00	C
20-00234	01/30/20	REMGTO REMINGTON & VERNICK Contract No: U1520001	19/20 Curb & Gutter design	Open	6,056.00	0.00	C
20-00245	01/31/20	FORKED FORKED RIVER DIESEL & GENERATO	Generator Service/ Contract	Open	1,300.00	0.00	
20-00258	01/31/20	GOODYEAR GOODYEAR AUTO SERVICE	Tires for front M29 and Stock	Open	443.28	0.00	
20-00259	01/15/20	DELTADEN DELTA DENTAL PLAN OF NJ	Employee dental-2020	Open	812.80	0.00	
20-00265	02/03/20	NJDHSS NJ DEPT HEALTH & SENIOR SVCS	Dog License Report	Open	7.20	0.00	
20-00267	02/03/20	ANIMAL SAMUEL W. HOLLAND DBA Contract No: C1900011	2020 Animal Control	Open	2,100.00	0.00	C
20-00269	02/03/20	BARRIER BARRIER PEST CONTROL	2020 Exterminating Service	Open	650.00	0.00	B
20-00275	02/04/20	CODY CODY COMPUTER SERVICES, INC	CODY CONFERENCE	Open	9,850.81	0.00	
20-00295	02/07/20	REMGTO REMINGTON & VERNICK Contract No: U1530001	Prep app- Tidelands @ Shelter	Open	2,610.00	0.00	C
20-00335	01/01/20	HORIZON2 HORIZON EYE CARE PA Contract No: C1900021	Employee vision	Open	1,111.25	0.00	C
20-00347	02/19/20	ASSOLIFE ASSO. FOR LIFE ENHANCEMENT, INC	2020 EAP Services	Open	465.00	0.00	C
20-00354	04/14/20	LANGUAGE LANGUAGE SERVICES ASSOC., INC.	Telephonic Interpreting	Open	4.20	0.00	
20-00404	02/28/20	VERIZPRO Verizon	Annual Billing Pole Attachmnt	Open	260.00	0.00	
20-00412	03/02/20	REMGTO REMINGTON & VERNICK	2020 Maint Guarantee Inspectio	Open	111.00	0.00	B
20-00418	03/03/20	REMGTO REMINGTON & VERNICK Contract No: U1430002	18/19 State Aid admin & observ	Open	888.00	0.00	C
20-00432	03/05/20	REMGTO REMINGTON & VERNICK Contract No: U1500002	Well #9 admin & observation	Open	2,871.00	0.00	C
20-00447	03/06/20	ALLEG005 Allegra Marketing Print & Mail	FINANCE DEPT PRINT SUPPLIES	Open	766.95	0.00	
20-00454	03/09/20	GUARD TR Guardian Tracking, LLC.	Annual Subscription	Open	1,766.00	0.00	
20-00483	03/16/20	AMERI005 American Bankers Insurance Co.	Flood insurance renewals	Open	10,244.00	0.00	
20-00484	03/17/20	RM FLOOR R & M Flooring	New Flooring PW Office	Open	1,280.00	0.00	
20-00495	03/24/20	STATETOX STATE TOXICOLOGY LABORATORY		Open	180.00	0.00	
20-00513	03/30/20	WITMER Witmer Public Safety Group Inc	Micro Dot Minute Wipe COVID-19	Open	252.00	0.00	
20-00518	04/03/20	SOLTZ Ricciardi Brothers of SJ, Inc.	Traffic Paint	Open	197.48	0.00	
20-00520	04/06/20	PEACHCO PEACH COUNTRY TRACTOR, INC.	Parts for Electric Truck	Open	685.91	0.00	
20-00527	04/03/20	DEFENDER DEFENDER EMERGENCY PRODUCTS	UV Surface Lights - COVID 19	Open	1,506.00	0.00	

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
20-00536	04/07/20	WB MASON W.B. MASON CO., INC.	janitorial supplies	Open	779.98	0.00	
20-00538	04/08/20	CONTRACT Contractor Service	Hand sanitizer for PW	Open	1,429.44	0.00	
20-00539	04/08/20	USABLU USA BLUEBOOK	Corp Stop and Supplies W/S	Open	624.95	0.00	
20-00551	04/13/20	GRAINGER WW GRAINGER INC.	Backflow Preventer Gladstone	Open	551.27	0.00	
20-00559	04/13/20	COCONLLC County Conservation LLC	Playground Mulch	Open	3,420.00	0.00	
20-00569	04/14/20	INSIGHT Insight Direct USA, Inc	Sonicwall AGSS subscriptions	Open	6,310.53	0.00	
20-00577	04/14/20	ERCWIPE ERC Wiping Products, Inc.	Towels and Wipes - FD COVID 19	Open	187.36	0.00	
20-00580	04/14/20	BIOBL005 BIO BLASTING LLC.	Disinfectant and Equipment	Open	970.00	0.00	
20-00582	03/10/20	HOMED308 Home Depot Credit Services	Station 2 Prop - Materials	Open	218.51	0.00	
20-00583	04/15/20	TRI ST Tri-State Diagnostics Corp.	Random Drug Testing - FD	Open	28.00	0.00	
20-00585	03/10/20	TRI ST Tri-State Diagnostics Corp.	Pre Employment Exam-finance	Open	30.00	0.00	
20-00586	03/09/20	TRAFFIC Traffic Parts, Inc.	4 solar LED blinking stop sign	Open	7,980.00	0.00	
20-00587	04/15/20	PENDERGA Pendergast Safety Equipment Co	Barricade Tape - COVID-19	Open	139.46	0.00	
20-00589	04/16/20	YPERS Y-PERS, INC.	10 boxes surgical mask	Open	560.22	0.00	
20-00590	04/16/20	WITMER Witmer Public Safety Group Inc	Fire Dept. PPE - COVID 19	Open	465.00	0.00	
20-00591	04/15/20	SAMS Sam's Club	Fire Dept. Supplies - COVID 19	Open	125.88	0.00	
20-00592	04/16/20	ECASALE CASALE REMODELING LLC.	Emergency Roof Replacement	Open	11,500.00	0.00	
20-00593	04/16/20	INSIGHT Insight Direct USA, Inc	Desktop Scanners	Open	950.00	0.00	
20-00594	02/19/20	VCI VCI Emergency Vehicle Special	Door Kit for F-29	Open	82.26	0.00	
20-00596	04/16/20	BIOBL005 BIO BLASTING LLC.		Open	1,765.00	0.00	
20-00597	04/20/20	INSIGHT Insight Direct USA, Inc	Data Cartridges for RD1000	Open	4,153.58	0.00	
20-00598	04/20/20	CITRIX Citrix Systems, Inc.	Citrix Sharefile System	Open	720.00	0.00	
20-00601	04/01/20	SJWELDIN SOUTH JERSEY WELDING SUPPLY CO	Medical Oxygen FD - April 2020	Open	135.89	0.00	
20-00602	04/20/20	YPERS Y-PERS, INC.	Surgical Face Masks - COVID 19	Open	230.05	0.00	
20-00603	04/21/20	TREAS370 TREASURER, STATE OF NEW JERSEY	Quarterly Report Domestic Part	Open	25.00	0.00	
20-00604	04/21/20	NJCHIEFS NJ STATE ASSOC.CHIEFS POLICE	Accreditation Program Fee	Open	1,667.00	0.00	
20-00606	04/22/20	CITYPROL CITY OF MARGATE PAYROLL ACCT	payroll for 04-23-20	Open	411,661.10	0.00	
20-00607	04/22/20	CITYPROL CITY OF MARGATE PAYROLL ACCT	payroll for 04-23-20	Open	44,634.85	0.00	
20-00608	04/22/20	PAYROLL MARGATE CITY PAYROLL ACCOUNT	payroll for 04-23-20	Open	21,077.20	0.00	
20-00610	04/22/20	MBA Margate Business Association	Annual event funding	Open	24,700.00	0.00	B
20-00612	04/23/20	ERIKS Erik's Painting, LLC.	Paint Public Works Office	Open	900.00	0.00	
20-00613	04/23/20	INSURA INSURANCE AGENCIES, INC.	Road Opening Bond renewal	Open	100.00	0.00	
20-00617	04/23/20	LORETO05 Loretta Meredith	Yard Sale Refund	Open	7.00	0.00	
20-00618	04/23/20	JOHNN005 John W. Frangipani	Yard Sale refund	Open	7.00	0.00	
20-00619	04/23/20	GLOBAL I Global Industrial Equipment	Dune Benches	Open	893.00	0.00	
20-00620	04/24/20	ROGER MC Roger D. McLarnon		Open	210.00	0.00	
20-00623	04/24/20	ROGERS G The Rodgers Group, LLC	Accreditation Maintenance	Open	8,219.00	0.00	
20-00624	04/27/20	POGUE Pogue Info & Education Service	CDL Test Public Works	Open	400.00	0.00	
20-00625	04/27/20	HUBER HUBER LOCKSMITHS, INC.	Service for Pavilion Key Fob	Open	120.00	0.00	
20-00627	04/27/20	ATLANTIC ATLANTIC COAST ALARM, INC.	Service Call - Pavilion	Open	79.00	0.00	
20-00628	04/28/20	DELTONA DELTONA DISCOUNT TIRES, INC.	Tires	Open	303.18	0.00	
20-00632	04/29/20	SMART005 SmarterTools Inc	Annual Renewal SmarterMail	Open	737.60	0.00	
20-00639	04/30/20	ARTHANDL ART HANDLERS APPLIANCE CENTER	Washer and Dryer for Station 2	Open	819.00	0.00	
20-00640	04/28/20	ACTION U ACTION UNIFORM CO. LLC	Fire Department Uniform Items	Open	336.00	0.00	
20-00641	04/22/20	PIG CORP New Pig Corporation	Zytron Coveralls - PPE COVID19	Open	340.00	0.00	
20-00643	04/24/20	CDSALES C & D SALES	Uniform Items Fire Department	Open	558.25	0.00	
20-00644	04/30/20	GARYGLAS GARY M. GLASS, M.D.	Psychiatric Evaluation - FF	Open	350.00	0.00	
20-00645	04/30/20	VERALPH V.E. RALPH & SON, INC.	PPE Gloves City Wide COVID-19	Open	452.00	0.00	
20-00646	04/23/20	VERALPH V.E. RALPH & SON, INC.	Beach Patrol EMS Supplies 2020	Open	975.13	0.00	
20-00647	04/22/20	MES Municipal Emergency Services	P100 Cartridges - PPE COVID-19	Open	378.00	0.00	
20-00648	04/24/20	POSTCOMP Poster Compliance Center	2020 Poster Compliance Subscr.	Open	407.70	0.00	
20-00649	04/29/20	ERCWIPE ERC Wiping Products, Inc.	Wiping Towels City Hall COVID	Open	87.12	0.00	
20-00650	05/01/20	CITYPROL CITY OF MARGATE PAYROLL ACCT	payroll for 05-07-20	Open	410,367.20	0.00	
20-00651	05/01/20	CITYPROL CITY OF MARGATE PAYROLL ACCT	payroll for 05-07-20	Open	44,634.85	0.00	

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Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
20-00652	05/01/20	PAYROLL MARGATE CITY PAYROLL ACCOUNT	payroll for 05-07-20	Open	20,487.53	0.00	
20-00654	05/04/20	VERIZON1 Verizon Wireless	cellular service-april 2020	Open	788.79	0.00	
20-00655	05/04/20	ATXTELEC Broadview Networks	telephone service-april 2020	Open	3,731.95	0.00	
20-00656	05/04/20	REMINGTO REMINGTON & VERNICK	Bulkhead escrow B073	Open	448.00	0.00	

Total Purchase Orders: 129 Total P.O. Line Items: 0 Total List Amount: 1,555,083.92 Total Void Amount: 0.00

May 4, 2020
11:53 AM

City of Margate City
Purchase Order Listing By P.O. Number

Page No: 5

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
APPROPRIATIONS	0-01	1,008,701.68	0.00	0.00	1,008,701.68
	0-05	99,029.03	0.00	0.00	99,029.03
Year Total:		1,107,730.71	0.00	0.00	1,107,730.71
APPROPRIATIONS	9-01	3,899.50	0.00	0.00	3,899.50
	C-04	168,592.73	0.00	0.00	168,592.73
	C-06	271,975.40	0.00	0.00	271,975.40
Year Total:		440,568.13	0.00	0.00	440,568.13
	G-01	893.00	0.00	0.00	893.00
	T-12	7.20	0.00	0.00	7.20
	T-14	1,985.38	0.00	0.00	1,985.38
Year Total:		1,992.58	0.00	0.00	1,992.58
Total of All Funds:		1,555,083.92	0.00	0.00	1,555,083.92

City of Margate
Additional Bill List - Previously Paid

For meeting on 5/7/2020

Current Fund PO #	Vendor	Description	Amount	Date Paid	Check #
20-00130	Atlantic City Electric	Various General monthly bills	\$ 6,811.57	4/24/2020	83712
20-00133	Atlantic City Electric	Various Temporary monthly bills	\$ 126.33	4/24/2020	83712
20-00132	Atlantic City Electric	Various Street Light monthly bills	\$ 36.85	4/24/2020	83712
20-00180	Constellation New Energy	Various monthly bills	\$ 2,264.94	4/24/2020	83713
20-00140	SJ Gas	Various monthly bills	\$ 8,177.48	4/24/2020	83714
20-00526	Teamviewer GMBH	User License	\$ 3,018.00	4/24/2020	83715
Total Current Account			\$ 20,435.17		
WS UTILITY FUND 20-00131	Atlantic City Electric	Water / Sewer Electric monthly bills	\$ 3,582.02	4/24/2020	63722
Total Water /Sewer Account			\$ 3,582.02		
Total Paid All Funds			\$ 24,017.19		

Consent Agenda

A motion to adopt the Consent Agenda for Resolution #84-2020 thru Resolution #90-2020 was put forth by Commissioner Blumberg, Second by Commissioner Amodeo, with a vote of three ayes.

RESOLUTION #84-2020
AUTHORIZING CONTRACT WITH
SCHINDLER ELEVATOR CORPORATION

WHEREAS, the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey has a need to acquire elevator service and repair; and

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

WHEREAS, the City of Margate City is in receipt of a proposal for a five year contract from Schindler Elevator Corporation, 200 West Parkway Drive, Egg Harbor Township, New Jersey 08234 in the amount of annual installments of \$9,000.00 for the service of one Hydraulic

Passenger, at 1 S. Washington Avenue, one Hydraulic Passenger, at 101 S. Huntington Avenue, and one Hydraulic Passenger, at 9001 Winchester Avenue; and

WHEREAS, the Chief Financial Officer has certified to the City Commissioners that there are adequate funds available for the purpose of contract in the following account:
Building and Grounds 0-01-26-310-242 \$9,000.00;

THEREFORE BE IT RESOLVED 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 Schindler Elevator Corporation, 200 West Parkway Drive, Egg Harbor Township, New Jersey 08234 in the amount of \$9,000.00 annually for a five year period (April 1, 2020 through March 31, 2025).

BE IT FUTHER 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. Schindler Elevator Corporation, 200 West Parkway Drive, Egg Harbor Township, New Jersey 08234
- 2. Lisa McLaughlin, Chief Financial Officer
- 3. Frank Ricciotti, Public Works Manager

ROLL CALL:

NAME	MOTION	SECONDED	YES	NO	ABSTAINED	ABSENT
Becker			X			
Amodeo	X		X			
Blumberg		X	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: 45,000.00
Resolution Date: 05/07/20
Resolution Number: 84-2020

Vendor: SCHINDLE SCHINDLER ELEVATOR CORPORATION
200 West Parkway Drive
Egg Harbor Township, NJ 08234

Contract: C2000022 Elevator service and repair
City Hall, Municipal Building
& Martin Bloom Pavilion

Account Number	Amount	Department Description
0-01-26-310-242	9,000.00	BUILDINGS & GROUNDS
Total	9,000.00	

Only amounts for the 2020 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.


Chief Financial Officer

RESOLUTION #85-2020

AUTHORIZING THE PURCHASE UNDER STATE CONTRACT
2020 FORD F450 4x4 DUMP TRUCK

WHEREAS, the Board of Commissioners of the City of Margate City, in Atlantic County, State of New Jersey pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey State Contract; and

WHEREAS, the Board of Commissioners of the City of Margate City, desire to purchase a 2020 Ford F450 Cab & Chassis Crew Cab 4x4 Dump Truck Plus Snow Plow and Spreader for the Public Works Department of the City of Margate City from an authorized vendor under the State of New Jersey State Cooperative Purchasing Program; and

WHEREAS, the Publics Works Superintendent, Frank Ricciotti, recommends the purchasing of a 2020 Ford F450 Cab & Chassis Crew Cab 4x4 Dump Truck Plus Snow Plow and Spreader under New Jersey State Contract #88215 to be awarded to Cherry Hill Winner Ford, 250 Haddonfield-Berlin Road, Cherry Hill, NJ 08034 in the amount of \$70,864.00; and

WHEREAS, the Chief Financial Officer has certified to the Margate City Board of Commissioners that there are sufficient funds in the amount of \$70,864.00 available under Capital Ordinance #03-2020 account #C-06-55-913-904 for the award of this contract.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey does hereby authorize the purchase of a 2020 Ford F450 Cab & Chassis Crew Cab 4x4 Dump Truck Plus Snow Plow and Spreader under State Contract #88215 from Cherry Hill Winner Ford, 250 Haddonfield-Berlin Road, Cherry Hill, NJ 08034 in the amount not to exceed \$70,864.00; and

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

- 1. Cherry Hill Winner Ford, 250 Haddonfield-Berlin Road, Cherry Hill, NJ 08034
- 2. Lisa McLaughlin, Chief Financial Officer
- 3. Frank Ricciotti, Public Works Superintendent

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:

2020 Ford F450 Cab and Chassis Crew Cab 4x4 Plus Snow Plow and Spreader
Equipment
New Jersey State Contract A88215

Resolution #: 85-2020

Resolution Date: May 7, 2020

Vendor:

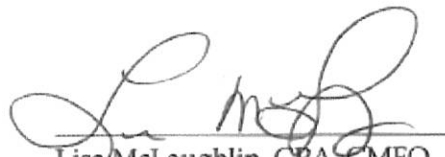
Cherry Hill Winner Ford
250 Haddonfield-Berlin Road
Cherry Hill, NJ

Contract Amount:

\$70,864.00

Source of Funds:

Capital Ordinance 03-2020 C-06-55-913-904 \$70,864.00



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

Date

RESOLUTION #86-2020
AUTHORIZING THE PURCHASE UNDER SOURCEWELL
COOPERATIVE PRICING SYSTEM
TRAILER MOUNTED HIGH PRESSURE SEWER CLEANER
WITH TV SYSTEM

WHEREAS, the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the Sourcewell Cooperative Purchasing System; and

WHEREAS, the Board of Commissioners of the City of Margate City, desire to purchase Trailer Mounted High Pressure Sewer Cleaner with TV System from Golden Equipment Company, an authorized vendor under the Sourcewell Cooperative Purchasing System; and

WHEREAS, Frank Ricciotti, the Director of Public Works and Roger McLarnon, Qualified Purchasing Agent, recommends the purchasing of Trailer Mounted High Pressure Sewer Cleaner with TV System, under #122017-SCA, to be awarded to Golden Equipment Company, Inc., 1590 Dutch Road, Dixon, IL 61021 in the amount of \$128,835.71; and

WHEREAS, the Chief Financial Officer has certified to the Margate City Board of Commissioners that there are sufficient funds in the amount of \$128,835.71 available under Capital Ordinance #03-2020 account #C-06-55-913-904 for approval.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey does hereby authorize the purchase of Mounted High Pressure Sewer Cleaner with TV System in the amount not to exceed \$128,835.71; and

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

1. Lisa McLaughlin, Chief Financial Officer
2. Frank Ricciotti, Director of Public Works
3. Roger McLarnon, Qualified Purchasing Agent
4. Golden Equipment Company, Inc., 1590 Dutch Road, Dixon, IL 61021

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:

Trailer Mounted High Pressure Sewer Cleaner with TV System
SourceWell Coop #122017-SCA

Resolution #: 86-2020

Resolution Date: May 7, 2020

Vendor:

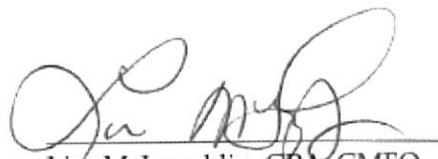
Golden Equipment Company, Inc.
1590 Dutch Road
Dixon, IL 61021

Contract Amount:

\$128,835.71

Source of Funds:

Capital Ordinance 03-2020 C-06-55-913-904 \$128,835.71



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

5/7/20
Date

RESOLUTION #87-2020
AUTHORIZING THE PURCHASE AND REPAIR UNDER SOURCEWELL
COOPERATIVE PRICING SYSTEM
WELL #5 GENERATOR

WHEREAS, the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the Sourcewell Cooperative Purchasing System; and

WHEREAS, the Board of Commissioners of the City of Margate City, desire to purchase and repair Well #5 Generator through Cummins Sales and Service, an authorized vendor under the Sourcewell Cooperative Purchasing System; and

WHEREAS, Frank Ricciotti, the Director of Public Works and Roger McLarnon, Qualified Purchasing Agent, recommend the purchasing and repair of Well #5 Generator, under #120617-CMM, to be awarded to Cummins Sales and Service, 155 Rittenhouse Circle, Bristol, PA 19007 in the amount of \$45,250.00; and

WHEREAS, the Chief Financial Officer has certified to the Margate City Board of Commissioners that there are sufficient funds in the amount of \$45,250.00 available under Capital Ordinance #03-2020 account #C-06-55-913-904 for approval of this purchase.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey does hereby authorize the purchasing and repair of Well #5 Generator in the amount not to exceed \$45,250.00; and

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

- 1. Lisa McLaughlin, Chief Financial Officer
- 2. Frank Ricciotti, Director of Public Works
- 3. Roger McLarnon, Qualified Purchasing Agent
- 4. Cummins Sales and Service, 155 Rittenhouse Circle, Bristol, PA 19007

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:

Well #5 Generator Replacement and Repair
Sourcewell Coop 120617-CMM

Resolution #: 87-2020

Resolution Date: May 7, 2020

Vendor:

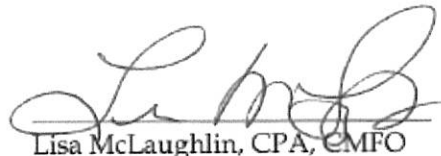
Cummins Sales and Service
155 Rittenhouse Circle
Bristol, PA 19007

Contract Amount:

\$45,250.00

Source of Funds:

Capital Ordinance 03-2020 C-06-55-913-904 \$45,250.00



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

5/7/20
Date

RESOLUTION #88-2020
AUTHORIZING CHANGE ORDER #2 (DECREASE)
2017 STATE AID RECONSTRUCTION OF ATLANTIC AVENUE

WHEREAS, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey authorized Resolution #99-2019 on May 2, 2019 awarding a contract to Lafayette Utilities Construction Company, Inc., 9 Atlantic Ave. Egg Harbor Twp., N.J. 08234, as per their proposal for the 2017 State Aid Reconstruction of Atlantic Avenue, in an amount of \$1,126,835.70; and

WHEREAS, City Engineer, Ed Dennis, of Remington & Vernick Engineers has prepared a letter dated March 23, 2020 regarding an increase in Change Order #1 that related to additional cost for additional pipe for water main tie-ins in the amount of \$23,109.40, resulting in a new contract total of \$1,149,945.10; and

WHEREAS, the City Engineer, Edward Dennis, has prepared a change order dated April 22, 2020 regarding Change Order #2 relating to a change in contract due to additional paving due to limit changes necessitated by water main tie-in locations and partial as-built quantities in the amount of \$(45,598.14) resulting in a new contract amount of \$1,104,346.96; and

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 #2 with Lafayette Utilities Construction Company, Inc., 9 Atlantic Ave. Egg Harbor Twp., N.J. 08234: and

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

- 1. Lisa McLaughlin, Chief Financial Officer
- 2. Ed Dennis, City Engineer
- 3. Lafayette Utilities Construction Company, Inc., 9 Atlantic Ave. Egg Harbor Twp., N.J. 08234

ROLL CALL:

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

RESOLUTION #89-2020
AUTHORIZING AMENDING EMPLOYEE HANDBOOK/POLICY & PROCEDURE
MANUAL TO REVISE TWO POLICIES AND ADOPT ONE NEW POLICY

WHEREAS, the City of Margate City, in the County of Atlantic, State of New Jersey 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 revise two policies and add one new policy, in accordance with the Atlantic County Municipal Joint Insurance Fund (ACMJIF) and the Municipal Excess Liability Joint Insurance Fund (MEL), 2019-2020 Plan of Risk Management; and

WHEREAS, the revised policies are as follows:

Policy No.	Title
304	Sick Leave Policy
501	Employment Procedures
514	Policy Addressing the Protection and Safe Treatment of Minors

WHEREAS, these personnel policies and procedures have been reviewed by Labor Attorney Vanessa James, Esquire, and Business Administrator Richard Deaney.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the City of Margate City that the listed policies attached hereto are hereby adopted and will be issued to employees via Power DMS; and

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all City officials, appointees, employees, volunteers and independent contractors. In the event that 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 these personnel policies and procedures are intended to provide guidelines covering public service by City employees and do not represent a 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.

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.”

ROLL CALL:

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Becker			X			
Amodeo	X		X			
Blumberg		X	X			

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 3: Policies Relating to Paid and Unpaid Time Off

POLICY NO.: 304

OF PAGES: 3

SUBJECT: SICK LEAVE POLICY

EFFECTIVE DATE: May 8, 2020

REVIEW DATE: May 7, 2020

REPLACES POLICY DATED: October 4, 2018

Full-Time Employees

Full-Time employees are entitled to one (1) working day of sick leave per month during the first calendar year of employment, and 15 working days in every calendar year of employment thereafter. Sick days may accumulate from year to year.

Employees absent on sick leave for three (3) or more consecutive working days must submit a doctor's verification of illness or injury.

An absence of three (3) or more consecutive days may trigger the provisions of the Family and Medical Leave Act (FMLA) Policy No. 308, or the Family Leave Act (FLA) Policy No. 312; after such three-or-more-consecutive-day absence, the City will send the employee FMLA and FLA information.

After the 10th day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration.

Prior to an employee's return to work, the City may require the employee to be examined by a physician designated by the City in order to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received. All employees covered by collective bargaining agreements receive sick leave benefits as provided in the applicable collective bargaining agreement.

At the end of each calendar year, an employee's unused sick time is added to the allotment for the following year. The accumulation continues indefinitely.

Full-Time employees who retire, honorably terminate their employment, or upon their death, will be paid up to a maximum of 100 days of their accumulated unused sick time, computed at the rate of pay for the year immediately preceding their retirement, death, or honorable termination of employment, provided they have served at least 10 full years, unless they are covered by a collective bargaining agreement.

Existing Part-Time Employees

All Part-Time employees, who had paid sick leave prior to the enactment of the NJ Earned Sick Leave Law on 10/29/2018, are grandfathered with their current allotment of paid sick leave. Part-Time employees, who had no prior paid sick leave, are entitled to the following, in accordance with the law:

The 12-consecutive-month "Benefit Year" is January 1st through December 31st of each year. In each "Benefit Year," Part-Time employees accrue up to a maximum of 40 hours of sick time at a rate of one (1) hour of sick time for every 30 hours worked. Every two weeks, copies of timesheets are sent to the HR/Admin. Assistant who maintains these records. Once a month, she will send a report of accrued sick leave to Department Heads.

As of 1/1/2020, the City is tracking paid sick leave as it is earned. Part Time employees can receive a monthly report through their Department Heads. If employees need to know their exact number of sick hours in between the monthly reports, they can call the HR/Admin. Assistant at 609-822-0424.

As of 2/26/2019, existing Part-Time employees are eligible to use the earned sick leave as soon as it is accrued.

Part-Time Employees Hired After 10/29/2018

Part-Time Employees hired after 10/29/2018 begin accruing paid sick leave on the first day of employment in accordance with the accrual rate of one (1) hour of sick time for every 30 hours worked, up to a maximum of 40 hours/year. They are eligible to use the earned sick leave beginning on the 120th calendar day of their employment. Subsequently, they may use earned sick leave as soon as it is accrued.

Accrual of Paid Sick Leave for Part-Time Employees

Part-Time Employees can carry over their accrued paid sick leave from year to year. There is no payout for unused earned Sick leave.

The maximum increment that Part-Time Employees can use their accrued earned Sick leave is the number of hours that the employee is scheduled to work on a given shift.

Part-Time Employees who transition to Full-Time employment will take any unused accrued Sick leave with them. Part-Time Employees who transfer to another City department will take any unused accrued Sick leave with them to the new department.

If a Part-Time employee is separated from employment, but the employee is subsequently reinstated within six (6) months of separation, the employee is then entitled to reinstatement of previously accrued Sick Leave.

Use of Paid Sick Leave for All Employees

Per the NJ Earned Sick Leave Act effective 10/29/2018, sick leave may be used for any of the following reasons:

- A. Diagnosis, care or treatment of, or recovery from, an employee's own mental or physical illness, including preventive medical care.
- B. Aid or care for a covered family member during diagnosis, care or treatment of, or recovery from, a family member's mental or physical illness, including preventive care.

- C. Circumstances related to an employee's or their family member's status as a victim of domestic or sexual violence, including need to obtain medical treatment, seek counseling, relocate or participate in related legal services.
- D. Closure of an employee's workplace or of a school/childcare of an employee's child because of a public official's order related to a public health emergency.
- E. Time to attend a meeting requested or required by school staff to discuss a child's health condition or disability.

An employee is not required to find a replacement to cover their own absence.

Part-Time employees absent for three (3) or more consecutive working days must submit a doctor's verification of illness or injury.

Recordkeeping

Under the law the City must retain records documenting hours worked by employees and paid sick time used by employees for a period of five (5) years. These records will be maintained in the Finance Office for Payroll purposes; the records for Part-Time Employees will also be maintained in the Personnel Office. The City shall permit access to such records to the NJ Department of Labor and Workforce Development upon demand.

Anti-Retaliation

Under the law, there shall be no retaliation for use of earned Sick leave. This includes no retaliation for actions such as filing a complaint with the NJ Department of Labor and Workforce Development, cooperating with an investigation, opposing policies and practices that are unlawful under the law, or informing other individuals of their rights under the law.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 5: Managerial/Supervisory Procedures

POLICY NO.: 501

OF PAGES: 6

SUBJECT: EMPLOYMENT PROCEDURES

EFFECTIVE DATE: May 7, 2020

REVIEW DATE: May 7, 2020

REPLACES POLICY DATED: 2018

Employment Procedure**Recruitment:**

The Personnel Officer will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, Civil Service, and Equal Employment Opportunity Commission (EEOC) requirements. When a vacancy occurs, it is the responsibility of the Department Head to discuss the vacancy with the Business Administrator/Personnel Officer and the appropriate Commissioner and obtain approvals to conduct a recruitment. The Personnel Officer will then distribute notification of the vacancy to all departments. The Personnel Officer (or Designee) will undertake to recruit qualified applicants in accordance with applicable Federal and State law including New Jersey Department of Personnel regulations if the position is subject to Civil Service. Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the City of Margate is an equal opportunity employer.

Applications:

All candidates must fully complete a City of Margate Employment Application. A resume may be attached to the application, but a resume alone will not be considered as a substitute for the Employment Application. The Employment Application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.

Interviews:

The Personnel Officer or the Department Head will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The City will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship on the City.

Physical Examinations:

Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Personnel Officer may require applicants to pass a physical examination in order to ensure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Personnel Officer may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the City at the expense of the City. All medical records of employees and prospective employees are confidential and are maintained by the Personnel Officer separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

Criminal Background Checks:

Criminal background checks are required of all candidates, 18 years and older, whether paid or volunteer, that may work directly or indirectly with children/youth/minors in accordance with the procedure set forth later in this policy.

Job Offers:

The final decision will be made by the Commissioner of the applicable Department after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job, and also provided that the accommodation does not impose an unreasonable hardship on the City. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.

Acceptances and Rejections:

If the first offer is rejected, the Commissioner will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.

Personnel Action Request Form

Once the employment offer is accepted by the candidate and a start date has been determined, the Department Head is responsible to complete Section A of the Personnel Action Request Form, sign and date, and send to the HR Assistant to complete Section 2 and to ensure that the rest of the Form is completed, signed and dated. Once the Form is completed and signed by the Business Administrator and the appropriate Commissioner(s) and dated, copies are sent to the Chief Financial Officer and the Department Head and filed in the new employee's Personnel File.

Employability Proof:

After acceptance, but before starting employment, all new employees shall be required to fill out the "Employment Eligibility Verification Form I-9" and to provide acceptable proof of right to employment in the United States.

Record Retention:

All applications, notes made during interviews, reference checks, job offers, and other documents created during the hiring process must be returned to the Personnel Officer. Documents related to the successful candidate will be placed in the employee's official Personnel File, with the exception that medical records

(including physical examinations) must be maintained in a separate file. All records and documents related to other candidates must be retained for at least three (3) years. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

Procedure for Criminal Background Checks

Background Checks Required:

Criminal background Checks are required of all candidates over the age of 18, whether for paid or volunteer positions, working directly or indirectly with children/youth/minors. Background checks will also be administered for each employee or volunteer that works directly or indirectly with children/youth/minors every three (3) years. The exact titles of employees required to have background checks are locally defined but, at a minimum, should include all Recreational positions, Summer Camps, Lifeguards, Crossing Guards, and maintenance and administrative positions pertaining to such programs. Volunteers should include all Volunteers who work in the City's Youth Sports Leagues, including Coaches and Referees; and volunteers who work as Instructors in any of the City-sponsored Recreation activities and classes. Please refer to the City's Policy Addressing the Protection and Safe Treatment of Minors, Policy No. 514.

Background Check Procedure:

The Personnel Officer will perform or initiate background checks and will be the recipient of reports from outside agencies or contractors. These reports shall include, but are not limited to, court records; police department and corrections agency records; registries or watch lists (the Megan's List directory for New Jersey and any other state where the applicant previously resided must be checked); state criminal record repositories; and the Interstate Identification Index maintained by the FBI. The Personnel Officer will discuss potentially disqualifying information received with the employee's or the volunteer's Department Head, and a determination that the information is disqualifying shall be made based on whether the disqualification is job-related for the position and is consistent with business necessity. Written information received as a result of a "Request for Criminal History Record Information for A Noncriminal Justice Purpose" will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.). Written documentation of the background check shall be maintained by the City in the Personnel Office in a confidential file in perpetuity.

When a disqualification decision has been made as a result of the City's Background Check Procedure, the Personnel Officer will inform the candidate, volunteer or employee, in writing, of any information that would disqualify the person from working with children/youth/minors. If the City contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. In addition, the individual shall be advised that he/she has the opportunity to explain the criminal record and to demonstrate why the exclusion based on the City's background check should not apply to him/her under the circumstances. This information may include evidence of an error in the criminal record; facts surrounding the conviction; age at the time of the conviction and/or release from prison; evidence of a clean criminal and employment record since release; rehabilitation efforts; positive references; and evidence that he/she is bondable. Thereafter, the City shall give the individual further consideration. Existing employees or volunteers will be placed on

immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of Business Administrator.

Conditions Under Which an Employee Will be Disqualified from Working with Children/Youth/Minors:

A candidate, volunteer or employee may be disqualified from employment in a position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:

- Homicide (N.J.S.A. 2C:11)
- Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
- Kidnapping (N.J.S.A. 2C:13)
- Sexual Offenses (N.J.S.A. 2C:14)
- Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
- Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10 (a) 4)
- Robbery (N.J.S.A. 2C:15)
- Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses as a result of the City's background check, by which the City has taken into account the following factors:

1. The nature and gravity of the offense or conduct, including the consideration of:
 - a. The harm caused by the crime;
 - b. The legal elements required to prove the crime; and
 - c. The classification of the crime (i.e. felony or misdemeanor, etc.).
2. The time that has elapsed since the offense, conduct and/or completion of the sentence.
3. The nature of the job held or sought, including the consideration of:
 - a. The job duties (not merely the job title);
 - b. The level of supervision to be provided;
 - c. The working environment (e.g. indoors, outdoors, warehouse);
 - d. Interaction with others, especially with vulnerable individuals such as children/youth/minors; and
 - e. The relationship of the criminal history to the job to be performed.

An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction. Further, an arrest record standing alone may not be used to disqualify a candidate, volunteer or employee from an employment opportunity. However, the City may make a disqualification decision based on the conduct underlying the arrest if the conduct makes the individual unfit for the position in question; in which case the conduct, not the arrest, is relevant for employment purposes.

Appeal Process:

The Appeals Committee will be comprised of the Personnel Officer, the Police Chief or other designated superior officer, and the City Solicitor.

Once a candidate, employee or volunteer has been notified of a disqualifying conviction, that person has 14 calendar days to file a Notice of Appeal with the City. Such Notice of Appeal must be sent in writing to the Personnel Officer. The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to NJAC 13:59-1.6.

During the 14-day period listed above, and until the issuance of the decision of the Appeals Committee, an existing, year-round employee will be on a suspension with pay, pending the outcome of the Notice of Appeal.

In making a determination on the appeal, the following information will be considered:

1. The nature and responsibility of the position that the convicted individual would hold, has held, or currently holds, as the case may be.
2. The nature and seriousness of the crime or offense.
3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.
5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.
7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The City will issue a written determination on the employee's or volunteer's appeal of their disqualifying conviction, setting forth the reasons for the determination.

Attachment: Fingerprint and Background Check Consent Form

CITY OF MARGATE

**Fingerprint and Background Check Consent Form
For Employees, Job Applicants and Volunteers Who May Work with or
Have Contact with Minors**

In accordance with Margate Ordinance No. 08-2020 and NJSA 15A:3A-1 et seq., I understand that, as a condition of new employment, continued employment, or my volunteer service, the City requires background checks on all individuals who will be working with those under 18 years of age.

By signing this form, I agree to be fingerprinted and consent to a criminal history background check as a condition of new employment, continued employment, or volunteer service. I also represent, attest, and certify that I have never been convicted of any of the following crimes or disorderly persons offenses as defined by New Jersey law or the law of any other state, or that the guilty disposition of any of the crimes and/or offenses have been amended to a status of not guilty, or that any previous charges, as listed below, have been expunged:

2C:11 HOMICIDE all offenses
2C:12 ASSAULT, ENDANGERING, THREATS all offenses
2C:13 KIDNAPPING all offenses
2C:14 SEXUAL OFFENSES all offenses
2C:15 ROBBERY all offenses
2C:20 THEFT all offenses
2C:24 OFFENSES AGAINST THE FAMILY, CHILDREN, AND INCOMPETENTS all offenses
2C:35 CONTROLLED DANGEROUS SUBSTANCES all offenses except paragraph (4) of subsection a. of
NJSA 2C:35-10

NAME (please print)

SIGNATURE

DATE

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 5: Managerial/Supervisory Procedures

POLICY NO.: 514

OF PAGES: 19

SUBJECT: POLICY ADDRESSING THE PROTECTION AND SAFE TREATMENT OF MINORS

EFFECTIVE DATE: May 8, 2020

REVIEW DATE: May 7, 2020

REPLACES POLICY DATED: NEW

Purpose and Scope

Under New Jersey Law (N.J.S.A. 6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent guardian or other person having custody or control of that minor." A child who is under the age of 18 is considered to be abused or neglected when a parent, caregiver, another child or another adult does one or more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called **neglect**.
- The intentional use of physical force that results in injury, which is called **physical abuse**.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is **emotional abuse**.
- Engaging in sexual acts with a child including pornography, which is **sexual abuse**.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect; 18% involve physical abuse; and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- “Peer-to-Peer” abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least four (4) years older to trigger the statute. The *American Psychological Association* reports that this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- In contrast, “Adult to Child” abuse is typically thought-out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. **Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education and marital status. So, there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don’t know, and 68% look no further than their own families for victims.
- 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- Adolescent abusers generally begin their acts of abuse on younger siblings.
- Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.

- In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with stepparents or single parents may be targeted. Children between the ages of 7 and 13 years are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.
- Molesters have behavioral patterns that can be identified as “grooming” their victims. Sexual abuse is rarely violent. The molester’s goal is to solicit compliance by beginning to win the victim’s trust. There might be pet names, gifts to foster exclusivity, and encouragement to “keep secrets.” The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent anymore, and the abuser resorts to threats – threats that play off of a child’s guilt over the sexual contact.
- During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help

In the State of New Jersey, every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations.
 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.
 - The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the Municipal level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Margate City operates or sponsors a variety of programs that involve children including but not limited to:
 - Recreation Programs
 - Youth Sports Leagues
 - Summer Camp Programs

- The role of **Police and Law Enforcement Agencies** is especially important. Police Officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order, if it is necessary to prevent imminent danger to the child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family, or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe that acts of domestic violence have been committed. Now, if there is no visible sign of injury, but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The City is committed to the safety of all individuals in its community; however, the City has particular concern for those who are potentially vulnerable, including minor children. The City regards the abuse of children as abhorrent in all its forms and pledges to hold its Officials, Employees and Volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any relationship to the child including a playmate, a family member, a teacher, a coach, or an instructor.

The City is fully committed to protecting the health, safety and welfare of minors who interact with Officials, Employees and Volunteers of the City to the maximum extent possible. This Policy and these Procedures establish the guidelines for Officials, Employees and Volunteers who set policy for the City or who may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Policy provides guidelines that apply broadly to interactions between minors and officials, employees and volunteers in programs operated by the City or affiliated programs or activities. All officials, employees and volunteers are responsible for understanding and complying with this policy.

Definitions

Authorized Adult – Individuals age 18 and older, paid or unpaid, who interact with, supervise, or otherwise oversee and/or interact with minors in program activities and/or recreational facilities. The Authorized Adults' roles may include positions such as Recreation Aides, Recreation Leaders, Coaches, Instructors, etc.

Child or Minor – A person under the age of 18.

Department Heads – Appointed Department Heads of the City of Margate, including the Business Administrator, and any assistants.

Direct Contact – Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.

Dual Reporting – Reporting possible abuse to both the NJ Department of Children and Families and Law Enforcement at the same time by an individual who suspects a case of child abuse. ***The “Hotline” to report suspected cases of abuse is: 1-877-652-2873.***

Employees, Staff – Persons working for the City on a full-time or a part-time basis and compensated by the City.

Facilities – Facilities owned by, under the control of, or rented or leased to the City.

Grooming is when someone builds a relationship, trust and emotional connection with a child or a young person so they can manipulate, exploit and abuse them. (See Appendix B for more detailed information on grooming.)

NJMEL JIF – New Jersey Municipal Excess Liability Fund Joint Insurance Fund.

Officials – Elected Officials of the City of Margate and appointed Board Members.

One-On-One Contact – Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, Parent or Legal Guardian being present.

Programs – Programs and activities offered or sponsored by the City of Margate.

Volunteers – Individuals volunteering their time to provide services to the City who are not on the payroll and receive no compensation.

Policy

The City of Margate 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.

Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time

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

2. 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.**
3. The MELJIF requires that all prospective employees and volunteers 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,** the MELJIF recommends that all volunteer coaches complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth™*) which is a three (3) 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.). They have also sanctioned the use of alternative volunteer coaching programs; therefore, the City will use the National Alliance for Youth Sports online volunteer coaching program for all coaches (<https://www.nays.org/coaches/>).
4. The City shall **annually** re-check and document the Megan's Law Directory for New Jersey to make certain that current employees are not listed.
5. Once employed, Authorized Adults who are employed are required to notify the Personnel Officer of an arrest (charged with a misdemeanor or felony) or a conviction for an offense within 72 hours of knowledge of the arrest or conviction.

Procedures and Responsibilities of Officials

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the City. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the City.

City Officials are required to:

1. Complete the initial training course adopted by the City and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that City employees adhere to all policies and procedures as adopted.

2. Meet **annually** with all Department Heads to review this policy and to verify that the administration is adhering to this policy which includes all the following provisions. *If the policy is not being adhered to, it is the legal obligation of Margate City officials to implement whatever changes are necessary as soon as possible to make certain the policy is followed.*
3. Conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of City employees and volunteers.

Program Procedures

All City programs operated by, sponsored by, or affiliated with the City shall comply with the following procedures. All officials, employees and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

Specific Program Procedures

The following policies shall apply to **all programs** offered by, sponsored by, or affiliated with the City. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the City shall:

1. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, the City shall provide information to parents of legal guardians detailing the manner in which the participant can be contacted during the program.
2. Make certain that all program participants provide a **Medical Treatment Authorization Form** to the City.
3. Implement and adopt a **"Code of Conduct"** for volunteer and paid staff members which, **at a minimum**, will include the following:

Code of Conduct

- a. Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- b. Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- c. Staff members shall not transport children in their own vehicles unless written authorization from the child's parent or guardian has been received.

- d. Staff members shall not be alone with children they meet in the programs outside of the program or camp. This includes babysitting, sleepovers and inviting children to their homes.
- e. 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.
- f. Staff members will appear neat, clean, and appropriately attired.
- g. Staff members will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
- h. Staff members are required to refrain from texting and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- i. Staff members are prohibited from buying gifts for program participants.

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

- The possession or use of alcohol and other drugs, fireworks, guns, and other weapons is prohibited.
- The 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 use of tobacco products will be tolerated.
- 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 the use of such devices in showers, restrooms or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the 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 that 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 the rules and disciplinary measures applicable to the program and make them available to participants and their parents or guardians. Program participants and staff must abide by all regulations and may be removed from the 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 the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

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

- All restrooms shall be checked in advance by staff persons before minor children enter to 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 is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.

Procedures for Law Enforcement

Margate Law Enforcement Officers frequently interact with minors in a variety of ways. It is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Margate Chief of Police, or his Designee, shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

1. **Transporting minors in a police vehicle:** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two (2) officers (at least one of whom shall be of the same sex as the victim) in an unmarked vehicle that

does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.

2. Directives issued by the NJ State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
3. The following provisions from the **"Code of Conduct"** for Recreation Counselors shall be included in the policy for officers assigned to work in school settings (i.e. Class 3 Officers):
 - A. Officers will, at all times, respect the rights of students and use positive techniques of guidance including positive reinforcement and encouragement.
 - B. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
 - C. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school, and this includes babysitting, sleepovers and inviting children to their home. Any exceptions require a written explanation before the fact and approval by the Chief.
 - D. Officers shall make certain that they are neat, clean, and appropriately attired.
 - E. Officers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff. Officers shall not buy gifts for students at any time.
 - F. All officers are required to complete the initial training course offered by the NJMEL/Atlantic County Municipal JIF, and any refresher courses as well.

Training Requirements

Individual training courses have been designed for each of the following categories and all City officials, employees and volunteers are required to complete training (and refresher course training) adopted by the City. ALL City employees shall complete the training course whether they interact with children/minors or not. Although training records will be maintained in the Personnel Office, it is recommended that departments and individual trainees also keep copies of their own training records.

1. Officials

Complete the initial training course adopted by the City and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and State Law. The training program will include the following concepts:

- Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.

- Fully understanding the legal consequences for not being diligent in making certain that City employees adhere to all policies and procedures as adopted.

2. Department Heads

Content of course shall include:

- Current NJ State Law pertaining to Sexual Abuse of Minors
- Recognizing the signs of abuse and neglect
- Different types of abuse (i.e. Peer to Peer, Adult to Child, etc.)
- Your legal responsibility for implementing and monitoring procedures and employees
- Reporting cases of abuse

3. Volunteers and Employees of the City

Content of course shall include:

- Current NJ State Law pertaining to Sexual Abuse of Minors
- Recognizing the signs of abuse and neglect
- Different types of abuse (i.e. Peer to Peer, Adult to Child, etc.)
- Your legal responsibility for implementing and monitoring procedures and employees
- Reporting cases of abuse

4. Law Enforcement Officers

Content of course shall include:

- Current NJ State Law and Directives from the Attorney General
- Your responsibilities
- Officers in schools
- Reporting abuse

Reporting Suspected Child Abuse/Neglect

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee, or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees, and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The City shall also train Officials, Department Heads, Employees and Volunteers in the concept of “**dual reporting**” as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is a hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support**. Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. **Do not "investigate" an abuse situation. Do not interrogate the child.** Rather, report it immediately as shown below. And, finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is recommended that, whenever possible, officials, employees and volunteers report the suspected abuse to both the New Jersey Department of Children and Families and to Law Enforcement at the same time, which is known as "dual reporting."

For Employees or Volunteers of Programs conducted by the City:

- Immediately report suspected cases to the Program Director in charge.
- The Program Director shall immediately investigate the alleged incident. The Director shall document the alleged abuse in writing including the following information, as recommended by the NJ Department of Children and Families:
 1. **Who:** the child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 2. **What:** type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 3. **When:** when the alleged abuse/neglect occurred and when you learned of it.
 4. **Where:** where the incident occurred, where the child is now, and whether the alleged perpetrator has access to the child.
 5. **How:** how urgent the need is for intervention, and whether there is a likelihood of imminent danger for the child.
- After documenting all the facts surrounding the alleged abuse, the Program Director shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the Supervisor's role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer Coaches or other Volunteers in charge of programs sponsored by or affiliated with the City

- The Volunteer shall immediately document the alleged abuse in writing, including the following information, as recommended by the NJ Department of Children and Families:
 1. **Who:** the child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 2. **What:** type and frequency of the alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.

3. **When:** when the alleged abuse/neglect occurred and when you learned of it.
 4. **Where:** where the incident occurred, where the child is now, and whether the alleged perpetrator has access to the child.
 5. **How:** how urgent the need is for intervention, and whether there is a likelihood of imminent danger for the child.
- After documenting all the facts surrounding the alleged abuse, the Volunteer shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

- The Officials and Department Heads shall immediately document the alleged abuse in writing, including the following information, as recommended by the NJ Department of Children and Families:
 1. **Who:** the child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 2. **What:** type and frequency of the alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 3. **When:** when the alleged abuse/neglect occurred and when you learned of it.
 4. **Where:** where the incident occurred, where the child is now, and whether the alleged perpetrator has access to the child.
 5. **How:** how urgent the need is for intervention, and whether there is a likelihood of imminent danger for the child.
- After documenting all the facts surrounding the alleged abuse, the Official or the Department Head shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

For Law Enforcement Officers:

- Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

Important Information Regarding Reporting Suspected Abuse Under New Jersey Law:

The following guidelines have been established under NJ law, for those reporting suspected or alleged cases of abuse or neglect. The City encourages all Officials, Employees and Volunteers in programs operated by the City or affiliated programs or activities to report suspected cases of abuse with the following in mind:

- Any person who, in good faith, makes a report of child abuse or neglect, or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the Hotline anonymously.
- However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.
- When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

Acknowledgement of Receipt and Review of Policy:

All Officials, Employees/Counselors and Volunteers shall sign and date an acknowledgement form that confirms that they have received and reviewed this Policy Addressing the Protection and Safe Treatment of Minors issued to them by the City. The same process shall be used for any revised policy issued in the future.

Attached Appendices:

- A. Indicators of Child Abuse/Neglect
- B. Grooming Behavior
- C. Acknowledge Form Confirming Receipt and Review of this Policy

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse/Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse:**Physical Indicators****Unexplained bruises and welts:**

- On face, lips, mouth
- On torso, back, buttocks, thighs
- In various stages of healing
- Cluster, forming regular patterns
- Reflecting shape of article used to inflict (electric cord, belt buckle)
- On several different surface areas
- Regularly appear after absence, weekend Or vacation

Unexplained burns:

- Cigar, cigarette burns, especially on soles, Palms, back or buttocks
- Immersion burns (sock-like, glove-like, Doughnut-shaped on buttocks or genitalia)
- Patterned like electric burner, iron, etc.
- Rope burns on arms, legs, neck or torso

Unexplained fractures:

- To skull, nose, facial structure
- In various stages of healing
- Multiple or spinal fractures

Unexplained laceration or abrasions:

- To mouth, lips, gums, eyes
- To external genitalia

Behavioral Indicators**Wary of adult contacts**

Apprehensive when other children cry

Behavioral extremes:

- Aggressiveness
- Withdrawal

Frightened of parents

Afraid to go home

Reports injury by parents

Appendix A: Indicators of Child Abuse/Neglect
(continued)

Different types of abuse and neglect have different physical and behavioral indicators (continued):

Physical Neglect:

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress	Begging, stealing food
Consistent lack of supervision, especially in Dangerous activities or long periods	Extended stays at school (early arrival and late departure)
Constant fatigue or listlessness	Constantly falling asleep in class
Unattended physical problems or medical needs	Alcohol or drug abuse
Abandonment	Delinquency (e.g. thefts)
	States there is no caregiver

Sexual Abuse:

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting	Unwilling to change for gym or participate in PE
Torn, stained or bloody underclothing	Withdrawn, fantasy or infantile behavior
Pain or itching in genital area	Bizarre, sophisticated or unusual sexual behavior or knowledge
Bruises or bleeding in external genitalia, vaginal or Anal areas	Poor peer relationships
Venereal disease, especially in pre-teens	Delinquent or run-away
Pregnancy	Reports sexual assault by caregiver

Emotional Mistreatment:

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.)	Behavior extremes:
Conduct disorders (antisocial, destructive, etc.)	- Compliant, passive
Neurotic traits (sleep disorders, speech disorders, Inhibition of play)	- Aggressive, demanding
	Overly adoptive behavior:
	- Inappropriately adult
	- Inappropriately infant

Appendix B: Grooming Behavior

Grooming is when someone builds a relationship, trust and emotional connection with a child or a young person so that they can manipulate, exploit, and abuse them.

Here are some common characteristics of someone attempting to "groom" a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats – threats that play off of a child's guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also look for cuts and scratches or other self-inflicted injuries.

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Appendix C: Acknowledgement of Receipt and Review of Policy

All Officials, Employees/Counselors and Volunteers shall sign and date this acknowledgement form that confirms that you have received and reviewed this "Policy Addressing the Protection and Safe Treatment of Minors" issued to you by the City of Margate.

Printed Name:

Signature:

Date:

This signed and dated Acknowledgement Form must be returned to the Personnel Office of the City of Margate.

Resolution

A motion to adopt Resolution #91-2020 authorizing payment of claims was put forth by Commissioner Blumberg, seconded by Commissioner Amodeo, with a vote of two ayes. Mayor Becker abstained.

**RESOLUTION #91-2020
AUTHORIZED PAYMENT - COLMAR HOME CENTER**

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

COLMAR HOME CENTER

\$744.46

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Margate City does hereby approve the Margate City Bill for Colmar Home Center, attached hereto be paid in full.

ROLL CALL:

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

UPDATE:

Johanna Casey: Requests residents to please respond to the census questionnaire.

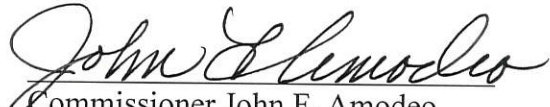
Rick Clauson, Shore Club, 9300 Atlantic Ave.: Suggests signage on the beach should state all animals are prohibited.

Adjournment:

There being no further business, Mayor Becker called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner Blumberg and seconded by Commissioner Amodeo to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 4:18 p.m.

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