

REGULAR MEETING MINUTES CITY COMMISSION – MARGATE CITY

JULY 15, 2021

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 4:10 p.m. in person at Margate City Hall, 1 South Washington Avenue, Margate, NJ.

Johanna Casey, City Clerk: Reads the statement of compliance followed with the flag salute and roll call is taken: Mayor Michael Becker, Commissioner John Amodeo and Commissioner Maury Blumberg were present. Fred Verna, Scott Abbott, Johanna Casey, and Rich Deaney were also present.

Approval of Minutes:

The minutes from the July 1, 2021 Workshop/Capital Meeting and Regular Meeting were approved as read on motion by Commissioner Amodeo, seconded by Commissioner Blumberg, with a vote three ayes.

Public Comment:

Martha Grant, 4 N. Huntington Ave.: Speaks on behalf of a group of residents who meet regularly to exercise. The group is requesting an indoor place to meet.

Rich Deaney: Requests Martha Grant leave her contact information.

Mayor Becker: City will try to work something out.

Commissioner Amodeo: Inquires if Martha Grant has spoken to the City's Recreation Director Andrew Miles.

Donna Tasca, 301 N. Clermont Ave.: Speaks on the frustration she has with the settlement offered and the living situation she and her husband have over the issues with the Reconstruction of Amherst Avenue-Phase I.

Scott Abbott: Informs Donna Tasca it is a legal matter between Traveler's Insurance Company and her.

Ed Dennis: Explains the current Amherst Avenue road status is a base layer and will be completed in the fall.

Bruce Horn, 118 Kenyon Ave.: Speaks on safety concerns he has documented regarding the installation of a gunite pool in his neighborhood and recommendations of how to oversee.

Mayor Becker: Requests Mr. Horn give the City Clerk a copy of his documentation and recommendations.

Joan Swerski, 121 N. Clermont Ave.: Speaks on supporting Martha Grant's request for a place to exercise.

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

Public Comment on Resolutions:

A motion to close public comment on Resolutions and Ordinance Adoption was put forth by Commissioner Amodeo and seconded by Commissioner Blumberg, with a vote of three ayes.

Ordinances: Introduction:

Johanna Casey: Ordinance #11-2021 is read by title only.

A motion to adopt **Ordinance #11-2021**, fixing salaries & wages and compensation of certain officers and employees of Margate City, was put forth by Commissioner Amodeo, Seconded by Commissioner Blumberg, with a vote of three ayes.

ORDINANCE #11-2021

AN ORDINANCE FIXING THE SALARIES & WAGES AND COMPENSATION OF CERTAIN OFFICERS & EMPLOYEES OF THE CITY OF MARGATE CITY, ATLANTIC COUNTY, NEW JERSEY

THE BOARD OF COMMISSIONERS of the City of Margate City, Atlantic County, New Jersey does ordain

SECTION 1: THAT effective January 1, 2021 the base salaries, wages, and compensation to be paid to the following officers and employees of the City of Margate City, New Jersey shall be paid bi-weekly and as follows:

	PER ANNUM - SALARY RANGE	
PUBLIC SAFETY		
BEACH PATROL		
LIFEGUARD CAPTAIN	\$ 15,000	19,000
LIFEGUARD CHIEF	25,000 -	35,000
CITY CLERK'S OFFICE		
CITY CLERK	65,000 -	102,000
CONSTRUCTION OFFICE		
BUILDING INSPECTOR	15,000 -	70,000
CONSTRUCTION OFFICIAL	85,000 -	130,000
ELECTRICAL INSPECTOR	15,000 -	71,000
ELECTRICAL SUB CODE OFFICIAL	15,000 -	85,000
FIRE PROTECTION SUB CODE OFFICIAL	8,000	30,000
HOUSING INSPECTOR	15,000 -	71,000
PLUMBING INSPECTOR	15,000	71,000
PLUMBING SUB CODE OFFICIAL	15,000 -	85,000
EMERGENCY MANAGEMENT		
MUNICIPAL EMERGENCY MGMT COORDINATOR	2,500 -	7,500
FIRE DEPARTMENT		
DEPUTY FIRE CHIEF	100,000 -	146,000
EMERGENCY MEDICAL TECHNICIAN	35,000 -	70,000
FIRE CAPTAIN	100,000 -	126,000
FIRE CHIEF	125,000 -	161,000
FIRE LIEUTENANT	100,000 -	120,000
FIREFIGHTER	40,000 -	106,000
SUPERVISING FIRE PREVENTION SPECIALIST	5,000 -	10,000
MUNICIPAL COURT		
DEPUTY MUNICIPAL COURT ADMINISTRATOR	40,000 -	80,000
MUNICIPAL COURT ADMINISTRATOR	65,000 -	103,000
MUNICIPAL MAGISTRATE	18,000 -	35,000
PROSECUTOR	15,000 -	35,000
PLANNING & ZONING		
ENGINEER PLANNER	65,000 -	130,000
ZONING OFFICER	55,000 -	127,000

PER ANNUM - SALARY RANGE

POLICE DEPARTMENT

CODE ENFORCEMENT OFFICER	15,000	-	70,000
POLICE CAPTAIN	100,000	-	146,000
POLICE CHIEF	110,000	-	161,000
POLICE LIEUTENANT	100,000	-	133,000
POLICE SERGEANT	100,000	-	122,000
POLICE OFFICER	40,000	-	112,000
SENIOR PUBLIC SAFETY TELECOMMUNICATOR	70,000	-	85,000
SPECIAL LAW ENFORCEMENT OFFICER	33,000	-	40,000
SUPERVISING TELECOMMUNICATOR	65,000	-	85,000
TELECOMMUNICATOR	33,000	-	77,000

REVENUE AND FINANCE / ADMINISTRATIVE / CLERICAL

CHIEF FINANCIAL OFFICER	85,000	-	132,000
ACCOUNTANT	40,000	-	85,000
ACCOUNTANT CLERK	40,000	-	85,000
DEPUTY TAX ASSESSOR	40,000	-	85,000
TAX ASSESSOR	65,000	-	95,000
TAX ASSESSOR TRAINEE	40,000	-	60,000
ASSISTANT TAX COLLECTOR	40,000	-	75,000
TAX COLLECTOR	65,000	-	106,000
CLERK 1	35,000	-	85,000
CLERK 2	40,000	-	87,000
CLERK 3	45,000	-	87,000
ADMINISTRATIVE CLERK	45,000	-	90,000
PERSONNEL ASSISTANT	40,000	-	85,000
SYSTEMS ANALYST	85,000	-	163,000

PUBLIC WORKS/WATER & SEWER

ASSISTANT PUBLIC WORKS SUPERINTENDENT	85,000	-	134,000
BUILDING SERVICE WORKER	35,000	-	60,000
CARPENTER/P.W. REPAIRER	65,000	-	92,000
ELECTRICIAN	65,000	-	92,000
GENERAL SUPERVISOR, PUBLIC WORKS	65,000	-	92,000
LABORER 1	35,000	-	70,000
LABORER 2	45,000	-	85,000
LABORER 3	55,000	-	90,000
MECHANIC	65,000	-	92,000
MECHANIC HELPER	45,000	-	88,000
OFFICE SUPERVISOR	50,000	-	92,000
PUBLIC WORKS SUPERINTENDENT	110,000	-	160,000
PUBLIC WORKS REPAIRER	55,000	-	85,000
PUMPING STATION OPERATOR	40,000	-	90,000
SANITATION INSPECTOR	40,000	-	90,000
SENIOR PUBLIC WORKS REPAIRER	65,000	-	90,000
SR PUMPING STATION OPERATOR	75,000	-	128,000
SUPERVISOR, PUBLIC WORKS	65,000	-	90,000
TRUCK DRIVER	45,000	-	85,000

RECREATION**PER
ANNUM****SALARY RANGE**

ASSISTANT DIRECTOR OF PARKS AND RECREATION	65,000	-	95,000
DIRECTOR OF PARKS AND RECREATION	70,000	-	100,000
RECREATION AIDE	35,000	-	65,000
RECREATION DIRECTOR	65,000	-	99,000
RECREATION LEADER	40,000	-	90,000
RECREATION PROGRAM COORDINATOR	40,000	-	90,000
RECREATION ATTENDANT	40,000	-	90,000
RECREATION SUPERVISOR	45,000	-	90,000

CITY COMMISSION

COMMISSIONER – PUBLIC SAFETY	0	-	29,000
COMMISSIONER – PUBLIC WORKS	0	-	29,000
COMMISSIONER – REVENUE/FINANCE	0	-	29,000

PER HOUR

ACTING / TEMPORARY ADMINISTRATOR	0	-	25.00
BEACH INSPECTOR	11.10	-	15.00
BEACH INSPECTOR SUPERVISOR	11.10	-	25.00
BUILDING MAINTENANCE WORKER (part time)	11.10	-	22.00
ELECTRICAL INSPECTOR (part time)	25.00	-	45.00
CODE ENFORCEMENT OFFICER	11.10	-	27.00
CODE ENFORCEMENT OFFICER TRAINEE	11.10	-	27.00
DEPUTY TAX ASSESSOR	20.00	-	35.00
HOUSING INSPECTOR (part time)	11.10	-	27.00
HOUSING INSPECTOR TRAINEE	11.10	-	27.00
KEYBOARDING CLERK 1 (part time)	11.10	-	11.10
LABORER 1 (part time)	11.10	-	22.00
MANAGEMENT SPECIALIST	11.10	-	45.00
PARKING ENFORCEMENT OFFICER	11.10	-	22.00
SEASONAL EMPLOYEE	11.10	-	22.00
SPECIAL LAW ENFORCEMENT OFFICER	15.00	-	25.00
TECH ASST TO CONSTRUCTION OFFICIAL	11.10	-	25.00
RECREATION AIDE (part-time)	11.10	-	22.00
RECREATION LEADER (part-time)	11.10	-	25.00
CLERK 1 (part-time)	11.10	-	25.00
PS TELECOMMUNICATION TRAINEE	11.10	-	26.00

PER DIEM

LIFEGUARD	96.00	-	200.00
LIFEGUARD LIEUTENANT	220.00	-	240.00
SCHOOL TRAFFIC GUARD	18.00	-	48.00

SECTION 2; THAT in addition to base pay employees shall receive such compensation, longevity and other contracted benefits as provided in labor contracts or written conditions of employment approved by the governing body and/or as executed by the Business Administrator and appropriate Commissioner.

SECTION 3; THAT the Business Administrator shall cause to be formulated a list of employees eligible for overtime to be filed annually with the City Clerk and CFO.

SECTION 4; THAT for Calendar Year 2022, the maximum base salaries as provided by this ordinance shall be increased by 3% for each position.

SECTION 5; THAT once established for the calendar year base pay may not be supplemented through merit raises during the calendar year without approval of the majority of the Governing Body.

SECTION 6; THAT all ordinances and parts of ordinances inconsistent herewith are hereby repealed, but only to the extent of such inconsistency.

SECTION 7; THIS ordinance shall take effect upon final passage and publication as provided by law.

Mayor Michael Becker

Commissioner John Amodeo

Commissioner Maury Blumberg

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

Ordinances: Public/Adoption: none

Resolutions:

A motion to adopt **Resolution #149-2021**, authorizing the payment of claims \$9,697,264.80, was put forth by Commissioner Amodeo, Seconded by Commissioner Blumberg, with a vote of three ayes.

**RESOLUTION #149-2021
PAYMENTS OF CLAIMS
MARGATE CITY BILL LIST / PREVIOUSLY PAID
JULY 15, 2021**

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

<u>BILLS LIST AMOUNT:</u>	\$8,904,838.09
<u>PREVIOUSLY PAID:</u>	\$ 792,426.71

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

July 14, 2021
10:56 AM

City 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
First Enc Date Range: First to 07/15/21
Open: N
Rcvd: Y
Paid: N
Held: N
Void: N
Aprv: Y
Bid: Y
State: Y
Other: Y
Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
20-01471	11/12/20	FREDMSCH Fred M. Schiavone Contract No: U1590000	Amherst Ave Promenade	Open	133,893.99	0.00	C
21-00003	01/07/21	ATLCOJIF ATLANTIC CO MUN JOINT INS FUND	2021 JIF assessment	Open	209,829.00	0.00	
21-00006	01/09/21	MARGBDED MARGATE CITY BD OF EDUCATION	School taxes 2021-2022	Open	874,839.65	0.00	B
21-00007	01/09/21	MARGBDED MARGATE CITY BD OF EDUCATION	20/21 Muni Alliance	Open	1,569.32	0.00	
21-00014	01/09/21	LONNIE LEONA THOMAS	Retirement payment per MCO	Open	1,000.00	0.00	B
21-00027	01/12/21	COMCAST COMCAST	2021 INTERNET ACCESS	Open	2,060.27	0.00	B
21-00028	02/01/21	DELTADEN DELTA DENTAL PLAN OF NJ Contract No: C2000018	Employee Dental - 2021	Open	8,039.10	0.00	C
21-00030	01/12/21	VCOMM V-COMM, LLC Contract No: C2000027	Telecomm consulting services	Open	1,633.75	0.00	C
21-00031	01/12/21	FORDSCOT FORD, SCOTT & ASSOCIATES, LLC Contract No: C2100001	Auditor for 2020 Audit	Open	6,000.00	0.00	C
21-00035	01/12/21	JPM JERSEY PROFESSIONAL MANAGEMENT Contract No: C2100007	2021 Acting Admin & Management	Open	5,723.00	0.00	C
21-00037	01/12/21	CIOETACO Cioeta Consulting, LLC Contract No: C2100009	Human Resources Professional	Open	3,990.00	0.00	C
21-00042	01/12/21	SWIFT LA SWIFT LAW FIRM Contract No: C2100014	2021 Public Defender	Open	400.00	0.00	C
21-00045	01/12/21	ROVILLAR HANK ROVILLARD, ESQ., LLC Contract No: C2100016	2021 Special Tax Counsel	Open	3,564.00	0.00	C
21-00055	01/12/21	FASTENAL Fastenal Company	Carpenter Supplies	Open	86.34	0.00	B
21-00069	01/13/21	BARRIER BARRIER PEST CONTROL LLC	2021 Exterminating Service	Open	1,300.00	0.00	B
21-00072	01/13/21	NAPA AU Val-U Auto LLC	Auto parts & Repairs (Jan)	Open	1,355.79	0.00	
21-00074	01/13/21	CASA CASA PAYROLL SERVICE	2021 Payroll Service	Open	636.55	0.00	B
21-00085	01/13/21	CHAD STO Chad Stocking	retirement payment per MCEA	Open	1,000.00	0.00	B
21-00090	01/14/21	J CINCOT Joseph Cincotta	2021 LG Pension	Open	535.76	0.00	
21-00091	01/14/21	JGALLAGH JAMES GALLAGHER	2021 LG Pension	Open	247.15	0.00	
21-00092	01/14/21	JOHN SLA John Slattery, III	2021 LG Pension	Open	157.72	0.00	
21-00093	01/14/21	KING GEORGE KING	2021 LG Pension	Open	384.13	0.00	
21-00094	01/14/21	MICHAEL MICHAEL CINCOTTA	2021 LG Pension	Open	765.86	0.00	
21-00096	01/14/21	MICHAELB Michael Baylinson	2021 LG Pension	Open	532.64	0.00	
21-00098	01/14/21	RICHKUGE RICHARD H. KUGEL	2021 LG Pension	Open	1,959.75	0.00	
21-00099	01/14/21	SMALLWOO CARL SMALLWOOD	2021 LG Pension	Open	536.62	0.00	
21-00103	01/15/21	WB MASON W.B. MASON CO., INC.	PW Supplies	Open	622.27	0.00	
21-00104	01/15/21	CATERINA Caterina Supply, Inc.	Meter Equipment	Open	323.40	0.00	
21-00109	01/06/21	VERALPH V.E. RALPH & SON, INC.	Fire Department EMS Supplies	Open	83.76	0.00	
21-00114	01/17/21	AMAZ0005 Amazon Capital Services, Inc.	Mounts for FD Tablets	Open	203.69	0.00	
21-00116	01/12/21	HOHMANN Innovative Leadership	Pre Employment Assessment	Open	300.00	0.00	
21-00184	01/21/21	OLD CAPE OLD CAPE, INC.	Concrete / Asphalt	Open	318.50	0.00	
21-00191	02/01/21	ABELSLLC Abel's Cleaning Agency, LLC Contract No: C2100022	2021 Janitorial Feb thru Dec	Open	5,145.27	0.00	C
21-00224	01/25/21	SCHWAAB SCHWAAB, INC.	OFFICE STAMPS	Open	33.95	0.00	
21-00230	01/25/21	AE STONE A.E. STONE, INC.	Hot and Cold Patch	Open	406.76	0.00	
21-00269	01/29/21	CTYATL ATLANTIC COUNTY TREASURER	Quarterly CountyTaxes 2021	Open	5,355,025.13	0.00	B
21-00271	02/01/21	VERIZON1 Verizon Wireless	Air Cards-Police Vehilces	Open	200.22	0.00	B
21-00272	02/01/21	VERIZON1 Verizon Wireless	cellular service	Open	949.52	0.00	B
21-00273	02/01/21	VERIZO10 Verizon Connect NWF, Inc.	GPS service public works	Open	418.00	0.00	B
21-00274	02/01/21	ATXTELEC Broadview Networks	telephone service	Open	3,741.61	0.00	B

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

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
21-00275	02/01/21	NJDHSS	NJ DEPT HEALTH & SENIOR SVCS	DOG LICENSE REPORT	Open	34.20	0.00
21-00276	02/01/21	G MEDOFF	Geraldine D. Medoff	Tai Chi & Chair Yoga	Open	280.00	0.00
21-00284	02/02/21	ACUA	ATLANTIC COUNTY UTILITIES AUTH	2021 Quarterly user fees	Open	285,558.00	0.00 B
21-00288	02/02/21	ONECONCE	One Call Concepts, Inc.	Mark Out Request - Jan 2021	Open	245.96	0.00
21-00319	02/10/21	ANIMAL	SAMUEL W. HOLLAND DBA	2021 ANIMAL CONTROL SERVICES	Open	700.00	0.00 C
Contract No: C1900011							
21-00324	02/11/21	ACUA	ATLANTIC COUNTY UTILITIES AUTH	2021 Water Testing	Open	275.10	0.00
21-00328	01/31/21	SJWELDIN	SOUTH JERSEY WELDING SUPPLY CO	Fire Dept Oxygen Rental 1/2021	Open	37.80	0.00
21-00343	02/18/21	FERIOZZI	L FERIOZZI CONCRETE COMPANY	Safe Streets to transit	Open	8,653.40	0.00 C
Contract No: U1450000							
21-00345	01/05/21	FRYES	Frye's Auto Repair	Vehicles Repairs & Maintenance	Open	948.49	0.00
21-00350	02/02/21	ACTION U	ACTION UNIFORM CO. LLC	UNIFORMS AND EQUIPMENT	Open	95.00	0.00
21-00362	02/01/21	JOHNTOLA	John J Toland III	2021 Lifeguard Pension payment	Open	678.88	0.00
21-00369	02/22/21	SAMS	Sam's Club	Fire Dept. Uniform Shorts	Open	317.58	0.00
21-00375	02/24/21	M JEWITT	Margaret Jewitt	Exercise Instructor	Open	400.00	0.00
21-00389	02/26/21	LOWES	Lowe's Commercial Services	Landscaping Supplies	Open	220.71	0.00
21-00436	06/22/21	STAPLCRE	Staples Business Credit	Office Supplies	Open	548.06	0.00
21-00479	03/23/21	GROFF005	GT Mid Atlantic LLC	Stock / Filter	Open	1,437.58	0.00
21-00503	03/29/21	AMAZ0005	Amazon Capital Services, Inc.	Disposable Masks - COVID 19	Open	176.33	0.00
21-00505	03/29/21	EXEMPLIS	Exemplis Corp-Sit on it Seatng	chairs for police dept	Open	3,793.11	0.00
21-00509	03/29/21	ALIANO	Aliano Brothers General	Fire Station #2 Addition	Open	25,132.14	0.00 C
Contract No: U1600000							
21-00521	03/31/21	HUBER	HUBER LOCKSMITHS, INC.	Keys for PW	Open	283.00	0.00
21-00534	04/01/21	TREASNJ	TREASURER STATE OF NJ	Marriage Licenses 2021	Open	250.00	0.00
21-00626	04/26/21	FROMUTH	Fromuth Tennis	Tennis Supplies	Open	1,332.59	0.00
21-00642	04/27/21	BATTERY	Batteries Plus Bulbs	Fire Department Batteries	Open	133.15	0.00
21-00663	04/30/21	WINSUPPL	Winsupply Absecon NJ Co.	Plumbing Supplies	Open	1,149.66	0.00
21-00677	05/04/21	CAPRIONI	CAPRIONI PORTABLE TOILETS INC.	2021 Portble Toilets	Open	5,120.00	0.00
21-00679	05/04/21	AMAZ0005	Amazon Capital Services, Inc.	Fire Dept. Materials/Supplies	Open	1,634.22	0.00
21-00686	05/06/21	HOMED308	Home Depot Credit Services	Fire Department Supplies	Open	329.00	0.00
21-00736	05/20/21	CALHO005	Calhoun Associates, Inc.		Open	281.55	0.00
21-00750	05/25/21	OCWATER	Boardwalk Adventures	Summer Camp Trip	Open	3,015.50	0.00
21-00757	05/26/21	SAMS	Sam's Club	Fire Department Supplies	Open	308.92	0.00
21-00765	05/27/21	FIREHOUS	Firehouse Magazine	Firehouse Subscription Service	Open	49.95	0.00
21-00767	05/27/21	SAMS	Sam's Club	Rec Supplies	Open	295.61	0.00
21-00776	06/01/21	TOOLSPLU	Tools Plus Industries	Fire Department Supplies	Open	309.40	0.00
21-00778	06/02/21	GOODYEAR	GOODYEAR AUTO SERVICE	Tires for F-29 - Fire Dept.	Open	672.06	0.00
21-00797	07/09/21	THOM WES	THOMSON REUTERS WEST	Subscriptions	Open	275.00	0.00
21-00805	06/08/21	HOHMANN	Innovative Leadership	3 Assessments - recreation	Open	225.00	0.00
21-00807	06/08/21	SOMERS P	SOMERS POINT LUMBER, INC.	Fire Department Supplies	Open	902.87	0.00
21-00823	06/11/21	NASCO005	Nasco Education LLC	Summer Camp Supplies	Open	903.53	0.00
21-00832	06/14/21	BATTELIN	Battellini Transportation	Towing FD Apparatus	Open	660.00	0.00
21-00839	06/16/21	NFPA	NFPA INTERNATIONAL	Fire Prev. Materials - Library	Open	761.46	0.00
21-00847	06/21/21	GLOBAL I	Global Industrial Equipment	Baskets for Beach	Open	93.39	0.00
21-00848	06/21/21	ERIC DAS	Eric Dasher	Summer Camp Show	Open	695.00	0.00
21-00850	06/21/21	NORTHENS	NORTHERN SAFETY CO., INC.	Public Works Supplies	Open	10.92	0.00
21-00865	06/23/21	BEESLEYS	Beesley's Point Sea-Doo	Repairs to Beach Patrol PWC	Open	194.97	0.00
21-00867	06/23/21	WITMER	Witmer Public Safety Group Inc	Fire Department PPE - Gloves	Open	2,370.00	0.00
21-00868	06/23/21	RPS	Royal Printing Service	ELECTION PRINTING	Open	6,937.61	0.00
21-00874	06/25/21	CHRIS K	CHRIS KANE	Referee	Open	225.00	0.00
21-00878	06/28/21	WB MASON	W.B. MASON CO., INC.	multi-purpose copy paper	Open	773.40	0.00
21-00879	03/11/21	HARRING	Harring Fire Protection, LLC	EXTINGUISHER MAINTENANCE	Open	165.00	0.00
21-00880	06/28/21	SITEONE	SITEONE LANDSCAPE SUPPLY LLC	Landscaping Supplies	Open	96.29	0.00
21-00882	06/28/21	SCOTTS	Ray Scott's Dock LLC	Spool of Rope - Beach Patrol	Open	462.00	0.00

July 14, 2021
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City of Margate City
Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
21-00887	06/29/21	ISOLV005	isolved Benefit Service	GROUP HEALTH	Open	43.75	0.00
21-00888	06/29/21	CARROT	Carrot-Top Industries Inc.	Flags	Open	2,566.11	0.00
21-00890	06/30/21	POINT005	Point Sewer & Drain	Historic City Hall	Open	425.00	0.00
21-00893	06/17/21	TRI ST	Tri-State Diagnostics Corp.	Employee screenings	Open	60.00	0.00
21-00895	07/01/21	LABARRE	Charles LaBarre	Fingerprinting Reimbursement	Open	55.25	0.00
21-00896	07/02/21	DELTA	Delta Line Construction Co.	Granville Lighting & Fountains	Open	8,090.71	0.00
21-00898	07/02/21	HUBER	HUBER LOCKSMITHS, INC.	Replacement Keys	Open	1,061.50	0.00
21-00899	07/02/21	ZERO	Zero Waste USA	Dog Waste Bags	Open	435.49	0.00
21-00900	07/06/21	PHOTOGRA	PHOTO GRAPHICS PHOTOGRAPHY	Photos for Memorial Day	Open	330.00	0.00
21-00901	06/24/21	WITMER	Witmer Public Safety Group Inc	Repair TFT Fire Dept. Nozzle	Open	830.00	0.00
21-00902	07/07/21	POGUE	Pogue Info & Education Service	CDL/Drug & Alcohol Testing	Open	600.00	0.00
21-00904	07/07/21	SHORESER	SHORE TRUEVALUE HARDWARE	w/s Supplies	Open	137.44	0.00
21-00906	07/07/21	TRACEY	Tracey Blake	Gymnastics Camp/Classes	Open	2,880.00	0.00
21-00907	07/07/21	AMAZ0005	Amazon Capital Services, Inc.	Recreation Supplies	Open	206.62	0.00
21-00909	07/07/21	WSGOFF	W.S.GOFF COMPANY, INC.	Office Furniture/Installation	Open	115.00	0.00
21-00910	07/01/21	EAST AUT	Eastern Autopart Warehouse Inc	Batteries for A-20 - Fire Dept	Open	229.88	0.00
21-00911	07/08/21	LISAK005	Lisa Katchman	Refund - Tennis Camp	Open	100.00	0.00
21-00912	07/08/21	BRIDG010	Bridget willoughby	Refund - Tennis Camp	Open	100.00	0.00
21-00913	07/08/21	LISAW005	Lisa Wilson	Refund - Radical Rec Camp	Open	550.00	0.00
21-00915	07/08/21	MICHA025	Michael Booth		Open	55.25	0.00
21-00916	07/08/21	DOMIN010	Dominic Gitto	Fingerprinting Reimbursement	Open	55.25	0.00
21-00917	07/08/21	MAYAS005	Maya Swift	Fingerprinting Reimbursement	Open	55.25	0.00
21-00919	07/08/21	CONN0005	Connor Culmone	Fingerprinting Reimburesment	Open	55.25	0.00
21-00920	07/08/21	HARRI005	Harrison Horn	Fingerprinting Reimbursement	Open	55.25	0.00
21-00921	07/08/21	CLAUD005	Claudia Bowman	Fingerprinting Reimbursement	Open	55.25	0.00
21-00923	07/08/21	TRENT005	Trent A. Manera	Fingerprinting Reimbursement	Open	55.25	0.00
21-00924	07/08/21	HOWAR005	Howard Horner	Fingerprinting Reimbursement	Open	55.25	0.00
21-00925	07/08/21	AVARI005	Ava Ritzel	Fingerprinting Reimbursement	Open	55.25	0.00
21-00926	07/08/21	KYLEP005	Kyle Pollock	Fingerprinting Reimbursement	Open	55.25	0.00
21-00927	07/08/21	SCOTT010	Scott Jones	Fingerprinting Reimbursement	Open	55.25	0.00
21-00928	07/08/21	RYANN005	Ryan Newell	Fingerprinting Reimbursement	Open	55.25	0.00
21-00929	07/08/21	MPIZAGNO	Morgan Pizagno	Fingerprinting Reimbursement	Open	55.25	0.00
21-00930	07/08/21	PACIF005	Pacifico S Agnellini	Fingerprinting Reimbursement	Open	55.25	0.00
21-00931	07/08/21	KRIST005	Kristine R. Auble	Fingerprinting Reimbursement	Open	55.25	0.00
21-00932	07/08/21	DANIE010	Daniel Reeves	Fingerprinting Reimbursement	Open	55.25	0.00
21-00934	07/08/21	JOSEPO10	Joseph Rogers	Fingerprinting Reimbursement	Open	55.25	0.00
21-00936	07/08/21	STEVE005	Steven Gooden	Fingerprinting Reimbursement	Open	55.25	0.00
21-00937	07/08/21	CHRIS005	Christopher Spiers	Fingerprinting Reimbursement	Open	55.25	0.00
21-00938	07/08/21	CHRIS010	Christine Freese	Fingerprinting Reimbursement	Open	55.25	0.00
21-00939	07/09/21	FELDMAN	Amanda Lynn Feldman	Basketball Referee	Open	225.00	0.00
21-00940	07/09/21	BWALT	Brian Walters	Referee	Open	120.00	0.00
21-00942	07/08/21	GARYGLAS	GARY M. GLASS, M.D.	FF. Pshychiatric Evaluation	Open	350.00	0.00
21-00943	07/03/21	WITMER	Witmer Public Safety Group Inc	Firefighter PPE - Gloves COVID	Open	632.00	0.00
21-00945	07/12/21	IRONMOUN	IRON MOUNTAIN	record storage-july 2021	Open	659.91	0.00
21-00946	07/12/21	MOSSMANS	MOSSMANS BUSINESS MACHINE INC	copier contract-june 2021	Open	335.94	0.00
21-00947	07/12/21	TELVue	TelVue Corporation	webus qtly support	Open	300.00	0.00
21-00954	07/13/21	CITYPROL	CITY OF MARGATE PAYROLL ACCT	Payroll for 07/15/2021	Open	557,590.16	0.00
21-00955	07/13/21	CITYPROL	CITY OF MARGATE PAYROLL ACCT	payroll for 07/15/2021	Open	63,422.16	0.00
21-00956	07/13/21	PAYROLL	MARGATE CITY PAYROLL ACCOUNT	payroll for 07/15/2021	Open	31,339.06	0.00
21-00959	07/13/21	CHASEMAN	CHASE MANHATTAN BANK	2019 bond principal	Open	820,000.00	0.00
21-00961	07/13/21	CHASENYC	CHASE NYC	2019 Bond interest	Open	170,781.25	0.00
21-00962	07/13/21	CITYCUR	CITY OF MARGATE CURRENT ACCT	2019 debt due current	Open	248,900.00	0.00

Total Purchase Orders: 143 Total P.O. Line Items: 0 Total List Amount: 8,904,838.09 Total Void Amount: 0.00

July 14, 2021
10:56 AM

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

Page No: 4

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
APPROPRIATIONS	1-01	8,116,719.47	0.00	0.00	8,116,719.47
	1-05	603,547.16	0.00	0.00	603,547.16
Year Total:		8,720,266.63	0.00	0.00	8,720,266.63
	C-04	171,472.64	0.00	0.00	171,472.64
	G-01	1,662.71	0.00	0.00	1,662.71
	T-09	323.40	0.00	0.00	323.40
	T-12	34.20	0.00	0.00	34.20
	T-14	11,078.51	0.00	0.00	11,078.51
Year Total:		11,436.11	0.00	0.00	11,436.11
Total Of All Funds:		8,904,838.09	0.00	0.00	8,904,838.09

City of Margate
Additional Bill List - Previously Paid

For meeting on 7/15/2021

Current Fund	PO #	Vendor	Description	Amount	Date Paid	Check #
	21-00883	City Payroll	Payroll for 7/1	\$ 481,124.67	7/1/2021	
	21-00885	City Payroll	ER taxes for Payroll	\$ 15,588.03	7/1/2021	
	21-00133	Atlantic City Elec	Various Elec bills	\$ 17,437.93	7/2/2021	85908

Total Current Account \$ 524,150.63

Water Sewer	PO #	Vendor	Description	Amount	Date Paid	Check #
	21-00884	City Payroll	Water / Sewer Payroll	\$ 54,993.15	7/1/2021	

Total Trust Other Account \$ 54,993.15

Capital	PO #	Vendor	Description	Amount	Date Paid	Check #
	20-01208	Metric Construction	Amherst Ave	\$ 213,282.93	7/2/2021	61780

Total LIFEGUARD PENSION Account \$ 213,282.93

Total Paid All Funds \$ 792,426.71

A motion to adopt **Resolution #150-2021**, authorizing payment to Colmar Home Center, was put forth by Commissioner Amodeo, Seconded by Commissioner Blumberg, with a vote of two ayes. Mayor Becker abstained from vote.

RESOLUTION #150-2021
AUTHORIZED PAYMENT - COLMAR HOME CENTER

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

COLMAR HOME CENTER \$ 2,612.05

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

A motion to adopt **Resolution #151-2021**, authorizing governing body certification of the Annual Audit for 2020, was put forth by Commissioner Amodeo, Seconded by Commissioner Blumberg, with a vote of three ayes.

**RESOLUTION #151-2021
CERTIFICATION OF THE 2020 ANNUAL AUDIT**

— **WHEREAS**, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations”; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations”, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

— **WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**CITY OF MARGATE
COUNTY OF ATLANTIC
STATE OF NEW JERSEY**

We, the Mayor and Commissioners of the City of Margate City in the County of Atlantic, being duly sworn according to law, upon our oath depose and say:

-
1. We are duly elected members of the Commission of the City of Margate City in the County of Atlantic;
 2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2020;
 3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled “Comments and Recommendations.”

Michael Becker, Mayor	(L.S.)
John Amodeo, Commissioner	(L.S.)
Maury Blumberg, Commissioner	(L.S.)

Sworn to and subscribed before me this
Day of

Notary Public of New Jersey

The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

Consent Agenda:

A motion to adopt the Consent Agenda for **Resolution #152-2021 thru Resolution #154-2021**, was put forth by Commissioner Amodeo, Second by Commissioner Blumberg, with a vote of three ayes.

RESOLUTION #152-2021

AUTHORIZING AMENDING EMPLOYEE HANDBOOK/POLICIES & PROCEDURES TO REVISE EXISTING POLICIES AND TO ADD ONE NEW POLICY

WHEREAS, The City of Margate has Policies and Procedures that are issued on Power DMS (Document Management System); and

WHEREAS, The Board of Commissioners has determined that there is a need to amend and 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), 2020-2021 Plan of Risk Management; and

WHEREAS, the revised policies are as follows:

<u>Policy No.</u>	<u>Title</u>
105	Transitional Duty Policy
115	Political Activity Policy
116	Performance Evaluation Policy
117	Discipline and Termination Policy revises “Employee Discipline Policy No. 117” and eliminates “Disciplinary Action Procedure No. 508”
122	State Residency Requirement Policy – NEW
206	Policy for Use of City Vehicles (Non-Law Enforcement) revises “Use of Vehicles Policy No. 206” and eliminates “Driver’s License Policy No. 120”
208	Computer Use, Electronic Mail and Internet Policy revises and replaces “Communication Media Policy/Social Media Policy”
309	Domestic Violence Policy
402	Overtime Policy

WHEREAS, these personnel policies and procedures have been reviewed 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 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."

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 1: Policies Relating to Employee Rights and Responsibilities

POLICY NO.: 105

OF PAGES:

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SUBJECT: TRANSITIONAL DUTY POLICY

EFFECTIVE DATE: July 15, 2021
July 15, 2021

REVIEW DATE:

REPLACES POLICY DATED: 2018

Purpose of this Policy:

To establish guidelines and procedures for transitional duty work assignments to employees who are recovering and recuperating from a work-related injury or illness; or a non-occupational injury or illness; or pregnancy, childbirth, breastfeeding or a pregnancy-related medical condition, with temporary physical work restrictions or limitations, as diagnosed by a treating physician. Transitional duty assignments are temporary in nature.

Transitional Duty Program Guidelines:

1. The Personnel Officer, who is also the Business Administrator, or his Designee, is the Transitional Duty Coordinator for all temporary transitional duty requests and assignments for non-occupational injuries or illnesses; and pregnancy, childbirth, breastfeeding or pregnancy-related medical conditions. He/she will coordinate with the Department Head of the requesting employee. Only the Transitional Duty Coordinator can approve Transitional Duty work assignments for these designated employees. All documentation of these temporary assignments will be maintained in the Personnel Office.
2. The Workers' Compensation Claims Coordinator is Fire Chief Dan Adams, who receives all Transitional Duty requests for those employees receiving Workers' Compensation. He will coordinate those requests with the employee's Department Head and the City's Transitional Duty Coordinator who has final approval on Transitional Duty work assignments. Dan will maintain all records of Workers' Compensation Transitional Duty work assignments.
3. In order for a transitional duty assignment to be offered to an employee, the employee must be qualified to perform the work assignment. If the employee is not qualified to perform the assignment (or cannot be trained by the City to perform the assignment), the transitional duty request may be refused by the Transitional Duty Coordinator. All employees in transitional duty assignments must follow the restrictions imposed by the treating physician while engaging in all activities.

4. Transitional Duty is **temporary** and, as such, any initial Transitional Duty assignment shall be for no more than 45 days. Only the Transitional Duty Coordinator can approve a request for an extension, which must be accompanied by documentation from the treating physician.
5. All employees who are receiving Workers' Compensation indemnity payments and working Transitional Duty assignments must follow the restrictions imposed by the treating physician while engaging in all activities. Refusal of a Transitional Duty assignment may adversely affect the employee's Workers' Compensation temporary total disability benefits (TTD).
6. Employees, who are recuperating from a non-occupational injury or illness; or pregnancy, childbirth, breastfeeding, or a pregnancy-related medical condition, with temporary physical work restrictions or limitations, as diagnosed by a treating physician, will be offered a transitional duty work assignment. If the employee rejects the offered assignment, the Transitional Duty Coordinator will conduct an interactive discussion with the employee to understand the employee's reason for rejecting the assignment and to determine whether a mutually acceptable revision to the transitional duty assignment is possible.
7. As long as the assignment involves "meaningful work," and it falls within the physical restrictions established by the medical professionals, employees may be assigned transitional duty work in ANY City department, and not necessarily where the employee typically works.
8. Transitional Duty assignments are not guaranteed. Each assignment is reviewed on a case-by-case basis and in accordance with these Transitional Duty Program Guidelines.
9. Employees will be paid in accordance with applicable policies, salary ordinances, and collective bargaining agreements while on Transitional Duty. Employees participating in Transitional Duty assignments shall receive the full salary as long as they are working a full work day.
10. All overtime assignments must be approved in advance by the Department and must be in accordance with the transitional duty assignment and the limitations set forth by the treating physician. The employee's time card or work hours shall be maintained by the department to which the employee is regularly assigned with input from the department of their transitional duty assignment.
11. Employees on transitional duty assignments, who are receiving Workers' Compensation, are given time off work to attend medical appointments and/or physical therapy sessions which have been scheduled by the Nurse Case Manager. Employees are responsible for notifying the Department Head when they are unable to report to their transitional duty assignments because of scheduled medical appointments.
12. Employees on transitional duty assignments for a non-occupational illness or injury are to follow their department's policies for taking time off work for medical appointments and/or physical therapy sessions.
13. The City reserves the right at any time to request a functional capacity evaluation (FCE) of the ill or injured employee to determine their fitness for a temporary duty assignment.
14. This Transitional Duty Policy does not affect the rights and privileges of employees under the provisions of the Fair Labor Standards Act (FLSA) or the Americans with Disabilities Act (ADA) or other federal or state law or regulations.

References: Americans with Disabilities Policy No. 102 and Pregnancy Policy No. 102A

**Sample Letter to Employee Offering Transitional Duty Assignment
Non-Occupational Illness/Injury
On City Letterhead**

Date

Employee Name

Employee Address

Date of Injury or Beginning of Illness

Dear Employee Name:

Based on the restrictions on the attached medical report, you cannot be accommodated in your current position. Therefore, we are offering you a transitional duty assignment in the _____ Department effective _____. This assignment is temporary and will be reviewed periodically. Please report to Name of Supervisor _____ at Location _____ at time _____ on date _____ for further instructions.

The duties assigned to you are based on the restrictions set forth by the authorized medical provider. Please refer to the attached form dated _____ from Dr. _____. The restrictions on the attached medical report must be followed when you are engaging in all activities. This transitional duty assignment will be re-evaluated whenever (1) your work restrictions change; (2) you have reached Maximum Medical Improvement as determined by the treating physician; (3) the work assignments have been completed; or (4) the department's ability to provide a transitional duty assignment changes.

Your work hours will be from _____ to _____, _____ days per week. You must schedule medical appointments in accordance with their regular department's policies for taking time off work for medical appointments and/or physical therapy sessions. Requests to leave early or come in late must be approved in advance by your Supervisor.

Your regular department, specifically _____, will take care of the administrative work involved with your temporary assignment, such as time cards/sheets, leave slips, and the authorized medical provider's return-to-work reports. Please ensure that all paperwork is accurate and submitted on a timely basis.

If you believe that this transitional duty assignment is in excess of the authorized medical provider's restrictions, or if you believe that the transitional duty assignment may aggravate your condition, please let me know. Please indicate your willingness to accept this assignment by signing this letter, checking the appropriate box below, and returning it to the Personnel Office in the Municipal Building.

_____ I accept the temporary assignment.

_____ I decline the temporary assignment.

**Sample Letter to Employee Offering Transitional Duty Assignment
Non-Occupational Illness/Injury
(continued)**

Please indicate your reasons for declining the assignment:

Signature

Date

Please contact me if you have any questions. I can be reached at 609-822-0432.

Sincerely,

Richard W. Deaney, Transitional Duty Coordinator

Attachment: Work Restrictions from Treating Physician

C: Employee’s Department Head
Department Head at location of the Transitional Duty assignment
Kelle Amodeo, HR/Admin. Assistant

**Sample Letter to Pregnant/Breastfeeding Employee
Offering a Transitional Duty Assignment
in Same Department
On City Letterhead**

Today’s Date

Employee Name

Employee Address

Date of Request

Dear Employee Name:

Based on the attached medical report from your physician, you have the following work restrictions:

Your due date is: _____.

Your work assignment to accommodate these work restrictions will be in your department and will consist of the following duties:

You will be physically located at _____.

You will report to _____ (if not your current Supervisor).

Your temporary work assignment will begin on _____.

Please communicate with me and with your Department Head when/if your work restrictions change, in which would require an updated medical report.

Sample Letter to Pregnant/Breastfeeding Employee
Offering a Transitional Duty Assignment
in Same Department
(continued)

_____ I accept the temporary assignment.

_____ I decline the temporary assignment.

Please indicate your reason(s) for declining:

Signature

Date

Please contact me if you have any questions. I can be reached at 609-822-0432.

Sincerely,

Richard W. Deaney, Transitional Duty Coordinator

Attachment: Work Restrictions from Treating Physician

C: Employee’s Department Head
Kelle Amodeo, HR/Admin. Assistant

POLICY NO.: 115

OF PAGES:

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SUBJECT: POLITICAL ACTIVITY POLICY

EFFECTIVE DATE: July 15, 2021

REVIEW DATE:

July 15, 2021

REPLACES POLICY DATED: 2018

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. In accordance with state law, employees are prohibited from engaging in political activities while performing their public duties and from using City time, supplies or equipment in any political activity. Political activities include, but are not limited to: advocating the election or appointment of any candidate for office, verbally or otherwise, and soliciting funds for campaigns or campaign materials.

Additionally, state law prohibits employees from directly or indirectly using their positions to control or affect the political action of another person. In accordance with the Hatch Act and federal regulations, an employee whose principal employment is with a program financed in whole or in part by federal funds or loans shall not:

- Be a candidate for public office in a partisan election. (This provision does not apply to the elected head of an executive department or an individual holding elective office, where that office is the sole employment connection to federally-funded programs.)
- Use his/her official authority to influence, to interfere with, or to affect election results or nominations for office.
- Directly or indirectly coerce contributions from any employee to support a political party or candidate. See The Hatch Act, 5 U.S.C. subsection 1501 et seq.

Violations of either state or federal laws are serious matters, and such violations should not be taken lightly. Any employee engaging in such political activities during working hours will be subject to disciplinary action up to and including termination of employment. Employees who engage in political activities during their non-working hours must not represent themselves as spokespersons for the City. Employees should report any violation of this policy to their Supervisor, Department Head or the Business Administrator.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 1: Policies Relating to Employee Rights & Obligations

POLICY NO.: 116

OF PAGES:

1

SUBJECT: PERFORMANCE EVALUATION POLICY

EFFECTIVE DATE: July 15, 2021

REVIEW DATE:

July 15, 2021

REPLACES POLICY DATED: 2018

The City recognizes that an employee job performance evaluation system is the basis for assisting in employee growth and development. The City requires Supervisors to conduct performance appraisals to ensure that:

-
1.

Each employee receives feedback on objectives, accomplishments, strengths and areas for improvement;
2.

Each employee receives advice from his/her Supervisor on ways to improve performance and has the chance to identify with his/her Supervisor areas where greater contribution is possible, or where either feels more development would be beneficial; and
3.

Essential information is received concerning strengths and weaknesses of all employees in relation to career development, including potential for advancement and suitability for other positions and training.

The performance evaluation provides the vehicle for a dialogue between the employee and the Supervisor and ensures shared expectations of the requirements for the employee’s job and the employee’s performance in the job. Accordingly, the City will use a performance review/evaluation system for all employees.

During performance reviews, Supervisors will consider, among others:

- Initiative, dependability and effort
- Knowledge of work
- Attitude and willingness
- Quantity and quality of work
- Disciplinary record
- Attendance and tardiness

A copy of an employee performance evaluation shall be maintained in the employee’s Personnel File.

—

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 1: Policies Relating to Employee Rights & Obligations

POLICY NO. 117

OF PAGES:

4

SUBJECT: DISCIPLINE AND TERMINATION POLICY

EFFECTIVE DATE: July 15, 2021

REVIEW DATE:

July 15, 2021

UPDATES EXISTING POLICY No. 117 and ELIMINATES “Disciplinary Action Procedure No. 508” dated 2018

Corrective disciplinary action, as appropriate, will be taken against any employee found to be in violation of established procedures. All disciplinary action shall be based upon total concern for the employee, the employee’s relationship with his/her fellow workers, the employee’s relationship with his/her Supervisor and the best interest of the City. Such disciplinary action shall be of a positive, educational and corrective nature, and shall not be used in an abusive or vindictive manner.

—

Discipline is considered to be major or minor. Major discipline shall include:

- Removal
- Disciplinary demotion
- Suspension of greater than five (5) days

Minor discipline is a formal written reprimand or a suspension or fine of five (5) days or less.

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

Procedure in Major Disciplinary Actions

Generally, an employee will be served with a “Preliminary Notice of Disciplinary Action” (“PNDA”) setting forth the charges against the employee and affording a hearing opportunity at a specified date, time and location. The employee must respond with a request for a hearing within five (5) days of the receipt of PNDA; otherwise, the hearing is waived. After the hearing (or a waiver of a hearing), a decision is made within 20 days, unless additional time is agreed to by the parties. Written notification to the employee shall be made by issuing a “Final Notice of Disciplinary Action” form.

— An immediate suspension may be imposed prior to a hearing when:

1. The employee is unfit for duty or presents a hazard to any person if permitted to remain on the job, or the suspension is necessary to maintain safety, health, order or effective direction of public services. However, a PNDA with opportunity for a hearing must be served in person or by certified mail within five (5) days following the immediate suspension; or
2. The employee is suspected/charged with an act of misdemeanor, felony or any form of malicious mischief which leads to arrest and/or incarceration and fails to notify his/her Department Head or Designated Superior immediately. This failure could result in disciplinary action, up to and including termination; or
3. The employee has been formally charged with a crime of the First, Second or Third Degree, or a crime of the Fourth Degree directly related to the employee’s job.

Where a suspension is immediate, and is without pay, the employee must first be apprised either verbally or in writing regarding the charges, the reason why an immediate suspension is sought, and a general description of the evidence in support of the charges. The employee will be provided an opportunity to respond to the charges before a representative of the City. The response may be verbal or in writing.

— An employee may be subject to discipline, including termination, for any of the following reasons:

- Incompetency, inefficiency or failure to perform duties;
- Insubordination;
- Inability to perform duties;
- Chronic or excessive absenteeism or lateness;
- Conviction of a crime;
- Conduct unbecoming a public employee;
- Neglect of duty;
- Misuse of public property, including motor vehicles;
- Discrimination that affects other employee(s)’ equal employment opportunity rights, including sexual harassment;
- Violation of federal regulations concerning drug and alcohol use by and testing of employees who perform functions related to the operation of commercial motor vehicles, and state and local policies issued thereunder;
- Violation of federal, state or City laws, rules or regulations concerning drug and alcohol use and possession;
- Falsification of public records, including attendance and other personnel records;
- Failure to report absence;

- Harassment of co-workers and/or volunteers and visitors;
- Theft or attempted theft of property belonging to the City, fellow employees, volunteers or visitors;
- Unauthorized absences and/or chronic or excessive absences;
- Fighting on City property at any time and/or at any location during work hours;
- Being under the influence of intoxicants (e.g. liquor) or illegal drugs (e.g. cocaine or marijuana) on City property and at any time during work hours;
- Failure to report to work day on the day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence;
- Possession, sale, transfer or use of intoxicants or illegal drugs on City property and at any time during work hours;
- Entering the building without permission during non-scheduled work hours;
- Soliciting on City premises during work time, including but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and/or sales of products, such as those from Avon, Amway, etc.;
- Careless waste of materials or abuse of tools, equipment or supplies;
- Deliberate destruction or damage to City or the property of other employees;
- Sleeping on the job;
- Carrying weapons of any kind on City premises and/or during work hours, unless carrying a weapon is a function of your job duties;
- Violation of established safety and fire regulations;
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours;
- Defacing walls, bulletin boards or any other property of the City or other employees;
- Failure to perform duties, inefficiency or substandard performance;
- Unauthorized disclosure of confidential City information.
- Gambling on City premises;
- Horseplay, disorderly conduct and use of abusive and/or obscene language on City premises;
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort;
- Violating any City rules, procedures, regulations or policies;
- Unauthorized use of computers, Internet and email;
- Other sufficient cause.

These are mere examples and not an exhaustive list or binding on the City. Additionally, the City reserves the right to use any and all forms of discipline on a case-by-case basis, and the City is not obligated to use progressive discipline. Employment with the City may be terminated at any time with or without cause or reason by the employee or the employer.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 1: Policies Relating to Employee Rights & Obligations

POLICY NO.: 122

OF PAGES:

1

SUBJECT: STATE RESIDENCY REQUIREMENT POLICY

EFFECTIVE DATE: July 15, 2021

REVIEW DATE:

July 15, 2021

REPLACES POLICY DATED:

NEW

Every employee shall have his/her principal place of residence in the State of New Jersey. New hires shall have one year from the time of taking office, employment or position to satisfy the requirement of principal residency. Failure to satisfy this requirement shall render the employee unqualified for holding office, employment or position with the City.

However, if an employee holds an office, employment or position with the City as of September 1, 2011 (the effective date of P.L. 2011, c.70), but does not have his/her principal residence in this state on that effective date, he/she will not be subject to the residency requirement while that employee continues to hold office, employment or position without a break in public service of greater than seven (7) days.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 2: Workplace Policies

POLICY NO.: 206

OF PAGES:

4

SUBJECT: POLICY FOR USE OF CITY VEHICLES (Non-Law Enforcement)

EFFECTIVE DATE: July 15, 2021

REVIEW DATE:

July 15, 2021

REPLACES POLICY DATED:

2018

The City owns and maintains a fleet of vehicles (“City vehicles”) that are used in furtherance of the City’s business. This policy governs the use of all City vehicles (with the exception of vehicles utilized for law enforcement purposes), and supersedes all other vehicle policies previously in effect. Any employee violating the provisions contained herein will be subject to disciplinary action, up to and including termination, in accordance with applicable laws and regulations. Violations of this policy may also result in the denial of indemnification and/or defense by the City to the employee in any civil or criminal matter brought in any Court arising from improper use of a City vehicle. The City also expressly reserves its right to seek indemnification and/or contribution from employees (including from their personal automobile insurance policies) found to have acted in violation of this policy to the maximum extent permitted by law.

Driving Privileges and Licensure

The use of a City vehicle by an employee is subject to the approval and discretion of the Business Administrator. Any employee operating a City vehicle must have, in his or her possession, a valid driver’s license issued by a state regulatory body within the US. Licenses issued by any territory or possession of the US, the District of Columbia, or any international agency (including any province of

the Dominion of Canada) must be expressly approved by the City's insurance carrier before an employee will be permitted to operate a City vehicle.

- A. Employees are required to file a copy of a valid driver's license with the City prior to the use of a City vehicle.
 - 1. Upon request, an employee must provide a copy of their driver's license or other required documents within 24 hours of said request.
 - 2. Employees shall inform the City within 24 hours of any changes in the status of their driving privileges.
 - 3. Failure to comply with the requirements of this section will result in an immediate suspension of an employee's privilege to operate a City vehicle and may also result in the denial of indemnification and/or defense by the City to the employee in any civil or criminal matter brought in any Court arising from the use of a City vehicle while said employee's driving privileges were suspended or revoked.
- B. The City reserves the right to obtain a driving abstract record from the NJ motor Vehicle Service Commission or other regulatory and law enforcement agencies.
 - 1. The City reserves the right to suspend an employee's City driving privileges if the City deems necessary based on the employee's driving record.
 - 2. The City shall utilize information obtained pursuant to this section only for the purposes of furthering the objectives of this policy and for no other reason, and will not reveal personal or other information contained in an employee's driving abstract to any party except where required by applicable law,
- C. The Atlantic County Municipal Joint Insurance Fund (JIF) occasionally offers safe-driving courses, and the City reserves the right to compel employee attendance at such courses.
- D. If requested by the Business Administrator, the employee must agree to consent to a simulated road test to determine his/her fitness to safely operate a vehicle.
- E. In the event that the employee is under the influence of any medication (prescribed or over-the-counter) that might impair his/her ability to safely operate a vehicle, he/she must refrain from driving until he/she notifies the City and then await clearance to resume driving.

Official Use Only

The use of City vehicles is restricted to official City business only. Employees shall not be permitted to use City vehicles for travel or activity unrelated to City business. Likewise, no Supervisor may authorize such use or any use of a City vehicle for other than City business or use which is otherwise inconsistent with this policy.

City vehicles assigned to employees under this policy are to be operated only by the employee while acting within the scope of their employment. No employee shall authorize or permit any other non-City employee, including but not limited to family members of the employee, to operate or ride as a passenger in an assigned City vehicle, unless said passengers are assisting in the City's official business.

Location of Vehicles

Employees who are assigned the regular use of a City vehicle for official business may, on occasion with the written permission of his/her Department Head and the Business Administrator, take the City vehicle home at night and keep said vehicle at home while off duty.

If the employee will be absent from duty for more than two (2) working days, or more than five (5) consecutive days, including weekends and holidays, he/she must surrender the City vehicle to his/her

direct Supervisor unless directed otherwise. An employee storing the vehicle at his/her residence must provide safe parking for the vehicle at all times.

Commuting

The use of a City vehicle for driving to and from work is voluntary and does not entitle the employee to compensation or pay while engaged in that activity.

Accidents and Incidents

Prior to operation of any City vehicle, employees must consult their Department Head as to the appropriate steps to take if they become involved in an accident (filling out accident reports, obtaining witness names, etc.).

- A. In the event of an incident or accident involving the use of a City vehicle, employees must immediately contact their Supervisor and/or Department Head. All required reports and documentation must be submitted to the City's Claims Coordinator Dan Adams within two (2) business days, and a copy sent to the Business Administrator.
- B. An employee may be required to submit to an alcohol or drug screening test following an accident or incident if there is a reasonable suspicion to believe that the employee's use of drugs or alcohol may have contributed to the cause of the accident or as otherwise required by law or City policy.

Citations and Violations

Operators of City vehicles are expected to follow all laws, regulations and rules proscribed by the Motor Vehicle Commission. Drivers are responsible for paying any moving violation tickets and MUST notify the City management within 48 hours of receipt of any citation (regardless of the employee's decision to contest such ticket in municipal court). Drivers are also responsible for paying all parking tickets incurred. City management should be notified of the receipt of a parking ticket within 48 hours of receipt of any violation.

Drivers are responsible for all "Notice of Delinquent Toll Payment Violations" (including but not limited to EZ Pass). Upon having been notified of said violation, either by direct mail or notice from the City, an employee shall, within 10 business days of such notice, provide acceptable proof to the City that the outstanding toll and any related fees have been paid.

General Policies and Procedures

Employees authorized to use a City vehicle for official business must adhere to the policies and procedures set forth in this Policy. Failure to comply with the provisions below will result in a loss of privileges:

- A. Drivers must ensure that all required documents (driver's license, ID, registration, insurance card) are in their possession while operating the vehicle. Vehicle registration and insurance cards should be kept in a locked compartment of the vehicle when not in use.
- B. Employees assigned exclusive use of a City vehicle are responsible for scheduling all repairs and manufacturer recommended maintenance with the City, in order to maintain all manufacturers' warranties (including routine oil changes).
- C. Vehicles are to be kept clean at all times, and should be washed and vacuumed regularly (unless prohibited by the NJ Dept. of Environment Protection or other similar regulatory body).
- D. No smoking is permitted in City vehicles at any time.
- E. In accordance with N.J.S.A. 39:4-97.3 and any other applicable statutes and regulations, the use of hand-held phones or electronic devices (e.g. navigation systems) while driving City vehicles is prohibited. This prohibition includes the sending or reading of e-mails, text messages and other similar communications.
- F. All occupants must wear seat belts at all times when the vehicle is in use and must observe all road safety rules and regulations, such as "Wipers On, Lights On."
- G. Employees are expected to operate vehicles in a safe and courteous manner at all times and are expressly reminded to avoid tailgating or other unsafe practices.

- H. Employees are reminded of the risks inherent from driving while drowsy. In the event that a driver becomes tired while operating a vehicle, they should pull off the road and seek appropriate assistance.

Violation of this policy may result in disciplinary action up to and including the suspension of the employee’s privilege to operate a City vehicle and/or termination.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 2: Workplace Policies

POLICY NO.: 208

OF PAGES:

4

SUBJECT: COMPUTER USE, ELECTRONIC MAIL AND INTERNET POLICY

EFFECTIVE DATE: July 15, 2021

REVIEW DATE:

July 15, 2021

REPLACES “COMMUNICATION MEDIA POLICY/SOCIAL MEDIA POLICY” DATED: 2018

The City’s e-mail, voicemail, computer systems and Internet service are for official City business, and use for all other non-business purposes during working time is prohibited. “Working time” shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the City. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times. This includes, but is in no way limited to, the use of computers or City—issued mobile devices, use of social networking, gaming or TV/video.

NOTE: All e-mail, voicemail, text and internet messages are official documents subject to the provisions of the Open Public Records Act (“OPRA”), N.J.S.A. 47:1A-1 et seq.

The City operates in an environment where the use of computers, e-mail and the Internet are essential tools for certain employees. Those employees are encouraged to use computers, e-mail and the Internet; however, it is the responsibility of the employee to guarantee that these systems are solely used for business-related purposes during working time (as defined above) and are used in a proper and lawful manner at all times.

- Employees are advised that all computers owned by the City are to be used for business purposes only during working time (as defined above), and that they have no expectation that any information stored on a City computer is private. Because e-mail messages are considered as business documents, the City expects employees to compose e-mails with the same care as a business letter or internal memo.
- Downloading or misusing software available through the Internet could violate copyright laws or licensing requirements.
- Personal use of any computer during working time (as defined above) is prohibited, unless expressly authorized by the employee’s Supervisor.
- The City reserves the right to block or cancel an employee’s access to Internet sites or the Internet as a whole while using business computers on City time.

- The e-mail, phone and Internet systems, as well as the messages thereon, are the property of the City.
- The City reserves its right to monitor its computer systems, including but not limited to, e-mail messages, computer files and Internet usage, with or without notice, at any time, at the City's discretion. The City also reserves the right to access and disclose such communications and recordings to third parties in certain circumstances. Therefore, employees shall have no expectation of privacy in any transmission made or received using City computers or e-mail accounts.
- Employees must be aware that the mere deletion of a file or message may not fully eliminate that file or message from the system.
- The existence of personal access codes, passwords and/or "message delete functions," whether provided by the City or generated by the employee, does not restrict or eliminate the City's access to any of its electronic systems as the employees shall be on notice that they should not have any expectation of privacy when using these systems.
- Employees shall not share personal access codes or passwords, provide access to an unauthorized user, or access another's e-mail or Internet account without authorization.
- The City's network, including its connection to the Internet, is to be solely used for business-related purposes during working time (as defined above). If permission is granted, an employee's personal use of the City's computer, e-mail and connection to the Internet shall not interfere with the employee's duties and shall comply with the City's policies and all applicable laws.
- Any messages or transmissions sent outside of the organization via e-mail or the Internet will pass through a number of different computer systems, all with different levels of security. Accordingly, employees must not send privileged and/or confidential communications (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure), via e-mail or the Internet unless the message is properly encrypted, and the sender should consider a more secure method of communication for such data.
- Because postings placed on the Internet may display the City's address or other City-related information, and thus reflect on the City, make certain before posting such information that it exhibits the high standards and policies of the City. Under no circumstances shall data of a confidential nature (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure) be posted on the Internet.
- If you identify yourself as an employee in any manner on any internet posting or blog, comment on any aspect of the City's business or post a link to the City, you must include the following disclaimer in an openly-visible location: "The views expressed on this post are mine and do not necessarily reflect the views of the City or anyone associated/affiliated with the City."
- Subscriptions to news groups or mailing lists are permitted only when the subscription is for a work-related purpose and authorized by the City. Any other subscriptions are prohibited.
- All files downloaded from the Internet, e-mail attachments or the like should be checked for possible viruses. If uncertain whether your virus-checking software is current, you must check with the City's Network Administrator before downloading.
- Any "unauthorized use" of e-mail or the Internet is strictly prohibited while at work or while using a City computer. "Unauthorized use" includes, but is not limited to: connecting, posting, or downloading obscene, pornographic, violent, sexually-suggestive, or discrimination-based material; attempting to disable or compromise the security of information contained on the City's computer systems; or sending or receiving obscene, violent, harassing, sexual or discrimination-based messages. If an employee receives a message that is representative of an "unauthorized use" of the City's electronic media from someone outside of the City, it is the employee's duty to

immediately inform the sender of such materials that he/she must refrain from sending such materials.

- Your Internet postings SHOULD NOT VIOLATE ANY OTHER APPLICABLE POLICY OF THE CITY, including but not limited to the following: the City's Anti-Harassment and Anti-Discrimination Policies.
- City business which is conducted by an employee on his/her personal computer or device is subject to this policy and may be subject to the provisions of OPRA.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. This policy shall not be construed to restrict employees' rights to share information about their employment terms and conditions; communicate with each other; or engage in other concerted activities for their mutual aid and protection.

Social Network Postings

For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of other users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet-based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this provision.

The use of the internet and social networking sites, including but not limited to Snapchat, Facebook, Twitter, is a popular activity; however, employees must be mindful of the negative impact of inappropriate or unauthorized postings upon the City and its relationship with the community. This provision identifies prohibited activities by employees on the internet where posted information is accessible to members of the general public, including but not limited to public postings on social networking sites.

Specifically, the City reserves the right to investigate postings, private or public, that violate workplace rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the City by other employees or third parties. Employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be comfortable with your Supervisor, coworkers, or the management team reading your words, you should not write them.

Be advised that employees can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by City employees or any individual who views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. What you say or post on your site or what is said or posted on your site by others could potentially be grounds for disciplinary action, up to and including termination. However, nothing in this social networking policy is designed to interfere with, restrain, or prevent social media communications during non-working hours by employees engaging in protected, concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the NJ Employer-Employee Relations Act, or to prevent communications which are protected by the First Amendment freedom of speech clause, unless such communications are made as part of the employees' official job duties.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 3: Paid and Unpaid Time Off Policies

POLICY NO.: 309# OF PAGES: 9

SUBJECT: DOMESTIC VIOLENCE POLICY

EFFECTIVE DATE: July 15, 2021REVIEW DATE: July 15, 2021

REPLACES POLICY DATED: January 1, 2020

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** – Acts 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. Persons designated by the City as the primary or secondary contact to assist employees in reporting domestic violence incidents.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 4: Compensation & Employee Benefits Policies

POLICY NO.: 402# OF PAGES: 2

SUBJECT: OVERTIME POLICY

EFFECTIVE DATE: July 15, 2021REVIEW DATE: July 15, 2021

REPLACES POLICY DATED: 2020

The City complies with all applicable federal and state laws with regard to payment of overtime work, including the New Jersey Wage and Hour Law and the federal Fair Labor Standards Act.

Under the Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$100,000 per year depending upon their job duties. The Business Administrator 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 Business Administrator's prior approval and at the sole discretion of the Business Administrator.

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 are paid overtime for hours worked over 40 in a workweek at the rate of one and one-half times the regular rate of pay. For Non-exempt employees who work a 35-hour workweek, they 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. For purposes of overtime 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.

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. Employees engaged in Police and Fire protection work may accrue up to 480 hours of compensatory time.

Employees engaged in Fire Protection or Law Enforcement may be paid overtime on a "work period" basis. A "work period" may be from seven (7) consecutive days to 28 consecutive days in length. For work periods of at least seven (7) but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (Fire) or 171 (Police) as the number of days in the work period bears to 28.

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

R E S O L U T I O N #153-2021
AUTHORIZING CHANGE ORDER #3 (INCREASE)
FY 2019 SAFE STREETS TO TRANSIT DOWNTOWN TRAFFIC CALMING
IMPROVEMENTS

WHEREAS, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey authorized Resolution #47-2021 on February 18, 2021 awarding a contract to L. Feriozzi Concrete Company, 3010 Sunset Ave., Atlantic City, NJ 08401 as per their proposal for FY 2019 Safe Streets to Transit Downtown Calming Improvements; and, in an amount of \$100,186.78; and

WHEREAS, City Engineer, Ed Dennis, has prepared a letter dated May 5, 2021 regarding an increase in Change Order #1 that relates to additional work related to Landscape Curb the amount of \$7,885.00 resulting in a new contract total of \$108,071.78; and

WHEREAS, City Engineer, Ed Dennis, has prepared a letter dated June 7, 2021 regarding a decrease in Change Order #2 that relates to as-built quantities the amount of \$(2,564.93) resulting in a new contract total of \$105,506.85;and

WHEREAS, City Engineer, Ed Dennis, has prepared a letter dated July 7, 2021 regarding an increase in Change Order #3 that relates to additional work related to as-built quantities, railing installation at Historic City Hall and drain line installation at 9407 Ventnor Avenue the amount of \$6,252.75 resulting in a new contract total of \$111,759.60.

WHEREAS, the Chief Financial Officer has certified to the Margate City Board of Commissioners that there are sufficient funds in the amount of \$6,252.75 available under Ordinance 04-2017 C-04-55-980-902 account for approval of this change order.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey does hereby approve Change Order #3(Increase) to the contract with L. Feriozzi Concrete Company, 3010 Sunset Ave., Atlantic City, NJ 08401 to the new contract amount \$111,759.60.

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

- 1. Lisa McLaughlin, Chief Financial Officer
- 2. Ed Dennis, City Engineer
- 3. L. Feriozzi Concrete Company, 3010 Sunset Ave., Atlantic City, NJ 08401

Certification Of Availability of Funds

This is to certify to the of the City of Margate City that funds for the following resolutions are available.

Contract Amount: 111,759.60
Resolution Date: 07/15/21
Resolution Number: 153-2021

Vendor: FERIOZZI L FERIOZZI CONCRETE COMPANY
3010 SUNSET AVENUE
ATLANTIC CITY, NJ 08401

Contract: U1450000 Safe Streets to Transit
Downtown Traffic Calming
Improvements

Account Number	Amount	Department Description
C-04-55-980-902	6,252.75	Ordinance 04-2017
Total	6,252.75	

Only amounts for the 2021 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.


Chief Financial Officer

RESOLUTION # 154 -2021
AUTHORIZING EXTENSION OF TIME FOR COMPLETION OF
SHORE PROTECTION STRUCTURE BY UNION POINT, LLC

WHEREAS, the Board of Commissioners of the City of Margate City in the County of Atlantic, State of New Jersey, authorized by Resolution #126-2020 the Acceptance of a Bid for the Purchase of Public Lands known as Block 623, Lots 1 & 1.01E by Union Point, LLC, said transfer of property being subject to terms and conditions set forth in an Agreement dated July 13, 2020, between the City of Margate City and Union Point, LLC, which provided for, among other things, the construction of a Shore Protection Structure; and

WHEREAS, pursuant to the aforesaid Agreement, the Shore Protection Structure was contemplated to be completed within six months from settlement, said six month deadline being February 10, 2021, and providing for an extension of the completion time if said Shore Protection Structure was in the process of being completed, conditioned upon the finding of good cause at the sole discretion of the City; and

WHEREAS, an extension for time of completion was granted as authorized by Resolution #42-2021 to a completion date of May 10, 2021 and another extension of time for completion was granted and authorized by Resolution #112-2021 to a completion date of June 10, 2021 and another extension of time for completion was granted and authorized by Resolution #126 - 2021 to a completion date of July 12, 2021; and

WHEREAS, the Shore Protection Structure has not been completed and continues to be in the process of being constructed and therefore an extension of another 30 days extending the time of completion to August 26, 2021 has been requested; and

WHEREAS, the Board of Commissioners has considered the request by Union Point LLC for an extension of completion time.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate City, that it does hereby authorize an extension of time for the completion of the Shore Protection Structure to a completion date of August 26, 2021, which structure is to be certified as approved by the City Engineer; and

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

1. Lisa McLaughlin, Chief Financial Officer
2. Edward Dennis, City Engineer
3. Benjamin Zeltner, Esquire, 3030 Atlantic Avenue, Atlantic City, NJ 08401

Update:

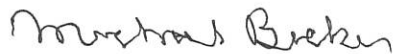
Commissioner Amodeo: Speaks on the Hurricane Season Preparedness Meeting on July 22, 2021. Compliments Andrew Miles and all the Recreation Department employees for all the programs they have this year for children. Speaks on the upgrading of the City's playgrounds.

Commissioner Blumberg: Thanks all the teams who work for Margate. A special thank you to public works and public safety for the work done on the speed signs. There is a mystery as to where little pieces of rubber were found up and down Winchester Avenue after last week's storm.

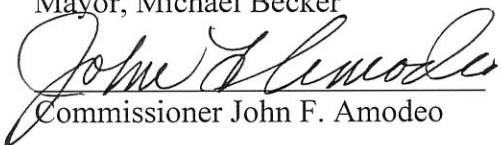
Adjournment:

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 Commissioner Blumberg to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 4:35 p.m.

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



Mayor, Michael Becker


Commissioner John F. Amodeo


Commissioner Maury Blumberg

Attest:  Johanna Casey, Municipal Clerk