

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

MAY 5, 2022

MARGATE CITY, NEW JERSEY

Statement of Compliance with the Open Public Meetings Act:

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

The Regular Meeting of the Board of Commissioners was held on the above date at 4:00 p.m. in person at Margate Historic 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 Amodeo and Commissioner Maury Blumberg were present. Johanna Casey, Fred Verna, Chief Hankinson, Ed Dennis, and Scott Abbott, Esquire were also present.

Approval of Minutes:

The minutes from the April 21, 2022 Workshop Meeting and Regular Meeting were approved as read on motion by Commissioner Blumberg, seconded by Commissioner Amodeo, with a vote of three ayes.

Public Comment:

Steve Bent, 24 Delaware Ave., Egg Harbor Township: Runs a charter boat off of Amherst Avenue. Speaks on the parking situation along Amherst Avenue and requests the consideration of purchasing parking permits.

Sal Calabrese, 9220 Atlantic Ave.: Owns Blue Water Marina. Speaks on Ordinance #09-2022 only allowing 12-hour permissible parking. Requests a survey be done to see how the changes over the last three years along Amherst Avenue have affected parking and traffic.

Commissioner Amodeo: States it was already determined to change Ordinance #09-2022 to allow 24-hour meter parking.

Steve Ratnor, 120 S. Jefferson Ave.: Speaks on getting Jefferson Avenue on the list to be repaved.

Ed Dennis: Jefferson Avenue is on the list to be repaved in fall 2022.

Melvin Glickstein, 9606 Amherst Ave.: Speaks against metered parking due to having to pay a lot of money to park to use his boat docked at Blue Water Marina.

Barry Blum, 8440 Clarydion Court, Malvern, PA: Speaks against metered parking. Forcing people to park in front of other homeowner's homes.

Len Geria, 7 N. 35th Ave., Longport, NJ: Speaks against metered parking. Believes the installing of parking meters is unfair to charter boat owners and Amherst Avenue businesses.

Mary Friel, 9416 Monmouth Ave.: Speaks against metered parking. Speaks on the difficulty of parking in Margate. Recommends building a parking garage.

Jody Singer, 9510 Amherst Ave.: Speaks against metered parking along Amherst Avenue.

Barry Sherman, 9510 Amherst Ave.: Speaks on the difficulty of parking in all areas of Margate.

Debbie Phillips, 206 N. Madison Ave.: Speaks against metered parking. People will now park on the side streets in front of homes. Homeowners will not be able to park.

Jim Leeds, 9401 Amherst Ave.: Congratulates the Commission on the work done to the Amherst Avenue commercial district. Speaks in favor of metered parking. Speaks on Amherst Avenue needing police patrolling.

Chief Hankinson: Reviews the procedures on metered parking. Requests the Commission looking into parking passes.

Mayor Becker: There has been no discussion on parking passes.

Commissioner Amodeo: Speaks on the revising the Ordinance to allowing 24-hour permissible by paid parking on Amherst Avenue.

Commissioner Blumberg: Requests the public hear why installing metered parking is being approved. Assures the public the City in not trying to make money from metered parking.

Commissioner Amodeo: Speaks on the history and research behind the installing of parking meters. Done to support businesses. There is a free parking lot on Monroe Avenue for people to walk to Amherst Avenue.

Seeing that there were no more comments, a motion to close public comment was put forth by Commissioner Blumberg, and seconded by Commissioner Amodeo, with a vote of three ayes.

Public Comment on Resolutions and Ordinance Adoption Only:

Commissioner Blumberg: States this is a second opportunity for the public to speak on Ordinance #09-2022.

Steve Bent, 24 Delaware Ave., Egg Harbor Township: Appreciates Commissioner Amodeo supporting businesses. Would be glad to give his input on the parking situation with city officials.

Jody Singer, 9510 Amherst Ave.: Inquires if this ordinance is being passed tonight, since this is the first, she is hearing of the ordinance.

Commissioner Amodeo: A contract with Park Mobile has been signed and parking meters will be implemented the Friday before Memorial Day.

Mayor Becker: States Ordinance #09-2022 was introduced at a previous Commission meeting.

Commissioner Blumberg: Important for Commissioners to hear what the public has to say on the parking meter subject. Amendments may be made to the ordinance in the future.

Mary Friel, 9416 Monmouth Ave.: Notifications need to be sent to seniors in the affected area because they may not have access or ability to look on the internet for information. Speaks on the loss of parking spaces in Margate.

Seeing that there were no comments, a motion to close public comment on Resolutions and Ordinances for adoption was put forth by Commissioner Blumberg, and seconded by Commissioner Amodeo, with a vote of three ayes.

Ordinances: Introduction: None

Ordinances: Adoption:

Johanna Casey: Reads ordinance #09-2022 by title.

A motion to adopt **Ordinance #09-2022**, authorizing amending Chapter 257-11A, Parking Meter Zones, was put forth by Commissioner Blumberg, Seconded by Commissioner Amodeo, with a vote of three ayes.

ORDINANCE #09-2022
AN ORDINANCE AMENDING CHAPTER 257-11A, PARKING METER ZONES, 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:

CHAPTER 257. VEHICLES AND TRAFFIC

Article II. Parking

§257-11A. Parking Meter Zones

A. On-Street Parking Meter Zones

<u>Name of Street Side</u>	<u>Hours/Days</u>	<u>Location</u>
*Amherst Avenue North	24 hours/Maximum 24 Hours; rate of \$1.00/hr	Adams Avenue to Coolidge Avenue

**in effect from the Friday before Memorial Day to September 30, both dates inclusive*

B. The penalty for violation of this section shall be \$35.00 per violation

SECTION 2: All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency only.

SECTION 3: This ordinance shall take effect upon final adoption and publication and in the manner provided by law.

Michael Becker, Mayor

John Amodeo, Commissioner

Maury Blumberg, Commissioner

Board of Commissioners of the City of Margate City, NJ

Resolutions:

A motion to adopt **Resolution #99-2022**, authorizing payment of claims for \$7,880,351.05, was put forth by Commissioner Blumberg, Seconded by Commissioner Amodeo, with a vote of three ayes.

**RESOLUTION #99-2022
PAYMENTS OF CLAIMS
MARGATE CITY BILL LIST / PAYROLL
MAY 5, 2022**

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>	\$7,833,637.70
<u>PREVIOUSLY PAID:</u>	\$ 46,713.35
<u>PAYROLL ACCOUNT</u> – May 5, 2022	
<u>CURRENT ACCOUNT</u>	\$ 467,772.18
<u>WATER & SEWER</u>	\$ 57,068.11

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.

REGULAR MEETING MINUTES

MAY 5, 2022

May 2, 2022
12:05 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
 Bid: Y

Paid: N
 Held: N
 State: Y

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

First Enc Date Range: First to 05/05/22

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
19-00850	05/15/19	REMGTO REMINGTON & VERNICK Contract No: U1420002	FY 2017 Muni Aid admin/observ	Open	74.00	0.00	C
21-00545	04/07/21	REMGTO REMINGTON & VERNICK Contract No: U1640001	Ventnor Ave Bridal Path North	Open	1,480.00	0.00	C
21-00610	04/22/21	REMGTO REMINGTON & VERNICK Contract No: U1600002	Firehouse #2 bidding/constr	Open	1,068.00	0.00	C
21-00640	04/27/21	REMGTO REMINGTON & VERNICK Contract No: U1670001	Citywide dredging permit Phs I	Open	954.00	0.00	C
21-00834	06/17/21	REMGTO REMINGTON & VERNICK Contract No: U1630002	Well #5 admin & observation	Open	111.00	0.00	C
21-01293	10/19/21	REMGTO REMINGTON & VERNICK Contract No: U1610002	2021 curb & gutter admin/obser	Open	110.00	0.00	C
21-01302	10/21/21	CZARE005 CZAR Engineering, LLC Contract No: C2100035	Historic City Hall Facade	Open	2,840.00	0.00	C
21-01330	10/29/21	REMGTO REMINGTON & VERNICK Contract No: U1650002	FY21 Amherst Ave Phase II-AO	Open	74.00	0.00	C
21-01386	11/18/21	DOCUTREN Docutrend Inc.	Copier Maintenance Contract	Open	21.75	0.00	B
21-01446	12/08/21	REMGTO REMINGTON & VERNICK Contract No: U1700001	2021 Road Program- Design	Open	24,574.00	0.00	C
21-01499	12/20/21	ERIKS Erik's Painting, LLC.	Painting Fire Station 2	Open	3,100.00	0.00	
21-01518	12/23/21	AC CYCLE Atlantic City Cycle Center LLC	2022 Polaris for Beach Badges	Open	15,284.00	0.00	
22-00002	01/10/22	NJDIVPEN NJ DIV OF PENSION & BENEFITS	Employee health benefits	Open	204,899.49	0.00	B
22-00004	01/10/22	ATLCOJIF ATLANTIC CO MUN JOINT INS FUND	2022 JIF Assessment	Open	222,619.00	0.00	
22-00006	03/01/22	HORIZON2 HORIZON EYE CARE PA Contract No: C2200001	employee vision 3/1 - 12/31/22	Open	1,197.00	0.00	C
22-00007	01/10/22	J SCOTT John Scott Abbott, Esq. Contract No: C2100027	City Solicitor	Open	7,000.00	0.00	C
22-00008	01/01/22	MARGBOED MARGATE CITY BD OF EDUCATION	School Tax Payments	Open	874,839.67	0.00	B
22-00009	01/10/22	BRWNBWN Brown & Brown Metro, LLC Contract No: C2100031	Health Broker Services	Open	1,041.67	0.00	C
22-00010	01/10/22	PBC PROFESSIONAL BENEFIT Contract No: C2100032	Health broker Services	Open	1,041.67	0.00	C
22-00012	01/10/22	CIOETACO Cioeta Consulting, LLC Contract No: C2100034	HR Consultant	Open	4,275.00	0.00	C
22-00017	01/10/22	JPM JERSEY PROFESSIONAL MANAGEMENT Contract No: C2100041	Acting City Administrator	Open	6,413.50	0.00	C
22-00018	01/10/22	SWIFT LA James P. Swift, Jr. Contract No: C2100042	2022 Public Defender	Open	250.00	0.00	C
22-00020	01/10/22	VIDEO MOBILE DREDGING VIDEO PIPE INC Contract No: C2100047	Cleaning/Televising Sewer Sys.	Open	6,216.00	0.00	C
22-00022	01/10/22	BRIGHTVI Brightview Landscapes, LLC Contract No: C2100049	Landscape maintenance-City	Open	10,545.08	0.00	C
22-00025	01/10/22	SEASI005 Seaside Serenity Counseling Contract No: C2100052	2022 EAP provider	Open	465.00	0.00	C
22-00031	01/10/22	RELIA005 Reliance Standard Life Contract No: C2100024	Employee Life and AD&D	Open	448.88	0.00	C
22-00032	01/11/22	AMAZO005 Amazon Capital Services, Inc.	Fire Department Supplies	Open	194.24	0.00	
22-00043	01/11/22	LOWES Lowe's Commercial Services	Trash Receptacles	Open	132.11	0.00	
22-00045	01/11/22	MARIANNE Marianne Christian	fund 2022 petty cash	Open	96.27	0.00	

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
22-00047	01/11/22	COLONIAL	Colonial Electrical Supply Inc	PW Sheds	Open	434.93	0.00
22-00052	01/12/22	WB MASON	W.B. MASON CO., INC.	PW - Office Supplies	Open	44.70	0.00
22-00053	01/12/22	WB MASON	W.B. MASON CO., INC.	Janitorial Supplies	Open	1,534.34	0.00 B
22-00057	01/12/22	CM 3	CM3 BUILDING SOLUTIONS, INC.	Parts and Repairs	Open	2,448.26	0.00 B
22-00061	01/12/22	WB MASON	W.B. MASON CO., INC.	2022 Office Supplies	Open	301.02	0.00
22-00064	01/13/22	GENTILIN	GENTILINI FORD, INC.	Vehicle Repair/Supplies	Open	615.85	0.00
22-00081	01/13/22	CASA	CASA PAYROLL SERVICE	2022 Payroll Service	Open	479.95	0.00 B
22-00084	01/13/22	CASA 2	CASA REPORTING SERVICES LLC	ACA reporting	Open	261.00	0.00 B
22-00089	01/14/22	SOMERS P	SOMERS POINT LUMBER, INC.	Public Works Building	Open	419.00	0.00
22-00091	01/14/22	PEDRONI	PEDRONI FUEL COMPANY	Fuel Gas/Diesel (Jan)	Open	12,587.26	0.00
22-00105	01/19/22	TCTANJ	Tax Collectors & Treasurers	2022 Tax Collector Mem/Seminar	Open	370.00	0.00
22-00116	01/20/22	WB MASON	W.B. MASON CO., INC.	Office supplies	Open	99.22-	0.00
22-00122	01/20/22	FRYES	Frye's Auto Repair	VEHICLE MAINTENANCE	Open	378.92	0.00
22-00137	01/21/22	CONSTELL	Constellation New Energy, Inc.	Energy Supply	Open	6,117.15	0.00
22-00152	01/24/22	CTYATL	ATLANTIC COUNTY TREASURER	Quarterly County Taxes	Open	5,560,564.90	0.00
22-00168	01/26/22	SUASIO05	Suasion Communications Group	Monthly Communicatins	Open	584.00	0.00
22-00175	01/27/22	ORCHARDS	ORCHARDS HYDRAULIC SERVICE,INC	Hydraulic Lines	Open	11.79	0.00
22-00176	01/27/22	KELLI J	Kelli A. Johnson	Basketball Referee	Open	135.00	0.00
22-00177	01/27/22	CHRIS K	CHRIS KANE	Referee	Open	270.00	0.00
22-00181	01/27/22	RSACC	Rich Saccoccia	Basketball Referee	Open	270.00	0.00
22-00184	01/27/22	ACTION U	ACTION UNIFORM CO. LLC	Uniforms	Open	1,099.75	0.00
22-00185	01/27/22	HORIZON3	Horizon Healthcare	FSA admin	Open	36.00	0.00 B
22-00192	01/28/22	SAMS	Sam's Club	City Wide Provisions Storm	Open	125.33	0.00
22-00196	01/29/22	SMC PINE	Pine Environmental ServicesLLC	2022 Rental of Portacount Unit	Open	1,202.30	0.00
22-00197	01/31/22	DELTADEN	DELTA DENTAL PLAN OF NJ	Employee Dental - 2022	Open	899.14	0.00 C
Contract No: C2200002							
22-00199	01/31/22	ACUA	ATLANTIC COUNTY UTILITIES AUTH	2022 Quarterly user fees	Open	326,416.00	0.00 B
22-00201	01/31/22	LIBRARY	MARGATE CITY FREE LIBRARY	2022 Library Funding	Open	396,116.00	0.00 B
22-00206	02/01/22	OLD CAPE	OLD CAPE, INC.	Concrete/Asphalt	Open	112.81	0.00
22-00225	02/03/22	MARGBDED	MARGATE CITY BD OF EDUCATION	Tighe School improvements	Open	34,942.36	0.00
22-00228	02/07/22	USABLUE	USA BLUEBOOK	Chlorine Pumps & Parts	Open	6.19	0.00
22-00271	02/11/22	DELTONA	DELTONA DISCOUNT TIRES, INC.	VEHICLE MAINTENANCE	Open	339.96	0.00
22-00298	02/16/22	AE STONE	A.E. STONE, INC.	Hot Patch	Open	77.91	0.00
22-00315	02/23/22	RALPHCLA	RALPH CLAYTON & SONS	Concrete	Open	771.66	0.00
22-00322	02/24/22	STATLAB	Garden State Laboratories, Inc	Water Testing / Samples	Open	100.00	0.00
22-00339	03/01/22	AUTREY S	Autrey Supply Company	Field Paint	Open	649.25	0.00
22-00353	03/02/22	AMAZO005	Amazon Capital Services, Inc.	Misc Supplies	Open	0.00	0.00
22-00384	03/09/22	M JEWITT	Margaret Jewitt	Exercise Class	Open	200.00	0.00
22-00385	03/09/22	G MEDOFF	Geraldine Medoff	Tai Chi & Chair Yoga	Open	600.00	0.00
22-00393	03/10/22	CURRIER	Currier's Magical Mania, LLC	Summer Camp Special Events	Open	2,710.00	0.00
22-00435	03/18/22	BSNSPORT	BSN Sports, LLC	Sports Supplies	Open	774.36	0.00
22-00445	03/24/22	LUCKY	Lucky Dog Custom Apparel	Community Policing Products	Open	890.00	0.00
22-00448	03/17/22	DARLEY	W.S. Darley & Co.	Accountability Tags - FD	Open	943.80	0.00
22-00452	03/28/22	HOOBER	Hoober Inc.	Case Tractor - Stock	Open	664.58	0.00
22-00462	03/30/22	AMAZO005	Amazon Capital Services, Inc.	Finance Office Supplies	Open	14.87	0.00
22-00463	03/30/22	AMERIO05	American Bankers Insurance Co.	Flood Insurance Renewals	Open	22,803.00	0.00
22-00465	03/30/22	PERFECTC	Perfect Communications	July 4th mailing	Open	2,635.28	0.00
22-00472	03/31/22	DHILT	Douglas Hiltner	Referee	Open	135.00	0.00
22-00475	03/31/22	ACTION U	ACTION UNIFORM CO. LLC	Summer Uniforms	Open	557.00	0.00
22-00498	04/05/22	CARROT	Carrot-Top Industries Inc.	City Flags	Open	2,557.73	0.00
22-00499	04/06/22	UNLINE	uline Shipping Supplies	Outdoor Drop Box for mail UA	Open	455.53	0.00
22-00500	04/06/22	SS WORLD	S&S WORLDWIDE, INC.	Recreation Supplies	Open	508.99	0.00
22-00502	04/06/22	DISPLAYS	DISPLAYS2GO	3 Cork Boards w/frame	Open	2,038.35	0.00
22-00513	04/11/22	PROFORMA	PROFORMA DYNAMIC RESOURCES	Brochures	Open	1,755.00	0.00

May 2, 2022
12:05 PMCity of Margate City
Purchase Order Listing By P.O. Number

Page No: 3

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
22-00525	04/12/22	GARDENST	GARDEN STATE HIGHWAY PRODUCTS	Traffic Signs and Supplies	Open	1,397.80	0.00
22-00527	04/13/22	AMAZO005	Amazon Capital Services, Inc.	Mechanic Shop Supplies	Open	60.78	0.00
22-00528	03/10/22	CATAMA	CATAMARAN MEDIA COMPANY	Public Notice	Open	190.00	0.00
22-00530	03/25/22	JOHN DAN	FLEISHMAN DANIELS LAW OFFICES	Prep School Ordinance 08-2022	Open	1,041.84	0.00
22-00537	04/18/22	MBA	Margate Business Association	Marketing & event planning	Open	24,700.00	0.00 C
		Contract No: C2200010					
22-00538	04/18/22	INS-PROF	INSTITUTE FOR PROFESSIONAL	Webinar - Vehicle Safety	Open	50.00	0.00
22-00540	04/18/22	SWANA	SWANA NEW JERSEY CHAPTER	Annual Membership Renewal	Open	446.00	0.00
22-00546	04/20/22	DELTA	Delta Line Construction Co.	Traffic Signal Repair	Open	9,330.00	0.00
22-00548	04/21/22	SHEPPARD	Sheppard Bus Service	Camp Bus Trips	Open	1,395.00	0.00
22-00549	04/21/22	MARKETFU	Market Fuel, LLC	Sign For Batting Cage	Open	400.00	0.00
22-00555	04/21/22	DINOS	Dino's Subs & Pizza	Refreshments County FD Meeting	Open	486.00	0.00
22-00556	04/21/22	HUNTERP	Hunter Pizagno	Reimbursement for EMT Class	Open	125.00	0.00
22-00557	04/21/22	TOOLSPLU	Tools Plus Industries	Cable Ties for Fire Department	Open	458.73	0.00
22-00558	04/25/22	SITEONE	SITEONE LANDSCAPE SUPPLY LLC	Landscape Supplies	Open	199.89	0.00
22-00559	04/25/22	CASALE	Casale & Sykes Enterprises LLC	Repair Public Works Roof	Open	650.00	0.00
22-00560	04/25/22	HUBER	HUBER LOCKSMITHS, INC.	Municipal Building Keys	Open	194.00	0.00
22-00561	04/25/22	CIVICPLU	CivicPlus, LLC	Annual Renewal	Open	2,656.75	0.00
22-00562	04/25/22	PITPURCH	Pitney Bowes Purchase Power	postage refill	Open	3,000.00	0.00
22-00563	04/25/22	ACPRESS3	Press of Atlantic City	City Clerk Notifications	Open	261.68	0.00
22-00564	04/25/22	ACMCA	Atlantic City Municipal Clerks	Municipal Clerk Assoc. Dues	Open	125.00	0.00
22-00565	04/25/22	NJCPA	NJCPA	2022 membership renewal	Open	370.00	0.00
22-00569	04/27/22	LA JOLLA	LA JOLLA SPORT USA	Beach Patrol Board Shorts	Open	1,895.90	0.00
22-00570	04/27/22	INSURA	INSURANCE AGENCIES, INC.	Road Opening Bond renewal	Open	100.00	0.00
22-00571	04/27/22	REMGINTO	REMINGTON & VERNICK	Bulkead escrow B085	Open	296.00	0.00
22-00572	04/27/22	REMGINTO	REMINGTON & VERNICK	Planning escrow P298-3	Open	74.00	0.00
22-00573	04/27/22	REMGINTO	REMINGTON & VERNICK	Plannig escrow P301-1	Open	594.00	0.00
22-00574	04/27/22	DAYCO005	Davco Construction, INC.	Refund planning escrow P301	Open	32.00	0.00
22-00576	04/28/22	CLIFTON	John A. Clifton	Reimbursement for EMT Training	Open	125.00	0.00
22-00579	04/29/22	GFOA	GFOA of NJ	2022 Annual Fall Conference	Open	425.00	0.00
22-00580	04/01/22	INS-PROF	INSTITUTE FOR PROFESSIONAL	walkthrough of ARPA 4/19	Open	50.00	0.00
22-00581	05/02/22	POINT005	Point Sewer & Drain	Clean Internal Sewer Line	Open	275.00	0.00
Total Purchase Orders:		113	Total P.O. Line Items:	0	Total List Amount:	7,833,637.70	Total Void Amount: 0.00

May 2, 2022
12:05 PMCity of Margate City
Purchase Order Listing By P.O. Number

Page No: 4

Totals by Year-Fund	Fund	Budget Total	Revenue Total	G/L Total	Total
Fund Description					
APPROPRIATIONS	1-01	15,305.75	0.00	0.00	15,305.75
APPROPRIATIONS	2-01	7,411,376.48	0.00	0.00	7,411,376.48
	2-05	335,590.27	0.00	0.00	335,590.27
Year Total:		7,746,966.75	0.00	0.00	7,746,966.75
	C-04	70,184.20	0.00	0.00	70,184.20
	C-06	185.00	0.00	0.00	185.00
Year Total:		70,369.20	0.00	0.00	70,369.20
	T-14	996.00	0.00	0.00	996.00
Total of All Funds:		7,833,637.70	0.00	0.00	7,833,637.70

City of Margate
Additional Bill List - Previously Paid

For meeting on 5/5/2021

Current Fund					
PO #	Vendor	Description	Amount	Date Paid	Check #
22-00504	Garden State Investment	Outside Liens	\$ 35,891.01	4/19/2022	87309
22-00136	SJ Gas	Various Gas Bills	\$ 8,465.20	4/22/2022	87311
22-00130	AC Electric	Various Electric Bills	\$ 1,714.96	4/27/2022	87369
22-00133	AC Electric	Various Electric Bills	\$ 103.59	4/27/2022	87370
22-00132	AC Electric	Various Electric Bills	\$ 34.15	4/27/2022	87368
Total Current Account			<u>\$ 46,208.91</u>		
Water Sewer					
PO #	Vendor	Description	Amount	Date Paid	Check #
22-00131	AC Electric	Various Electric Bills	\$ 504.44	4/27/2022	64360
Total Water Sewer			<u>\$ 504.44</u>		
Total Paid All Funds			<u>\$ 46,713.35</u>		

A motion to adopt **Resolution #100-2022**, authorizing payment to Colmar Home Center for \$1,183.45, was put forth by Commissioner Blumberg, Seconded by Commissioner Amodeo, with a vote of two ayes. Mayor Becker abstained form vote.

RESOLUTION #100-2022
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 \$1,183.45

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

Consent Agenda:

A motion to adopt the Consent Agenda for **Resolution #101-2022 thru Resolution #110-2022**, was put forth by Commissioner Amodeo, Second by Commissioner Blumberg, with a vote of three ayes.

RESOLUTION #101-2022
AUTHORIZING CONSULTANT AGREEMENT WITH STOCKTON UNIVERSITY
FOR ASSISTANCE FROM THE COASTAL RESEARCH CENTER REGARDING
STATE AND FEDERAL DREDGE PERMITTING APPLICATION FOR
THE CITY OF MARGATE CITY

WHEREAS, the Board of Commissioners of the City of Margate City has determined there is a need for the special services of Dr. Stewart Farrell and staff of the Coastal Research Center of Stockton University, so as to provide assistance to the City of Margate City in order to obtain any and all necessary permits and governmental approvals with regard to Margate's efforts to implement marine habitat restoration in conjunction with dredging of portions of back bay areas of the City of Margate City; and

WHEREAS, a proposal dated February 1, 2022 from The Stockton University Coastal Research Center in the total amount of \$74,199.03 for City-wide Core Sampling Effort for Dredging Permit Application, a copy of which is attached hereto and made a part hereof, known as City-wide Core Sampling Effort for Dredging Permit Application to Obtain 41 Core Sample & Make up Composites; and

WHEREAS, Dr. Stewart Farrell has demonstrated that he has the necessary experience and qualifications to perform same; and

WHEREAS, the Chief Financial Officer has certified in writing hereon to the City Commissioners that funds are available to award this Contract in the amount of \$74,199.03 under Capital Ordinance 03-2022 C-04-55-988 -901; and

WHEREAS, 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)*.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the City of Margate City formally approves the Consultant Agreement by and between Stockton University and City of Margate City in an amount not to exceed \$74,199.03 without further action by the Governing Body.

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

1. Lisa McLaughlin, Chief Financial Officer
2. Dr. Stewart Farrell, The Stockton University Coastal Research Center
3. Roger McLarnon, Qualified Purchasing Agent
4. Ed Dennis, City Engineer

RESOLUTION #102-2022
AUTHORIZING THE USAGE OF CONTRACTS WITH CERTAIN APPROVED
STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO
N.J.S.A. 40A:11-12(a) & N.J.A.C. 5:34- 7.29(c) FOR THE CALENDAR YEAR 2022

WHEREAS, the City of Margate City pursuant to N.J.S.A. 40A:11-12(a) and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bid proposals, purchase any goods or services under the State approved Educational Services Commission of New Jersey Cooperative Purchasing Program (ESCNJ) for any contracts entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the City of Margate City has the need, on a timely basis, to purchase goods or services by utilizing Educational Services Commission of New Jersey vendors; and

WHEREAS, the City of Margate City may enter into contractual agreements with the attached referenced ESCNJ Contract Vendors through this resolution and properly executed contracts/purchase orders, which shall be subject to all the conditions applicable to the current New Jersey Local Public State Contracts Law.

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 authorizes the City Purchasing Agent to purchase certain goods or services from those approved ESCNJ Vendors on the attached list, pursuant to all conditions of the individual State Contracts.

BE IT FURTHER RESOLVED that the named State Contract Vendors and their corresponding numbers may change during the timeframe indicated below and that the City Purchasing Agent is hereby authorized to make the necessary adjustments to the attached list as may be required for the City to continue its routine procurement practices throughout the indicated timeframe.


BE IT FURTHER RESOLVED that the Board of Commissioners of the City of Margate City, pursuant to N.J.A.C. 5:30-5S(b), the certification of available funds and that no contract amount shall be chargeable or certified until such times as the goods or services are ordered or otherwise called for prior to placing the order and a certification of availability of funds shall be made by the City's Chief Financial Officer.

BE IT FURTHER RESOLVED that the duration of the contracts between the City of Margate City and the referenced ESCNJ Contract Vendors shall be for the time period beginning on January 1, 2022 and continuing through December 31, 2022 or until the expiration of the referenced vendors' New Jersey State Contract, whichever shall occur first.




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

1. Lisa McLaughlin, Chief Financial Officer
2. Roger McLarnon, Qualified Purchasing Agent

Current ESCNJ Bid	ESCNJ Bid #	Bid Term	Awarded to
ACT Telecommunications (Regional/Lg. Distance)	ESCNJ 16/17-42	7/1/17 – 6/30/20; Extended to 6/30/22	Xtel
Air Purifiers (Commercial)	ESCNJ 20/21-48	12/18/20 – 12/17/22	RFS Commercial, Inc.
Apple Educational Products	ESCNJ 18/19-67	5/13/19 – 5/12/21; Extended to 5/12/23	Apple, Inc.
Athletic Equipment and Supplies	ESCNJ 17/18-31	5/9/18 – 5/8/20; Extended to 5/8/21; Extended to 5/8/22	Various
Athletic Equipment Reconditioning and Repair	ESCNJ 18/19-24	9/4/18 – 9/3/20; Extended to 9/3/21 Extended to 9/3/22	Riddell
Athletic Facility Lighting	ESCNJ/AEPA-21A	3/1/21 – 2/28/22; Extended to 2/28/23	Hellas Construction, Inc.
Auto Parts & Supplies	ESCNJ 20/21-38	11/20/20 – 11/19/22	Parts Authority, LLC
Bio-Decontamination Services	ESCNJ 18/19-32	10/19/18 – 10/18/20; Extended to 10/18/21; Extended to 10/21/22	Pathogend of New Jersey
Bleacher (Interior) Systems-Purchase & Installation	ESCNJ 20/21-59	4/27/21 – 4/26/23	Nickerson Corporation
Bleacher (Exterior) Systems-Purchase & Installation	ESCNJ 19/20-26	3/18/20 – 3/17/22; Extended to 3/17/23	Nickerson Corporation
Boiler- Maintenance and Repair	ESCNJ 19/20-32	1/18/20 – 1/17/22; Extended to 1/17/23	Liberty Mechanical Contractors, Inc. Manhattan Welding Company
Building Access & Security Systems	ESCNJ 19/20-38	6/6/20 – 6/5/22; Extended to 6/5/23	Open Systems Integrators, Inc.
Building Management Systems RFP	ESCNJ 20/21-50	4/23/21 – 4/22/24	A.M.E., Inc.
Carpet & Flooring	ESCNJ 19/20-05	9/1/19 – 8/31/21; Extended to 8/31/22	Various
Cars, Crossovers, Class 1-3 Pickup Trucks/Chassis, Sport Utility Vehicles and Vans	ESCNJ 20/21-09	9/15/20 - 9/14/22	Beyer Bros. Corp.; Beyer Ford, Mall Chevrolet, United Ford, LLC
Ceiling Tiles	ESCNJ 18/19-33	12/16/18 – 12/15/20; Extended 12/15/21; Extended to 12/15/22	Commercial Interiors Direct, General Chemical & Supply, Inc., & SupplyWorks
Classroom Supplies	ESCNJ 18/19-78	7/1/19 – 6/30/21; Extended to 6/30/22	School Specialty, Inc.
Classroom Supplies - Cosmetology	ESCNJ 20/21-07	7/31/20 – 7/20/22; Extended to 7/20/23	The Burmax Co., Inc.
Concrete Repair Systems - Ardex	ESCNJ 18/19-59	3/22/19 – 3/21/21; extended to 3/21/22; Extended to 3/21/23	RFS Commercial, Inc.
Copy Machines, Printers and Document Lifecycle equipment & Services	 ESCNJ/AEPA-21C	3/1/21 -2/28/22; Extended to 2/28/23	Konica Minolta Business Solutions, Inc. & Kyocera Document Solutions America, Inc.
Copy Paper	ESCNJ 21/22-22	2/1/22 – 1/31/23	W. B. Mason
COVID Testing	ESCNJ 21/22-25-	10/8/2021 - 10/7/22	RCA Laboratory Services LLC dba GENETWORx

Current ESCNJ Bid	ESCNJ Bid #	Bid Term	Awarded to
Credit Card Processing Services	ESCNJ 19/20-08	8/30/19 – 8/29/22	AMG Communications, Inc. & Government Payment Services, Inc. dba GovNetPay
Custodial Supplies	ESCNJ 21/22-18	1/22/22 – 1/21/23	Various
Custodial Supplies-Plastic Liners	ESCNJ 21/22-04	7/1/21 – 6/30/22; Extended to 6/30/23	The Home Depot Pro
Demand Response	ESCNJ 18/19-49	5/31/19 – 5/30/21; Extended to 5/30/24	Enerwise Global Technologies, Inc., d/b/a CPower
Digital Display Solutions	 ESCNJ/AEPA-20F	3/1/20 – 2/28/21; Extended to 2/28/22; Extended to 2/28/23	Daktronics, Inc.
Digital Readiness for Learning & Assessment Project – Internet Access and Telecommunications Services Cooperative Purchasing Initiative Rd3	RFP ESCNJ 17/18-45	7/1/18 - 6/30/23	Comcast, DNS, Lightpath, PenTel Data, Verizon & Xtel
NJDRLAP Broadband Internet Access RFP	RFP #ESCNJ 18/19-46	7/1/19 – 6/30/22; Extended to 6/30/23	Cablevision Lightpath NJ LLC (Altice), Comcast and Data Network Solutions
Disaster Recovery RFP	ESCNJ 17/18-34	11/16/17 – 11/15/20; Extended to 11/15/21; Extended to 11/15/22	allRisk, Inc. & Insurance Restoration Specialists
Document Management Services	ESCNJ 20/21-19	7/31/20 -7/30/23	Accelerated Information Systems & Atlantic Business Products
Document Management for Records Retention and Disposal RFP	ESCNJ 16/17-48	7/1/17 - 6/30/20 Extended to 6/30/22	AccuScan and Foveonics Imaging Technologies, Inc.
Electric School Bus Types B, C, D	ESCNJ 21/22-27	1/21/22 – 1/20/23	Various
Electric Truck Chassis – 26,000 lbs. GVW or Greater	ESCNJ 19/20-34	2/23/20 – 3/22/21; Extended to 3/22/22; Extended to 3/22/23	Hudson County Motors, Inc.
Electric Vehicle Charging Stations	ESCNJ 18/19-40	3/22/19 -3/21/21; Extended to 3/21/22; Extended o 3/21/23	Timothy P. Bryan Electric Co., Inc.
Electricity –Supply of –JCPL and Atlantic Energy Company	ESCNJ 20/21-10	6/1/20 – 6/1/22	Direct Energy
Electricity – Supply of – PSEG and RECO Territories	ESCNJ 20/21-28	12/1/20 – 11/30/22	Direct Energy Business & Great American Gas & Electric
Electrician Services – Job Order Contacting	ESCNJ 19/20-41	6/6/20 - 6/5/22 Extended to 6/5/23	Lighton Industries, Inc. Magic Touch Construction, Co., Inc. Signal Electric Corporation
Electrician Services – Time and Material	ESCNJ 18/19-77	7/1/19 – 6/30/21; Extended to 6/30/22; Extended to 6/30/23	MTB Electric, LLC, Northeast Electrical Services, LLC, Troller Electric, LLC
Electrician Services – Monmouth County only	ESCNJ 20/21-35	10/19/20 - 10/18/22	Redmann Electric & Communications Co., Inc.

3/18/22

Current ESCNJ Bid	ESCNJ Bid #	Bid Term	Awarded to
Electronic Cylinder Access Control Systems	ESCNJ 18/19-43	1/18/19 – 1/17/21; Extended to 1/17/22; Extended to 1/17/23	E.A. Waetjen, Inc.
Emergency Notification Systems	ESCNJ 18/19-16	7/27/18 – 7/26/20 Extended to 7/26/21; Extended to 7/26/22	Eastern Datacomm, Inc. Open Systems Integrators, Inc.
Energy Conservation & Education Services	ESCNJ 18/19-06	6/1/18 – 5/31/23	Cenergistic, LLC.
Energy Saving Device for Commercial Refrigeration	ESCNJ 20/21-15	8/31/20 – 8/30/22	cTemp
Equipment & Tool Rental	ESCNJ 20/21-60	4/23/21 – 4/22/23	HERC Rentals, Inc. & Hudson Machinery LLC
Facility Management Software	 ESCNJ/AEPA 20-D	3/1/20 – 2/28/21; Extended to 2/28/22; Extended to 2/28/23	Dude Solutions, Inc.
Fencing – Purchase, Installation & Repair	ESCNJ 20/21-37	11/20/20 – 11/19/22	Fox Fence Enterprises
Fire Alarm Systems – Integrated Software Based Intelligent Life Safety Systems	ESCNJ 17/18-59	6/26/18 – 6/25/20; Extended to 6/25/21; Extended to 6/25/22	Alarm & Communications Technologies, Inc. Open Systems Integrators, Inc.
Annual Fire Extinguisher Inspection and Related Services	ESCNJ 20/21-23	10/16/20 – 10/15/22	Allied Fire & Safety Equipment Co. & Fire and Security Technologies
Flexible Spending Account Management	ESCNJ 21/22-21	1/1/22 – 12/31/24	Total Administrative Services Corporation
Food Service Supplies, Equipment & Installation	ESCNJ 20/21-36	10/16/20 – 10/15/22	MAP International Import & Export Corporation and Sam Tell & Son Inc.
Carpet & Flooring	ESCNJ 19/20-05	9/1/19 – 8/31/21; Extended to 8/31/22	Various
Furniture & Accessories	ESCNJ 20/21-01	7/2/20 – 7/2/22	Various
Furniture	 ESCNJ/AEPA 18-D	7/1/20 -6/30/21; Extended to 6/30/22	School Specialty
Future Ready School Services Solutions & Software	ESCNJ 18/19-44	5/3/19 – 5/2/22	Various
Gaggle Software Services	ESCNJ 20/21-65	4/23/21 - 4/22/23	Gaggle
Generator Equipment and Maintenance	ESCNJ 18/19-09	6/30/18 – 6/29/20 Extended to 6/29/21; Extended to 6/29/22	Foley, Inc. Power Place, Inc.
Glass and Glazing Services - Time and Material	ESCNJ 21/22-31	1/21/22 – 1/20/24	Crystal Clear Glass
Grounds Equipment	ESCNJ 18/19-25	2/22/19 – 2/21/21; Extended to 2/21/22; Extended to 2/21/23	Various
Gym Floors - Repair/Refinishing/T & M	ESCNJ 18/19-62	5/14/19 – 5/13/21; Extended to 5/13/22; Extended to 5/13/23	Classic Floor Finishing, Inc.
Health & Wellness	 ESCNJ/AEPA-22B	1/21/22 – 1/20-23	Medicaleshop, Inc.


3/18/22

Current ESCNJ Bid	ESCNJ Bid #	Bid Term	Awarded to
H.V.A.C. Repair & Maintenance Services – Regions 1, 2 and 3	ESCNJ 18/19-65	7/1/19 – 6/30/21; Extended to 6/30/22	Gordian
H.V.A.C. Repair & Maintenance Services–Job Order Contracting–Region 5	ESCNJ 18/19-05	7/1/18 – 6/30/20 Extended to 6/30/21; Extended to 6/30/22	Gordian
H.V.A.C. Repair & Maintenance Services–Job Order Contracting–Region 4	ESCNJ 21/22-03	7/1/21 – 6/30/22	Gordian
H.V.A.C. -Airedale	ESCNJ 18/19-07	8/28/18 – 8/27/20; Extended to 8/27/21; Extended to 8/27/22	Midcoast Mechanical, Inc.
H.V.A.C. Time & Material	ESCNJ 19/20-13	3/18/20– 3/17/22; Extended to 3/17/23	Hutchins HVAC, Inc., In-Line Air Conditioning Co., Inc., McCloskey Mechanical Contractors, Inc., Liberty Mechanical Contractors, Inc.
Hybrid Phone Systems	ESCNJ 18/19-54	3/22/19 -3/21/21; Extended to 3/21/22; Extended to 3/21/23	RFP Solutions, Inc.
Integrated Cloud Based Building Access/Video, Critical Emergency Communications and Mobile Application Solutions	ESCNJ 20/21-13	6/30/20 – 6/29/22; Extended to 6/29/23	Open Systems Integrators, Inc.
Interactive Floor Projectors	ESCNJ 19/20-18	8/30/19 – 8/29/20; Extended to 8/29/21; Extended to 8/29/22	RTB Distributors, LLC dba Funtronic USA
Internet Access & Data Transmission Services - NJDRLAP	RFP #ESCNJ 20/21-45	7/1/21 – 6/30/24	Various
Internet and Technology Consulting Services RFP	ESCNJ 18/19-18	9/21/18 – 9/20/21; Extended to 9/20/23	Dellicker Strategies, LLC
Landscaping Services - Time & Material	ESCNJ 19/20-10	8/1/19 – 7/31/21; Extended to 7/31/22	JCW, Inc. dba Natural Green Lawn Care
Lawn Care Products and Services	ESCNJ 20/21-49	1/22/21 -1/21/23	Fisher & Son Company, Inc. and JCW, Inc. dba Natural Green Lawn Care
Planning for Lead Testing Consulting Services	ESCNJ 19/20-31	12/13/19 – 12/12/21; Extended to 12/12/22	Various
LED & Other Lighting	ESCNJ 21/22-22	1/22/22 - 1/21/23	Tri-State LED & Franklin-Griffith
Literacy Tutoring	ESCNJ 21/22-08	7/30/21 – 7/29/23	Advance Education Advisement Corp.
Live Streaming Services	ESCNJ 20/21-32	8/17/20 – 8/16/22	Hall Pass TV, LLC
Lockers – Purchase/ Installation & Repair	ESCNJ 18/19-64	5/9/19 – 5/8/21; Extended to 5/8/22; Extended to 5/8/23	Nickerson Corporation
Locking Hardware & Keying Systems	ESCNJ 20/21-08	10/24/20 – 10/23/22	Oak Security Group, LLC
Maintenance Equipment	ESCNJ 18/19-35	1/23/19 – 1/22/21; Extended to 1/22/22; Extended to 1/22/23	Various


3/18/22

Current ESCNJ Bid	ESCNJ Bid #	Bid Term	Awarded to
Maintenance & Repair Services Vehicles & Equipment – 14,000 lbs.	ESCNJ 19/20-35	7/1/20 – 6/30/22; Extended to 6/30/23	Central Jersey Collision dba Elizabeth Truck & Bellmawr Truck Repair Company
Maintenance, Repair & Operation	ESCNJ 20/21-08	10/24/20 – 10/23/22	Various
Medical Supplies	ESCNJ 20/21-44	1/16/21 – 1/15/23	Performance Health Supply, Inc., DBA Medco Supply, School Health Corp., School Nurse Supply & V. E. Ralph
Mercury Floor - Testing	ESCNJ 20/21-16	8/28/20 -8/27/22	Coastal Environmental Compliance
Mercury Floor -Removal	ESCNJ 20/21-17	8/28/20 -8/27/22	B & G Restoration, Inc.
Mobile Protective Furniture	ESCNJ 21/22-16	8/30/21-8/29/23	ProtectED Solutions LLC
Modular Buildings – Purchase/Repair/Removal/ Rental & Installation	ESCNJ 20/21-43	1/22/21 – 1/21/23	Mobilease Module Space, Inc.
Musical Instruments	ESCNJ 17/18-52	6/5/18 – 6/4/20 Extended to 6/4/21; Extended to 6/4/22	K & S Music Zita Corp., dba Elefante Music
Musical Instruments	ESCNJ 21/22-34	6/5/22 -6/4/23	The Music Shop LLC & K&S Music
Musical Instrument Repair	ESCNJ 19/20-25	2/24/20 – 2/23/22; Extended to 2/23/23	K & S Music, Inc.
Natural Gas - Supply	ESCNJ 20/21-11	E-Town/South Jersey – 12/1/20 – 12/1/22 PSEG/NJN/Newark Housing Authority – 1/1/21 – 1/1/23	Direct Energy & Woodruff Energy
Nursing Services	ESCNJ 18/19-11	7/29/18 – 7/28/20 Extended to 7/28/21; Extended to 7/28/22	Delta-T Group North Jersey, Inc.
Occupational Therapy & Physical Therapy Services	ESCNJ 18/19-83	7/1/19 – 6/30/21; Extended to 6/30/23	Cumberland Therapy Services, LLC – <i>Now known as The Stepping Stones Group, LLC</i>
Office Supplies	ESCNJ 18/19-02	7/1/18 – 6/30/20 Extended to 6/30/21; Extended to 6/30/22	W. B. Mason Co., Inc.
Paint and Supplies	ESCNJ 19/20-14	2/24/20 – 2/23/22; Extended to 2/23/23	Sherwin-Williams
Painting Services Time and Material	ESCNJ 20/21-24	7/1/20 – 6/30/22 ; Extended to 6/30/23	GPC, Inc.
Paving – Job Order Contracting – Regions 1, 2 & 3	ESCNJ 18/19-66	6/3/19 – 6/2/21; Extended to 6/2/22; Extended to 6/2/23	Gordian/Murray Paving and Garden State Sealing
Paving – Job Order Contracting – Regions 4 and 5	ESCNJ 18/19-26	9/4/18 – 9/3/20; Extended to 9/3/21; Extended to 9/3/22	Gordian/Murray Paving and Concrete, LLC
Personal Protective Equipment & Related Products	ESCNJ 20/21-26	8/17/20 – 8/16/21; Extended to 8/16/22	Various
Pest Control Services with IPM Management	ESCNJ 21/22-13	9/16/21 – 9/15/23	Alliance Pest Services

3/18/22

Current ESCNJ Bid	ESCNJ Bid #	Bid Term	Awarded to
Photocatalytic Oxidation Air Purifiers	ECNJ 21/22-06	6/25/21 – 6/24/23	Bio-Shine, Inc.
Playground Equipment, Site Furnishings, Outdoor Circuit Training & and Related Services	ESCNJ 20/21-06	7/1/20 – 6/30/22; Extended to 6/30/23	Marturano Recreation Co., Inc.
Playground Equipment, Site Furnishings, Outdoor Circuit Training Equipment & Related Product	ESCNJ 20/21-22	6/30/20 – 6/29/22; Extended to 6/29/23	Ben Shaffer Recreation, Inc.
Playground Surfacing Materials, Installation and Inspections	ESCNJ 20/21-02	7/1/20 – 6/30/22; Extended to 6/30/23	Ben Shaffer Recreation, Downes Tree Service, MRC, Inc., Rubberecycle & Whirl Inc.
Plumbing - Repair & Maintenance Services – Job Order Contracting – Regions 1, 2 & 3	ESCNJ 17/18-52	6/5/18 – 6/4/20 Extended to 6/4/21; Extended to 6/4/22	Gordian
Plumbing - Repair & Maintenance Services – Job Order Contracting – Regions 4 & 5	ESCNJ 18/19-27	9/4/18 – 9/3/20; Extended to 9/3/21; Extending to 9/3/22	Gordian/Magic Touch Construction, Co., Inc.
Plumbing Services - Time & Material	ESCNJ 20/21-18	7/1/20 -6/30/22; Extended to 6/30/23	Magic Touch Construction Co., Inc.
Pool Supplies & Equipment	ESCNJ 20/21-21	6/30/20 – 6/29/22	Leslie's Poolmart, Inc.
Pool Supplies, Equipment, Repair and Maintenance	ESCNJ 19/20-39	4/24/20 -4/23/22	Main Line Commercial Pools, Inc.
Pool Supplies, Equipment, Repair and Maintenance	ESCNJ 21/22-39	4/24/22 through 4/23/23	Main Line Commercial Pools, Inc.
Printing Services	ESCNJ 21/22-02	9/1/21 – 8/31/23	Various
Radio Rental Systems	ESCNJ 20/21-63	6/4/21 – 6/3/23	Goosetown Communications
Radios	ESCNJ 18/19-03	7/1/18 – 6/30/20 Extended to 6/30/22	Philip M. Casciano
Recording Systems - Purchase & Installation	ESCNJ 20/21-29	9/15/20 – 9/14/22	Gramco Word Processing, Inc. Purchased by BIS Digital
Recording & Sound Systems Purchase & Installation	ESCNJ 21/22-19	2/23/22 – 2/22/23	BIS Digital, Inc.
Recycling Containers & Roll-out Carts	ESCNJ 20/21-14	8/1/20 – 7/31/22	T.M. Fitzgerald & Associates
Repair & Maintenance – Job Order Contracting – General Contracting – All Regions	ESCNJ 20/21-03	6/26/20 – 6/25/22; Extended to 6/25/23	Gordian
Restorative Bonding Systems & Services	ESCNJ 18/19-60	2/22/19 – 2/21/21; Extended to 2/21/22; Extended to 2/21/23	Architectural Tile Restoration LLC and Tile Restoration, Inc.
Roofing & Envelope Services	 ESCNJ/AEPA-21D	3/1/21 – 2/28/22; Extended to 2/28/23	Weatherproofing Technologies, Inc. (Tremco)
Safety & Security Window Film & Door Shielding Protection Products	ESCNJ 18/19-28	3/21/19 – 3/20/21; Extended to 3/20/22; Extended to 3/20/23	Window Film Depot, Inc.
School Bus – A, B, C & D	ESCNJ 21/22-23	12/2/21 – 12/1/22	Various

3/18/22

Current ESCNJ Bid	ESCNJ Bid #	Bid Term	Awarded to
School Bus - Video Surveillance Cameras – Purchase & Installation	ESCNJ 20/21-12	8/12/20 – 8/11/22	Seon Systems Sales, Inc.
Scientific Equipment, Accessories & Supplies	ESCNJ 19/20-24	9/20/19 – 9/19/21; Extended to 9/19/22	School Specialty, Inc.
Scoreboards, Interior and Exterior LED Marquees, Equipment & Installation	ESCNJ 18/19-41	5/3/19 – 5/2/21; Extended to 5/2/22; Extended to 5/2/23	Daktronics Inc. Nickerson Corporation
Security Guard Services	ESCNJ 21/22-05	1/21/22 – 1/20/24	Arrow Security & Metro One LPSG, Inc.
Shredding & Disposal of Records	ESCNJ 18/19-23	5/9/19 – 5/8/21; Extended to 5/8/22; Extended to 5/8/23	Imwoth, LLC dba IDS Auto Shred
Snow Vehicle Attachments & Accessories	ESCNJ 18/19-22	12/18/18 – 12/17/20; Extended to 12/17/21; Extended to 12/17/22	Cherry Valley Tractor Sales Cliffside Body Corp. Power Place, Inc.
Speech Services	ESCNJ 18/19-29	3/18/19 – 3/17/21; Extended to 3/17/22; Extended to 3/17/23	Advance Education Advisement Corporation
Spray Injection Pothole Patching System Rental & Repair Services	ESCNJ 21/22-24	10/15/21 – 10/14/23	Patch Management, Inc.
Staffing - Certified	ESCNJ 20/21-20	8/28/20 -8/27/23	Delta-T Group North Jersey, Inc.
Staffing – Non-Certified	ESCNJ 20/21-30	8/28/20 -8/27/23	Delta-T Group North Jersey, Inc.
Stage Curtains – Purchase, Installation and Repair	ESCNJ 18/19-51	3/22/19 - 3/21/21; Extended to 3/21/22; Extended to 3/21/23	Ackerson Drapery & Decorator Services, Inc.
Technology Supplies & Services	ESCNJ 18/19-03	7/1/18 – 6/30/20 Extended to 6/30/22	CDWG
Tires & Tire Repairs	ESCNJ 20/21-51	1/22/21-1/21/23	Barnwell House of Tires, Inc.
Toilet Partitions	ESCNJ 18/19-15	8/28/18 – 8/27/20; Extended to 8/27/21; Extended to 8/27/22	Nickerson Corporation
Toner and Ink Cartridges – OEM only	ESCNJ 21/22-01	7/1/21 – 6/30/23	The Tree House, Inc.
Tracks and Courts –Athletic Surfacing	 ESCNJ/AEPA-20A	6/2/20 – 6/1/21; Extended to 6/1/22; Extended to 6/1/23	FieldTurf, Hellas Construction, Inc. and Shaw Sports Turf-No extension
Translation Services	ESCNJ 20/21-34	11/20/20 – 11/19/22	Hola Doctor, Inc.
Tree Trimming & Removal Services	ESCNJ 20/21-52	1/22/21 – 1/21/23	Independence Constructors Corporation of New Jersey
Trip Hazard Removal Services	ESCNJ 20/21-27	10/24/20 – 10/23/22	Always Safe Sidewalks
Trucks – Class 4 – 8	ESCNJ 20/21-55	4/23/21 – 4/22/23	Various
Synthetic Turf Maintenance, Repair & Replacement	ESCNJ 18/19-55	3/22/19 – 3/21/21; Extended to 3/21/22; Extended to 3/21/23	FieldTurf Hellas Construction Shaw Sports Turf and Sprinturf
Synthetic Turf Maintenance, Repair & Replacement	 ESCNJ/AEPA-20A	3/1/20 – 2/28/21; Extended to 2/28/22; Extended to 2/28/23	Shaw Sports Turf

3/18/22

Current ESCNJ Bid	ESCNJ Bid #	Bid Term	Awarded to
Ultra Violet Lighting	ESCNJ 20/21-25	7/31/20 – 7/30/21; Extended to 7/30/22	Pemberton Electrical Supply Company and Tri-State LED
Ultra Violet Lighting & Sterilization in HVAC	ESCNJ 20/21-56	3/19/21 through 3/18/22; Extended to 3/18/23	RFS Commercial, Inc.
Uniforms and Workwear	ESCNJ 21/22-07	9/4/21 – 9/3/23	Keyport Army & Navy and Smart Stich
Uniform Rental Services	ESCNJ 21/22-35	3/18/22 -3/17/24	Cintas Corporation
Vape Detection Systems	ESCNJ 19/20-37	3/20/20 – 3/19/22; Extended to 3/19/23	Coskey Electronic Systems, LLC
Vehicle Service Lifts & Accessories	ESCNJ 21/22-17	11/16/21 – 11/15/22	First Choice Automotive Parts & Equipment, Stertil-Koni and Mohawk
Visitor Management System	ESCNJ 21/22-33	2/21/22 – 2/20/24	Raptor Technologies, LLC
Voice, Unified Communications & Collaboration Solutions	ESCNJ 19/20-30	12/13/19 – 12/12/22	Various
Water Bottle Filling Stations	ESCNJ 20/21-47	12/18/20 – 12/17/22	Ferguson Enterprises LLC
Water Meter Management Services	ESCNJ 19/20-27	11/15/19 – 11/14/22	Core & Main LP
Wireless Duress Monitoring Systems	ESCNJ 18/19-52	3/22/19 -3/21/21; Extended to 3/21/22; Extended to 3/21/23	Various

RESOLUTION #103-2022
AUTHORIZING UNDER NEW JERSEY STATE CONTRACT
OCEAN COMPUTER GROUP, INC.
TO MIGRATE EMAILS TO MICROSOFT 365 CLOUD
AND MANAGE FIREWALL SERVICES
PURSUANT TO N.J.S.A. 40A:11-12a

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

WHEREAS, the Board of Commissioners of the City of Margate City desire to enter into a contract through an authorized vendor under the New Jersey State Contract; and

WHEREAS, IT Specialist, Fred Verna, recommends entering into a contract with Ocean Computer Group, Inc., 90 Matawan Road, Suite 105, Matawan, NJ 07747 under New Jersey State Contract #MO483 to be awarded for IT services to migrate emails from Smartermail on premise email to Microsoft 365 cloud email and manage firewall services in the amount of \$52,000.00; and

WHEREAS, the Chief Financial Officer has certified to the Margate City Board of Commissioners that there are sufficient funds in the amount of \$52,000.00 available under Technology 2-01-20-140-253 for the award of this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey does hereby authorize IT services to migrate emails from Smartermail on premise email to Microsoft 365 cloud email and manage firewall services contract with Ocean Computer Group, Inc., 90 Matawan Road, Suite 105, Matawan, NJ 07747 under New Jersey State Contract bid number MO483 in the amount not to exceed \$52, 000.00.

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

1. Ocean Computer Group, Inc., 90 Matawan Road, Suite 105, Matawan, NJ 07747
2. Lisa McLaughlin, Chief Financial Officer
3. Roger McLarnon, Qualified Purchasing Agent

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: 52,000.00
Resolution Date: 05/05/22
Resolution Number: 103-2022

Vendor: OCEANCOM Ocean Computer Group, Inc.
90 Matawan Rd.
Ste. 105
Matawan, NJ 07747

Contract: C2200011 Firewall security and
migration of email service to
cloud based office 365

Account Number	Amount	Department Description
2-01-20-140-253	52,000.00	TECHNOLOGY
Total	52,000.00	

Only amounts for the 2022 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.


Chief Financial Officer 5/5/22

RESOLUTION #104-2022
AUTHORIZING BATHING SEASON AND GUARDED BEACHES
IN THE CITY OF MARGATE CITY

WHEREAS, the Board of Commissioners of the City of Margate City did on January 24, 1974 adopt an Ordinance entitled “AN ORDINANCE TO ESTABLISH AND MAINTAIN PAID BEACHES, BEACHES AND RECREATIONAL FACILITIES IN THE CITY OF MARGATE CITY, ATLANTIC COUNTY, NEW JERSEY; TO MAKE RULES AND REGULATIONS CONCERNING THE SAME; TO PROVIDE FOR THE CHARGING, COLLECTING OF SEASONAL AND/OR WEEKLY FEES AND SUCH USE AND FIXING PENALTIES FOR VIOLATIONS THEREFORE” and Section 5A of said Ordinance provided that rules and regulations pertaining to the said Ordinance may be adopted by resolution of the governing body; and

WHEREAS, Chapter 75, Section 5A authorized the Board of Commissioners to determine by resolution the period during each year the paid bathing beaches shall be opened and closed.

NOW, THEREFORE, BE IT RESOLVED that the beaches shall be operating from May 21, 2022 to September 11, 2022. With bathing beaches opening on May 28, 2022.

NOW, THEREFORE, BE IT RESOLVED Chapter 75 Section 5C is hereby suspended for the days of July 7, 14, 21, 28, and August 4, 11, 18, 25 known as “Thrilling Thursday(s)” in the City of Margate City.

AND IT IS FURTHER RESOLVED that Chapter 75 Section 5C is hereby suspended for the days of July 2nd, 3rd, and 4th along with September 3rd, 4th, and 5th and there shall be permitted on the beach until 6:00 p.m. the maintenance of small attended fires for the purpose of cooking only.

RESOLUTION #105-2022
A RESOLUTION DESIGNATING THE BATHING SEASON AND GUARDED
BEACHES IN THE CITY OF MARGATE CITY

WHEREAS, it is the interest of the City of Margate, County of Atlantic State of New Jersey, to designate guarded beaches from which persons may bathe and swim; and

WHEREAS, there is an appropriate season to provide guarding services. In 2022, the guarded bathing season is designated as commencing on June 11, 2022 and terminating on September 11, 2022. Weather permitting limited guarding will be provided on designated pre and post season weekends.

Beaches will be opened and closed as indicated below:

Beach	Open Date	Close Date
Argyle Ave	6/11	9/5
Clermont Ave	6/11	9/11*
Gladstone Ave	6/18	9/5
Huntington Ave	6/11	9/11*
Jerome Ave	6/11	9/5
Osborne Ave	6/11	9/5
Thurlow Ave	6/11	9/11*
Vendome Ave	6/25	9/5
Cedar Grove Ave	6/25	9/5
Washington Ave	6/11	9/11*
Jefferson Ave	6/11	9/5
Madison Ave	6/25	9/5

* On the Weekends of 5/28 and 9/10 the Beaches on Clermont, Huntington, Thurlow and Washington Avenues will be opened for anticipated pre/post season good weather, but may be closed at the discretion of the Chief.

All guarded beaches are open from 10:00 AM to 6:00 PM. The designation of beaches is required under Chapter 75 of the Code of the City of Margate.

This Resolution is promulgated pursuant to the authority of the ordinances of the City of Margate. This Resolution will take effect immediately and all other Resolutions inconsistent herewith are hereby repealed.

RESOLUTION #106-2022
A RESOLUTION DESIGNATING THE LOCATIONS AND TIMES PERMITTING THE
SPORT OF SURFING, KAYAKING, AND SAILING WITHIN THE CITY OF
MARGATE

WHEREAS, it is the interest of the City of Margate City, County of Atlantic, State of New Jersey, to designate areas and times for surfing and surf riding within the City of Margate City.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners as follows:

Designated locations for surfing, kayaking and sailing:

AREA	BOUNDARIES	ACTIVITIES
NORTH 1	BARCLAY → CLARENDON	SURFING + KAYAKING + SAILING
NORTH 2	DELAVAN → ESSEX	SURFING + KAYAKING
SOUTH 1	IROQUOIS →PLYMOUTH	SURFING + KAYAKING + SAILING
SOUTH 2	KENYON→NASSAU	SURFING+KAYAKING
SOUTH 3	PEMBROKE → SUMNER	SURFING + KAYAKING + SAILING

No person shall engage in the sport of surfing, kayaking, and sailing within the City of Margate City at any other location except as specified above between the hours of 10 AM and 6 PM.

The designation of surfing, kayaking, and sailing beaches is required under Chapter 75 of the Code of the City of Margate City.

This Resolution is promulgated pursuant to the authority of the ordinances of the City of Margate City. This Resolution will take effect immediately and all other Resolutions inconsistent herewith are hereby repealed.

RESOLUTION #107-2022
A RESOLUTION APPROVING DATES FOR BONFIRES ON THE BEACH
IN THE CITY OF MARGATE CITY

WHEREAS, the Margate City Mothers Association has requested permission to have a bonfire on the beach for residents of the City of Margate City; and

WHEREAS, the date for the bonfire is May 21, 2022; and

WHEREAS, the Margate Business Association has requested permission to have one bonfire on the beach for Beachstock 2022; and

WHEREAS, the date for the bonfire is June 25, 2022 with a rain date of June 26, 2022; and

WHEREAS, the Fire Official will issue permits for the bonfires for these events in accordance with the requirements of the New Jersey State Fire Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate City, Atlantic County, State of New Jersey that authorization is hereby given to conduct bonfires in the City of Margate City on May 21, 2022 and on June 25, 2022 with a rain date of June 26, 2022 if needed; and in the event of additional inclement weather a mutually agreed upon date or dates approved by the Police Chief, Fire Chief and Fire Official.

RESOLUTION #108-2022
AUTHORIZING THE AWARD OF CONTRACT TO MARATHON ENGINEERING &
ENVIRONMENTAL SERVICES
ENVIRONMENTAL INVESTIGATION FOR
NORTH BENSON AVENUE

WHEREAS, the City of Margate City, in the County of Atlantic, State of New Jersey has a desire for an Environmental Investigation for North Benson Avenue, Block 324.01 Lot 125; and

WHEREAS, this Contract is being considered without competitive bidding due to Resolution #23-2021 Naming Qualified Engineering Firms as a Shared Service with the City of Ventnor and is an exception to the Local Public Contracts Law, *N.J.S.A.* 40:11A-5 (1)(a)(i).; and

WHEREAS, Marathon Engineering & Environmental Services, 1616 Pacific Avenue, Suite 501, Atlantic City, NJ 08401, has submitted a proposal dated April 25, 2022 to provide the necessary work for the Environmental Investigation; and

WHEREAS, Roger McLarnon, Municipal Qualified Purchasing Agent, submitted a letter of recommendation dated April 26, 2022 that the contract be awarded to the lowest responsible bidder Marathon Engineering & Environmental Services, 1616 Pacific Avenue, Suite 501, Atlantic City, NJ 08401 as per their bid proposal in an amount of \$15,250.00; and

WHEREAS, the Chief Financial Officer has certified to the City Commission of the City of Margate City, County of Atlantic, State of New Jersey that there are adequate funds in the amount of \$15,250.00 in following account Capital Ordinance 07-2019 C-04-55-984-901 for approval.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey that it does hereby award a contract to Marathon Engineering & Environmental Services, 1616 Pacific Avenue, Suite 501, Atlantic City, NJ 08401, as per their bid proposal for Environmental Investigation for North Benson Avenue, Block 324.01 Lot 125 in an amount not to exceed \$15,250.00, and that the award of contract be advertised according to law one time in the Press of Atlantic City newspaper.

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: 15,250.00
Resolution Date: 05/05/22
Resolution Number: 108-2022

Vendor: MARATHON Marathon Engineering &
Environmental Services Inc.
1616 Pacific Avenue Suite 501
Atlantic City, NJ 08401

Contract: c2200012 Phase II Environmental Site
Assessment: N. Benson and
Monmouth Avenues 324.01-125

Account Number	Amount	Department Description
C-04-55-984-901	15,250.00	Ordinance 07-2019
Total	15,250.00	

Only amounts for the 2022 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.


Chief Financial Officer 5/5/22

RESOLUTION #109-2022

A RESOLUTION AMENDING PERSONNEL POLICIES AND PROCEDURE

MANUAL TO BE KNOWN AS

“SEASONAL EMPLOYEE HANDBOOK”

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

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

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

BE IT FURTHER RESOLVED that these personnel policies and procedures contained in the “Seasonal Employee Handbook” shall apply to all 2022 seasonal employees. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

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

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

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

RESOLUTION #110-2022

AUTHORIZING AMENDING EMPLOYEE HANDBOOK/POLICIES & PROCEDURES

TO REVISE EXISTING POLICIES

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), 2021-2022 Plan of Risk Management; and

WHEREAS, the revised policies are as follows:

<u>Policy</u>	<u>Number</u>	<u>Comments</u>
Employment Procedures	501	Legal compliance
Minors Policy	514	Updated hiring checks those dealing with minors

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 5: Managerial/Supervisory Procedures

POLICY NO.: 501

OF PAGES: 5

SUBJECT: EMPLOYMENT PROCEDURES POLICY

EFFECTIVE DATE: May 5, 2022

REVIEW DATE: May 5, 2022

REPLACES POLICY DATED: 2018

Employment Procedure

Recruitment:

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

Applications:

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

Interviews:

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

Physical Examinations:

Pursuant to the Americans with Disabilities Act and the Equal Employment Opportunity Commission (EEOC), after a real offer of employment is made, and prior to commencing employment, the Personnel Officer may require applicants to pass a physical examination in order to ensure that they can perform the duties of their

position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Personnel Officer may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the City at the expense of the City. All medical records of employees and prospective employees are confidential and are maintained by the Personnel Officer separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

Job Offers:

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

Acceptances and Rejections:

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

Employability Proof:

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

Additional Post-Offer Pre-Employment Checks:

The City's Policy Addressing the Protection and Safe Treatment of Minors No. 514 contains additional post-offer pre-employment checks for employees, supervisors and volunteers who will be interacting with minors. Please refer to City Policy No. 514, page 6, for a list of those requirements.

Record Retention:

All applications, notes made during interviews, reference checks, job offers, and other documents created during the hiring process must be returned to the Personnel Officer. Documents related to the successful candidate will be placed in the employee's official Personnel File, with the exception that medical records (including physical examinations) must be maintained in a separate file. All records and documents related to other candidates must be retained for at least three (3) years. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

Procedure for Criminal Background Checks**Background Checks Required:**

Criminal background Checks are required of all candidates over the age of 18, whether for paid or volunteer positions, working directly or indirectly with children/youth/minors; they will be administered post-offer and prior to commencing employment. Background checks will also be administered for each employee or volunteer who works directly or indirectly with children/youth/minors every three (3) years. The exact titles of employees required to have background checks are locally defined but, at a minimum, should include all recreational

positions, lifeguards, crossing guards, and maintenance and administrative positions pertaining to such programs.

Background Check Procedure:

The Personnel Officer or Designee will perform or initiate background checks and will be the recipient of reports from outside agencies or contractors. These reports shall include, but are not limited to, court records; police department and corrections agency records; registries or watch lists; state criminal record repositories; and the Interstate Identification Index maintained by the FBI. The Personnel Officer will discuss potentially disqualifying information received with the employee's or volunteer's Department Head, and a determination that the information is disqualifying shall be made based on whether the disqualification is job-related for the position and is consistent with business necessity. Written information received as a result of a "Request for Criminal History Record Information for A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

When a disqualification decision has been made as a result of the City's Background Check Procedure, the Personnel Officer will inform the candidate, volunteer or employee, in writing, of any information that would disqualify the person from working with children/youth/minors. If the City contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. In addition, the individual shall be advised that he/she has the opportunity to explain the criminal record and to demonstrate why the exclusion based on the City's background check should not apply to him/her under the circumstances. This information may include evidence of an error in the criminal record; facts surrounding the conviction; age at the time of the conviction and/or release from prison; evidence of a clean criminal and employment record since release; rehabilitation efforts; positive references; and evidence that he/she is bondable. Thereafter, the City shall give the individual further consideration. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of Business Administrator.

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

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

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

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

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

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

Appeal Process:

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

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

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

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

1. The nature and responsibility of the position that the convicted individual would hold, has held, or currently holds, as the case may be.
2. The nature and seriousness of the crime or offense.

3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.
5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.
7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

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

In compliance with the City's Policy Addressing the Protection and Safe Treatment of Minors No. 514, page 6, written documentation of the background check shall be maintained by the City in perpetuity.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 5: Managerial/Supervisory Procedures

POLICY NO.: 514

OF PAGES: 19

SUBJECT: POLICY ADDRESSING THE PROTECTION AND SAFE TREATMENT OF MINORS

EFFECTIVE DATE: May 5, 2022

REVIEW DATE: May 5, 2022

REPLACES POLICY DATED: 2021

Purpose and Scope:

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

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

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

There are typically four common types of abuse:

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

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

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

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

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

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

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

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

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

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

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

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

Definitions:

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

Definitions (continued):

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

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

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

Dual Reporting – Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the individual designated by the City to report all cases of abuse.

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

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

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

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

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

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

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

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

Policy:

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

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

All prospective employees and volunteers shall undergo a thorough and complete background check including the following:

1. For part-time summer employees who will be interacting with minors, including but not limited to Lifeguards, Camp Counselors, Coaches and Instructors:
 - a. National Database Criminal History Search
 - b. National Sex Offender Search
 - c. Social Security Trace/Validation – new Seasonal employees only
2. For full-time employees in Supervisory positions involving minors:
 - a. National Database Criminal History Search
 - b. National Sex Offender Search
 - c. Social Security Trace/Validation – new Supervisors only
 - d. Credit Check
 - e. Education Verification – new Supervisors only
 - f. Employment Verification – new Supervisors only
 - g. Reference Check – new Supervisors only
 - h. Motor Vehicle Record Check
3. For full-time employees in Non-Supervisory positions involving minors:
 - a. National Database Criminal History Search
 - b. National Sex Offender Search
 - c. Social Security Trace/Validation – new employees only
 - d. Credit Check
 - e. Education Verification – new employees only
 - f. Employment Verification – new employees only
 - g. Reference Checks – new employees only
 - h. Motor Vehicle Record Check

These record checks shall be performed post-employment offer and prior to an employee's employment start date and at intervals no greater than every 3 years.

The City may hire minor children to work in their summer or seasonal programs. The City will attempt to verify any past employment for minors between 16 and 18 years of age, with the consent of the parents or guardians.

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

Background checks that disclose any negative or questionable results must be reviewed and approved by the City prior to the individual being hired and/or working with minors. Provisional hiring should not be permitted.

All prospective employees and volunteers must complete the training adopted by the City prior to starting employment or volunteer service. In addition to completing the training course adopted by the City, it is highly recommended that all volunteer coaches complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth™*) which is a three (3) hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.). The current Rutgers Safety Clinic Course includes a module on the sexual abuse of minors. If coaches completed the Rutgers course more than five (5) years ago, and it did not have any training on the sexual abuse of minors, it is highly recommended that the coaches be required to watch the video on the MEL website. Documentation verifying that the coaches watched and understood their responsibilities must be kept to confirm that the training was completed.

The MEL has also sanctioned the use of alternative volunteer coaching programs; therefore, the City will use the National Alliance for Youth Sports online volunteer coaching program for all coaches (<https://www.nays.org/coaches/>).

The City shall periodically re-check and document the Megan's Law Directory for New Jersey to make certain that current employees are not listed.

Once employed, Authorized Adults who are employed are required to notify the Personnel Officer of an arrest (charged with a misdemeanor or felony) or a conviction for an offense within 72 hours of knowledge of the arrest or conviction in order to ascertain the fitness of those employees and volunteers to interact with children.

Procedures and Responsibilities of Officials:

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

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

City Officials are required to:

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

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

Program Procedures:

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

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

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

Code of Conduct

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

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

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

- The possession or use of alcohol and other drugs, fireworks, guns, and other weapons is prohibited.
- The City shall set forth rules and procedures governing when and under what circumstances participants may leave the City property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.
- Misuse or damage of City property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging and digital devices is prohibited, including the use of such devices in showers, restrooms or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the City to be shared on any social media platform without the expressed written consent of a parent or legal guardian.

- If possible, the City shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure that one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- Take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian. This shall include annual written authorization on file in advance.
- Develop and make available to participants and their parents or guardians the rules and discipline measures applicable to the program and make them available to participants and their parents or guardians. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with the rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants and should meet the following:
 1. One staff member for every six (6) participants ages 4 and 5.
 2. One staff member for every eight (8) participants ages 6 to 8.
 3. One staff member for every 10 participants ages 9 to 14.
 4. One staff member for every 12 participants ages 15 to 17.
- The Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all the rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

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

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

Procedures for Law Enforcement Officers:

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

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

1. **Transporting minors in a police vehicle.** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two (2) officers (at least one of whom shall be of the same sex as the victim) in ~~an~~ unmarked vehicles that do not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.
2. Directives issued by the NJ State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
3. The following provisions from the "*Code of Conduct*" for Recreation Counselors shall be included in the policy for officers assigned to work in school settings (i.e. Class 3 Officers):
 - A. Officers will, at all times, respect the rights of students and use positive techniques of guidance including positive reinforcement and encouragement.
 - B. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
 - C. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school, and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.
 - D. Officers shall make certain that they are neat, clean, and appropriately attired.
 - E. Officers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff. Officers shall not buy gifts for students at any time.
 - F. All officers are required to complete the initial training course offered by the NJMEL/Atlantic County Municipal JIF, and any refresher courses as well.

Training Requirements:

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

1. **Elected Officials, Appointed Officials, Department Heads and Supervisors:**

All Elected Officials, Appointed Officials Department Heads and Supervisors shall complete the *initial virtual training course* offered by the NJMEL "PROTECTING CHILDREN FROM ABUSE" and adopted by

the City, and any updated/refreshers course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The course includes the following:

- Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.
- Fully understanding the legal consequences for not being diligent in making certain that City employees adhere to all policies and procedures as adopted.

2. Volunteers and Employees of the City

All employees and volunteers (regardless of whether they will be working with children or not) shall complete training provided by the NJMEL in the form of the "Protecting Children" video on protecting children on the MEL website and found at:

<https://njmel.org/mel-safety-institute/model-policies/protecting-children-videos/>

Course content shall include:

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

3. Law Enforcement Officers

Course Content shall include:

- Current Status of NJ State Law and Directives from the Attorney General for Law Enforcement personnel
- Your responsibilities
- Officers in schools
- Reporting abuse

Reporting Suspected Child Abuse/Neglect:

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

The following procedures shall be utilized in reporting suspected cases of abuse. The City shall also train Officials, Department Heads, Employees and Volunteers in the concept of "dual reporting" which involves reporting the

suspected abuse to local Law Enforcement in addition to reporting the abuse to the Department of Children and Families. Reporting suspected abuse to local Law Enforcement is critically important in cases where there is the potential for violence.

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

Interviewing children to investigate sexual abuse requires highly technical expertise. Do not "investigate" an abuse situation. Do not interrogate the child. The investigation will be undertaken by those who are trained to undertake that critical task. Instead, report it immediately, as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible, and report the abuse to the Margate Police Department.

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

For ALL Elected Officials, Appointed Officials, Supervisors, Department Heads, full-time or part-time Employees or Volunteers of Programs conducted by the City:

- Report the suspected abuse to the NJ Department of Children and Families. Please be prepared to include the following information to the extent the information has been told to you:
 1. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 2. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 3. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 4. **Where:** Where the incident occurred, where the child is now, and whether the alleged perpetrator has access to the child.
 5. **How:** How urgent the need is for intervention, and whether there is a likelihood of imminent danger for the child.
- Call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the Supervisor's role to decide whether a case should be reported. All cases shall be reported.

For Law Enforcement Officers:

- Immediately report any suspected or alleged cases of abuse or neglect to the NJ Department of Children and Families and to the County Prosecutor.

Important Information Regarding Reporting Suspected Abuse Under New Jersey Law:

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

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

Acknowledgement of Receipt and Review of Policy:

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

Attached Appendices:

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

Appendix A: Indicators of Child Abuse/Neglect

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

Indicators of Child Abuse/Neglect

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

Physical Abuse:

Physical Indicators	Behavioral Indicators
Unexplained bruises and welts: <ul style="list-style-type: none">On face, lips, mouthOn torso, back, buttocks, thighsIn various stages of healingCluster, forming regular patternsReflecting shape of article used to inflict (electric cord, belt buckle)On several different surface areasRegularly appear after absence, weekend or vacation	Wary of adult contacts Apprehensive when other children cry Behavioral extremes: <ul style="list-style-type: none">AggressivenessWithdrawal Frightened of parents Afraid to go home Reports injury by parents
Unexplained burns: <ul style="list-style-type: none">Cigar, cigarette burns, especially on soles, palms, back or buttocksImmersion burns (sock-like, glove-like, doughnut-shaped on buttocks or genitalia)Patterned like electric burner, iron, etc.Rope burns on arms, legs, neck or torso	
Unexplained fractures: <ul style="list-style-type: none">To skull, nose, facial structureIn various stages of healingMultiple or spinal fractures	
Unexplained laceration or abrasions: <ul style="list-style-type: none">To mouth, lips, gums, eyesTo external genitalia	

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

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

Physical Neglect:

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

Sexual Abuse:

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

Emotional Maltreatment:

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

Appendix B: Grooming Behavior

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

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

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

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City of Margate

Personnel Policy and Procedure Manual

POLICY ADDRESSING THE PROTECTION AND SAFE TREATMENT OF MINORS

Appendix C: Acknowledgement of Receipt and Review of Policy

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

Printed Name:

Signature:

Date:

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

Executive Session: None

Update:

Commissioner Amodeo: Nothing to add.

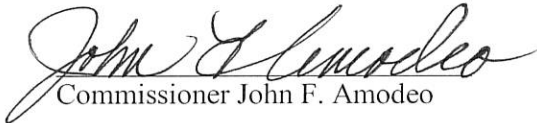
Commissioner Blumberg: Nothing to add.

Adjournment:

There being no further business, Mayor Becker called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner Blumberg, and seconded by Commissioner Amodio, to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 4:38p.m.

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


Mayor, Michael Becker


Commissioner John F. Amodio


Commissioner Maury Blumberg

Attest:  Johanna Casey, Municipal Clerk