

REGULAR MEETING MINUTES CITY COMMISSION – MARGATE CITY

NOVEMBER 1, 2018

MARGATE CITY, NEW JERSEY

THE PRESS AND THE DOWNBEACH CURRENT WERE NOTIFIED OF THIS MEETING AND A COPY OF THE SAME WAS POSTED ON THE BULLETIN BOARD AND THE MUNICIPAL WEBSITE.

The Regular Meeting of the Board of Commissioners was held on the above date at 4:40 p.m. at the Margate City Hall, 1 South Washington Avenue, Margate, NJ 08402. The meeting began with a flag salute and roll call: Mayor Michael Becker, Commissioner John Amodeo and Commissioner Maury Blumberg were present. Johanna Casey, Rich Deaney, Chief David Wolfson and Scott Abbott were also present. The minutes from the October 18, 2018 Capital, Workshop and Regular Meetings were approved as read on motion by Commissioner Amodeo, seconded by Commissioner Blumberg with a vote three ayes.

Public Comment:

John Sewell: 22 West Drive Speaks on the financially responsibility of the mayor and commissioners.

Steve Warner: 103 N. Sumner Ave. Seeking long term solutions for tidal flooding.

Luke Duff: 405 N. Douglas Ave. Thanks the city for the police presence on Halloween. Inquiring if trick or treating could move to a Friday or Saturday night. Speaks on the reality when living on an island is there is only so much that can be done to prevent flooding. Proposed Lamberti bulkhead deal is an interesting idea.

Commissioner Amodeo: Reviews the benefits of passing Ordinance #25-2018.

Commissioner Blumberg: Another benefit of passing the ordinance would be gaining 24 parking spaces.

Brian Duffy: 312 N. Clermont Ave. Speaks on how nice the buffer at Washington and Ventnor Avenue looks. Suggesting that a fee be put in place to park in an Amherst Avenue parking space. Recommending people shut outside water off when temperature drops to prevent leaks.

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

Public Comment Resolutions:

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

ORDINANCES: Introduction

A motion to introduce Ordinance #25-2018 was put forth by Mayor Becker, seconded by Commissioner Amodeo, with a vote of three ayes.

ORDINANCE #25 – 2018

AN ORDINANCE PROVIDING FOR THE VACATION OF A PORTION OF AMHERST AVENUE SUBJECT TO COMPLIANCE WITH CONDITIONS BY ADJOINING PROPERTY OWNER

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

WHEREAS, 9707 Amherst Marina, LLC, a New Jersey limited liability company (hereinafter “Marina”), currently leases a portion of Amherst Avenue from the City of Margate City for the

purpose of operating a restaurant known as Lamberti's and providing office and bathroom facilities for an adjoining marina known as Sunset Marina, which lease was initiated October 15, 1987 and for which there is approximately eighteen (18) years remaining on said lease; and

WHEREAS, Marina is the owner of adjacent property located along the Amherst Avenue right-of-way and being Block 531, Lots 1, 1.01 & 2, and Block 530, Lot 3 & 4, and including various dockominiums, and

WHEREAS, Marina is the owner of a parking lot currently containing 64 spaces situate at 207 North Monroe Avenue and on property identified as Block 430, Lot 25.01, hereinafter "parking lot"; and

WHEREAS, Marina, pursuant to a Lease obligation with the City, is obligated to replace a portion of the existing bulkhead running along the front of the Marina property consisting of 231'; and

WHEREAS, the City is responsible to replace the remaining frontage consisting of 357' of bulkhead along the Marina; and

WHEREAS, the Marina and the City are desirous of vacating a portion of Amherst Avenue currently occupied by the existing restaurant and marina facility known as Lamberti's so that title to this area of Amherst Avenue becomes vested in 9707 Amherst Marina, LLC a New Jersey Limited Liability Company and its successors and/or assigns based upon completion of conditions hereinafter specified; and

WHEREAS, the conditions precedent to the vacation taking effect involve the construction by Marina of the entire frontage along Marina consisting of 588' of bulkhead together with the creation of 24 public parking spaces to be located on Block 430, Lot 25.01 owned by Marina with said understanding to be memorialized by written agreement; and

WHEREAS, the Board of Commissioners have determined that said request for a partial vacation of Amherst Avenue is reasonable and necessary and a benefit to the public good and to facilitate the redevelopment of the subject property and to cause the construction of 588' of new bulkhead to be constructed at Marina's expense and to provide 24 public parking spaces to benefit the Waterfront Special District and public at large.

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

SECTION 1.

1. It is the intent of this Ordinance that a portion of Amherst Avenue being described hereafter be vacated at such time as a total of 588 linear feet of bulkhead is constructed as directed and approved by the City Engineer and that a 24 car parking lot is made available for public use to be controlled by City said parking spaces to be situate on property owned by Marina identified as 207 N. Monroe Avenue and designated as Block 430, Lot 25.01 on the tax map of the City of Margate.
2. The area to be vacated is described as follows:

All that certain lot, tract or parcel of land and premises situate, lying, and being in the City of Margate, County of Atlantic, and State of New Jersey, bounded and described as follows:

Beginning at a point in the northwesterly line of Amherst Avenue (75' wide) said point being North 53° 33' 00" East a distance of 72.50' from the intersection of said northwesterly line of Amherst Avenue with the division line between the City of Margate and the Borough of Longport; thence

- (1) North 53° 33' 00" East in and along the northwesterly line of Amherst Avenue a distance of 231.00' to a point; thence
- (2) South 36° 27' 00" East at right angles to the previous course a distance of 30.00' to a point; thence

- (3) South 53° 33' 00" West parallel with the first course reversed a distance of 231.00' to the first mentioned division line; thence
- (4) North 36° 27' 00" West in and along same, parallel with the second course reversed a distance of 30.00' to the point and place of BEGINNING.

BEING the northerly 30' of a part of Amherst Avenue, Margate, New Jersey.
Containing an area of 6,930 sq. feet.

3. Public rights pertaining to the vacated portion of Amherst Avenue are hereby released and extinguished with the exception that public rights pertaining to access to the water front including those rights implemented by both an NJDEP Permit No. 0116-04-0018.4 approved November 22, 2016 and by Planning Board approval memorialized in Resolution Number 47-2016 together with any additional or subsequent NJDEP and/or City of Margate City Planning Board approvals, shall remain in full force and effect.

SECTION 2. A written memorialization constituting an Agreement between Marina and City shall be implemented and will include the conditions contained in this Ordinance as well as provide for additional details pertaining to the new bulkhead, the public walkway and parking area, development of a new restaurant/marina facility and subject parking lot, demolition of the existing restaurant/marina facility upon completion of 250' of bulkhead beginning from the north side of the marina property, and implementation of a parking plan which will allow for 24 public parking spaces said arrangement to be memorialized by a written, recordable agreement, and to provide that such parking spaces may be substituted or re-located in the event Marina or any successor in interest, obtains further development approvals pertaining to the existing parking lot facility.

SECTION 3. Upon completion of the 588' of bulkhead and implementation of the designated 24 public parking space area to the satisfaction of the City, the vacation of Amherst Avenue as detailed herein shall be completed and finalized by the City.

SECTION 4. That all Ordinances or parts of Ordinances inconsistent with the provisions hereof, be and same are hereby repealed and that this Ordinance shall take effect immediately after final passage and publication.

SECTION 5. That the City Clerk shall immediately, after final passage and publication of this Ordinance, make and file in the Office of the Clerk of the County of Atlantic, a copy of this Ordinance, together with a copy of the proof of publication hereof, duly certified by him/her, under corporate seal of the City of Margate, for record, as required by law.

SECTION 6: This ordinance shall take effect upon its final passage and publication as required by law.

RESOLUTIONS

RESOLUTION #218-2018 MARGATE CITY BILL LIST / PAYROLL November 1, 2018

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

BILLS LIST AMOUNT: \$7,247,171.26

PAYROLL ACCOUNT – October 25, 2018

CURRENT ACCOUNT \$ 443,922.47

WATER & SEWER \$ 53100.86

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

ROLL CALL:

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

October 30, 2018
01:28 PM

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

Page No: 1

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

Open: N
Rcvd: Y
Bid: Y

Paid: N
Held: N
State: Y

Void: N
Aprv: Y
Other: Y

Exempt: Y

First Enc Date Range: First to 12/31/18

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
13-01745	08/22/13	EASTSHOR	EAST SHORE DEVELOPMENT CORP	REFUND PLANNING BD ESCROW P166	Open	72.50	0.00
15-01567	10/21/15	REMGINTO	REMINGTON & VERNICK	Inspections SJ Gas Main #S017	Open	337.50	0.00
16-01103	06/27/16	ATLANDB	Atlantic Downbeach Assoc LLC	refund Planning escrow P251	Open	22.50	0.00
17-00622	04/17/17	BMREA005	B&M Real Estate Developmnt LLC	refund & close escrow account	Open	22.50	0.00
17-01736	12/27/17	REMGINTO	REMINGTON & VERNICK	2017 Curb & Gutter design	Open	2,352.00	0.00 C
Contract No: U1280001							
18-00013	01/16/18	WB MASON	W.B. MASON CO., INC.	Supplies	Open	68.85	0.00
18-00017	01/16/18	HOT BAGE	HOT BAGELS AND MORE MMM LLC	Bagels	Open	636.02	0.00 B
18-00022	01/17/18	STEINER	Robert & Marilyn Steiner	refund tax payment in error	Open	3,000.43	0.00
18-00028	01/17/18	ACELECTR	ATLANTIC CITY ELECTRIC	2018 General Accounts	Open	339.71	0.00
18-00049	01/18/18	CASA	CASA PAYROLL SERVICE	2018 Payroll Billing	Open	416.35	0.00
18-00050	01/18/18	THISTHAT	THIS & THAT UNIFORMS LLC	Uniformand Supplies	Open	650.49	0.00
18-00091	01/22/18	EUROFINS	Eurofins QC, Inc.	WATER TESTING/SAMPLES	Open	783.50	0.00
18-00094	01/22/18	NATION	Nationwide Employee Benefits	Employee Life Insurance 2018	Open	740.12	0.00
18-00129	01/01/18	MARGBD	MARGATE CITY BD OF EDUCATION	2018 School Taxes	Open	875,950.67	0.00
18-00132	01/01/18	INNOVATI	Innovative Risk Solutions, Inc	2018 Health Broker	Open	1,041.63	0.00 C
Contract No: C1700025							
18-00133	01/01/18	PBC	PROFESSIONAL BENEFIT	2018 Health Ins Broker	Open	1,041.63	0.00 C
Contract No: C1700026							
18-00141	02/01/18	BESTHNDY	Best Handyman & Clean Serv LLC	2018 Janitorial services	Open	3,462.70	0.00 C
Contract No: C1800008							
18-00166	01/01/18	DELTADEN	DELTA DENTAL PLAN OF NJ	2018 Dental claims & admin	Open	805.65	0.00 B
18-00176	01/01/18	HORIZON3	Horizon Healthcare	2018 FSA admin fees	Open	25.00	0.00 B
18-00179	01/01/18	JPM	JERSEY PROFESSIONAL MANAGEMENT	2018 Business Administrator	Open	6,930.00	0.00 C
Contract No: C1800014							
18-00183	01/29/18	NJLM	NJ STATE LEAGUE MUNICIPALITIES	membership 2018 Johanna Casey	Open	630.00	0.00
18-00186	01/29/18	CTYATL	ATLANTIC COUNTY TREASURER	Quarterly Taxes 2018 ACH	Open	5,564,887.13	0.00 B
18-00202	10/22/18	DEBORAH	Deborah Havrilchak	Sound Recorder	Open	200.00	0.00
18-00207	01/01/18	J SCOTT	John Scott Abbott, Esq.	Solicitor addl services 17/18	Open	10,495.84	0.00 C
Contract No: C1700018							
18-00215	01/30/18	CASA 2	CASA REPORTING SERVICES	2018 Reporting Services	Open	413.75	0.00
18-00240	02/01/18	LUCKY	Lucky Dog Custom Apparel	TShirts and Uniforms	Open	197.00	0.00
18-00252	02/02/18	CATERINA	Caterina Supply, Inc.	WATER & SEWER SUPPLIES	Open	2,960.00	0.00
18-00264	02/05/18	AE STONE	A.E. STONE, INC.	2018 COLD & HOT PATCH	Open	1,057.46	0.00
18-00279	02/07/18	ROVILLAR	HANK ROVILLARD, ESQ., LLC	2018 Professional Services	Open	3,321.00	0.00
18-00303	03/01/18	ASSOLIFE	ASSO. FOR LIFE ENHANCEMENT, INC	Employee Assistance Program	Open	1,275.00	0.00 C
Contract No: C1800018							
18-00309	02/14/18	LIBRARY	MARGATE CITY FREE LIBRARY	2018 Library Appropriation	Open	335,255.12	0.00 B
18-00362	02/23/18	MEREDITH	Meredith Punthrangkul	After School Classes	Open	120.00	0.00
18-00392	02/27/18	GARDENST	GARDEN STATE HIGHWAY PRODUCTS	Signs and Traffic Maintenance	Open	1,133.70	0.00
18-00396	01/01/18	RUTALA	James Rutala Associates, LLC.	2018 Planning & Grant Services	Open	1,680.00	0.00 C
Contract No: C1800022							
18-00409	03/01/18	SHRM	Society for Human Resource Mgt	Kelle HR classes	Open	300.00	0.00
18-00560	04/03/18	FRYES	Frye's Auto Repair	Vehicle Maintenance	Open	475.13	0.00
18-00610	04/12/18	MGLFORMS	MGL PRINTING SOLUTIONS	Tax Collector Forms 2018	Open	123.00	0.00
18-00626	04/17/18	SHEPPARD	Sheppard Bus Service	Buses for Summer Camp	Open	200.00	0.00
18-00673	04/25/18	MARGBD	MARGATE CITY BD OF EDUCATION	Weekend Gym Use	Open	1,490.44	0.00
18-00699	05/03/18	MARINERE	MARINE RESCUE PRODUCTS INC.	Beach Patrol Supplies - 2018	Open	2,001.35	0.00
18-00710	05/03/18	WB MASON	W.B. MASON CO., INC.	2018 Tax-Finance Supplies	Open	254.40	0.00

October 30, 2018
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Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Ty
18-00762	05/11/18	PROGRESS	PROGRESSIVE PRODUCTS AND	Sleeves for Basketball Poles	Open	800.00	0.00
18-00769	05/14/18	K AMODEO	Kelle Amodeo	toll and milege reimbursement	Open	108.02	0.00
18-00816	05/09/18	REMINGTO	REMYINGTON & VERNICK	2018 Curb & Gutter	Open	5,592.00	0.00 C
			Contract No: U1310001				
18-00844	05/29/18	METER	The Meter Guy, LLC.	WELL#9 - ORIFICE PLACE FLANGE	Open	2,199.75	0.00
18-00891	06/04/18	COLE	Cole Information	2018 subscription renewal	Open	238.95	0.00
18-00906	06/05/18	WB MASON	W.B. MASON CO., INC.	office supplies	Open	202.13	0.00
18-00931	06/11/18	VENTNORP	Ventnor Print Shop	printing	Open	325.47	0.00
18-00958	04/19/18	LPORT	BOROUGH OF LONGPORT	Temp CFO- interlocal agreement	Open	1,762.50	0.00
18-00963	06/21/18	PERNA	Perna Finnigan, Inc.	FY2016 State Aid-Winchester	Open	165,562.14	0.00 C
			Contract No: U1190001				
18-00973	06/19/18	J SCOTT	John Scott Abbott, Esq.	City Solicitor 18/19 retainer	Open	14,000.00	0.00 C
			Contract No: C1800024				
18-01025	06/27/18	REMINGTO	REMYINGTON & VERNICK	Design Recon Burk Ave	Open	47.00	0.00 C
			Contract No: U1290001				
18-01026	06/27/18	REMINGTO	REMYINGTON & VERNICK	Design Redevelop of Well #8	Open	684.00	0.00 C
			Contract No: U1320001				
18-01027	06/27/18	REMINGTO	REMYINGTON & VERNICK	Create GIS-Phases I,II,III	Open	1,672.00	0.00 C
			Contract No: T4300001				
18-01028	06/27/18	REMINGTO	REMYINGTON & VERNICK	Benson Ave Tank exterior desig	Open	1,957.50	0.00 C
			Contract No: U1330001				
18-01033	06/28/18	REMINGTO	REMYINGTON & VERNICK	Dune construction-DEP response	Open	337.50	0.00 B
18-01143	07/13/18	AC CYCLE	Atlantic City Cycle Center LLC	Parts for Beach Patrol Polaris	Open	281.01	0.00
18-01151	07/18/18	BARCO P	BARCO PRODUCTS COMPANY	DESIGN PLANTERS	Open	1,252.11	0.00
18-01238	07/31/18	FORKED	FORKED RIVER DIESEL & GENERATO	Emergency Generator Repair	Open	60,551.26	0.00 C
			Contract No: U1230000				
18-01321	08/22/18	WB MASON	W.B. MASON CO., INC.	Liquid Soap	Open	290.35	0.00
18-01335	08/28/18	GLOBAL I	Global Industrial Equipment	Tax Office Cabinets	Open	1,053.14	0.00
18-01341	08/29/18	EXEMPLIS	Exemplis Corp- Sit On It Seat	Chairs for Clerk's office	Open	785.88	0.00
18-01370	09/05/18	WILMAC	Wilmac Business Equip. Co, Inc	Call Recording Equipment	Open	21,314.80	0.00
18-01380	09/04/18	SNELL005	Snelling 10133	temp assistant for City Clerk	Open	734.72	0.00 B
18-01383	09/06/18	WB MASON	W.B. MASON CO., INC.	JANITORIAL SUPPLIES	Open	291.52	0.00
18-01385	09/06/18	SEETON	SEETON TURF WAREHOUSE, LLC.	Seed for Fields	Open	420.00	0.00
18-01402	09/10/18	STAPLCRE	Staples Business Credit	Office Supplies	Open	572.82	0.00
18-01441	09/18/18	SJGASCOM	SOUTH JERSEY GAS COMPANY	2018 Monthly Gas Bills (2)	Open	174.00	0.00
18-01454	09/21/18	MMCONDOS	Monroe Mews Condo Association	refund sewer pymt-billed error	Open	1,125.00	0.00
18-01463	09/27/18	EVANSPEC	Evangeline Specialties Inc.	Signs and supplies	Open	363.00	0.00
18-01477	10/02/18	F REUTER	Frank Reuter	Soccer Refund	Open	60.00	0.00
18-01486	10/04/18	USABLUE	USA BLUEBOOK	W/S HYDRNT WRENCH/DISP GLOVES	Open	442.08	0.00
18-01487	10/04/18	REMINGTO	REMYINGTON & VERNICK	Admin & Observ-2016 State Aid	Open	1,312.50	0.00 C
			Contract No: U1190002				
18-01488	10/04/18	REMINGTO	REMYINGTON & VERNICK	City Hall generator-admin-obse	Open	839.05	0.00 C
			Contract No: U1230002				
18-01489	10/04/18	REMINGTO	REMYINGTON & VERNICK	Burk Ave admin & observation	Open	675.00	0.00 C
			Contract No: U1290002				
18-01492	10/05/18	USABLUE	USA BLUEBOOK	W/S-CHLORINE POCKET COLORIMETE	Open	487.73	0.00
18-01493	10/09/18	VENTNORP	Ventnor Print Shop	500 8 Page Color Newsletter	Open	570.00	0.00
18-01494	10/09/18	LUCKY	Lucky Dog Custom Apparel	150 tumblers- health fair	Open	1,492.50	0.00
18-01508	10/10/18	TRUAX	Truax Patient Services	Naloxone - EMS Equipment	Open	225.00	0.00
18-01512	10/10/18	SERVITIRE	Service Tire Truck Centers	Outside Rear Tires - Quint 24	Open	1,493.32	0.00
18-01513	10/11/18	S SWIFT	Stephen Swift	Soccer Refund	Open	30.00	0.00
18-01517	10/04/18	BEESLEYS	Beesley's Point Sea-Doo	Winterize Beach Patrol PWC	Open	704.65	0.00
18-01524	10/12/18	NEWIMAGE	New Image Auto Detailing	Auto Detailing	Open	175.00	0.00
18-01533	10/12/18	PCM INC	PCM SALES INC	LaserJet Printers/Accessories	Open	3,036.00	0.00

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
18-01535	10/12/18	REMINGTO	REMINGTON & VERNICK	FY2019 State Aid application	Open	1,681.00	0.00
18-01542	10/12/18	KEVIN005	Kevin Martin	refund planning escrow P275	Open	97.50	0.00
18-01547	10/16/18	VENTNOR	CITY OF VENTNOR CITY	Huffin For Stuffin SK Run	Open	150.00	0.00
18-01548	10/16/18	CALBB	Cape Atlantic Basketball Leagu	League Dues	Open	1,800.00	0.00
18-01549	10/17/18	FROMEPAR	Fro Me A Party	Health Fair decorations	Open	332.03	0.00
18-01550	10/17/18	NJRA	NJ Registrar's Association	NJRA 2018 Fall Conference	Open	100.00	0.00
18-01553	10/17/18	WITMER	Witmer Public Safety Group, In	Battery Operated PPV Fan	Open	3,255.00	0.00
18-01557	10/22/18	CRWNA	Crown Awards	Soccer Medals	Open	171.60	0.00
18-01558	10/22/18	SCOTTS	Ray Scott's Dock LLC	Ray Scott's Dock	Open	150.00	0.00
18-01559	10/22/18	WILLIER	WILLIER ELEC MOTOR REPAIR CO.		Open	1,900.00	0.00
18-01560	10/22/18	SAMS	Sam's Club	Health Fair Supplies 2018	Open	153.88	0.00
18-01561	10/23/18	TREEN	Carlton H. Treen	Referee	Open	143.00	0.00
18-01562	10/23/18	MATHIS	Afrika Mathis	Referee	Open	44.00	0.00
18-01565	10/23/18	BLUEG005	Blue Garden Wellness, LLC	employee massage-Health Fair	Open	400.00	0.00
18-01574	10/25/18	RM FLOOR	R & M Flooring	MUNICIPAL BLDG VENDOME AVENUE	Open	575.00	0.00
18-01577	10/26/18	TELVUE	TelVue	Webus Software Qtly Fee	Open	300.00	0.00
18-01578	10/26/18	QUALL005	ACM JIF C/O Qual-Lynx	refund payment made in error	Open	2,350.86	0.00
18-01584	08/19/18	EVS	Emergency Vehicle Services	Fire Apparatus Maintenance	Open	1,886.99	0.00
18-01585	10/18/18	SAMS	Sam's Club	Fire Department Furniture	Open	349.00	0.00
18-01586	10/05/18	CDSALES	C & D SALES	Fire Department Uniform Items	Open	166.70	0.00
18-01587	10/09/18	VCI	VCI Emergency Vehicle Special	Fendercam Part for A-21	Open	40.62	0.00
18-01588	10/21/18	DUFFY	Brian P. Duffey	EMT Training - Reimbursement	Open	240.00	0.00
18-01589	10/19/18	RUDIS005	Rudis Holdings, LLC	Safety Equipment- Public Works	Open	578.04	0.00
18-01590	10/29/18	NJCM	NEW JERSEY CONFERENCE OF MAYOR	NJ Conference of the Mayors	Open	395.00	0.00
18-01591	10/29/18	ALM	ALM	NJ Local Govt. Print/Ebook2019	Open	231.00	0.00
18-01592	10/29/18	VITAL	Vital Communications, INC	Post Year PD5 Order	Open	35.00	0.00
18-01593	10/29/18	VITAL	Vital Communications, INC	2019 Assessment Post Cards	Open	2,474.50	0.00
18-01595	10/29/18	CONSTELL	Constellation New Energy, Inc.	Monthly Energy Bills	Open	3,619.84	0.00
18-01596	10/29/18	MARIANNE	Marianne Christian	Petty Cash	Open	98.64	0.00
18-01600	10/30/18	SAMS	Sam's Club	Fire Dept. Halloween Treats	Open	40.59	0.00
18-01601	10/30/18	CITYLIFE	MARGATE CITY LIFEGUARD PENSION	Lifegd Pension contribution	Open	100,000.00	0.00
Total Purchase Orders:		115	Total P.O. Line Items:	0	Total List Amount:	7,247,171.26	Total Void Amount: 0.00

Totals by Year-Fund	Fund	Budget Total	Revenue Total	G/L Total	Total
Fund Description					
APPROPRIATIONS	8-01	6,962,194.65	0.00	0.00	6,962,194.65
	8-05	12,341.52	0.00	0.00	12,341.52
Year Total:		6,974,536.17	0.00	0.00	6,974,536.17
	C-04	215,653.99	0.00	0.00	215,653.99
	C-06	53,982.14	0.00	0.00	53,982.14
Year Total:		269,636.13	0.00	0.00	269,636.13
	T-14	2,998.96	0.00	0.00	2,998.96
Total Of All Funds:		7,247,171.26	0.00	0.00	7,247,171.26

RESOLUTION #219-2018

AUTHORIZED PAYMENT - COLMAR HOME CENTER

WHEREAS, the Board of Commissioners of the City of Margate City, are in receipt of the bi-monthly claim as submitted by the Chief Financial Officer for payment as follows:

COLMAR HOME CENTER

\$1,051.55

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

ROLL CALL:

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

RESOLUTION #220-2018

Authorizing a Transfer of Budget Appropriations

Whereas, for the fiscal year 2018 there exists a need to transfer excess funds from certain budgetary appropriations to appropriations with inadequate funds and,

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

Whereas, the amount to be transferred is \$121,542.00 as evidenced by the following list of appropriation transfers as prepared by the Chief Financial Officer:

FROM			TO		
Budget Account	Account Number	Amount	Budget Account	Account Number	Amount
Directors Office Public Works – Misc. O/E	8-01-26-292-207	1,200.00	Recreation S&W	8-01-28-376-101	1,200.00
Directors Office PW- Special Projects	8-01-26-292-299	5,000.00	Recreation S&W	8-01-28-376-101	5,000.00
Buildings & Grounds S&W- Regular	8-01-26-310-101	24,000.00	Recreation S&W	8-01-28-376-101	24,000.00
Directors Office Revenue & Finance S&W	8-01-20-130-101	13,000.00	Dir Office Finance – Misc. O/E	8-01-20-130-207	13,000.00
Feasibility Studies O/E	8-01-30-426-201	15,000.00	Legal OE- Labor	8-01-20-155-256	15,000.00
Directors Office Finance S&W	8-01-20-130-101	1,600.00	Tax Collector- S&W	8-01-20-145-101	1,600.00
Planning Board - Office Supplies	8-01-21-180-201	1,000.00	Planning Board- S&W	8-01-21-180-101	1,000.00
Planning Board - Memberships & Dues	8-01-21-180-202	1,200.00	Planning Board- S&W	8-01-21-180-101	1,200.00
Planning Board - Seminars & Conferences	8-01-21-180-203	2,325.00	Planning Board- S&W	8-01-21-180-101	2,325.00
Planning Board - Stationary & Printing	8-01-21-180-204	1,000.00	Planning Board- S&W	8-01-21-180-101	1,000.00
Planning Board – Misc.	8-01-21-180-207	1,000.00	Planning Board- S&W	8-01-21-180-101	1,000.00
Planning Board - Map Revisions	8-01-21-180-218	2,500.00	Planning Board- S&W	8-01-21-180-101	2,500.00
Planning Board - Computer Software	8-01-21-180-253	2,000.00	Planning Board- S&W	8-01-21-180-101	2,000.00

Planning Board - Legal Notices	8-01-21-180- 226	975.00	Planning Board- S&W	8-01-21-180- 101	975.00
Street Repairs S&W - Regular	8-01-26-290- 102	40,000.00	Street – Misc. O/E	8-01-26-290- 207	40,000.00
Directors Office Finance - Office Supplies	8-01-20-130- 201	121.00	Matching Funds for Grants	8-01-40-713- 201	121.00
Matching Funds for Grants	8-01-40-713- 201	5,121.00	Muni Alliance- Local Share	8-01-41-703- 202	5,121.00
General Office – Misc. O/E	8-01-20-100- 207	10,500.00	City Clerk O/E- Professional Fees	8-01-20-120- 301	10,500.00
		\$127,542.00			\$127,542.00

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

1. Lisa McLaughlin, CFO

ROLL CALL:

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

RESOLUTION #221-2018
AUTHORIZING AMENDING EMPLOYEE HANDBOOK/POLICY & PROCEDURE
MANUAL TO REVISE SEVERAL POLICIES

WHEREAS, The City of Margate City has an Employee Handbook/Policy & Procedure Manual; and

WHEREAS, The Board of Commissioners has determined that there is a need to amend such manual to revise a number of policies in accordance with the Atlantic County Municipal Joint Insurance Fund (ACMJIF) and the Municipal Excess Liability Joint Insurance Fund (MEL), 2019-2020 Plan of Risk Management; and

WHEREAS, the revised policies are as follows:

Policy No.

Title

202

Workshop Policy

203

Early Closing & Delayed Opening Policy

204

Dress Code Policy

304

Sick Leave Policy

305

Bereavement Leave Policy

306

Jury Duty Policy

401

Payroll Policy

402

Overtime Compensation Policy

404

Deferred Compensation Policy

405

Retirement Policy

407

Conference and Seminar Policy

408

Flexible Spending Account Policy

502

Nepotism Procedure

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

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

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all City officials, appointees, employees, volunteers and independent contractors. In the event that there is a conflict between these rules and any collective bargaining agreement, personnel services

contract, or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that these personnel policies and procedures are intended to provide guidelines covering public service by City employees and do not represent a contract. These policies and procedures may be amended and supplemented from time to time without notice and at the sole discretion of the Board of Commissioners.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the City shall operate under the legal doctrine known as “employment at will.”

ROLL CALL:

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

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 2: Workplace Policies

POLICY NO.: 202

OF

PAGES: 1

SUBJECT: ATTENDANCE POLICY

EFFECTIVE DATE: November 1, 2018

REVIEW DATE:

November 1, 2018

REPLACES POLICY DATED: 2016

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the Supervisor gives prior approval. All absences must be reported to the Supervisor prior to the start of the normal workday. The normal working hours for administrative departments are 9 AM to 4 PM. The working hours for other departments are established by departmental procedures and bargaining unit agreements.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 2: Workplace Policies

POLICY NO.: 203

OF

PAGES: 1

SUBJECT: EARLY CLOSING & DELAYED OPENING POLICY

EFFECTIVE DATE: November 1, 2018

REVIEW DATE:

November 1, 2018

REPLACES POLICY DATED: 2016

In the event of unsafe conditions, the Commissioners may authorize Department Heads to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Personnel Officer shall notify Department Heads of a delayed opening and a new opening time. Each Department will have a calling system in place. If the employee chooses not

to report to work, a full vacation day or compensating time will be charged. Sick time will only be charged for a legitimate illness. If work is called off for the day, no time will be charged for the day. This provision does not apply to the Departments of Public Works, Police, Fire, Water, Sanitation, Emergency Services, or any personnel who may be required to assist in an emergency.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 2: Workplace Policies

POLICY NO.: 204

OF PAGES: 1

SUBJECT: DRESS CODE POLICY

EFFECTIVE DATE: November 1, 2018
November 1, 2018

REVIEW DATE:

REPLACES POLICY DATED: 2016

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, jeans, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. With the advance approval of the Business Administrator, the City will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 3: Policies Relating to Paid and Unpaid Time Off

POLICY NO.: 304
PAGES: 3

OF

SUBJECT: SICK LEAVE POLICY

EFFECTIVE DATE: October 29, 2018
DATE: 11/1/2018

REVIEW

REPLACES POLICY DATED: October 4, 2018

Full-Time Employees

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

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

An absence of three (3) or more days may trigger the provisions of the Family and Medical Leave Act (FMLA) – see Policy No. 308. If an employee is attending to an immediate family member, including civil union partner, a doctor's verification of that individual is required.

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

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

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

Full-Time employees who retire, honorably terminate their employment, or upon their death, will be paid up to a maximum of 100 days of their accumulated unused sick time, computed at the rate of pay for the year immediately preceding their retirement, death, or honorable termination of employment, provided that they have served at least five (5) full years.

Existing Part-Time Employees

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

For purposes of this Act, the 12-consecutive-month "Benefit Year" shall be January 1st through December 31st of each year. In each "Benefit Year," Part-Time employees will accrue up to a maximum of 40 hours of sick time at a rate of one (1) hour of sick time for every 30 hours worked, which will be front-loaded every six (6) months at a rate of 20 hours per half-year. After the conclusion of every six (6) months, the City will review the actual number of hours worked and will make any necessary adjustments.

The NJ Earned Sick Leave Act is effective on 10/29/2018. Therefore, for Part-Time employees on payroll on 10/29/2018, the City will front-load 10 hours of sick time for the period of 10/29/2018 through 2/26/2019. The City will then review the actual number of hours worked in order to ensure compliance with the Act's accrual rate and make any necessary adjustments.

Beginning on 2/26/2019, the City will front-load Part-Time employees with 20 hours of sick time, then review and adjust if necessary on 6/30/2019. On 7/1/2019, the City will frontload Part-Time employees with 20 hours of sick time, reconciling at year's end. After the conclusion of 2019, the City will audit the year and then decide if the half-year frontloading is the best system for accounting and recordkeeping and will make any adjustments necessary. All Part-Time employees will be notified of any change in the accrual system.

Existing Part-Time employees are eligible to use the earned sick leave beginning on the 120th calendar day after 10/29/2018, which is 2/26/2019. After that date, employees may use earned sick leave as soon as it is accrued. The maximum increment that Part-Time Employees can use their accrued earned Sick leave is the number of hours that the employee is scheduled to work on a given shift.

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

Part-Time Employees Hired After 10/29/2018

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

Accrual of Paid Sick Leave for Part-Time Employees

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

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

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

Use of Paid Sick Leave for All Employees

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

- A. Diagnosis, care or treatment of, or recovery from, an employee's own mental or physical illness, including preventive medical care;
- B. Aid or care for a covered family member during diagnosis, care or treatment of, or recovery from, a family member's mental or physical illness, including preventive care;
- C. Circumstances related to an employee's or their family member's status as a victim of domestic or sexual violence, including need to obtain medical treatment, seek counseling, relocate or participate in related legal services;
- D. Closure of an employee's workplace or of a school/childcare of an employee's child because of a public official's order related to a public health emergency;
- E. Time to attend a meeting requested or required by school staff to discuss a child's health condition or disability.

An employee is not required to find a replacement to cover the employee's absence.

Recordkeeping

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

Anti-Retaliation

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

CITY OF MARGATE**Employee Handbook/Policy and Procedure Manual****SECTION 3: Paid and Unpaid Time Off Policies**

POLICY NO.: 305

OF

PAGES: 1

SUBJECT: BEREAVEMENT LEAVE POLICY

EFFECTIVE DATE: November 1, 2018
November 1, 2018

REVIEW DATE:

REPLACES POLICY DATED: 2016

In the event of death in the employee's immediate family, the employee shall be granted time off without loss of pay, from the date of death up to and including the day of the funeral, but in no event to exceed four (4) working days.

The term "immediate family" shall include only spouse or significant other, civil union partner, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

Funeral leave may be extended beyond the four (4) working-day period at the sole discretion of the Business Administrator.

The above shall not constitute sick leave and shall not be deducted from the employee's annual sick leave.

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

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 3: Paid and Unpaid Time Off Policies

POLICY NO.: 306

OF

PAGES: 1

SUBJECT: JURY DUTY POLICY

EFFECTIVE DATE: November 1, 2018
November 1, 2018

REVIEW DATE:

REPLACES POLICY DATED: 2016

An employee required to render jury service shall be entitled to be absent from work during that service and will be paid the difference between any payment received for jury duty and the employee's regular salary.

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 4: Compensation & Employee Benefits Policies

POLICY NO.: 401

OF

PAGES: 1

SUBJECT: PAYROLL POLICY

EFFECTIVE DATE: November 1, 2018
November 1, 2018

REVIEW DATE:

REPLACES POLICY DATED: 2016

Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee's title. Employees are paid every two (2) weeks, with overtime being held back for two (2) weeks in order to compute payment of the amount due.

Employees who are going on vacation and would like their checks in advance must make a written request at least two (2) weeks in advance of the vacation.

The City of Margate will not accept responsibility for any employee's personal finances. The City will acknowledge judgments against an employee's pay, but will not act as a mediator between the employee and creditors.

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

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 4: Compensation & Employee Benefits Policies

POLICY NO.: 402
PAGES: 2

OF

SUBJECT: OVERTIME COMPENSATION POLICY

EFFECTIVE DATE: November 1, 2018
November 1, 2018

REVIEW DATE:

REPLACES POLICY DATED: 2016

Under the Federal Fair Labor Standards Act, certain employees in managerial supervisory administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$100,000 per year depending upon their job duties. The Personnel Officer shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Personnel Officer's prior approval and at the sole discretion of the Personnel Officer.

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

Non-Exempt employees will receive overtime compensation for hours worked in excess of 40 in a weekly period at the rate of one and one-half times the regular rate of pay. Employees may choose overtime compensation in the form of overtime pay or compensating time off. The maximum number of hours that an employee may accrue for future compensation time off is equivalent to 60 days. Once this maximum has been accumulated, all additional hours will be compensated by overtime pay. Accrued and taken overtime compensating hours must be noted on the employee's time sheet.

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

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

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

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

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

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

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 4: Compensation & Employee Benefits Policies

POLICY NO.: 404

OF

PAGES: 1

SUBJECT: DEFERRED COMPENSATION POLICY

EFFECTIVE DATE: November 1, 2018
November 1, 2018

REVIEW DATE:

REPLACES POLICY DATED: 2016

Deferred Compensation is an optional program for employees to supplement their retirement or to simply use a tax-sheltered savings plan. All regular full-time and provisional employees are eligible to participate. Maximum contribution amounts are as set forth in Section 457 of the Internal Revenue Code. For further information regarding Deferred Compensation, kindly contact the Payroll Clerk.

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

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 4: Compensation & Employee Benefits Policies

POLICY NO.: 405

OF

PAGES: 1

SUBJECT: RETIREMENT POLICY

EFFECTIVE DATE: November 1, 2018
October 18, 2018

REVIEW DATE:

REPLACES POLICY DATED: 2016

Under State law, all employees must enroll in the New Jersey Public Employees Retirement System or the Police and Firefighters Retirement System, or other plan as applicable. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required number of years, and who has reached the required age under

the Plan, may retire by notifying the Department Head in writing. The State retirement plans request six (6) months' advance notice to process the application. After giving notice of retirement, employees are expected to assist their Supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement.

The Department Head will prepare an Employee Action Form showing any pay or other money owed the employee. The Personnel Officer will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time, the employee will sign the Separation of Employment Form designating all money owed, and this form will be retained in the official Personnel File.

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

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 4: Compensation & Employee Benefits Policies

POLICY NO.: 407

OF

PAGES: 1

SUBJECT: CONFERENCE AND SEMINAR POLICY

EFFECTIVE DATE: November 1, 2018
November 1, 2018

REVIEW DATE:

REPLACES POLICY DATED: 2016

Requests to attend a conference or seminar must be approved by the Department Head. Requests shall be made sufficiently in advance to take advantage of discounts for early registration, and they must be submitted to the Department Head at least 30 days before the event. Requests must be in writing including the conference schedule, registration information and estimated costs. The Department Head is responsible to detail all training requests during the budget formulation process. Approval of any conference or seminar request is conditioned upon the availability of funds.

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

CITY OF MARGATE

Employee Handbook/Policy and Procedure Manual

SECTION 4: Compensation & Employee Benefits Policies

POLICY NO.: 408

OF

PAGES: 1

SUBJECT: FLEXIBLE SPENDING ACCOUNT POLICY

EFFECTIVE DATE: November 1, 2018
November 1, 2018

REVIEW DATE:

REPLACES POLICY DATED: 2016

The City of Margate shall provide, at no additional cost to the employee, a Flexible Spending Account (FSA) in accordance with Section 125 of the Internal Revenue Code, which allows an employee to set aside, pre-tax, a maximum of \$2,650 for medical expenses and a maximum of \$5,000 for child/dependent care each year. The option of enrolling in the FSA shall be that of the employee.

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

CITY OF MARGATE
Employee Handbook/Policy and Procedure Manual

SECTION 5: Managerial/Supervisory Procedures

POLICY NO.: 502

OF

PAGES: 1

SUBJECT: NEPOTISM PROCEDURE

EFFECTIVE DATE: November 1, 2018
November 1, 2018

REVIEW DATE:

REPLACES POLICY DATED: 2016

Unless otherwise provided by law (or New Jersey Department of Personnel/Civil Service rule, if the position is subject to Civil Service) or collective bargaining unit agreements, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other; or
- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest.

For purposes of this policy, immediate relative includes spouse or significant other or civil union partner, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

RESOLUTION #222-2018
AUTHORIZING REFUND OF ERRONEOUS
CHARGES IN THE WATER AND SEWER BILLING FILE

WHEREAS, it has been determined by the Tax Collector that there were errors in the water & sewer billing file that have resulted in erroneous charges in the amount of \$1,125.00 for Block 231 Lot 316, a common area meter, for Monroe Mews Condominium Association.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Margate City, County of Atlantic, State of New Jersey, that:

The Tax Collector is hereby authorized to adjust these charges and refund the \$1,125.00 paid as a result of the erroneous charges in the water & sewer billing file.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Finance Officer and the Tax Collector.

ROLL CALL:

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

**RESOLUTION #223-2018
TAX ASSESSMENT SERVICES
JANUARY 1, 2019 THRU DECEMBER 31, 2019**

WHEREAS, the Board of Commissioners of the City of Margate City has a need to acquire Tax Assessment Services to assist in the Tax Assessor’s Office; and

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

WHEREAS, the City of Margate is in receipt of a proposal for a one year contract from Vital Communications, Inc., 900 South Broad Street, Trenton, NJ 08611 in the amount of \$17,400.00; and

WHEREAS, the Chief Finance Officer has certified to the City Commissioners that there are adequate funds available for the purpose of contract in the following account:
Tax Collector - Computer & Software Maintenance –9-01-20-145-251 \$2,400.00 and Tax Assessor – Computer & Software Maintenance –9-01-20-150-212 \$15,000.00 contingent upon funds being appropriated in the 2019 budget; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate City hereby authorizes the Mayor and City Clerk to execute the award of contract without competitive biddings as an Extraordinary, Unspecifiable Service pursuant to N.J.S.A. 40A:11-5(1)(a)(ii). to Vital Communications, Inc. Trenton, NJ in the amount of \$17,400.00 for a one year period (January 1, 2019 through December 31, 2019).

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

- 1. Vital Communications, Inc.
- 2. Lisa McLaughlin, Chief Financial Officer
- 3. James Manghan, Tax Assessor

ROLL CALL:

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

CERTIFICATION OF AVAILABILITY OF FUNDS

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

Contract:

Tax Assessment Services; MOD IV Tax System

Vendor:

Vital Communications, Inc.
900 South Broad Street
Trenton, NJ 08611

Contract Amount:


\$17,400.00

Source of Funds:

Tax Collector- Computer & Software Maintenance future year budget 9-01-20-145-251
\$2,400.00

Tax Assessor- Computer & Software Maintenance future year budget 9-01-20-150-212
\$15,000.00

contingent upon sufficient funds being appropriated in the 2019 budget



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

Date

CITY OF MARGATE CITY RESOLUTION #224- 2018

**RESOLUTION AUTHORIZING THE SPECIAL CITY SOLICITOR
TO INITIATE IN REM TAX FORECLOSURE PROCEEDINGS**

WHEREAS, pursuant to NJSA 54:5-104.35, there has been submitted to the Governing Body and to the Special City Solicitor, a list of tax sale certificates and schedules pertaining to real estate wherein the City has levied taxes and which have not been paid within the past 21 months, which tax sale certificates are at least six months old;

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the City of Margate that the Special City Solicitor for the City be and he is hereby authorized to initiate In Rem Tax Foreclosure proceedings against all properties and the respective owners as set forth on the Foreclosure List 1-2018, and the Tax Collector's Certification, both of which are annexed hereto, and to incur such court costs, title search fees and other reasonable expenses incidental to the initiation of the tax foreclosure, including the

obtaining of the required title reports, all with a view towards perfecting the City's interest in the tax sale certificates as specified on the list.

ROLL CALL:

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

NON-REDEEMED AS OF 10/23/18			2018 Foreclosure List								
SCHEDULE CERTIFICATE		NAME OF OWNER AS IT APPEARS ON LAST TAX DUPLICATE	DESCRIPTION OF LAND AS IT APPEARS ON TAX DUPLICATE AND IN CERTIFICATE OF TAX SALE		DATE OF TAX SALE	LIENS ACCRUING SUBSEQUENT TO TAX SALE INCLUDING AMOUNT OF INTEREST, PENALTIES AND COSTS		AMOUNT TO REDEEM	DATE OF RECORDING CERTIFICATE	BOOK AND PAGE A/ OR INSTRUMENT NUMBER IN COUNTY CLERKS OFFICE	
NUMBER	NUMBER		BLOCK	LOT		SALE					BOOK
VOLA INST#											
#04-0		Gibson, S. Noel, K & Dallas III, W 814 Stoeplachese Way Bowling Green, KY 42103-7987	602.05	108	12/10/2004	\$887.69	\$3,199.60	\$4,987.28	3/21/2005	11978	2005029964
#09-0		Carone, Jean R. & Gaupp, Florence 2132 Post St. East Meadow, NY 11554-2013	602.04	28	12/18/2009	\$98.10	\$1,175.78	\$1,271.95	6/18/2010	13147	2010030412
#09-10		United Munkasser Yeshivos PO Box 180 262 Brooklyn, NY 11218-0262	609.04	13.01	12/18/2009	\$177.62	\$1,290.23	\$1,457.85	5/18/2010	13147	2010030413
#12-16		Brune, Anthony & Linda 818 Oxford Circle Venice, CA 90291	630	3/CQA27	12/7/2012	\$65.98	1230.24	\$1,295.80	1/22/2013	13538	2013004011
#12-17		Turk, Peter L. 157 S Poplar Avenue Maple Shade, NJ 08052-2737	602.04	17	12/7/2012	\$1,055.71	\$7,816.67	\$8,672.38	1/22/2013	13538	2013004012
#17-00013		Tomaszowski, Jr., Edward C 2728 East Allegheny Avenue Philadelphia, Pa 19137	331	403	12/15/2017	\$50.36	\$8,858.52	\$8,908.88	6/22/2018		2018032627
Above figures include interest valid until November 1, 2018. Additional interest and costs will accrue after this date. Above amounts do not include advertising costs or legal fees.											

Certified by: 
Linda Morgan, Tax Collector

Date: 10/23/2018

RESOLUTION #225-2018

AUTHORIZING CHANGE ORDER #1 (TIME EXTENSION))
HISTORIC CITY HALL GENERATOR REPAIR

WHEREAS, the Board of Commissioners of the City of Margate City in the County of Atlantic, State of New Jersey has on August 2, 2018 authorized the awarding a contract to Forked River Diesel & Generator, 111 Admiral Way Waretown, NJ 08758, as per their proposal in an amount of \$140,3357.00; and

WHEREAS, the City Engineer , Edward Walberg, has prepared a letter dated October 25, 2018 regarding increase in Change Order #1 that related to a change in contract due to Generator Housing Lead time in the amount of extension of sixty (60) days, resulting in a new contract completion date; and

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, does hereby authorize the issuance of Change Order No. 1 to the contract with Forked River Diesel & Generator, 111 Admiral Way Waretown, NJ 08758: and

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

- 1. Lisa McLaughlin, Chief Financial Officer
- 2. Edward Walberg, City Engineer
- 3. Forked River Diesel & Generator, 111 Admiral Way Waretown, NJ 08758

ROLL CALL:

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

RESOLUTION #226-2018

AUTHORIZATION OF CREDIT CARDS AND CREDIT CARD SIGNATORIES

WHEREAS, the Board of Commissioners of the City of Margate City, County of Atlantic, State of New Jersey are desirous to establish and maintain credit cards with designated signatures at Sam’s Club, and

BE IT RESOLVED by the Board of Commissioner that the following persons are hereby authorized to use the credit card at Sam’s Club for Margate City use;

SAM’S CLUB
Daniel Adams
Lisa McLaughlin
Andrew Miles
William Walsh
Marianne Christian
Edmund Allen
Brian Casey
John Zaccardi

NOW, THEREFORE BE IT RESOLVED, that the above authorization of credit card use and signatories be adopted by the governing body of the City of Margate City, effective immediately.
ROLL CALL:

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

Resolution #227-2018

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR THE
PROVISION OF ELECTRIC GENERATION SUPPLY SERVICE
FOR THE SOUTH JERSEY POWER COOPERATIVE

WHEREAS, the South Jersey Power Cooperative (SJPC) is a purchasing cooperative that consists of various counties and their participating co-op members, and includes numerous municipalities, K-12 school districts, vocational-technical schools, utilities authorities and other municipal agencies. The City of Margate City is a Participating Member of the SJPC through our respective county pricing co-operative; and

WHEREAS, the County of Camden is the current and acting lead purchasing agency for the SJPC; on behalf of the SJPC, Camden County publicly advertised bids for the purpose of procuring Electric Generation Supply Service (Bid #A17/18); and

WHEREAS, the County of Camden received and opened bids on Thursday, July 17, 2018 at 11:30 a.m., Prevailing Time, for Electric Generation Supply Service for the SJPC; and

WHEREAS, Constellation/NewEnergy, Inc. was the lowest responsible bidder for Rate Codes (MGS-P, AGS-S) bid rate is \$.07774 per kilowatt-hour (kWh) and South Jersey Energy was the lowest responsible bidder for Rate Codes (MGS-S, RS) bid rate is \$.08132 per kilowatt-hour (kWh) for the Secondary-service electric accounts located within the Atlantic City Electric Company (ACE) service territory; the City of Margate City hereby acknowledges and accepts this bid rate for a service period of 24-months, commencing in September 2018; and

WHEREAS, on behalf of the Participating Members of the SJPC, the County of Camden has executed a master agreement with Constellation/NewEnergy and a master agreement with South Jersey Energy for the needs of the Participating Members of the SJPC as described above commencing on the above specified dates; and

WHEREAS, each currently Participating Member of the SJPC, including the City of Margate City shall encumber funds in accordance with applicable law and hereby acknowledge the terms and conditions of the aforementioned bid and master contract to which it will be bound for the duration of the agreement as noted herein.

ROLL CALL:

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

RESOLUTION #228-2018
AUTHORIZING THE AMENDMENT OF CONTRACT TO
VITAL COMMUNICATIONS
TO PROVIDE TAX COLLECTOR COMMUNICATION SERVICES

WHEREAS, the City of Margate City has a need for a Tax Collector Communication Services; and

WHEREAS, Board of Commissioners awarded Vital Communications a contract for 2018 dated November 10, 2017 in the amount not to exceed \$15,000.00; and

WHEREAS, The City of Margate has the need to amend the contract of Vital Communications, LLC for an additional \$2,400.00 for a total of 17,400.00, not to exceed \$17,400.00; and

WHEREAS, the Chief Financial Officer has certified to the City Commissioners that there are sufficient funds available for in the following account 8-01-20-150-212 in the amount of 2,400.00; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Margate that a contract be increased to Vital Communications.

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

1. Vital Communications

2. Lisa McLaughlin, CFO

ROLL CALL:

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

CERTIFICATION OF AVAILABILITY OF FUNDS

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

Contract:

2018 Tax Assessment Services; MOD IV Tax System

Vendor:

Vital Communications, Inc.
900 South Broad Street
Trenton, NJ 08611

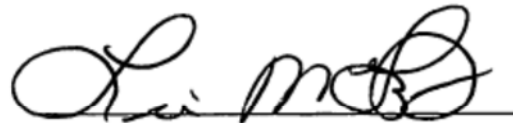
Contract Amount:

\$2,400.00

Source of Funds:

Tax Assessor- Computer & Software Maintenance
\$2,400.00

8-01-20-150-212



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

11/1/18
Date

RESOLUTION #229-2018**AWARD OF CONTRACT****2018 BENSON AVENUE WATER TANK EXTERIOR PAINTING**

WHEREAS, on October 4, 2018 the Board of Commissioners of the City of Margate City approved Resolution #203-2018 authorizing the receipt of bids for 2018 Benson Avenue Water Tank Exterior Painting; and

WHEREAS, the City Clerk did duly advertise the receipt of said bids for the 2018 Benson Avenue Water Tank Exterior Painting in the Press of Atlantic City on October 11, 2018; and

WHEREAS, in connection therewith the following three (3) bid were received by the City Clerk and the City Engineer of the City of Margate City on October 25, 2018:

Allied Painting, Inc. 4 Larwin Road, Cherry Hill, NJ 08034

\$715,320.00

Brave Industrial Paint, LLC 177 Elmwood Ave., Long Branch, NJ 07740

\$800,000.00

Bragaton Construction, Inc. 74 E. McClellan Ave., Livingston, NJ 07039

\$1,777,000.00

, and

WHEREAS, the City Engineer, Edward Walberg of Remington, Vernick & Walberg submitted a letter of recommendation dated October 25, 2018 that the contract be awarded the lowest responsible bidder Allied Painting, Inc. 4 Larwin Road, Cherry Hill, NJ 08034, as per their bid proposal in an amount of \$715,320.00; and

WHEREAS, the Chief Financial Officer has certified to the City Commissioners that there are adequate funds available for the purpose of award of this contract in the following account: Capital Ordinance 08-2018 C-06-55-910-902 \$715,320.00, also requiring reallocation of funds within the ordinance; and

NOW, THEREFORE, BE IT RESOLVED, by the City Commissioners of the City of Margate City, County of Atlantic that it does hereby award a contract to Allied Painting, Inc. 4 Larwin Road, Cherry Hill, NJ 08034 as per their bid proposal for the 2018 Benson Avenue Water Tank Exterior Painting in an amount not to exceed \$715,320.00 and that the award of contract be advertised according to law one time in the “Atlantic City Press” newspaper.

BE IT FURTHER RESOLVED that the award of contract is conditioned upon the delivery and execution thereof within ten (10) days from the date of the within resolution accompanied by such appropriate insurance certificate, affirmative action certificate and performance bond as may be required by the specifications.

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

- 1. Remington, Vernick & Walberg Engineers
- 2. Lisa McLaughlin, Chief Financial Officer
- 3. Allied Painting, Inc. 4 Larwin Road, Cherry Hill, NJ 08034

ROLL CALL:

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

Certification Of Availability of Funds

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

Contract Amount: 715,320.00
Resolution Date: 11/01/18
Resolution Number: 229-2018

Vendor: ALLIED P ALLIED PAINTING, INC.
4 LARWIN ROAD
CHERRY HILL, NJ 08034

Contract: U1330000 Benson Ave tank exterior painting

Account Number	Amount	Department Description
C-06-55-910-902	715,320.00	ORDINANCE 08-2018
Total	715,320.00	

Only amounts for the 2018 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.



Chief Financial Officer

RESOLUTION #230-2018
AUTHORIZING THE CLARIFICATION OF RESOLUTION #213-2018
APPOINTMENT of MUNICIPAL AUDITOR
SUPLEE, CLOONEY & COMPANY

WHEREAS, the Board of Commissioners of the City of Margate City awarded Accounting Services Resolution #213-2018 as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 and Margate City Ordinance #36- 2005 to Suplee, Clooney & Company, 308 East Broad Street, Westfield, New Jersey 07090; and

WHEREAS, the contract awarded is specifically for Municipal Auditing Services for the year ending December 31, 2019; and

WHEREAS, Suplee, Clooney & Company, 308 East Broad Street, Westfield, New Jersey 07090 has completed and submitted a Business Entity Disclosure Certification which certifies that Suplee, Clooney & Company has not made any contributions to a political or candidate committee in the City of Margate City in the previous one year, and that the contract will prohibit Suplee, Clooney & Company from making any contributions through the term of the contract; and

WHEREAS, the Chief Finance Officer has certified to the City Commissioners that there are adequate funds available for the purpose of contract in the following account: Future Operating Budget: Financial Admin Audit 9-01-20-135-201 \$25,900.00 contingent upon funds being appropriated in the 2019 budget; and

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

- 1. The Mayor is hereby authorized to execute and the City Clerk to attest to a contract between the City of Margate City and Suplee, Clooney & Company for Municipal Auditing Services in the amount not to exceed \$25,900.00.
- 2. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.
- 3. A notice of this action shall be printed once in the Atlantic City Press.

ROLL CALL:

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

Adjournment:

There being no further business, Mayor Becker called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner Blumberg and seconded by Commissioner Amodeo to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 5:00p.m.

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

Mayor, Michael Becker

Commissioner John F. Amodeo

Commissioner Maury Blumberg

Attest: _____ Johanna Casey, Municipal Clerk