

REGULAR MEETING MINUTES CITY COMMISSION – MARGATE CITY

DECEMBER 19, 2019

MARGATE CITY, NEW JERSEY

THE ATLANTIC CITY 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 4:35 p.m. at the Margate City Hall, 1 South Washington Avenue, Margate, NJ 08402. The meeting began with a flag salute and roll call: Mayor Michael Becker and Commissioner John Amodeo were present. Commissioner Maury Blumberg was absent. Johanna Casey, Rich Deaney, and Scott Abbott were also present. The minutes from the last meeting of December 5, 2019 Capital, Workshop and Regular Meetings were approved as read on motion by Commissioner Amodeo, seconded by Mayor Becker, with a vote of two ayes.

Public Comment:

John Sewell, 22 West Drive: Speaks on the lack of fiscal responsibility by the commission on matters of the school system.

Art Cantilli, 114 N. Lancaster Avenue: Speaks on the positive effect of smaller class sizes. Plan now for smaller enrollment of students in the Margate school system.

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

Public Comment on Resolutions and Ordinances:

Seeing that there were no additional comments, a motion to close Public Comments on Resolutions and Ordinances was put forth by Commissioner Amodeo, seconded by Mayor Becker, with a vote of two ayes.

ORDINANCES: Introduction

A motion to introduce Ordinance #12-2019 was put forth by Mayor Becker, seconded by Commissioner Amodeo, with a vote of two ayes.

ORDINANCE #12 – 2019

AN ORDINANCE AMENDING, CHAPTER 175 – LAND USE, Article I, Definitions

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

SECTION 1. BUILDING COVERAGE

Remove the following:

~~**The ratio of the horizontal area of all principal buildings measured from the exterior surface of the exterior walls of the ground floor on a lot to the total lot area.**~~

Add the following:

That percentage of a lot covered by the principal building. All projections attached to the principal building covered by a permanent roof other than decks and porches shall be considered part and parcel of said principal building

SECTION 2. STORY, HALF

Keep the following:

The area under a hip gable or gambrel roof where the roof-to-ceiling height in excess of five feet is less than 50% of the floor area of the floor immediately below. Where the floor area with a floor-to-ceiling height in excess of five feet is more than 50% of the floor immediately below, it shall count as a full story.

Add the following:

The half story shall be fully contained within the roof of the second floor and having the permitted dormers and exceptions for elevators and stairways where applicable.

SECTION 3. All ordinances or parts of ordinances inconsistent with any terms of this Ordinance are hereby repealed to the extent of such inconsistency only.

SECTION 4: This ordinance shall take effect upon its final passage and publication as required by law.

A motion to introduce Ordinance #13-2019 was put forth by Mayor Becker, seconded by Commissioner Amodeo, with a vote of two ayes.

ORDINANCE #13 – 2019

AN ORDINANCE AMENDING, CHAPTER 175 – LAND USE, Schedule B-1 City of Margate Schedule of standards, Residential Standards, 175 Attachment 4:1

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

SECTION 1. MF - Multi Family Margate City Buildings, Schedule B-1, shall be amended as follows (see attached schedule):

Remove Asterick (*) next the MF zone designation column.

Remove footnote “* Regardless of zone; the table to the left shall apply to the development of any single family or two family home in the City of Margate.”

Under minimum front yard (porches and buildings), remove “For blocks southwest of Ventnor Avenue where only 2 lots exist all setbacks shall be a minimum of 5 feet.”

Add condition for Maximum height for 2.5 stories over parking to lots only 40 feet wide or more.

Add side yard setback requirements for lots less than 40 feet wide to be more in line with single family or two family development but maintains MF standards for lots 40 feet wide or greater. Increases minimum setback to 12 feet with driveway.

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

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

Land Use
Schedule B-1
City of Margate Schedule of Standards:
Residential Standards:
[Amended 9-24-2006 by Ord. No. 2006-26; 4-3-2008 by Ord. No. 12-2008;
1-31-2013 by Ord. No. 01-2013; 8-15-2013 by Ord. No. 17-2013; 5-5-2016 by Ord. No. 08-2016]

	S-60	S-50	S-40	S-30	S-25	TF	S-25 (HD)	S-60-WF	S-40-WF	MF	WAPC
Minimum lot area (square feet)	6,000	5,000	4,000	3,000	2,500	3,200	2,500	6,000 (excluding riparian)	2,750 (excluding riparian)	4,400	Multi-Family/Townhouse/Garden Apartment Buildings: 4,400 All other uses: 3,200
Minimum lot width (feet)	50	50	50	40	40	40	40	60	50	40	50
Maximum principal building coverage**, ***	Lots of 5,000+ square feet: 30% Lots between 3,000 square feet and 4,999 square feet: The principal building coverage may be increased on a sliding scale, enlarging the 30% by multiplying the number of square feet less than 5,000 by .00005 and converting the result into a percentage figure Lots less than 3,000 square feet: 40%							40%	50%	45%	50%
Yards:											
Minimum front yard	For front wall of house, prevailing setback of front walls of houses within 200 feet in the same block. Eliminate the high and low values before the average is calculated, unless there are fewer than 3 houses. Regardless of the average, minimum setback of at least 5 feet shall be provided. For blocks southeast of V-entour Avenue where only 3 lots exist all setbacks shall be a minimum of 5 feet. For front of porch, prevailing setback of front walls of porches within 200' in the same block. Eliminate the high and low values before the average is calculated, unless there are fewer than 3 porches. Regardless of the average, minimum setback of at least 5' shall be provided. Porches or decks behind the front wall of a house shall not be included in the calculation. For blocks southeast of V-entour Avenue where only 3 lots exist all setbacks shall be a minimum of 5 feet.							For front wall of building 10% of the lot depth with a 10' minimum. For front wall of porch 5% of the lot depth with a 5' minimum			
Minimum rear yard	20 % of lot depth or 10 feet, whichever is greater							10 feet from bulkhead	20 feet, with minimum 10 foot Landscape Buffer	Multi-Family / Townhouse / Garden Apartment Buildings: 20 feet, with minimum 10 feet Landscape Buffer All other uses: The greater of 20% of Lot Depth or 10 feet	
Minimum side yard	Lots with 60 feet or more of frontage: total side yards: 37% of total lot width; minimum: 10 feet each Lots with less than 50 feet to 59.99 feet of frontage: total side yards: 37% of total lot width; minimum: 8 feet Lots with less than 50 feet of frontage: total side yards: 37% of total lot width; 5 feet minimum Regardless of lot width, the maximum combined yard requirements shall not exceed 22 feet.							Lots with less than 40 feet of width: 5 feet minimum, 12 feet with driveway on side. Lots with width: 40 feet or greater: 8 feet or 40-12 feet with driveway		Multi-Family / Townhouse / Garden Apartment Buildings: 8 feet each 20 feet overall All other uses: 10' each	
Maximum height	2.5 habitable floors; 2.5 stories total. Dormers are permitted but are limited to 15% of the 3 rd floor habitable floor area; maximum height 30' above BFE-4 or FF if parking below is provided. Any third floor living space where the ceiling height is in excess of 5 feet shall be less than 50% of the floor area of the floor immediately below.						2 habitable floors; 2 stories total; lowest structural member is at elevation 12'	2.5 habitable floors; 2.5 stories total; maximum height 25' above the first floor elevation or BFE-4. Any third floor living space where the ceiling height is in excess of 5 feet shall be less than 50% of the	2 habitable floors over parking or 2 1/2 habitable floors without parking and 30 feet	Multi-Family / Townhouse / Garden Apartment Buildings: 2 habitable floors over parking or 2 1/2 habitable floors without parking	

		(NAVD) -3' in Zone AE (EI 9) and elevation 13' (NAVD) - 3' in Zone AE (EI 10). Height is measured from BFE-4. Habitable areas, as per NUCC 2006, International Residential Code, NJ Edition, shall not be permitted	Floor area of the floor immediately below.	above lowest floor for lots less than 40 feet wide. For lots 40 feet wide or greater 2.5 stories above parking is permitted. 2.5 habitable floors, 2.5 stories total. Dormers are permitted but are limited to 15% of the 3 rd floor habitable floor area; maximum height 30' above BFE-4 or FF if parking below is provided. Any third floor living space where the ceiling height is in excess of 5 feet shall be less than 50% of the floor area of the floor immediately below	and 30 feet above lowest floor or BFE-4. All other uses: Any third floor space where the ceiling height is in excess of 5' shall be less than 50% of the largest floor area immediately below and 30' feet above the lowest floor
Minimum roof pitch	5 on 12 required for roofs above first floor level	N/A	5 on 12 required for roofs above first floor level		
Maximum density	N/A				Multi-Family / Townhouse / Garden Apartment Buildings: 19.8 du/ac All other uses: N/A
Maximum FAR	N/A				Multi-Family / Townhouse / Garden Apartment Buildings: 1.0 All other uses: N/A
Landscaping					
Front yard landscape requirements	No less than 60% of the front yard extending to the side property lines shall be landscaped with grass or other vegetative cover, shrubs and trees. This landscaped area shall not include paving, pavers, walkways, stones, wood, and any other nonvegetative cover or material. Such 60% landscaping minimum may be reduced to the extent required to accommodate front access stairs necessary to conform with lowest floor elevation requirements. In no case, however, shall such percentage be lower than 50% of the front yard. Until such a time as this chapter is amended to conform with final FIRM mapping and related regulations, determination of "the extent required" shall be made by the Planning Board				
Minimum total landscaping coverage****	No less than 35% any residential lot shall be covered by grass or other vegetative ground cover, shrubs and trees. Areas under building projections, and cantilevers, except roof overhangs, shall not be counted toward meeting the landscape requirements. Such 35% landscaping minimum may be reduced to the extent required to accommodate front access stairs necessary to conform with lowest floor elevation requirements. In no case, however, shall such percentage be lower				

	than 50% of the lot. Until such a time as this chapter is amended to conform with final FIRM mapping and related regulations, determination of "the extent required" shall be made by the Planning Board. Areas under projections permitted by 175-30C(4) and (5) shall not be counted toward meeting the landscape requirements.

NOTES:
~~Regardless of zone, the table to the left shall apply to the development of any single-family or two-family home in the City of Margate.~~
** No floor area of any building shall exceed the maximum area allowed by the principal building coverage limitation; in the case of nonconforming second floors, the half-story calculation shall be based on the maximum second floor for which would be permitted by principal building coverage.
*** Beachfront property building coverage shall be measured from the property line. This shall include areas where the bulkhead line may be located inside the property line.
**** Landscape coverage for beachfront properties shall be measured from the property line. The area of beach lying between the bulkhead and property line shall be considered landscape coverage.
***** The maximum height above existing grade of a building may include an uninhabitable ground floor 8' in height above existing ~~or proposed~~ (requires a grading plan) grade (only if used for garage parking to meet off street parking requirements. Face of garage doors must be setback 18 feet from the property line) to the lowest structural member of the first floor which shall not be counted in building height, with the exception of buildings in the S-25(HD) District. Buildings within the S-25 (HD) District are allowed to be raised such that the lowest structural member is at elevation 12.0' (NAVD 88) + 3' in Zone AE (El 9) and 13.0' (NAVD 88) + 3' in Zone AE (El 10). Building heights in the S-25, S-30 (north of Atlantic Avenue), S-40 (north of Ventnor Avenue), S-40 WF, S-50, S-60 (not abutting and north of Ventnor Avenue), S-60 WF, TF, MF (east of Decatur Avenue) Districts shall permit, for 30 feet of building height provided, that the distance from the finished first floor to the top plate of the second habitable floor does not exceed 20 feet.

175 Attachment 4-1

12-11-2019

A motion to introduce Ordinance #14-2019 was put forth by Commissioner Amodeo, seconded by Mayor Becker, with a vote of two ayes.

ORDINANCE #14-2019

AN ORDINANCE AMENDING, CHAPTER 175 – LAND USE, Article V, Zoning, Supplementary Regulations

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

SECTION 1. § 175-30 Supplementary regulations.

- D. Driveways. [Added 9-24-2006 by Ord. No. 2006-26; amended 10-4-2018 by Ord. No. 24-2018]
- (1) On corner lots: Driveways shall be required to be located on north-south streets (i.e., generally parallel to Jerome Avenue) and a minimum of 10 feet from the corner and one foot from any side lot line.

Add the following exceptions to requiring driveways to be located on North-South Streets:

Exceptions to driveways being on north-south streets:

- Burk Avenue
- Marshall Avenue
- Lagoon Drive at Jerome Avenue
- Harbor Lane
- Wellington Avenue
- Amherst Avenue from North Argyle Avenue to Fredericksburg Avenue
- Oak Grove Avenue
- Dolphin Drive
- Salem Road
- Fremont Avenue from North Exeter Avenue to Fredericksburg Avenue
- Fremont Avenue from North Wilson Avenue to North Thurlow Avenue

**Fremont Avenue from North
Rumson Avenue to North Pembroke Avenue
Fulton Avenue from North Union Avenue to North Thurlow Avenue
Fulton Avenue from North Rumson
Avenue to North Pembroke Avenue
All Streets that are 1 block or less in
length (i.e. Brunswick Drive, Colmar Circle)**

The following remains:

- (2) Other than corner lots: Driveways shall be set back a minimum of one foot from the property line.
- (3) On lots with alternate access (rear access): Driveways shall be located on the rear access only.

SECTION 2:

Add the following:

“...and limited to one per lot”

- (4) Single residential driveways shall be a maximum of 10 feet wide **and limited to one per lot.**

Add the following:

Change 20 feet to 18 feet [wide]

“...and must be continuous with no gaps”

- (5) Double residential driveways shall be a maximum of ~~20~~ 18 feet wide **and must be continuous with no gaps.**

SECTION 3: All ordinances or parts of ordinances inconsistent with any terms of this Ordinance are hereby repealed to the extent of such inconsistency only.

SECTION 4: This ordinance shall take effect upon its final passage and publication as required by law.

ORDINANCES: Public/Adoption

A motion to adopt Ordinance #11-2019 was put forth by Mayor Becker, seconded by Commissioner Amodeo, with a vote of two ayes.

ORDINANCE #11-2019

**AN ORDINANCE AMENDING CHAPTER 257, VEHICLES AND
TRAFFIC, OF THE CODE OF THE CITY OF MARGATE CITY,
COUNTY OF ATLANTIC AND STATE OF NEW JERSEY**

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

SECTION 1. Margate City Code **Chapter 257-15** shall be amended to **add** the following locations for handicapped parking within the City of Margate City:

257-15 Handicapped Parking on Street

<u>Name of Street</u>	<u>Side</u>	<u>Location</u>
24 North Frontenac Ave	West	From a point 260 feet south of the Southeasterly curbline of Winchester Avenue to a point 22 feet South thereof
226 North Delavan Ave	West	From a point 29 feet south of the Southeast curbline of Amherst Avenue to a point 22 feet South thereof

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

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

RESOLUTIONS:

**RESOLUTION #271-2019
MARGATE CITY BILL LIST / PAYROLL
DECEMBER 19, 2019**

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

<u>BILLS LIST AMOUNT:</u>	\$1,617,744.59
<u>PAYROLL ACCOUNT:</u> December 19, 2019	
<u>CURRENT ACCOUNT</u>	\$ 448,340.71
<u>WATER & SEWER</u>	\$ 46774.56

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

ROLL CALL:

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

December 17, 2019
01:35 PMCity of Margate City
Purchase Order Listing By P.O. Number

Page No: 1

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

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

First Enc Date Range: First to 12/31/19

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
19-00002	01/03/19	NJDIVPEN NJ DIV OF PENSION & BENEFITS	2019 Employee health benefits	Open	219,641.62	0.00	B
19-00015	01/09/19	HORIZON3 Horizon Healthcare	2019 FSA admin fees	Open	25.00	0.00	B
19-00022	01/10/19	VITAL Vital Communications, INC	Assessment Service & MOD IV	Open	1,450.00	0.00	C
		Contract No: C1900001					
19-00027	01/01/19	CIOETACO Cioeta Consulting, LLC	HR Consulting Services	Open	2,940.00	0.00	C
		Contract No: C1900006					
19-00028	01/01/19	ROVILLAR HANK ROVILLARD, ESQ., LLC	Tax attorney- tax appeals	Open	1,822.50	0.00	C
		Contract No: C1900007					
19-00029	01/01/19	JPM JERSEY PROFESSIONAL MANAGEMENT	Acting administrator	Open	4,510.00	0.00	C
		Contract No: C1900008					
19-00035	01/01/19	VIDEO MOBILE DREDGING VIDEO PIPE INC	Clean & televise sewer systems	Open	5,750.00	0.00	C
		Contract No: C1900012					
19-00036	01/01/19	ANGERMAN Michael Angerman Landscaping	Landscape maintenance	Open	10,027.91	0.00	C
		Contract No: C1900013					
19-00039	01/01/19	BARKER Barker, Gelfand,	HR service- employment law	Open	375.00	0.00	C
		Contract No: C1900016					
19-00040	01/01/19	RUTALA James Rutala Associates, LLC.	2019 Planning & grant consult.	Open	3,620.00	0.00	C
		Contract No: C1900017					
19-00046	01/01/19	CASA CASA PAYROLL SERVICE	2019 Payroll service	Open	1,051.05	0.00	B
19-00047	01/01/19	CASA 2 CASA REPORTING SERVICES	2019 ACA reporting service	Open	263.25	0.00	B
19-00053	01/11/19	SAMS Sam's Club	Supplies	Open	440.82	0.00	
19-00060	01/11/19	FRYES Frye's Auto Repair	Auto Repairs/Supplies	Open	1,168.84	0.00	
19-00063	01/11/19	STAPLCRE Staples Business Credit	Officer Supplies	Open	183.02	0.00	
19-00100	01/15/19	ACELECTR ATLANTIC CITY ELECTRIC	Monthly Charge/General Account	Open	8,391.43	0.00	
19-00101	01/15/19	ACELECTR ATLANTIC CITY ELECTRIC	Monthly Charge/ W/S Accounts	Open	9,550.23	0.00	
19-00102	01/15/19	ACELECTR ATLANTIC CITY ELECTRIC	Monthly Charge/ St.Lt. Account	Open	666.14	0.00	
19-00103	01/15/19	ACELECTR ATLANTIC CITY ELECTRIC	Monthly Charge/ Temp. Account	Open	281.86	0.00	
19-00107	01/15/19	ACPRESS PRESS OF ATLANTIC CITY	City Clerk Legal Ads	Open	932.25	0.00	
19-00109	01/15/19	SJGASCOM SOUTH JERSEY GAS COMPANY	2019 monthly Gas charges	Open	6,043.27	0.00	
19-00112	01/15/19	CONSTELL Constellation New Energy, Inc.	2019 monthly electric charges	Open	4,847.13	0.00	
19-00113	01/15/19	J CINCOT Joseph Cincotta	2019 LG Pension	Open	535.76	0.00	
19-00114	01/15/19	JGALLAGH JAMES GALLAGHER	2019 LG Pension	Open	247.15	0.00	
19-00115	01/15/19	JOHN SLA John Slattery, III	2019 LG Pension	Open	157.72	0.00	
19-00116	01/15/19	KING GEORGE KING	2019 LG Pension	Open	384.13	0.00	
19-00117	01/15/19	MICHAELB Michael Baylinson	2019 LG Pension	Open	532.64	0.00	
19-00118	01/15/19	RICHKUGE RICHARD H. KUGEL	2019 LG Pension	Open	1,959.75	0.00	
19-00119	01/15/19	SMALLWOOD CARL SMALLWOOD	2019 LG Pension	Open	536.62	0.00	
19-00129	01/16/19	FASTENAL Fastenal Company	MATERIALS & SUPPLIES	Open	312.03	0.00	
19-00130	02/01/19	COLONIAL Colonial Electrical Supply Inc	MATERIALS & SUPPLIES	Open	509.70	0.00	
19-00133	01/16/19	LISA MCL LISA MCLAUGHLIN	2019 expense reimbursements	Open	110.89	0.00	
19-00156	01/23/19	WB MASON W.B. MASON CO., INC.	MATERIAL & SUPPLIES	Open	53.64	0.00	
19-00188	01/29/19	MARYANNC Mary Ann Cairo	Yoga Instructor	Open	300.00	0.00	
19-00199	12/02/19	DEBORAH Deborah Havrilchak	Sound Recorder	Open	100.00	0.00	
19-00222	01/31/19	PEDRONI PEDRONI FUEL COMPANY	FUEL CONTRACT 2019	Open	5,409.65	0.00	
19-00239	02/01/19	ONECONCE One Call Concepts, Inc.	2019 MARKOUTS	Open	125.12	0.00	
19-00261	02/05/19	NJDHSS NJ DEPT HEALTH & SENIOR SVCS	Dog License Report	Open	8.40	0.00	
19-00276	02/06/19	ACUA ATLANTIC COUNTY UTILITIES AUTH	2019 TRASH/TIP/RECYCLING FEE	Open	62,420.65	0.00	
19-00278	02/06/19	LUCKY Lucky Dog Custom Apparel	Tshirts and Uniforms	Open	1,130.45	0.00	
19-00279	02/06/19	OLD CAPE OLD CAPE, INC.	CONCRETE/ASPHALT W&S	Open	498.90	0.00	

December 17, 2019
01:35 PMCity of Margate City
Purchase Order Listing By P.O. Number

Page No: 2

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
19-00291	02/08/19	EAST AUT	Eastern Autopart Warehouse Inc	PARTS FOR VEHICLES	Open	379.87	0.00
19-00323	01/01/19	MANOS	Manos Law Firm, LLC.	Planning Bd solicitor	Open	2,400.00	0.00 B
19-00446	03/06/19	PARTAC	PARTAC PEAT CORPORATION	Infield Mix for Ballfields	Open	1,583.60	0.00
19-00500	03/01/19	UGI	UGI Energy Services, LLC	Natural Gas commodity	Open	3,513.90	0.00
19-00868	05/22/19	LONNIE	LEONA THOMAS	retirement payment- health	Open	1,000.00	0.00 B
19-00890	05/29/19	ROGER MC	Roger D. McLarnon	Reimbursement	Open	46.79	0.00
19-01005	06/18/19	MARGBDED	MARGATE CITY BD OF EDUCATION	School Taxes 2nd half 2019	Open	874,839.80	0.00 B
19-01009	06/18/19	ALLEG005	Allegra Marketing Print & Mail	ENVELOPES AND DELINQUENT FORMS	Open	159.04	0.00
19-01174	07/24/19	1STCHOIC	1st Choice Safety Equip LLC	2019 Turnout Gear Order	Open	18,069.00	0.00
19-01247	08/07/19	EAGLE P	Eagle Point Gun TJ Morris Son	Ammunition/Range Supplies	Open	338.00	0.00
19-01292	08/19/19	CHAPMAN	CHAPMAN FORD SALES, INC.	Vehicle Maintenance	Open	914.15	0.00
19-01308	08/21/19	COREM005	Core & Main LP	2 2" water METER	Open	2,880.58	0.00
19-01312	08/22/19	CONTRACT	Contractor Service	Genie single man lift	Open	8,538.00	0.00
19-01321	08/23/19	MICHAEL	MICHAEL CINCOTTA	2019 Lifeguard Pension	Open	765.86	0.00
19-01465	10/02/19	K AMODEO	Kelle Amodeo	Reimbursment for Coffee/water	Open	43.54	0.00
19-01477	10/03/19	NJAFM	N.J. ASSOC. FLOODPLAIN MGT.	NJAFM Conference Registration	Open	1,150.00	0.00
19-01480	10/04/19	WINSUPPL	Winsupply Absecon NJ Co.	2 Bay SS sink with hardware UA	Open	1,836.67	0.00
19-01493	10/08/19	CLEGG	Cleggs Garage, Inc.	M36 - TRASH TRUCK	Open	781.06	0.00
19-01525	10/10/19	SUASIO05	Suasion Communications Group	Social media & City website	Open	3,000.00	0.00 B
19-01543	10/17/19	ALPHA	Alpha Youth Sports, Inc.	Coaching Clinics	Open	750.00	0.00
19-01559	10/24/19	ACTION U	ACTION UNIFORM CO. LLC	Clothing for Supervisors	Open	1,224.00	0.00
19-01568	10/25/19	MRC02	MRC, Inc.	Granville playground equipment	Open	107,002.71	0.00
19-01580	10/30/19	CM 3	CM3 BUILDING SOLUTIONS, INC.	Municipal Building Boilers	Open	15,078.00	0.00
19-01582	10/30/19	COREM005	Core & Main LP	1" water meters	Open	19,300.00	0.00
19-01584	10/30/19	JERSEYCA	JERSEY CAPE	2020 Beach Tags	Open	7,536.38	0.00
19-01589	10/31/19	WB MASON	W.B. MASON CO., INC.	janitorial supplies	Open	1,091.87	0.00
19-01604	11/07/19	TRIDENTP	TRIDENT PILING CO, LLC	Amherst Ave bulkhead replaceme	Open	44,100.00	0.00 C
			Contract No: U1380000				
19-01611	11/06/19	MGLFORMS	MGL PRINTING SOLUTIONS	1099 FORMS AND ENVELOPES	Open	164.00	0.00
19-01612	09/19/19	WMCLEES	William McLees ArchitectureLLC	Engineer- Muni Bldg Corridor	Open	5,321.55	0.00 C
			Contract No: C1900028				
19-01632	11/12/19	WB MASON	W.B. MASON CO., INC.	sweetener for Muni Bldg	Open	25.99	0.00
19-01633	11/12/19	FACTO005	Factory Direct Bedding	Furniture for Station 1 and 2	Open	2,920.00	0.00
19-01647	11/13/19	HA DEHAR	H.A. DeHart & Son, Inc.	Repairs to dump body	Open	3,666.42	0.00
19-01658	11/14/19	STAPLCRE	Staples Business Credit	Staples Deanna	Open	610.59	0.00
19-01659	11/14/19	UNIV COM	UNIVERSAL COMPUTING	Deanna	Open	558.60	0.00
19-01661	11/14/19	JP MASON	JP Masonry & Stucco, LLC	Pavers for Lucy-	Open	22,500.00	0.00
19-01674	11/18/19	FORTUNE	FORTUNE GYPSUM PRODUCTS	Ceiling Tiles for Union Ave	Open	1,595.00	0.00
19-01676	11/18/19	SOMERS P	SOMERS POINT LUMBER, INC.	Materials for Huntington Deck	Open	1,257.52	0.00
19-01679	11/19/19	CLEGG	Cleggs Garage, Inc.	parts for M-36 repairs	Open	576.14	0.00
19-01693	11/22/19	CALBB	Cape Atlantic Basketball Leagu	CAL Basketball Fees	Open	1,800.00	0.00
19-01694	11/22/19	TRACEY	Tracey Blake	Gymnastics Classes	Open	504.00	0.00
19-01700	11/25/19	TRIDE005	TRIDENT MARINE COMPANY	refund bulkhead escrow B062	Open	906.03	0.00
19-01701	11/25/19	720SH005	720 Shore LLC	refund bulkhead escrow B063	Open	1,715.00	0.00
19-01703	11/26/19	AMERICAN	AMERICAN WATER WORKS ASSOCIATI	Ricciotti - Power Mem. renewal	Open	490.00	0.00
19-01704	11/26/19	SJGASESC	South Jersey Gas Company	close escow- gas line project	Open	31,681.16	0.00
19-01711	12/02/19	THOMPSON	Margaret P. Juliano-Thompson	After School Classes	Open	175.00	0.00
19-01712	12/02/19	DOLCEAMO	Victoria Dolceamore	Piano Lessons	Open	200.00	0.00
19-01713	12/02/19	NJDEPTCO	NJ DEPT OF COMMUNITY AFFAIRS	2020 Subscription Renewal	Open	100.00	0.00
19-01714	12/02/19	LADYSTAR	South Jersey Lady Starz LLC	Fall Basketball Clinics	Open	1,460.00	0.00
19-01716	12/03/19	GENTILIN	GENTILINI FORD, INC.	Repairs for M8	Open	430.99	0.00
19-01717	12/03/19	WINSUPPL	Winsupply Absecon NJ Co.	Mop Sink for 9001	Open	535.37	0.00
19-01719	12/03/19	STEPH010	Stephen Jasiecki	registration-land use	Open	327.00	0.00
19-01722	12/03/19	HUNTER	HUNTER JERSEY PETERBILT	Peterbuilt M-9 parts	Open	606.42	0.00

REGULAR MEETING

DECEMBER 19, 2019

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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
19-01724	12/03/19	TKLW	TK's Logowear	Basketball Uniforms	Open	1,921.00	0.00
19-01725	12/03/19	GFOA	GFOA of NJ	2020 membership dues-CFO	Open	90.00	0.00
19-01727	12/04/19	LORCO	LORCO PETROLEUM SERVICES	oil filter removal	Open	99.00	0.00
19-01729	12/04/19	WINSUPPL	Winsupply Absecon NJ Co.	plumbing materials for UA	Open	106.32	0.00
19-01730	12/04/19	DECATURC	Decatur Crt. Twnhs. Condo Asso	refund XC water-bill error	Open	226.80	0.00
19-01731	12/04/19	JUDITHGR	Judith Greenberg	Refund XC water-bill error	Open	393.60	0.00
19-01732	12/04/19	M JEWITT	Margaret Jewitt	Exercise Class	Open	200.00	0.00
19-01733	12/04/19	G MEDOFF	Geraldine D. Medoff	Exercise Classes	Open	400.00	0.00
19-01734	12/04/19	VENTURA	VENTURA'S GREENHOUSE	Holiday Lunch	Open	225.00	0.00
19-01735	12/04/19	KEN BASC	KEN BASCHE	Computer Classes	Open	60.00	0.00
19-01736	12/04/19	SNAPOLOG	Snapology of Atlantic County	After School STEM Classes	Open	270.00	0.00
19-01737	12/04/19	MEREDITH	Meredith Punthrangkul	AfterSchool Art Classes	Open	160.00	0.00
19-01739	12/04/19	WILLIER	WILLIER ELEC MOTOR REPAIR CO.	Gladstone new motor	Open	2,022.00	0.00
19-01740	12/04/19	WEINSTEI	WEINSTEIN PLUMBING SUPPLY	Service parts FD station 1	Open	20.75	0.00
19-01741	12/04/19	GOLDEN	Golden Equipment Co., Inc.	Replacement parts for sweeper	Open	3,811.56	0.00
19-01742	12/04/19	HUBER	HUBER LOCKSMITHS, INC.	Replace locks in HR Dept.	Open	437.25	0.00
19-01743	12/04/19	FORKED	FORKED RIVER DIESEL & GENERATO	Replace batteries at 2 sites	Open	2,715.00	0.00
19-01744	12/04/19	SAMS	Sam's Club	Supplies	Open	236.88	0.00
19-01746	12/05/19	SCOTTS	Ray Scott's Dock LLC	Shrink wrap 4 fountains	Open	2,800.00	0.00
19-01747	12/05/19	SCHINDLE	SCHINDLER ELEVATOR CORPORATION	Elevator Service contract	Open	2,987.28	0.00
19-01748	12/05/19	AE STONE	A.E. STONE, INC.	Cold and Hot patch	Open	487.38	0.00
19-01749	12/05/19	NAPA AU	Val-U Auto LLC	Auto parts and stock	Open	150.09	0.00
19-01751	12/05/19	GLOBAL I	Global Industrial Equipment	3 Rigid Tube cutters	Open	93.25	0.00
19-01752	12/05/19	WB MASON	W.B. MASON CO., INC.	Office Supplies	Open	86.65	0.00
19-01754	12/06/19	JAMES MC	James McClain, Jr.	Reimbursement for Water License	Open	51.50	0.00
19-01755	12/06/19	STATELAB	Garden State Laboratories, Inc	Water Testing	Open	195.00	0.00
19-01756	12/06/19	IRONMOUN	IRON MOUNTAIN	record storage - dec 2019	Open	482.18	0.00
19-01757	12/06/19	SYSTEMU	Systems For You, Inc.	Renewal of Security Certificat	Open	79.99	0.00
19-01758	12/06/19	ATXTELEC	Broadview Networks	telephone service-nov 2019	Open	3,975.60	0.00
19-01759	12/06/19	ERIKS	Erik's Painting, LLC.	Municipal Building Project	Open	3,000.00	0.00
19-01760	12/09/19	ZACHARYV	Zachary R Verna	Reimbursement for postage	Open	25.45	0.00
19-01761	12/09/19	WB MASON	W.B. MASON CO., INC.	janitorial supplies	Open	593.03	0.00
19-01762	12/10/19	ACUA	ATLANTIC COUNTY UTILITIES AUTH	Water Testing	Open	180.00	0.00
19-01764	12/10/19	GLOBAL I	Global Industrial Equipment	Tools for W/S	Open	493.79	0.00
19-01765	12/10/19	OLIVIERI	Frank E. Olivieri	Reimbursement Tax/Overpayment	Open	2,977.90	0.00
19-01768	12/11/19	ALLEG005	Allegra Marketing Print & Mail	Mercantile Licenses - 2020	Open	107.61	0.00
19-01769	12/11/19	COLONIAL	Colonial Electrical Supply Inc	Lighting and Accessories	Open	1,276.69	0.00
19-01770	12/11/19	VERIZON1	Verizon Wireless	cellular service - nov 2019	Open	676.44	0.00
19-01774	12/11/19	ROBBIE F	Robert Fishbein	Basketball Referee	Open	45.00	0.00
19-01775	12/11/19	FUSSNER	Joe Fussner	Basketball Referee	Open	120.00	0.00
19-01776	12/11/19	ROGER H	Roger Hoover	Men's League Referee	Open	120.00	0.00
19-01777	12/11/19	STEVE S	Stephen Selby	Men's League Referee	Open	240.00	0.00
19-01778	12/11/19	DHILT	Douglas Hiltner	Men's League Referee	Open	330.00	0.00
19-01779	12/11/19	JAMES B	James Barkalow III	Men's League Referee	Open	120.00	0.00
19-01781	12/12/19	CHRIS K	CHRIS KANE	Basketball Referee	Open	420.00	0.00
19-01782	12/12/19	DMCGIN	Dan McGinnis	Men's League Referee	Open	120.00	0.00
19-01783	12/12/19	RSACC	Rich Saccoccia	Men's League Referee	Open	200.00	0.00
19-01784	12/12/19	GMONT	Gene Montecalvo	Men's League Referee	Open	120.00	0.00
19-01785	12/12/19	FELDMAN	Amanda Lynn Feldman	Men's League Referee	Open	200.00	0.00
19-01786	12/12/19	RBOKU	Ron Bokunewicz	Men's League Referee	Open	120.00	0.00
19-01787	12/12/19	PKILL	Patrick Killian	Men's League Referee	Open	240.00	0.00
19-01788	12/12/19	MARK PAR	Mark Parson	Basketball Referee	Open	200.00	0.00
19-01789	12/12/19	MSTRI	Michael Strickland	Men's League Referee	Open	50.00	0.00
19-01791	12/12/19	VERIZON1	Verizon Wireless	air cards for police-nov 2019	Open	220.24	0.00

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
19-01792	12/12/19	MOSSMANS	MOSSMANS BUSINESS MACHINE INC	copier contr-court violations	Open	466.43	0.00
19-01793	12/12/19	ATLANTIC	ATLANTIC COAST ALARM, INC.	Service Call - Police Dept	Open	119.00	0.00
19-01795	11/30/19	SJWELDIN	SOUTH JERSEY WELDING SUPPLY CO	Fire Dept. 02 Rental 11/2019	Open	34.20	0.00
19-01796	09/24/19	SJOVERHE	SOUTH JERSEY OVERHEAD DOOR	Repairs to Rear Garage Door	Open	263.50	0.00
19-01797	12/09/19	WILLIAMS	WILLIAMS SCOTSMAN, INC.	Sta. 2 Trailer Rental 11/2019	Open	286.13	0.00
19-01798	11/12/19	WITMER	Witmer Public Safety Group, In	Fire Department Equipment	Open	567.00	0.00
19-01799	11/22/19	VERALPH	V.E. RALPH & SON, INC.	EMS Supplies and Equipment	Open	1,047.00	0.00
19-01800	12/06/19	VERALPH	V.E. RALPH & SON, INC.	EMS Supplies and Equipment	Open	349.00	0.00
19-01801	12/13/19	KELLI J	Kelli A. Johnson	Rec Basketball Referee	Open	80.00	0.00
19-01803	12/13/19	COMCAST	COMCAST	INTERNET ACCESS-DEC 2019	Open	1,894.19	0.00
19-01805	12/13/19	CITYCUR	CITY OF MARGATE CURRENT ACCT	sick payout- vtax collector	Open	16,000.00	0.00
19-01807	12/16/19	VERIZON1	Verizon Connect NWF, Inc.	PW vehicle GPS- nov 2019	Open	399.00	0.00
19-01809	12/16/19	PITNEY	PITNEY BOWES GLOBAL	postage machine lease-4th qt	Open	903.33	0.00
19-01815	12/17/19	INTER010	Internal Revenue Service	Levy for Hot Bagels	Open	478.74	0.00
19-01818	12/17/19	IAAO	IAAO	2020 membership dues	Open	220.00	0.00

Total Purchase Orders: 162 Total P.O. Line Items: 0 Total List Amount: 1,617,744.59 Total Void Amount: 0.00

December 17, 2019 01:35 PM		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	9-01	1,275,853.31	0.00	0.00	1,275,853.31
	9-05	29,392.84	0.00	0.00	29,392.84
Year Total:		1,305,246.15	0.00	0.00	1,305,246.15
	C-04	223,703.45	0.00	0.00	223,703.45
	G-01	3,000.00	0.00	0.00	3,000.00
	T-09	22,180.58	0.00	0.00	22,180.58
	T-12	8.40	0.00	0.00	8.40
	T-14	63,606.01	0.00	0.00	63,606.01
Year Total:		85,794.99	0.00	0.00	85,794.99
Total Of All Funds:		1,617,744.59	0.00	0.00	1,617,744.59

RESOLUTION #272-2019
AUTHORIZING THE CANCELATION OF VARIOUS IMPROVEMENT
AUTHORIZATIONS OF THE WATER AND SEWER UTILITY CAPITAL FUND

WHEREAS, certain Water and Sewer Utility Capital Improvement Authorizations and Appropriation balances remain dedicated to certain projects; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey that the following improvement authorization balances be canceled and the unexpended monies be allocated as follows:

ORDINANC E #	PURPOSE	TOTAL CANCELE D	FIXED CAPITAL AUTHORIZED & UNCOMPLETE
2016-06	2015/2016 Road Program & Storm Drainage; 2015 State Aid; Ventnor Gardens Pump Station; Hydrants	\$92,510.56	\$92,510.56
TOTALS		<u>\$92,510.56</u>	<u>\$92,510.56</u>

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

- 1. Lisa McLaughlin, Chief Financial Officer

ROLL CALL:

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

R E S O L U T I O N #273-2019
AUTHORIZING THE CHIEF FINANCIAL OFFICER TO CANCEL
GRANT APPROPRIATION RESERVES AGAINST GRANTS RECEIVABLE,
SURPLUS AND SUCH OTHER ACCOUNTS AS APPROPRIATE

WHEREAS, the Chief Financial Officer has informed the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey of the need to cancel grant appropriations and grants receivable prior to year end; and

WHEREAS, the following grants are complete and the appropriation balances no longer needed to be maintained on the books and records of the City of Margate City; and

WHEREAS, the Chief Financial Officer recommends that the following adjustments to the books and records of the City be made.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the City of Margate City, that the adjustments, appearing below, being a permanent part hereto, are hereby made.

CANCELING GRANTS

NAME OF GRANT	APPROPRIATION	RECEIVABLE	CANCEL TO OPERATIONS
2018 Municipal Alliance- Local Portion	\$142.50		\$142.50
2018 Municipal Alliance County Portion	\$7,337.28	\$7,337.28	
TOTAL	<u>\$7,479.78</u>	<u>\$7,337.28</u>	<u>\$142.50</u>

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

- 1. Lisa McLaughlin, Chief Financial Officer

ROLL CALL:

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

CONSENT AGENDA

R E S O L U T I O N # 274-2019
AUTHORIZING A TRANSFER OF BUDGET APPROPRIATIONS

Whereas, the City of Margate City, in the County of Atlantic, State of New Jersey fiscal year 2019 there exists a need to transfer excess funds from certain budgetary appropriations to appropriations with inadequate funds and,

Whereas, N.J.S.A. 40A:4-58 permits certain transfers of funds when necessary during the last two months of the fiscal year; and

Whereas, the amount to be transferred is \$38,900.00 as evidenced by the following list of appropriation transfers as prepared by the Chief Financial Officer:

FROM			TO		
Budget Account	Account Number	Amount	Budget Account	Account Number	Amount
Municipal Court - Education	9-01-43-490-208	1,000.00	Municipal Court- S&W	9-01-43-490-101	1,000.00
Municipal Court - Materials & Supplies	9-01-43-490-213	2,400.00	Municipal Court- S&W	9-01-43-490-101	2,400.00
Pavilion - Furniture	9-01-28-377-367	3,800.00	Pavilion S&W	9-01-28-377-101	3,800.00
Pavilion - Summer Programs	9-01-28-377-233	800.00	Pavilion S&W	9-01-28-377-101	800.00
Directors Office Finance S&W	9-01-20-130-101	7,300.00	Tax Collector S&W	9-01-20-145-101	7,300.00
Directors Office Finance S&W	9-01-20-130-101	600.00	Financial Admin S&W	9-01-20-135-101	600.00
Gasoline	9-01-31-460-201	10,000.00	Electric	9-01-31-430-201	10,000.00
Gasoline	9-01-31-460-201	10,000.00	Natural Gas	9-01-31-446-201	10,000.00
Contingent	9-01-32-315-201	300.00	Planning Board - Solicitor	9-01-21-180-254	300.00
Technology - Computer Supplies	9-01-20-140-253	2,700.00	Technology S&W	9-01-20-140-101	2,700.00
		\$ 38,900.00			\$38,900.00

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

- 1. Lisa McLaughlin, CFO

ROLL CALL:

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

RESOLUTION #275-2019
CONFIRMING COMPLETION OF CONDITIONS FOR THE VACATION
OF A PORTION OF AMHERST AVENUE PURSUANT TO
ORDINANCE NO. 25-2018
AND
EXECUTION OF DEED OF CONVEYANCE FOR THE
VACATED PORTION OF AMHERST AVENUE

WHEREAS, by Ordinance No. 25-2018 the Governing Body of the City of Margate City (hereinafter “City) authorized the vacation of a portion of Amherst Avenue measuring 231’ in length by 30’ in width being contiguous to property owned by 9707 Amherst Marina, LLC, (hereinafter “Marina”) said lands being more fully described in said Ordinance 25-2018; and

WHEREAS, this Ordinance provided for a vacation of a portion of Amherst Avenue, conditioned upon the contiguous property owner being 9707 Amherst Marina, LLC, completing various capital improvements including construction of 588 linear feet of bulkhead and a designation of 24 public parking spaces all pursuant to an Agreement by and between the City and Marina dated December 5, 2018; and

WHEREAS, the City has been advised by the City Engineer that the capital improvements have been completed to the satisfaction of the City and as such the City may implement and finalize the vacation of that portion of Amherst Avenue currently leased by Marina; and

WHEREAS, the City, so as to implement and otherwise comply with the conditions of Ordinance No. 25-2018 and the Agreement between the parties to vacate a portion of Amherst Avenue and to vest title in Marina and all of its subsequent successors in interest, shall execute and deliver a Bargain and Sale Deed with Covenants as to Grantor’s Acts.

NOW THEREFORE BE IT RESOLVED by the BOARD OF COMMISSIONERS OF THE CITY OF MARGATE CITY, ATLANTIC COUNTY, NEW JERSEY, that it does hereby determine that all conditions of Ordinance No. 25-2018 and as detailed in a certain Agreement referenced herein dated December 5, 2018 have been satisfied and as such the vacation of a portion of Amherst Avenue is hereby authorized and the Mayor of the City of Margate City is hereby directed to execute a deed of conveyance as provided herein so as to confirm and otherwise vest title to the aforesaid vacated parcel into Marina.

ROLL CALL:

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

RESOLUTION #276-2019
AUTHORIZING ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND’S CYBER RISK MANAGEMENT PLAN’S TIER ONE REQUIREMENTS

WHEREAS, the City of Margate is a member of the Atlantic County Municipal Joint Insurance Fund (ACMJIF) which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the ACMJIF, the City of Margate enjoys cyber liability insurance coverage to protect the City of Margate from the potential devastating costs associated with a cyber related claim; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1 & Tier 2 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the City of Margate; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the City of Margate to claim a reimbursement of a paid insurance deductible in the event the member files a claim against the City of Margate’s cyber insurance policy, administered through ACMJIF and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED that the City of Margate, County of Atlantic, State of new Jersey does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 of the NJ MEL Cyber Risk Management Plan;

- **System and data back-up**
- **Security and system patching**
- **Defensive software**
- **Security Awareness Training**
- **Incident Response Plan**

BE IT FURTHER RESOLVED that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

Roll Call

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

RESOLUTION #277-2019
AUTHORIZING ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND’S CYBER RISK MANAGEMENT PLAN’S TIER TWO REQUIREMENTS

WHEREAS, the City of Margate is a member of the Atlantic County Municipal Joint Insurance Fund (ACMJIF) which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the ACMJIF, the City of Margate enjoys cyber liability insurance coverage to protect the City of Margate from the potential devastating costs associated with a cyber related claim; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1 & Tier 2 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the City of Margate; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the City of Margate to claim a reimbursement of a paid insurance deductible in the event the member files a claim against the City of Margate’s cyber insurance policy, administered through ACMJIF and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE RESOLVED that the City of Margate does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 2 of the NJ MEL Cyber Risk Management Plan;

- **Server Security**
- **Limiting Access Privileges**
- **Acceptable Use of Internet and Email**
- **Protection of Data**
- **Passwords Policy**
- **Appropriate level of Technology Support**
- **Leadership has Expertise to Support Technology Decision Making**

BE IT FURTHER RESOLVED that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

Roll Call

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

RESOLUTION # 278-2019
AUTHORIZING AMENDING EMPLOYEE HANDBOOK/POLICY & PROCEDURE MANUAL TO REVISE SEVERAL POLICIES

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 a number of policies 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:

<u>Policy No.</u>	<u>Title</u>
106	Drug & Alcohol Policy
309	Domestic Violence Policy

402

Overtime Compensation Policy

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

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 1: Policies Relating to Employee Rights & Obligations

POLICY NO.: 106

OF PAGES: 2

SUBJECT: DRUG & ALCOHOL POLICY

EFFECTIVE DATE: January 1, 2020

REVIEW DATE: December 19, 2019

REPLACES POLICY DATED: 2018

The City of Margate recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or Department Head to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The Supervisor or Department Head will immediately report any reasonable suspicion to the Personnel Officer.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use; or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment.

Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Department Heads who observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative. A City Supervisor will drive the employee home after testing and will arrange to have someone drive the employee's vehicle to their home. Under no circumstances is the employee permitted to drive home in the impaired state. The employee is not permitted to return to work until the test results are received by the Personnel Officer. If the test results are positive, the City will contact the Employee Assistance Program Provider to arrange for the employee to have an evaluation as to whether the employee needs to be treated for alcohol or drug abuse. If that is the case, the employee must abide by the EAP's rules and instructions and may not return to work until the City receives a release from the EAP counselor handling the case.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on City premises or during work hours by employees is strictly prohibited. Any employee who is charged with drug possession and/or drug possession with intent to sell will receive a Preliminary Notice of Disciplinary Action (dpf 31-A) for a suspension without pay pending outcome of criminal charges. Prior to return-to-work, the employee must have an evaluation as to whether the employee needs to be treated for alcohol or drug abuse. If that is the case, the employee must abide by the EAP's rules and instructions and may not return to work until the City receives a release from the EAP counselor handling the case.

Employees must notify their Supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random alcohol and controlled substance testing as required by the Federal Law. All of this is detailed in the City's CDL Drug and Alcohol Policy No. 121.

Employees using prescription drugs that may affect job performance or safety must notify the Personnel Officer or their Department Head, who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act (HIPPA). A program to assist employees who may have a drug/alcohol problem is provided through the City's Employee Assistance Program, which is outlined in City Policy No. 211.

Marijuana is one of the drugs tested for in a Drug Panel. CBD oil (cannabidiol oil) MAY show up in a drug test. There is no way of truly knowing what is in the oil because CBD oil is being produced without any regulation. This results in products that vary widely in quality, and any positive test for marijuana will affect an employee's ability to work and/or operate City vehicles and equipment. Any positive marijuana test result is a positive drug test.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on City property or while performing City business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 3: Paid and Unpaid Time Off Policies

POLICY NO.: 309

OF PAGES: 20

SUBJECT: DOMESTIC VIOLENCE POLICY

EFFECTIVE DATE: January 1, 2020

REVIEW DATE: December 19, 2019

REPLACES POLICY DATED: June 2019

PURPOSE

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers (herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and to provide a standard for human resources officers to follow when responding to employees.

DEFINITIONS

The following terms are defined solely for the purpose of this policy:

1. **Domestic Violence** – or threatened acts that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.
2. **Abuser/Perpetrator** – An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.
3. **Human Resources Officer (HRO)** – An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. The City has designated the Business Administrator as this person, and the HR/Administrative Assistant as the secondary HRO.

4. **Intimate Partner** – Partners of any sexual orientation or preference who have been legally married or formerly married to one another; have a child or children in common; or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.
5. **Temporary Restraining Order (TRO)** – A civil court order issued by a judge to protect the life, health, or well-being of a victim. TRO's can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TRO's also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of an FRO.
6. **Victim** – A person who is 18 years of age or older who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.
7. **Workplace-Related Incidents** – Incidents of domestic violence; sexual violence; dating violence, and stalking including acts, attempted acts, or threatened acts by or against employees, the families of employees and/or their property, that imperil the safety, well-being or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

PERSONS COVERED BY THIS POLICY

All New Jersey public employees are covered under this policy. A State of New Jersey public employer is any state, county, municipality, school district, or other political subdivision thereof, and any agency, authority or instrumentality of the foregoing. Casual/seasonal employees, interns, volunteers and temporary employees of any public employer at any workplace location are also covered under this policy.

RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER

All public employers shall designate a Human Resources Officer (hereinafter referred to an "HRO") to assist employees who are victims of domestic violence. The City has designed the Business Administrator.

The designated HRO must receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy. Should the HRO be unavailable at any time, the employer must designate a secondary HRO who must also be appropriately trained to respond and assist domestic violence victims pursuant to this policy. The City has designated the HR/Admin. Assistant as the secondary HRO.

Managers and Supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and Supervisors are required to refer any employee who is experiencing domestic violence or who reports witnessing domestic violence to the designated HRO. Managers and Supervisors must

maintain confidentiality, to the extent possible and be sensitive, compassionate and respectful to the needs of persons who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about, or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HRO's shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

1. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
2. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
3. Provide the employee with resource information and a confidential phone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the Employee Assistance Program (EAP), which is Associates for Life Enhancement to assist with securing resources and confidential services.
4. Refer the employee to the provisions and protections of The New Jersey Security and Financial Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced under the section of this policy entitled: THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT (NJ SAFE Act).
5. In cases where domestic violence involved a sexual touching or sexual assault between City employees, the HRO is also required to report the incident to their agency's EEO Officer or Title IX Officer, as appropriate. If there is a report of sexual assault or abuse, the victim should be offered the services of the Sexual Assault Response Team.
6. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy. See the section entitled: CONFIDENTIALITY POLICY, on the following page.

7. Upon the employee's consent, the employee may provide the HRO with copies of any TRO's, FRO's and/or civil restraint agreements that pertain to restraints in the workplace and ensure that Margate Police personnel are aware of the names of individuals who are prohibited from appearing at the Library while the employee who sought the restraining order is present. All copies of TRO's and FRO's must be kept in a separate confidential Personnel File.

CONFIDENTIALITY POLICY

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, the policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines where mandatory reporting is required by the Appointing Authority or a specific class of employees.

CONFIDENTIALITY OF EMPLOYEE RECORDS

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in a confidential Personnel File separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT (NJ SAFE ACT)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE ACT), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during 20 or more calendar weeks in the current or immediately preceding calendar year. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a child, parent, spouse, domestic partner, or civil union partner, as they relate to an incident of domestic or sexual violence:

1. Seeking medical attention;
2. Obtaining services from a victim services organization;
3. Obtaining psychological or other counseling;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
5. Seeking legal assistance or remedies to ensure health and safety of the victim; or
6. Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

Effective July 1, 2020, employees taking leave under the SAFE Act will be eligible for wage replacement benefits from the state, just like employees who take NJ FLA leave.

The New Jersey SAFE Act poster is provided in the Appendix to this policy.

PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

1. Designate an HRO with responsibilities pursuant to the sections of this policy entitled: RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER, and DOMESTIC VIOLENCE REPORTING PROCEDURES.
2. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
3. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to the following:
 - a. Implementation of safety measures;
 - b. Transfer or reassignment;
 - c. Modified work schedule;
 - d. Change in work phone number or workstation location;
 - e. Assistance in documenting the violence occurring in the workplace;
 - f. An implemented safety procedure; or
 - g. Other accommodation approved by the Business Administrator or his Designee.

4. Advise the employee of information concerning the NJ Safe Act; Family and Medical Leave Act (FMLA); or Family Leave Act (NJ FLA); Temporary Disability Insurance (TDI); or the Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.
5. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to the HRO – Margate Business Administrator – or if the HRO has reason to believe that an employee is a victim of domestic violence.
6. Advise any employee, who believes that he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE Act. And advise any employee to contact the Business Administrator, or the HR/Admin. Assistant, or the City Solicitor, in the event that they believe the adverse action is a violation of City Policy, the Conscientious Employees Protection ACT (CEPA), or the New Jersey Law Against Discrimination (NJ LAD) and corresponding policies.
7. Employers, their designated HRO – Margate Business Administrator – and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

RESOURCES

This policy provides an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

DISTRIBUTION OF POLICY

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute this policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices setting forth any changes to this policy, as changes occur.

OTHER APPLICABLE REQUIREMENTS

In addition to this policy, the HRO (Business Administrator, and the public employer's Appointing Authority (the appropriate Commissioner) must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of FERPA control.

POLICY MODIFICATIONS AND REVIEW

The Business Administrator may seek to modify this policy, to create additional protocols to protect victims of domestic violence but may not modify in a way that reduces or compromises the safeguards and processes set out in this policy.

The Civil Service Commission will review and modify this policy periodically and as needed.

POLICY ENFORCEABILITY

The provisions of this policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

POLICY INQUIRIES & EFFECTIVE DATE

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission or Designee. This policy shall be enforceable upon the HRO's completion of training on this policy.

As of October 15, 2019, the Chair/Chief Executive Officer of the Civil Service Commission and her contact information are as follows:

Deirdre L. Webster Cobb, Esq.
Chair/Chief Executive Officer
State of New Jersey
Civil Service Commission
P. O. Box 317
Trenton, NJ 08625
609-292-4145
<https://www.state.nj.us/csc/>

Appendix:

- New Jersey SAFE Act Poster
- Domestic Violence Guide to Services in New Jersey

New Jersey SAFE Act

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.5. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (2) Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner
- (3) Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- (6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employer has the right to require the employee to provide the employer with documentation of the domestic violence or sexually violent offense that is the basis for the leave. The employer must retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.

The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

To obtain relief for a violation of the NJ SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one year of the date of the alleged violation.

This notice must be conspicuously displayed.



Guide To Services



For Victims of Domestic Violence

NEW JERSEY COALITION TO END DOMESTIC VIOLENCE
1670 Whitehorse-Hamilton Square Road • Trenton, New Jersey 08690-3541
Phone: 609-584-8107* • Fax: 609-584-9750 • VP: 609-434-3838
info@njcedv.org • www.njcedv.org

*TTY Users: please dial 711

2018

The NJ Coalition to End Domestic Violence provides this directory as a guide to Domestic Violence Programs in New Jersey. It has been prepared from information provided by the listed organizations. The NJ Coalition to End Domestic Violence is not responsible for evaluating or licensing these programs.

ATLANTIC COUNTY

THE WOMEN'S CENTER
Violence Intervention Program (VIP)
1201 New Rd. #240 Linwood, NJ 08221
Emergency Shelter
Toll free: 1-800-286-4184
Deaf & Hard of Hearing Text Line: 609-569-5437
Office: 609-601-9925
Fax: 609-601-2975
Email: wsbinfo@acwv.org
Web: www.acwv.org
Displaced Homemakers Services
Home To Work
Ph: 609-601-9925
Fax: 609-601-2975
Unified Child Care Services
Child Care Network
Ph: 609-601-9925
Fax: 609-601-2975
Sexual Assault
24 Hr. Hotline: 609-646-6767
Toll free: 1-800-286-4184
Batterers Services
Alternatives to Violence (ATV)
24 Hr. Hotline: 1-800-286-4184
Phone: 609-646-6767
Fax: 609-645-8877



BURLINGTON COUNTY

PROVIDENCE HOUSE DOMESTIC VIOLENCE SERVICES OF CATHOLIC CHARITIES
595 Rancocas Rd., Westampton, NJ 08060
Emergency Shelter
24 Hr. Hotline: 609-871-7551
Office: 856-824-0599
Fax/Office: 856-824-9340
Fax/Shelter: 609-871-0360
Web: www.catholiccharitiesnj.org/domestic-violence-services/



Outreach
595 Rancocas Rd., Westampton, NJ 08060
Phone: 856-824-0599
Fax: 856-824-9340
PALS
Phone: 856-824-0599 EXT. 8617

CAMDEN COUNTY

CAMDEN COUNTY WOMEN'S CENTER
P.O. Box 1459, Blackwood, NJ 08012
Emergency Shelter
24 Hr. Hotline: 856-227-1234
Office: 856-227-1800
Fax: 856-227-1261
Web: www.ciaonline.org/13.html



VOLUNTEERS OF AMERICA DELAWARE VALLEY
235 White Horse Pike, Collingswood, NJ 08107
Office: 856-854-4660
Fax: 856-854-0651
Email: lanstrom@voadv.org
Web: www.voadv.org

CAPE MAY COUNTY

CARA, INC. (Coalition Against Rape & Abuse, Inc.)
P.O. Box 774, Cape May Court House, NJ 08210-0774
Emergency Shelter
24 Hr. Hotline: 609-522-6489
Toll free: 1-877-294-2272 (CARA)
Office: 609-522-6489
Fax: 609-463-0967
Email: carasafe@cara-inc.net
Web: www.cara-cmc.org
Women's Support Group: Buddy System
Men's Non Violence Group Services
MEND (Men Explore New Directions)
24 Hr. Hotline: 609-522-6489
Toll free: 1-877-294-2272 (CARA)
TRANSITIONAL HOUSING AVAILABLE



BERGEN COUNTY

CENTER FOR HOPE AND SAFETY (formerly Shelter Our Sisters)
Administrative Offices: 12 Overlook Ave
Rochelle Park, NJ 07662
Emergency Shelter
24 Hr. Hotline: 201-944-8600
Shelter: 201-836-1075
Fax/Shelter: 201-836-7029
Office: 201-498-9247
Fax/Office: 201-498-9256
Email: info@hopeandsafetynj.org
Web: www.hopeandsafetynj.org
PALS Project Child
Phone: 201-300-6666 Ext. 21
TRANSITIONAL HOUSING AVAILABLE
ALTERNATIVES TO DOMESTIC VIOLENCE
Bergen County Department of Human Services
One Bergen County Plaza, 2nd Floor, Hackensack, NJ 07601
Non-Residential Services/Outreach
24 Hr. Hotline: 201-336-7575
Fax: 201-336-7555
Web: www.co.bergen.nj.us/ADV
Email: adv@co.bergen.nj.us
Batterers Services: Alternatives To Domestic Violence
24 Hr. Hotline: 201-336-7575
Fax: 201-336-7555



CUMBERLAND COUNTY

SERVICES EMPOWERING THE RIGHTS OF VICTIMS
CUMBERLAND COUNTY DOMESTIC VIOLENCE SERVICES
 24-hour toll-free hotline: 1-800-225-0196
 Office: 856-696-2032
 Fax: 856-696-7336
 Email: serv@centerffs.org
 Website: www.centerffs.org

ESSEX COUNTY

ACCESS FAMILY SERVICES, INC.
 One Gateway Center, Suite 2600
 Newark, NJ 07102
 24 Hour Hotline: 862-444-3126
 Email: info@afsnj.org
 Web: www.afsnj.org

ESSEX COUNTY FAMILY JUSTICE CENTER
 Leroy F. Smith Jr. Public Safety Building
 60 Nelson Place, 2nd Floor
 Newark, NJ 07102
 973-230-7229 (T)
 Fax: 973-732-3291
 Email: info@essexcountyfjc.org
 Website: www.essexcountyfjc.org
WALK-IN WELCOME – NO APPT NECESSARY:

THE SAFE HOUSE
 P.O. Box 1887, Bloomfield, NJ 07003
 Emergency Shelter
 24 Hr. Hotline: 973-759-2154
 Office: 973-759-2378
 Fax: 973-844-4950
 Email: safehouse@rwibh.org

THE RACHEL COALITION c/o JEWISH FAMILY SERVICE
 570 West Mt. Pleasant Avenue, Suite 106, Livingston, NJ 07033
 24 Hr. Emergency Phone Service: 973-740-1733
 Outreach
 Office: 973-740-1233
 Fax: 973-740-1590
 Email: rachel@rachelcoalition.org
 Website: www.rachelcoalition.org
TRANSITIONAL HOUSING (one unit)

FAMILY CONNECTIONS
PALS
 FAMILYConnections (DREAMS)
 Counseling Services
 7 Glenwood Avenue, Suite 101, East Orange, NJ 07018
 Phone: 973-323-3560
 Fax: 973-676-1640

OUTREACH OFFICES provide services for women who chose not to stay in a shelter facility. Outreach offices provide non-residential services in a location separate from a shelter. Services provided include but are not limited to: legal advocacy, individual and group counseling, information and referral, and advocacy services.

GLOUCESTER COUNTY

SERVICES EMPOWERING RIGHTS OF VICTIMS (SERV)
 P.O. Box 566, Glassboro, NJ 08028
 24 Hr. Hotline: 856-881-3335
 Toll free: 1-866-295-7378
 Office: 856-881-4034
 Fax: 856-881-4054
 Email: serv@centerffs.org
 Web: www.centerffs.org

HUDSON COUNTY

WOMENRISING, INC.
 270 Fairmount Avenue, Jersey City, NJ 07306
 Emergency Shelter
 24 Hr. Hotline: 201-333-5700
 Fax: 201-333-9305
 Email: womenrising@aol.com
 Web: www.womenrising.org

Outreach
 270 Fairmount Avenue, Jersey City, NJ 07306
 Phone: 201-333-5700

HUNTERDON COUNTY

SAFE IN HUNTERDON
 47 E. Main Street, Flemington, NJ 08822
 Emergency Shelter
 24 Hr. Hotline: 908-788-4044
 Toll free: 1-888-988-4033
 Residential
 Office: 908-806-4098
 Fax: 908-806-0073
 TTY: Texting Hotline 908-455-2927
 Email: agency@safefinhunterdon.org
 Web: www.safefinhunterdon.org
Outreach
 Phone: 908-788-7666
 Fax: 908-806-4725
 TTY:
Child and Adolescent
 Phone: 908-788-7666
Sexual Assault/Rape/Incest
 Phone: 908-788-7666

EMERGENCY SHELTERS provide 24 hour emergency shelter, hotline, legal advocacy, individual and group counseling, information and referral, advocacy and other services.

MERCER COUNTY

WOMANSPACE, INC.
 1530 Brunswick Avenue, Lawrenceville, NJ 08648
 Emergency Shelter
Domestic Violence and Sexual Assault 24 Hr. Hotline: 609-394-9000
Statewide Domestic Violence Hotline: 1-800-572-SAFE (7233)
 Deaf & Hard of Hearing Text Line: 609-619-1888
 Office: 609-394-0136
 Fax: 609-395-1093
 Email: info@womanspace.org
 Web: www.womanspace.org
Counseling and Support Services
 1530 Brunswick Avenue, Lawrenceville, NJ 08648
 Phone: 609-394-2532
 Fax: 609-394-5417
TRANSITIONAL HOUSING AVAILABLE

Batterers Services in Mercer County:
 Family Growth Program
 39 N. Clinton Avenue
 Trenton, NJ 08609
 Office: 609-394-5157

MIDDLESEX COUNTY

WOMEN AWARE, INC.
 250 Livingston Avenue, New Brunswick, NJ 08901
 Emergency Shelter
 24 Hr. Hotline: 732-249-4504
 Services include: emergency shelter, legal advocacy, support groups, children's trauma therapy (the PALS program, and permanent supportive housing.
 Deaf & Hard of Hearing Text Line: 1-876-658-7713
 Office: 732-249-4900
 Fax: 732-249-4901
 Shelter Fax: 732-249-0010
 Web: www.womenaware.net

MANAVI, INC.
 P.O. Box 3101
 New Brunswick, NJ 08903-3103
 Office: 732-435-1414
 Fax: 732-435-1411
 Email: manavi@manavi.org
 Web: www.manavi.org
 Office Hours: 9:30am – 5:30pm
TRANSITIONAL HOUSING AVAILABLE

RAPE CRISIS SERVICES are provided by some domestic Violence programs.

MONMOUTH COUNTY

180 TURNING LIVES AROUND
 One Bethany Road, Bldg. 3, Suite 42, Hazlet, NJ 07730
 24 Hr. Hotline: 732-264-4111
 Toll free: 1-888-943-9262
 Deaf & Hard of Hearing Text Line: 732-977-2832/977-2766
 Office: 732-264-4360
 Fax: 732-264-8655
 Web: www.180nj.org
Asbury/Naperville Outreach: Shore Regional Outreach Program
 Phone: 732-988-0390 or 732-988-3194
PALS (Amanda's Ease) Phone: 732-787-6503
Sexual Violence Program
 24 Hr. Hotline: 732-264-7273, Toll free: 1-888-264-RAPE
 Fax: 732-264-8655
 Fax: 732-671-8383

MORRIS COUNTY

JERSEY BATTERED WOMEN'S SERVICE, INC. (JBWS)
 P.O. Box 1437, Morristown, NJ 07962-1437
 Emergency Shelter
 24 Hr. Hotline: 973-267-4763
 Administrative: (973) 267-7520
 24-Hour Help line: 1-877-R-U-ABUSED/ (973) 267-4763
 Deaf/Hard of Hearing Text Line (973) 314-4192
 Office: 973-267-7520
 Fax: 973-605-5898
 Email: info@jbws.org
 Web: www.jbws.org

MORRIS FAMILY JUSTICE CENTER (MFJC)
 Administration and Records Building
 10 Court Street, 4th floor
 Morristown, NJ 07962
 Phone: (973) 829-4050
Assistance outside of office hours: Domestic Abuse: 1-877-R-U-ABUSED
Sexual Assault: (973) 829-0587
 Fax: (973) 206-1645
 Email: info@morrisfjc.org
 Web: www.morrisfjc.org
 Mon-Fri walk-in hours: 8:30am-4:30pm. Tuesday and Wednesday evenings by appointment only.
 Se Habla Español

JERSEY CENTER FOR NON-VIOLENCE
 PO Box 1437
 Morristown, NJ 07962
 Appointments and referrals: (973) 539-7801
 Fax: (973) 539-4068
 Email: jcnv@jbws.org (Jersey Center for Non-Violence)

Batterers Services: Jersey Center for Non-Violence
 Services include: emergency shelter, victim counseling, batterer's services, children's services, transitional housing, and non-residential, legal advocacy and vocational.
TRANSITIONAL HOUSING AVAILABLE

OCEAN COUNTY

**PROVIDENCE HOUSE DOMESTIC VIOLENCE SERVICES
OF CATHOLIC CHARITIES**
88 Schoolhouse Road, Whiting, NJ 08759
Emergency Shelter
24 Hr. Hotline: 732-244-8239
Toll free: 1-800-246-8910
Office: 732-350-2120
Fax: 732-350-2725
Shelter Fax: 732-244-3064
Web: www.catholiccharitiesnj.org/domestic-violence-services/

Outreach -PALS Phone: 732-350-2120 x109

PASSAIC COUNTY

PASSAIC COUNTY WOMEN'S CENTER
Domestic Violence Program
P.O. Box 244, Paterson, NJ 07513
Emergency Shelter
24 Hr. Hotline: 973-881-1450
Office: 973-881-1450
Fax: 973-881-0617
Outreach
1027 Madison Avenue, Paterson, NJ 07513
Phone: 973-881-0725
Fax: 973-881-0938
Rape Crisis Program
1027 Madison Avenue, Paterson, NJ 07513
24 Hr. Hotline: 973-881-1450
Phone: 973-881-0725
Fax: 973-881-0938

PROJECT S.A.R.A.H.
925 Allwood Road, Clifton, NJ 07012
Helpline: 1-888-883-2323
Phone: 973-777-7638
Fax: 973-777-9311
Web: <http://thclifton.org/projectsarah/>

PALS PCWC with Jewish Family Services
Phone: 973-777-7638

WAFH HOUSE
PO Box 2102
Clifton, NJ 07015-2102
Toll free: 1-800-810-9232
Email: info@wafhouse.org
Web: <http://www.wafhouse.org/new-2008>

SALEM COUNTY

SALEM COUNTY WOMEN'S SERVICES
P.O. Box 125, Salem, NJ 08079-0125 **Emergency Shelter**
24 Hr. Hotline: 856-935-6655
Toll free: 1-888-632-9511
Office: 856-935-8012
Fax: 856-935-6165
Email: scws125@comcast.net
Web: <https://saalemcounrywomensservices.org/>
Sexual Assault/Rape Crisis
24 Hr. Hotline: 856-935-6655
Toll free: 1-888-632-9511
Batterers Services: Alternatives To Violence 24
Hr. Hotline: 856-935-6655
Toll free: 1-888-632-9511

SOMERSET COUNTY

SAFE & SOUND SOMERSET (formerly RESOURCE CENTER OF SOMERSET)
427 Homestead Road, Hillsborough, NJ 08844
Emergency Shelter
24 Hr. Toll free and Text Hotline: 1-866-685-1122
Email: info@Safe-Sound.org
Web: www.safe-sound.org
Outreach
Office: 908-359-0003
Fax: 908-359-8881
Batterer's Referral Line
Call 24 Hr. Hotline or 908-359-0003 ext.438, for referrals
TRANSITIONAL HOUSING AVAILABLE

SUSSEX COUNTY

**DASI: DOMESTIC ABUSE & SEXUAL ASSAULT
INTERVENTION SERVICES**
P.O. Box 805, Newton, NJ 07860
Emergency Shelter
24 Hr. Hotline:
[Collect Calls Accepted] 973-875-1211
Deaf & Hard of Hearing Text Line: 973-222-2593
Office: 973-579-2386
Fax: 973-579-3277
Email: info@dasi.org
Web: www.dasi.org
Outreach
Phone: 973-579-2386
Fax: 973-579-3277
Batterers Services: DECIDE Program
PO Box 805, Newton, NJ 07860
Phone: 973-271-0288
Fax: 973-579-3277
TRANSITIONAL HOUSING AVAILABLE

OUTREACH OFFICES provide services for women who chose not to stay in a shelter facility. Outreach offices provide non-residential services in a location separate from a shelter. Services provided include but are not limited to: legal advocacy, individual and group counseling, information and referral, and advocacy services.

UNION COUNTY

YWCA Union County
P.O. Box 242, Elizabeth, NJ 07201
Emergency Shelter
24 Hr. Hotline: 908-355-4357 (HELP)
Office: 908-355-1995
Fax: 908-355-2010
Email: info@yvesunioncounty.org
Web: www.yvesunioncounty.org
Outreach
Phone: 908-355-1500
PALS A Child's View
Phone: 908-518-9911
Fax: 908-518-9914

UNCHAINED AT LAST
208 Lenox Avenue #189
Westfield, NJ 07090
Office: 908-913-0804
Web: <http://www.unchainedatlast.org/>

WARREN COUNTY

DOMESTIC ABUSE & SEXUAL ASSAULT CRISIS CENTER
Emergency Shelter
24 Hr. Hotline: 908-453-4181
Toll free: 1-866-686-SAFE (1-866-623-7233)
Office: 908-453-4121
Fax: 908-453-3706
Web: www.besafewc.org
Outreach
29C Broad Street, Washington, NJ 07882
Phone: 908-453-4121
Batterers Services
Phone: 908-813-8820

E-mail is NOT a safe or confidential way to talk to someone about danger or abuse in your life. If you are in danger, please use a public access computer.

NJ Coalition To End Domestic Violence

1670 Whitehorse-Hamilton Square Road
Trenton, NJ 08690-3541
PH: 609-584-8107
Fax: 609-584-9750
Website: www.njcedv.org
Email: info@njcedv.org

NJ Association of Domestic Violence Professionals c/o

NJ Coalition To End Domestic Violence
1670 Whitehorse-Hamilton Square Road
Trenton, NJ 08690-3541
PH: 609-584-8107
Fax: 609-584-9750
Website: www.njcedv.org
E-mail: njadvp@njcedv.org

NJ Division on Women

Office on the Prevention of Violence Against Women
P.O. Box 717
Trenton, NJ 08625
PH: 609-292-8840
Fax: 609-633-6821

Web: <https://www.nj.gov/dcf/women/domestic/>

**DOMESTIC VIOLENCE
TOLL-FREE ASSISTANCE**

Statewide Domestic Violence Hotline
(Womanspace, Inc.)
24 Hour Hotline: 1-800-572-7233
TTY Line: 1-888-252-SAFE (7233)
National Domestic Violence Hotline
Phone: 1-800-799-7233
VP: 1-855-812-1001
TTY: 1-800-787-3224



STATE OF NEW JERSEY
DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

APPENDIX

I. RESOURCES AND ADVOCACY INFORMATION

Statewide Domestic Violence Hotline 1-800-572-SAFE (7233).

Guide to Services for Victims of Domestic Violence

NJ Division on Women
Department of Community Affairs
101 South Broad Street
PO Box 801
Trenton, NJ 08625-0801
Phone: (609) 292-8840
Fax: (609) 633-6821
TTY: (609) 777-0799

Web: <https://www.nj.gov/dcf/women/>

New Jersey Coalition to End Domestic Violence

1670 Whitehorse-Hamilton Square Road • Trenton, New Jersey 08690-3541
24HR Helpline: 800-572-7233 / DV Legal Helpline: 844-403-2111 / VP: 609-434-3838
info@njcedv.org Training Institute <https://www.njcedv.org/>

The New Jersey Coalition to End Domestic Violence (NJCEDV) is a statewide coalition of domestic violence service programs and concerned individuals whose purpose and mission is to end domestic violence in New Jersey. NJCEDV performs its work through advocacy for survivors of domestic violence; collaboration with state agencies and its member programs; education and training; and technical assistance for its members and the community.

Futures Without Violence

FUTURES has been providing groundbreaking programs, policies, and campaigns that empower individuals and organizations working to end violence against women and children around the world. <https://www.futureswithoutviolence.org/>

Washington, DC Office
1320 19th St. NW
Suite 401

Washington, D.C. 20036
Phone: (202) 595-7382
Fax: (202) 499-6757

II. LAWS PROTECTING VICTIMS OF DOMESTIC VIOLENCE

The State of New Jersey Policy on Discrimination in the Workplace. Under this policy, forms of employment discrimination or harassment based upon the following protected categories are prohibited and will not be tolerated: race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

<https://www.state.nj.us/csc/about/divisions/aeo/laws.html>

The New Jersey Law Against Discrimination (N.J.S.A. 10:5-12) (LAD) makes it unlawful to subject people to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status. The LAD prohibits unlawful discrimination in employment, housing, places of public accommodation, credit and business contracts. Not all of the foregoing prohibited bases for discrimination are protected in all of these areas of activity. For example, familial status is only protected with respect to housing. The Division has promulgated regulations that explain that a place of public accommodation must make reasonable modifications to its policies, practices or procedures to ensure that people with disabilities have access to public places. The regulations also explain that under the LAD, these reasonable accommodations may include actions such as providing auxiliary aides and making physical changes to ensure paths of travel.

The Application of Title VII and the ADA to Applicants or Employees Who Experience Domestic or Dating Violence, Sexual Assault, or Stalking: Questions and Answers

https://www.eeoc.gov/eeoc/publications/ga_domestic_violence.cfm

New Jersey SAFE Act

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working

day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (2) Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner
- (3) Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- (6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employer has the right to require the employee to provide the employer with documentation of the domestic violence or sexually violent offense that is the basis for the leave. The employer must retain any documentation provided to it in this manner in

the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.

The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

To obtain relief for a violation of the NJ SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one year of the date of the alleged violation.

<https://nj.gov/labor/>

AD-289 (9/13)

III. RESOURCES

The Department of Children and Families Office of Domestic Violence Services (ODVS) funds 23 domestic violence programs and the New Jersey Coalition to End Domestic Violence. There is at least one DCF-funded domestic violence program in each of New Jersey's 21 counties. The Office of Domestic Violence Services funds domestic violence services that serve the needs of victims in every county. Services for survivors, victims, and their families include emergency shelters, 24-hour hotlines, counseling, children's services, and financial, housing and legal advocacy.

The Office of the Prevention of Violence Against Women funds services that serve the needs of sexual assault victims and sexual violence prevention programs in every county. Services include a 24-hour hotline, crisis counseling, accompaniments by a confidential sexual violence advocate, and financial, housing and legal advocacy.

Through displaced homemaker programs, the Office of Support, Employment, and Training helps individuals gain or upgrade their skills for today's work force and become economically self-sufficient. Individuals can attend short term educational or training programs.

DOW Services

- Funds, monitors, and evaluates programs for the advancement of women
- Develops new programs to serve women
- Refers women to direct service providers
- Provides information on women's issue to the public
- Provides technical assistance to agencies representing women
- Represents women on boards, commissions, councils, committees, and task forces and provides input and recommendations on issues pertaining to the Division's Mission

**The Family and Community Partnerships/Division on Women
Community Program Directory**
<https://www.nj.gov/dcf/families/dcfcp/DFCPDirectory.pdf>

This FCP/DOW Community Program Directory represents an ongoing commitment by DCF to increase access to resources that are designed to strengthen families, prevent child abuse or neglect, and empower survivors of domestic and sexual violence. The services identified in this Directory are funded by DCF's Family and Community Partnerships, a grant-making and best practices team committed to strengthening New Jersey's families. The directory receives continuous updates online as additional resources for families become available or as changes occur.

**Other Programs in New Jersey through the Division on Women Office of
Domestic Violence Services :**

To find domestic violence resources by county, click on the related link to view [DFCP/DOW's Community Program Directory](#).

For more information, contact DOW at DOW@dcf.state.nj.us or at 609-888-7164.
<http://www.nj.gov/dcf/women/domestic/>

Legal Services

Legal Services of New Jersey and Central Jersey Legal Services

New Jersey Legal Services assists victims who cannot afford legal advice and/or representation. Assistance includes referral, advice, brief assistance, preparation of a letter or routine legal document, extended representation, and technical assistance. The program also offers training to domestic violence legal advocates, programs, attorneys and others.

Legal Services of New Jersey Domestic Violence Representation Project:
(888) LSNJ-LAW (888) 576-5529
Central Jersey Legal Services (908) 354-4340
Website: www.LSNJLawHotline.org

Culturally Specific Services

Bolo Behen (Speak Sister)

Bolo Behen works with different faith-based leaders throughout Hudson County, collaborating with leaders of temples, mosques, Islamic centers, Gurudwaras, and more. Bolo Behen facilitates groups called Community Chai where women can come and express their problems and concerns openly, comfortably, and without fear. People listen to each other's story and offer support. Services are based on a holistic approach that addresses the large range of client needs.

Using culturally and linguistically appropriate methods, Bolo Behen builds trust with clients and creates an environment where South Asian women feel safe, respected, and understood.
24/7 Bilingual Hotline: (201) 795-5757

Project S.A.R.A.H (Stop Abusive Relationships at Home)

Project S.A.R.A.H. is a program that works to overcome cultural, legal, and religious barriers confronting victims of domestic violence and sexual abuse. Project S.A.R.A.H. operates within an environment that is sensitive to a victim's cultural and religious needs, serving as a bridge between abuse victims in the Orthodox community and support systems and resources. Project S.A.R.A.H. works closely with rabbis and rebbetzins, kallah teachers and mikvah attendants, camp directors and school administrators, parents, and the general public to keep the community safe for everyone. The program provides therapeutic interventions that enable victims to process the often unspeakable trauma they experienced and restore them toward fully functional and productive lives. Project S.A.R.A.H. connects victims and survivors with a broad array of services, including pro bono legal consultations, evaluations, individual and group therapy, psychiatric services, as well as emotional, financial and vocational support.
Confidential Hotline: (973) 777-7638.

Special Initiatives

Address Confidentiality Program

The New Jersey Address Confidentiality Program (ACP) assists individuals who, as a result of domestic violence, have relocated for their safety. This program limits the access to personal information that would reveal the new location of an ACP participant. ACP provides eligible victims of domestic violence with a substitute address that has no connection to their actual location. This substitute mailing address may be used when creating a new record with state or local government agencies.

**New Jersey Address Confidentiality Program (ACP) Hotline 1 (877) 218-9133 Toll Free-
Non-Emergency**

The New Jersey Address Confidentiality Program Hotline provides services including – but not limited to – access to domestic violence information and referral services, including application procedures, and advocacy.

State of New Jersey

Department of Law and Public Safety

Office of the Attorney General

NJ State Police Victim Services Unit:

The Victim Services Unit will coordinate with State, County, and Municipal agencies to develop and implement domestic violence and sexual violence training programs, and continue to effectively work with road troopers to enhance training on the proper handling of these types of crimes.

<https://www.njsp.org/division/operations/domestic-violence-info.shtml>

CITY OF MARGATE
Employee Handbook/Policy and Procedure Manual

SECTION 4: Compensation & Employee Benefits Policies

POLICY NO.: 402

OF PAGES: 4

SUBJECT: OVERTIME COMPENSATION POLICY

EFFECTIVE DATE: January 1, 2020

REVIEW DATE: December 19, 2019

REPLACES POLICY DATED: 2018

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. On September 24, 2019, the US Department of Labor announced a final rule with changes that are reflected herein.

There are employees who may be exempt from the overtime provisions of the FLSA. To determine this, there are three tests which must be applied. They are as follows:

1. Salary Test: Determine if the employee is paid on a salary basis at a rate of at least \$684/week (\$35,568/year); if the employee is a computer professional making a minimum of \$27.63/hour; if the employee earns a minimum of \$107,432/yr.
2. Duties Test: Determine if the employee's duties fall into one of three categories: Executive, Administrative, Professional, Sales.
3. There are also employees who may be exempt because their compensation exceeds \$107,432 per year depending upon their job duties.

See the attached "Overtime Exemptions Checklist – Federal" which the City will use to determine which employees are exempt and non-exempt.

The Personnel Officer shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Personnel Officer's prior approval and at the sole discretion of the Personnel Officer.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Department Head and the Business Administrator. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees will receive overtime compensation for hours worked in excess of 40 in a weekly period at the rate of one and one-half times the regular rate of pay. Employees may choose overtime compensation in the form of overtime pay or compensated time off (comp time). The maximum number of hours that an

employee may accrue for future compensated time off (comp time) is equivalent to 60 days. Once this maximum has been accumulated, all additional hours will be compensated by overtime pay. Accrued and taken overtime compensated (comp time) hours must be noted on the employee's time sheet.

Non-Exempt employees will receive one-and-one-half hours of overtime compensation for each hour worked in excess of 40 hours in a weekly period. For purposes of overtime compensation, hours worked are computed to the nearest one-half hour per day. Previously-scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation; but sick time and personal time are not.

In addition to the requirements of the Federal Fair Labor Standards Act (FLSA), Non-Exempt employees will also receive overtime compensation for work in excess of 35 hours but not greater than 40 hours in a weekly period. This other compensation will be one hour of straight time pay for each hour worked in excess of 35 hours.

If a Non-Exempt employee works on a Sunday or a paid holiday, the employee will receive overtime compensation of 1.5 hours for each hour worked less the number of hours of overtime compensation received under any other provision of this policy.

If a Non-Exempt employee not on regular call-out duty is required to return to work in an emergency or because of an unusual circumstance, the employee will receive overtime compensation of the greater of two (2) hours, or the actual number of hours worked less the number of hours of overtime compensation received under any other provision of this policy.

Employees must make a request to the Supervisor at least two (2) days in advance when they want to take compensating time off. The Supervisor will approve the request if the absence does not cause undue hardship to the department.

This policy covers non-union employees. It also covers union employees to the extent that their collective bargaining agreements do not cover this.

Attached "Overtime Exemptions Checklist – Federal"



Overtime Exemptions Checklist - Federal

Employee Name _____

Job Title _____ Date _____

Instructions: Fill out this form to verify the exempt status of all employees classified as "exempt" from the Overtime Rules effective January 1, 2020. You can also use this form for all new hires to determine if they qualify for an exemption. Certain key terms in the duties tests are italicized. It is critical for employers to understand these key terms. Refer to the complete text of the FairPay Overtime Regulations (effective January 1, 2020) for definitions, analysis, and application of these terms. **Disclaimer:** This checklist only applies to federal overtime criteria. Some states may have more stringent overtime requirements. Please check with your state to find out if any additional overtime regulations exist.

Section I – Salary Basis (Subpart G)

- ☐ Yes ☐ No (1) Is the employee paid on a salary basis at a rate of at least \$684 per week (\$35,568 per year), exclusive of board, meals, and lodging?
- ☐ Yes ☐ No (2) Is the employee a computer professional compensated at an hourly rate of at least \$27.63 per hour?
- ☐ Yes ☐ No (3) Does the employee earn \$107,432 or more annually?

If you answered "NO" to question 1, the employee does not meet the minimum salary requirement and is automatically eligible for overtime pay.

If you answered "YES" to question 1, proceed to Section II of this form: "Executive, Administrative, Professional & Outside Sales Duties Tests."

If you answered "YES" to questions 1 and 2, proceed to Section III of this form: "Computer Employee Exemption."

If you answered "YES" to question 3, proceed to Section IV of this form: "Highly Compensated Employees."

Section II – Executive, Administrative, Professional & Outside Sales Duties Tests

Executive Exemption (Subpart B)

- ☐ Yes ☐ No (1) Is the employee's primary duty the management of the enterprise or of a customarily recognized department or subdivision?
- ☐ Yes ☐ No (2) Does the employee *customarily and regularly* direct the work of two or more other full-time employees?
- ☐ Yes ☐ No (3) Does the employee have the authority to hire or fire other employees? If not, are their suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees given "particular weight"?

If you answered "NO" to any of these three questions, the employee does not qualify for the executive exemption. Proceed to the next duties test.

If you answered "YES" to all three questions, the employee qualifies for the exemption as a "bona fide executive employee."

Administrative Exemption (Subpart C)

- ☐ Yes ☐ No (1) Is the employee's *primary duty* the performance of office or non-manual work *directly related to the management or general business operations* of the employer or the employer's customers?
- ☐ Yes ☐ No (2) Does the employee's primary duty include the exercise of *discretion and independent judgment* with respect to matters of significance?
- ☐ Yes ☐ No (3) Is the employee's *primary duty* performing *administrative functions* directly related to academic instruction or training in an educational establishment?

If you answered "NO" to all of these questions, the employee does not qualify for the administrative exemption. Proceed to the next duties test.

If you answered "NO" to questions 2 and 3, the employee does not qualify for the administrative exemption. Proceed to the next duties test.

If you answered "YES" to questions 1 and 2, the employee qualifies for the general administrative exemption.

If you answered "YES" to questions 1 or 2 and "YES" to question 3, the employee qualifies as an exempt academic administrative employee.

Professional Exemption (Subpart D)

- ☐ Yes ☐ No (1) Learned Professional – Does the employee's *primary duty* require knowledge of an advanced type in a field of science or learning customarily acquired by a *prolonged course of specialized intellectual instruction or a combination of intellectual instruction and work experience*?
- ☐ Yes ☐ No (2) Creative Professional – Does the employee's *primary duty* require invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor?
- ☐ Yes ☐ No (3) Teachers – Is the employee's *primary duty* teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge in an educational establishment where he/she is employed?
- ☐ Yes ☐ No (4) Doctors and Lawyers – Does the employee practice law or medicine and hold a valid license or certificate permitting him/her to practice law or medicine?

If you answered "NO" to all of these questions, the employee does not qualify for the professional exemption.

If you answered "YES" to question 1, the employee qualifies for the professional exemption as a "bona fide learned professional."

If you answered "YES" to question 2, the employee qualifies for

the professional exemption as a "bona fide creative professional."

If you answered "YES" to question 3, the employee qualifies for the exemption as a teacher.

If you answered "YES" to question 4, the employee qualifies for the exemption as a doctor or lawyer.

Outside Sales Exemption (Subpart F)

- ☐ Yes ☐ No (1) Is the employee's *primary duty* making sales or obtaining orders or contracts for services or for the use of facilities for which a consideration will be paid by the client or customer?
- ☐ Yes ☐ No (2) Is the employee *customarily and regularly* engaged away from your place of business in performing his/her primary duty?

If you answered "NO" to either question, the employee is not eligible for the outside sales exemption.

If you answered "YES" to both questions, the employee qualifies for the exemption as an outside sales employee.

Section III – Computer Employee Exemption (Subpart E)

- ☐ Yes ☐ No (1) Is the employee a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the field of computers?
- ☐ Yes ☐ No (2) Does the employee's *primary duty* consist of any of the following?
- The application of systems analysis techniques and procedures to determine the specifications of systems, hardware, or software.
 - The design, development, analysis, creation, testing, documentation, or modification of computer systems or programs.
 - The design, testing, creation, documentation, or modification of computer programs related to machine operating systems.
 - Any combination of a, b, and c.

If you answered "YES" to questions 1 and 2, the employee is an exempt computer professional.

If you answered "NO" to either question, the employee is not an exempt computer employee.

Section IV – Highly Compensated Employees (§541.601)

- ☐ Yes ☐ No (1) Does the employee perform office or non-manual work?
- ☐ Yes ☐ No (2) Does the employee perform at least one exempt duty under the Administrative, Executive, or Professional criteria?

If you answered "NO" to either question, the employee does not qualify for the highly compensated employee exemption.

If you answered "YES" to both questions, the employee qualifies for the highly compensated employee exemption.

This form was completed by:

Supervisor or HR Representative Signature

Date



RESOLUTION #279-2019
AUTHORIZING THE ADDITION OF THE MARGATE CITY PUBLIC LIBRARY
AS AN ADDITIONAL INSURED TO THE CONTRACT BETWEEN THE
CITY OF MARGATE CITY AND THE EMPLOYEE ASSISTANCE PROGRAM

WHEREAS, the City of Margate City, in the County of Atlantic, State of New Jersey has a contract for an Employees Assistance Program (EAP) with Associates for Life Enhancement, Inc.; and

WHEREAS, the Margate City Public Library is desirous to enter into this contract with the City of Margate City and Associates for Life Enhancement, Inc.; and

WHEREAS, the Margate City Public Library does not currently have a contract with an EAP; and

WHEREAS, Margate City is required to have a contract with an EAP by the Atlantic County Municipal Joint Insurance Fund (JIF); and

WHEREAS, the Margate City Public Library has agreed to reimburse the City of Margate City for their complete cost covered under the City of Margate's contract with Associates for Life Enhancement, Inc.; and

WHEREAS, the Margate City Public Library Board of Trustees passed a resolution to ask the City of Margate City to permit them to join Associates for Life Enhancement, Inc. under the City's contract;

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

1. The City of Margate City endorses the Margate City Public Library joining the contract for Employees Assistance Program (EPA) with Associates for Life Enhancement, Inc. as an additional insured; and
2. The City of Margate City will add the Margate City Public Library to its contract with Associates for Life Enhancement, Inc. as an additional insured effective December 1, 2019; and
3. The annual cost for all of the coverages delineated above is \$5,580.00, which the City will pay to the Associates for Life Enhancement, Inc.; and
4. The City of Margate City will invoice the Margate City Public Library for the annual amount of \$480.00, and the Margate City Public Library will pay this amount directly to Margate City.

ROLL CALL:

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

**RESOLUTION #280-2019
AUTHORIZING AWARD OF CONTRACT FOR
PROFESSIONAL BILLING SERVICES WITH
DM MEDICAL BILLINGS, LLC**

WHEREAS, there exists a need for the City of Margate City, in the County of Atlantic, State of New Jersey to retain medical third party billing services; and

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

WHEREAS, the City of Margate is in receipt of a proposal for a one year contract from DM Medical Billings LLC, 88 S. Lakeview Drive, Gibbsboro, NJ 08026; for a fee of 6.00% of amount collected; and

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

WHEREAS, the Chief Financial Officer has certified to the City Commissioners that there are adequate funds available for the purpose of contract in the following account: 0-01-25-261-201 \$20,000.00 contingent upon funds being appropriated in the 2020 budget; and

WHEREAS, this contract shall take effect December 19, 2019.

NOW THEREFORE BE IT RESOLVED, that the Mayor and City Clerk are authorized to execute and to attest to an agreement between the City of Margate and DM Medical Billings, LLC as per the proposal submitted by DM Medical Billings LLC dated December 12, 2019, a copy of which is attached hereto.

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

- A. DM Medical Billings (Attn: Amy Gifford)
- B. Lisa McLaughlin, City Chief Financial Officer

ROLL CALL:

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

CERTIFICATION OF AVAILABILITY OF FUNDS

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

Project Name / Service:
2020 Professional Billing Service


Vendor:
DM Medical Billing, LLC
Gibbsboro, New Jersey

Contract Amount: \$20,000.00
Resolution Date: 12/19/19
Resolution #: 280-2019

Source of Funds:

Account #: Future Year Budget 0-01-25-261-201 Ambulance Billing

Contingent upon sufficient funds being appropriated in the 2020 budget


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

12/19/19
Date

RESOLUTION #281-2019
AUTHORIZING EXTENSION OF SPECIAL PROFESSIONAL SERVICE
OF ELIAS T. MANOS, ESQUIRE TO PROVIDE CITY OF MARGATE CITY
PLANNING BOARD SOLICITOR

WHEREAS, the Board of Commissioners of the City of Margate has determined it has a need for special professional services of Elias T. Manos, Esquire, 2020 New Road, Suite 2A, Linwood, NJ 08221, for legal assistance to the City of Margate Planning Board; and

WHEREAS, Elias T. Manos, Esquire submitted a proposal of \$22,000.00 for 2019; and

WHEREAS, this Contract was awarded without competitive bidding because it is a Professional Services Contract and is an exception to the Local Public Contracts Law, N.J.S.A. 40:11A-5 (1)(a)(i).; and

WHEREAS, the Board of Commissioners of the City of Margate has the need to increase the contract of Elias T. Manos, Esquire in the amount of \$3,000.00 for a total of \$25,000.00: and

WHEREAS, the Chief Financial Officer has certified to the City Commissioners that there are sufficient funds in an amount not to exceed \$25,000.00 available under Financial Admin- Professional Fees 9-01-20-150-220 for award of this contract.

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

1. The Mayor is hereby authorized to execute and the City Clerk to extend a contract in an amount not to exceed \$25,000.00 between the City of Margate and Elias T. Manos, Esquire, 2020 New Road, Suite 2A, Linwood, NJ 08221 for the performance of the above noted matter.
2. This contract is awarded without competitive bidding because it is a Professional Services Contract and is an exception to the Local Public Contracts Law *N.J.S.A. 40:11A-5 (1)(a)(i)*.
3. The contract shall not exceed twelve consecutive months in accordance with *N.J.S.A. 40A:11-5*.

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

1. Lisa McLaughlin, Chief Financial Officer
2. Elias T. Manos, Esquire, 2020 New Road, Suite 2A, Linwood, NJ 08221

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

CERTIFICATION OF AVAILABILITY OF FUNDS

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


Project Name / Service:
Planning Board Solicitor Contract Extension

Vendor:
Elias T. Manos, Esquire
Northfield, New Jersey

Contract Amount: \$3,000.00
Resolution Date: 12/19/19
Resolution #: 281-2019

Source of Funds:

Account #: 9-01-20-155-255 Legal- Other Attorneys Fees


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

12/19/19
Date

RESOLUTION # 282-2019
RESOLUTION AUTHORIZING EMPLOYMENT
AGREEMENT WITH FIRE CHIEF
DANIEL E. ADAMS

WHEREAS, an Employment Agreement (hereinafter “Agreement”) with Fire Chief Daniel E. Adams (hereinafter “Adams”), and the City of Margate City (hereinafter “City”) has been negotiated in order to resolve all employment issues with Adams; and

WHEREAS, upon review the Governing Body has determined to approve the Agreement, a copy of which is attached hereto and made a part hereof; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate City that it does hereby approve the proposed Agreement and authorizes the Mayor to execute said Agreement on behalf of the City; and

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

- 1. Commissioner John Amodeo
- 2. Lisa McLaughlin, Chief Financial Officer
- 3. Chief Adams

ROLL CALL:

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

FIRE CHIEF
EMPLOYMENT AGREEMENT
WITH FIRE CHIEF DANIEL E. ADAMS

This employment Agreement is made between Daniel E. Adams (herein after “Adams”) and the City of Margate (herein after “City”), a municipal corporation of the State of New Jersey, as set forth this 19th day of December, 2019.

WHEREAS, Adams currently serves as the Chief of Fire Department of the City, and has done so since February 15, 2018; and,

WHEREAS, both the City and Adams desire to memorialize in writing an agreement pertaining to Adams continuing to serve in his position

NOW, THEREFORE pursuant to Resolution #282-2019 duly approved by the Board of Commissioners of the City of Margate City on December 19, 2019, the parties agree as follows;

1. TERM OF AGREEMENT.

This agreement shall cover the time period of January 1, 2020 through December 31, 2021.

2. HEALTH INSURANCE.

Adams shall receive the same medical, prescription, dental and vision insurance, if applicable, that the other non-union City managerial employees receive.

3. VACATION.

Adams shall receive twenty-eight (28) eight hour vacation days annually for calendar year 2020 and twenty-five (25) eight hour vacation days annually for calendar year 2021.

4. SICK TIME.

Adams shall be entitled to fifteen (15) sick days annually. For each year in which Adams has 100 days accumulated as of December 1 of that year he shall be entitled to sell back up to 5 days at his daily base rate of pay.

5. HOLIDAYS.

Adams shall be off from duty on all City recognized holidays for non-union managerial employees. If he is required to work for any reason, he shall do so without compensation but may take compensatory time off within the pay period.

6. OVERTIME.

Adams shall not be entitled to receive and shall not be eligible to receive overtime pay or any other pay or time off in his capacity as Chief of Fire Department unless provided for in this contract.

7. Adams shall be paid an annual uniform allowance of \$700 for 2020. There shall be no uniform allowance for 2021.
8. Adams shall be paid an annual Longevity pay of \$15,000 for 2020 which shall be capped at \$15,000 for 2021.
9. Adams shall be paid a base pay of \$158,000 for 2020 and a base pay of \$160,500 for 2021.

10. FULLY BARGAINED AGREEMENT.

This agreement contains all of the promises and understandings of Adams and the City and there are no other agreements or understandings, except as set forth herein. This agreement and the obligations contained herein may be amended only by subsequent written agreement signed by Adams and the City, with the approval of the governing body. This agreement will supersede previous agreement dated February 15, 2018.

12. GOVERNING LAW.

This agreement shall be covered by and considered and enforced in accordance with the laws of the State of New Jersey without regard to any principles of choice law that may otherwise be applicable.

13. ACKNOWLEDGEMENT.

BY SIGNING THIS AGREEMENT, ADAMS STATES THAT:

- A. HE HAS READ IT;
- B. HE AGREES WITH EVERYTHING CONTAINED HEREIN;
- C. HE HAS BEEN ADVISED TO CONSULT WITH AN ATTORNEY OF HIS OWN CHOOSING PRIOR TO EXECUTING THIS AGREEMENT;
- D. HE HAS BEEN GIVEN WHAT HE CONSIDERS TO BE A REASONABLE PERIOD OF TIME TO REVIEW AND CONSIDER THIS AGREEMENT PRIOR TO SIGNING IT;
- E. HE HAS BEEN ADVISED THAT HE MAY REVOKE THIS AGREEMENT WITHIN SEVEN (7) CALENDAR DAYS OF SIGNING IT; AND,
- F. HE HAS SIGNED THIS AGREEMENT KNOWINGLY AND VOLUNTARILY AND IS ABLE TO DO SO OF HIS FREE WILL.

Daniel E. Adams

Date

THE CITY OF MARGATE,
ATLANTIC COUNTY, NEW JERSEY

Michael Becker
Mayor

Date

ATTEST:

Johanna Casey, RMC

RESOLUTION #283-2019
RESOLUTION AUTHORIZING EMPLOYMENT
AND RETIRMENT AGREEMENT WITH
TAX COLLECTOR LINDA MORGAN

WHEREAS, an Employment and Retirement Agreement (hereinafter “Agreement”) with Tax Collector, Linda Morgan, (hereinafter “Morgan”), and the City of Margate City (hereinafter “City”) has been negotiated in order to resolve all retirement issues concerning Morgan; and

WHEREAS, upon review and approval the Governing Body has determined to approve the Agreement, a copy of which is attached hereto and made a part hereof; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate City that it does hereby accept the proposed Agreement and authorizes the Commissioner of Finance to execute said Agreement on behalf of the City; and

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

- 1. Commissioner Maury Blumberg
- 2. Lisa McLaughlin, Chief Financial Officer
- 3. Linda Morgan, Tax Collector

ROLL CALL:

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

EMPLOYMENT AND RETIREMENT AGREEMENT
WITH
TAX COLLECTOR LINDA MORGAN

This employment and Retirement Agreement is made between Linda Morgan (herein after “Morgan”) and the City of Margate (herein after “City”), a municipal corporation of the State of New Jersey, as set forth this 19 day of December, 2019.

WHEREAS, Morgan currently serves as the Tax Collector of the City, and has been an employee of the City since January 13, 1992; and,

WHEREAS, both the City and Morgan desire to memorialize in writing an agreement pertaining to Morgan continuing to serve in her position until her retirement no later than September 1,2020.

NOW, THEREFORE pursuant to Resolution #283-2019 duly approved by the Board of Commissioners of the City of Margate City on December 19, 2019, the parties agree as follows;

- 1. TERM OF AGREEMENT AND COMPENSATION
This agreement shall cover the time period of December 19, 2019 through September 1, 2020. The salary increase for 2020 shall be 2.5% annually prorated to date of retirement.
- 2. HEALTH INSURANCE
Morgan shall receive the same medical, prescription, dental and vision insurance, if applicable, that the other non-union City managerial employees receive.
- 3. VACATION
Morgan will receive 25 eight hour days vacation annually, which shall

be pro-rated based on the number of months worked.

4. SICK TIME

Morgan shall be entitled to fifteen (15) sick days annually, which shall be pro-rated based on the number of months worked.

5. HOLIDAYS

Morgan shall be off from duty on all City recognized holidays for non-union managerial employees. If she is required to work for any reason, she shall do so without compensation or time-off.

6. OVERTIME

Morgan shall not be entitled to receive and shall not be eligible to receive overtime pay or any other pay or time off in her capacity as Tax Collector.

7. RETIREMENT PAYMENTS

It is acknowledged that the official retirement date is not later than September 1, 2020, at which time the Morgan pension will be based on the compensation figure effective at the end of her employment. In addition, Morgan shall be eligible for pay for one thirty five (135) unused sick days at her 2019 daily rate of pay. These one hundred thirty five (135) unused sick days are fifty percent (50%) of Morgan's estimated accumulated two hundred seventy (270) unused sick days. Any remaining unused sick days are to be donated to the city "Donated Sick Leave Bank" if permitted by statute and/or policy. Additionally, Morgan shall also be paid for up to twelve (12) unused vacation days at her 2019 daily rate of pay.

These retirement payments shall be divide into two (2) payments, the first amount up to \$16,000 to be paid prior to December 31, 2019 which may be paid into deferred compensation account as allowed by law and the second due no later than January 31, 2021.

If Morgan dies prior to resignation, retirement or payment in full by the City, Morgan's estate shall be paid for the above amounts of accrued unused sick time.

The terms under this provision are granted by the City for the terms of this agreement within its authority under the laws of the State of New Jersey.

8. FULLY BARGAINED AGREEMENT

This agreement contains all of the promises and understandings of Morgan and the City and there are no other agreements or understandings, except as set forth herein. This agreement and the obligations contained herein may be amended only by subsequent written agreement signed by Morgan and the City, with the approval of the governing body.

9. GOVERNING LAW

This agreement shall be covered by and considered and enforced in accordance with the laws of the State of New Jersey without regard to any principles of choice law that may otherwise be applicable.

10. ACKNOWLEDGEMENT:

BY SIGNING THIS AGREEMENT, MORGAN STATES THAT:

- A. SHE HAS READ IT;
- B. SHE AGREES WITH EVERYTHING CONTAINED HEREIN;
- C. SHE HAS BEEN ADVISED TO CONSULT WITH AN ATTORNEY OF IS OWN CHOOSING PRIOR TO EXECUTING THIS AGREEMENT;
- D. SHE HAS BEEN GIVEN WHAT SHE CONSIDERS TO BE A REASONABLE PERIOD OF TIME TO REVIEW AND CONSIDER THIS AGREEMENT PRIOR TO SIGNING IT;
- E. SHE HAS BEEN ADVISED THAT SHE MAY REVOKE THIS AGREEMENT WITHIN SEVEN (7) CALENDAR DAYS OF SIGNING IT; AND,

F. SHE HAS SIGNED THIS AGREEMENT KNOWINGLY AND VOLUNTARILY AND IS ABLE TO DO SO OF HER OWN FREE WILL.

Linda Morgan

Date

THE CITY OF MARGATE,
ATLANTIC COUNTY, NEW JERSEY

Michael Becker
Mayor

Date

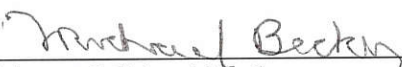
ATTEST:

Johanna Casey, RMC

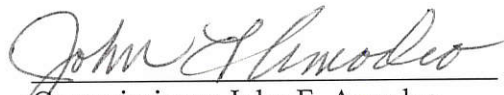
Adjournment:

There being no further business, Mayor Becker called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner Amodeo and seconded by Mayor Becker to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 4:50 p.m.

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



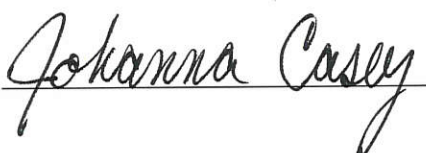
Mayor, Michael Becker



Commissioner John F. Amodeo



Commissioner Maury Blumberg

Attest:  Johanna Casey, RMC Municipal Clerk