

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

MAY 19, 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, Frank Ricciotti, Chief Hankinson, Chief Dan Adams, Joe Johnston, Roger McLarnon, Rich Deaney, and Scott Abbott, Esquire were also present.

Approval of Minutes:

The minutes from the May 5, 2022 Workshop/Capital Meeting and Regular Meeting were approved as read on motion by Commissioner Amodeo, seconded by Commissioner Blumberg, with a vote of three ayes.

Public Comment:

Rick Marks, 9211 Winchester Ave.: Speaks on installing of four way stop signs at busy intersections for public safety.

Mayor Becker: Requests Rick Marks leave the information on how stop signs improve safety with Chief Hankinson.

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

Public Comment (Resolutions Only):

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

Ordinances: Introduction: None

Ordinances: Adoption: None

Resolutions:

A motion to adopt **Resolution #111-2022**, authorizing payment of claims for \$1,664,98, was put forth by Commissioner Amodeo, Seconded by Commissioner Blumberg, with a vote of three ayes.

**RESOLUTION #111-2022
PAYMENTS OF CLAIMS
MARGATE CITY BILL LIST / PAYROLL
MAY 19, 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> | \$1,652,918.22 |
|----------------------------------|----------------|

| | |
|--------------------------------|--------------|
| <u>PREVIOUSLY PAID:</u> | \$ 12,070.81 |
|--------------------------------|--------------|

PAYROLL ACCOUNT – May 19, 2022

| | |
|-------------------------------|---------------|
| <u>CURRENT ACCOUNT</u> | \$ 484,238.69 |
|-------------------------------|---------------|

| | |
|---------------------------------|--------------|
| <u>WATER & SEWER</u> | \$ 57,758.27 |
|---------------------------------|--------------|

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.

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 05/19/22

| PO # | PO Date | Vendor | PO Description | Status | Amount | Void Amount | PO Type |
|----------|----------|--|--------------------------------|--------|-----------|-------------|---------|
| 20-00295 | 02/07/20 | REMGTO REMINGTON & VERNICK Contract No: U1530001 | Prep app- Tidelands @ Shelter | Open | 886.00 | 0.00 | C |
| 20-00356 | 02/19/20 | LAFAYETT LAFAYETTE UTILITY CONSTRUCTION Contract No: U1430000 | 18/19 State Aid Recon-Atlantic | Open | 30,318.95 | 0.00 | C |
| 21-00454 | 03/15/21 | GARDENST GARDEN STATE HIGHWAY PRODUCTS | TRAFFIC SIGNS | Open | 6,212.00 | 0.00 | |
| 21-00610 | 04/22/21 | REMGTO REMINGTON & VERNICK Contract No: U1600002 | Firehouse #2 bidding/constr | Open | 1,626.00 | 0.00 | C |
| 21-00640 | 04/27/21 | REMGTO REMINGTON & VERNICK Contract No: U1670001 | Citywide dredging permit Phs I | Open | 70.00 | 0.00 | C |
| 21-00641 | 04/27/21 | REMGTO REMINGTON & VERNICK Contract No: U1680001 | Interior Renovations Muni Bldg | Open | 148.00 | 0.00 | C |
| 21-00834 | 06/17/21 | REMGTO REMINGTON & VERNICK Contract No: U1630002 | Well #5 admin & observation | Open | 1,512.00 | 0.00 | C |
| 21-01245 | 10/08/21 | PARTAC PARTAC PEAT CORPORATION | Infield Mix for Ballfields | Open | 2,442.16 | 0.00 | |
| 21-01330 | 10/29/21 | REMGTO REMINGTON & VERNICK Contract No: U1650002 | Fy21 Amherst Ave Phase II-AO | Open | 11,893.00 | 0.00 | C |
| 21-01425 | 12/02/21 | SJOVERHE SOUTH JERSEY OVERHEAD DOOR | Maint Shop Center Door | Open | 7,450.00 | 0.00 | |
| 21-01446 | 12/08/21 | REMGTO REMINGTON & VERNICK Contract No: U1700001 | 2021 Road Program- Design | Open | 36,200.00 | 0.00 | C |
| 21-01481 | 12/14/21 | REMGTO REMINGTON & VERNICK | Bayside & Seaside Courts eval | Open | 5,729.00 | 0.00 | |
| 22-00011 | 01/10/22 | VCOMM V-COMM, LLC Contract No: C2100033 | Telecommunication Services | Open | 670.00 | 0.00 | C |
| 22-00015 | 01/10/22 | RUTALA James Rutala Associates, LLC. Contract No: C2100039 | 2022 Grant Consultant | Open | 7,680.00 | 0.00 | C |
| 22-00016 | 01/10/22 | ROVILLAR HANK ROVILLARD, ESQ., LLC Contract No: C2100040 | Special Tax Counsel | Open | 3,538.00 | 0.00 | C |
| 22-00018 | 01/10/22 | SWIFT LA James P. Swift, Jr. Contract No: C2100042 | 2022 Public Defender | Open | 400.00 | 0.00 | C |
| 22-00019 | 01/10/22 | ANIMAL SAMUEL W. HOLLAND DBA Contract No: C2100046 | Animal Control Service | Open | 725.00 | 0.00 | C |
| 22-00021 | 01/10/22 | ABELSLLC Abel's Cleaning Agency, LLC Contract No: C2100048 | Janitorial Service | Open | 3,660.00 | 0.00 | C |
| 22-00023 | 01/10/22 | BARKER Barker, Gelfand, Contract No: C2100050 | Employment Law Service | Open | 1,980.00 | 0.00 | C |
| 22-00027 | 01/10/22 | FORDSCOT FORD, SCOTT & ASSOCIATES, LLC Contract No: C2100054 | 2022 Accounting Services | Open | 7,000.00 | 0.00 | C |
| 22-00030 | 01/10/22 | ATLAN005 Atlanticare Physician Group PA Contract No: C2100028 | Medical Surveillance | Open | 120.00 | 0.00 | C |
| 22-00043 | 01/11/22 | LOWES Lowe's Commercial Services | Trash Receptacles | Open | 152.54 | 0.00 | |
| 22-00054 | 01/12/22 | VERIZON1 Verizon Wireless | Police Air Cards | Open | 200.28 | 0.00 | B |
| 22-00055 | 01/12/22 | VERIZON1 Verizon Wireless | Cellular Service | Open | 1,047.74 | 0.00 | B |
| 22-00056 | 01/12/22 | VERIZON10 Verizon Connect NWF, Inc. | PW GPS Service | Open | 456.00 | 0.00 | B |
| 22-00060 | 01/12/22 | NAPA AU Val-U Auto LLC | Street - Vehicle Repair/Maint | Open | 758.02 | 0.00 | |
| 22-00061 | 01/12/22 | WB MASON W.B. MASON CO., INC. | 2022 Office Supplies | Open | 144.89 | 0.00 | |
| 22-00064 | 01/13/22 | GENTILIN GENTILINI FORD, INC. | Vehicle Repair/Supplies | Open | 104.52 | 0.00 | |
| 22-00070 | 01/13/22 | MICHAELB Michael Baylinson | 2022 LG PENSION | Open | 532.64 | 0.00 | |
| 22-00071 | 01/13/22 | J CINCOT Joseph Cincotta | 2022 LG PENSION | Open | 535.76 | 0.00 | |
| 22-00072 | 01/13/22 | MICHAEL MICHAEL CINCOTTA | 2022 LG PENSION | Open | 765.86 | 0.00 | |
| 22-00073 | 01/13/22 | JOE D Joseph J DeStefano | 2022 LG PENSION | Open | 417.69 | 0.00 | |

May 16, 2022
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Purchase Order Listing By P.O. Number

Page No: 2

| PO # | PO Date | Vendor | PO Description | Status | Amount | Void Amount | PO Type |
|----------|----------|---|-------------------------------|--------|-----------|-------------|---------|
| 22-00074 | 01/13/22 | JGALLAGH JAMES GALLAGHER | 2022 LG PENSION | Open | 247.15 | 0.00 | |
| 22-00075 | 01/13/22 | KING GEORGE KING | 2022 LG PENSION | Open | 384.13 | 0.00 | |
| 22-00076 | 01/13/22 | RICHKUGE RICHARD H. KUGEL | 2022 LG PENSION | Open | 1,959.75 | 0.00 | |
| 22-00077 | 01/13/22 | JOHN SLA John Slattery, III | 2022 LG PENSION | Open | 157.72 | 0.00 | |
| 22-00078 | 01/13/22 | SMALLWOOD CARL SMALLWOOD | 2022 LG PENSION | Open | 536.62 | 0.00 | |
| 22-00079 | 01/13/22 | JOHNTOLA John J Toland III | 2022 LG PENSION | Open | 678.88 | 0.00 | |
| 22-00080 | 01/13/22 | CHAD STO Chad Stocking | Retirement payment per MCEA | Open | 1,000.00 | 0.00 | |
| 22-00081 | 01/13/22 | CASA CASA PAYROLL SERVICE | 2022 Payroll Service | Open | 451.95 | 0.00 B | |
| 22-00082 | 01/13/22 | BARRIER BARRIER PEST CONTROL LLC | 2022 Exterminating Services | Open | 675.00 | 0.00 | |
| 22-00089 | 01/14/22 | SOMERS P SOMERS POINT LUMBER, INC. | Public Works Building | Open | 2,690.60 | 0.00 | |
| 22-00102 | 01/18/22 | SJWELDIS SOUTH JERSEY WELDING SUPPLY CO | Oxygen Rental - Dec - January | Open | 44.10 | 0.00 | |
| 22-00122 | 01/20/22 | FRYES Frye's Auto Repair | VEHICLE MAINTENANCE | Open | 183.90 | 0.00 | |
| 22-00130 | 01/21/22 | ACELECTR ATLANTIC CITY ELECTRIC | General Electric Bills | Open | 2,027.66 | 0.00 | |
| 22-00131 | 01/21/22 | ACELECTR ATLANTIC CITY ELECTRIC | Water/Sewer Electric Bills | Open | 7,688.76 | 0.00 | |
| 22-00132 | 01/21/22 | ACELECTR ATLANTIC CITY ELECTRIC | Street Light Electric Bills | Open | 633.63 | 0.00 | |
| 22-00133 | 01/21/22 | ACELECTR ATLANTIC CITY ELECTRIC | Temp Electric Bills | Open | 93.56 | 0.00 | |
| 22-00136 | 01/21/22 | SJ GAS1 South Jersey Gas Company | South Jersey Gas | Open | 1,198.75 | 0.00 | |
| 22-00157 | 01/25/22 | NAPA AU Val-U Auto LLC | W/S - Vehicle Repair/Maint | Open | 898.58 | 0.00 | |
| 22-00169 | 01/26/22 | AMAZO005 Amazon Capital Services, Inc. | Office supplies | Open | 350.48 | 0.00 | |
| 22-00172 | 01/27/22 | GROFF005 GT Mid Atlantic LLC | Truck Repair | Open | 882.90 | 0.00 | |
| 22-00176 | 01/27/22 | KELLI J Kelli A. Johnson | Basketball Referee | Open | 495.00 | 0.00 | |
| 22-00177 | 01/27/22 | CHRIS K CHRIS KANE | Referee | Open | 450.00 | 0.00 | |
| 22-00186 | 01/27/22 | REMGINTO REMINGTON & VERNICK Contract No: T4540000 | 2022 Maintenace Guar Inspect. | Open | 481.00 | 0.00 C | |
| 22-00188 | 01/28/22 | SAMS Sam's Club | Supplies | Open | 1,254.68 | 0.00 | |
| 22-00191 | 01/28/22 | MANOS Manos Law Firm, LLC. Contract No: C2200003 | 2022 Planning Board Solicitor | Open | 1,500.00 | 0.00 C | |
| 22-00197 | 01/31/22 | DELTADEN DELTA DENTAL PLAN OF NJ Contract No: C2200002 | Employee Dental - 2022 | Open | 6,694.00 | 0.00 C | |
| 22-00206 | 02/01/22 | OLD CAPE OLD CAPE, INC. | Concrete/Asphalt | Open | 504.45 | 0.00 | |
| 22-00217 | 02/02/22 | NJDHSS NJ DEPT HEALTH & SENIOR SVCS | DOG LICENSE REPORT | Open | 19.20 | 0.00 | |
| 22-00226 | 05/05/22 | LANGUAGE LANGUAGE SERVICES ASSOC., INC. | Telephonic Interpreting | Open | 8.40 | 0.00 | |
| 22-00231 | 02/07/22 | ACCUSCAN AccuScan Contract No: C2200004 | Digital Archival | Open | 2,350.00 | 0.00 C | |
| 22-00247 | 02/08/22 | TRACEY Tracey Blake | Gymnastics Class | Open | 540.00 | 0.00 | |
| 22-00250 | 02/09/22 | WITMER Witmer Public Safety Group Inc | Fire Department PPE - Gloves | Open | 69.60 | 0.00 | |
| 22-00257 | 02/09/22 | ONECONCE One Call Concepts, Inc. | Mark Out Requests | Open | 303.16 | 0.00 | |
| 22-00271 | 02/11/22 | DELTONA DELTONA DISCOUNT TIRES, INC. | VEHICLE MAINTENANCE | Open | 679.92 | 0.00 | |
| 22-00307 | 02/22/22 | BWSTESTO B.W.Stetson Warehouse | Coffee Supplies | Open | 251.00 | 0.00 | |
| 22-00315 | 02/23/22 | RALPHCLA RALPH CLAYTON & SONS | Concrete | Open | 1,107.50 | 0.00 | |
| 22-00331 | 02/28/22 | HUBER HUBER LOCKSMITHS, INC. | Locksmith | Open | 24.00 | 0.00 | |
| 22-00337 | 03/01/22 | REMGINTO REMINGTON & VERNICK | School Capital Project review | Open | 5,576.00 | 0.00 | |
| 22-00351 | 03/02/22 | REMGINTO REMINGTON & VERNICK | Mechanic Shop Overhead Door | Open | 1,495.00 | 0.00 | |
| 22-00378 | 03/09/22 | MIRACLE MIRACLE CHEMICAL COMPANY | Sodium Hypochlorite | Open | 1,967.40 | 0.00 | |
| 22-00387 | 03/09/22 | REMGINTO REMINGTON & VERNICK Contract No: U1680002 | Muni Building Renov. adnin | Open | 3,543.00 | 0.00 C | |
| 22-00388 | 03/10/22 | CATERINA Caterina Supply, Inc. | Edgmar Circle project | Open | 28,554.12 | 0.00 | |
| 22-00428 | 03/15/22 | AIRGAS Air & Gas Technologies, Inc. | Fire Department SCBA Parts | Open | 564.39 | 0.00 | |
| 22-00437 | 03/22/22 | GENERALC GENERAL CODE PUBLISHERS | Supplement No 11 | Open | 3,670.40 | 0.00 | |
| 22-00443 | 03/24/22 | PROFORMA PROFORMA DYNAMIC RESOURCES | Recreation Brochures & Signs | Open | 305.00 | 0.00 | |
| 22-00444 | 03/24/22 | KBASCHE Kenneth Basche | Technology Instructor | Open | 24.00 | 0.00 | |
| 22-00452 | 03/28/22 | HOOBER Hooper Inc. | Case Tractor - Stock | Open | 392.76 | 0.00 | |
| 22-00460 | 03/29/22 | WB MASON W.B. MASON CO., INC. | HR Supplies | Open | 51.45 | 0.00 | |
| 22-00471 | 03/31/22 | DMCGIN Dan McGinnis | Referee | Open | 270.00 | 0.00 | |

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City 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 |
|---|----------|----------|--------------------------------|--------------------------------|--------|--------------|---------|
| 22-00475 | 03/31/22 | ACTION U | ACTION UNIFORM CO. LLC | Summer Uniforms | Open | 1,994.50 | 0.00 |
| 22-00500 | 04/06/22 | SS WORLD | S&S WORLDWIDE, INC. | Recreation Supplies | Open | 144.49 | 0.00 |
| 22-00512 | 04/11/22 | DANOLT | D.A. Molt, Inc. | City Hall facade repair | Open | 90,001.63 | 0.00 C |
| Contract No: C2200005 | | | | | | | |
| 22-00531 | 04/13/22 | FROMUTH | Fromuth Tennis | Tennis/Pickleball Supplies | Open | 1,695.32 | 0.00 |
| 22-00550 | 04/21/22 | NEXTUP | Nextuppickle Ball | Pickleball Paddle Stacker | Open | 356.41 | 0.00 |
| 22-00552 | 04/21/22 | FASTENAL | Fastenal Company | Mechanic Supplies | Open | 497.16 | 0.00 |
| 22-00566 | 04/26/22 | PEACHCO | PEACH COUNTRY TRACTOR, INC. | Mower for Ballfield | Open | 539.60 | 0.00 |
| 22-00575 | 04/28/22 | R MAX | R. MAXWELL CONSTRUCTION CO INC | Municipal Bldg Renovations | Open | 101,675.00 | 0.00 C |
| Contract No: U1680000 | | | | | | | |
| 22-00582 | 05/02/22 | WEINSTEI | WEINSTEIN PLUMBING SUPPLY | 12 1/2" Propress fittings | Open | 30.87 | 0.00 |
| 22-00584 | 05/03/22 | HARRING | Harring Fire Protection, LLC | FIRE EXTINGUISHER INSPECTIONS | Open | 170.00 | 0.00 |
| 22-00588 | 05/03/22 | SJLIFEG | SOUTH JERSEY LIFEGUARD | 2022 SJLCA Annual Dues | Open | 210.00 | 0.00 |
| 22-00589 | 04/29/22 | HARRING | Harring Fire Protection, LLC | Station 1 Kitchen Suppression | Open | 150.00 | 0.00 |
| 22-00590 | 04/27/22 | AMER TM | American Trade Mark Co. | Fire Department Magnetic Tags | Open | 59.20 | 0.00 |
| 22-00592 | 05/04/22 | AAAABIKE | AAAA BIKE EMPORIUM | BIKE SUPPLIES AND REPAIRS | Open | 679.96 | 0.00 |
| 22-00593 | 05/04/22 | MARGATEM | MARGATE MUNICIPAL COURT | fund merchant account | Open | 3,500.00 | 0.00 |
| 22-00594 | 05/04/22 | IRONMOUN | IRON MOUNTAIN | Offsite Record Storage | Open | 2,429.23 | 0.00 |
| 22-00597 | 05/04/22 | JOHNJ005 | John J. Voigt, Jr. | Reimbursement | Open | 27.40 | 0.00 |
| 22-00601 | 05/06/22 | GFOA0005 | GFOA | MEMBERSHIP RENEWAL- CFO | Open | 170.00 | 0.00 |
| 22-00603 | 05/06/22 | INSURA | INSURANCE AGENCIES, INC. | Insurance for Volleyball Event | Open | 74.00 | 0.00 |
| 22-00608 | 05/10/22 | VERIZ LD | VERIZON BUSINESS | Long Distance service-apr 2022 | Open | 94.69 | 0.00 |
| 22-00610 | 05/10/22 | J FAZZIO | Joseph Fazzio, Inc. | Mechanic Shop Supplies | Open | 200.10 | 0.00 |
| 22-00611 | 05/10/22 | HUBER | HUBER LOCKSMITHS, INC. | Repair to Bathroom Door Lock | Open | 150.00 | 0.00 |
| 22-00613 | 05/10/22 | C STEVEN | C. Stevenson & Son, Inc. | Rebuild T8 Rotating Assembly | Open | 3,451.41 | 0.00 |
| 22-00615 | 05/10/22 | ALLEG005 | Allegra Marketing Print & Mail | 2022 Annual Drinking Reports | Open | 4,719.54 | 0.00 |
| 22-00616 | 05/10/22 | USBAN005 | US BANK CUST/PRO CAP 8/PC MGT | Lien Redemption Cert #20-00001 | Open | 2,500.04 | 0.00 |
| 22-00618 | 05/11/22 | RENTAL | RENTAL COUNTRY, INC. | Landscape Supplies | Open | 135.22 | 0.00 |
| 22-00619 | 05/11/22 | SHRED | SHRED-IT USA LLC | Shred Event | Open | 1,826.25 | 0.00 |
| 22-00625 | 05/12/22 | CHASEMAN | CHASE MANHATTAN BANK | Debt service | Open | 1,211,400.00 | 0.00 |
| 22-00626 | 05/13/22 | WRUIZ | William Ruiz | Referee | Open | 135.00 | 0.00 |
| 22-00627 | 05/13/22 | KMATH | Kevin Mathis | Mens League Referee | Open | 135.00 | 0.00 |
| 22-00631 | 05/16/22 | GENTILIN | GENTILINI FORD, INC. | Rpair Parts for A-21 | Open | 105.33 | 0.00 |
| 22-00633 | 05/16/22 | VERALPH | V.E. RALPH & SON, INC. | Medical Supplies Fire Dept. | Open | 1,003.88 | 0.00 |
| 22-00634 | 05/16/22 | EVS | Emergency Vehicle Services LLC | Emergency Repairs to Eng. 21 | Open | 1,083.39 | 0.00 |
| 22-00635 | 05/16/22 | ACTION U | ACTION UNIFORM CO. LLC | Fire Dept. Unifrom Items | Open | 268.00 | 0.00 |
| Total Purchase Orders: 115 Total P.O. Line Items: 0 Total List Amount: 1,652,918.22 Total Void Amount: 0.00 | | | | | | | |

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

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| Totals by Year-Fund | Fund | Budget Total | Revenue Total | G/L Total | Total |
|---------------------|------|--------------|---------------|-----------|--------------|
| Fund Description | | | | | |
| APPROPRIATIONS | 1-01 | 21,833.16 | 0.00 | 0.00 | 21,833.16 |
| APPROPRIATIONS | 2-01 | 1,293,339.76 | 0.00 | 0.00 | 1,293,339.76 |
| | 2-05 | 23,518.20 | 0.00 | 0.00 | 23,518.20 |
| Year Total: | | 1,316,857.96 | 0.00 | 0.00 | 1,316,857.96 |
| | C-04 | 234,149.63 | 0.00 | 0.00 | 234,149.63 |
| | C-06 | 72,278.07 | 0.00 | 0.00 | 72,278.07 |
| Year Total: | | 306,427.70 | 0.00 | 0.00 | 306,427.70 |
| | T-12 | 19.20 | 0.00 | 0.00 | 19.20 |
| | T-14 | 7,780.20 | 0.00 | 0.00 | 7,780.20 |
| Year Total: | | 7,799.40 | 0.00 | 0.00 | 7,799.40 |
| Total of All Funds: | | 1,652,918.22 | 0.00 | 0.00 | 1,652,918.22 |

City of Margate
Additional Bill List - Previously Paid

For meeting on 5/19/2022

| Current Fund | PO # | Vendor | Description | Amount | Date Paid | Check # |
|--------------|----------|------------------------|-----------------------|-------------|-----------|---------|
| | 22-00581 | Downbeach Express | Bridge Tolls | \$ 3,000.00 | 5/4/2022 | 87371 |
| | 22-00123 | NJ RPA | Rec Conference Fees | \$ 1,770.00 | 5/4/2022 | 87372 |
| | 22-00602 | Verizon Communications | Telephone Service May | \$ 3,180.35 | 5/9/2022 | 87374 |
| | 22-00264 | Sam's Club | FD Supplies | \$ 191.78 | 5/11/2022 | 87455 |
| | 22-00622 | Sam's Club | Balance Due | \$ 1,666.70 | 5/11/2022 | 87455 |

Total Current Account \$ 9,808.83

| Water Sewer | PO # | Vendor | Description | Amount | Date Paid | Check # |
|-------------|----------|----------|---------------------|-------------|-----------|---------|
| | 22-00615 | Alliegra | Postage for Mailers | \$ 2,261.98 | 5/11/2022 | 84371 |

Total Water Sewer \$ 2,261.98

Total Paid All Funds \$ 12,070.81

Consent Agenda:

A motion to adopt the Consent Agenda for **Resolution #112-2022 thru Resolution #116-2022**, was put forth by Commissioner Amodeo, Second by Commissioner Blumberg, with a vote of three ayes.

RESOLUTION #112-2022
AUTHORIZING AGREEMENT BETWEEN THE BAY ATLANTIC SYMPHONY,
THE MARGATE CITY LIBRARY AND THE CITY OF MARGATE CITY
TO PROVIDE CLASSICAL MUSIC CONCERTS

WHEREAS, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey are desirous to provide Classical Music Concerts for the residents of Margate City on July 3, 2022 and December 31, 2022; and

WHEREAS, the Bay Atlantic Symphony has provided a proposal dated May 10, 2022 for Independence Classical Music Concert at 7:30 p.m. on July 3, 2022 at the Dominic A. Potena Performing Arts Center in the amount of \$30,000.00 to be paid \$15,000.00 by the Margate City Library and \$15,000.00 by the City of Margate City and a New Year’s Eve Classical Music Concert at 7:30 p.m. on December 31, 2022 at the Dominic A. Potena Performing Arts Center in the amount of \$42,000.00 to be paid \$21,000.00 by the Margate City Library and \$21,000.00 by the City of Margate City; and

WHEREAS, the Chief Financial Officer has certified to the City Commissioners that there are adequate funds available in account 2-01-30-420-290 Celebration of Public Events for the purpose of awarding of this contract for \$36,000.00.

NOW, THEREFORE, BE IT RESOLVE by the Board of Commissioners of the City of Margate City that it does hereby award a contract to The Bay Atlantic Symphony as per their 50% portion of the proposal for an Independence Classical Music Concert and a New Year’s Eve Classical Music Concert in an amount not to exceed \$36,000.00.

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

- 1. Lisa McLaughlin, Chief Financial Officer
- 2. Brian McPeak, Executive Director of the Bay Atlantic Symphony, 1616 Pacific Avenue, Suite 308, Atlantic City, NJ 08401

CERTIFICATION OF AVAILABILITY OF FUNDS

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

Contract:

Classical Music Concerts

Vendor:

Bay Atlantic Symphony

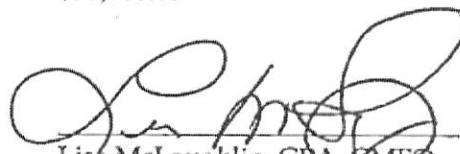
Contract Amount: \$36,000.00

Resolution Date: 15/19/22

Resolution #: 112-2022

Source of Funds:

Celebration of Public Events 2-01-30-420-290 \$36,000.00



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

5/19/22
Date

**RESOLUTION #113-2022
AUTHORIZING APPOINTMENT OF
MUNICIPAL COURT JUDGE**

WHEREAS, the Board of Commissioners of the City of Margate City, Atlantic County, State of New Jersey has determined that it is necessary to appoint a Municipal Court Judge; and

WHEREAS, pursuant to N.J.S.A. 2B:12-4 a municipality may employ an attorney-at-law as the Municipal Court Judge for the term of three years from the June 1, 2022 through May 31, 2025; and

WHEREAS, John H. Rosenberger, Esquire has the necessary experience and qualifications to perform the duties of Municipal Court Judge; and

WHEREAS, the Chief Financial Officer has certified to the City Commissioners that there are sufficient funds in the amount of \$29,105.00 available under Municipal Court S&W account #2-01-43-490-101.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate City, County of Atlantic, in the State of New Jersey that John H. Rosenberger, Esquire is hereby re-appointed Municipal Court Judge for the City of Margate City for a term of three years commencing June 1, 2022 and ending June 1, 2025.

CERTIFICATION OF AVAILABILITY OF FUNDS

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

Contract:
Municipal Court Judge

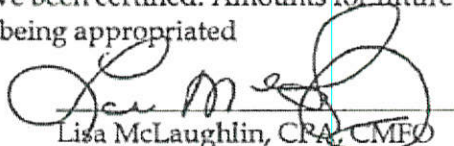
Vendor:
John H. Rosenberger, Esquire

Contract Amount: \$29,105.00
Resolution Date: 5/19/22
Resolution #: 113-2022

Source of Funds:

Municipal Court S&W 2-01-43-490-101 \$29,105.00

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


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

5/19/22
Date

R E S O L U T I O N #114-2022
AUTHORIZING REFUND OF REDEMPTION
MONIES TO OUTSIDE LIEN HOLDER

WHEREAS, at the Margate City, County of Atlantic, State of New Jersey, Municipal Tax Sale held on December 11, 2020 a lien was sold on Block 27.02 Lot 85.34, also known as 9315 Atlantic Avenue in Margate City for 2019 unpaid sewer; and

WHEREAS, this lien, known as Tax Sale Certificate #20-00001 was sold to U.S. Bank Cust. Pro Capital 8/Pro Capital MGT II for 0% redemption fee and a \$1,000.00 (Premium); and

WHEREAS, Certificate #20-00001 has been redeemed in the amount of \$1,500.04.

NOW, THEREFORE, BE IT RESOLVED that the Chief Financial Officer be authorized to issue a check in the amount of \$1,500.04 payable to U.S. Bank Cust. Pro Capital 8/Pro Capital MGT II for redemption of Tax Sale Certificate #20-00001.

BE IT FURTHER RESOLVED that the Chief Financial Officer be authorized to issue a check in the amount of \$1,000.00 (Premium) to the aforementioned lienholder.

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

1. Lisa McLaughlin, Chief Financial Officer
2. Tara Mazza, Tax Collector

**RESOLUTION #115-2022
AUTHORIZING SPECIAL TRAFFIC REGULATIONS FOR
MARGATE COMMUNITY FARMERS MARKET**

WHEREAS, the City of Margate City scheduled a Community Farmers Market along Amherst Avenue from Monroe Avenue to Coolidge Avenue and the 200 Block of North Monroe Avenue on consecutive Thursdays beginning June 16, 2022 and ending September 1, 2022; beginning at 8:30am and ending at 11:30am; and

WHEREAS, the Commissioners of the City of Margate authorize the Margate City Police Department put into effect "Special Traffic Regulations" for the safety and welfare of its citizens as follows:

**Special Traffic Regulations - 2022
June 16 (Thursday) - September 1 (Thursday)
(consecutive Thursdays only)**

- a. Amherst Avenue will be closed to vehicular thru traffic from Madison Avenue to Coolidge Avenue;
- b. Madison Avenue to Monroe Avenue will be designated, "Local Traffic Only;"
- c. 200 Block of North Monroe Avenue will be closed to vehicular traffic from Monmouth Avenue to Amherst Avenue;
- d. "Local Traffic Only" will be designated from a point 132 feet North from the intersection of Monmouth and Monroe Avenue;
- e. "Local Traffic Only" will be designated from a point 137 feet East of the intersection of Amherst and Coolidge Avenue;

There will be a Traffic Detour Plan:

1. From Amherst Avenue westbound to Madison Avenue, to Winchester Avenue, to Coolidge Avenue and back to Amherst Avenue.
2. From Amherst Avenue eastbound to Coolidge Avenue, to Monmouth Avenue, to Jefferson Avenue and back to Amherst Avenue.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate City, in the County of Atlantic, State of New Jersey that the "Special Traffic Regulations" be in effect during the hours beginning 12:01 a.m., Thursday June 16th until Thursday, September 1, 2021 at 12:00pm (noon). This resolution is made under authority and pursuant to *N.J.S.A. 39:4-197.3* to expire at 12:00pm (noon) on September 1, 2021.

**RESOLUTION #116-2022
AUTHORIZING AMENDING EMPLOYEE HANDBOOK/POLICIES & PROCEDURES
TO REVISE EXISTING POLICIES AND NEW POLICY**

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

WHEREAS, The Board of Commissioners has determined that there is a need to amend and revise a number of policies in accordance with the Atlantic County Municipal Joint Insurance Fund (ACMJIF) and the Municipal Excess Liability Joint Insurance Fund (MEL), 2021-2022 Plan of Risk Management; and

WHEREAS, the revised policies are as follows:

| <u>Policy</u> | <u>Number</u> | <u>Comments</u> |
|---|---------------|-----------------------------|
| Policy Addressing the Protection and Safe Keeping of Minors | 514 | Added PT/Seasonal Employees |
| Intern Policy | 515 | New |
| ; and | | |

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

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

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.: 514

OF

PAGES: 19

SUBJECT: POLICY ADDRESSING THE PROTECTION AND SAFE TREATMENT OF MINORS

EFFECTIVE DATE: May 19, 2022
May 19, 2022

REVIEW DATE:

REPLACES POLICY DATED: May 5, 2022

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.

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

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations.
 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.
 - The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the 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, part-time and seasonal 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:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that City employees adhere to all policies and procedures as adopted.
2. Meet **annually** with all Department Heads to review this policy and to verify that the administration is adhering to this policy which includes all 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/refresher 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, mouth• children cry• On torso, back, buttocks, thighs• In various stages of healing• Cluster, forming regular patterns• Reflecting shape of article used to inflict (electric cord, belt buckle)• On several different surface areas• Regularly appear after absence, weekend or vacation | Wary of adult contacts Apprehensive when other Behavioral extremes: <ul style="list-style-type: none">- Aggressiveness- Withdrawal 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 buttocks• Immersion burns (sock-like, glove-like, doughnut-shaped on buttocks or genitalia)• Patterned like electric burner, iron, etc.• Rope burns on arms, legs, neck or torso | |
| Unexplained fractures: <ul style="list-style-type: none">• To skull, nose, facial structure• In various stages of healing• Multiple or spinal fractures | |
| Unexplained laceration or abrasions: <ul style="list-style-type: none">• To mouth, lips, gums, eyes• To 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 Consistent lack of supervision, especially in (early arrival and dangerous activities or long periods | Begging, stealing food Extended stays at school late departure) |

Constant fatigue or listlessness
class
Unattended physical problems or medical needs
Abandonment

Constantly falling asleep in

Alcohol or drug abuse
Delinquency (e.g. thefts)
States there is no caregiver

Sexual Abuse:

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

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.

CITY OF MARGATE
Employee Handbook/Policy and Procedure Manual

SECTION 5: Managerial/Supervisory Procedures

POLICY NO.: 515 # OF
PAGES:3

SUBJECT: INTERN POLICY

EFFECTIVE DATE: May 19, 2022 REVIEW DATE:
May 19, 2022

REPLACES POLICY DATED: NEW

It is the City’s policy to utilize Interns in the normal course of business in order to educate the Interns on the workings of municipal government, the careers available in municipal government, and to provide the Interns with a positive learning experience in the workplace.

The Fair Labor Standards Act (FLSA) requires “for profit” employers to pay employees for their work. But the FLSA exempts certain people who volunteer to perform services for a state or local government agency, or for humanitarian purposes. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

If a Department Head is considering whether to offer a paid or an unpaid internship, they need to be aware that the Courts have used the “primary beneficiary test” to determine whether an intern is, in fact, an employee under the FLSA. This test allows Courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven (7) factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee, and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

The “primary beneficiary test” is a flexible test, and no single factor is determinative. Accordingly, whether an intern is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

In order that both the City and the intern are in total agreement that the internship is unpaid, the attached “Unpaid Intern Acknowledgement Form” must be signed by the Intern prior to or at the start of the internship.

The Department Head must describe in writing the goals of the internship, the projects the intern will be involved in, the orientation to municipal government that the intern will receive, and a general schedule for the length of the assignment.

Internships are to be no more than six (6) months in length; requests for an extension not to exceed three (3) months must be directed in writing to the Business Administrator, and written approval received from the Business Administrator before the intern works longer than six (6) months.

The Department Head should treat the recruitment of interns similar to the recruitment of temporary and seasonal employees. There should be an interview with interview notes maintained, and decisions must be made on a non-discriminatory basis. The HR/Admin. Assistant is available for involvement in this process.

Before beginning the internship, the intern must complete an In processing with the HR/Admin. Assistant, and the intern must read and sign for certain City policies, e.g., Anti-Discrimination and

Anti-Harassment Policies, and the Policy Addressing the Protection and Safe Treatment of Minors. A 'personnel file' will be established for the intern and maintained in the Personnel Office.

The Department Head must be informed of any requirements of the intern's school for performance appraisals, reports, letters regarding the intern's completion of any requirements; the Department Head must be willing to complete the required paperwork for the school.

The conclusion of the internship must include an Exit Interview with the Department Head or the person who supervised the internship.

City of Margate

Unpaid Intern Acknowledgement Form

I understand that my internship with the City of Margate is unpaid because it is an exemption under the Fair Labor Standards Act (FLSA) as an unpaid internship for the public sector because I have no expectation of compensation.

In addition, an employment relationship does not exist between me and the City of Margate for the following reasons:

1. The internship, even though it may include actual operation of the City's facilities, is similar to training which would be given in an educational environment.
2. The internship experience is for my benefit.
3. I am not displacing regular employees, but I will work under close supervision of existing staff.
4. The City derives no immediate advantage from my internship activities, and on occasion the City's operation may actually be impeded.
5. I am not necessarily entitled to a job at the conclusion of the internship.
6. The City and I understand that I am not entitled to wages for the time spent in the internship.

Intern Name (Print): _____

Dates of the Internship: _____

City Department: _____

Department Head Signature: _____

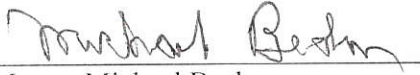
Intern Signature: _____

Date: _____

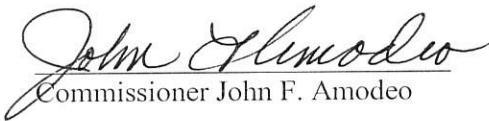
Executive Session: NoneUpdate:Adjournment:

There being no further business, Mayor Becker called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner Amodio, and seconded by Commissioner Blumberg, to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 4:07p.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